


MOBIUS QUICK GUIDE – NAVIGATION

Reviewing your personal information in Mobius: anywhere you see a pencil icon,  you can update the information. If you are unable to update the information and it is incorrect, please contact HR@pwcgov.org.

Personal Demographic Information: From **Me**, under **Quick Actions**, check the following areas and information for accuracy:

Personal Details: Name and Ethnicity

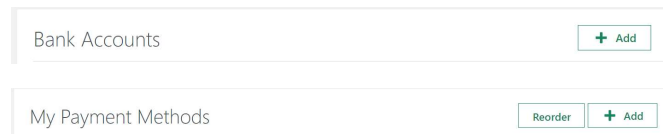
Contact Info: Phone number(s) and Address

Family and Emergency Contacts: Emergency Contacts & Dependent Information

Change Photo: Add a professional work photo

Direct Deposit: From **Show More**, under **Pay**, and **Payment Methods** view all direct deposit accounts and amounts. Elections towards multiple bank accounts can be made in dollars and/or percentages.

*To add an account, the bank must be added to **Bank Accounts** and then add to the **My Payments Methods**.



Bank Accounts + Add

My Payment Methods Reorder + Add

Leave Balances: From **Show More**, under **Absence** and **Absence Balance** view leave balances.

Plan Balances

Rate of Pay: From **Show More**, under **Compensation** and **My Compensation** view your rate of pay / salary.

Current Salary

Benefits: From **Show More**, under **Benefits** and **Your Benefits**, view your health insurance plans, flex spending accounts, Life Insurance, 401a & Final Pay Plan, and PWC Paid Benefits.

**When you see "start date" on a screen that is the start date of the record*

