HENDERSON® STATE UNIVERSITY

1890

Banner Employee Self Service

March 2022

Banner Employee Self Service

Contents

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. "

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

Banner Employee Self Service

Employee Dashboard

There are several options to view on the Dashboard.
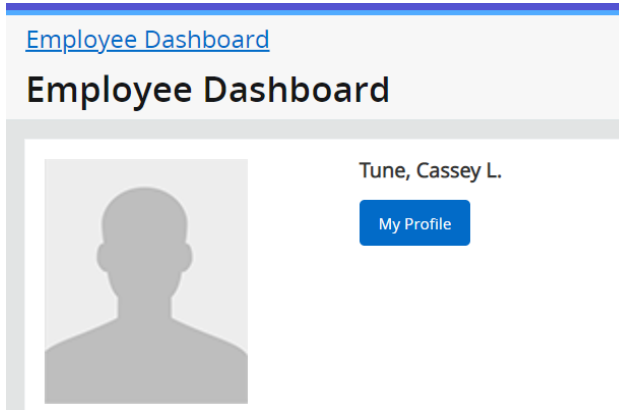
My Profile – View & Edit personal information such as address, phone, email, emergency contact information.

Leave Balances

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

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Employment Information

Pay Information ⌄

ⓘ You have not yet been paid.   Direct Deposit Information

Benefits ⌄

Current Summary   Current Enrollment   Beneficiaries and Dependents   [Life Event Change]

Taxes ⌄

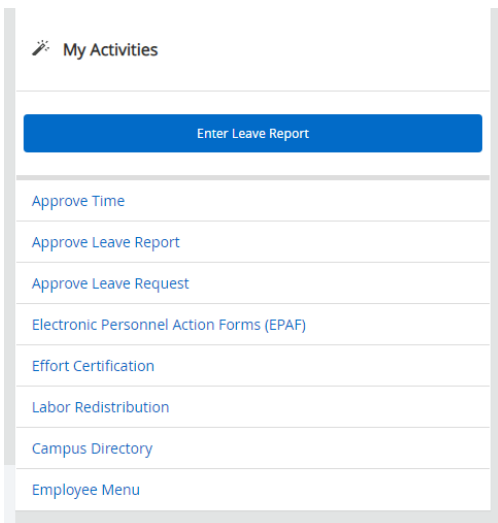ⓘ No tax information exists.   W-4 Employee's Withholding Allowance Certificate   W-2 Wage and Tax Statement

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

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My Activities – Enter Leave Report

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

My Activities

Under **My Activities**, click "**Enter Leave Report**"

1. Click **Start Leave Report**

This system generated message appears:

2. Select the appropriate **date**

3. Select the appropriate **Earn code**

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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"

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To Add Comment – Click the Message icon
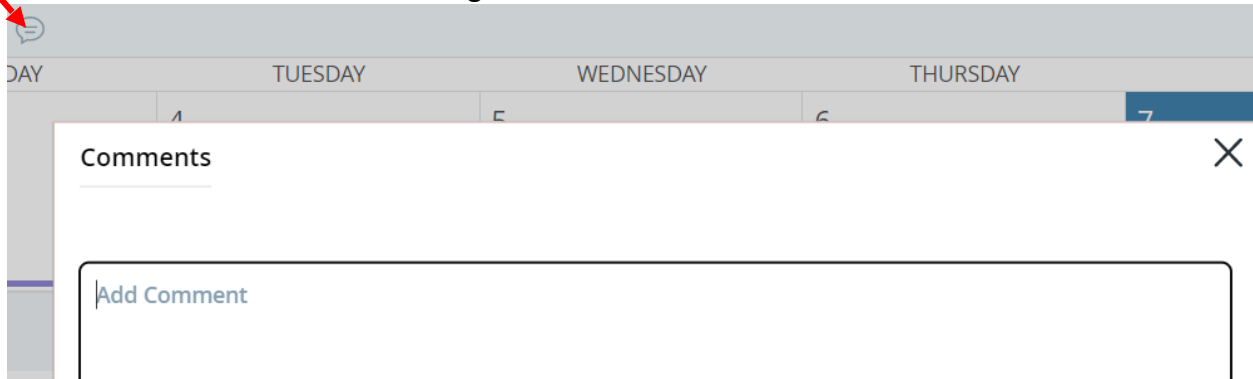
Add Additional Hours
1. Select the Date(s), Earn Code, and enter hours.
2. Click Save

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.

Click save.

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Submit Leave Report

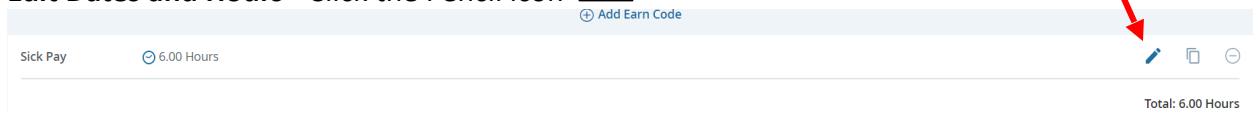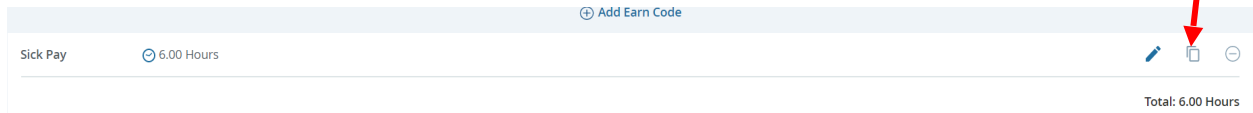Preview   ✕

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.

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.
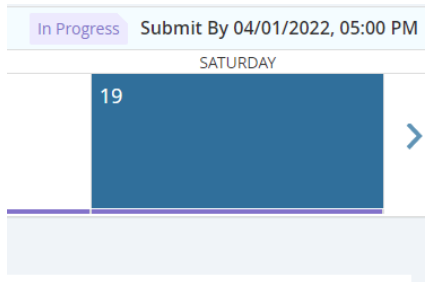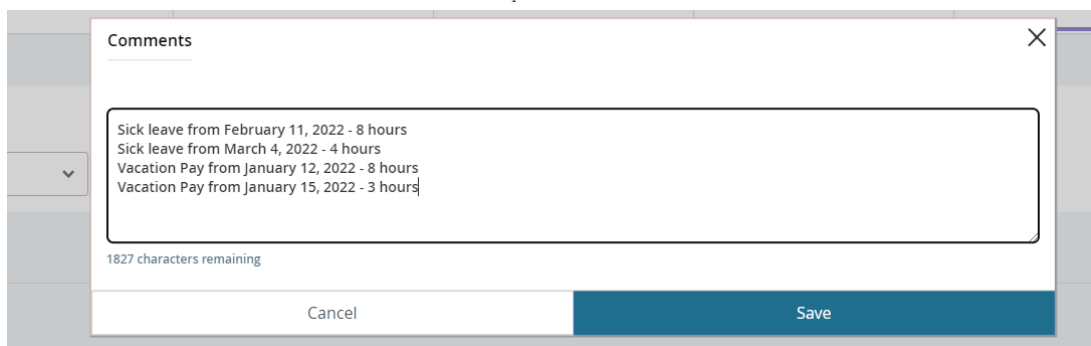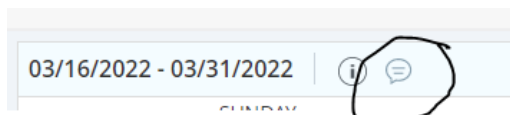

Enter total hours from previous time periods that have not been entered. Click save.

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

Follow previous instructions to submit to your supervisor.
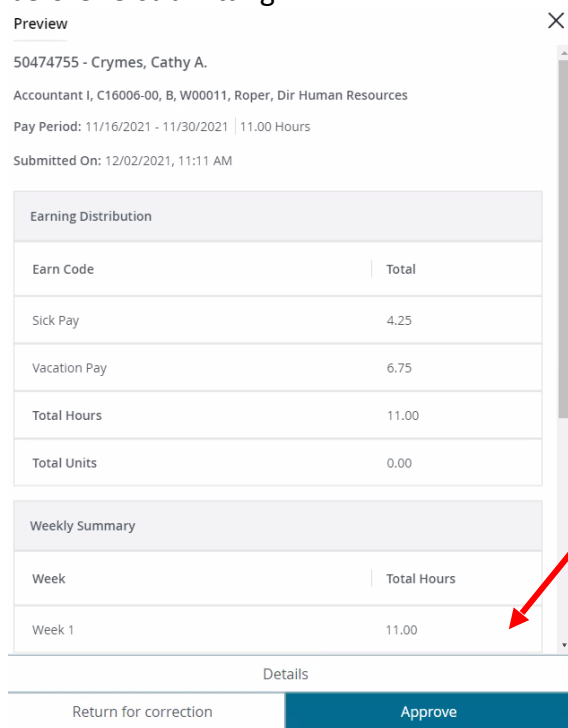
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Supervisors - Approve Leave Reports

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**