



Banner Employee Self-Service:

Payroll Inquiries

[Login to Self-Service](#)

Overview of Employee Self-Service

(For step-by-step instructions for the payroll query process, go to [page 3](#))

Welcome to DSC's new Self-Service web site. The goal of this site is to allow you to do payroll queries on the web.

The new Banner system will provide campus with integrated systems and data for student services, financials, human resources, alumni, and friends. All Faculty, Staff and Students will eventually be affected by the Banner system.

Here's how it works . . .

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1. Logging into Self-Service

To log into the Self-Service area:

- ✚ Type this web address into any standard Web Browser (DSC suggests using Microsoft Internet Explorer): <http://www.dixie.edu/it/banner/links.html>
- ✚ Click on “Connect to Banner Production Self-Service (PROD).”

This will take you to the production database. You'll see a menu of options on your screen as shown in figure 1 below.

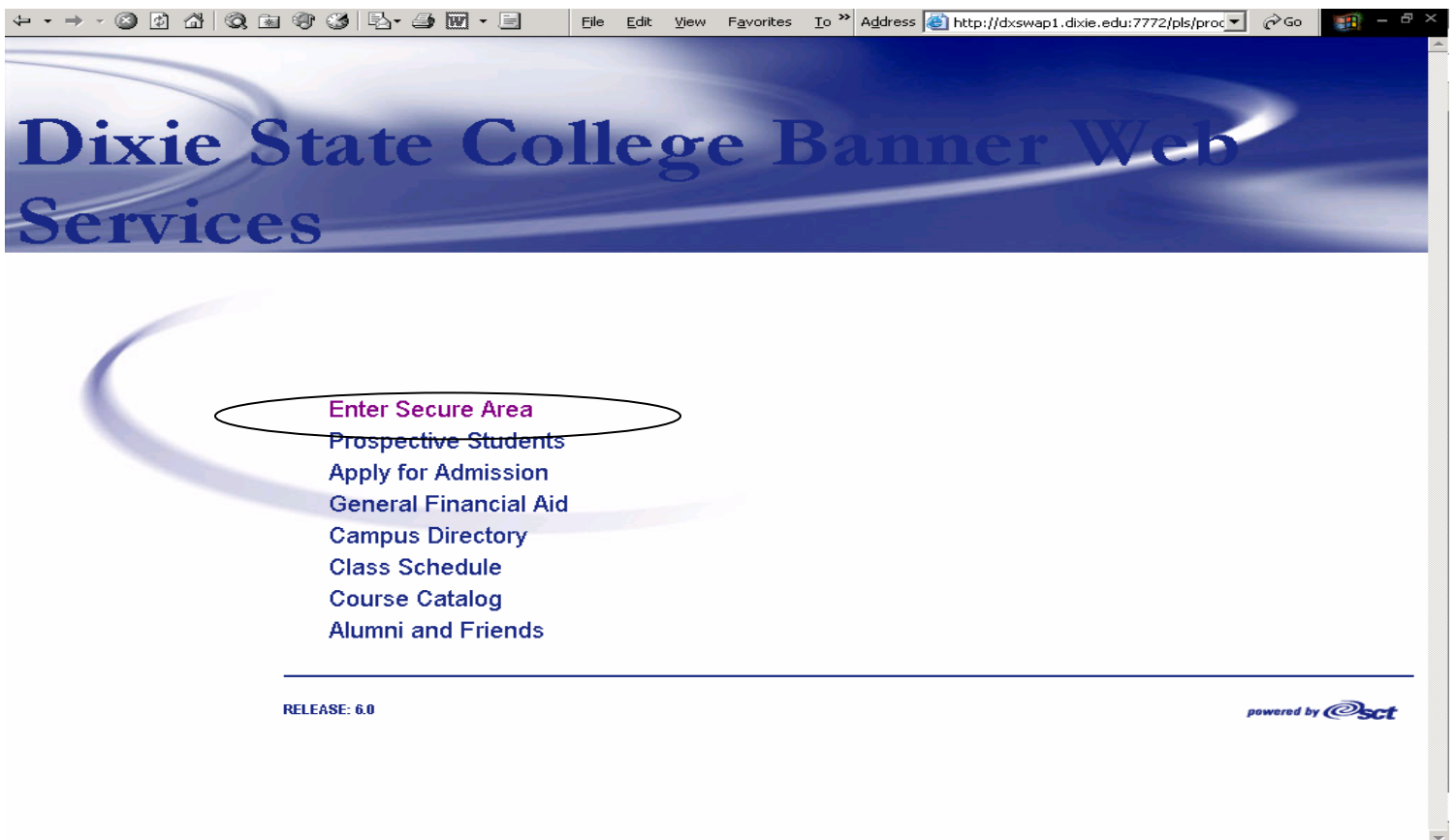


Figure 1

This is where Self-Service is located. The menu will include “Enter Secure Area.”

- ✚ Click on “Enter Secure Area.”

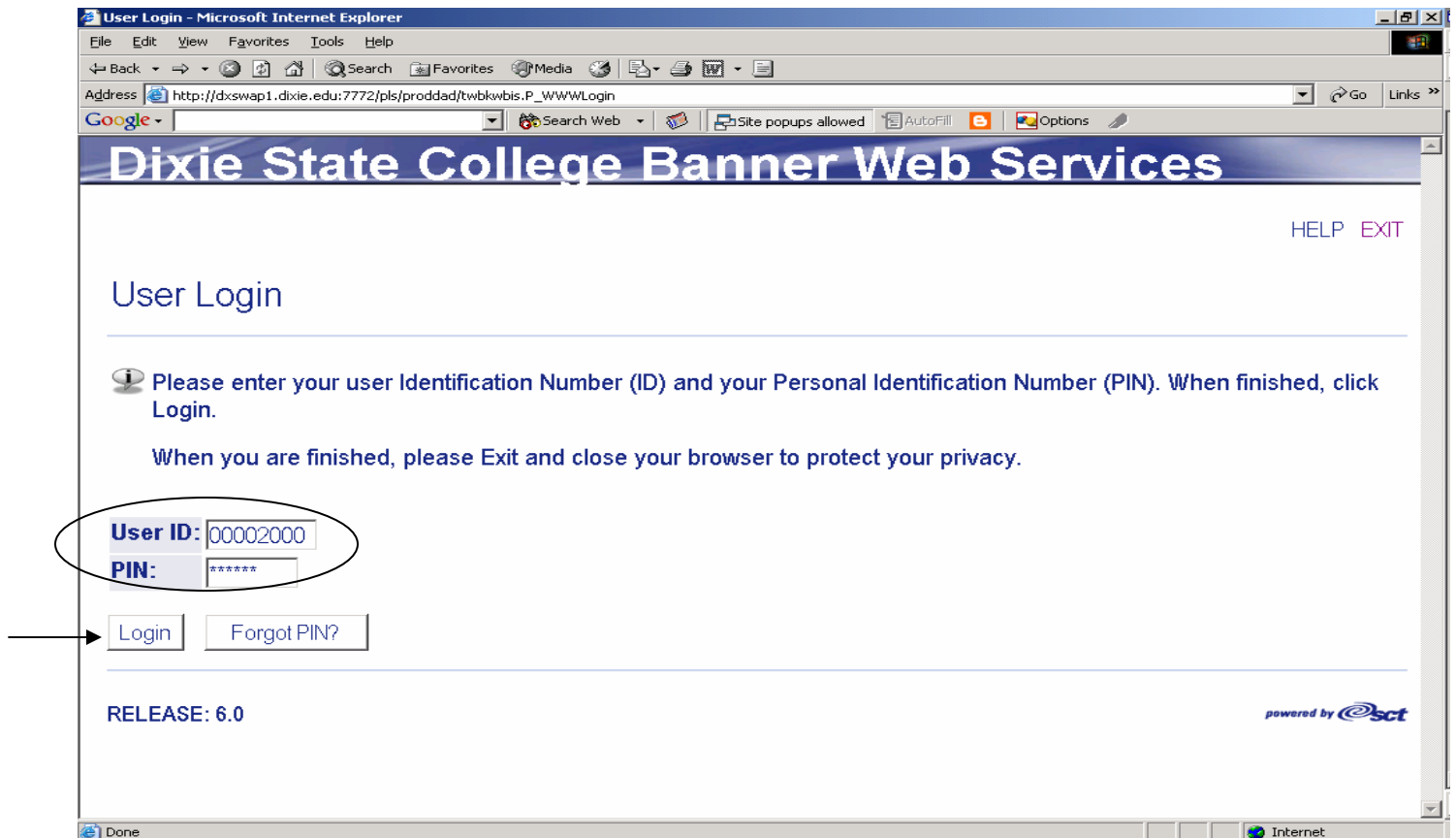


Figure 2

After clicking on “Enter Secure Area,” you come to a login screen as shown in figure 2 above.

- ✚ Type in your User ID. Your User ID is eight (8) numbers long. You can request this number from [Rob Snow](mailto:rsnow@dixie.edu) (rsnow@dixie.edu) in Administrative Computing.
- ✚ Type in your PIN. Your PIN (personal identification number) is assigned to you by Administrative Computing. It consists of six (6) numbers.
- ✚ Click on the “Login” button.


The first time you login to Self-Service the system will ask you to change you PIN.

- ✚ Re-enter Old PIN – Enter PIN that you entered on the previous screen.
- ✚ New PIN – Think of a new PIN that is exactly six (6) numbers in length and enter it here.
- ✚ Re-enter new PIN – Enter your new PIN again in this field and click the “Login” button.
- ✚ Enter Question – Enter a question that you will always remember the answer for.
- ✚ Answer – Enter the answer to your question and click the “Submit” button.

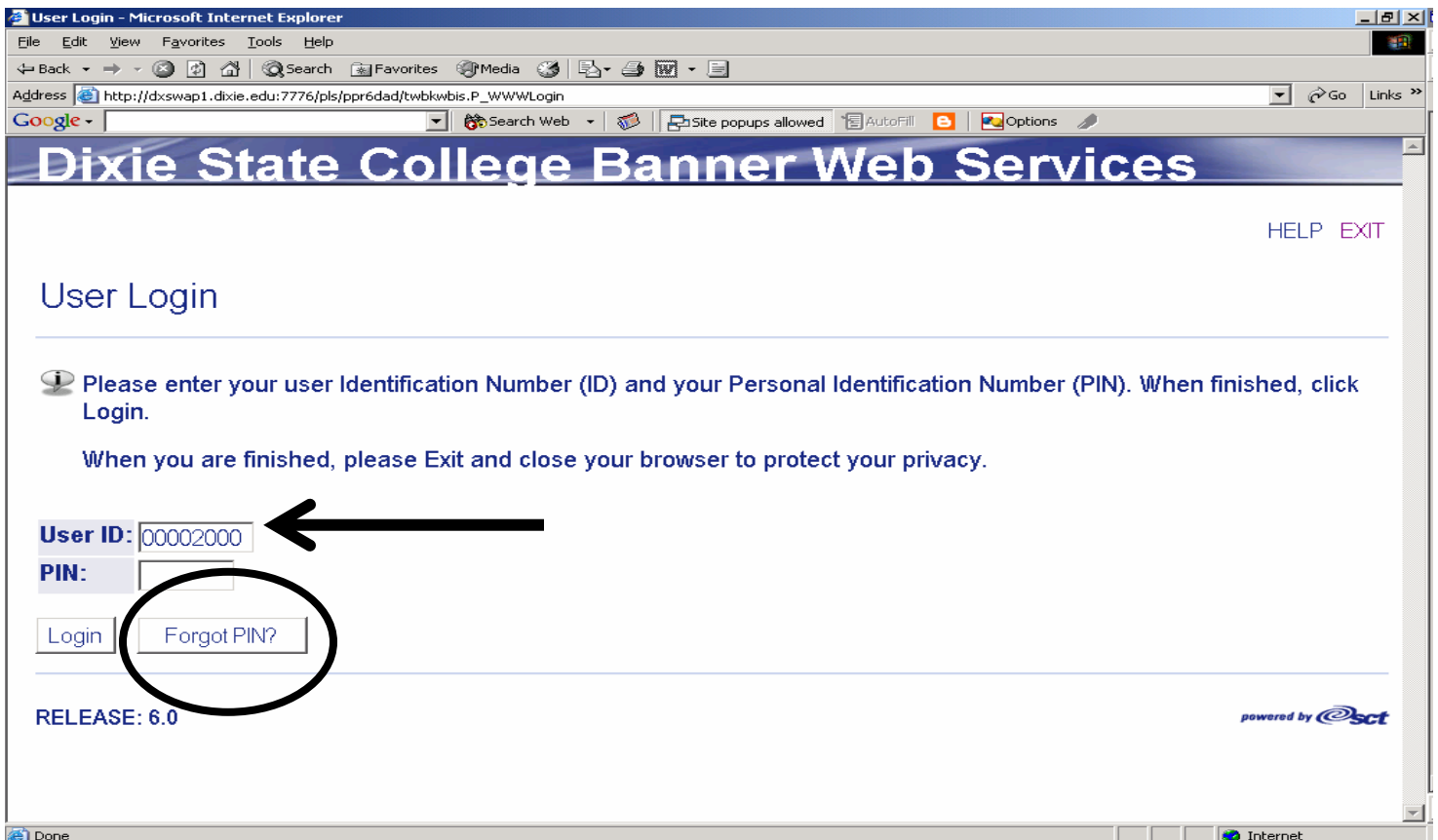
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2. Forgot Your PIN?

The following are steps to follow if you have forgotten your PIN, if your access has been disabled contact [Rob Snow](mailto:rsnow@dixie.edu) (rsnow@dixie.edu) in Administrative Computing:

 After clicking on “Enter Secure Area”, enter your User ID in the User ID field. Your User ID is eight (8) numbers in length.

 Click on the “Forgot PIN?” button. (Figure 3)



User Login - Microsoft Internet Explorer

Address http://dxswap1.dixie.edu:7776/pls/pprdad/twbkwbis.P_WWWLogin

Dixie State College Banner Web Services

HELP EXIT

User Login

Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). When finished, click Login.

When you are finished, please Exit and close your browser to protect your privacy.

User ID: 00002000


PIN:


Login Forgot PIN?

RELEASE: 6.0

powered by @sct

Figure 3

 Enter the answer to your security question in the “Answer” field and click the “Submit Answer” button.

 New PIN – Think of a new PIN that is exactly six (6) numbers in length and enter it here.

 Re-enter new PIN – Enter your new PIN again in this field and click the “Reset PIN” button.

Now that you’re logged in to Self-Service, here are some tips for getting around.

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3. Navigation/Tips for Getting Around

- ✚ Tab or use mouse to click between fields (do not use the “enter” key).
- ✚ Do not use browser “back” button
- ✚ Be aware that whenever you click on a button to perform an operation (i.e., submit, validate, etc.) you will be taken to the top of the screen. You may have to scroll down to see the information.

4. Main Menu

After logging into the Self-Service System, there are at least two menu options that you can select: “Personal Information” and “Employee” as shown in figure 4.

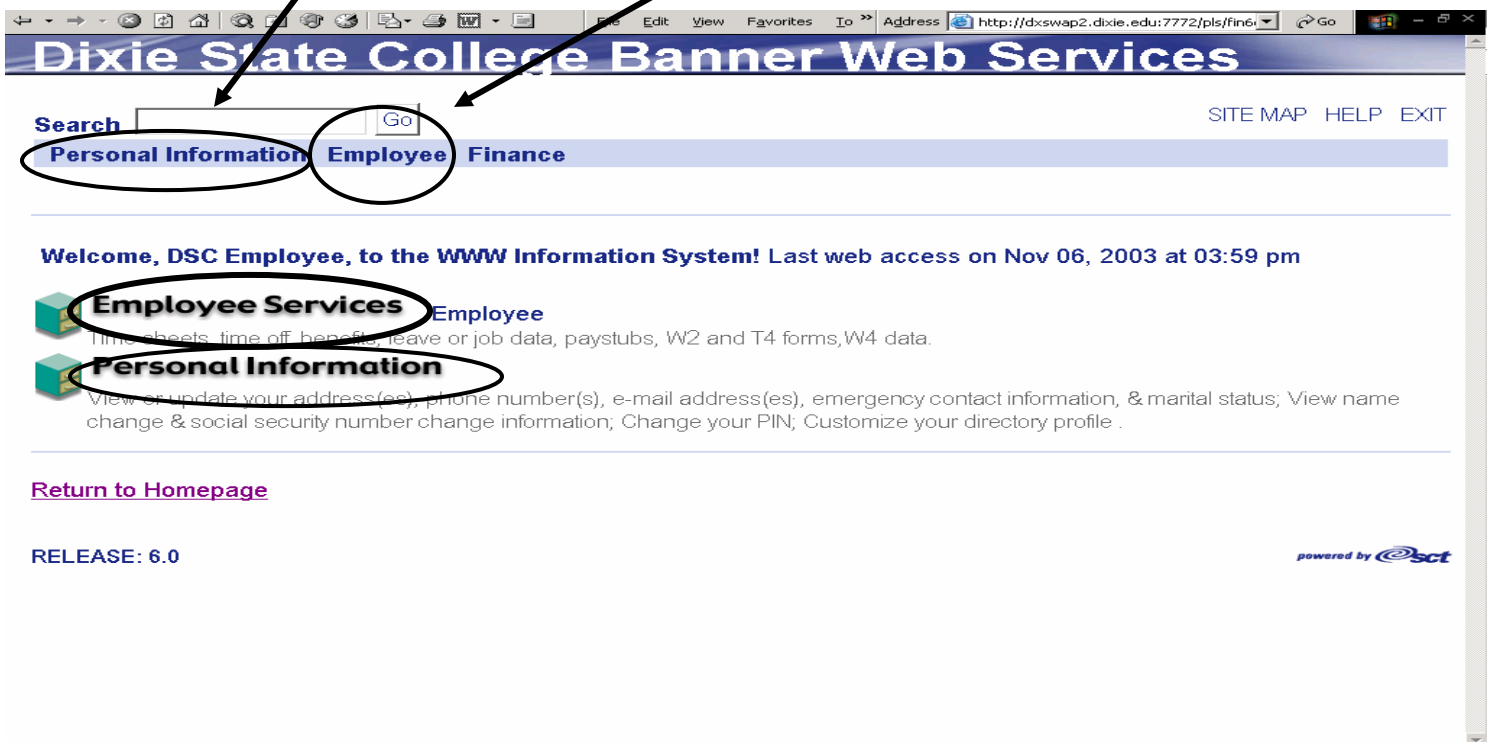


Figure 4

More information about these two items is given below the “Welcome” notation located on this screen.

✚ If you want to change your PIN, click on the “Personal Information” menu and then click on the “Change PIN” menu. Remember that the PIN is exactly six (6) numbers in length; you cannot use alpha characters, only numeric.

✚ Click on the “Employee Services” menu.

There are at least seven menu options available to you as shown in figure 5 below.

Dixie State College Banner Web Services

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

[Personal Information](#) [Employee](#) [Finance](#)

Employee Services

Time Sheet
Request Time Off
Benefits and Deductions
Update or view your retirement plans, Health insurance information, Flex spending accounts, miscellaneous deductions; Change your beneficiary information; Access open enrollment.
Pay Information
View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs.
Tax Forms
Change W-4 information; View your W-2 Form or T4 Form.
Current and Past Jobs
Time Off Current Balances and History

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Figure 5

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5. Pay Information

The "Pay Information" menu allows you to view your direct deposit breakdown, earnings history, deductions history, and all pay stubs starting with the January 2004 payrolls.

- ✚ Select "Pay Information" from the Employee Menu. The screen in figure 6 will appear.

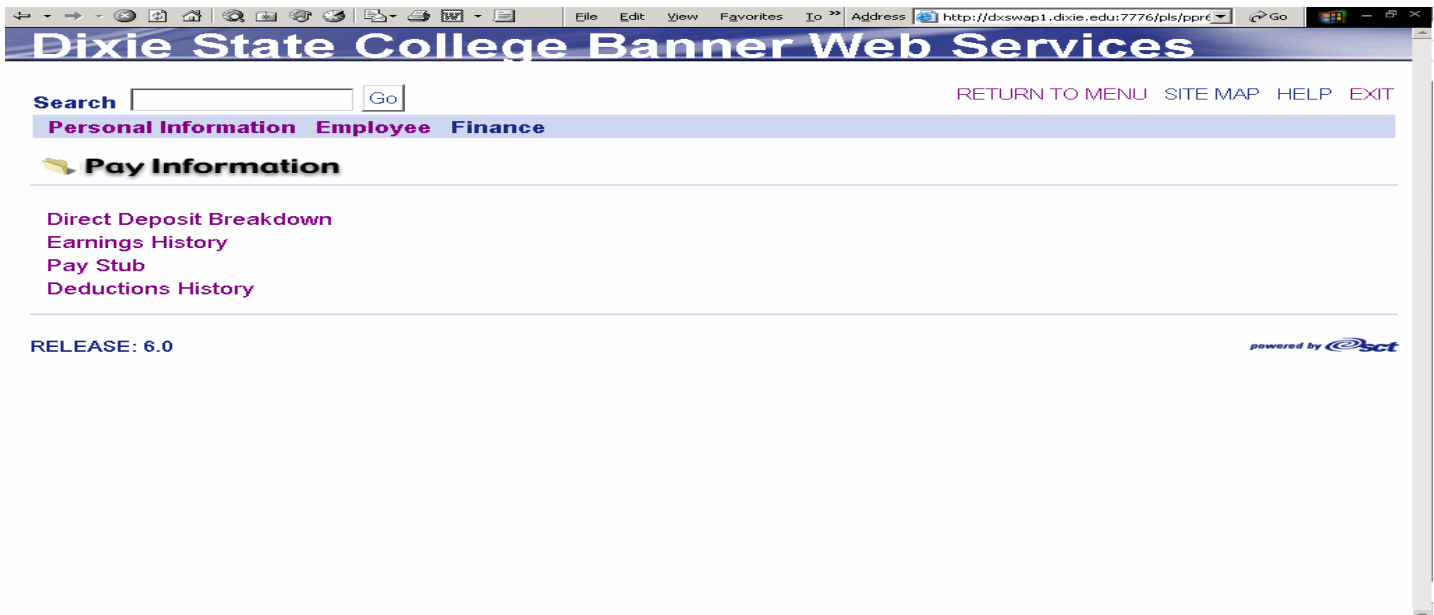


Figure 6

- ✚ By clicking on the "Direct Deposit Breakdown" menu you can view the current distribution of your net pay to your bank accounts (i.e., 50% - Savings, etc.).
- ✚ By clicking on the "Deductions History" menu you can view the history of your paycheck deductions.
- ✚ Click the "Earnings History" option from the "Pay Information" menu to view your gross pay for the year. The screen in figure 7 will appear.

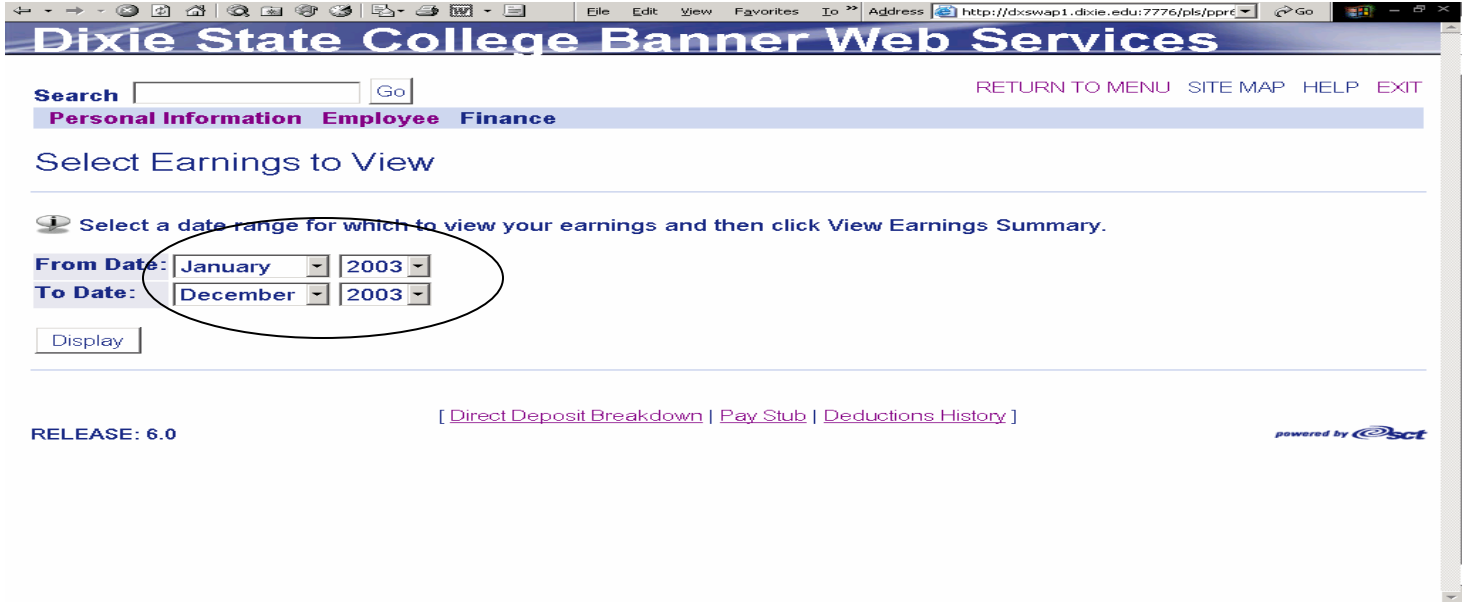


Figure 7

Choose the date range that you are interested in looking at and then click the “Display” button. You will see your total gross pay for the date range you specified. It will look similar to figure 8 below.



Figure 8

By clicking on the “Earnings Type” (Regular) you will see your gross pay by month, as shown in figure 9.

Personal Information Employee Finance

View Earnings Detail

To view a different time period, enter a new date range at the bottom of the page and click Redisplay.

Regular

Year	Month	Gross Pay	Hours
2003	January	.00	.00
	February	.00	.00
	March	.00	.00
	April	.00	.00
	May	.00	.00
	June	.00	.00
	July	.00	.00
	August	.00	.00
	September	.00	.00
	October	.00	.00
	November	.00	.00
	December	2,211.83	86.67
TOTAL		2,211.83	86.67

From Date:

To Date:

Figure 9

✚ The next option in the “Pay Information” menu is “Pay Stub”. To get back to the “Pay Stub” menu click on the “Employee” menu at the top of your screen. Then click on the “Pay Information” menu. Next click on the “Pay Stub” menu and you will see something similar to figure 10 below.

Dixie State College Banner Web Services

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Personal Information Employee Finance

Select Pay Stub Year

Select a year for which you wish to view your pay stubs and then click View Pay Stub Summary.

Pay Stub Year:

RELEASE: 6.0 [\[Direct Deposit Breakdown | Earnings History | Deductions History \]](#) powered by esct

Figure 10

✚ Select the desired “Pay Stub Year” by clicking on the drop down box arrow and then click the “Display” Button.



Figure 11

Next select the pay stub you want to view by clicking on the applicable “Pay Stub Date”. You will see something similar to figure 12 below.

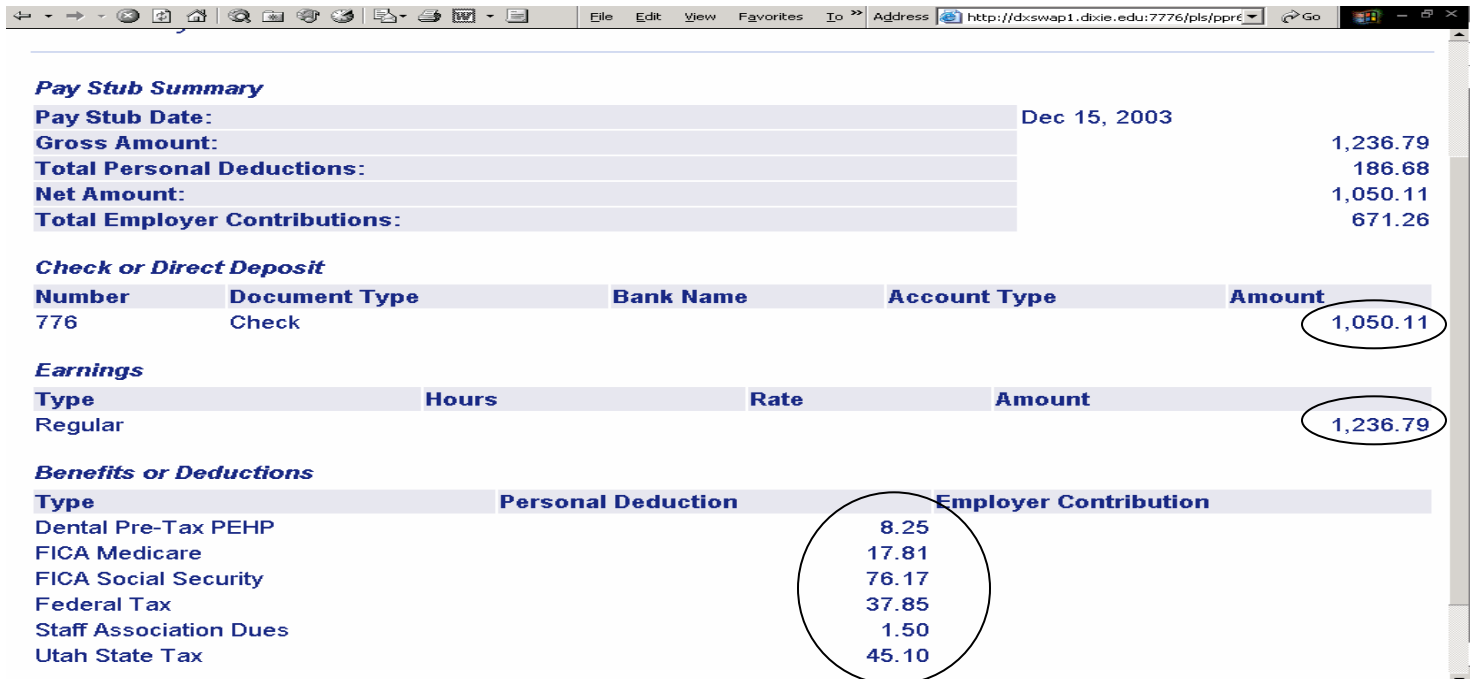
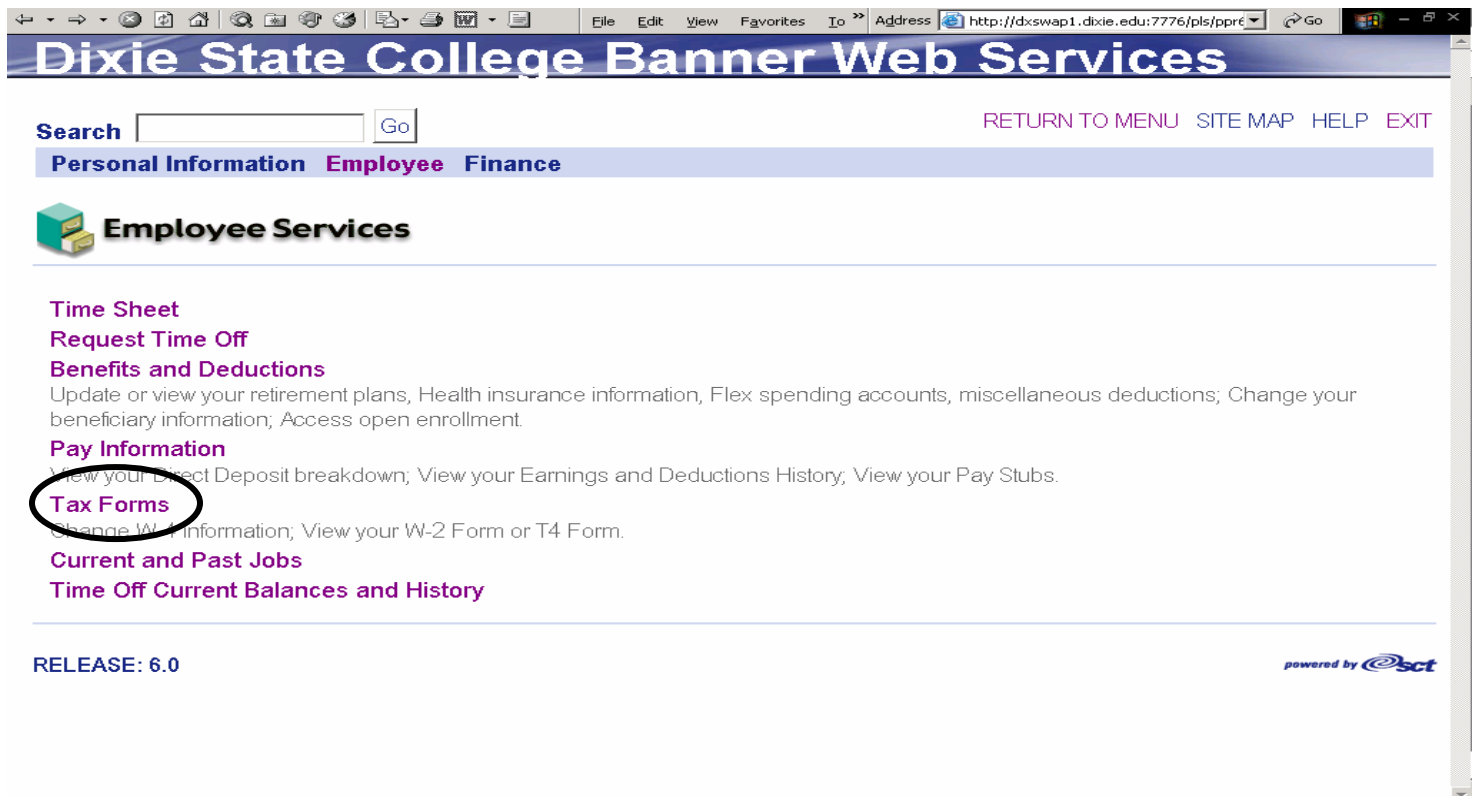


Figure 12

6. W-4 Information

“Tax Forms” menu will allow you to see your W-4 information (Tax Exemptions/Allowances). Your W-4 information determines the amount of Federal Tax that is withheld from your pay.

 Click on the “Tax Forms” menu. (Figure 13)



Dixie State College Banner Web Services

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[Personal Information](#) [Employee](#) [Finance](#)

Employee Services

- [Time Sheet](#)
- [Request Time Off](#)
- [Benefits and Deductions](#)
Update or view your retirement plans, Health insurance information, Flex spending accounts, miscellaneous deductions; Change your beneficiary information; Access open enrollment.
- [Pay Information](#)
View your Direct Deposit breakdown; View your Earnings and Deductions History, View your Pay Stubs.
- [Tax Forms](#)
Change W-4 information; View your W-2 Form or T4 Form.
- [Current and Past Jobs](#)
- [Time Off Current Balances and History](#)

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Figure 13

 Next, click on the “W-4 Tax Exemptions/Allowances” menu. (Figure 14)

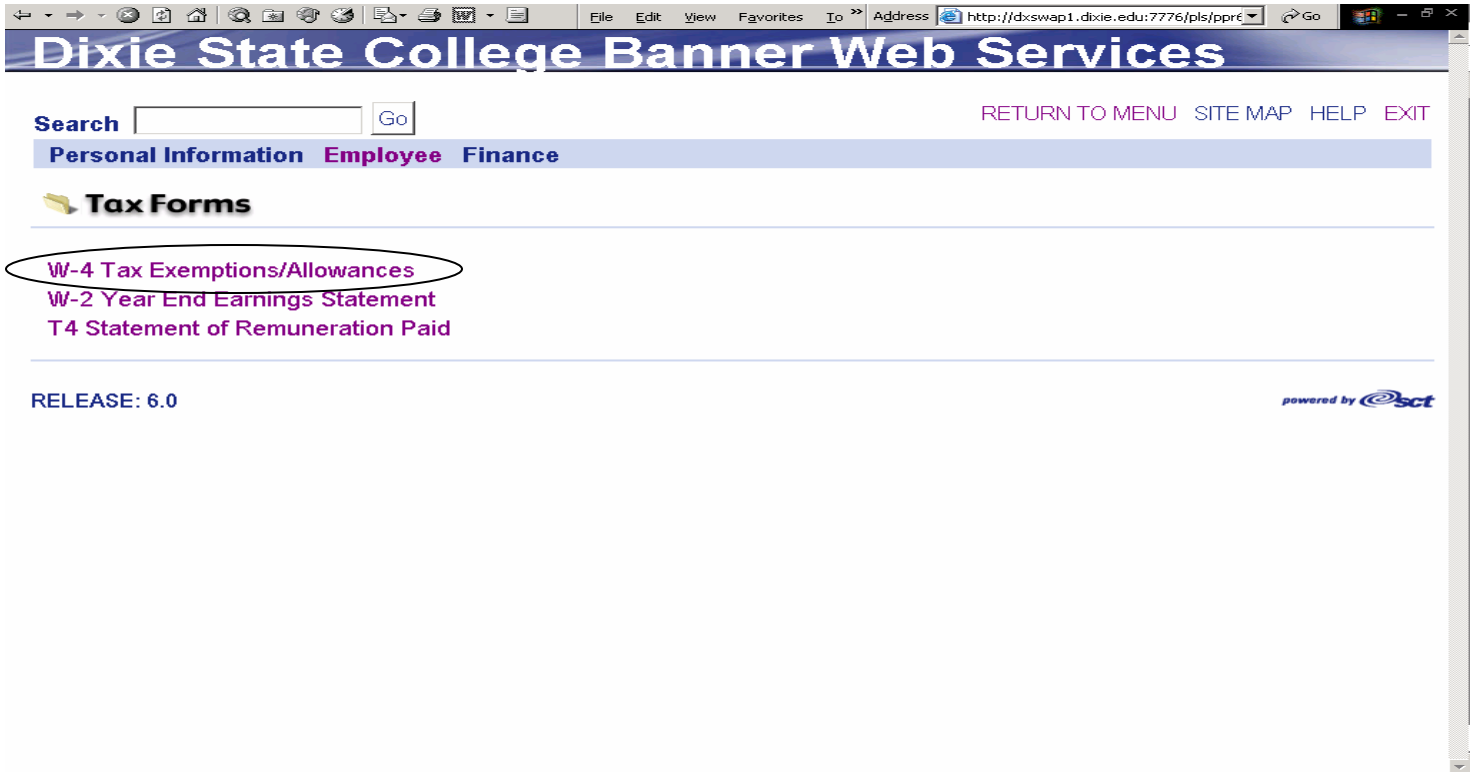


Figure 14

You should see something similar to figure 15. In this screen you can view your filing status, number of allowances, and any additional withholding amounts.

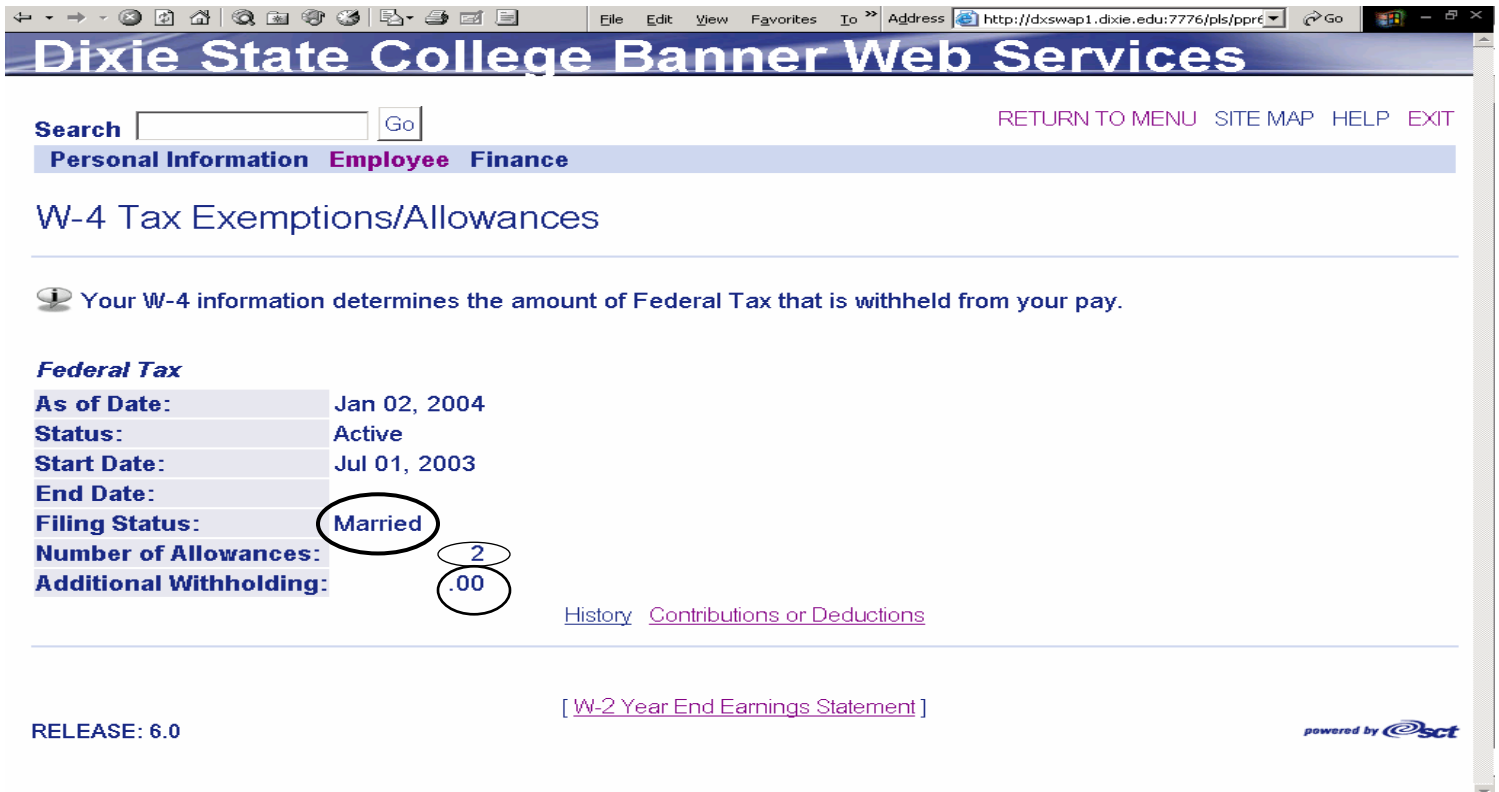



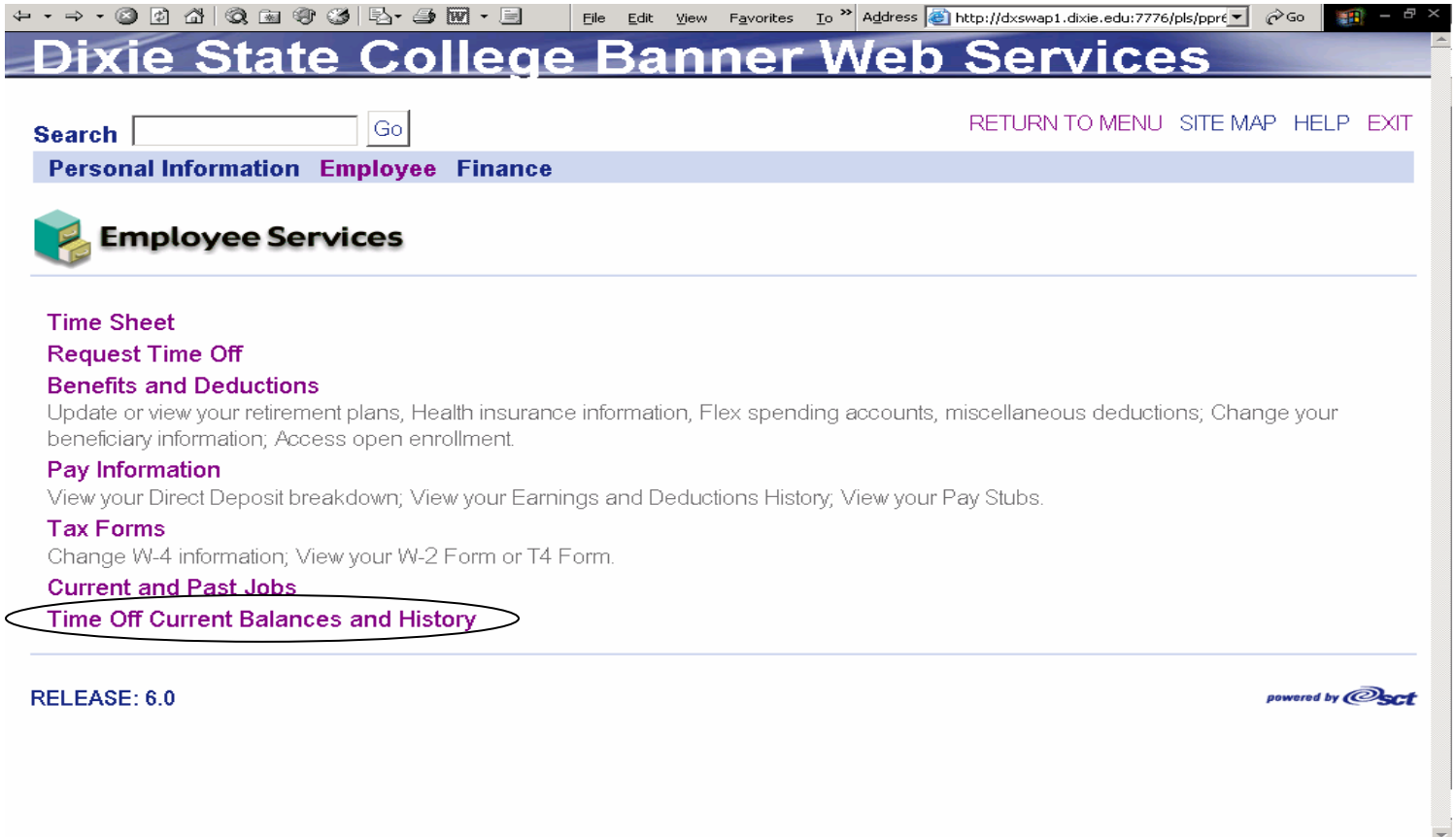
Figure 15

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7. Sick/Vacation Leave


“Time Off Current Balances and History” menu allows you to view your sick and vacation leave balances.

 To view leave balances, click on the “Time Off Current Balances and History” menu. (Figure 16)



The screenshot shows a web browser window displaying the Dixie State College Banner Web Services page. The browser's address bar shows the URL: http://dxswap1.dixie.edu:7776/pls/ppre. The page header includes a search bar with a "Go" button and navigation links: RETURN TO MENU, SITE MAP, HELP, and EXIT. Below the header, there are tabs for Personal Information, Employee, and Finance. The main content area is titled "Employee Services" and lists several menu items: Time Sheet, Request Time Off, Benefits and Deductions (with a description: "Update or view your retirement plans, Health insurance information, Flex spending accounts, miscellaneous deductions; Change your beneficiary information; Access open enrollment."), Pay Information (with a description: "View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs."), Tax Forms (with a description: "Change W-4 information; View your W-2 Form or T4 Form."), Current and Past Jobs, and Time Off Current Balances and History. The "Time Off Current Balances and History" link is circled in red. At the bottom left, it says "RELEASE: 6.0" and at the bottom right, it says "powered by @sct".

Figure 16

 You will see something similar to figure 17. Your leave balances will show beginning balances, hours earned and taken as of the current date, and available balance as of today.

The screenshot shows a web browser window with the address bar displaying <http://dxswap1.dixie.edu:7776/pls/ppre>. The page title is "Dixie State College Banner Web Services". Below the title is a search bar with a "Go" button and navigation links: "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". A menu bar contains "Personal Information", "Employee", and "Finance", with "Employee" highlighted. The main heading is "View Leave Balances". A help icon and text state: "To view the pay period breakdown for a particular type of leave, click on the underlined type of leave." Below this is a section titled "List of Leave Types" containing a table with the following data:

TYPE of Leave	Hours or Days	Available Beginning Balance	Earned as of Jan 02, 2004	Taken as of Jan 02, 2004	Available Balance as of Jan 02, 2004
Sick Leave	Hours	.00	4.00	.00	4.00
Vacation Leave	Hours	.00	7.33	.00	7.33

At the bottom left, it says "RELEASE: 6.0" and at the bottom right, "powered by @sct".

Figure 17

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8. Special Notes

✚ Contact [Rob Snow](mailto:rsnow@dixie.edu) (rsnow@dixie.edu) in Administrative Computing to request a User ID and PIN.

✚ Help with Employee Self-Service can be obtained through:

✚ [Eric Grob](mailto:grob@dixie.edu) (grob@dixie.edu) – ext. 7609

✚ Business Office - <http://www.dixie.edu/busoff/index.html>

Developed by Eric Grob, Accountant, Dixie State College of Utah.
Some of the ideas were taken from training materials that were developed by the Weber Lynx Finance Self-Service Training Team. Team members include: Susan Diersman, Sharon Dover, Jennifer Evans, Shelley Henson, Berkley King, Judy King, Betty Kusnierz, Cherrie Nelson, Mary Schwab, Dave Taylor, and Janet Villarruel.

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