

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 I of IV)

Join Zoom Meeting

<https://zoom.us/j/91789268894?pwd=eU1oOXZ2TIR6Tk4Z1RtaHo4UGZZQT09>

Meeting ID: 917 8926 8894
Passcode: ESS

Center for Information Technology

120 William R. Harvey Way, Harvey Library, 5th floor
Hampton, Virginia 23668-0099

757.727-5959 Phone | helpdesk@hamptonu.edu
<https://home.hamptonu.edu/cit/>



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://EMPLOYEESELFERVICE.HAMPTONU.EDU:8443/EMPLOYEESELFERVICE/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](#)

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



Logging into Employee Self Service

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](#)

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

If you cannot log in, contact HelpDesk – helpdesk@hamptonu.edu Subject: ESS login

EMPLOYEE SELF SERVICE DASHBOARD

[Employee Dashboard](#)

Employee Dashboard



[My Profile](#)

Leave Balances as of 10/01/2023

| | | | |
|----------------------------|------|---------------|------|
| Annual (Vacation) in hours | 0.00 | Sick in hours | 0.00 |
|----------------------------|------|---------------|------|

[Full Leave Balance Information](#)

Pay Information



Latest Pay Stub: 07/31/2020

[All Pay Stubs](#)

[Deductions History](#)

[My Activities](#)

Earnings



Benefits



Taxes



Job Summary



Employee Summary



Employee Dashboard



[My Profile](#)



Leave Balances as of 10/01/2023

Annual (Vacation) in hours

0.00

Sick in hours

0.00

[Full Leave Balance Information](#)

Pay Information



Latest Pay Stub: 07/31/2020

[All Pay Stubs](#)

[Deductions History](#)

Earnings



Benefits



Taxes



Job Summary



Employee Summary



[My Activities](#)



LEAVE BALANCE INFORMATION

Leave Balances as of 10/01/2023

Annual (Vacation) in hours

0.00

Sick in hours

0.00



[Full Leave Balance Information](#)

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

AREAS' VIEWING ABILITY – LEAVE BALANCE INFORMATION

[Employee Dashboard](#) • [Leave Balance Information](#)

Leave Balance Information

Leave Balances as of 10/01/2023

| Annual (Vacation) | | Sick | |
|----------------------------|------|-------------------|------|
| Beginning Balance | 0.00 | Beginning Balance | 0.00 |
| Earned | 0.00 | Earned | 0.00 |
| Taken | 0.00 | Taken | 0.00 |
| Annual (Vacation) in hours | 0.00 | Sick in hours | 0.00 |

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**

| | | |
|---|-------------------------------|------------------------------------|
| Pay Information  | | |
| Latest Pay Stub: 07/31/2020 | All Pay Stubs | Deductions History |

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

AREAS' VIEWING ABILITY – PAY STUB INFORMATION

[Employee Dashboard](#) • [Pay Stub Information](#)

Pay Stub Information

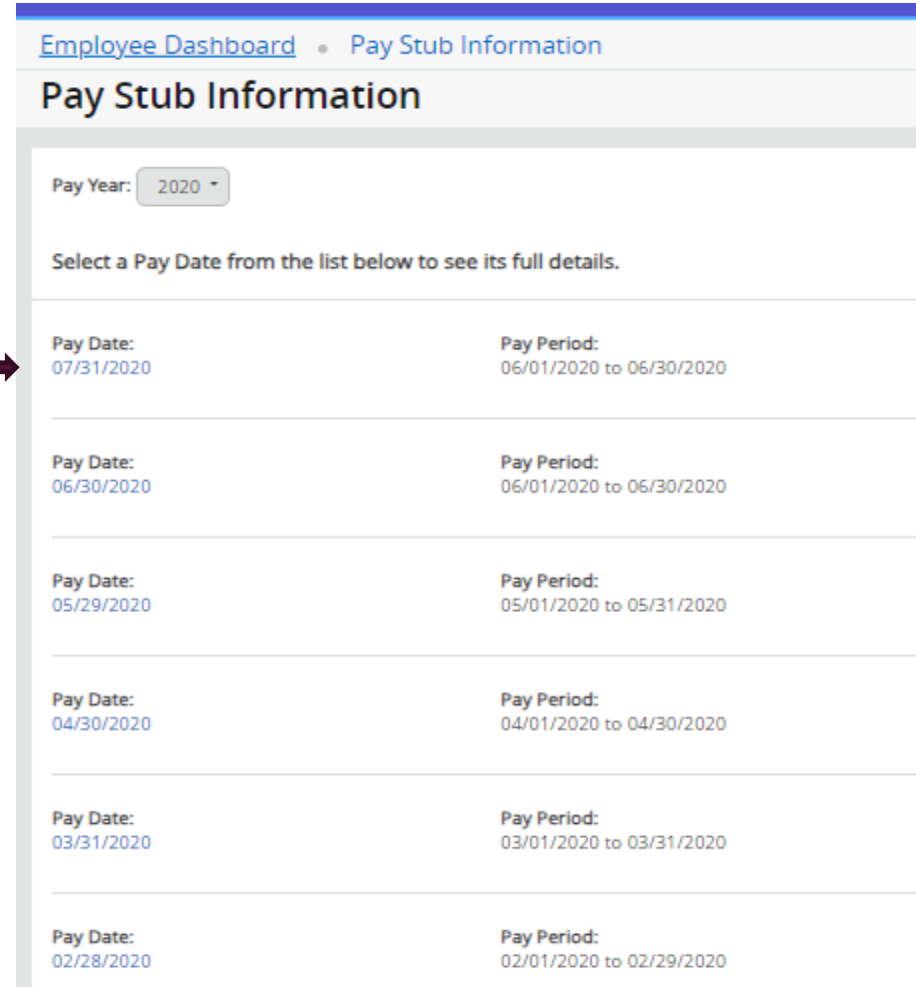
Pay Year: 2020 ▾

Select a year from the list below to see its full details.

| | | | | |
|-------------------------|---|----------------------|--------------------|--|
| Pay Date: 07/31/2020 | Pay Period: 06/01/2020 to 06/30/2020 | Gross: \$6,313.44 | Net: \$5,542.84 | Adjusts paycheck issued on: 06/30/2020 |
| Pay Date: 06/30/2020 | Pay Period: 06/01/2020 to 06/30/2020 | Gross: \$1,218.11 | Net: \$210.91 | Adjusted By paychecks issued on: 07/31/2020 |
| Pay Date: 05/29/2020 | Pay Period: 05/01/2020 to 05/31/2020 | Gross: \$6,699.58 | Net: \$3,800.46 | |
| Pay Date: 04/30/2020 | Pay Period: 04/01/2020 to 04/30/2020 | Gross: \$6,699.58 | Net: \$3,800.44 | |
| Pay Date: 03/31/2020 | Pay Period: 03/01/2020 to 03/31/2020 | Gross: \$6,699.58 | Net: \$3,800.46 | |
| Pay Date: 02/28/2020 | Pay Period: 02/01/2020 to 02/29/2020 | Gross: \$6,699.58 | Net: \$3,761.82 | |

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



[Employee Dashboard](#) • [Pay Stub Information](#)

Pay Stub Information

Pay Year: 2020 ▾

Select a Pay Date from the list below to see its full details.

| | |
|---|---|
| Pay Date: 07/31/2020 | Pay Period: 06/01/2020 to 06/30/2020 |
| Pay Date: 06/30/2020 | Pay Period: 06/01/2020 to 06/30/2020 |
| Pay Date: 05/29/2020 | Pay Period: 05/01/2020 to 05/31/2020 |
| Pay Date: 04/30/2020 | Pay Period: 04/01/2020 to 04/30/2020 |
| Pay Date: 03/31/2020 | Pay Period: 03/01/2020 to 03/31/2020 |
| Pay Date: 02/28/2020 | Pay Period: 02/01/2020 to 02/29/2020 |

NOTE: Paystubs viewing Details and Printing available for each stub.

AREAS' VIEWING ABILITY – PAY INFORMATION

- DEDUCTION HISTORY – ALL LISTINGS

[Employee Dashboard](#) • [Deduction History](#)

Deduction History

From: To:

| Deduction Type | Employee Deduction | Employer Contribution |
|--------------------------------|--------------------|-----------------------|
| ▼ Federal Tax | \$427.54 | \$0.00 |
| ▼ FICA Medicare Tax | \$67.99 | \$67.99 |
| ▼ FICA Social Security Tax | \$290.73 | \$290.73 |
| ▼ Miscellaneous Deduction AR 4 | \$0.00 | \$0.00 |
| ▼ Miscellaneous Deduction AR 5 | \$0.00 | \$0.00 |
| ▼ UNUM Long Term Disability MN | \$10.00 | \$0.00 |
| ▼ Unum Short Term Disability | \$42.00 | \$0.00 |
| ▼ Unum Term Life Insurance | \$14.00 | \$0.00 |
| ▼ Virginia State Tax | \$224.69 | \$0.00 |

NOTE: Deduction History available from start of employment to current date.

AREAS' VIEWING ABILITY – EARNINGS
EARNINGS – By Date Range or Position

| Earnings | | |
|-------------------------------|--|--------------------------------------|
| Year to Date Earnings: \$0.00 | Earnings By Date Range | Earnings By 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](#)

Earnings By Date Range

Earnings

From:

January

2020

To:

October

2020

Holiday Pay



Sick Time



Vacation Pay



NOTE: Earnings available from start of employment to current date.

AREAS' VIEWING ABILITY – EARNINGS

EARNINGS – By Date Range – HOLIDAY PAY

[Employee Dashboard](#) • [Earnings By Date Range](#)

Earnings By Date Range

Earnings

From: 2020 To: 2020

Holiday Pay

Holiday Pay from

Total Gross Pay: \$1,236.87

Total Hours:

JANUARY 2020

Gross Pay
\$618.43
 Hours

MARCH 2020

Gross Pay
\$309.22
 Hours

MAY 2020

Gross Pay
\$309.22
 Hours

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](#)

Earnings

From: **January** 2020 To: **October** 2020

Holiday Pay

Sick Time

Sick Time from **January 2020 to October 2020**

Total Gross Pay: \$309.22

Total Hours: **8.00**

FEBRUARY 2020

Gross Pay

\$309.22

8.00 Hours

NOTE: Earnings available from start of employment to current date.

AREAS' VIEWING ABILITY – EARNINGS

EARNINGS – By Date Range – VACATION PAY

Banner Menu Alt+M Dashboard • Earnings By Date Range

Holiday Pay



Sick Time



Vacation Pay



Vacation Pay from January 2020 to October 2020

Total Gross Pay: \$618.43

Total Hours: 16.00

JANUARY 2020

Gross Pay

\$618.43

16.00 Hours

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

| Earnings | Years: | Positions: | Download |
|----------|--|------------------|----------|
| 2020 | <input checked="" type="checkbox"/> 2020 <input type="checkbox"/> 2019 <input type="checkbox"/> 2018 | Select Positions | ↑ |

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

Earnings

Years: Positions:

2020
 2019
 2018


2020



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

| Taxes  | | |
|---|--|---|
| Federal Tax | W-4 Employee's Withholding Allowance Certificate | W-2 Wage and Tax Statement |
| Filing Status: Single | Electronic Regulatory Consent | W-2c Corrected Wage and Tax Statement |
| Status: Active | | |
| Number of Allowances: 0 | 1095-C Employer Provided Health Insurance Offer and Coverage Statement | |
| Additional Withholdings: 100.00 | | |
| Virginia State Tax | | |
| Status: Active | | |
| # Exempt: 0 | | |

NOTE: Taxes available from start of employment to current date.

AREAS' VIEWING ABILITY – TAXES Section

W4 Information

W-4 Employee's Withholding Allowance Certificate

Federal Tax

As of Date:

Name:

Address:

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

AREAS' VIEWING ABILITY – TAXES Section

Electronic Regulatory Consent

Banner Menu Alt+M | Electronic Regulatory Consent

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

| | My Choice |
|---|--------------------------|
| Consent to receive W-2 electronically: | <input type="checkbox"/> |
| Consent to receive 1095-C electronically: | <input type="checkbox"/> |

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

Submit

AREAS' VIEWING ABILITY – TAXES Section

Electronic Regulatory Consent

Banner Menu Alt+M | Electronic Regulatory Consent

Electronic Regulatory Consent

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

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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

| | My Choice |
|---|--------------------------|
| Consent to receive W-2 electronically: | <input type="checkbox"/> |
| Consent to receive 1095-C electronically: | <input type="checkbox"/> |

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


Submit

AREAS' VIEWING ABILITY – TAXES Section

1095-C Employer-Provided Health Insurance Offer and Coverage Statement

Banner Menu Alt+M [Dashboard](#) • 1095-C Employer-Provided Health Insurance Offer and Coverage Statement

1095-C Employer-Provided Health Insurance Offer and Coverage Statement

 Select the Tax Year and Employer or Institution. Click on Display button.

Tax Year:

2019



Employer or Institution:

Hampton University



Display

AREAS' VIEWING ABILITY – TAXES Section

W-2 Wage and Tax Statement

[Employee Dashboard](#) • [W-2 Wage and Tax Statement](#)

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

[W-4 Employee's Withholding Allowance Certificate](#) • [W-2c Corrected Wage and Tax Statement](#)

AREAS' VIEWING ABILITY – TAXES Section

W-2c Corrected Wage and Tax Statement

[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](#)


⚠ There is no W2c information for you to view.

Ok

AREAS' VIEWING ABILITY – JOB Summary

Job Information: Current and Previous

Job Summary 

 You have no current Job(s). [Job Information](#)


AREAS' VIEWING ABILITY – JOB Summary

Job Information

Banner Menu Alt+M [Dashboard](#) • [Job Information](#)

Job Information

Current Job

 No information available.

Previous Job

AREAS' VIEWING ABILITY – JOB Summary

Previous Jobs' Information

[Employee Dashboard](#) • [Job Information](#)

Previous Job

| [REDACTED] | Job Title |
|--|--|
| Personnel Date: [REDACTED] Reason for Change: [REDACTED] Job Salary or Hourly Rate: [REDACTED] Effective Date: [REDACTED] | Title: [REDACTED] Department Name: [REDACTED] Shift: 1 |

AREAS' VIEWING ABILITY – EMPLOYEE Summary

Employee Summary



Status: [REDACTED]

Current Hire Date: [REDACTED]

Full Time Part Time Indicator: Full-Time

Adjusted Service: [REDACTED]

Employee Class: Monthly Staff

Seniority: [REDACTED]

CONTACTS

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**

