

Banner Employee Self Service

Banner Employee Self Service allows employees to view, update and print information in the Banner administrative database using an easier interface. It provides access to the employee's leave balance, pay stubs, benefits and more.

You will need to sign into My.Scranton to access the Banner Employee Self Service menu. On the **Home tab**, navigate to the *Self Service* portlet and click on the link. Next, select *Employee Menu*. Under this tab you will have access to:

○ Time Sheet

Under this link you can review submitted time sheets. You can also use this link to access and update your current time sheet.

○ Benefits and Deductions

This link gives you access to a lot of important information:

- **Retirement Plans** shows you your pension plan, start date, employee and employer percentages, history and contributions or deductions.
- **Health Benefits** shows plan, employee amount, employer amount, history and contributions or deductions.
- **Flexible Spending Accounts** shows flexible benefits to which the employee has enrolled.
- **Miscellaneous** shows various other benefits or deductions (such as Long-Term Disability insurance).
- **Tuition Remission Application** is the remission benefit form that includes a link to the remission policy.

○ Pay Information

Under this link, you have access to important payroll information:

- **Earnings History** shows the total gross pay and total hours for each of your earnings types. Earnings types include regular, overtime, vacation, personal, sick, holiday, incentive pay, etc. You can click each earnings type for a breakdown of the gross pay and hours.
- **Deductions History** shows the employee and employer deduction amounts for each deduction type. Deduction types include taxes, pension, parking, etc. You can click each deduction type for more information.

○ Jobs Summary

This link shows your job history. You can click each job listing for more information, such as hourly rate and job title.

○ Work Study System

Here you have access to two options:

- **Student Time Entry** takes you to the work study application.
- **Supervisor Approval Form** allows work study supervisors to approve the time entered by their work study employees.

Supervisor Leave Listing

This link is only available for supervisors. It displays their employees leave balance accruals, taken and totals (for each personal, sick, vacation, and carry over time).

Other Employee Functions

This link gives you access to:

- **Non-Instructional Events System** links to The University of Scranton Non-Instructional Events application, where you can search for events, add events and view events.
- **Departmental Menu** shows menus and links for specific department functions.
- **Applications Menu** links to the Employee Applications, Public Applications and Favorites menu (identical to the one on the Banner ERP tab).
- **Employee Information** allows you to review your current addresses (Employee Address Information), review information regarding your position (Employee Basic Information), review your spouse and dependent information (Employee Spouse & Dependent Information). You will need to contact Human Resources to update any of this information. The *Employee Loans and Payroll Advances* link shows the deduction code, deduction amount, paid amount and remaining amount for any employee loan or advance (Loans and Advances), as well as the cost of tuition remission for the calendar year (Tuition Remission and Fees).



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