

Profile

This menu lets you view and edit information on yourself, your contacts, your dependents, and your taxes.

Personal Tab

This tab displays your personal information stored in the Employee LINQ system. Most of the information is read-only.

Profile

Personal Contacts Dependents Tax Info

First Name:	<input type="text" value="Thomas"/>	Primary Site:	<input type="text" value="Site 999 - Name"/>
Middle Name:	<input type="text"/>	State ID:	<input type="text"/>
Last Name:	<input type="text" value="Hanks"/>		
SSN:	<input type="text" value="***-**-6565"/>		
Birth Date:	<input type="text" value="07/09/1956"/>		
Race:	<input type="text" value="White"/>		

Edit
Click the **Edit** icon to update your address, phone number, and email.

Country:	<input type="text" value="US"/>	Phone:	<input type="text" value="(555) 555-5555"/>
Address 1:	<input type="text" value="2528 Independence Blvd"/>	Email:	<input type="text" value="aboerner@k12paymentcenter.com"/>
Address 2:	<input type="text"/>		
City:	<input type="text" value="Wilmington"/>		
State / Zip:	<input type="text" value="NC"/> <input type="text" value="28412"/>		

Contacts Tab
This tab displays your emergency contact information.

Add
Click **Add** to add an additional contact.

Expand
Click the arrow icon to view details about each of your contacts.

Edit / Delete
Click the gears icon to edit or delete a contact.

Personal **Contacts** Dependents Tax Info

First Name Relationship
Rita Wilson Spouse

First Name: Rita **Middle Name:** **Last Name:** Wilson

Relationship: Spouse

Contact Types:
 Emergency
 Dependent

Country: US **Phone 1:** **P1 Type:**

Address 1: 2528 Independence Blvd **Phone 2:** **P2 Type:**

Address 2: **Phone 3:** **P3 Type:**

City: Wilmington **Phone 4:** **P4 Type:**

State: NC **Zip:** 28412

Dependents Tab
This tab displays your dependents information.

Add
Click **Add** to add an additional dependent.

Expand
Click the arrow icon to view details about each of your dependents.


Edit / Delete
Click the gears icon to edit or delete a dependent.

The interface shows a navigation bar with tabs: Personal, Contacts, **Dependents**, and Tax Info. Below the tabs is a table of dependents. The first dependent is Chet Hanks, Son. An arrow icon next to the name indicates it can be expanded. An **Add** button with a plus icon is in the top right. The expanded form for Chet Hanks includes fields for First Name, Middle Name, Last Name, Relationship, SSN, Birth Date, Gender, Living Arrangements (radio buttons), Country, Address 1, Address 2, Phone 1, Phone 2, Phone 3, P1 Type, P2 Type, P3 Type, and Contact Types (checkboxes for Emergency and Dependent). A gears icon for editing/deleting is in the top right of the form.

Tax Info Tab
This tab displays your federal and state tax information.

Edit
Click the **Edit** icon to update your tax information. Making changes will have an effect on your tax withholdings.

Personal Contacts Dependents **Tax Info**

Federal Income Tax 

2020 W4	<input type="text" value="True"/>
Additional Withholding Amount	<input type="text"/>
Deductions	<input type="text"/>
Dependent Amount	<input type="text"/>
Filing Status	<input type="text" value="Married"/>
Other Income	<input type="text"/>
Total Allowances	<input type="text"/>
Two Jobs	<input type="text"/>

North Carolina State Tax

Additional Withholding Amount	<input type="text"/>
Filing Status	<input type="text"/>
Total Allowances	<input type="text"/>