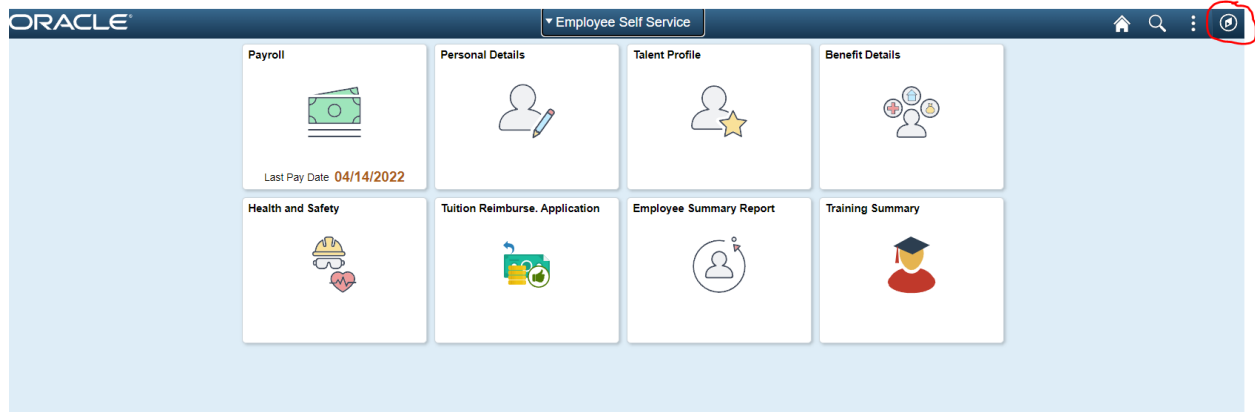
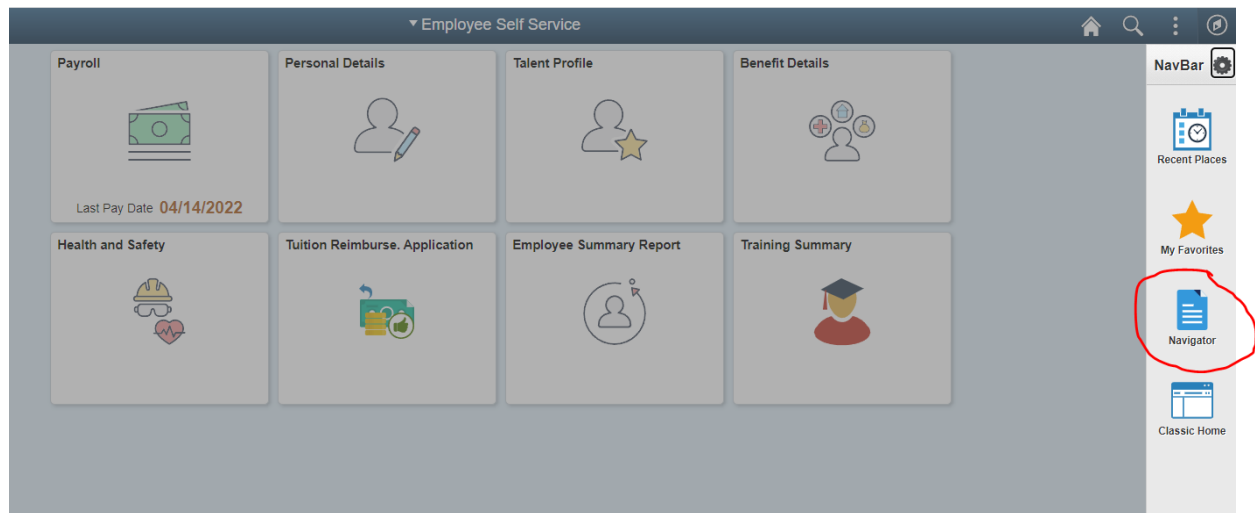


# SIGNING OFF ON POLICIES IN SELF SERVICE

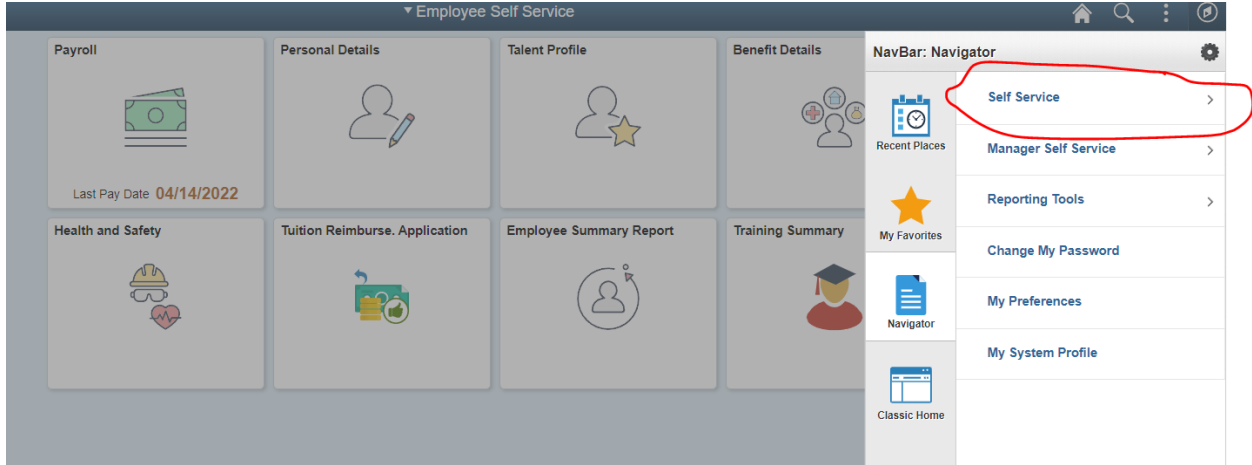
Log in to your Employee Self Service. You'll see the homepage with the 8 tiles. In the upper right corner is an icon that looks like a diamond with a circle around it – click on that to open the Navigation Bar (NavBar).



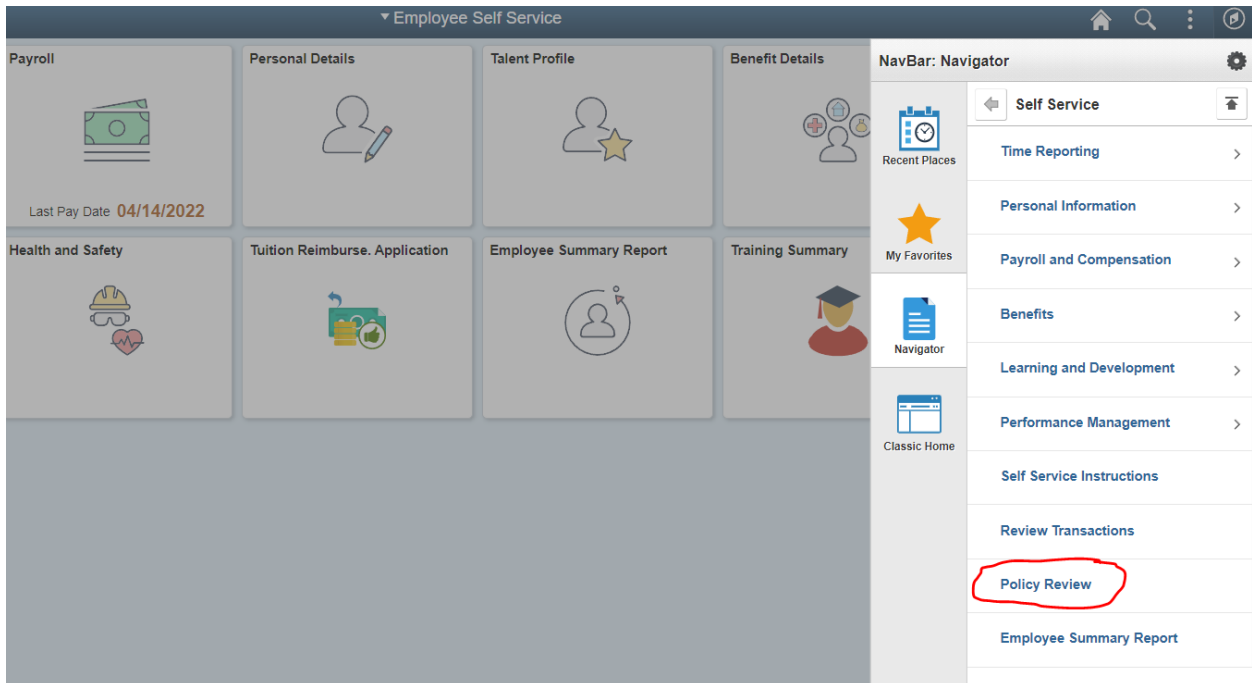
In the Navigation bar, click on Navigator, the icon that looks like a piece of paper with the corner folded.



This will open the navigator. Click on the first option – Self Service.



This opens the Self Service menu – click on Policy Review, which is near the bottom of the list.



On the Policy Review page, you'll see all the policies you have in your account to be signed off on. You can pull up the policy at any time by clicking on "Document" to the right of the policy.

Check the check box of each policy you're signing off on, and then click on Reviewed.

Favorites ▾ Main Menu ▾ > Self Service ▾ > Policy Review

**< Employee Self Service**

Policy Review

██████████ Empl ID ██████████ Dept ID ██████████

To display comments related to this policy, click the icon in the Comments column. This will display any comments related to the policy. To review the policy, click in the Document column. Once reviewed, close the window, check the box for this policy, and click the 'reviewed' button. This serves as your signature of understanding.

Policies to be Reviewed		Personalize	Find	First	1-2 of 2	Last
	Reviewed	Title	Policy Comments	Document		
1	<input type="checkbox"/>	Comp for City Empl Working At Polls		Document		
2	<input type="checkbox"/>	COM Wellness Program Survey		Document		

I acknowledge that I have reviewed the policy checked above. I understand and accept responsibility for complying with the requirements and provisions of such policy. I understand that failure to comply may result in disciplinary action.

Review History		Personalize	Find	First	1-2 of 2	Last
	Review Date	Title	Document			
1	07/25/2013	Internet Use Guidelines	Document			
2	07/25/2013	Vacation & TVA Guidelines	Document			

The policies you had checked will move to the bottom section Review History. You will see the date that you signed off on them, as well as still being able to look at the policies by clicking on "Document"

Policy Review

[Redacted]

Empl ID [Redacted]

Dept ID [Redacted]

To display comments related to this policy, click the icon in the Comments column. This will display any comments related to the policy. To review the policy, click in the Document column. Once reviewed, close the window, check the box for this policy, and click the 'reviewed' button. This serves as your signature of understanding.

Reviewed

I acknowledge that I have reviewed the policy checked above. I understand and accept responsibility for complying with the requirements and provisions of such policy. I understand that failure to comply may result in disciplinary action.

Review History Personalize | Find | [Print] | [Calendar] First 1-4 of 4 Last

	Review Date	Title	Document
1	04/14/2022	Comp for City Empl Working At Polls	<a href="#">Document</a>
2	04/14/2022	COM Wellness Program Survey	<a href="#">Document</a>
3	07/25/2013	Internet Use Guidelines	<a href="#">Document</a>
4	07/25/2013	Vacation & TVA Guidelines	<a href="#">Document</a>

Add the Policy Review page to your Favorites for easy access in the future – Click on Favorites



And select “Add to Favorites”



In the future when you open the NavBar, you'll see it under “My Favorites”

