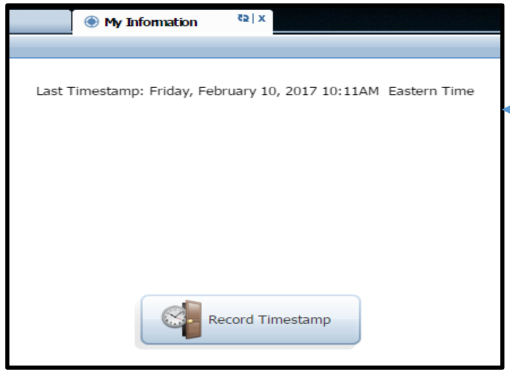
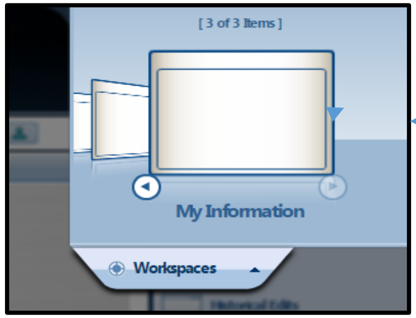
Navigating Workspace Carousel

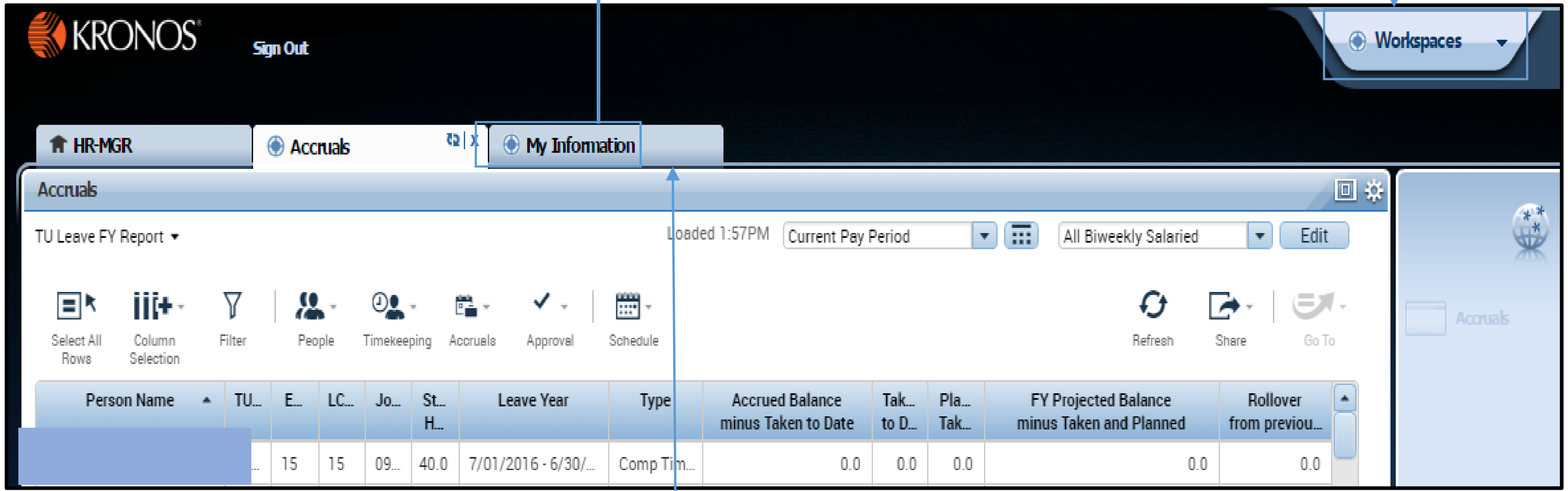
My Information Workspace





The **Workspace Carousel** is used to navigate through different home screens dependent on your access level. You can cycle through workspace tabs to open a specific workspace.

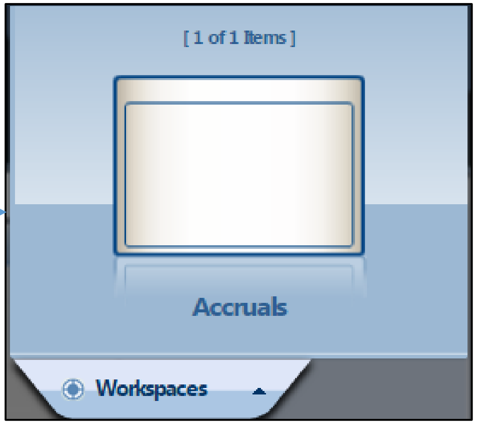
i.e. **My Information, Accruals, Manage My Department**

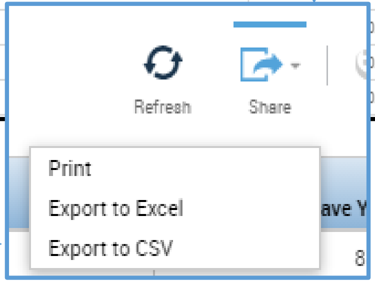


You will see your open **Workspace Tabs** in the activities bar as you open them from your **Workspace Carousel**.

Accrual Workspace

You can access the **Accruals Workspace** through your **Workspace Carousel**. Here you will find all your employee leave totals based on E-Class, employee start date, and time in service.





You can use the **Select All Rows** and/or the **Column Selection** icons to view specific employees.

You can either **Print** the selected sections or **Export** to either Excel or CSV formats.