

- **Employee Info:**

- **Employee Announcements** – administrators may post announcements specifically meant for CSI employees.
- **GL Account Lookup** – depending on your role, you may or may not have access to General Ledger Account Lookup functions. This portlet allows the users to search general ledger accounts to find budget information, account transactions, and other balance-related details associated with the accounts upon which you based your search
 - **Look Up GL Account Information** - to look up accounts for which you have security permission to view:
 - Choose the account or account range for which you wish to look up budget-to-actual totals using the **Account Selection** screen.
 - Select any additional search criteria.
 - **View Account Details** - the value in each column is a hyperlink that, when selected, shows the details as to how the value was calculated.
- **Employee Information** – this portlet allows you to:
 - Review your deduction information
 - Review your position information
 - Review your tax information
 - Review your dependent information