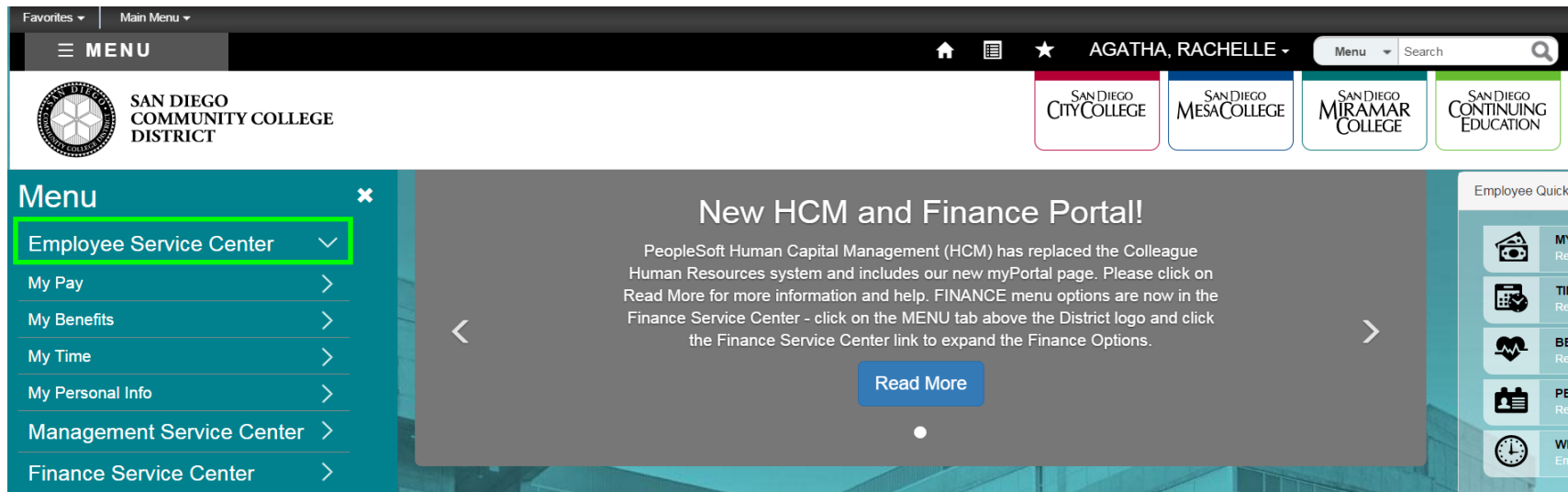


MESA HCM JOB AID

EMPLOYEE SERVICE CENTER

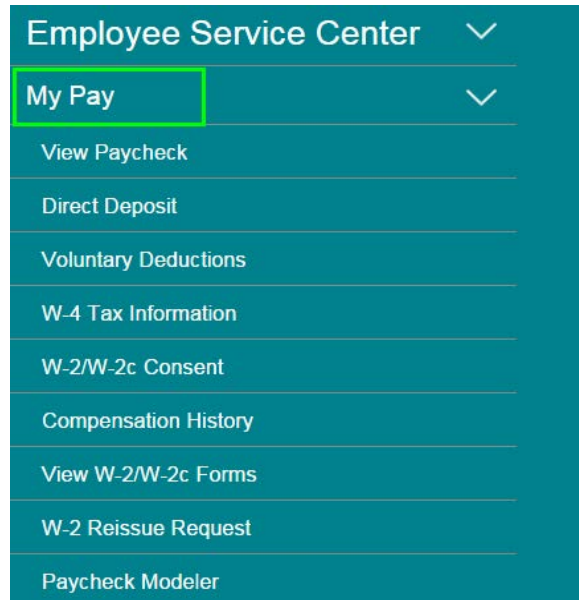
- 1 The **Employee Service Center** is where employees will perform Employee related tasks.



MESA HCM JOB AID

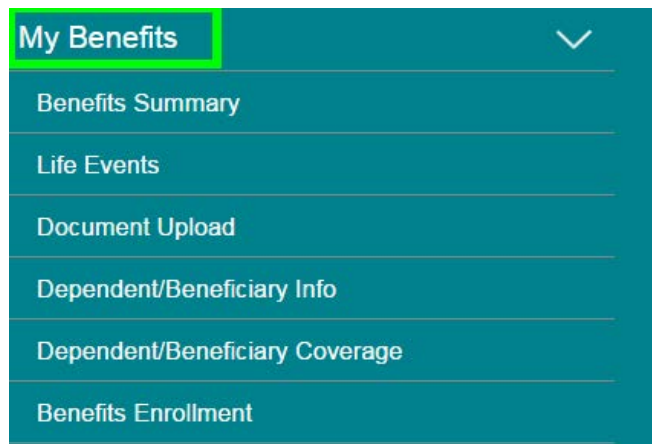
EMPLOYEE SERVICE CENTER

A MyPay - here the employee will have access to pay related items.



Each employee should review these options under **My Pay** and become comfortable with what is available.

B My Benefits - here the employee will have access to many benefit related items.



Review these options under **My Benefits** and become comfortable with what is available.

MESA HCM JOB AID EMPLOYEE SERVICE CENTER

- C **My Time** - here the employee will access his/her time sheet and enter time. Mesa is not using the Web Clock.



My Time is explained in the separate Job Aid. Refer to the **My Time Job Aid**.

- D **My Personal Info** - here the employee will have access to personal information and should check and update as applicable.

