Banner 9 Employee Self-Service User Guide

Banner employee self service allows employees to view their personal information, employment dates, job information, pay stub, leave balances, and benefits information. Employee self service can be accessed by logging into my.vcu.edu and selecting eServices/VCU Self Service from the Resources widget.

Once logged into eServices, click on the Employee link to access employee self service. Once there, you will find buttons and links to view and perform the following functions.

- **My Profile**

  allows you to review home, work, and campus address and phone numbers, VCU and personal email addresses, and emergency contact. Employees can update name of use, personal pronoun, gender identity, phone numbers, emergency contact, home address, campus address, work address, race/ethnicity, disability status, and veteran information. All other data displayed on the My Profile page is not updatable via employee self service.

  **Updating Address Information** - To update your address information, follow the following steps:

1. Select "My Profile"

![Employee Dashboard]

2. Click on the pencil to the right of the "Address" section,

3. Scroll down to the Address section.

4. To edit an address, select the pencil under that address. To add a new address, click on to the right of the "Address" section.

5. When editing an address, you must enter a "Valid From" date. You do not have to enter a "Valid Until" date unless you know the exact end date. The highlighted fields are required. Click on "Update" to save.
6. When adding a new address, you must enter a "Valid From" date. You do not have to enter a "Valid Until" date unless you know the exact end date. The highlighted fields are required. Click on "Add" to save.

In order to edit Name of Use, Gender Identity, Race/Ethnicity, Disability Status, and Veteran information, you will need to first click on the "More Personal Information" link.
For each category, you can click on the arrow to access more information related to that category.

- **My Team**
  For managers who have direct reports, clicking on the My Team button displays list of employees you supervise as well as indirect reports, if any. If the My Team button is not visible and you currently supervise VCU employees, contact your HR Professional so that Banner HR can be updated to reflect the correct information.
- **Pay Information**
  - view all pay stubs and deductions history.

- **Earnings**
  - displays earnings from all positions at VCU, including regular earnings as well as earnings from leave usage.

- **Benefits**
  - view health care benefits, retirement plan, life insurance...etc.
  - *Note - When selecting any of the links in this section, you will be routed to a previous version of Employee Self-Service.

- **Taxes**
  - view current and pervious W2s, W4 tax withholding certificates, and update W2 electronic consent.
  - *Note - When selecting any of the links in this section, you will be routed to a previous version of Employee Self-Service.

- **Job Summary**
- this link provides a list of all positions held at VCU and detailed information on each positions, including all transactions that have taken place on each position.

- **Employee Summary**
  - displays the employee's current status, employee classification, home department, and employment dates.

<table>
<thead>
<tr>
<th>Employee Summary</th>
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<tbody>
<tr>
<td><strong>Status:</strong> Active</td>
<td></td>
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<tr>
<td><strong>Full Time Part Time Indicator:</strong> Full-Time</td>
<td></td>
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<tr>
<td><strong>Home Department:</strong> Human Resources</td>
<td></td>
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<tr>
<td><strong>Employee Class:</strong> Univ and Acad Professional FT</td>
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<tr>
<td><strong>State Hire Date:</strong> 03/26/2019</td>
<td></td>
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<tr>
<td><strong>Leave Anniversary:</strong> 04/10/2019</td>
<td></td>
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<tr>
<td><strong>Base Service Award:</strong> 03/26/2019</td>
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<tr>
<td><strong>VCU Hire Date:</strong> 03/26/2019</td>
<td></td>
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</tbody>
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If you have any questions, contact hrsecurity@vcu.edu.