Quick Guide to Banner Self Service for Employees

On the Sul Ross State University home page under Quick Links click on Banner.
On the **Links to Banner Services** click on the link directly under **Self-Service Banner**.
For Employee **Self-Service** your **User ID** is your Banner A number and your **Pin** is a 6 digit number you select. If you have never used self-service (for student, faculty or finance), you may contact Judy Perry or Gail Collier in Human Resources, at extension 8058 for your temporary pin number. The first time you Login, you will be prompted to change your Pin.

**Hint** – The A must be upper case in your A number. Use a Pin number that you can remember, but not an obvious number that anyone else might be able to guess. Never share your Pin with others.
On the Main Menu select the Employee tab or click on Employee on the Screen to use employee self-service.

**Hint** – From the Main Menu page you may access other features of self-service. Under Personal Information, you may view and update your personal information including changing your Pin number.
In the **Employee** section of Self-Service you have several options listed on the screen. Benefits and Deductions, Pay Information, Tax Forms, Jobs Summary, and Leave Balances are active at this time. Time Sheet, Leave Report and Campus Directory are not active in Self-Service at this time.
Under **Benefits and Deductions** you may view your complete Benefits Statement, individual Retirement Plans, Health Benefits, Flexible Spending Accounts and Miscellaneous Insurance Benefits. Click on the links in each area for more detail including links to the benefits provider’s website.

**Hint** - Recreational Sports Membership changes can be made online only during the month of August. To enroll in Rec Sports at other times of the year, please contact Human Resources.
Under **Pay Information** you may view your Pay Stub, Earnings History, Deductions History, and Direct Deposit Allocation. Click on each link and you may drill down for more detail.

**Hint** - You may not change your direct deposit online. Please contact Human Resources to make changes to direct deposit.
Under **Tax Forms** you may view and change your W-4 Tax Exemptions, Consent to obtain your W-2 online for future tax years, view and print your W-2 Wage and Tax Statement.

**Hint** - When viewing your W-2, select the print button below the W-2 and use the landscape setting for the best copy if you need to print your W-2.
**Job Summary** will show your job title(s) since conversion to Banner beginning with the Fall of 2007.

<table>
<thead>
<tr>
<th>Title</th>
<th>Begin Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Human Resources</td>
<td>Sep 01, 2007</td>
<td></td>
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</tbody>
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**Leave Balances** will show the amount of leave available as of the last payroll processed. Click on each type of leave to show the history of leave accrued and used each month since the first payroll in Banner on January 2, 2008.