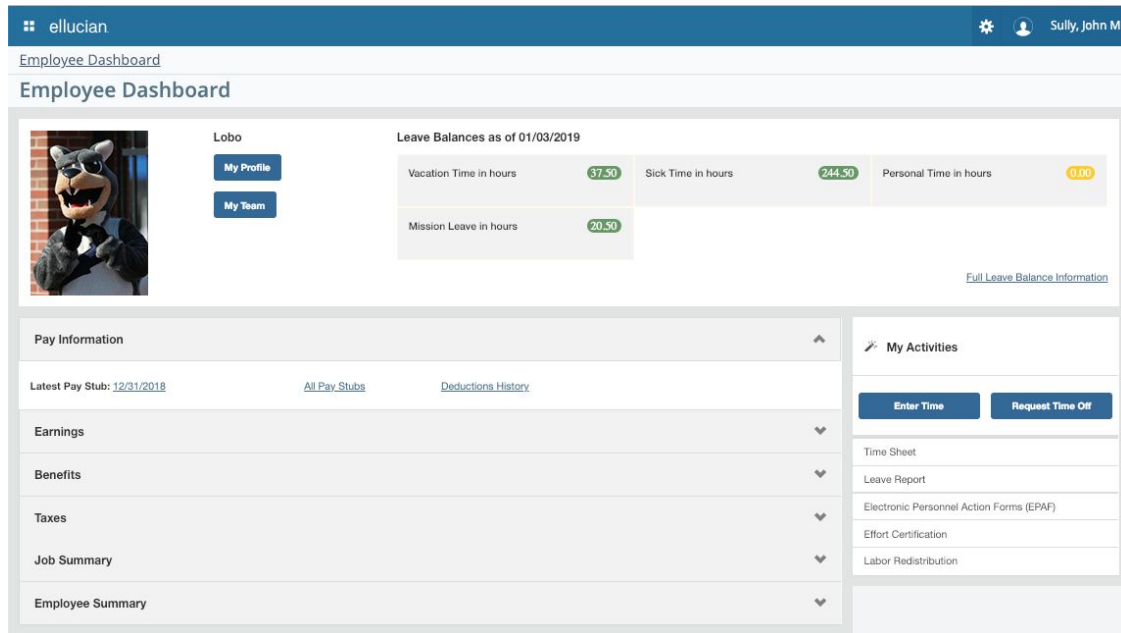


JCU Employee Dashboard

Introduction and Tour



The screenshot shows the desktop version of the JCU Employee Dashboard. At the top, there is a blue header with the 'ellucian' logo on the left and a settings gear, a user profile icon, and the name 'Sully, John M.' on the right. Below the header, the page title 'Employee Dashboard' is displayed. The main content area is divided into several sections:

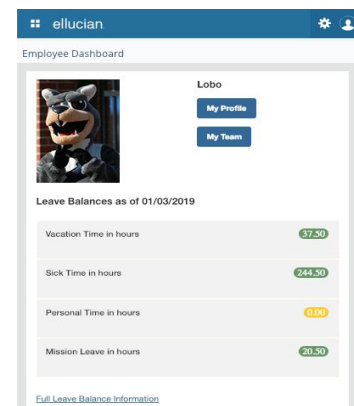
- Employee Profile:** Features a photo of 'Lobo' (a dog mascot) and two buttons: 'My Profile' and 'My Team'.
- Leave Balances as of 01/03/2019:** A table showing various leave types and their balances:

Vacation Time in hours	37.50	Sick Time in hours	244.50	Personal Time in hours	0.00
Mission Leave in hours	20.50				
- Pay Information:** A section with a dropdown arrow, containing links for 'Latest Pay Stub: 12/31/2018', 'All Pay Stubs', and 'Deductions History'.
- My Activities:** A section with a dropdown arrow, containing buttons for 'Enter Time' and 'Request Time Off', and a list of activities: 'Time Sheet', 'Leave Report', 'Electronic Personnel Action Forms (EPAF)', 'Effort Certification', and 'Labor Redistribution'.
- Summary Links:** A vertical list of links with dropdown arrows: 'Earnings', 'Benefits', 'Taxes', 'Job Summary', and 'Employee Summary'.

Welcome to your new Employee Dashboard, your starting point for you to review your employee record, including your leave balances, pay information, benefit summary, tax information, and your job and employment summaries. In addition, your Employee Dashboard provides you with easy access to all services found in the old BannerWeb service.

Your Employee Dashboard can be accessed from the **Banner@JCU Homepage** (banner.jcu.edu), under the Faculty or Staff menus, or directly at banner.jcu.edu/employee.

Your Employee Dashboard is also accessible for mobile devices, such as iPhones, Android Phones, iPads, and other tablets, and will adapt the display to fit these devices.



The screenshot shows the mobile version of the JCU Employee Dashboard. It features a blue header with the 'ellucian' logo and a settings gear, and a user profile icon with the name 'Sully, John M.'. The main content area is adapted for a smaller screen:

- Employee Profile:** Features a photo of 'Lobo' and two buttons: 'My Profile' and 'My Team'.
- Leave Balances as of 01/03/2019:** A table showing various leave types and their balances:

Vacation Time in hours	37.50	Sick Time in hours	244.50	Personal Time in hours	0.00
Mission Leave in hours	20.50				
- Full Leave Balance Information:** A link to view more details.

Let's now take a tour of the information found in your Employee Dashboard:

My Profile and My Team



Lobo

My Profile

My Team

At the top left of your dashboard, next to your name and picture, you will find the “My Profile” button. When clicked, it will display your basic employee information, including your Banner ID, personal contact information and emergency contact. Please contact Human Resources if you need to update any of this information.

If you supervise others, you will also see the “My Team” button, which allows you to quickly access your employees information, including leave balances.

Banner Application Menu



At the very top left of the web page, you will see the Banner Application Menu (the four squares). The Banner Application Menu replaces the old BannerWeb interface and allows quick access to all services found in BannerWeb.

You will notice that the tabs found in BannerWeb are represented by menu items in the Banner Application Menu. Clicking on a menu item will expand it to display the same options found in the BannerWeb tab.

Leave Balances

Leave Balances as of 11/26/2018

Vacation Time in hours	37.50	Sick Time in hours	229.50	Personal Time in hours	0.00
Mission Leave in hours	22.50				

[Full Leave Balance Information](#)

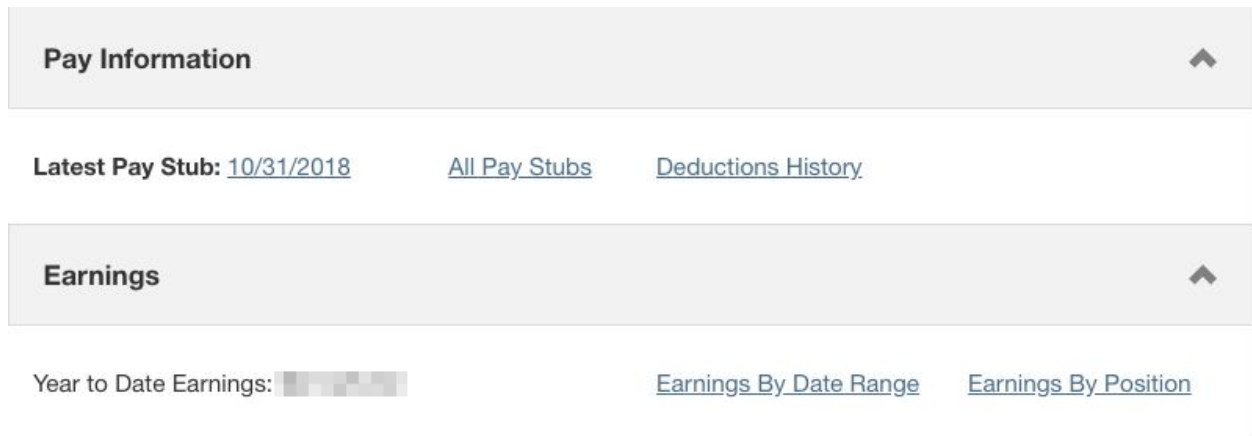
On the top right, you will find your current Leave Balances. Clicking the “Full Leave Balance Information” link will display your leave balances in more detail.

Pay and Earnings



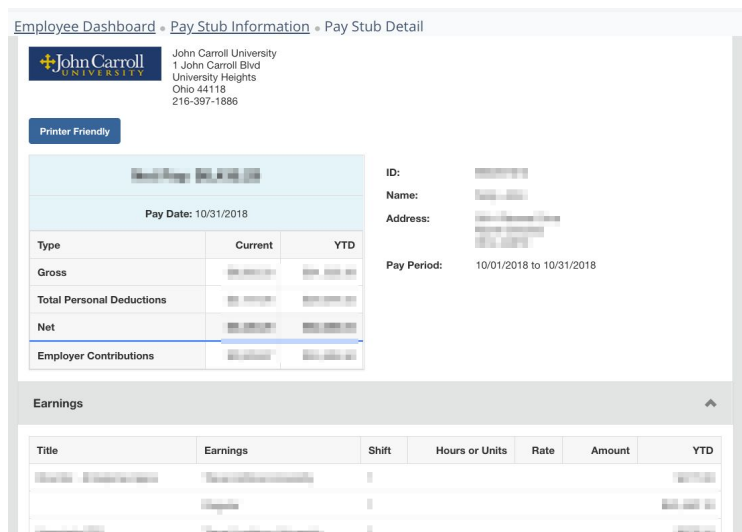
At the lower left you will find a number of expandable data areas which will show you your employee information in more detail. Please note that some of these will link to the old BannerWeb interface.

Let’s take a look at a couple of these expandable areas in more detail.



These sections provide you easy access to your pay information, including your most current and past pay stubs, deduction history and earnings based on date and position.

To see your most recent pay stub, click the date next to “Latest Pay Stub”.



If you wish to have a printed copy of your pay stub, or wish to save your pay stub as a PDF, click the “Printer Friendly” button on the pay stub to generate a formatted version of your stub.



You can then either save (Control-S in Windows, or Command-S in MacOS) or print this formatted version.

Important Note: As of December, 2018, your pay stub will no longer be emailed directly to you. Please access your pay stub in your Employee Dashboard.

Time Reporting

Your Employee Dashboard is now where you will access your timesheet and leave reporting. This can be found at the lower right of your dashboard. At this time, these will simply link you to the Time and Leave reporting pages in BannerWeb.

A new time and leave entry service will be made available in the coming months.

