Banner Human Resources
Self-Service for Employees Training Workbook for Foothill – De Anza CCD

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Revision History Log

Publication Date	Summary
4/30/08	New version that supports Banner 8.0 Human Resources software.
9/26/08	Revised version that supports Banner 8.1 Human Resources software.

Table of Contents

Introduction

Course goal

The goal of this course is to provide you with the knowledge and practice to utilize the Employee Self-Service application at your institution.

Course objectives

In this course you will learn to how to

- identify and complete the forms required to set-up Employee Self-Service
- login to Employee Self-Service
- view health benefit and flexible spending information
- add and modify benefits/deductions during Open Enrollment
- update beneficiary and coverage information
- view pay stub detail and earnings/deductions history
- view job history information
- view leave balance (vacation, sick, etc.) information
- view and update W-4 tax data
- view the Campus Directory.

Intended audience

Administrators and Staff in the Human Resources Office. Faculty, Supervisors, and Administrative Assistants.

Prerequisites

To complete this course, you should have

- completed the Education Practices computer-based training (CBT) tutorial *Banner 8 Fundamentals*, or have equivalent experience navigating in the Banner system

- administrative rights to create and perform the necessary set up in Banner (HR Staff only)

Process Introduction

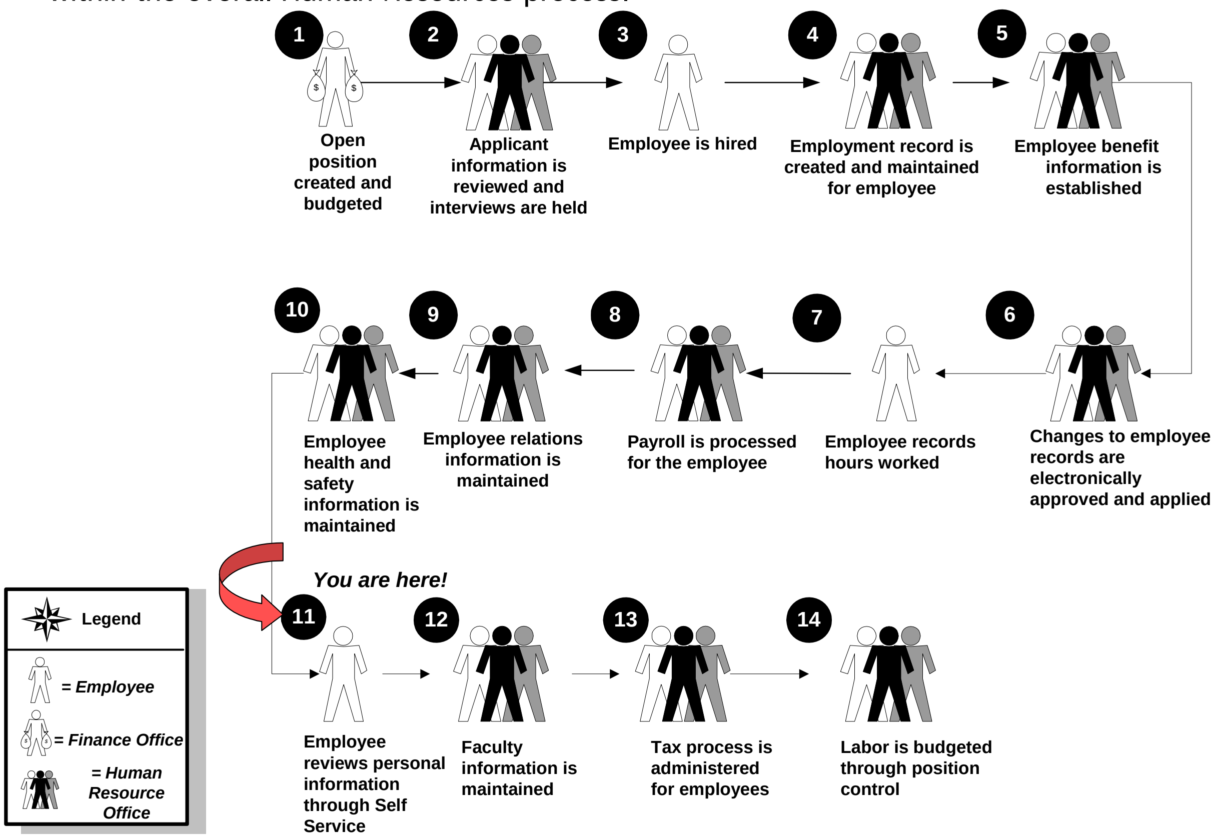
Introduction

Through Employee Self-Service, the employees of an institution can access their personal information.

The Human Resources office is responsible for setting up the rules that enable employees to access their records.

Flow diagram

This diagram highlights the processes used for viewing employee records over the web within the overall Human Resources process.



About the process

- The Human Resources Office enables all forms to allow for viewing on the web.
- Employees modify retirement, health and benefit, and beneficiary information on the web.
- Human Resources updates Banner forms based on employee updated information on the web.
- Employees view pay, job, and tax information on the web.

Employee Self-Service Overview

What is Employee Self-Service?

Employee Self-Service is a tool that enables the employees of an institution to access certain areas of their records through a secured portal that is validated through a User ID and Password.

Employees can view and/or make changes to their records from home or the office on a 24/7 basis. This eliminates the need to contact the Human Resources office during business hours to request an update.

For Human Resource personnel, Employee Self-Service eliminates the need for them to assist or intervene in every payroll and benefits/deduction inquiry or change. This allows the Human Resources professionals to perform other proactive tasks instead of performing data entry functions.

Who should have access?

All employees should have access to their data. However, some employees may not have access to a computer (for example, food service staff). In those instances, an accommodation can be made where the employee may have access to a department computer or use one in the library lab.

Key functions

Employee Self-Service is delivered with the following options:

- Time Entry
- Leave Report
- Request Time Off
- Electronic Personnel Action Forms
- Benefits and Deductions
- Pay Information
- Tax Forms
- Jobs Summary
- Leave Balances
- Campus Directory

Note: Time Entry, Leave Report and Request Time Off functions are detailed in the *Web Time Entry* training workbook.

Function highlights – Benefits and Deductions

Employees can use the Benefits and Deductions option to view and update their benefit data, view past and future changes to benefit data, view year-to-date information for their benefits, and add new benefit plans. This function also provides open enrollment processing and enables employees to change coverage information for dependents and beneficiaries.

Function highlights – Pay Information

The Pay Information option enables employees to view their earnings or deductions history.

Function highlights – Tax Forms

The Tax forms option enables employees to view their year-end pay statements (W-2 statements (U.S.) or T4 statements (Canadian)) for a requested year. It also permits U.S. citizens to update their W-4 Tax Exemptions/Allowances statements.

Function highlights – Jobs Summary

The Jobs Summary option enables employees to view information about jobs they have held at the institution, including their current job.

Function highlights – Leave Balances

The Leave Balances option enables employees to view information about their leave balances.

Function highlights – Campus Directory

The Campus Directory option provides a means for employees to display contact information, such as e-mail address and phone number, about other employees in the institution.

Audit trail of updates

The Banner system maintains an audit trail of updates to the following types of employee records

- address/telephone records
- deduction records
- dependent/beneficiary records
- beneficiary coverage records.

An audit trail is created each time one of these records is changed on the Web or during normal Banner operations.

The following actions are entered into the audit trail:

- When a record is added to the database
- When a record is changed in the database
- When a record (other than address/telephone record) is deleted in the database

For deleted records, the audit trail includes a note specifying that the record was deleted.

You can print information from the audit trail by running the Audit Trail Report (PORAUDT).

Day-to-Day Operations

Section goal

The goal of this section is to detail the day-to-day or operational procedures to fully access the Employee Self-Service applications at your institution.

Objectives

In this section you will learn how to

- login to Employee Self-Service
- view health benefit and flexible spending information
- add and modify benefits/deductions during Open Enrollment
- update beneficiary and coverage information
- view pay stub detail and earnings/deductions history
- view job history information
- view leave balance (vacation, sick, etc.) information
- view and update W-4 tax data
- view the Campus Directory.

Process Introduction

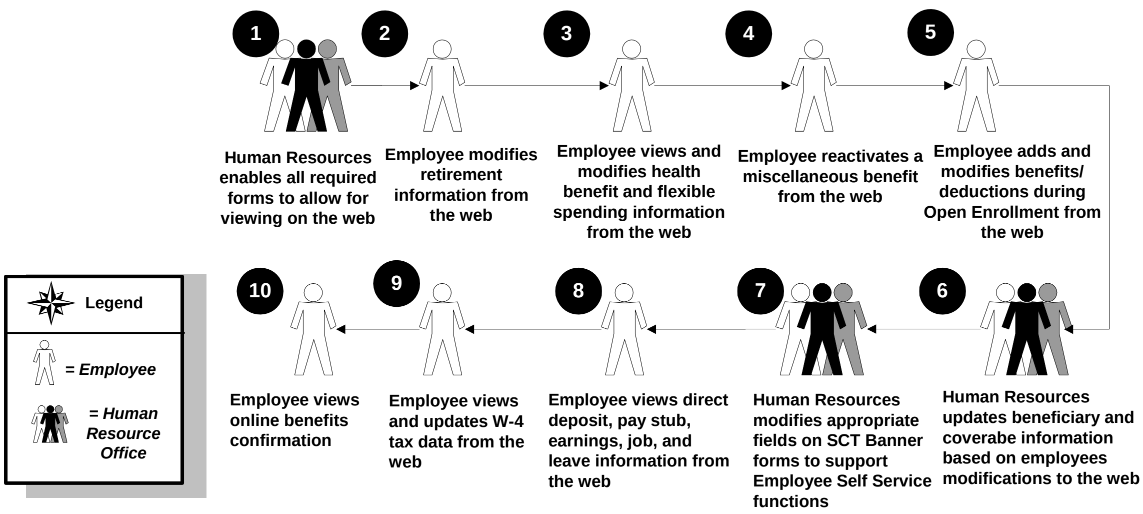
About the process

The Human Resource Office can

- enable the required forms to allow employees to view them from the Web
- update beneficiary and coverage information based on employee entries
- modify fields on the Banner forms to support Employee Self-Service functions.

Flow diagram

This diagram highlights the processes involved in employee access of their personal information through the web.



What happens

The stages of the process are described in this table.

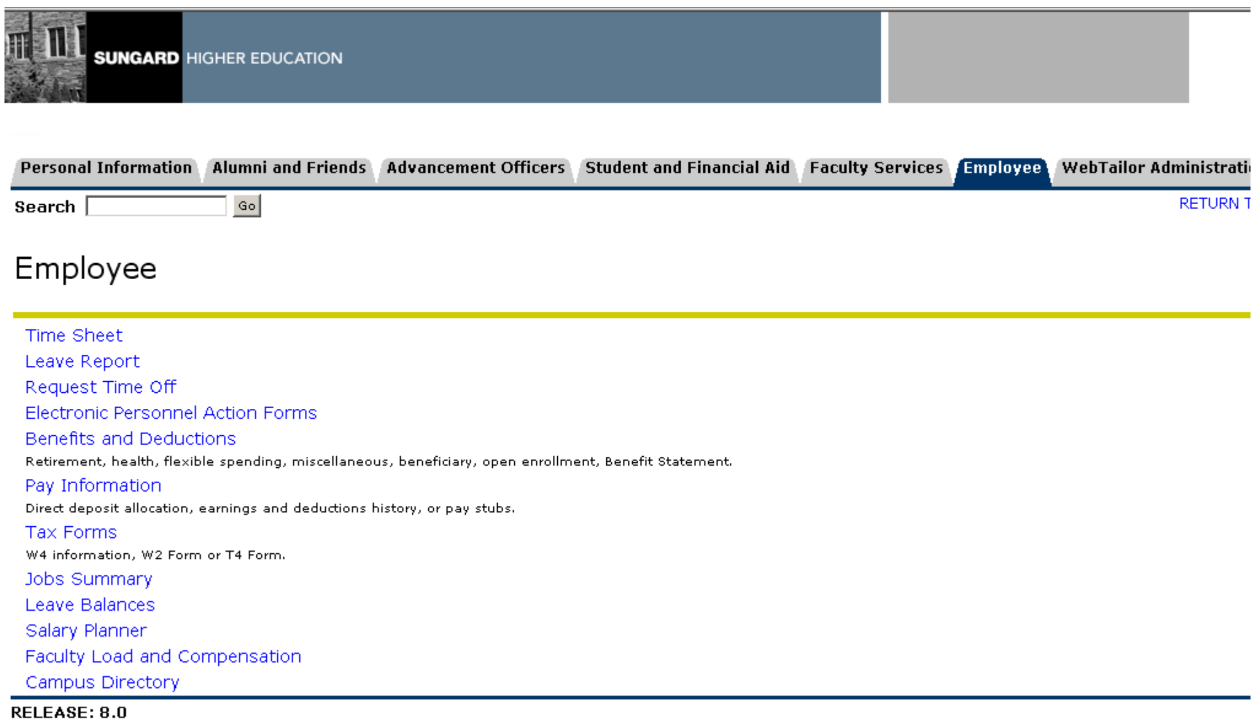
Stage	Description
	Human Resource Office
1	Human Resources enable all necessary forms to allow for viewing on the web.
2	Employee modifies retirement information from the web.
3	Employee views and modifies health benefit and flexible spending information from the web.
4	Employee reactivates a miscellaneous benefit from the web.
5	Employee adds and modifies benefits/deductions during Open Enrollment from the web.
6	Human Resources updates beneficiary and coverage information based on employees modifications to the web.
7	Human Resources modify the appropriate fields on Banner forms to support the Employee Self-Service functions.
8	Employee views direct deposit information, pay stub detail, earnings/deductions, job history, and leave balances from the web.
9	Employee views and updates W-4 tax data from the web.
10	Employee views his/her online benefits confirmation.

Login and Employee Self-Service Menu

Login requirements

In order to log into Employee Self-Service, you must have the web address, a User ID and a Password. After entering your login information, you will view the Main menu. From the Main menu, you have access to the various menus for Employee Self-Service.

Screen image



Steps

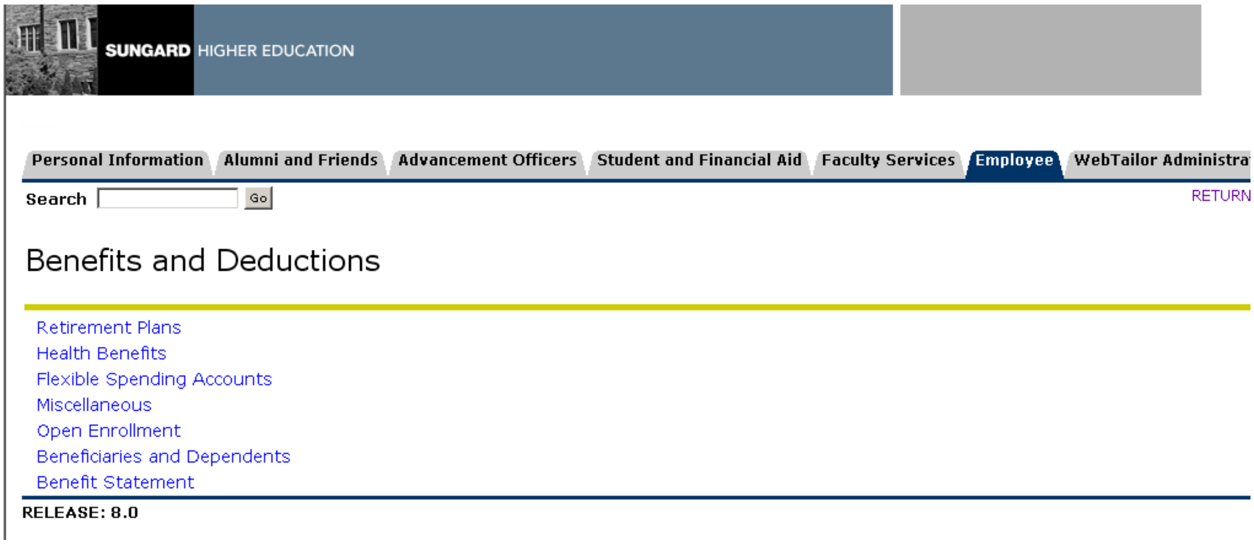
Follow these steps to complete the process.

1. Access Internet Explorer or Netscape and enter the URL as provided by your instructor.
2. Access the **Enter Secure Area** option.
3. Enter the User ID in the **User ID** field.
4. Enter the PIN in the **PIN** field.
5. Click the **Login** button.
6. From the Main Menu, select **Employee**.

Benefits and Deductions

General format of the Benefits and Deduction pages

The Benefits and Deductions functions enable employees to view and change their benefit data. The following options appear on the menu for this function:



Retirement Plans

The Retirement Plans page displays data for each benefit plan. The employer and employee contribution information is specified for each benefit plan. The following links are displayed for retirement plan functions:

- History
- Update
- Add a New Benefit or Deduction

Steps

Follow these steps to complete the process.

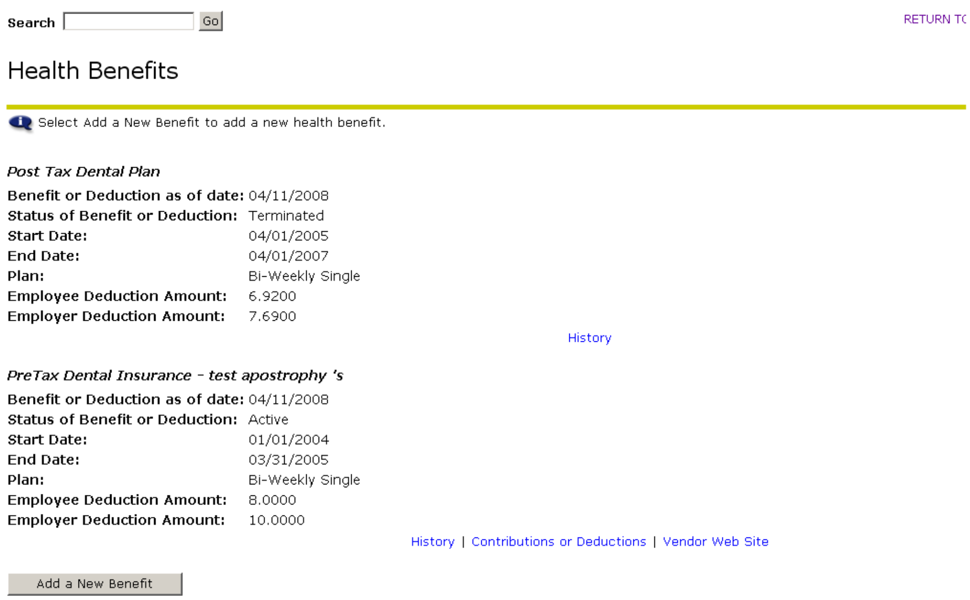
1. From the Benefits and Deductions menu, select **Retirement Plans**.
2. View the information.
3. Select the **History** option.

Health Benefits

The Health Benefits page displays data for each benefit plan. Each table specifies employer and employee contribution information for the plan. The following links are displayed for retirement plan functions:

- History
- Update
- Add a New Benefit

Screen image



Steps

Follow these steps to complete the process.

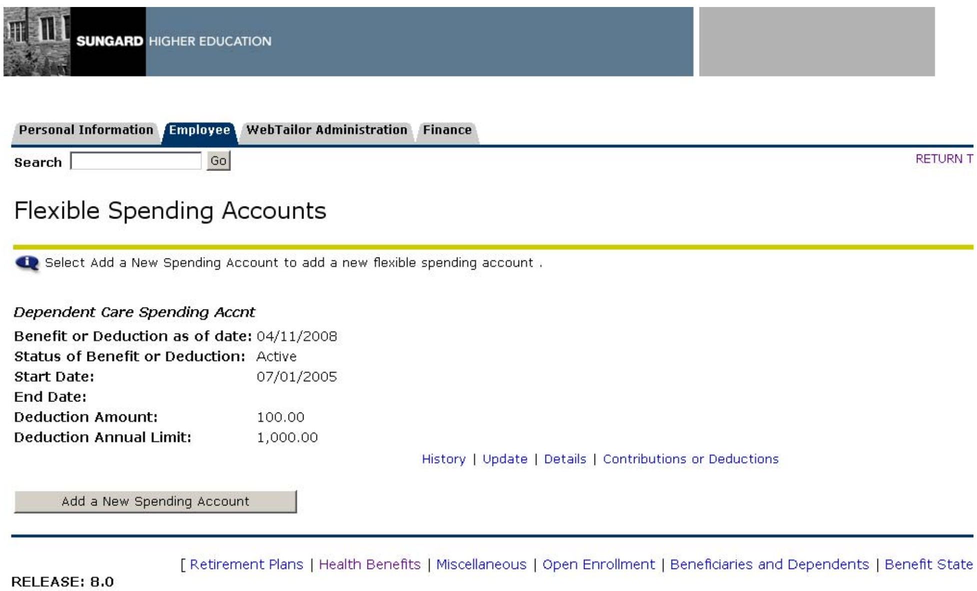
1. Select **Health and Benefits** from the Benefits and Deductions menu.
2. View the information.
3. Select the **Add a New Benefit** option.
4. Make changes to health information and click the **Select Benefit** button.
5. Select the **Submit Changes** option.

Flexible Spending Information

The Flexible Spending Accounts page displays data for each flexible spending account. The amounts to be deducted each pay period and for the whole year are included. The following links are displayed for flexible spending account functions.

- History
- Update
- Details
- Add a New Spending Account

Screen image



Steps

Follow these steps to complete the process.

1. From the Benefits and Deductions menu, select **Flexible Spending Accounts.**
2. Select the **Add a New Spending Account** option if you need to add a new Flexible Spending account.
3. Make changes to your flexible spending account (s).
4. Select the **Submit Changes** option.

Miscellaneous

The Miscellaneous page displays data concerning miscellaneous benefits or deductions (such as United Way contributions and auto allowances). The following links are displayed for miscellaneous functions:

- History
- Update
- Add a New Benefit or Deduction

Screen image

Steps

Follow these steps to complete the process.

1. From the Benefits and Deductions menu, select **Miscellaneous**.
2. Select the **History** option.
3. Select the **Update** option to make changes to your Miscellaneous benefits or deductions.
4. Select the **Submit Changes** option.

Open Enrollment

The Open Enrollment page allows employees to update or delete their current benefits and add new benefits.

Screen image

Steps

Follow these steps to complete the process.

1. Select **Open Enrollment** from the Benefits and Deductions menu.
2. Select the **Start Open Enrollment** option.
3. Select the benefit that you wish to modify.
4. Make the appropriate changes and select the **Submit Changes** option.
5. Select the **Calculate Cost** option to display estimated costs.
6. Select **Cancel** if you want to remove all benefit choices.
7. Depending on what page you are on, selecting **Restart** will:

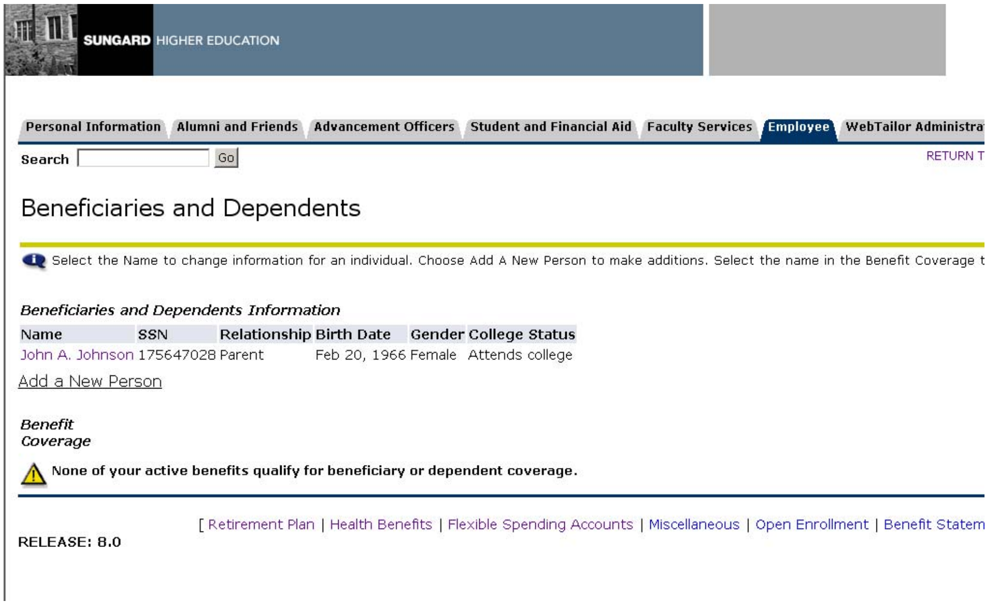
   - remove all of the employee's benefit choices in the group and redisplay the Open Enrollment page
   - reinstate benefit choices for the current year.

Beneficiaries and Dependents

The Beneficiaries and Dependents page allows you to make the following changes

- update information about current beneficiaries and dependents
- update coverage for each beneficiary and dependent
- add coverage for a new beneficiary or dependent.

Screen image



Steps

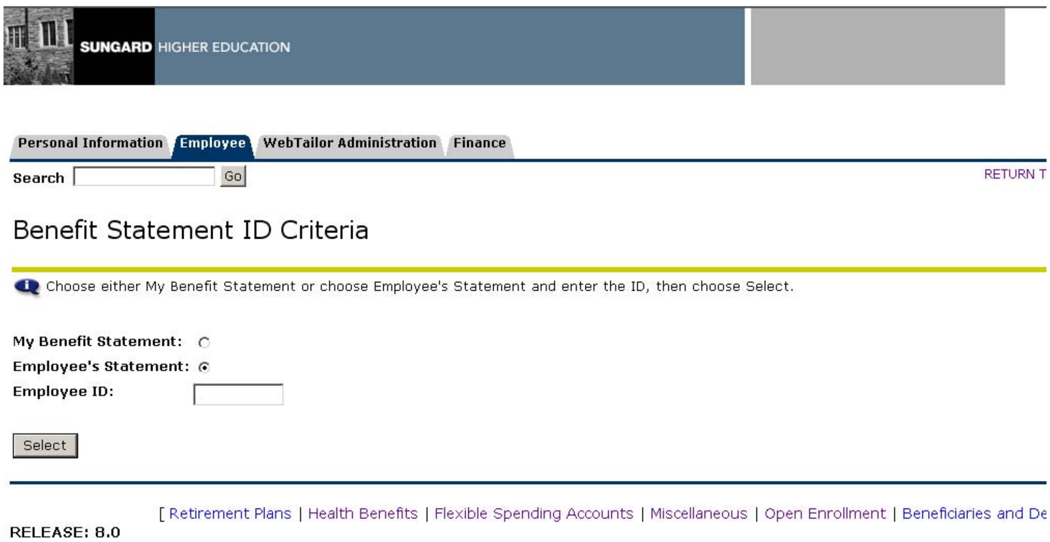
Follow these steps to complete the process.

1. Select **Beneficiaries and Dependent** from the Benefits and Deductions menu.
2. Click on the person's name to change a beneficiary.
3. To add a new beneficiary, select the **Add a New Person** option.

Benefit Statement

The online employee benefit statement merges all related benefits information into a single online benefit statement that can be synchronized and simultaneously accessed by the relevant employee or an employee with benefits administrator privileges in Employee Self-Service.

Screen image



Steps

Follow these steps to complete the process.

1. From the Benefits and Deductions menu, select **Benefits Statement**.
2. Press the **Select** option to view your own benefits statement or another employee's statement.

   Note: The employee's ID is required to view another employee's statement.
3. Press the **Select** option after entering the date criteria.
4. View the benefit statement.

   Note: Use the vertical scroll bar to view all of the statement information.

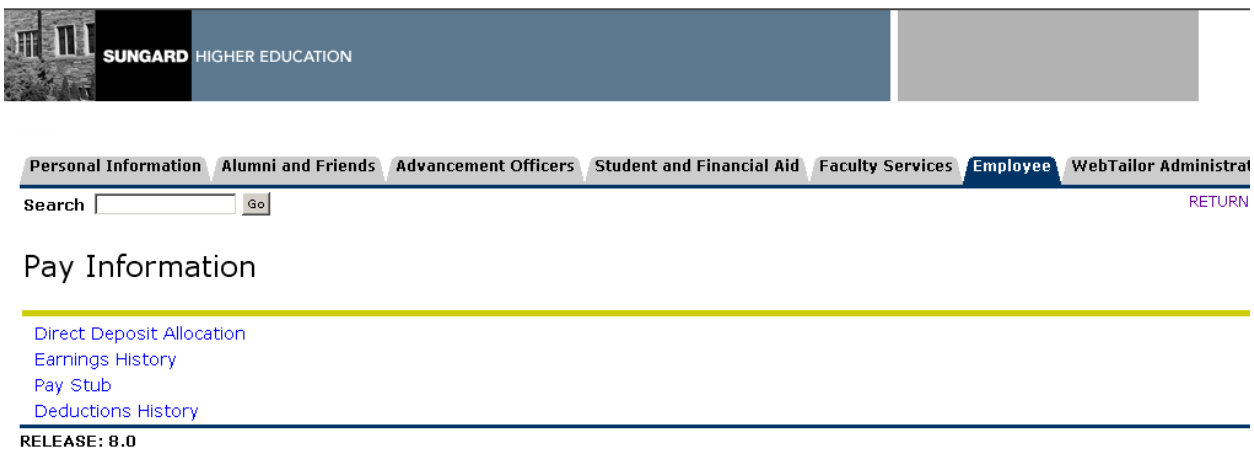
Pay Information

General format of the Pay Information pages

The Pay Information function enables employees to view and change their payroll data. The following options appear on the menu for this function:

- Direct Deposit Breakdown
- Earnings History
- Pay Stub
- Deductions History

Screen image

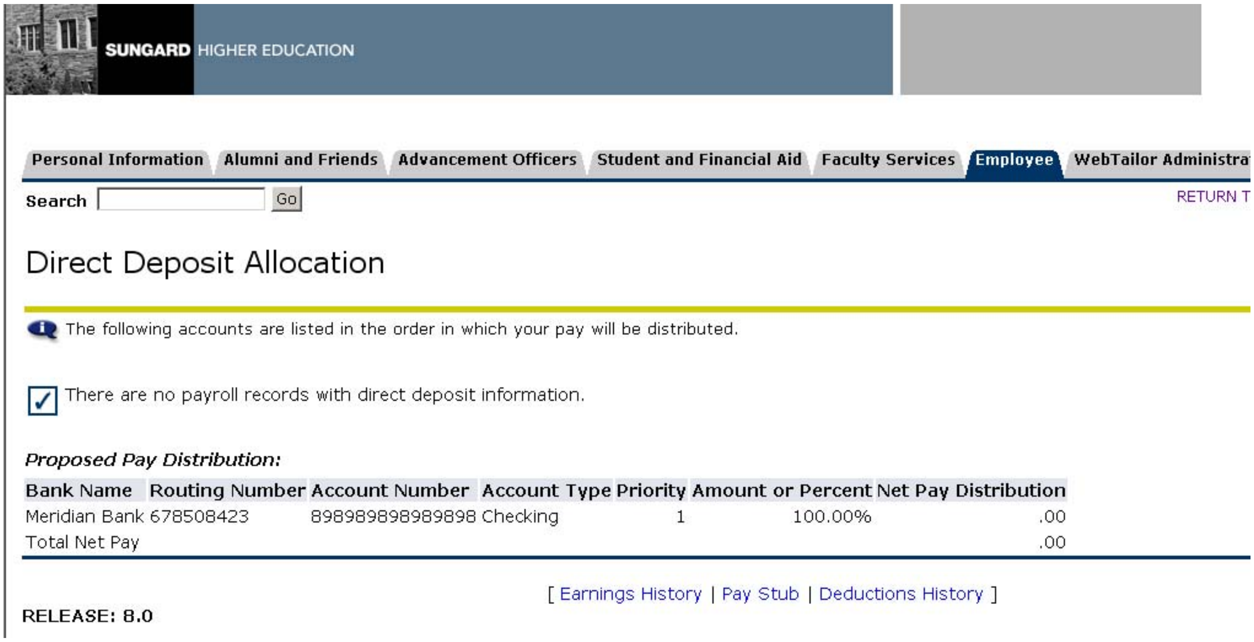


Direct Deposit Allocation

The Direct Deposit Allocation page displays a list showing how your direct deposit pay is distributed. The following is listed for each:

- Bank or credit union into which the money is deposited
- Amount or percentage deposited per pay into that bank or credit union
- Type of account into which the money is placed

Screen image



Steps

Follow these steps to complete the process.

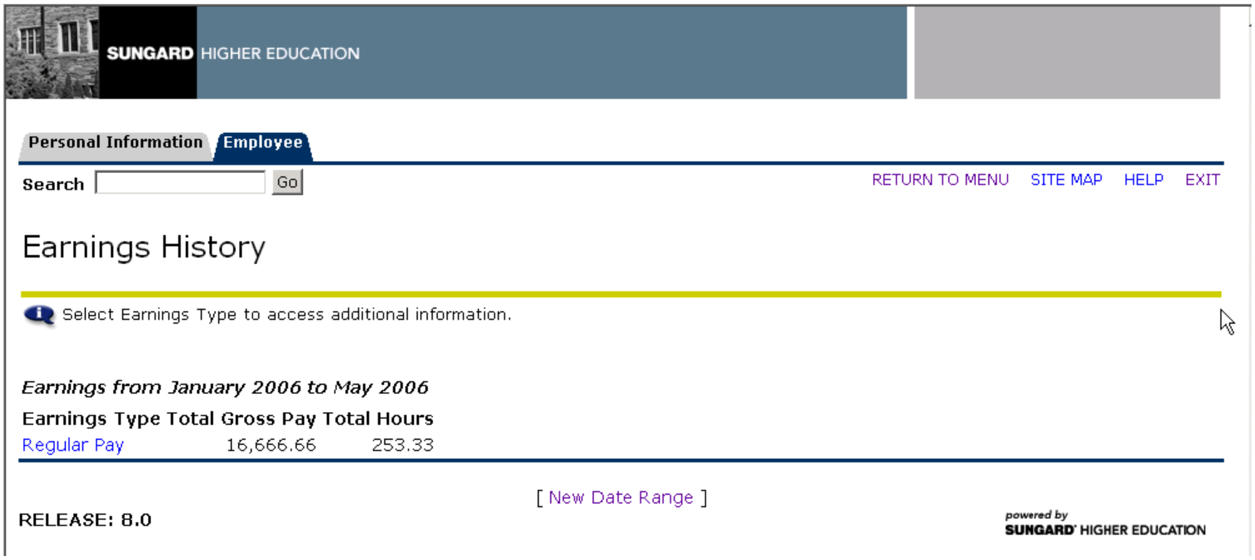
1. Select **Direct Deposit Allocation** from the Pay Information menu.
2. View your direct deposit information.

   Note: A message will display if you do not have any direct deposits.

Earnings History

The Earnings History option allows you to view your earnings data.

Screen image



Steps

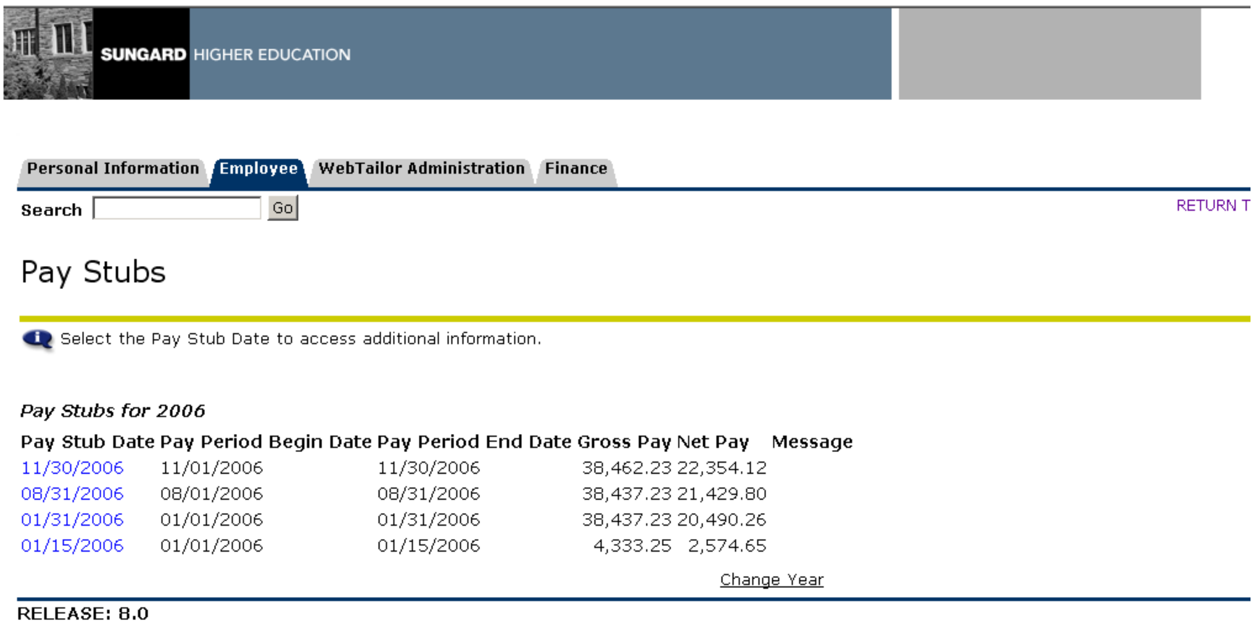
Follow these steps to complete the process.

1. From the Pay Information menu, select **Earnings History**.
2. Enter the date information and select the **Display** option.
3. View your earnings history.
4. Click the type of pay to view the detail of your earnings.

Pay Stub

The Pay Stub page allows you to view your general pay information for a particular year and see detailed data for a particular pay period.

Screen image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Personal Information | Employee | WebTailor Administration | Finance

Search [ ] Go

RETURN T

Pay Stubs

Select the Pay Stub Date to access additional information.

Pay Stubs for 2006

Pay Stub Date	Pay Period Begin Date	Pay Period End Date	Gross Pay	Net Pay	Message
11/30/2006	11/01/2006	11/30/2006	38,462.23	22,354.12	
08/31/2006	08/01/2006	08/31/2006	38,437.23	21,429.80	
01/31/2006	01/01/2006	01/31/2006	38,437.23	20,490.26	
01/15/2006	01/01/2006	01/15/2006	4,333.25	2,574.65	

Change Year

RELEASE: 8.0

Steps

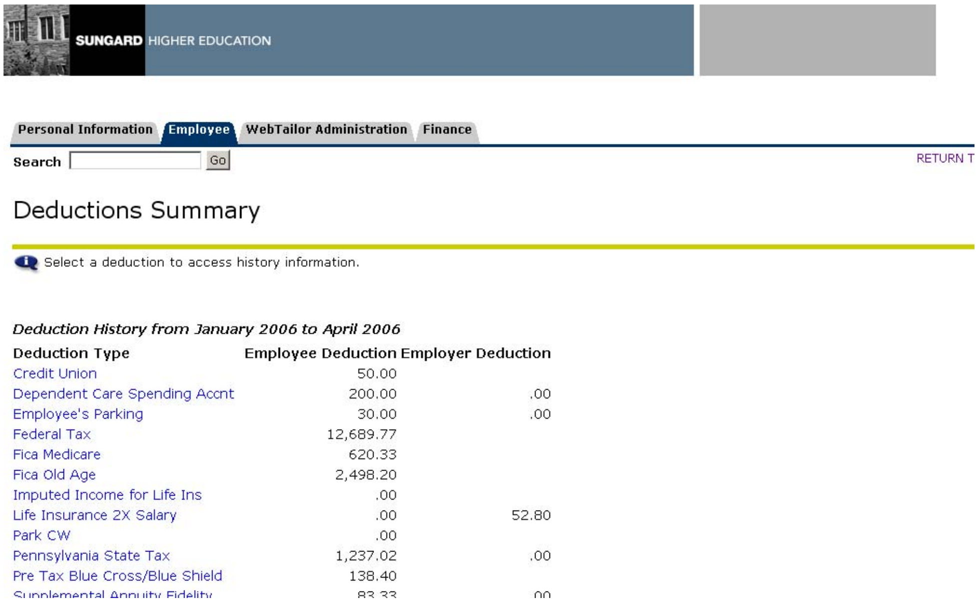
Follow these steps to complete the process.

1. From the Pay Information menu, select **Pay Stub**.
2. Enter the year and select the **Display** option.
3. View your pay information.
4. Click a particular month to view the detail.

Deductions History

The Deductions History page allows you to view deduction information for a range you specify.

Screen image



Steps

Follow these steps to complete the process.

1. From the Pay Information menu, select **Deductions History**.
2. Enter the date range and select the **Display** option.
3. Click a Deduction Type to view the detail.

Tax Forms

General format of the Tax Forms pages

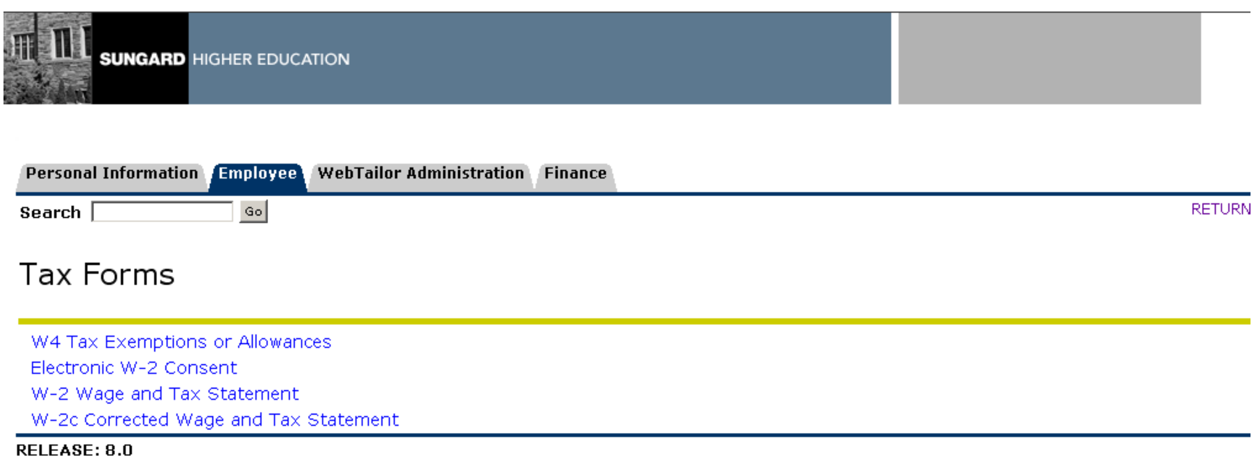
The Tax Forms page gives you access to your year-end tax statements. The following links are displayed:

- W4 Tax Exemptions or Allowances
- Electronic W-2 Consent
- W-2 Wage and Tax Statement
- W-2c Corrected Wage and Tax Statement
- T4 Statement of Remuneration Paid

W4 Tax Exemptions

The W4 Tax Exemptions page displays your W-4 Information (for US employees) as of today's date.

Screen image



Steps

Follow these steps to complete the process.

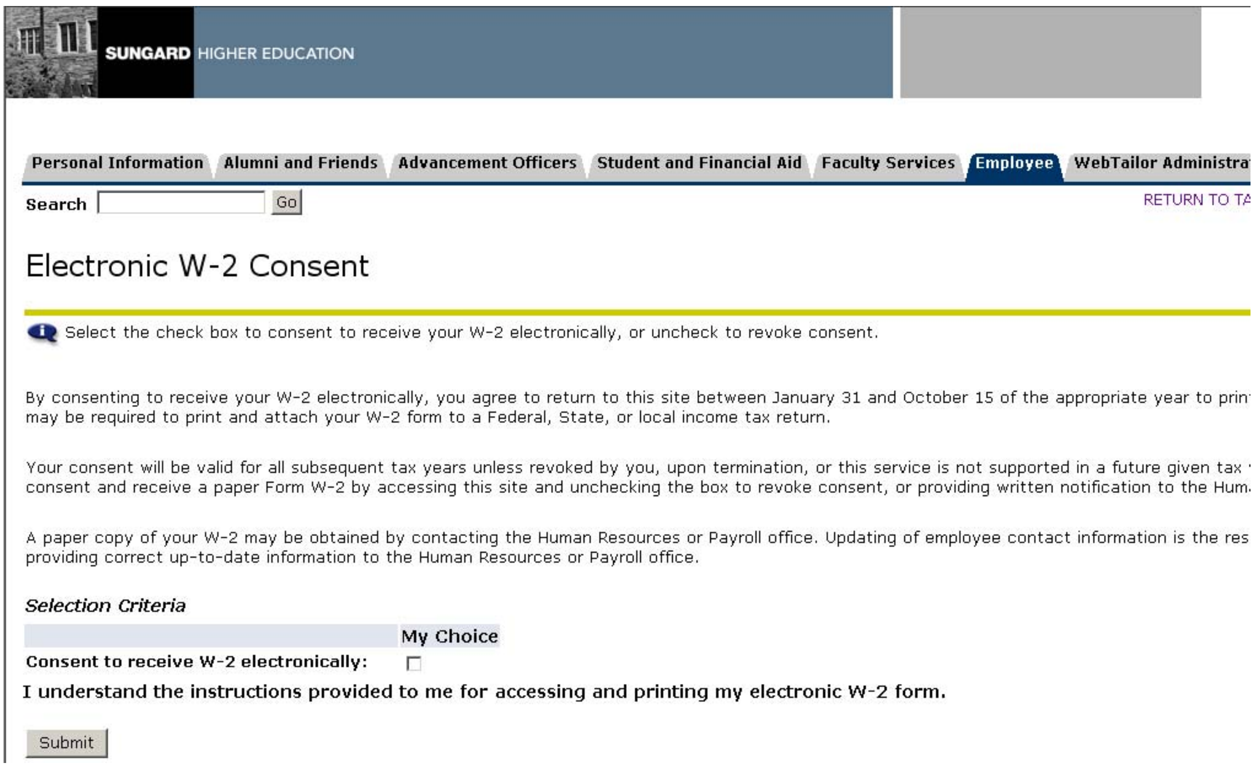
1. From the Tax Forms menu, select **W4 Tax Exemptions**.
2. View your tax information.

Electronic W-2 Consent

Employees can confirm or revoke consent to receive their W-2 Wage and Tax Statement online through Employee Self-Service. Access this page by selecting the Electronic W-2 Consent menu item from the Tax Forms Menu. Indicate your consent and select the **Submit** button.

Note: Each institution should review and revise the delivered Info Text to accommodate their specific procedures to comply with IRS Regulations.

Screen image



Steps

Follow these steps to complete the process.

1. Select Electronic W-2 Consent from the Tax Forms menu.

2. Click the **Consent to receive W-2 electronically** checkbox.

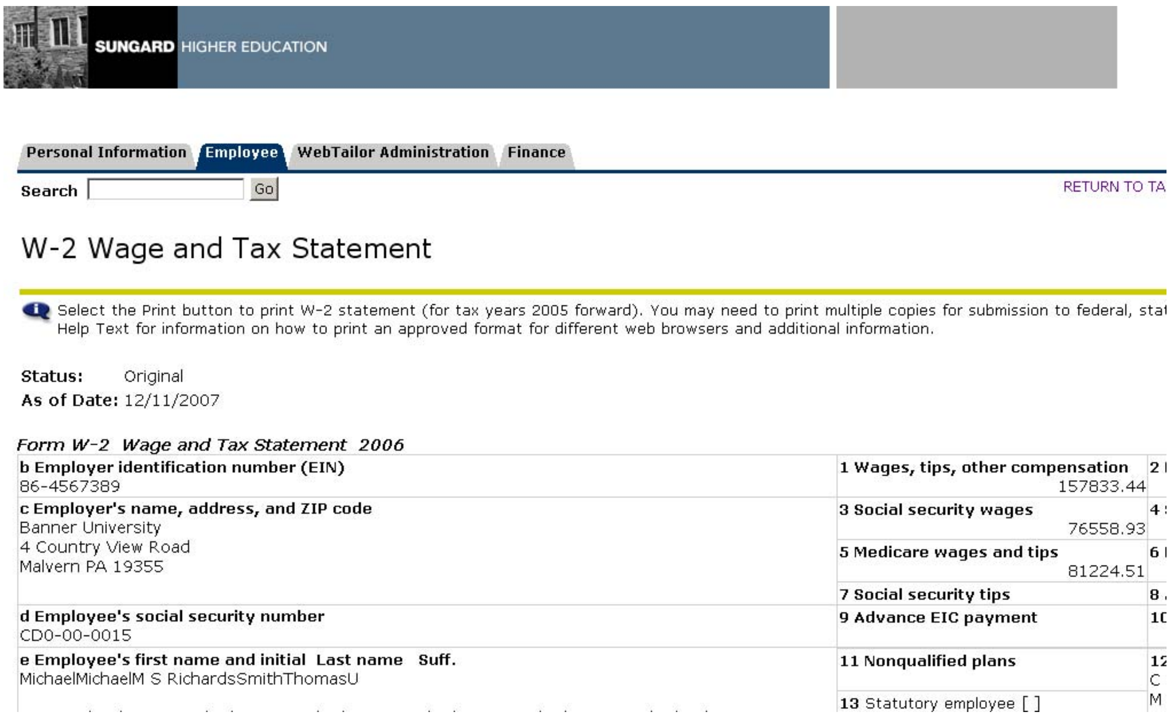
   Note: By giving your consent to receive this document electronically, you may not receive a paper copy from your institution.

3. Click the **Submit** button.

W-2 Wage and Tax Statement

The W-2 Year End Earnings Statement page allows you to access your W2 Statement (for US employees) for a specified year. The status and date at the top of the page lets you know if this is an Original issue W-2 or a Reissued W-2 along with the date it was created. You can use your browser and the Print button to print the W-2.

Screen image



Steps

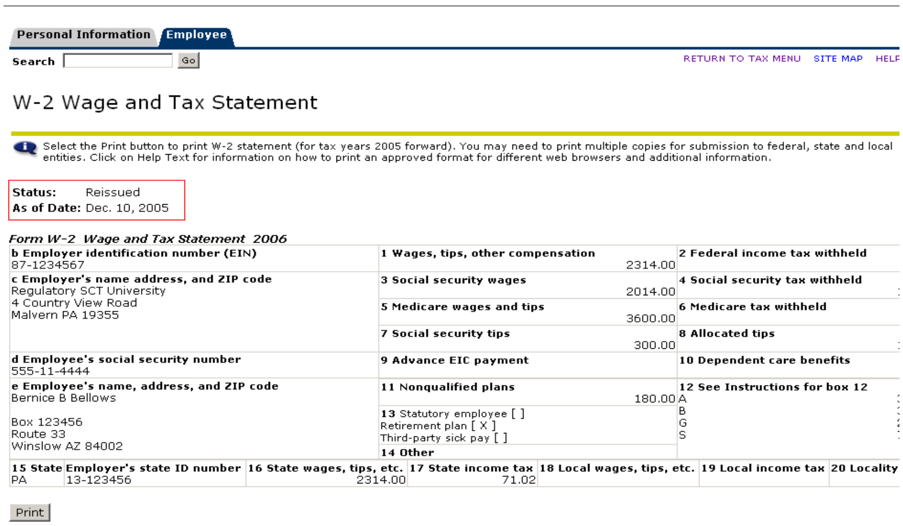
Follow these steps to complete the process.

1. Select **W2 Wage and Tax Statement** from the Tax Forms menu.
2. Select the **Tax Year** for which you wish to review the W-2 statement.
3. Select your **Employer** or **Institution** from the corresponding pull-down list.
4. Click the **Display** button.
5. Select the **Print** button.
6. Select the Print option from the File menu of your web browser.

W-2c Corrected Wage and Tax Statement

If your information provided by your institution to the government has been changed after it was submitted to the IRS, you can print a corrected W-2c Wage and Tax Statement. The **Status** field on the W-2 states it is reissued and the **As of Date** field displays the reissue date.

Screen image



Personal Information | Employee

Search [ ] Go

RETURN TO TAX MENU SITE MAP HELP

W-2 Wage and Tax Statement

Select the Print button to print W-2 statement (for tax years 2005 forward). You may need to print multiple copies for submission to federal, state and local entities. Click on Help Text for information on how to print an approved format for different web browsers and additional information.

Status: Reissued
As of Date: Dec. 10, 2005

Form W-2 Wage and Tax Statement 2006

b Employer identification number (EIN) 87-1234567	**1 Wages, tips, other compensation** 2314.00	**2 Federal income tax withheld**
c Employer's name address, and ZIP code Regulatory SCT University 4 Country View Road Malvern PA 19355	**3 Social security wages** 2014.00	**4 Social security tax withheld**
	5 Medicare wages and tips 3600.00	**6 Medicare tax withheld**
	7 Social security tips 300.00	**8 Allocated tips**
d Employee's social security number 555-11-4444	**9 Advance EIC payment**	**10 Dependent care benefits**
e Employee's name, address, and ZIP code Bernice B Bellows Box 123456 Route 33 Winslow AZ 84002	**11 Nonqualified plans** 180.00	**12 See Instructions for box 12** A B G S
	13 Statutory employee [ ] Retirement plan [X] Third-party sick pay [ ]	
	14 Other	

15 State	Employer's state ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality
PA	13-123456	2314.00	71.02			

Print

Steps

Follow these steps to complete the process.

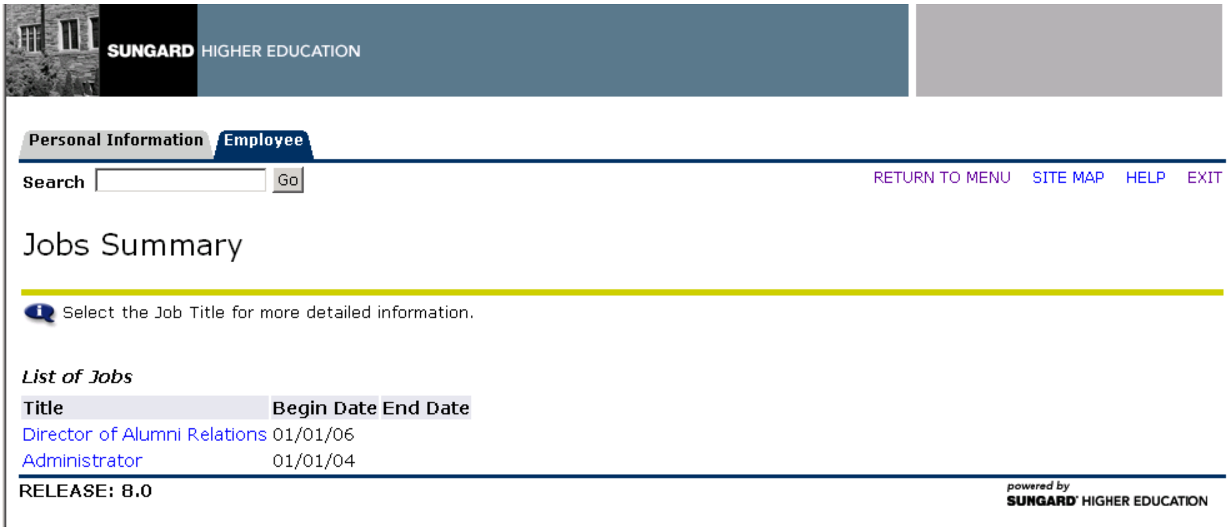
1. Select **W-2c Corrected Wage and Tax Statement** from the Tax Forms menu.
2. Select the **Tax Year** for which you wish to review the W-2 statement.
3. Select your **Employer** or **Institution** from the corresponding pull-down list.
4. Click the **Display** button.
5. Select the **Print** button.
6. Select the **Print** option from the **File** menu of your web browser.

Jobs Summary

Jobs Summary

The Jobs Summary option allows you to access information on all of the jobs that you have held at your institution.

Screen image



Steps

Follow these steps to complete the process.

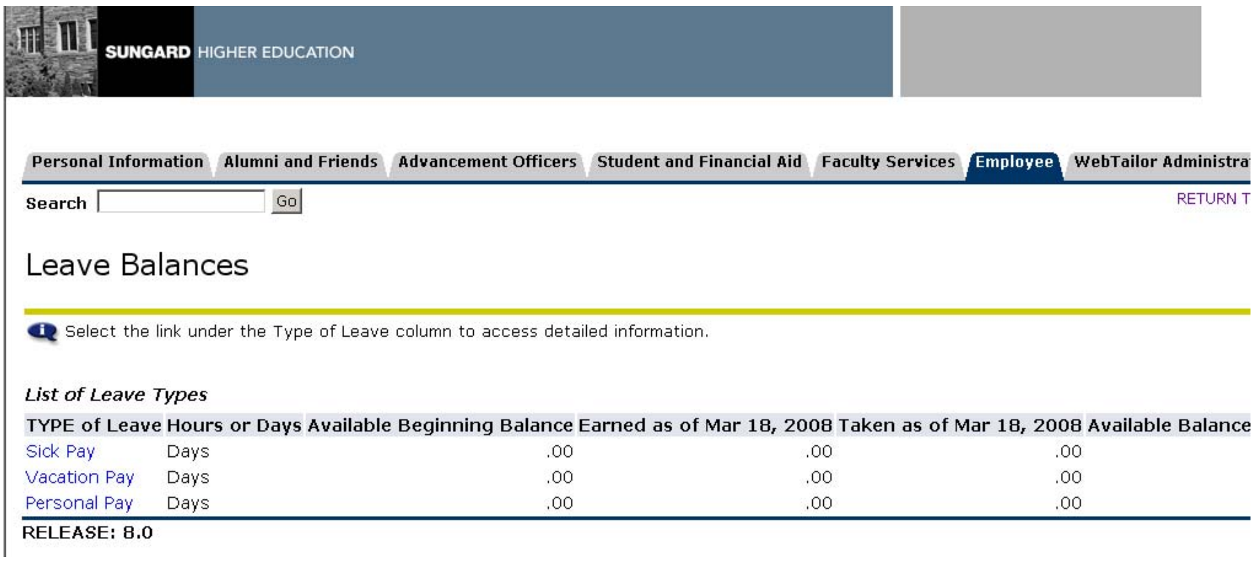
1. Select **Jobs Summary** from the Employee Services menu.
2. View your job summary information.
3. Click the job title to view the details of that job.

Leave Balances

Leave Balances

The Leave Balance option allows you to access your leave balance information.

Screen image



Steps

Follow these steps to complete the process.

1. Select **Leave Balances** from the Employee Services menu.
2. View your leave balance information.
3. Click the type of leave to view by job information.

Campus Directory

Campus Directory

The Campus Directory option allows you to display contact information, such as mail address and phone number, about other employees at your institution.

Screen image

Steps

Follow these steps to complete the process.

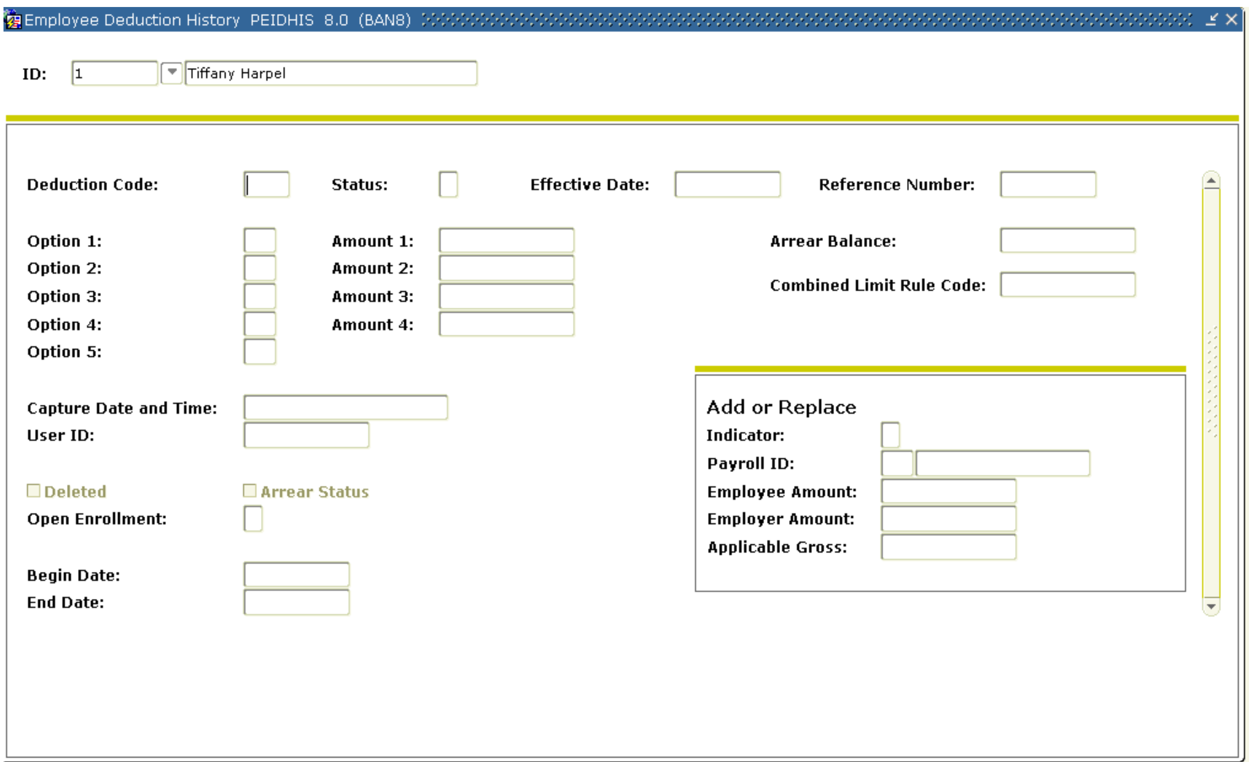
1. From the Employee Services menu, select **Campus Directory**.
2. Perform a **Search** using the employee first name, last name, or select the **Directory by Last Name** or **Directory by Department** options.
3. View the selected information.

View an Employee's Benefits/Deductions Changes

Introduction

The Employee Deduction History Form (PEIDHIS) allows you to view an employee's benefit/deductions changes made on the Web.

Banner form



Steps

Follow these steps to complete the process.

1. Access the Employee Deduction History Form (PEIDHIS).
2. Select the **Search** function in the **ID** field and select an employee.
3. Perform a **Next Block** function.
4. View the code in the **Open Enrollment** field to determine the action taken during Open Enrollment.

Code	Description
C	The employee has continued the deduction through the Open Enrollment function.
S	The employee through the Open Enrollment function newly selects the deduction.
T	The employee has terminated the deduction through the Open Enrollment function.
Y	The employee has indicated that this deduction is among his/her final choices by clicking the Complete Open Enrollment button.
N	The deduction is not involved in open enrollment.

5. View the checkbox in the **Deleted** field to determine if the benefit was deleted.
6. View the input in the **Capture Date and Time** field to determine the date and time that the benefit was created.
7. View the input in the **Combined Limit Rule Code** field.

   Note: The Combined Limit Rule Code field displays the code originally entered on

PTRBDCL that has been associated with the specific deduction on PTRBDCA.

8. Click the **Exit** icon.

Self Check

Directions

Use the information you have learned in this workbook to complete this self check activity.

Question 1:

What set of records does Banner maintain audit trails for?

a) Address changes

b) Deduction changes

c) Beneficiary/dependents changes

d) All of the above

Question 2:

The only time you can add a 401k deduction to your benefits is the first of every year.

True or False

Question 3:

PTRBDCA is where you define your benefits and customize them for your school.

True or False

Question 4:

Only certain benefit and deduction functions are capable to be changed and viewed by employees.

True or False

Question 5:

Account allocations can be found in the Direct Deposit Breakdown.

True or False

Question 6:

Only personal information is displayed on the Pay Stub.

True or False

Question 7:

The purpose of the Latest Year-End Statement to Display on Web field in the Installation Rule Form (PTRINST) is to have control on when the last W2 can be displayed on the web.

True or False

Question 8:

If you entered some data incorrectly when updating your W-4 information there isn't anything you can do.

True or False

Answer Key

Question 1

What set of records does Banner maintain audit trails for?

a) Address changes

b) Deduction changes

c) Beneficiary/dependents changes

d) All of the above

Question 2

The only time you can add a 401k deduction to your benefits is the first of every year. (True or False)

False. Anytime as long as Banner is set up to allow changes to the 401k.

Question 3

PTRBDCA is where you define your benefits and customize them for your school. (True or False)

True

Question 4

Only certain benefit and deduction functions are capable to be changed and viewed by employees. (True or False)

False. All or no benefit and deduction functions can be viewed. It depends on what your school wants your employees to see.

Question 5

Account allocations can be found in the Direct Deposit Breakdown. (True or False)

True

Question 6

Only personal information is displayed on the Pay Stub. (True or False)

False. Everything that is displayed on the employee's normal pay stub.

Question 7

The purpose of the Latest Year-End Statement to Display on Web field in the Installation Rule Form (PTRINST) is to have control on when the last W2 can be displayed on the web. (True or False)

True

Question 8

If you entered some data incorrectly when updating your W-4 information there isn't anything you can do. (True or False)

False. Reset the form or delete the record.

Appendix

Section goal

The goal of this section is to provide reference materials related to the workbook.

Forms Job Aid

Form	Full Name	Use this Form to...
PTRBCAT	Benefit Category Rule Form	used to define the processing rules for your benefit and deduction categories.
PTRBDCA	Benefit/Deduction Rule Form	used to define the processing rules for your benefits and deductions.
PTRBDPG	Benefit/Deduction Grouping Rule Form	used to define the processing to be performed for the benefit groups.
PTREARN	Earnings Code Rule Form	used to define processing rules for earnings codes.
PTRINST	Installation Rule Form	used to define the rules governing the installation of Banner at your institution.
PTRUSER	User Code Rule Form	enable an identified Administrator to access other employees' benefit statement via the web.
PEIDHIS	Employee Deduction History Form	allows you to view an employee's benefit/deductions changes made on the Web.