

# Employee Self Service My Career

This document is being provided for training purposes and is subject to further edits, corrections and/or modifications.

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## Job Search - Quick Guide

Navigation

- Log into MyFSCJ with your FSCJ logon ID and password
- Click the My Career dropdown
- Choose the Job Opportunities link
- In the Job Search link, type in keywords, then click search or select the posted job title listed under Search Results
- After reviewing the job details, click either
  - o Apply
    - Complete Steps 1-6 to attach your resume, cover letter, answer employment preferences, qualifications, and referral questions
    - Click on Submit Application
    - Your job application has been successfully submitted
  - o Email to friend
    - Enter recipients email address, click on Send
  - o Refer a friend
    - Attach your friend's resume, then click on Continue
    - Complete Name, Address, Email Address and Phone sections of Refer Friend Contact Details, then click on Save and Submit

## My Activities - Quick Guide

#### Navigation

- Log into MyFSCJ with your FSCJ logon ID and password
- Click the My Career dropdown
- Choose the Job Opportunities link
- In the My Activities link, you will be able to view the status of your application, date create, submitted, and allow you the option to withdraw your application

## My Favorite Jobs – Quick Guide

#### Navigation

- Log into MyFSCJ with your FSCJ logon ID and password
- Click the My Career dropdown
- Choose the Job Opportunities link
- In the Job Search link, you may click on the blank star to add the job title a favorite. The star will then be highlighted.
- In the My Favorites Job link, you may Remove Selected Jobs or Refer a Friend by placing a check next to a job title

#### My Saved Searches – Quick Guide

Navigation

- Log into MyFSCJ with your FSCJ logon ID and password
- Click the My Career dropdown
- Choose the Job Opportunities link
- In the Job Search link, you may enter a key word, then click on Save Search
- In the My Saved Searches link, the Search button performs the search and shows your results on the Job Search page

#### My Contact Information- Quick Guide

Navigation

- Log into MyFSCJ with your FSCJ logon ID and password
- Click the My Career dropdown
- Choose the Job Opportunities link
- In the My Contact Information link, select a Preferred Contact Method from the drop down list, then click Save

#### My Current Profile – Quick Guide

Navigation

- Log into MyFSCJ with your FSCJ logon ID and password
- Click the My Career Dropdown
- Choose the My Current Profile link
- Currently includes location, enhancements to come

## My Historical Profile – Quick Guide

Navigation

- Log into MyFSCJ with your FSCJ logon ID and password
- Click the My Career dropdown
- Choose the My Historical link
- Currently includes location, enhancements to come

## Job Search - Detailed Guide

Log into MyFSCJ\_using your FSCJ logon ID and password

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Velcome to myFSCJ!			Apply for Admission
tyFSCJ is our new and improved portal. In or students, myFSCJ will simplify the regis	an effort to streamline our processes, all students, faculty and staff members ar tration process and allow you to better plan and manage your progress through	e now using one centralized program to improve our functionality, processes and efficiency, degree programs. For faculty and staff, it will modernize business practices by serving as	
our "go-to" destination for many core funct	ions.		Class Search
's our responsibility and goal to help you b	e successful - whether in your quest for a higher education or in your daily work	functions – and know myFSCJ is a great tool to help you do so.	Student and Employee Sign-on
			User ID
'he College's websites offer valual	ble information for future and current students. The following lini	ks will direct you to some of the most requested resources:	Password
cademic Calendar	Fiorida Sexual Offenders & Predators Search	Financial Ald	
uy Books Online	Collection & Use of Social Security Numbers	Library Learning Commons	Sign In
ampuses & Centers	Counseling & Advising	Student Computing Resources	
areer Development Centers	Degrees & Programs	Student Resources (A-Z Index)	Student Help   Employee Help
atabas	Faculty & Staff Directory	Send an Official Transcript	

	Employees Resources Help Center	
FLORIDA STATE COLLEGE AT JACKSONVILLE	My Requisitions • My Pay • My Time • My Benefits •	My Career 👻
Test Alert - This alert has	been issued to test functionality for issuing alerts to all employees.	Job Opportunities Learning and Development My Current Profile
Tuesday, June 28, 20	16 e date range.	My Historical Profile
No events found for the	e date range.	

In the Job Search link Type in keywords, then click search or select the posted job title listed under Search Results

	Employees Stu	dents Resources	Help Cente	ər			
FLORIDA STATE COLLEGE AT JACKSONVILLE*	My Requisitions 👻	My Expenses 👻	My Pay 👻	My Time 👻	My Benefits 👻	My Career 👻	
Job Search		Job Search   My N	lotifications   My	Activities   My Fav	vorite Jobs   My Saved	I Searches   My Contact Information	
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DC Curriculu DC Dir Admin	m Development (1) n Services (1)	Benefits Coordinator Department: Human F Posted Date: 04/14/20	- 1024 Resources   Job Fa 116	mily: Human Resou	urces   Location: Admini	strative Offices   Job Function: Business Services	
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After reviewing the job details, click either

Apply

- Complete Steps 1-6 to attach your resume, cover letter, answer employment preference, qualifications, and referral questions
- Click on Submit Application
- Your job application has been successfully submitted

Email to friend

• Enter recipients email address, click on Send

My Requisitions +       My Expenses +       My Pay +       My Time +       My Benefits +       My Career +         Send Email         Job Search   My Notifications   My Activities   My Favorite Jobs   My Baved Searches   My Contact Informatic training be revealed by System Users. An Internal Jobs sent to an external person may not reach that person and cannot be viewed by them. When you see finishes. An Internal Jobs sent to an external person may not reach that person and cannot be viewed by them. When you see finishes. An Internal Jobs sent to an external person may not reach that person and cannot be viewed by them. When you be viewed by System Users. An Internal Jobs sent to an external person may not reach that person and cannot be viewed by them. When you be finishes. An Internal Jobs sent to an external person may not reach that person and cannot be viewed by them. When you be finishes the send builds.         To JohnDoe@email.com         "Your Name Jane Doe saw this job opening and thought you might find it interesting: Beendits Coordinator Please sites College at Jacksonville         Message is lane Doe saw this job opening and thought you might find it interesting: Beendits Coordinator Please visit the Florida State College at Jacksonville careers site to view the job posting. Diffect TIONS: I State College at Jacksonville careers site. A Review the job dataciption and at each of the Appy puton to being your application. Being bit dataciption and at each of the Appy puton to being your application. Being bit dataciption and at each of the Appy puton to being your application. Being bit dataciption and at each of the Appy puton to being your application. Being bit dataciption and at each of the Appy puton to being your applicating applicatio								
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To       JohnDoe@gemail.com         "Your Name       Jane Doe         Subject       Interesting job at Florida State College at Jacksonville         Message       Jane Doe saw This job opening and thought you might find it interesting:         Benefits Coordinator       Plonda State College at Jacksonville careers site to view the job posting.         Please visit the Florida State College at Jacksonville careers site to view the job posting.       DIRECTONS:         In the Job description and setect the Apply button to begin your application.       3. Review the job description and setect the Apply button to begin your application.         Attemportary Page=HRS_APP_JBPST&Action=U&SiteId=1&FOCUS=Applicant&JobOpeningId=1024&PostingSeq=1       Jane	Email Details	pressa ere sorra sor						
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A discussion of the first second second second	Message	Jane Doe saw this j Benefits Coordinato Florida State Colleg Administrative Offic Please visit the Flor DIRECTIONS: 1. Select the follow: 2. Sign in to access 3. Review the job d https://np-patst.fscj. Bage=HRS_APP_J Send	ob opening a r re at Jax es ida State Co ng link to acc your accour escription an edu:8031/ps BPST&Actio	Illege at Jacksonville cess the careers site t, or if you are not a d select the Apply to p/paga1/EMPLOYEI n=U&SiteId=1&FOC	nt find it interestin careers site to v , n existing user su utton to begin yos E/HRMS_HR/c/H US=Applicant&J	iew the job posting elect the New User Ir application. RS_HRAM,HRS_ boopeningId=1024	I link to create an acco APP_SCHJOB.GBL? &PostingSeq=1	unt.

#### Refer a friend Attach your friend's resume, then click on Continue

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Refer Friend ·	- Resume						
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Resume (Require	ed)						
Attach Fri	end's Resume		Provide us with your frie	nd's resume			
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Continue	Return to Previous	Page					

Complete Name, Address, Email Address and Phone sections of Refer Friend Contact Details, then click on Save and Submit

FLORIDA STATE COLLEGE	My Requisitions +	My Expenses +	My Pay 👻	My Time 👻	My Benefits 👻	My Career +	
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# My Activities - Detailed Guide

Log into MyFSCJ\_using your FSCJ logon ID and password

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Velcome to myFSCJ!			Apply for Admission
yFSCJ is our new and improved portal. In or students, myFSCJ will simplify the regis our 'go to' destination for many core funct	an effort to streamline our processes, all students, faculty and staff members an tration process and allow you to better plan and manage your progress through ions.	e now using one centralized program to improve our functionality, processes and efficiency, degree programs. For faculty and start, it will modernize business practices by serving as	Class Search
s our responsibility and goal to help you b	e successful - whether in your quest for a higher education or in your daily work	functions – and know myFSCJ is a great tool to help you do so	Student and Employee Sign-on
			User ID
he College's websites offer valua	ble information for future and current students. The following line	ks will direct you to some of the most requested resources.	Password
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ampuses & Centers	Counseling & Advising	Student Computing Resources	
aver Development Centers	Degrees & Programs	Bludent Resources (A-Z totex)	Stadent Help   Employee Help
atalogs	Faculty & Staff Directory	Send an Official Transcript	

FLORIDA STATE COLLEGE AT JACKSONVILLE	My Requisitions 👻	My Pay 👻	My Time 👻	My Benefits 👻	My Career 👻
est Alert - This alert	has been issued to test fur	actionality for is	suing alerts to a	II employees.	ob Opportunities
Tuesday, June 28	, 2016				My Historical Profile
No events found fo	r the date range.				

In the My Activities link, you will be able to view the status of your application, date create, submitted, and allow you the option to withdraw your application

FLORIDA My Requisitions	- My E	xpenses - My Pay -	My Time + M	ly Benefits - My Can	- 190	
My Activities	Job Sea	rch   My Notifications   My Activ	ities   dy Favorite Jot	bs   My Saved Searches   My	Contact Information	
					Display applications from	All Applications
Applications						
Job Title	Job ID	Location	Status	Date Created	Date Submitted	Withdraw Application
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Benefits Coordinator	1024	FSCJ Administrative Offices	Not Submitted	04/14/2016 2:01PM		Withdraw
Resumes						
Resume			Attached File		Date Created	
Resume					04/14/2016 1:35	PM
Cover Letters and Attachments						
You have not added any attachments.						
Add Attachment						
Return to Previous Page	Job Sea	rch   My Notifications   My Activ	ities   My Favorite Jot	os   My Saved Searches   M	Contact Information	

#### My Favorite Jobs – Detailed Guide

Log into MyFSCJ\_using your FSCJ logon ID and password

FLORIDA Ibar consister			
elcome to myFSCJ!			Apply for Admission
In SGJ is our new and improved portal. In r students, myFSCJ will samplify the regil in "go-to" destination for many core func-	an error to streamine our processes, all souteris, faculty and staff members an tration process and allow you to better plan and manage your progress through loss.	e now using one centratized program to improve our fundionality, processes and enciency, degree programs. For faculty and staff, it will modernine business practices by serving as	Class Search
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mputes & Centers	Counseling & Advising	Student Computing Resources	
reer Development Centers	Degrees & Programs	Bludent Resources (A-Z totex)	Statent Help   Employee Help
	Faculty & Staff Directory	Send an Official Transcript	

Select the My Career dropdown and choose the Job Opportunities link.

FLORIDA STATE COLLEGE AT JACKSONVILLE	My Requisitions - My Pay - My Time - My Benefit	s 🕶 My Career 👻
est Alert - This ale	rt has been issued to test functionality for issuing alerts to all employees.	Job Opportunities Learning and Development
Tuesday, June 2	18, 2016	My Current Profile My Historical Profile
	-	-

In the Job Search link, you may click on the blank star to add the job title a favorite. The star will then be highlighted.

Employees	Students Resources Help Center		
FLORIDA STATE COLLEGE AT JACENESSING	My Expenses → My Pay → My Time → My Benefits → My Career →		
Job Search	Job Search   Ny Notifications   My Activities   My Favorite Jobs   My Saved Searches   My Contact Information		
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Human Resources (6)	Search Results	First ④ 1-12 of 12	1
VP Business Services (4) DC Curriculum Development (1) DC Dir Admin Services (1)	Benefits Coordinator - 1024 Department: Human Resources   Job Family: Human Resources   Location: Administrative Offices   Job Function: Business Services Posted Date: 04/4/2016		C
Job Family Human Resources (6) Senior Administration (3)	Program Manager - 1021 Department: DC Gumoulum Development   Job Family: Manager/Supervisor - Academic   Location: Advanced Technology Center Job Function: Managental/Supervisory   Posted Date: 04/13/2016		
Manager (2) Campus Services (1)	Human Resources Spacialist JO - 1017 Department: Human Resources   Job Family: Human Resources   Location: Administrative Offices   Job Function: Business Services Posted Date: 40402016		
	Human Resources Specialist IO - 1013		

In the My Favorites Job link, you may Remove Selected Jobs or Refer a Friend by placing a check next to a job title.

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My Favorite Jobs		Job S	earch   My Notific	ations   My Activ	ties   My Favorit	e Jobs   My Saved	Searches   My	Contact Info
Favorite Jobs								
Job Title	Job ID	Location	I	Status	Job Far	nily	Posted Date	Saved Date
<ul> <li>Benefits Coordinator</li> </ul>	1024	Adminis	trative Offices	Open	Human	Resources	04/14/2016	04/15/201
Program Manager	1021	Advance	ed Technology Ce	enter Open	Manag Acader	er/Supervisor - nic	04/13/2016	04/15/201
Human Resources Speciali	st JO 1017	Adminis	trative Offices	Open	Human	Resources	04/06/2016	04/15/2016
Human Resources Coordin	ator 1010	Adminis	trative Offices	Open	Human	Resources	04/04/2016	04/15/201
Human Resources Speciali	st - 1008	Adminis	trative Offices	Open	Human	Resources	04/04/2016	04/15/201
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#### My Saved Searches - Detailed Guide

Log into MyFSCJ\_using your FSCJ logon ID and password

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FSCJ is our new and improved portal. In in students, myFSCJ will simplify the regis	an effort to streamline our processes, all students, faculty and staff members an tration process and allow you to better plan and manage your progress through	e now using one centralized program to improve our functionality, processes and efficiency, degree programs. For faculty and staff, if will modernite business practices by serving as	
er "go-to" destination for many core funct	ions.		Glass Search
s our responsibility and goal to help you b	e successful – whether in your quest for a higher education or in your daily work	functions – and know myFSCJ is a great tool to help you do so	Student and Employee Sign-on
			User ID
te College s websites offer valua	ble information for future and current students. The following line	ks will direct you to some of the most requested resources:	Petsword
ademic Calendar	Fiorida Sexual Offenders & Predators Search	Financial Aid	
V Books Online	Collection & Use of Social Security Numbers	Library Learning Commons	Sign In
impuses & Centers	Counseling & Advising	Student Computing Resources	
ever Development Centers	Degrees & Programs	Bludent Resources (A-Z todex)	Student Help   Employee Help
	Faculty & Staff Directory	Send an Official Transcript	

FLORIDA STATE COLLEGE AT JACKSONVILLE	My Requisitions 👻	My Pay 👻	My Time 👻	My Benefits 👻	My Career 👻
est Alert - This alert	has been issued to test fu	nctionality for is	suing alerts to a	all employees.	Job Opportunities
					My Current Profile
Tuesday, June 28	, 2016				
No events found fo	r the date range.				

In the Job Search link, you may enter a key word, then click on Save Search

Employees	Students Resources Help Center	
FLORIDA My Requisition	s + My Expenses + My Pay + My Time + My Benefits + My Career +	
Job Search	Job Search   Ay Notifications   My Activities   My Favorite Jobs   My Saved Searches   My Contact Information	
Filter by Recruiting Location	Keywords Search Tips Search Reset Search Save Search More Options	
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Human Resources (6) VP Business Services (4) DC Curriculum Development (1) DC Dir Admin Services (1)	Search Results Benefits Coordinator - 1024 Department: Human Resources   Job Function: Business Services Posted Date: 04/14/2018	First 🚯 1-12 of 12
Job Family Human Resources (6) Senior Administration (3)	Program Manager - 1021 Department: DC Curriculum Development   Jeb Family: Manager/Supervisor - Academic   Locatien: Advanced Technology Center Jeb Function: Manageral/Supervisory   Posted Date: 04/13/2016	
Manager (2) Campus Services (1)	Human Resources Specialist JO - 1017 Department: Human Resources   Job Family: Human Resources   Location: Administrative Offices   Job Function: Business Services Posted Date: 04062016	
Job Function Business Services (7)	Human Resources Specialist JO - 1013 Department: Human Resources   Job Family: Human Resources   Location: Administrative Offices   Job Function: Business Services	

In the My Saved Searches link, the Search button performs the search and shows your results on the Job Search page

FLORIDA STATE COLLEGE AT JACKSONVILLE	My Requisitions -	My Expenses 👻	My Pay 👻	My Time 👻	My Benefits 👻	My Career -
My Saved Search	es	Job Search   My Notifie	cations   My Activ	vities   My Favorite	Jobs   My Saved Se	Barches My Contact Information
Saved Searches	s the search and shows y	our results on the Job Se	arch page.			
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### My Contact Information – Detailed Guide

Log into MyFSCJ\_using your FSCJ logon ID and password

FLORIDA			
Velcome to myFSCJ!			Apply for Admission
yFSCJ is our new and improved portal. In	an effort to streamline our processes, all students, faculty and staff members an	e now using one centralized program to improve our functionality, processes and efficiency.	Аррауты Антизант
or students, myFSCJ will simplify the regis sur 'go-to' destination for many core funct	dration process and allow you to better plan and manage your progress through ions.	degree programs. For faculty and staff, it will modernize business practices by serving as	Class Search
s our responsibility and goal to help you b	e successful – whether in your quest for a higher education or in your daily work	functions - and know myFSC3 is a great tool to help you do so	and a second
			Student and Employee Sign-on
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he College's websites offer valua	ble information for future and current students. The following lin	its will direct you to some of the most requested resources:	Pessword
cademic Calendar	Fionda Sexual Offenders & Predators Search	Financial Aid	
W Eocks Online	Collection & Use of Social Security Numbers	Library Learning Commons	Sign In
ampuses & Centers	Counseling & Advising	Student Computing Resources	
areer Development Centers	Degrees & Programs	Bludent Resources (A-Z totex)	Student Help   Employee Help
at the set	Faculty & Staff Directory	Send an Official Transcript	

FLORIDA STATE COLLEGE AT JACKSONVILLE	My Requisitions - My Pay - My Time - My Benefits	My Career 👻
st Alert - This alert ha	s been issued to test functionality for issuing alerts to all employees.	Job Opportunities Learning and Development My Current Profile
Tuesday, June 28, 2	016	My Historical Profile

In the My Contact Information link, select a Preferred Contact Method from the drop down list, then click Save

Emplo	oyees Stud	ents Faculty	Resources	Help Cent	or			
FLORIDA My Re	equisitions -	My Expenses ~	My Manag	jer Tasks 🛩	My Pay -	My Time ~	My Benefits ~	My Care
My Contact Info	rmation	Job Searc	h   My Notification	ns   My Activitie	es   My Favorite J	lobs   My Saved S	Searches   My Contac	t Information
As an employee, you	i cannot change y	our contact information	on here. Changes	can be made th	rough Personal Ir	nformation in the S	elf Service link.	
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## My Current Profile – Detailed Guide

Log into MyFSCJ\_using your FSCJ logon ID and password

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Velcome to myF			Analy for Admission
VFSCJ is our new and improved portal. In in students, myFSCJ will simplify the regis	an effort to streamine our processes, all students, faculty and staff members ar tration process and allow you to better plan and manage your progress through	e now using one centralized program to improve our functionality, processes and efficiency, degree programs. For faculty and start, it will modernize business practices by serving as	Class Search
er 'go to' destination for many core funct	ions.		Class Column
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ne College s websites offer valua	bie information for future and current students. The following in	is wal direct you to some of the most requested resources:	Pessword
ademic Calendar	Fiorida Sexual Offenders & Predators Search	Financial Aid	
W Books Online	Collection & Use of Social Security Numbers	Ubrary Learning Commons	Sign In
impuses & Centers	Counseling & Advising	Student Computing Resources	
areer Development Centers	Degrees & Programs	Bludent Resources (Av2 Inden)	Student Help   Employee Help
statogs	Faculty & Staff Directory	Send an Official Transcript	

Select the My Career dropdown and choose the My Current Profile link.

FLORIDA STATE COLLEGE	My Requisitions 👻	My Pay 👻	My Time 👻	My Benefits 👻	My Career 👻
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At this time, this page only displays Current Location. Enhancements to come.

FLORIDA STATE COLLEGE AT TACKSONVILLE	My Requisitions -	My Expenses +	My Pay	My Time -	My Benefits -	My Career -
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rrent Location			Edit	Delete		
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### My Historical Profile – Detailed Guide

Log into MyFSCJ\_using your FSCJ logon ID and password

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a browning a			
Velcome to myFSCJ!			
FSCJ is our new and improved portal. In	an effort to streamline our processes, all students, faculty and staff members an	e now using one centralized program to improve our functionality, processes and efficiency.	Apply for Admission
or students, myFSCJ will simplify the regit or 'go-to' destination for many core func-	Class Search		
s our responsibility and goal to help you b	e successful - whether in your quest for a higher education or in your daily work	functions – and know myFSCJ is a great tool to help you do so	Standard and Employee State on
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areer Development Centers	Degrees & Programs	Bludent Resources (A-Z totex)	Student Help   Employee Help
at a local	Faculty & Staff Directory	Send an Official Transcript	

Select the My Career dropdown and choose the My Historical Profile link.

FLORIDA STATE COLLEGE AT JACKSONVILLE	My Requisitions - My Pay - My Time - My Benefits	s ← My Career ←
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At this time, this page only displays Current Location. Enhancements to come.

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