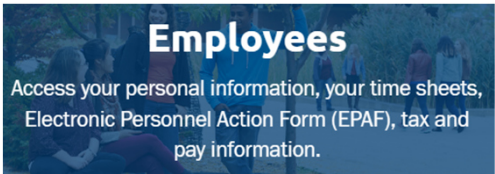


How to view My Team?

1 Access your personal information, your time sheets, Electronic Personnel Action Form (EPAF), tax and pay information.

The image shows a blue header with the word "Employees" in white. Below it is a dark blue box with white text describing the section's functionality.

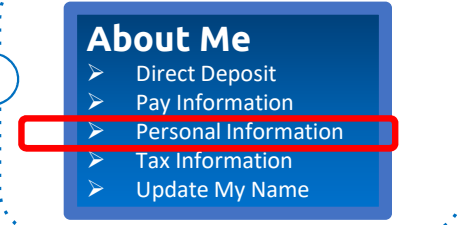
2 Current Employee

A blue rectangular button with the text "Current Employee" in white.

3

About Me

- Direct Deposit
- Pay Information
- Personal Information
- Tax Information
- Update My Name

A blue rectangular menu titled "About Me" with a list of options. The "Personal Information" option is highlighted with a red box.

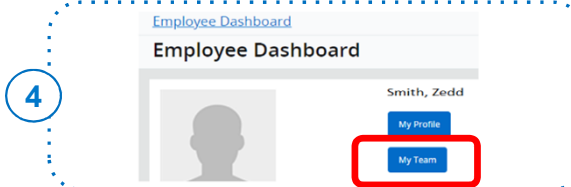
4

Employee Dashboard

Smith, Zedd

My Profile

My Team

A screenshot of the "Employee Dashboard" for "Smith, Zedd". It shows a profile picture placeholder and two buttons: "My Profile" and "My Team". The "My Team" button is highlighted with a red box.

5

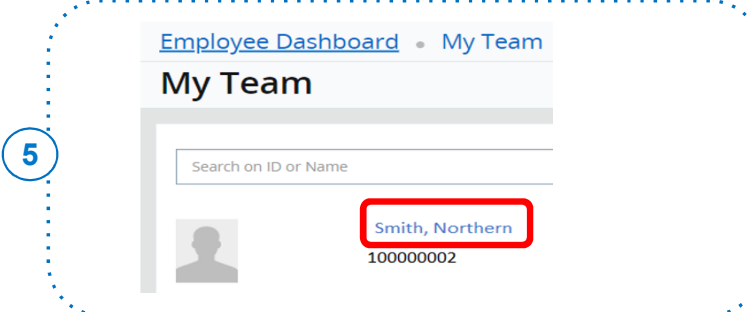
Employee Dashboard • My Team

My Team

Search on ID or Name

Smith, Northern

100000002

A screenshot of the "My Team" page. It shows a search bar and a list of team members. One member, "Smith, Northern" with ID "100000002", is highlighted with a red box.

6

Employee Dashboard • My Team • Employee Profile

Profile

Personal Information

Vacation in days 19.75

Addresses

Permanent Address

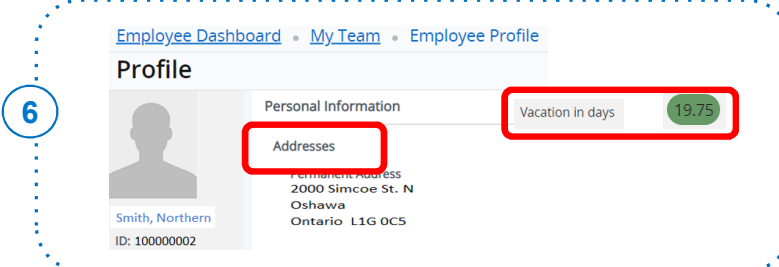
2000 Simcoe St. N

Oshawa

Ontario L1G 0C5

Smith, Northern

ID: 100000002

A screenshot of the "Employee Profile" page for "Smith, Northern". It shows various fields including "Personal Information", "Vacation in days" (19.75), "Addresses", and "Permanent Address". Several fields are highlighted with red boxes.

- 1 Visit [MyOntarioTech](#) Select "Employees"
- 2 Click on "Current Employee"
- 3 Click on "Personal Information"
- 4 In Employee Dashboard, click on "My Team"
- 5 Click on the name of your team members
- 6 You will see their Address, Phone, Email, and Emergency Contact Information. (Their Vacation Balance is also visible to you)
- 7 Repeat step 5 for each team member
- 8