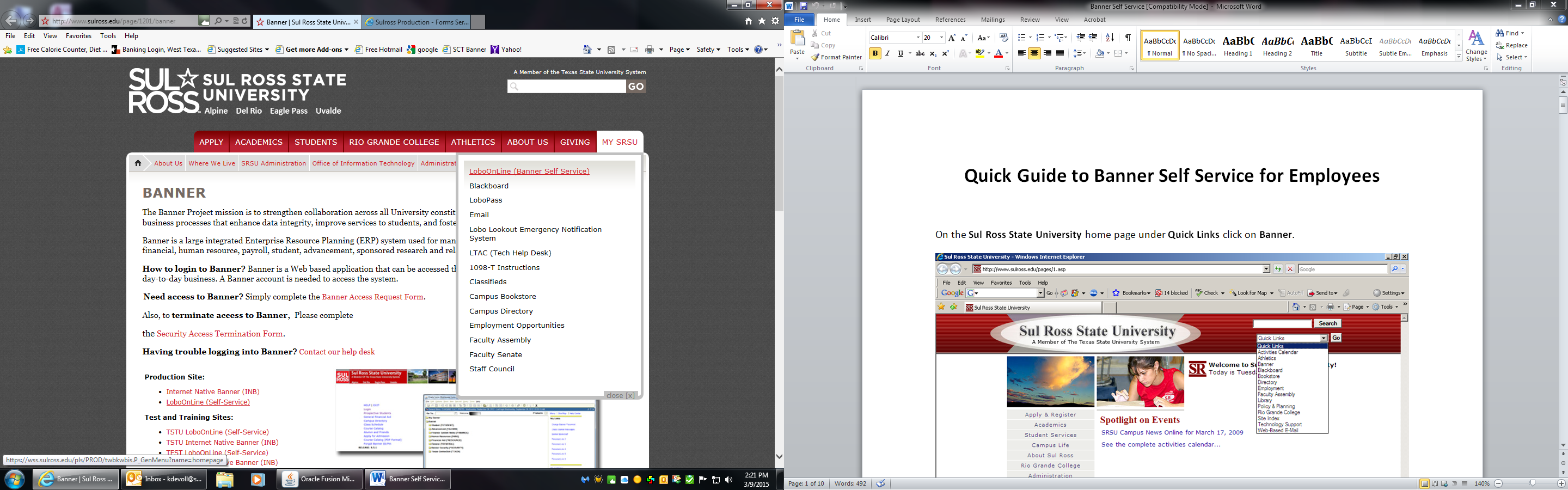
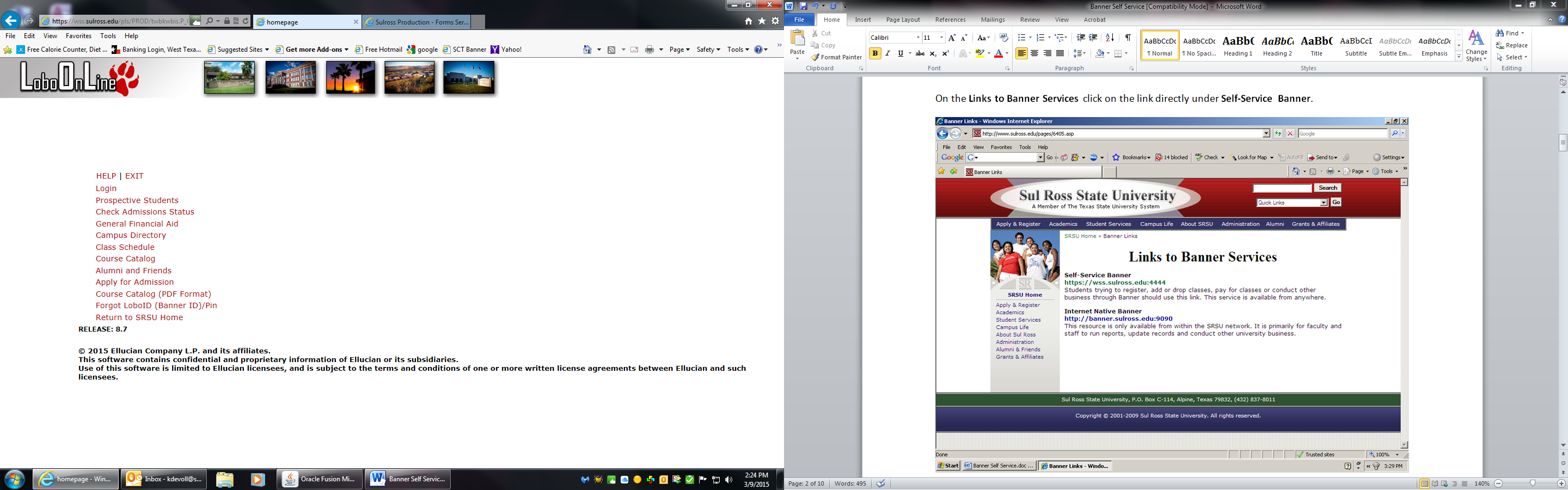
**Quick Guide to LoboOnLine**

**Banner Self Service for Employees**

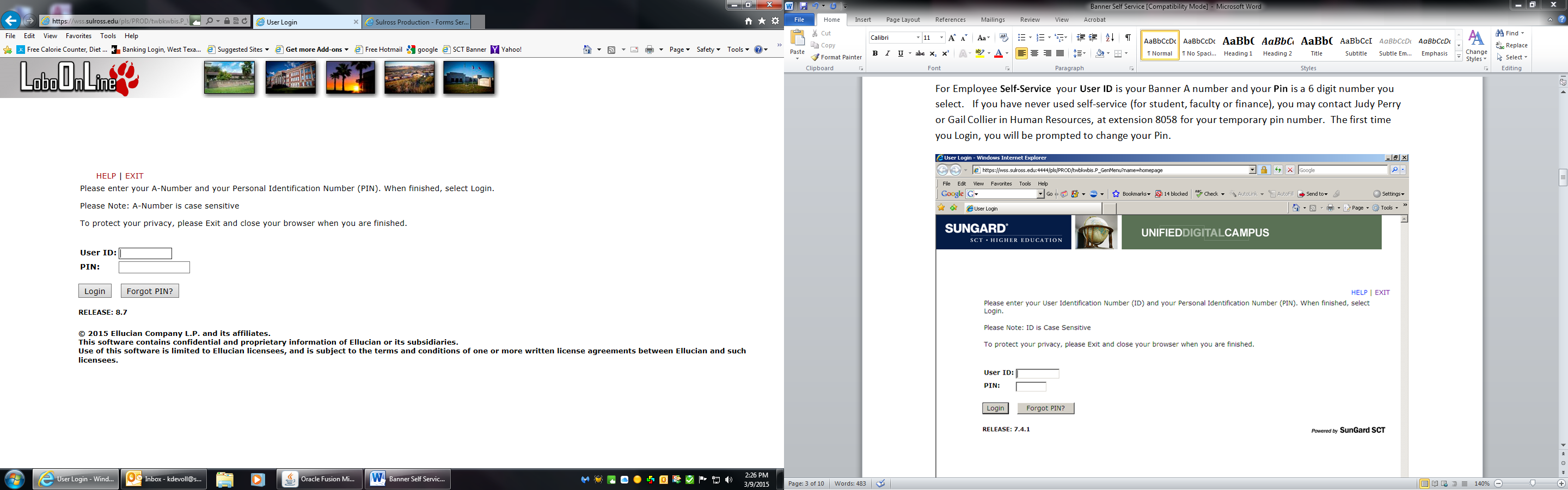
On the **Sul Ross State University** home page under **My SRSU** click on **LoboOnLine (Banner Self Service)**.



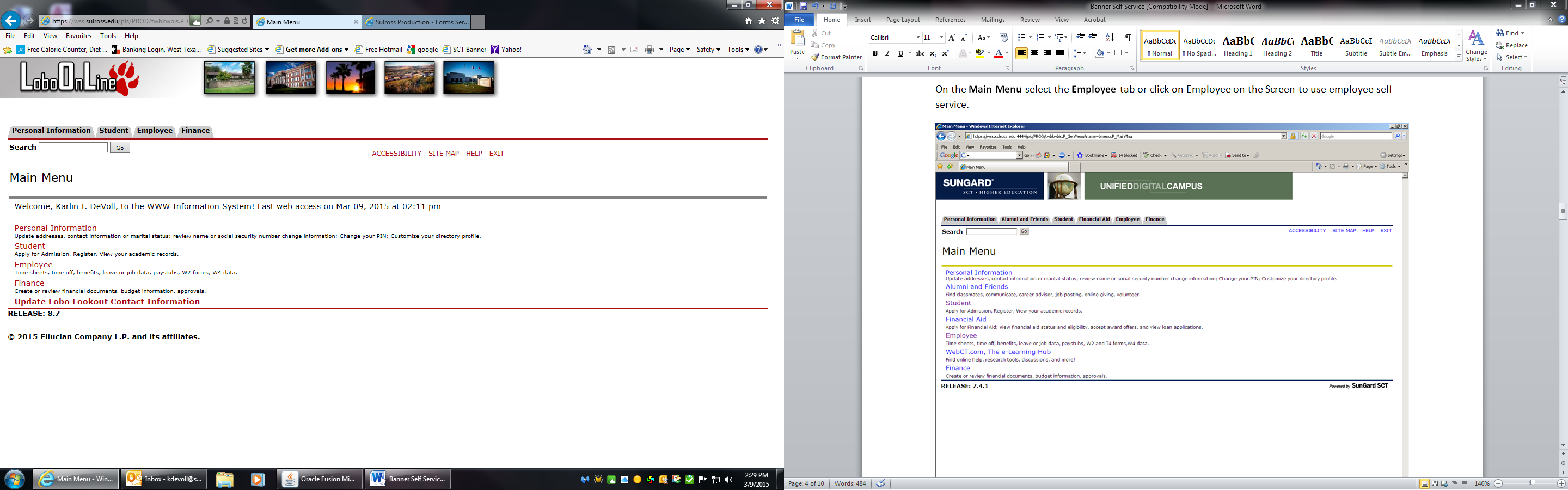
Select **Login**.

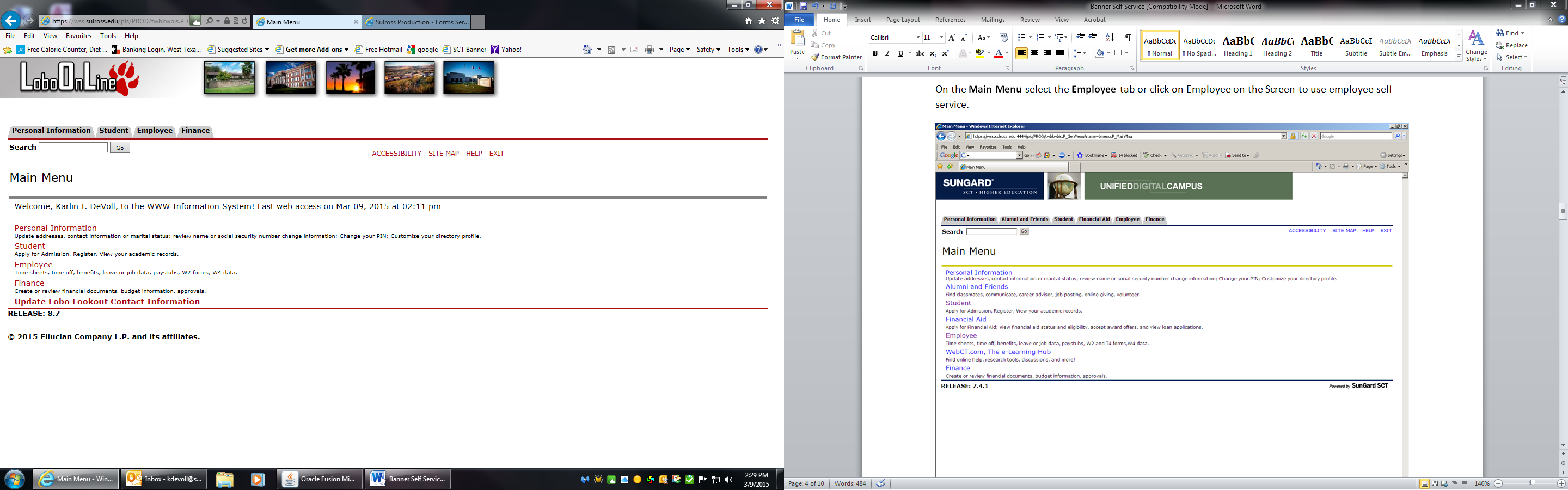


For Employee **Self-Service** your **User ID** is your Banner A number and your **Pin** is a 6 digit number you select. If you have never used self-service, your PIN will be your date of birth (MMDDYY). You may contact Human Resources, at extension 8058 for assistance. The first time you Login, you will be prompted to change your Pin.

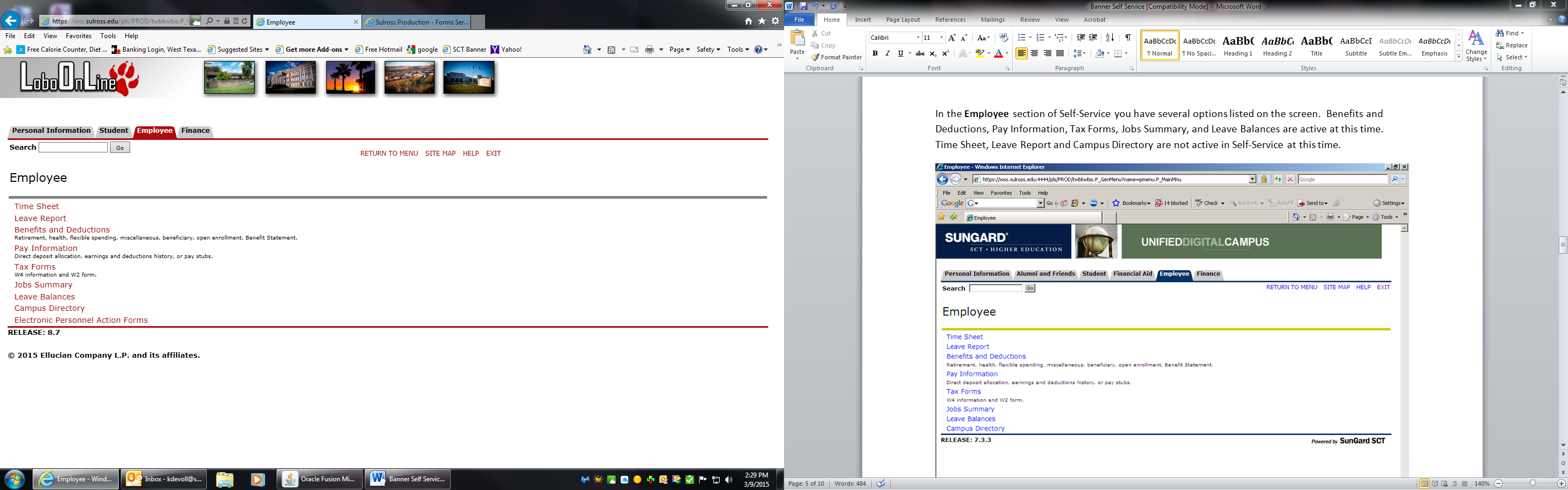


**Hint –** The A must be upper case in your A number. Use a Pin number that you can remember, but not an obvious number that anyone else might be able to guess. Never share your Pin with others.On the **Main Menu** you will see a “Welcome” message with your name. Select the **Employee** tab or click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



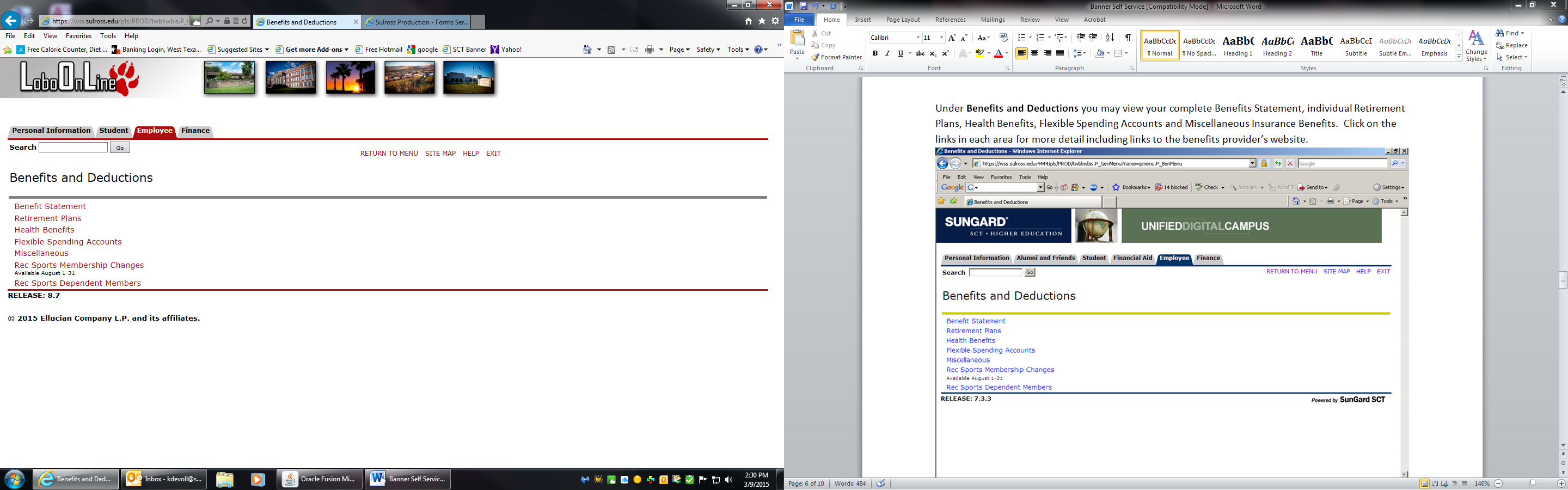


**Hint –** From the Main Menu page you may access other features of self-service. Under Personal Information, you may view and update your personal information including changing your Pin number.In the **Employee** section of Self-Service you have several options listed on the screen. Benefits and Deductions, Pay Information, Tax Forms, Jobs Summary, and Leave Balances are active at this time. Time Sheet is active for student and temporary hourly employees. Leave Report and Campus Directory are not active in Self-Service at this time.



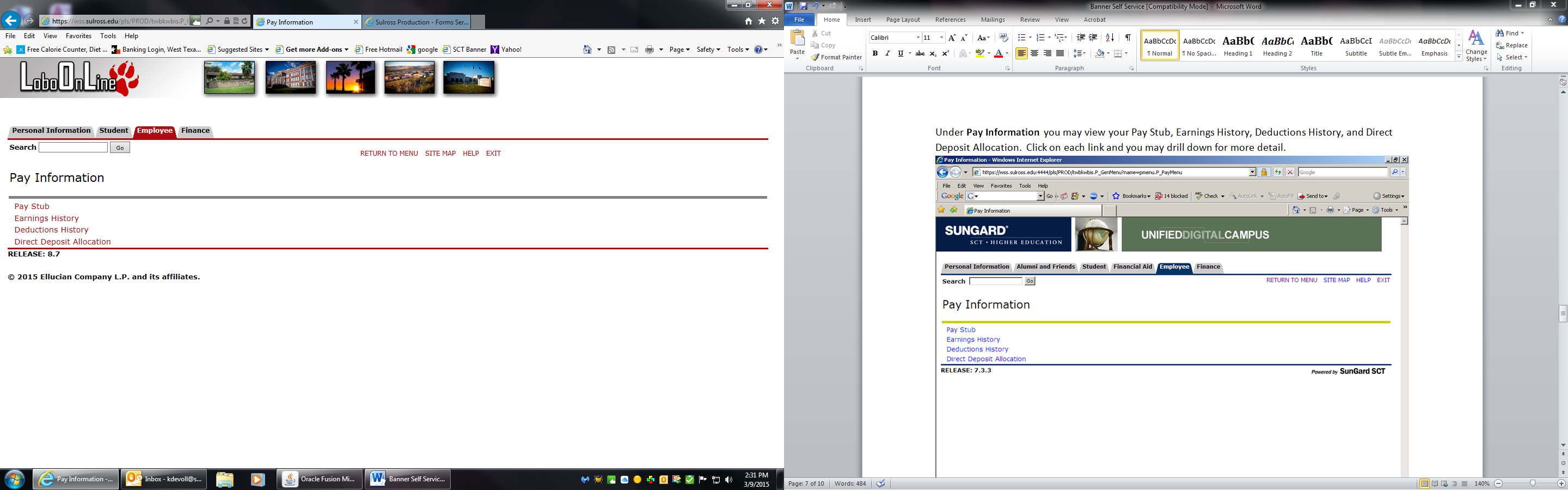
**For Faculty and Staff only…**

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.



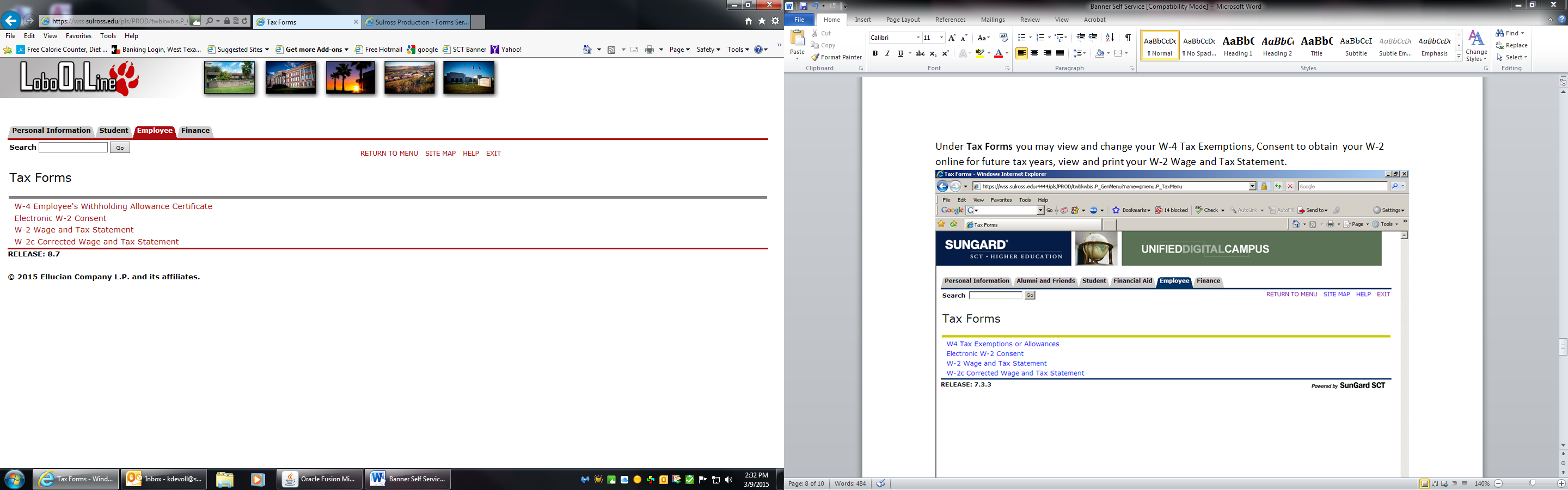
**Hint -** Recreational Sports Membership changes can be made online only during the month of August. To enroll in Rec Sports at other times of the year, please contact Human Resources.

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.