

Your Profile Overview

This quick guide gives you a brief overview of your profile page features. You can access your profile by clicking the profile icon in the top right corner of Kern360 and selecting **View Profile**.

Actions brings up a full menu of self-service functions and viewable information from creating an expense report to updating contact information to reviewing your schedule history.

Team takes you to a quick view of your place in the org chart. Your full team and supervisor will be displayed.

Summary provides a quick overview of your job details including your employee ID, title, and start date.

Overview is a multi-tab display. It contains your worker history (which logs changes in your info, benefits, compensation, etc.), service dates, organizations you are part of in Kern360, and union memberships.

Personal includes your demographic information, uploaded IDs, and documents associated with your profile.

Compensation displays your salary, base pay, compensation grade, and step details.

Pay shows your tax elections, payslips, and deductions.

Benefits is a shortcut to your Benefits Dashboard.

Absence shows your leave balances including comp time, sick, and vacation.

Contact allows you to view and update your address, personal, and emergency contact information.

Performance allows you to view performance reviews you receive after Kern360 goes live.

Career tracks your learning and uploaded certifications.