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**.
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.