

<https://employees.hr.dla.mil/tools>

Available 24 hours a day

7 days a week

*Provides immediate, secure access to your information. Most applications require a Common Access Card (CAC).*



*Visit these and our other online systems to apply for jobs, receive payroll and leave information, search position descriptions, obtain employment verification and manage your training.*

## ***My HR***

***How do I get started?***



**See the "Tools" link at the DLA Human Resources Web site  
<https://employees.hr.dla.mil/tools>**

## ***My HR***



***"Your Data on Your Terms"***

<https://employees.hr.dla.mil/tools>

**Defense Logistics Agency**

**Human Resources Services**

Columbus \* New Cumberland \* DOD

## MyBiz+/MyTeam

You may check your personnel record and make many updates yourself using MyBiz+ and MyTeam! MyBiz+ is for all employees, and MyTeam gives supervisors a view of the employee data needed to manage their staff.

Information is online, up-to-date, and secure. The list below shows what is available - including several fields that can be updated directly by you. If proof of employment or salary is ever requested by a lender or service provider, MyBiz+ can generate a verification via email in minutes.

### Types of Information Available:

- ◆ Personal and Position Data
- ◆ Salary and Benefits
- ◆ Awards and Bonuses
- ◆ Performance Ratings
- ◆ Past Personnel Actions

### Review These Fields and Update Them as Needed!

- ◆ Emergency Contact Information
- ◆ Ethnicity and Race Identification
- ◆ Foreign Language Proficiency
- ◆ Education and Training Information
- ◆ Licenses and Certificates You've Earned
- ◆ Disability Codes
- ◆ Work Telephone Number and Email

## eOPF

The electronic Official Personnel Folder (eOPF) allows you to view documents reflecting the position and benefit changes that have occurred during your civilian career.

### eOPF includes:

- ◆ Documents reflecting pay, performance, position, and benefits information.
- ◆ Email notifications each time your personnel folder is updated by a personnel action. Update your email address today!



## EBIS

Employee Benefits Information System (EBIS) contains easy to use guidance on all types of Federal benefits programs. It's the best way for you to make "open season" and life event changes.

### Key features:

- ◆ Personal statement of benefits
- ◆ Retirement estimates
- ◆ TSP earning projections
- ◆ Life insurance benefits
- ◆ Leave information
- ◆ Deduction amounts for health and life insurance
- ◆ Financial education resources to help you manage your finances and retirement planning.

*EBIS is your first stop for retirement projections, health insurance, and open season changes.*

*E Pluribus Unum*