BANNER 9 EMPLOYEE DASHBOARD

SEPTEMBER 2019

RowanUniversity

Employee Dashboard

Employee Dashboard



5 Introduction to Banner 9 Employee Dashboard

The new Banner 9 **Employee Dashboard** is a convenient, centralized location for important employee resources like tax, pay and benefit information.

Main	Personal Info	rmation Studen	t Financial Aid	Faculty & Advisors	Employee
Search		Go			
Emp	loyee				
Emp	olovee Das	hboard 🚽			
SSB st	ervices: Web Tin	ne Entry; Leave Bal	ances; Payroll and	Deduction History	
Profe	ssional Develo	opment			
Camp Public S	ous Safety Inc	ident Reporting			
Search	th Rowan Ann	ouncer Submissi	ions		
Rowa Submit	n Announcer a Rowan Announce	Submission r message: Employees	only		
Remove	n Announcer	- Your Submission	ons		
		-			

ACCESS EMPLOYEE DASHBOARD

- 1. Log on to Self-Service Banner.
- 2. Select the **Employee** tab.
- 3. Select the link to the Employee Dashboard.
- 4. Log in through CAS/Duo as needed.
- 5. You will be brought to the Employee Dashboard.





Goals of this Guide:

- Access Banner 9 Employee Dashboard.
- View employee information including pay stubs, tax forms, benefit s and Web Time Entry.

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	Forte, Loletta	Leave Balances as of 09/10/2019					
	My Profile	Vacation in hours	80.41	Pull Salary Sick Leave in hours	12.00	Compensatory Time In hours	00
		Donated Leave in hours	œ	Paid Leave Bank in hours	600		
						Full Leave Balance	e Inform
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VIEW EMPLOYEE DASHBOARD

When you enter the **Employee Dashboard:**

- 1. At the top of the page, you will see a menu icon next to the Rowan logo that brings you to the Banner 8 links, plus your picture and name on the top right.
- 2. In the main part of the screen, you will find sections for your profile and leave balances, an accordion menu containing employee services in Banner, plus links to additional forms and services under the **My Activities** section.

EMPLOYEE PROFILE

- 1. The My Profile button opens the Employee Profile.
- This contains your photo, personal information, a link to the Banner 8 More Personal Information screen and a link to RIMS.
- 3. You can utilize the pencil icons to edit your personal information.

BANNER 9 **EMPLOYEE DASHBOARD**

SEPTEMBER 2019

Vacation in hours	80.41	Full Salary Sick Leave in hours	12.00	Compensatory Time in hours	0.00
Donated Leave in hours	0.00	Paid Leave Bank in hours	0.00		

Pay Information				*
Latest Pay Stub: 08/23/2019	All Pay Stubs	Direct Deposit Information	Deductions History	
Earnings				~
Benefits				~
Taxes				~
Job Summary				~
Employee Summary				~

LEAVE BALANCES

- 2. You can select the Full Leave Balance Information link to open up the balance information and use the leave type hyperlinks to view the entire current year, Prior Years and Leave History by leave category.

ACCORDION MENU OF SERVICES

- 1. You can view your Leave Balances as of the latest pay date. 1. The accordion menu of services contains information and links to Pay Information, Earnings, Benefits, Taxes, Job Summary and Employee Summary.
 - 2. The arrow next to each section expands or retracts the section.
 - 3. **IMPORTANT**: To print your pay stub, select the **Latest Pay** Stub link in Pay Information, then select the Printer Friendly button and print from there.

My Activities Enter Time Electronic Personnel Action Forms (EPAF) Faculty Load and Compensation Effort Certification Campus Directory Employee Menu Rowan Identity Management System (RIMS) Submit Electronic Forms Manager Employee Menu

MY ACTIVITIES

- 1. The My Activities section contains links to other important employee resources, including Enter Time, EPAF, Faculty Load and Compensation, Effort Certification, Employee Menu, RIMS, Submit Electronic Forms and Manager Employee Menu (if you are a manager).
- 2. IMPORTANT: To access Web Time Entry, select the Enter Time button.

HELP & RESOURCES

- 1. For training materials and more information on employee resources, visit go.rowan.edu/empdash.
- 2. For technical assistance, go to https://support.rowan.edu.



EMPLOYEE DASHBOARD https://go.rowan.edu/empdash