BANNER 9
EMPLOYEE DASHBOARD

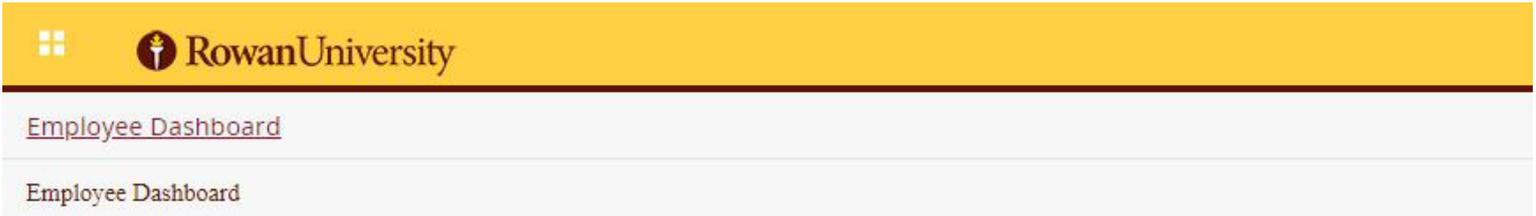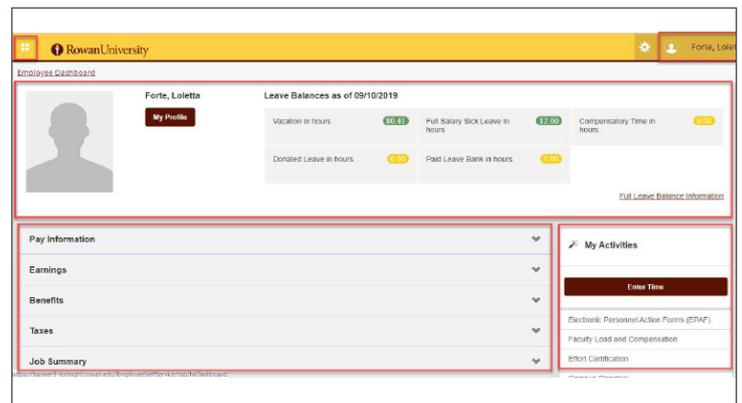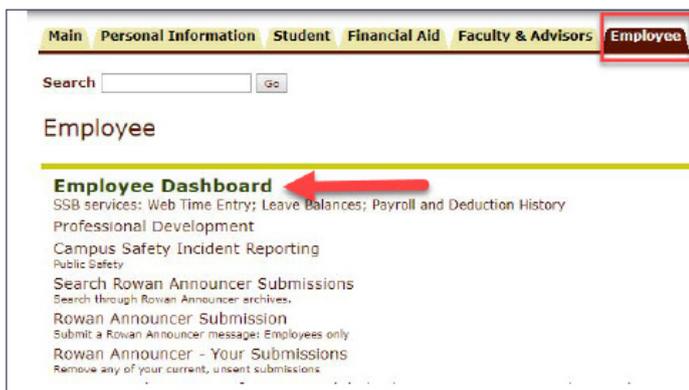SEPTEMBER 2019

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.

Goals of this Guide:

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

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**.

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.
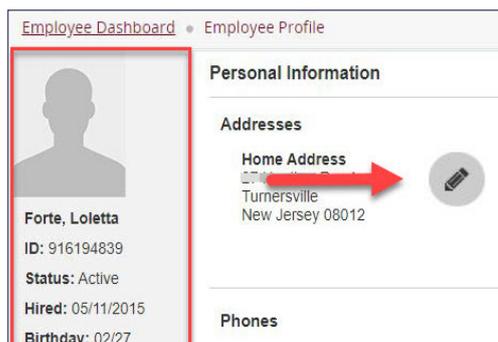
EMPLOYEE PROFILE

1. The **My Profile** button opens the **Employee Profile**.
2. 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.

EMPLOYEE DASHBOARD

LEAVE BALANCES

1. You can view your **Leave Balances** as of the latest pay date.
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. 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

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.