Hampton University
Center for Information Technology (CIT) Announcement:
Banner 9 Employee Self Service – Zoom Tech Talk - Monday, 2 Oct 23

Monday, October 2, 2023 – 10 am EST
(Phase 1 of IV)

Join Zoom Meeting
https://zoom.us/j/91789268894?pwd=eUloOYZ2TlR6Tk4Z1RtaH04UGZZQT09

Meeting ID: 917 8926 8894
Passcode: ESS
Administrative Notes:

Please mute yourself.
Please allow for entire presentation to be presented.
Please put questions in Chat for later discussions.
Zoom Session will be recorded.
HAMPTON UNIVERSITY - EMPLOYEE SELF SERVICE (ESS)

BRIEFING BY PRINCESS LIPSCOMB, INFORMATION TECHNOLOGY, ERP TEAM MANAGER

PRINCESS.LIPSCOMB@HAMPTONU.EDU  757-727-5960

PHASE I DELIVERABLES – 2 OCTOBER 2023 – READ ONLY ACCESS TO SELECTED AREAS

PHASE II – 2 NOVEMBER 2023

PHASE III – 2 DECEMBER 2023

PHASE IV – BEFORE END OF 2023

**NOTE: AS FEATURES ARE APPROVED FOR DELIVERY, AN ANNOUNCEMENT WILL BE BROADCAST/TECHTALK SCHEDULED**
HAMPTON UNIVERSITY - EMPLOYEE SELF SERVICE (ESS) PHASE I

HAMPTON UNIVERSITY ACTIVE EMPLOYEES (NO TEMP AGENCY EMPLOYEES)

LOG HTTPS://EMPLOYEESELFSERVICE.HAMPTONU.EDU:8443/EMPLOYEESELFSERVICE/SSB/HRDASHBOARD#/HRDASHBOARD

[YOU WILL LOG IN AND FOLLOW ALONG SEEING YOUR OWN INFORMATION]

AREAS' VIEWING ABILITY

LEAVE
EARNINGS
PAY
BENEFITS – MUST CONTACT BENEFITS COORDINATOR (NOT VIEWABLE AT THIS PHASE I LEVEL)
TAXES
JOB SUMMARY
EMPLOYEE SUMMARY
MUST BE ON HU Network to Log In: Desktop, Laptop, Phone (Pirate2 - wireless)

Initial Screen before logging in

BANNER 9 SIGN IN (USE ONLY CHROME, EDGE, OR FIREFOX)

Hampton University INFOTECH Username

Hampton University INFOTECH Password

☐ Remember me on this computer

After a successful sign in, we use a cookie in your browser to track your session. You can refer our Cookie Policy for more details.

By signing in, you agree to our Privacy Policy

Logging into Employee Self Service

BANNER 9 SIGN IN (USE ONLY CHROME, EDGE, OR FIREFOX)

Hampton University INFOTECH Username

john doe

Hampton University INFOTECH Password

...................

☐ Remember me on this computer

After a successful sign in, we use a cookie in your browser to track your session. You can refer our Cookie Policy for more details.

By signing in, you agree to our Privacy Policy

If you cannot log in, contact HelpDesk – helpdesk@hamptonu.edu  Subject: ESS login
EMPLOYEE SELF SERVICE DASHBOARD
### LEAVE BALANCE INFORMATION

**Leave Balances as of 10/01/2023**

<table>
<thead>
<tr>
<th>Annual (Vacation) in hours</th>
<th>Sick in hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**NOTE:** Amounts may not reflect any leave taken but not applied in the system by HR as of yet.
### Leave Balance Information

**Leave Balances as of 10/01/2023**

<table>
<thead>
<tr>
<th>Annual (Vacation)</th>
<th>Sick</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance</td>
<td>0.00</td>
</tr>
<tr>
<td>Earned</td>
<td>0.00</td>
</tr>
<tr>
<td>Taken</td>
<td>0.00</td>
</tr>
<tr>
<td>Annual (Vacation) in hours</td>
<td>0.00</td>
</tr>
<tr>
<td>Beginning Balance</td>
<td>0.00</td>
</tr>
<tr>
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<td>0.00</td>
</tr>
<tr>
<td>Taken</td>
<td>0.00</td>
</tr>
<tr>
<td>Sick In hours</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**NOTE:** Amounts may not reflect any leave taken but not applied in the system by HR as of yet.
AREAS’ VIEWING ABILITY – PAY INFORMATION

- PAY STUBS

NOTE: Paystubs available from start of employment to current date (data brought into Banner)
### Pay Stub Information

<table>
<thead>
<tr>
<th>Pay Year</th>
<th>Pay Date</th>
<th>Pay Period</th>
<th>Gross</th>
<th>Net</th>
<th>Adjusted paycheck issued on</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>07/31/2020</td>
<td>06/01/2020 to 06/30/2020</td>
<td>$6,313.44</td>
<td>$5,542.84</td>
<td>06/30/2020</td>
</tr>
<tr>
<td>2020</td>
<td>06/30/2020</td>
<td>06/01/2020 to 06/30/2020</td>
<td>$1,218.11</td>
<td>$210.91</td>
<td>07/31/2020</td>
</tr>
<tr>
<td>2020</td>
<td>05/29/2020</td>
<td>05/01/2020 to 05/31/2020</td>
<td>$6,699.58</td>
<td>$3,800.46</td>
<td>06/30/2020</td>
</tr>
<tr>
<td>2020</td>
<td>04/30/2020</td>
<td>04/01/2020 to 04/30/2020</td>
<td>$6,699.58</td>
<td>$3,800.46</td>
<td>05/31/2020</td>
</tr>
<tr>
<td>2020</td>
<td>03/31/2020</td>
<td>03/01/2020 to 03/31/2020</td>
<td>$6,699.58</td>
<td>$3,800.46</td>
<td>04/30/2020</td>
</tr>
<tr>
<td>2020</td>
<td>02/28/2020</td>
<td>02/01/2020 to 02/29/2020</td>
<td>$6,699.58</td>
<td>$3,761.82</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Paystubs available from start of employment to current date – SAMPLE of What is on Screen.
AREAS’ VIEWING ABILITY – Click on Pay Date to see DETAILS and PRINT

NOTE: Paystubs viewing Details and Printing available for each stub.
### AREAS’ VIEWING ABILITY – PAY INFORMATION

- **DEDUCTION HISTORY – ALL LISTINGS**

**NOTE:** Deduction History available from start of employment to current date.
AREAS’ VIEWING ABILITY – EARNINGS

EARNINGS – By Date Range or Position

NOTE: Earnings available from start of employment to current date.
**AREAS’ VIEWING ABILITY – EARNINGS**

**EARNINGS – By Date Range (View Only)**

![Employee Dashboard - Earnings By Date Range](image)

<table>
<thead>
<tr>
<th>Earnings</th>
<th>From: January 2020</th>
<th>To: October 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holiday Pay</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sick Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vacation Pay</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Earnings available from start of employment to current date.
NOTE: Earnings available from start of employment to current date.
AREAS' VIEWING ABILITY – EARNINGS

EARNINGS – By Date Range – SICK TIME

Employee Dashboard → Earnings By Date Range

<table>
<thead>
<tr>
<th>Earnings</th>
<th>From: January 2020 to To: October 2020</th>
</tr>
</thead>
</table>

Holiday Pay

Sick Time

Sick Time from January 2020 to October 2020
Total Gross Pay: $309.22
Total Hours: 8.00

NOTE: Earnings available from start of employment to current date.
EARNINGS – By Date Range – VACATION PAY

NOTE: Earnings available from start of employment to current date.
NOTE: Earnings available from start of employment to current date.
### AREAS' VIEWING ABILITY – EARNINGS

**EARNINGS – By Position**

#### Employee Dashboard → Earnings By Position

**Earnings By Position**

<table>
<thead>
<tr>
<th>Earnings</th>
<th>Years: Select Years</th>
<th>Positions: Select Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td></td>
<td>2020, 2019, 2018</td>
</tr>
</tbody>
</table>

**Ability to Download all listed into an Excel spreadsheet to view**

**NOTE:** Earnings available from start of employment to current date.
## AREAS' VIEWING ABILITY – TAXES

<table>
<thead>
<tr>
<th>Taxes</th>
<th>W-4 Employee's Withholding Allowance Certificate</th>
<th>W-2 Wage and Tax Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Federal Tax</strong></td>
<td>Filing Status: Single</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Status: Active</td>
<td></td>
</tr>
<tr>
<td>Number of Allowances: 0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Withholdings: 100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Virginia State Tax</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Status: Active</td>
<td># Exempt: 0</td>
<td></td>
</tr>
</tbody>
</table>
## W4 Information

### W-4 Employee's Withholding Allowance Certificate

<table>
<thead>
<tr>
<th>Federal Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>As of Date:</td>
</tr>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
</tbody>
</table>

- Last Name differs from SSN card:
- Deduction Status:
- Start Date:
- End Date:
- Filing Status
- Number of Allowances
- Additional Withholdings

Note: Additional amount, if any, you want withheld from each paycheck.

[Print]
Electronic Regulatory Consent

Select the check box to consent to receive your tax statement electronically, or uncheck to revoke consent.

By consenting to receive your tax statement(s) electronically, you agree to return to this site between January 31 and October 15 of the appropriate year to print each of your tax forms on-line. You may be required to print and attach your tax forms to Federal, State, or local income tax return and it is your responsibility to review the instructions for each statement as provided in the Help on the specific statement page.

Your consent for each electronic statement will be valid for all subsequent tax years unless revoked by you upon termination, or this service is not supported in a future given tax year. You may revoke your consent and receive paper forms by accessing this site and unchecking the My Choice consent box, or providing written notification to the Human Resources or Payroll office.

A paper copy of your tax statement(s) may be obtained by contacting the Human Resources or Payroll office. Updating of employee contact information is the responsibility of the employee by providing correct up-to-date information to the Human Resources or Payroll office.

Selection Criteria

<table>
<thead>
<tr>
<th>My Choice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consent to receive W-2 electronically:</td>
</tr>
<tr>
<td>Consent to receive 1099-C electronically:</td>
</tr>
</tbody>
</table>

I understand the instructions provided to me for accessing and printing my electronic tax forms.

Submit
Electronic Regulatory Consent

Select the check box to consent to receive your tax statement electronically, or uncheck to revoke consent.

By consenting to receive your tax statement(s) electronically, you agree to return to this site between January 31 and October 15 of the appropriate year to print each of your tax forms on-line. You may be required to print and attach your tax forms to Federal, State, or local income tax return and it is your responsibility to review the instructions for each statement as provided in the Help on the specific statement page.

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</tr>
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<tbody>
<tr>
<td>Consent to receive W-2 electronically:</td>
</tr>
<tr>
<td>☐</td>
</tr>
<tr>
<td>Consent to receive 1095-C electronically:</td>
</tr>
<tr>
<td>☐</td>
</tr>
</tbody>
</table>

I understand the instructions provided to me for accessing and printing my electronic tax forms.
W-2 Wage and Tax Statement

You may adjust the display size by selecting View in the menu at the top of your browser.

Tax Year: 2019
Employer or Institution: Hampton University

Display
AREAS' VIEWING ABILITY – TAXES Section

W-2c Corrected Wage and Tax Statement

There is no W2c information for you to view.

Employee Dashboard  •  W-2c Corrected Wage and Tax Statement

W-2c Corrected Wage and Tax Statement

W-4 Employee's Withholding Allowance Certificate  •  W-2 Wage and Tax Statement

Ok
AREAS’ VIEWING ABILITY – JOB Summary

Job Information: Current and Previous

You have no current job(s).
Job Information

Current Job

No information available.

Previous Job
AREAS’ VIEWING ABILITY – JOB Summary

Previous Jobs’ Information
## AREAS’ VIEWING ABILITY – EMPLOYEE Summary

<table>
<thead>
<tr>
<th>Employee Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Status:</strong></td>
</tr>
<tr>
<td><strong>Full Time Part Time Indicator:</strong> Full-Time</td>
</tr>
<tr>
<td><strong>Employee Class:</strong> Monthly Staff</td>
</tr>
<tr>
<td><strong>Current Hire Date:</strong></td>
</tr>
<tr>
<td><strong>Adjusted Service:</strong></td>
</tr>
<tr>
<td><strong>Seniority:</strong></td>
</tr>
</tbody>
</table>

---
HR Office – HROffice@HAMPTONU.EDU

Finance Payroll Office – PAYROLLOFFICE@HAMPTONU.EDU

Access to Banner Employee Self Service (ESS) – princess.lipscomb@hamptonu.edu or helpdesk@HAMPTONU.EDU  Subject: ESS  provide HUID

[ user account might be locked due to multiple tries, PIN reset, user help ]

***Regular Banner Access is not required to get into Employee Self Service – only need to be active Hampton University employee***
QUESTIONS??
HAMPTON UNIVERSITY - EMPLOYEE SELF SERVICE (ESS)

NEXT DELIVERY -- PHASE II – 2 NOVEMBER 2023

PHASE III – 2 DECEMBER 2023

PHASE IV – BEFORE END OF 2023

**NOTE: AS FEATURES ARE APPROVED FOR DELIVERY, AN ANNOUNCEMENT WILL BE BROADCAST ON FEATURES AND SCHEDULED TECHTALK**