



HENDERSON[®]
STATE UNIVERSITY

Banner Employee

Self Service

March 2022

Banner Employee Self Service

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Banner Employee Self Service

Login Instructions:

To access Banner Self Service and the Employee Dashboard:

1. <https://myhenderson.hsu.edu/ics>
2. After logging into MyHenderson
3. Select "Resources (Employee)"
4. Select "Banner Employee Self Service."

The screenshot shows the myHenderson website interface. At the top, there is a navigation bar with links: Home, Welcome, Academics, Campus Life, Financial Aid, CampusConnect, Resources (Employee), Employee Info, Courses I Teach, Census Reports, HLC, Board of Trustees, and Finance. Below the navigation bar, the page title is "Resources (Employee)". The main content area is divided into several sections: "Banner Self Service" with a link to "Banner Employee Self Service"; "Campus Survivors" with links for "Great Colleges to Work for Survey 2014", "Modern Think Powerpoint Presentation 2014", and "Great College Survey 2014 Data Sets"; "Finding what you need" with a paragraph about the myHenderson Employee Resource Tab; "Transparency Data" with a paragraph about the university's transparency website and a link to "Click here to see Transparency Data"; "Announcements" with a message "You have no incoming announcements." and a link to "Show All Announcements"; "Policies and Handbooks" with links for "HSU Policies and Handbooks", "Teachers College Adjunct Guide", "Teachers College Faculty Guide", "Visual Identity and Style Guide", "Policy Development: President of the university, that specifies appropriate actions and behavior, and has university-wide applicability.", and "Staff Handbook"; and "State of Arkansas Policies and Forms" with links for "Concurrent Employment Definition and Policies" and "Concurrent Employment Request Form".

The screenshot shows the ellucian login page. At the top left is the ellucian logo. Below it is a blue horizontal bar. The main heading is "Sign in to your account". Below the heading are two input fields: one for the email address "cassey_tune@asun.edu" and one for a password represented by dots. To the right of the password field is a blue "Sign In" button.

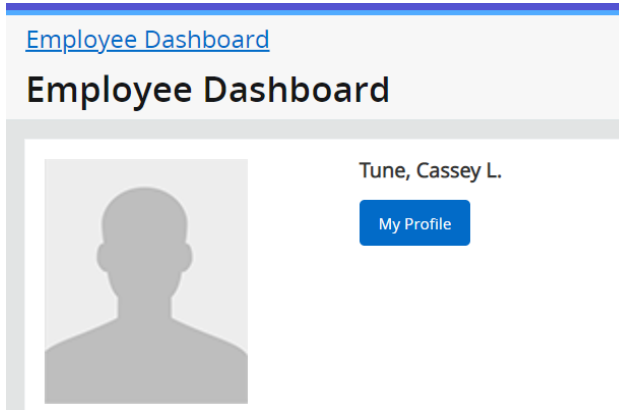
1. New Banner Users: Follow Duo Instructions
2. Current Banner Users: Click "Send Me a Push" to authenticate your login.

The screenshot shows the ASU authentication page. At the top left is the ASU logo. Below it is the heading "Choose an authentication method". There are two options: "Duo Push RECOMMENDED" with a "Send Me a Push" button, and "Passcode" with an "Enter a Passcode" button. At the bottom left, there is a link for "What is this? Need help?". At the bottom right, there is a checkbox for "Remember me for 10 hours".

Banner Employee Self Service

Employee Dashboard

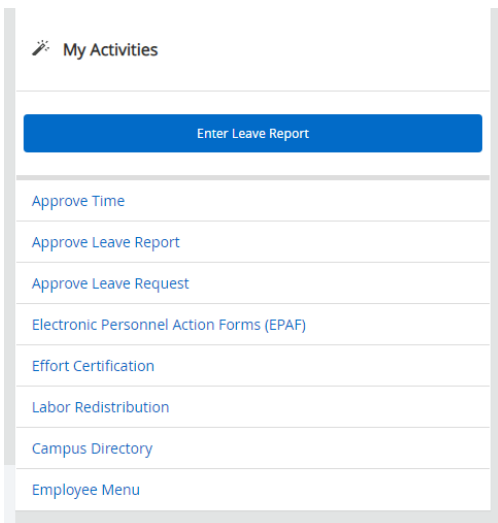
There are several options to view on the Dashboard.



My Profile – View & Edit personal information such as address, phone, email, emergency contact information.

Leave Balances

To access leave balance information, click on Employee Menu in the lower right corner under **My Activities**.



Banner Employee Self Service

Employment Information

[Employee Dashboard](#)

Pay Information ▼

i You have not yet been paid. [Direct Deposit Information](#)

Benefits ▼

[Current Summary](#) [Current Enrollment](#) [Beneficiaries and Dependents](#) [Life Event Change](#)

Taxes ▼

i No tax information exists. [W-4 Employee's Withholding Allowance Certificate](#) [W-2 Wage and Tax Statement](#)
[Electronic Regulatory Consent](#) [W-2c Corrected Wage and Tax Statement](#)
[1095-C Employer Provided Health Insurance Offer and Coverage Statement](#)

Job Summary ▼

Non Employee N00096-00, Human Resources [Job Information](#)

Employee Summary ▼

Status: Active Current Hire Date: 01/01/2022 Hiring Location:
Full Time Part Time Indicator: Other Original Hire Date: 01/01/2022 Hiring College:

Pay Information – view latest pay stub.

Earnings – view Year to Date amount.


Taxes – view Tax filing status; consent to receive 2022 W-2 electronically

Banner Employee Self Service

My Activities – Enter Leave Report

Use this option to submit hours taken for vacation, sick, child education release time, etc.

My Activities

 My Activities

Under **My Activities**, click **“Enter Leave Report”**

Enter Leave Report

1. Click **Start Leave Report**


Leave Report

Approvals Leave Report

Leave Report Period

| Leave Period | Hours/Days/Units | Submitted On | Status |
|---|------------------|--------------|-------------------------------|
| Director Of Process Innovation, NC0014-00, N, W00003, VC for Finance and Administration | | | Prior Periods |
| 01/01/2022 - 01/15/2022 | | Not Started | Start Leave Report |

This system generated message appears:

 Leave Report successfully created.

2. Select the appropriate **date**

01/01/2022 - 01/15/2022 [In Progress](#) [Su](#)

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--------|--------|---------|-----------|----------|--------|
| 2 | 3 | 4 | 5 | 6 | 7 |

3. Select the appropriate **Earn code**

Earn Code

Select Earn Code

- Sick Pay
- Vacation Pay
- Child Education Leave
- Jury Duty

Banner Employee Self Service

4. Enter the number of **Hours** and click **Save**.

| | |
|-------------------------|-------|
| Earn Code | Hours |
| Sick Pay ▼ | 6 |

This system generated message appears:

✔ Leave Report data successfully saved.

To View Approver – Click the “Circle with an i”

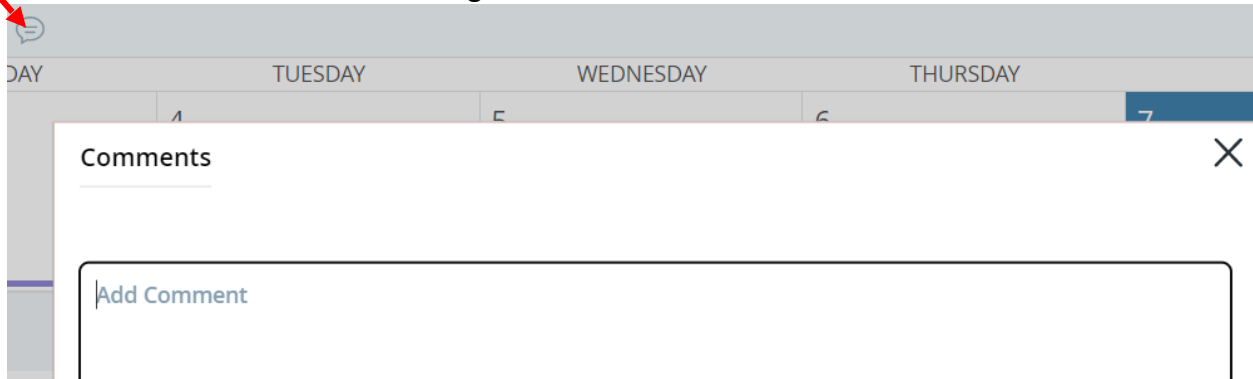
The screenshot shows a calendar interface for the week of 01/01/2022 to 01/15/2022. The date 01/10/2022 (Monday) is highlighted with a red box, and a red arrow points from this box to an information popup. The popup is titled "List of Approvers" and contains the following text:

Originated On 01/10/2022, 03:25 PM by Tune, Cassey L.
Submit By 01/17/2022, 05:00 PM

Adair, Adam D.
Sequence 1.00
In the Queue

Banner Employee Self Service

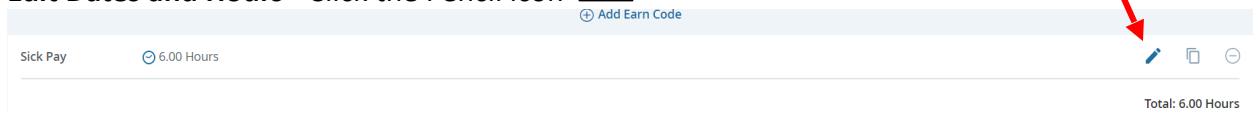
To Add Comment – Click the Message icon



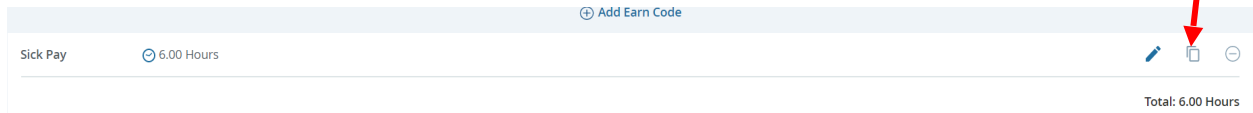
Add Additional Hours

1. Select the Date(s), Earn Code, and enter hours.
2. Click Save

Edit Dates and Hours - Click the Pencil icon



Copy Dates and Hours – Click the Copy button



Delete Hours Saved

To the right of the hours entered, click on the “Circle with the Hyphen” to delete hours saved.



Earn Code Sick Pay Hours 6

Click save.

Banner Employee Self Service

Submit Leave Report

Preview ✕

Director Of Process Innovation, NC0014-00, N, W00003, VC for Finance and Administration

Pay Period: 01/01/2022 - 01/15/2022 | 6.00 Hours

Submit By: 01/17/2022, 05:00 PM

| Earning Distribution | |
|----------------------|-------|
| Earn Code | Total |
| Sick Pay | 6.00 |
| Total Hours | 6.00 |
| Total Units | 0.00 |

| Weekly Summary | |
|----------------|-------------|
| Week | Total Hours |

Cancel Submit

1. Click **Preview**
2. Review the information
3. Enter Comments (optional)
4. Click **Submit**.
5. This system generated message appears:

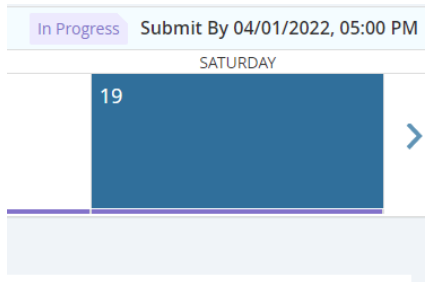
✔ The Leave Report has been successfully submitted.

6. **Notify your approver.** ASU is still working on auto email notifications.

Banner Employee Self Service

To Add Leave from a Previous Time Period

Banner will only allow you to enter leave in a current time period. To enter leave for previous time periods, please choose any Saturday or Sunday in the reporting period.

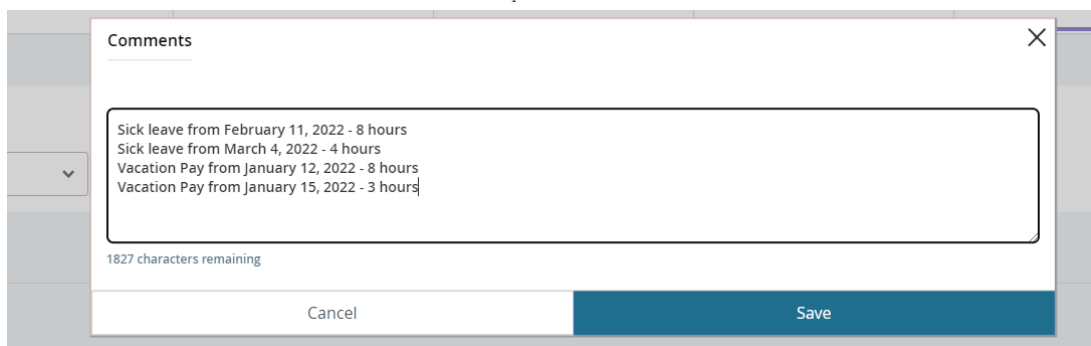
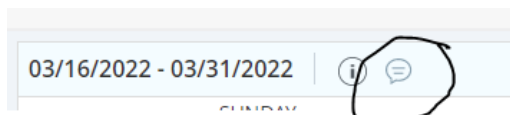


Earn Code: Sick Pay (dropdown) Hours: 12.0 (input field with minus icon)

Earn Code: Vacation Pay (dropdown) Hours: 11.0 (input field with minus icon)

Enter total hours from previous time periods that have not been entered. Click save.

Open the Comment icon and enter details of leave you have entered on your Saturday date.




Follow previous instructions to submit to your supervisor.

Banner Employee Self Service

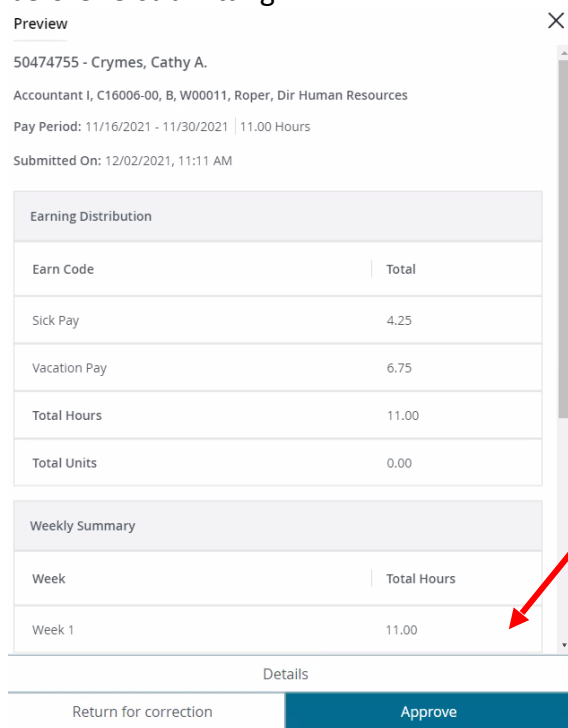
Supervisors - Approve Leave Reports

1. Under My Activities, click **Approve Leave Report**



| Pending 1 | | |
|---|----------|--------------------------------------|
| Employee Name | ID | Organization |
| Crymes, Cathy A. Accountant I, C16006-00 | 50474755 | B-W00011, Roper, Dir Human Resources |

1. Click on the **employee's record** to view the details
2. Click **Approve** or **Return for Correction**
3. When **returning for correction**, enter the appropriate action the employee needs to take before re-submitting.



Preview

50474755 - Crymes, Cathy A.
Accountant I, C16006-00, B, W00011, Roper, Dir Human Resources
Pay Period: 11/16/2021 - 11/30/2021 | 11.00 Hours
Submitted On: 12/02/2021, 11:11 AM

| Earning Distribution | |
|----------------------|-------|
| Earn Code | Total |
| Sick Pay | 4.25 |
| Vacation Pay | 6.75 |
| Total Hours | 11.00 |
| Total Units | 0.00 |

| Weekly Summary | |
|----------------|-------------|
| Week | Total Hours |
| Week 1 | 11.00 |

Details

Return for correction **Approve**