Banner

Employee Profile Handbook

Release 9.6
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Notices

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Contents

Employee Profile Overview

Employee Profile is delivered as part of the Employee Self-Service application. Employee Profile provides a highly configurable web-based interface to your institution's Human Resources information.

As an administrator of the Human Resources system, you have many options for selecting the information you display to employees through the Employee Profile Dashboard. This handbook outlines the information that is available through Employee Profile and the configuration options you have.

Note: To change the configuration options, you must have access to the system configuration file and be able to redeploy the WAR file.

A Configuration Checklist is included in this handbook to assist you in configuring the Employee Profile to your needs. It provides you with a list of questions that cover your configuration options and provides you with information about how to implement those changes.

Note: Your Employee Profile settings do not affect any other part of Banner.

Mobile devices

Employee Profile supports certain mobile devices up to the version listed.

- Android tablet (Nexus 7)
- iPhone 5 and higher
- iPad Air 2
- Samsung s4

Accessibility

Employee Profile supports certain accessibility tools up to the version listed.

- JAWS 15
- NVDA 2014.1
- WAVE 1.1.7

Translation

Employee Profile supports certain languages.

- Arabic
- Arabic (Saudi Arabia)*
- English UK or GB
- English Ireland
- English Australia
- English India
- French
- French (France)
- French (Canada)
- Spanish
- Spanish (Chile)*
- Spanish (Colombia)*
- Spanish (Costa Rica)*
- Spanish (Ecuador)*
- Spanish (Latin America)
- Spanish (Mexican)
- Portuguese
- Portuguese (Brazil)

*These languages are not supported in Chrome. If you want to work with them, you will need to use either Firefox or Internet Explorer.

Multi-Entity Processing

Employee Profile supports Multi-Entity Processing (MEP).

Navigation between Employee Self-Service 9.x and Employee Self-Service 8.x

Single sign-on (SSO) with CAS is supported for Employee Self-Service 9.x. This enables users to move seamlessly between the Employee Self-Service 9.x pages and the Employee Self-Service (ESS) 8.x pages. In addition, they can use the browser **Back** button to navigate between Employee Self-Service 9.x and Employee Self-Service 8.x.

Warning! If your institution does not enable CAS, you will need to log in to each Banner 9.x module and Banner 8.x application separately.

To further assist in navigation between ESS 8.x and the Employee Self-Service 9.x application, you can set up links in Employee Self-Service 8.x that will take your users directly to the Employee Profile or Dashboard. You can set up these links on the Employee Main Menu and the following pages in Employee Self-Service 8.x.

- Update Address/Phone page
- Update E-mail Address page
- Update Emergency Contacts page

The Web Tailor administrator at your institution will need to perform the tasks included in this chapter to enable this functionality.

Note: Users must update the appropriate URLs in Web Tailor to reference the new application name, Employee Self-Service 9.x. In releases earlier than Employee Self-Service 9.2, these URLs referenced the standalone application name, such as, Employee Profile.

For more information about using CAS and SSO manager, see *CAS Single Sign On Handbook*.

Link to Employee Dashboard from the 8.x Employee Self-Service Main Menu

The Web Tailor administrator can set up a link on the Employee Self-Service 8.x main menu to the Employee Profile application.

Before you begin

Employee Self-Service 9.x must be installed on your system.

Procedure

1. Log on to Employee Self-Service with an ID that has access to Web Tailor Administration.
2. Select **Web Tailor Administration**.
3. Select **Menu Items**.
4. Select or Enter the Web menu, `pmenu.p_MainMnu`.

The Reorder or Customize Menu Items page is displayed. You will see a list of menu entries for the Employee Main Menu.

5. To enter the URL that corresponds to the Employee Dashboard page, you will need to customize the delivered Employee Profile menu item as a LOCAL row.

   Note: Refer to the *Banner Web Tailor User Guide* for how to create and maintain LOCAL Web Tailor menu rows.

6. **Optional:** Customize the link text for the delivered Employee Profile menu item.
7. **Optional:** Customize the description for the delivered Employee Profile menu item.
8. Save your changes.

Results

The 8.x Employee Self-Service Main Menu will now display an Employee Profile link.

Link to Employee Profile from the 8.x Employee Self-Service Update Address/Phone page

The Web Tailor administrator can set up a link on the Employee Self-Service 8.x Update Address/ Phone page to the Employee Profile page.

Before you begin

Employee Self-Service 9.x must be installed on your system.

Procedure

1. Log on to Employee Self-Service with an ID that has access to Web Tailor Administration.
2. Select **Web Tailor Administration**.
3. Select **Menu Items**.
4. Select or enter the web menu, `bwgkogad.P_SelectAtypUpdate`.

   The Reorder or Customize Menu Items page is displayed. You will see a list of menu entries for the Employee Main Menu.
5. To enter the URL that corresponds to the Employee Profile page, you will need to customize the delivered Employee Profile menu item as a LOCAL row.

   Note: Refer to the *Banner Web Tailor User Guide* for how to create and maintain LOCAL Web Tailor menu rows.

6. Customize the link text for the delivered Employee Profile menu item, if needed.
7. Customize the description for the delivered Employee Profile menu item, if needed.
8. Save your changes.

Results

An Employee Profile link will now be displayed on the Update Addresses and Phones page.

Link to Employee Profile from the 8.x Employee Self-Service Update E-mail Address page

The Web Tailor administrator can set up a link on the Employee Self-Service 8.x Update E-mail Address page to the Employee Profile page.

Before you begin

Employee Self-Service 9.x must be installed on your system.

Procedure

1. Log on to Employee Self-Service with an ID that has access to Web Tailor Administration.
2. Select **Web Tailor Administration**.
3. Select **Menu Items**.
4. Select or enter the web menu, `bwgkogad.P_SelectEmalUpdate`.

   The Reorder or Customize Menu Items page is displayed. You will see a list of menu entries for the Employee Main Menu.
5. To enter the URL that corresponds to the Employee Profile page, you will need to customize the delivered Employee Profile menu item as a LOCAL row.

   Note: Refer to the *Banner Web Tailor User Guide* for how to create and maintain LOCAL Web Tailor menu rows.
6. Customize the link text for the delivered Employee Profile menu item, if needed.
7. Customize the description for the delivered Employee Profile menu item, if needed.
8. Save your changes.

Results

An Employee Profile link will now be displayed on the Update E-mail Addresses page.

Link to Employee Profile from the 8.x Employee Self-Service Update Emergency Contacts page

The Web Tailor administrator can set up a link on the Employee Self-Service 8.x Update Emergency Contacts page to the Employee Profile page.

Before you begin

Employee Self-Service 9.x must be installed on your system.

Procedure

1. Log on to Employee Self-Service with an ID that has access to Web Tailor Administration.
2. Select **Web Tailor Administration**.
3. Select **Menu Items**.
4. Select or enter the web menu, `bwgkoemr.P_SelectEmrgContacts`.

   The Reorder or Customize Menu Items page is displayed. You will see a list of menu entries for the Employee Main Menu.
5. To enter the URL that corresponds to the Employee Profile page, you will need to customize the delivered Employee Profile menu item as a LOCAL row.

   Note: Refer to the *Banner Web Tailor User Guide* for how to create and maintain LOCAL Web Tailor menu rows.
6. Customize the link text for the delivered Employee Profile menu item, if needed.
7. Customize the description for the delivered Employee Profile menu item, if needed.
8. Save your changes.

Results

An Employee Profile link will now be displayed on the Update Emergency Contacts page.

Configuration Checklist

This configuration checklist is a quick reference guide that provides you with a list of the decisions you need to make to configure Employee Profile and Dashboard pages.

Note: These configuration options affect only Employee Self-Service 9.x application. Your choices regarding these settings do not affect any other part of Banner.

Beginning with Banner Employee Self-Service 9.6, you can move the configurations to the database except for the following configurations. You must continue to maintain these configurations in the `EmployeeSelfService_configuration.groovy` file.

- Electronic Personnel Action Form (EPAF) menu link - ['banner8.SS.electronicPersonalActionForms8xLinkAvailable']
- W-2c Corrected Wage and Tax Statement (U.S.) - 8.x version ['banner8.SS.w2CorrectedWageTaxStatement8xLinkAvailable']
- W-4 Employee's Withholding Allowance Certificate - 8.x version - ['banner8.SS.w4EmployeeWithholdingAllowanceCertificateURL']
- W-4 Employee's Withholding Allowance Certificate - 8.x version - ['banner8.SS.w4EmployeeWithholdingAllowanceCertificate8xLinkAvailable']
- TD1 Personal Tax Credits / TP -1015.3 Source Deductions (Quebec residents only) - ['banner8.SS.personalTaxCreditsSourceDeductions8xLinkAvailable']
- Electronic Regulatory Consent (U.S.) - 8.x version - ['banner8.SS.electronicTaxFormsConsent8xLinkAvailable']

Refer to the "Configure application-specific settings by modifying the database" step in the *Banner Employee Self-Service 9.6 Installation Guide* for information about maintaining configuration settings in the database.

Employee Dashboard sections

Question	Implementation Options
Do you want to display the Pay Information section on the Employee Dashboard?	Yes - No action needed. By default, this section is displayed. No - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file. See Display optional Employee Dashboard sections on page 28 for detailed instructions.
Do you want to display the Earnings Information section on the Employee Dashboard?	Yes - No action needed. By default, this section is displayed.

Question	Implementation Options
	No - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file. See Display optional Employee Dashboard sections on page 28 for detailed instructions.
Do you want to display the Job Summary section on the Employee Dashboard?	Yes - No action needed. By default, this section is displayed. No - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file. See Display optional Employee Dashboard sections on page 28 for detailed instructions.
Do you want to display the Benefits section on the Employee Dashboard?	Yes - No action needed. By default, this section is displayed. No - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file. See Display optional Employee Dashboard sections on page 28 for detailed instructions.
If your institution does not use 01 (US Federal), 04 (US State) or 50 (Canadian) deduction types, you have the option to display or hide the Taxes section on the Employee Dashboard. If you are eligible to make this choice, would you like to display the Taxes section?	Yes - No action needed. By default, the Taxes section is displayed. No - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file. See Display optional Employee Dashboard sections on page 28 for detailed instructions.
Do you want to display the Employee Summary section on the Employee Dashboard?	Yes - No action needed. By default, this section is displayed. No - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file. See Display optional Employee Dashboard sections on page 28 for detailed instructions.

Employee photographs

Question	Implementation Options
Do you want employees' photographs displayed on any of these pages?	Yes - No action needed. By default, photos are displayed on all three pages in the Employee Profile. This is set up at

Question	Implementation Options
• Employee Dashboard • My Profile • My Team	the time of installation. If a photo is not available, a generic avatar is displayed. No - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file. See Display employee photos on page 29 for detailed instructions.

Employee name

These are the configuration options available for an employee's first name and preferred first name on the Identification (PPAIDEN) page.

Question	Implementation Options
Would you like the employee's preferred first name displayed?	Yes - No action needed. This is the default setting. No - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file. See Format employee name on page 31for detailed instructions.
Would you like the employee's name displayed in the following format? Last Name, First Name	Yes - No action needed. This is the default setting. No - This requires a change to the message properties file. See Format employee name on page 31 for detailed instructions.

Date format

Question	Implementation Options
Would you like to display the date to be displayed in the following format? mm/dd/yyyy	Yes - No action needed. This is the default setting. No - This requires a change to the message properties file. See Format dates on page 32 for detailed instructions.

Leave Balances

Question	Implementation Options
Which leave balances would you like to display and in what order?	The default is your current settings for the leave balances to be displayed on the pay stub. Use the **Print Sequence Number** field on the Leave Category Rules (PTRLCAT) page to indicate if you want a leave balance displayed and in what order. See Display leave balances on page 40 for further instructions.

My Profile

Question	Implementation Options
Would you like to display a link to the More Personal Information menu on the My Profile page? This menu allows you to maintain personal information, manage passwords, answer additional security questions and surveys.	Yes - No action needed. By default this link is displayed on the My Profile page. No - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file. See Provide a link to more personal information on page 37 for detailed instructions.
Do you want to display the employee's status on the My Profile page?	Yes - No action needed. By default, the employee's status is displayed on the My Profile page. No - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file. See Display employee status on page 32 for detailed instructions.
Would you like to display the **Hired Date** field on the My Profile page?	Yes - No action needed. Displaying the **Hired Date** field is the default value. No - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file. See Display employee hire date on page 32 for further details.
Would you like to display the current hire date in the **Hired Date** field on the My Profile page?	Yes - No action needed. The current hire date is the default value.

Question	Implementation Options
You can choose from the following other values. • Original Hire • Adjusted Hire • Seniority • First Work Day These dates are found on the Employee (PEAEMPL) page.	No - This requires a change to the **Hire Date to be displayed** field under the **Self-Service** tab on the Installation Rules (PTRINST) page. See Display employee hire date on page 32 for further details.
Would you like to display the employee's birthday on the My Profile page?	Yes - No action needed. By default the employee's birthday is displayed in the mm/dd format on the My Profile page. No - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file. See Display employee birthday on page 33 for detailed instructions.
Would you like the employee's address to be displayed in the following format? Address Line 1 Address Line 2 City State, ZIP Code	Yes - No action needed. This is the default setting. No - This requires a change to the message properties file. See Format employee addresses on page 33 for detailed instructions.
Would you like to enable the edit button on the My Profile page to allow employees to edit their address information?	Yes - No action needed. This is the default setting. No - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file. See Allow employees to edit address and phone information on page 36 for detailed instructions.
Would you like the employee's phone to be displayed in the entered format?	Yes - No action needed. This is the default setting. No - This requires a change to the message properties file. See Format employee phone numbers on page 34 for detailed instructions.
Would you like to enable the edit button on the My Profile page to allow employees to edit their phone information?	Yes - No action needed. This is the default setting. No - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file. See Allow employees to edit address and phone information on page 36 for detailed instructions.
Would you like to enable the edit button on the My Profile page to	Yes - No action needed. This is the default setting.

Question	Implementation Options
allow employees to edit their email address?	No - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file. See Allow employees to edit email addresses on page 36 for detailed instructions.
Would you like to enable the edit button on the My Profile page to allow employees to edit their emergency contact information?	Yes - No action needed. This is the default setting. No - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file. See Allow employees to edit emergency contact information on page 37 for detailed instructions.

My Team

Question	Implementation Options
Would you like to display the My Team page to supervisors who have direct reports?	No action needed. By default, the My Team page is set to be hidden. Yes - This requires a change to the **Enable My Team** check box under the Self-Service tab on the Installation Rules (PTRINST) page. See Display My Team on page 39 for detailed instructions.
Would you like supervisors who can access the My Team page to be able to access the My Profile page for their direct and indirect reports?	No action needed. By default, the My Profile page is set not to be displayed from the My Team page. Yes - This requires a change to the **Allow Access to Employee Profile for Direct Reports** check box under the Self-Service tab on the Installation Rules (PTRINST) page. See Display My Team on page 39 for detailed instructions.
Which of the employee's phone numbers would you like to display on the My Team page?	This requires a change to the **My Team Telephone Type** field under the Self-Service tab on the Installation Rules (PTRINST) page. See Display My Team on page 39 for detailed instructions.
Which of the employee's email addresses would you like to display on the My Team page?	This requires a change to the **My Team E-Mail Address Type** field under the Self-Service tab on the Installation Rules (PTRINST) page. See Display My Team on page 39 for detailed instructions.

Pay Information

Question	Implementation Options
Would you like to display a link to the employee's direct deposit information in Banner 8.x. in the Pay Information section?	Yes - No action needed. By default, the Direct Deposit Information link is displayed. No - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file.
Would you like to display a link to the Direct Deposit Self-Service application in the Pay Information section?	Yes - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file. See Provide access to Direct Deposit Self-Service application on page 41 for detailed instructions. No - No action needed. By default, the link to the Direct Deposit Self-Service application is not displayed. **Note:** You can display a link to Banner 8.x or a link to the Direct Deposit Self-Service application but not to both. If you attempt to display both links, the Direct Deposit application takes precedence.
Would you like to display the Deductions History link in the Pay Information section?	Yes - No action needed. By default, the Deductions History link is displayed. No - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file.
Would you like to mask the SSN/SIN/TIN on the pay stub? **Note:** You can mask the SSN/SIN/TIN only if the **Display SSN/SIN/TIN** indicator on the Web Based Pay Stub Rules (PTRWSTB) page is set to Yes.	No - No action needed. By default, the SSN/SIN/TIN is displayed on the pay stub without a mask. Yes - This requires a change to the Data Display Mask Rules (GORDMSK) page. See Format the SSN/SIN/TIN for the Employee Profile pay stub on page 42 for detailed instructions.
Would you like to a logo for one or multiple employers to appear on the pay stub?	No - No action needed. By default, a logo is not displayed on the pay stub. Yes - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file. See Associate a logo with employers on pay stub on page 43 for detailed instructions.

Question	Implementation Options
Would you like employees to have access to a PDF version of their pay stub?	Yes - No action is needed. By default, the **Printer Friendly** button is displayed on the Pay Stub Detail page, which is accessed by selecting the date link for the **Latest Pay Stub** field in the Pay Information section or by selecting the date link on the Pay Stub Summary page.. No - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file. See Enable employees to access a PDF version of pay stub on page 44 for detailed instructions.
Would you like employees to have access to their pay stub information as soon as the information is available? This would be when the pay event reaches a disposition of 50 (Awaiting Update), which was previously the default setting in Employee Self-Service.	No - No action needed. By default, employees have access to pay information on the pay date. Yes - This requires a change to the **Display Pay Stub on** indicator on the Web Based Pay Stub Rules (PTRWSTB) page. See Date employees can access pay stub on page 44 for detailed instructions.

Earnings

Question	Implementation Options
Would you like the year-to-date earnings displayed on the Employee Dashboard under the Earnings section?	Yes - No action needed. By default, the year-to-date earnings are displayed under the Earnings section. No - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file. See Display year-to-date earnings on page 46 for detailed instructions.
Would you like to include non-cash earnings in the year-to-date total?	Yes - No action needed. By default, the non-cash earnings is included in the total. No - This requires a change to the **Include Non-Cash Earnings** check box under the Self-Service tab on the Installation Rules (PTRINST) page. See Include non-cash earnings in year-to-date total on page 46 for detailed instructions.

Benefits

Question	Implementation Options
Would you like to display the Current Summary link in the Benefits section? If you select Yes, the link is displayed when the following conditions are met. • the **Benefits or Deductions can be accessed on the Web** indicator is enabled on the Benefit Category Rules (PTRBCAT) page • the dates you want employees to view their benefit statements are populated on PTRBCAT	Yes - No action needed. By default, the Current Summary link is displayed. No - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file. See Display Current Summary link in Benefits section on page 47 for detailed instructions.
Would you like to display the Current Enrollment link in the Benefits section? If you select Yes, the link is displayed when the **Benefits or Deductions can be accessed on the Web** indicator is enabled on the Benefit Category Rules (PTRBCAT) page	Yes - No action needed. By default, the Current Enrollment link is displayed. No - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file. See Display Current Enrollment link in Benefits section on page 47 for detailed instructions.
Would you like to display the Beneficiaries and Dependents link in the Benefits section?	Yes - No action needed. By default, the Beneficiaries and Dependents link is displayed. No - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file. See Display Beneficiaries and Dependents link in Benefits section on page 48 for detailed instructions.
Would you like to display an enrollment button in the Benefits section? If you select Yes, the appropriate button is displayed based on the rules established on the Benefits Category Rules (PTRBCAT) page for open enrollment and new hire. Outside of these two periods, the	Yes - No action needed. By default, the appropriate enrollment button is displayed. No - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file. See Display enrollment button in Benefits section on page 48 for detailed instructions.

Question	Implementation Options
button is displayed as **Life Event Change**.	

Taxes

Question	Implementation Options
Would you like to display the W-4 Employee's Withholding Allowance Certificate link in the Taxes section? If your institution does not use U.S. W-4 Forms in Banner Employee Self-Service, this should be set to No.	Yes - No action needed. By default, this link is displayed. No - This requires a change to the configuration file and redeployment of the WAR file. See Display W-4 Employee's Withholding Allowance Certificate link on page 49 for detailed instructions.
Would you like to display the W-2 Wage and Tax Statement link in the Taxes section? If your institution does not use U.S. W-2 Forms in Banner Employee Self-Service, this should be set to No.	Yes - No action needed. By default, this link is displayed. No - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file. See Display W-2 Wage and Tax Statement link on page 50 for detailed instructions.
Would you like to display the W-2c Corrected Wage and Tax Statement link in the Taxes section? If your institution does not use U.S. W-2c Forms in Banner Employee Self-Service, this should be set to No.	Yes - No action needed. By default, this link is displayed. No - This requires a change to the configuration file and redeployment of the WAR file. See Display W-2c Wage and Tax Statement link on page 51 for detailed instructions.
Would you like to display the 1095-C Employer-Provided Health Insurance Offer and Coverage Statement? If your institution does not use the U.S. 1095-C Forms in Banner Employee Self-Service, this should be set to No.	Yes - No action needed. By default, this link is displayed. No - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file. See Display 1095-C Employer Provided Health Insurance Offer and Coverage Statement link on page 51 for detailed instructions.
Would you like to display the Electronic Regulatory Consent link in the Taxes section?	Yes - No action needed. By default, this link is displayed. No - This requires a change to the configuration file and redeployment of the WAR file. See Display Electronic

Question	Implementation Options
If your institution does not use the U.S. W-2 Forms and the 1095-C forms in Banner Employee Self-Service, this should be set to No.	Regulatory Consent link on page 50 for detailed instructions.
Would you like to display the Canadian Slips for Income Tax Return link in the Taxes section? If your institution does not use Canadian tax forms in Banner Employee Self-Service, this should be set to No.	No - No action needed. By default, this link is not displayed. Yes - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file. See Display Canadian Slips for Income Tax Return link on page 52 for detailed instructions.
Would you like to display the Canadian Tax Forms Consent link in the Taxes section? If your institution does not use Canadian tax forms in Banner Employee Self-Service, this should be set to No.	No - No action needed. By default, this link is not displayed. Yes - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file. See Display Canadian Tax Forms Consent link on page 52 for detailed instructions.
Would you like to display the Canadian TD1 Personal Tax Credits / TP -1015.3 Source Deductions link in the Taxes section? If your institution does not use Canadian tax forms in Banner Employee Self-Service, this should be set to No.	No - No action needed. By default, this link is not displayed. Yes - This requires a change to the configuration file and redeployment of the WAR file. See Display Canadian TD1 Personal Tax Credits/TP-1015.3 Source Deductions link (Quebec only) on page 53 for detailed instructions.

Job Summary

Question	Implementation Options
Would you like to display the position/suffix for the jobs displayed in the Job Summary section?	Yes - No action needed. By default, the position/suffix for the job is displayed. No - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file. See Display position/suffix on page 54 for detailed instructions.
Would you like to display the supervisor associated with the	Yes - No action needed. By default, the job supervisor associated with the job is displayed.

Question	Implementation Options
jobs displayed in the Job Summary section?	No - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file. See Display supervisor on page 54 for detailed instructions.
Would you like to display the time sheet organization description associated with the jobs displayed in the Job Summary section? This information is from the Employee Jobs (NBAJOBS) page.	Yes - No action needed. By default, the time sheet organization description for the job is displayed. No - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file. See Display time sheet organization description on page 55 for detailed instructions.
Would you like to specify a date to begin displaying an employee's job records?	No - If you do not enter a date, all of the jobs that an employee has held at the institution are displayed on the Job Information page and the detail associated with those jobs. Yes - Make a change to PTRINST to indicate a date to begin displaying employee job records. See Specify a date to begin displaying job records on page 55 for detailed instructions.
Would you like to display salary table, grade, and step for the jobs displayed in the Job Summary section?	Yes - Select the Display Salary Table, Grade, and Step for the Job Detail Page on PTRINST Self-Service section. No - Select the Display Salary Table, Grade, and Step for the Job Detail Page on PTRINST Self-Service section. This does not require a redeployment of the application.

Employee Summary

Question	Implementation Options
By default, the following fields are displayed under the Employee Summary section. This information is from the Employee (PEAEMPL) page. • Employee Status • Home Organization • Check Distribution Organization • ECLS • FT/PT Indicator	Yes - No action needed. By default, these fields are displayed in the Employee Summary section. No - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file. See Employee Summary on page 56 or detailed instructions.

Question	Implementation Options
• Original Date of Hire • Current Hire Date • Adjusted Hire Date • Seniority Hire Date • First Work Date • Hiring Location • Hiring Location College • Hiring Location Campus • District/Division Would you like to display any or all of these fields?	

My Activities

Question	Implementation Options
Would you like to display a link to the Campus Directory page in the My Activities section? If your institution does not use the Campus Directory page, this should be set to No.	Yes - No action needed. By default this link is displayed under the My Activities section. No - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file. See My Activities on page 57 for detailed instructions.
Would you like to display a link to the Time Sheet Entry page in the My Activities section? If your institution does not use Time Entry in Banner Employee Self-Service, this should be set to No.	Yes - No action needed. By default this link is displayed under the My Activities section. No - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file. See My Activities on page 57 for detailed instructions.
Would you like to display a link to the Request Time Off page in the My Activities section? If your institution does not use the Request Time Off page in Banner Employee Self-Service, this should be set to No.	Yes - No action needed. By default this link is displayed under the My Activities section. No - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file. See My Activities on page 57 for detailed instructions.

Question	Implementation Options
Would you like to display a link to the Electronic Personnel Action (EPAF) menu in the My Activities section? If your institution does not use EPAF in Banner Employee Self-Service, this should be set to No.	Yes - No action needed. By default this link is displayed under the My Activities section. No - This requires a change to the configuration file and redeployment of the WAR file. See My Activities on page 57 for detailed instructions.
Would you like to display a link to the Faculty Load and Compensation (FLAC) menu in the My Activities section? If your institution does not use FLAC in Banner Employee Self-Service, this should be set to No.	Yes - No action needed. By default this link is displayed under the My Activities section. No - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file. See My Activities on page 57 for detailed instructions.
Would you like to display a link to the Salary Planner menu in the My Activities section? If your institution does not use Salary Planner in Banner Employee Self-Service, this should be set to No.	Yes - No action needed. By default this link is displayed under the My Activities section. No - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file. See My Activities on page 57 for detailed instructions.
Would you like to display a link to the Adobe Flex Effort Reporting page in the My Activities section? If your institution does not use Effort Reporting in Banner Employee Self-Service, this should be set to No.	Yes - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file. See My Activities on page 57 for detailed instructions. No - No action needed. By default this link is displayed under the My Activities section.
Would you like to display a link to Effort Reporting application page in the My Activities section? If your institution does not use Effort Reporting in Banner Employee Self-Service, this should be set to No.	Yes - No action needed. By default this link is displayed under the My Activities section. No - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file. See My Activities on page 57 for detailed instructions.
Would you like to display a link to the Adobe Flex Labor Redistribution page in the My Activities section? If your institution does not use Labor Redistribution in Banner Employee Self-Service, this should be set to No.	Yes - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file. See My Activities on page 57 for detailed instructions. No - No action needed. By default this link is not displayed under the My Activities section.
Would you like to display a link to Labor Redistribution application page in the My Activities section?	Yes - No action needed. By default, this link is displayed under the My Activities section.

Question	Implementation Options
If your institution does not use Labor Redistribution in Banner Employee Self-Service, this should be set to No.	No - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file. See My Activities on page 57 for detailed instructions.
Would you like to display the Administrative Pay Stub Employee Search link in the My Activities section?	Yes - No action needed. By default this link is displayed under the My Activities section for users who have the appropriate role assigned in Banner Web Tailor. No - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file. See My Activities on page 57 for detailed instructions.
Would you like to display a link to the Benefits Administrator page in the My Activities section? This page is used by a benefits administrator to view benefits and deduction that are confirmed by employees. Information is displayed by employee or filtered for a single employee.	Yes - No action needed. By default this link is displayed under the My Activities section. No - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file. See My Activities on page 57 for detailed instructions.
Would you like to display a link to the Employee Menu in the My Activities section? This menu allows users to access the Employee Self-Service Employee Menu.	Yes - No action needed. By default, this link is displayed under the My Activities section. No - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file. See My Activities on page 57 for detailed instructions.
Would you like to display a link to the Time Sheet menu in the My Activities section? This menu allows users to access the time-entry options available to them based on their job records. Based on this information, the system presents the appropriate selection page for the employee.	Yes - No action needed. By default, this link is displayed under the My Activities section. No - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file. See My Activities on page 57 for detailed instructions.
Would you like to display a link to the Leave Report menu in the My Activities section? This menu allows employees to record their actual leave time taken and submit it for approval outside the	Yes - No action needed. By default, this link is displayed under the My Activities section. No - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file. See My Activities on page 57 for detailed instructions.

Question	Implementation Options
payroll cycle in Self-Service for one or more of their positions.	
Would you like to display a link to the Position Description application in the My Activities section?	Yes - No action needed. By default, this link is displayed under the My Activities section. No - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file. See Access to Position Description page on page 60 for detailed instructions.
Would you like to display a link to the 1094 Receipt ID Entry page in the My Activities section?	Yes - No action needed. By default, this link is displayed under the My Activities section. No - If you maintain the configuration in the configuration file, then the change requires a redeployment of the WAR file. See Access to 1094 Receipt ID Entry page on page 61 for detailed instructions.

Employee Dashboard

The Employee Dashboard displays information about the employee and the employee's picture (if you have chosen to display employee pictures).

The Employee Dashboard can contain links to the following information, depending on your configuration choices:

- My Profile
- My Team
- Full Leave Balance Information
- Pay Information
- Earnings
- Benefits
- Taxes
- Job Summary
- Employee Summary
- My Activities

The following procedures only apply if you maintain configurations in the *EmployeeSelfService_configuration.groovy* file. If you have migrated the configurations to the database, see the procedures in the *Banner Employee Self-Service 9.6 Installation Guide* in the section "Configure application-specific settings by modifying the database" for more information.

Display optional Employee Dashboard sections

You can display or hide sections on the Employee Dashboard.

Procedure

1. Open the `EmployeeSelfService_configuration.groovy` file.
2. For each of the following attributes, enter `Y` to display the section or `N` to hide the section.

Section name	Attribute
Pay Information	ess.display.Component.PaySection
Earnings Information	ess.displayComponent.EarningsSection
Benefits	ess.displayComponent.BenefitsSection
Taxes	ess.displayComponent.TaxSection
Job Summary	ess.displayComponent.JobSummarySection
Employee Summary	ess.displayComponent.EmployeeSummarySection

3. Rebuild the application WAR file to include your customizations.
4. Redeploy the WAR file to your application server.

Display employee photos

You can display employee photos on the Employee Dashboard, My Profile, and My Team pages. If an employee's photo does not exist, a generic avatar is displayed.

About this task

Note: If you choose not to display photos, the pages shift to reclaim the space.

Procedure

1. Open the EmployeeSelfService_configuration.groovy file.
2. For the ess.displayComponent.Photo attribute, enter `Y` to display the employee's photo or `N` to disable the display of employee photos.
3. If you have chosen to display employee photos, edit the banner.picturesPath property to define the location of the photo files.

   `base.dir` is a system property that can be set through `JAVA_OPTS`.

   Note: If no value is provided in the application configuration files, `/test/images` is the default location.

   For example, you might change `{ picturesPath = System.getProperty('base.dir') + '/test/images' }` to `{ picturesPath = System.getProperty('base.dir') + '/images' }`.
4. Rebuild the application WAR file to include your customizations.
5. Redeploy the WAR file to your application server.

Configure photo size

You can configure the size of the employee photo which is displayed on the Employee Dashboard, My profile, and My team pages of Employee profile.

Procedure

1. Maintain square aspect ratio for an image.
2. Establish the pixel resolution to a maximum of 200px X 200px.

Employee photo file name restrictions

Banner Employee Profile supports several image file formats.

- .png
- .jpg (preferred)
- .gif
- .bmp

In Banner it is possible for employee IDs to begin with numbers, however, some file systems require that files begin with a letter instead of a number. To ensure that an employee's photograph can be displayed on all systems, it is suggested that all employee picture filenames that start with a number use the character I as the starting character. For example, an employee with an ID of 12345678 would require a photograph filename of I12345678.

Note: An employee with an ID of S12345678 could use a filename of either S12345678 or IS12345678.

Some file systems restrict the number of characters a file can have. To ensure that a picture can be displayed, the first two characters of an employee ID can be removed as long as the ID has five or more characters.

For example, if we have an employee with an ID of S12345678, any of the following filenames may be used to associate a photograph with the employee.

- IS12345678
- SI12345678
- I2345678

For an employee with the employee ID of S12345678, the photograph for the employee may use any of the following filenames.

- IS12345678.jog, SI12345678.jog, I2345678.jpg
- IS12345678.png, SI12345678.png, I2345678.png
- IS12345678.gif, SI12345678.gif, I2345678.gif
- IS12345678.bmp, SI12345678.bmp, I2345678.bmp

My Profile (Employee Profile)

The My Profile page displays the employee ID and other personal information about an employee. You can format and configure most items individually.

The following procedures only apply if you maintain configurations in the *EmployeeSelfService_configuration.groovy* file. If you have migrated the configurations to the database, see the procedures in the *Banner Employee Self-Service 9.6 Installation Guide* in the section "Configure application-specific settings by modifying the database" for more information.

Format employee name

You can display the employee's preferred first name, as shown on the Identification (PPAIDEN) page, on the Employee Dashboard, My Profile, and My Team pages. If the employee has no preferred first name on PPAIDEN, the employee's first name is displayed on the Employee Profile pages.

Procedure

1. Open the `EmployeeSelfService_configuration.groovy` file.
2. For the `ess.displaypreferredFirstName` attribute, enter `Y` to display the employee's preferred first name or `N` to display the employee's first name.
3. Open the `message.properties` file in the `webapps/EmployeeProfile/WEB-INF/grails-app/i18n` directory.
4. Using the following elements, edit the `default.name.format` property to define which parts of the name are displayed, in what order, and with what punctuation.

Component	Element
Surname prefix	$surnamePrefix
Last name	$lastName
First name	$firstName
Middle initial	$mi

   For example, you can format the employee name as follows:

   - `"default.name.format=$lastName, $firstName`
   - `"default.name.format=$firstName $lastName`
5. Rebuild the application WAR file to include your customizations.
6. Redeploy the WAR file to your application server.

Display employee status

You can display the employee’s status, as shown on the Employee (PEAEMPL) page.

Procedure

1. Open the `EmployeeSelfService_configuration.groovy` file.
2. For the ess.displayComponent.EmployeeStatus attribute, enter `Y` to display the employee's status or `N` to hide the employee's status.
3. Rebuild the application WAR file to include your customizations.
4. Redeploy the WAR file to your application server.

Format dates

You can control the format in which dates are displayed.

Procedure

1. Open the `message.properties` file in the `webapps/EmployeeProfile/WEB-INF/grails-app/i18n` directory.
2. Edit the date.format property to define the date format.
3. Rebuild the application WAR file to include your customizations.
4. Redeploy the WAR file to your application server.

Display employee hire date

You can display the employee's hire date and define which date is used.

Procedure

1. Access the Installation Rules (PTRINST) page.
2. Under **Self-Service** > **Employee Profile**, select the date to be displayed as the hire date in the **Hire Date to be displayed** field.
3. Save your changes.
4. Open the `EmployeeSelfService_configuration.groovy` file.
5. For the ess.displayComponent.HireDate attribute, enter `Y` to display the hire date or `N` to hide the hire date.
6. Rebuild the application WAR file to include your customizations.
7. Redeploy the WAR file to your application server.

Display employee birthday

You can display the employee's birthday (month and day).

Procedure

1. Open the `EmployeeSelfService_configuration.groovy` file.
2. For the ess.displayComponent.BirthDate attribute, enter `Y` to display the employee's birthday or `N` to hide the employee's birthday.
3. Rebuild the application WAR file to include your customizations.
4. Redeploy the WAR file to your application server.

Format employee addresses

You can configure up to eight lines of the addresses, but you must include at least the first four lines that are delivered as the default.

About this task

Separator values such as comma (,) and period (.) must not be used if the preceding address attribute can be null.

Procedure

1. Open the `message.properties` file in the `webapps/EmployeeProfile/WEB-INF/grails-app/i18n` directory.
2. Using the following elements, edit the `default.personAddress.linex.format` properties to define how employee addresses are displayed.

   If data is not required on the fourth line of the address, then the following format must be used:

   ```
   default.personAddress.line4.format=
   ```

Component	Element
House number	$houseNumber
Street line 1	$streetLine1
Street line 2	$streetLine2
Street line 3	$streetLine3
Street line 4	$streetLine4
City	$city
State or province	$state

Component	Element
ZIP or postal code	$zip
County	$county
Nation	$country

For example, you can format the employee addresses as follows:

```
default.personAddress.line1.format=$streetLine1
default.personAddress.line2.format=$streetLine2
default.personAddress.line3.format=$city
default.personAddress.line4.format=$state $zip
```

3. Rebuild the application WAR file to include your customizations.
4. Redeploy the WAR file to your application server.

Format employee phone numbers

You can configure how employee phone numbers are displayed. The rules on the Address Role Privileges (GOAADRL) page control the types of phone numbers that are displayed.

About this task

The phone area code and phone number are two different pieces of information in the database. The two items are concatenated, either with or without a hyphen, as specified in the format. You cannot format the phone number, which means that the number displays in the format it was entered.

Procedure

1. Open the `message.properties` file in the `webapps/EmployeeProfile/WEB-INF/grails-app/i18n` directory.
2. Using the following elements, edit the default.personTelephone.format property to define how employee phone numbers are displayed.

Component	Element
International exit, or direct dial, code	$phoneInternational
Country code	$phoneCountry
Area code	$phoneArea
Number	$phoneNumber
Extension	$phoneExtension

3. Rebuild the application WAR file to include your customizations.
4. Redeploy the WAR file to your application server.

Mask international address and phone number information

If you choose to display international address and phone information, you can mask those items in Employee Profile and on employee pay stubs using data display mask rules.

Procedure

1. Access the Data Display Mask Rules (GORDMSK) page.
2. In the **Object** field, enter `**SSB_MASKING`.
3. Click **Go**.
4. Modify the Employee Profile address mask rules as necessary.
    a) Filter the results to select data display mask rules where the **Block** field equals `EMPLOYEEPROFILE`.
    b) Edit each of the following items as desired:
        - %_CTRY_CODE_PHONE
        - %_HOUSE_NUMBER
        - %_INTL_ACCESS
        - %_STREET_LINE4
5. Modify the pay stub address mask rules as necessary.
    a) Filter the results to select data display mask rules where the **Block** field equals `EMPLOYEEPAYSTUB`.
    b) Edit each of the following items as desired:
        - %_HOUSE_NUMBER
        - %_STREET_LINE4

Provide access to General Person Self-Service application

You can direct employees to edit their My Profile information using the Banner General Person Self-Service application or the Banner Self-Service 8.x application.

About this task

You can display a link to either the Banner 8.x application or the Banner General Person Self-Service application but not to both. If you attempt to display both links, the Banner General Person Self-Service application takes precedence and is displayed.

Procedure

1. Open the `EmployeeSelfService_configuration.groovy` file.

2. Decide whether to display the Banner General Self-Service or the Banner Self-Service 8.x application link and define each attribute as follows:
   - To display the Banner Self-Service 8x application link, enter `Y` in the `banner.SS.personalInfoAppLinkAvailable` attribute.
   - To display the Banner General Person Self-Service application link, enter the address in the `banner.SS.personalInfoURL` attribute. Be sure to set the `banner.SS.personalInfoAppLinkAvailable` attribute value to `N` to hide it.
3. Rebuild the application WAR file to include your customizations.
4. Redeploy the WAR file to the application server.

Allow employees to edit address and phone information

You can enable employees to edit their address and phone information. The rules on the Address Role Privileges (GOAADRL) page control the types of addresses and phone numbers that are displayed.

Procedure

1. Open the `EmployeeSelfService_configuration.groovy` file.
2. For the banner8.SS.addressUpdate attribute, enter `Y` to enable the edit button or `N` to disable the edit button.
3. Rebuild the application WAR file to include your customizations.
4. Redeploy the WAR file to your application server.

Allow employees to edit email addresses

You can enable employees to edit their email addresses. The settings on the E-mail Address (GOAEMAL) page control which email addresses are displayed. An email address will be displayed only if it is active and marked as Display on Web.

Procedure

1. Open the `EmployeeSelfService_configuration.groovy` file.
2. For the banner8.SS.emailUpdate attribute, enter `Y` to enable the edit button or `N` to disable the edit button.
3. Rebuild the application WAR file to include your customizations.
4. Redeploy the WAR file to your application server.

Allow employees to edit emergency contact information

You can enable employees to edit their emergency contact information. All emergency contacts are displayed.

Procedure

1. Open the `EmployeeSelfService_configuration.groovy` file.
2. For the banner8.SS.emergencyContactUpdate attribute, enter `Y` to enable the edit button or `N` to disable the edit button.
3. Rebuild the application WAR file to include your customizations.
4. Redeploy the WAR file to your application server.

Provide a link to more personal information

You can provide a link to the **More Personal Information** menu in Banner 8.x.

Procedure

1. Open the `EmployeeSelfService_configuration.groovy` file.
2. For the banner8.SS.morePersonalInfoUpdate attribute, enter `Y` to display the link or `N` to hide the link.
3. Rebuild the application WAR file to include your customizations.
4. Redeploy the WAR file to your application server.

My Team

The My Team page provides supervisors with a list of their direct reports and access to each direct report’s profile page. This page includes the same information as the My Profile page. The supervisor cannot edit this information.

In addition to the employee profile information, this page includes the following information about each direct report:

- Leave balances
- Confidential indicator - When a record is designated as confidential by an employee, the confidential indicator is displayed. This indicates that the employee’s record contains sensitive data.
- Deceased indicator - This indicator is displayed when an employee is recently deceased. The employee is removed from the list after the last pay check has been processed.

Supervisors who have multiple reporting levels can see a list of the direct reports at each level. When this is the case, the **Reportees** button is displayed next to direct reports who have employees reporting to them.

Note: The My Team page also allows a supervisor to search for a direct report’s record if there are many direct reports.

The following procedures only apply if you maintain configurations in the *EmployeeSelfService_configuration.groovy* file. If you have migrated the configurations to the database, see the procedures in the *Banner Employee Self-Service 9.6 Installation Guide* in the section "Configure application-specific settings by modifying the database" for more information.

Set up supervisor information

To use the My Team functionality effectively, supervisors must be identified correctly.

Make sure the following conditions are met:

- Identify each employee's supervisor on the Employee Jobs (NBAJOBS) page under **Miscellaneous** > **Supervisor**.
- For each position, populate the **Reports To** field on the Position (NBAPOSN) page with the direct position reporting relationship.

  After the relationship on NBAPOSN is set up, when you add a new job using that position, the system automatically populates the **Supervisor Name** and **ID** fields on the Miscellaneous tab of the Employee Jobs (NBAJOBS) page.
- Enable the functionality on the General Crosswalk Validation (GTVSDAX) page that will mass update the supervisor position on the employee’s NBRJOBS record when a new job assignment is created.

  To enable the mass update functionality on the GTVDSAX, select the Internal Code, SUPERVISOR, and set the External Code to Y.

Note: After this functionality has been enabled, the NBAJOBS supervisor information is updated on records going forward.

- Run the Mass Update (NBPMASS) process to update the employee job records with supervisor information on an ongoing basis.

  You can run NBPMASS in a report mode first and then an update mode so you can check the records to be updated. The process adds or updates the supervisor record as of the Job Supervisor Effective Date.

  Note: Ellucian recommends that you run this process often to keep the reporting relationships current.

Display My Team

You can enable managers to view a list of their direct reports on the My Team page and view employee profile information for each direct report.

Procedure

1. Access the Installation Rules (PTRINST) page.
2. Under **Self-Service** > **My Team**,
   a) Select the **Enable My Team** check box to enable access to the My Team page or deselect the check box to disable access.
   b) Select the **Allow Access to Employee Profile for Direct Reports** check box to display employee profile information or deselect the check box to disable employee profile information.
   c) In the **My Team Telephone Type**, select the type of telephone number to display for each direct report.
   d) In the **My Team E-Mail Address Type** field, select the type of email address to display for each direct report.
3. Save your changes.

Leave Balance Information

The Full Leave Balance Information link on the Employee Dashboard provides access to detailed leave information.

- Leave Balance Information - View the leave balances for each leave type.
- Leave Details
  - Prior Years - View detailed leave information for prior years.
  - Leave History - View the leave history for the current year.

Note: The Leave Balance section on the Employee Dashboard is not displayed if the employee does not have any associated leave balance records on the Employee Leave Balances (PEALEAV) page.

The following procedures only apply if you maintain configurations in the *EmployeeSelfService_configuration.groovy* file. If you have migrated the configurations to the database, see the procedures in the *Banner Employee Self-Service 9.6 Installation Guide* in the section "Configure application-specific settings by modifying the database" for more information.

Display leave balances

You can control which leave balances are displayed and the order in which they are displayed.

Procedure

1. Access the Leave Category Rules (PTRLCAT) page.
2. In the **Print Sequence Number** field, enter a number greater than zero.

   When the print sequence number is greater than zero, the leave balance is displayed on the pay stub and in Employee Profile. The print sequence number also controls the order in which the leave balances are displayed.
3. Save your changes.

Results

All of the specified leave balance codes are displayed on the Full Leave Balance page, but only the first six are displayed on the Employee Dashboard.

Pay Information

The Pay Information section on the Employee Dashboard provides access to pay stubs, direct deposit information, and deductions history (8.x version).

Note: If the employee has not yet been paid, a message to that effect is displayed instead.

The following procedures only apply if you maintain configurations in the *EmployeeSelfService_configuration.groovy* file. If you have migrated the configurations to the database, see the procedures in the *Banner Employee Self-Service 9.6 Installation Guide* in the section "Configure application-specific settings by modifying the database" for more information.

Provide access to employee direct deposit information (8.x)

You can display a link to the employee's direct deposit information in Banner 8.x.

Procedure

1. Open the `EmployeeSelfService_configuration.groovy` file.
2. For the banner8.SS.directDepositAllocation8xLinkAvailable attribute, enter `Y` to display the link or `N` to hide the link.
3. Rebuild the application WAR file to include your customizations.
4. Redeploy the WAR file to your application server.

Provide access to Direct Deposit Self-Service application

You can display a link to the Direct Deposit Self-Service application.

About this task

Note: You can display a link to Banner 8.x or a link to the Direct Deposit Self-Service application but not to both. If you attempt to display both links, the Direct Deposit application takes precedence.

Procedure

1. Open the `EmployeeSelfService_configuration.groovy` file.
2. For the banner.SS.directDeposit AppLinkAvailable attribute, enter `Y` to display the link or `N` to hide the link.
3. For the banner.SS.directDepositURL attribute, enter the address for the Direct Deposit Self-Service application.
4. Rebuild the application WAR file to include your customizations.

5. Redeploy the WAR file to your application server.

Display deductions history

You can display a link to the employee's deductions history.

Procedure

1. Open the `EmployeeSelfService_configuration.groovy` file.
2. For the `banner.SS.deductionsHistoryLinkAvailable` attribute, enter `Y` to display the link or `N` to hide the link.
3. Rebuild the application WAR file to include your customizations.
4. Redeploy the WAR file to your application server.

Format the SSN/SIN/TIN for the Employee Profile pay stub

If you have chosen to display the SSN/SIN/TIN on the Employee Self-Service version of the pay stub (the **Display SSN/SIN/TIN** indicator on PTRWSTB is set to Yes), you can hide parts of the number.

Procedure

1. Access the Data Display Mask Rules (GORDMSK) page.
2. In the **Object** field, enter `**SSB_MASKING`.
3. Click **Go**.
4. Filter the results as follows:
   - **Block** equals `EMPLOYEEPAYSTUB`
   - **Item** equals `%_SSN`
5. In the **Format Mask** field, select the desired mask.

   An asterisk (*) indicates the digit will be hidden, and an X indicates the digit will be displayed.

   For example, X****XXXX indicates that the first and last four digits of the SSN/SIN/TIN will be displayed.
6. Save your changes.

Associate a logo with employers on pay stub

You can associate a logo with one or more employers on a pay stub.

Before you begin

Logo files must be in one of the following formats:

- PNG
- JPG
- BMP

Logo file names must have the following format: `hr_logo_<PTREMPR_CODE for the employer>.<file extension>`.

Procedure

1. On the file system, create a folder to hold the logo images. This folder should contain only employer logo images.
2. Download the logo image files to the logo folder.
3. Open the `EmployeeSelfService_configuration.groovy` file.
4. For the banner.hr.employerLogoPath variable, enter the path to the logo files.

   For example, `banner.hr.employerLogoPath = <path>/BannerHR/empr_logos`.
5. Rebuild the application WAR file to include your customizations.
6. Redeploy the WAR file to your application server.

Results

You can copy as many images to the logo folder as you need.

Logo sizing guidelines

You may need to adjust the size of the logo file that you associate with employers so that it displays correctly on the pay stub. In most cases a file size of 150x75 fits on the pay stub area.

You can also scale the logo image to fit the area on the pay stub by customizing the `payStub-styles-custom.xsl` style file. This approach requires you to make the change each time the war file is deployed with a new version of Employee Self-Service 9.x. You may want to try the recommended image size of 150x75 before you make changes to the style file.

The `payStub-styles-custom.xsl` file located in the `WEB-INF/fop/payStub` folder of the war file controls the style attributes. Add the following lines to that file to make the logo image shrink to fit the area on the pay stub.

```
<xsl:attribute-set name="employer-logo">
<xsl:attribute name="content-width">scale-to-fit</xsl:attribute>
```

```
<xsl:attribute name="content-height">100%</xsl:attribute>
<xsl:attribute name="width">100%</xsl:attribute>
<xsl:attribute name="scaling">uniform</xsl:attribute>
</xsl:attribute-set>
```

Enable employees to access a PDF version of pay stub

You can display a **Printer Friendly** button on the Pay Stub Detail page to enable employees to access a PDF version of a pay stub.

Procedure

1. Open the `EmployeeSelfService_configuration.groovy` file.
2. For the ess.displayComponent.PayStubPdf attribute, enter `Y` to display the Printer Friendly button; otherwise, enter `N`.
3. Rebuild the application WAR file to include your customizations.
4. Redeploy the WAR file to your application server.

Date employees can access pay stub

Employees can have access to their pay stub information on the designated pay date or as soon as it's available.

Procedure

1. Access the Web Based Pay Stub Rules (PTRWSTB) page.
2. For the **Display Pay Stub on** indicator, select **When Available**.
3. Save your changes.

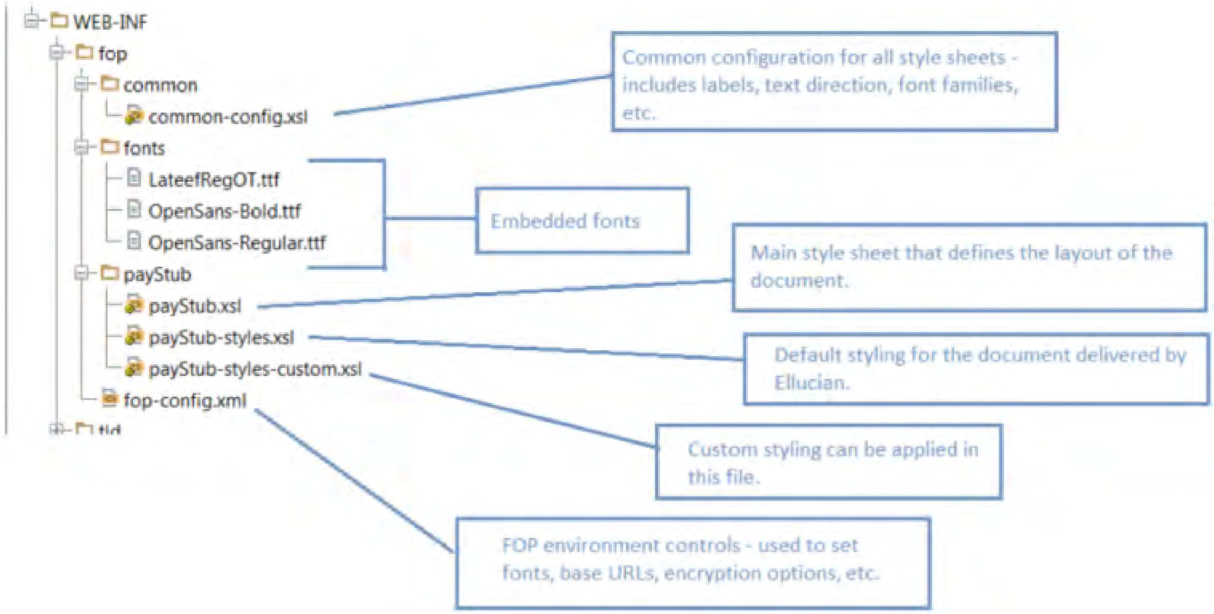
Customize the pay stub PDF

You can customize the pay stub PDF or use the default PDF styling that is generated when you create a PDF version of the pay stub.

About this task

Note: The PDF version of the pay stub supports right-to-left (RTL) display and Arabic characters.

The pay stub PDF is generated using XSL-FO and Apache FOP. Employee Profile transforms a well-formed XML file containing employee pay stub data into a pay stub PDF document using XSLT (Extensible Style Sheet Language Transformations). Below is the FOP tree structure showing all artifacts used in generating the pay stub PDF file. All style sheets have been organized in a way that separates style from layout (similar to the HTML/CSS concept).



Procedure

To customize the pay stub PDF, edit the default styles or attribute sets in the `paystub-styles-custom.xsl` file.

For more information about making changes to the xsl, see the `paystub-styles-custom.xsl` file.

Results

Any customizations to the pay stub styling or layout style sheets are overwritten during subsequent deployments of the application. You must reapply your customizations after each new deployment of Employee Self-Service 9.x.

Ellucian recommends two options for minimizing the time this requires:

- Keep all customizations limited to the `payStub-styles-custom.xsl`.
- Copy the entire FOP folder to another location on the web server so that customizations are retained after a new deployment. The new location of the FOP folder must be configured before restarting the application.

Earnings

The Earnings section on the Employee Dashboard displays the dollar amount of the employee's year-to-date earnings for the most recent calendar year.

If the employee has not yet been paid, the Earnings section is not displayed; intead, a message, `You have not been paid yet`, is displayed. When there is a pay event record at a disposition 50 or greater, the Earnings section is displayed.

You can also find links to the following pages.

- Earnings By Date Range - View the different types of earnings by date range.
- Earnings By Position - View earnings by each position the employee has held, by a year, or multiple years.

The following procedures only apply if you maintain configurations in the *EmployeeSelfService_configuration.groovy* file. If you have migrated the configurations to the database, see the procedures in the *Banner Employee Self-Service 9.6 Installation Guide* in the section "Configure application-specific settings by modifying the database" for more information.

Display year-to-date earnings

You can control whether year-to-date earnings are displayed.

Procedure

1. Open the `EmployeeSelfService_configuration.groovy` file.
2. For the ess.displayComponent.YtdEarnings attribute, enter `Y` to display year-to-date earnings; otherwise, enter `N`.
3. Rebuild the application WAR file to include your customizations.
4. Redeploy the WAR file to your application server.

Include non-cash earnings in year-to-date total

You can control whether non-cash earnings are included in the year-to-date total.

Procedure

1. Access the Installation Rules (PTRINST) page.
2. Under **Self-Service** > **Employee Profile** select the **Include Non-Cash Earnings** check box to include non-cash earnings or clear the **Include Non-Cash Earnings** check box to omit non-cash earnings.
3. Save your changes.

Benefits

Under the Benefits section on the Employee Dashboard, you can provide access to certain Banner 8.x pages.

- Current Summary - 8.x version of the Benefit Summary
- Current Enrollment - 8.x version of the current benefit enrollment for the employee
- Beneficiaries and Dependents - 8.x version
- One of the following 8.x pages, depending on configuration settings:
  - New Hire Enrollment
  - Life Event Change
  - Open Enrollment

The following procedures only apply if you maintain configurations in the *EmployeeSelfService_configuration.groovy* file. If you have migrated the configurations to the database, see the procedures in the *Banner Employee Self-Service 9.6 Installation Guide* in the section "Configure application-specific settings by modifying the database" for more information.

Display Current Summary link in Benefits section

You can display a link to the Current Summary page in Banner 8.x.

Procedure

1. Open the `EmployeeSelfService_configuration.groovy` file.
2. For the banner8.SS.currentSummary8xLinkAvailable attribute, enter `Y` to display the link or `N` to hide the link.
3. Rebuild the application WAR file to include your customizations.
4. Redeploy the WAR file to your application server.

Display Current Enrollment link in Benefits section

You can display a link to the Current Enrollment page in Banner 8.x.

Procedure

1. Open the `EmployeeSelfService_configuration.groovy` file.
2. For the banner8.SS.benfitsEnrollment8xLinkAvailable attribute, enter `Y` to display the link or `N` to hide the link.
3. Rebuild the application WAR file to include your customizations.

4. Redeploy the WAR file to your application server.

Display Beneficiaries and Dependents link in Benefits section

You can display a link to the Beneficiaries and Dependents page in Banner 8.x.

Procedure

1. Open the `EmployeeSelfService_configuration.groovy` file.
2. For the banner8.SS.currentBeneficiaries8xLinkAvailable attribute, enter `Y` to display the link or `N` to hide the link.
3. Rebuild the application WAR file to include your customizations.
4. Redeploy the WAR file to your application server.

Display enrollment button in Benefits section

You can display the appropriate enrollment button in the Benefits section based on the rules established on the Benefits Category Rules (PTRBCAT) page.

Procedure

1. Open the `EmployeeSelfService_configuration.groovy` file.
2. For the following attributes, enter `Y` to display the button or `N` to hide the button:
   - banner8.SS.openEnrollmentNewHire8xLinkAvailable
   - banner8.SS.openEnrollment8xLinkAvailable
   - banner8.SS.lifeEventChange8xLinkAvailable
3. Rebuild the application WAR file to include your customizations.
4. Redeploy the WAR file to your application server.

Taxes

Under the Taxes section on the Employee Dashboard, you can see the U.S. Federal and State tax withholding information, Canadian tax forms, and year-end tax statements such as W-2, W-2c, and 1095-C.

Depending on your configuration settings, you can see links to the following pages:

- W-4 Employee's Withholding Allowance Certificate - 8.x version
- Electronic Regulatory Consent (U.S.) - 8.x version
- W-2 Wage and Tax Statement (U.S.) - 8.x version
- W-2c Corrected Wage and Tax Statement (U.S.) - 8.x version
- 1095-C Employer Provided Health Insurance Offer and Coverage statement (U.S.) - 8.x version
- Slips for Income Tax Return (Canada)
- Tax Forms Consent (Canada)
- TD1 Personal Tax Credits / TP -1015.3 Source Deductions (Quebec residents only)

Note: Taxes that display in this section are associated with the deduction types of 01 (U.S. Federal), 04 (U.S. State) or 50 (Canadian).

The following procedures only apply if you maintain configurations in the *EmployeeSelfService_configuration.groovy* file. If you have migrated the configurations to the database, see the procedures in the *Banner Employee Self-Service 9.6 Installation Guide* in the section "Configure application-specific settings by modifying the database" for more information.

Display W-4 Employee's Withholding Allowance Certificate link

You can display a link to the W-4 Employee Withholding Allowance Certificate page in Banner 8.x.

About this task

You must maintain this setting in the groovy configuration file; you cannot maintain it in the database.

Procedure

1. Open the `EmployeeSelfService_configuration.groovy` file.
2. For the banner8.SS.w4EmployeeWithholdingAllowanceCertificate8xLinkAvailable attribute, enter `Y` to display the link or `N` to hide the link.
3. Rebuild the application WAR file to include your customizations.
4. Redeploy the WAR file to your application server.

Display Electronic Regulatory Consent link

You can display a link to the Electronic Regulatory Consent page in Banner 8.x, which provides electronic consent access to both Forms W-2 and 1095-C.

About this task

Employees need to use the Electronic Regulatory Consent page only if your institution requires employees to consent to receive their tax statements online. For more information about electronic consent, see the *Employee Self-Service User Guide.*

Procedure

1. Open the `EmployeeSelfService_configuration.groovy` file.
2. For the banner8.SS.electronicW2Consent8xLinkAvailable attribute, enter `Y` to display the link or `N` to hide the link.
3. Rebuild the application WAR file to include your customizations.
4. Redeploy the WAR file to your application server.

Display W-2 Wage and Tax Statement link

You can display a link to the W-2 Wage and Tax Statement page in Banner 8.x.

Procedure

1. Open the `EmployeeSelfService_configuration.groovy` file.
2. For the banner8.SS.w2WageTaxStatement8xLinkAvailable attribute, enter `Y` to display the link or `N` to hide the link.

   Note: If the **Restrict Self-Service year-end statement access based on Electronic Consent** indicator on the Installation Rule (PTRINST) page is set to Yes, the link is displayed only if the employee has given consent.
3. Rebuild the application WAR file to include your customizations.
4. Redeploy the WAR file to your application server.

Display W-2c Wage and Tax Statement link

You can provide a link to the W-2c Wage and Tax Statement page in Banner 8.x.

About this task

You must maintain this setting in the groovy configuration file; you cannot maintain it in the database.

Procedure

1. Open the `EmployeeSelfService_configuration.groovy` file.
2. For the banner8.SS.w2CorrectedWageTaxStatement8xLinkAvailable attribute, enter `Y` to display the link or `N` to hide the link.

   Note: If the **Restrict Self-Service year-end statement access based on Electronic Consent** indicator on the Installation Rule (PTRINST) page is set to Yes, the link is displayed only if the employee has given consent.

3. Rebuild the application WAR file to include your customizations.
4. Redeploy the WAR file to your application server.

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

You can display a link to the 1095-C Employer-Provided Health Insurance Offer and Coverage Statement page in Banner 8.x.

Procedure

1. Open the `EmployeeSelfService_configuration.groovy` file.
2. For the banner8.SS.yearEnd1095CStatementLinkAvailable attribute, enter `Y` to display the link or `N` to hide the link.

   Note: If your institution wants the employees' consent for receiving the tax statements in electronic format, employees can view and print the statements only after providing this consent.

   Employees can also use the 1095-C Employer-Provided Health Insurance Offer and Coverage Statement page to access the Covered Individuals Continuation page, which is used to display information required on the Covered Individuals section of the 1095-C form.

   For more information about viewing and printing the Form 1095-C and accessing the Covered Individuals Continuation page, see the *Employee Self-Service User Guide.*

3. Rebuild the application WAR file to include your customizations.

4. Redeploy the WAR file to your application server.

Related Links

Display Electronic Regulatory Consent link on page 50

Display Canadian Slips for Income Tax Return link

You can display a link to the Slips for Income Tax Return page in Banner 8.x.

Procedure

1. Open the `EmployeeSelfService_configuration.groovy` file.
2. For the banner8.SS.taxReturn8xLinkAvailable attribute, enter `Y` to display the link or `N` to hide the link.

   Note: If the user is an administrator, the administrator is redirected to the administration version of the page in Employee Self-Service 8.x.
3. Rebuild the application WAR file to include your customizations.
4. Redeploy the WAR file to your application server.

Display Canadian Tax Forms Consent link

You can display a link to the Tax Forms Consent page in Banner 8.x.

About this task

You must maintain this setting in the groovy configuration file; you cannot maintain it in the database.

Procedure

1. Open the `EmployeeSelfService_configuration.groovy` file.
2. For the banner8.SS.electronicTaxFormsConsent8xLinkAvailable attribute, enter `Y` to display the link or `N` to hide the link.
3. Rebuild the application WAR file to include your customizations.
4. Redeploy the WAR file to your application server.

Display Canadian TD1 Personal Tax Credits/TP-1015.3 Source Deductions link (Quebec only)

You can display a link to the TD1 Personal Tax Credits/TP-1015.3 Source Deductions page in Banner 8.x.

Procedure

1. Open the `EmployeeSelfService_configuration.groovy` file.
2. For the banner8.SS.personalTaxCreditsSourceDeductions8xLinkAvailable attribute, enter `Y` to display the link or `N` to hide the link.
3. Rebuild the application WAR file to include your customizations.
4. Redeploy the WAR file to your application server.

Job Summary

Under the Job Summary section on the Employee Dashboard, you can see the job titles for all of the employee's current jobs at your institution.

Note: Only jobs that are active as of today's date or the system date are listed. No future dated jobs are displayed.

There is also a link to the Job Information page. This page can be used to view an employee's current and previous job information.

The job title displayed is from the jobs page. The sort order of the jobs listed is primary status, then secondary and overload. Within the secondary and overload jobs, the titles will be listed in alphabetical position/suffix order.

If the employee has no job or if the jobs are active in the future, they will not display. If all jobs are in a terminated status the employee will see a message, `You have no current job(s).`

The following procedures only apply if you maintain configurations in the *EmployeeSelfService_configuration.groovy* file. If you have migrated the configurations to the database, see the procedures in the *Banner Employee Self-Service 9.6 Installation Guide* in the section "Configure application-specific settings by modifying the database" for more information.

Display position/suffix

You can display the position/suffix for the job.

Procedure

1. Open the `EmployeeSelfService_configuration.groovy` file.
2. For the ess.displayComponent.PositionSuffix attribute, enter `Y` to display the position/suffix; otherwise, enter `N`.
3. Rebuild the application WAR file to include your customizations.
4. Redeploy the WAR file to your application server.

Display supervisor

You can display the supervisor for the job.

Procedure

1. Open the `EmployeeSelfService_configuration.groovy` file.
2. For the ess.displayComponent.Supervisor attribute, enter `Y` to display the supervisor; otherwise, enter `N`.

3. Rebuild the application WAR file to include your customizations.
4. Redeploy the WAR file to your application server.

Display time sheet organization description

You can display the time sheet organization for the job.

Procedure

1. Open the `EmployeeSelfService_configuration.groovy` file.
2. For the ess.displayComponent.TimeSheetOrgn attribute, enter `Y` to display the time sheet organization; otherwise, enter `N`.
3. Rebuild the application WAR file to include your customizations.
4. Redeploy the WAR file to your application server.

Specify a date to begin displaying job records

You can display all of the jobs that an employee has held at your institution on the Job Information page. If you want to limit the amount of data displayed on the page, you can specify a date to begin displaying employee job records.

About this task

The **Job Cutoff Display Date** is compared to the job begin date (NBRBJOB_BEGIN_DATE) to determine which jobs to display. Jobs terminated before this date are not displayed.

Note: An active or on leave job is displayed regardless of the defined date.

The **Job Cutoff Display Date** is also used to select the personnel date records to be displayed. The record is displayed if the personnel date is on or after the **Job Cutoff Display Date** and the record is associated with the changes to status, title, department, and job change reason.

Procedure

1. Access the Installation Rules (PTRINST) page.
2. On the **Self-Service** tab, in the **Job Information** section, enter the date from which you would like the employees' job history displayed in the **Job Cutoff Display Date** field.

Employee Summary

You can display a variety of job-related details in the Employee Summary section on the Employee Dashboard. This information is from the Employee Information (PEAEMPL) page.

About this task

The following procedure only applies if you maintain configurations in the *EmployeeSelfService_configuration.groovy* file. If you have migrated the configurations to the database, see the procedures in the *Banner Employee Self-Service 9.6 Installation Guide* in the section "Configure application-specific settings by modifying the database" for more information.

Procedure

1. Open the `EmployeeSelfService_configuration.groovy` file.
2. For each of the following fields, enter `Y` in the corresponding attribute to display the information; otherwise, enter `N`.

Field	Attribute
Employee Status	ess.displayComponent.EmployeeStatus
Home Organization	ess.displayComponent.HomeOrganization
Check Distribution Organization	ess.displayComponent.DistOrganization
ECLS	ess.displayComponent.Ecls
FT/PT Indicator	ess.displayComponent.PartTimeFullTimeIndicator
Original Date of Hire	ess.displayComponent.OriginalHire
Current Hire Date	ess.displayComponent.CurrentHire
Adjusted Hire Date	ess.displayComponent.AdjustedHire
Seniority Hire Date	ess.displayComponent.Seniority
First Work Date	ess.displayComponent.FirstWorkDay
Hiring Location	ess.displayComponent.JobLocation
Hiring Location College	ess.displayComponent.College
Hiring Location Campus	ess.displayComponent.Campus
District/Division	ess.displayComponent.DistrictOrDivision

3. Rebuild the application WAR file to include your customizations.
4. Redeploy the WAR file to your application server.

My Activities

Depending on the access provided to a user and an institution's configuration settings, the user can access few links in the My Activities section.

The following links can be accessed by the user:

- Campus Directory link
- Time Sheet Entry link
- Request Time Off link
- Electronic Personnel Action Form (EPAF) menu link
- Time Sheet link
- Leave Report link
- Faculty Load and Compensation menu link
- Salary Planner menu link
- Effort Certification link
- Labor Redistribution link
- Administrative Pay Stub Employee Search link
- Benefits Administrator link
- Employee Menu link
- Position Description link
- 1094 Receipt ID Entry link

  To access this link, a user must be assigned the role of Tax Administrator in the Banner Web Tailor Application.

Most of the links displayed in this section take you to an 8.x version of the page. The following pages have 9.x versions:

- Administrative Pay Stub Employee Search - A link to this page is displayed to users who have access to other employee's pay stub information. The user can perform a search only from the employees to which they have access. After the user identifies an employee, links to the following pages are displayed:
  - Administrative Pay Stub Information - View a summary of the identified employee's pay stub information. This page is only available to users who have the appropriate Banner Web Tailor role. This allows administrators to assist employees with questions regarding the pay stub.
  - Administrative Pay Stub Detail - View detail of the identified employee's pay stub information. This page is only available to users who have the appropriate Banner Web Tailor role. This allows administrators to assist employees with questions regarding the pay stub.
- Position Description - A link to the Position Description application is displayed to users who have appropriate roles that allow them to access the application. The landing page to the application also varies depending on the user role. For example, the landing page for a user with an Originator's role is the Position Description listing page and for a user with an Administrator's role is the Position Description library page.

The following procedures only apply if you maintain configurations in the *EmployeeSelfService_configuration.groovy* file. If you have migrated the configurations to the database, see the procedures in the *Banner Employee Self-Service 9.6 Installation Guide* in the section "Configure application-specific settings by modifying the database" for more information.

Configure display options for links on My Activities

You can provide users who have the appropriate access with links to additional employee information.

About this task

If you have migrated the configurations to the database, you must still maintain the first two configurations listed in these steps in the `EmployeeSelfService_configuration.groovy` file. When you define or change either of those configurations, you must redeploy the WAR file.

Procedure

1. Open the `EmployeeSelfService_configuration.groovy` file.
2. For each of the configuration links, enter `Y` in the corresponding attribute to display the link or `N` to hide the link.

   Note: If you change a configuration in the configuration file, then you must redeploy the WAR file.

Link	Attribute
Electronic Personnel Action form menu link	banner8.SS.electronicPersonalActionForms8xLinkAvailable
Personal Tax Credits Source (Canadian)	banner8.SS.personalTaxCreditsSourceDeductions8xLinkAvailable

Note: If you have migrated the configurations to the database, you only need to define the previous two configurations in the groovy file. You do not need to define the following configurations in the groovy file. Instead, see the procedures in the *Banner Employee Self-Service 9.6 Installation Guide* in the section "Configure application-specific settings by modifying the database" for information about configuring settings in the database.

Link	Attribute
Campus Directory link	banner8.SS.campusDirectory8xLinkAvailable
Enter Time link	banner8.SS.enterTime8xLinkAvailable
Request Time Off link	banner8.SS.requestTimeOff8xLinkAvailable

Link	Attribute
Electronic Personnel Action form menu link	banner8.SS.electronicPersonalActionForms8xLinkAvailable
Time Sheet link	banner8.SS.timeSheet8xLinkAvailable
Leave Report link	banner8.SS.leaveApprovals8xLinkAvailable
Faculty Load and Compensation menu link	banner8.SS.facultyLoadCompensation8xLinkAvailable
Salary Planner menu link	banner8.SS.salaryPlanner8xLinkAvailable
Effort Certification Adobe Flex link	banner8.SS.effortReporting8xLinkAvailable
Effort Certification link	banner.SS.effortReportingAppLinkAvailable
Labor Redistribution Adobe Flex link	banner8.SS.laborRedistribution8xLinkAvailable
Labor Redistribution link	banner.SS.laborRedistributionAppLinkAvailable
Benefits Administrator link	banner8.SS.benefitsAdministrator8xLinkAvailable
Employee Menu link	banner8.SS.employeeMenuLinkAvailable
Position Description link	banner.SS.positionDescriptionLinkAvailable
1094 Receipt ID Entry link	banner8.SS.yearEnd1094ReceiptIDEntryLinkAvailable

3. Rebuild the application WAR file to include your customizations.
4. Redeploy the WAR file to your application server.

Access to Administrative Pay Stub Employee Search page

Under the My Activities section, users with the appropriate role have a Pay Stub Administrator link. This enables them to view an employee pay stub by selecting the employee, the year, and the specific pay stub to review.

This link is displayed only to users who have the HR Administrative Reviewer role assigned in Banner Web Tailor. If the user does not have the appropriate security access the name link for the employee is not displayed.

This allows administrators to assist employees with questions regarding the pay stub. The view of the employee pay stub that the administrator sees is the same view that the employee sees. Standard Banner Human Resources security is enforced at the employer, home organization, salary, and employee class (ECLS) levels to the administrative Employee Self-Service user, to ensure the user has access to view the employee pay stub.

Access to Labor Redistribution page

Under the My Activities section, users with the appropriate role have a Labor Redistribution link.

This link is displayed only to users who have one of the following roles: initiator, approver, superuser, or proxy user.

Some of these roles are defined in Banner Web Tailor and some are set up on Banner administrative forms.

Note: You can display a link to either Banner 8.x Adobe Flex Labor Redistribution application or a link to the Banner 9.x Labor Redistribution Self-Service application, but not to both. If you attempt to display both links, the 9.x Labor Redistribution application takes precedence.

For more information about labor redistribution, see the *Banner Labor Redistribution Handbook*.

Access to Effort Certification page

Under the My Activities section, all employees will have an Effort Certification link.

Note: You can display a link to either Banner 8.x Adobe Flex Effort Certification application or a link to the Banner 9.x Effort Certification Self-Service application, but not to both. If you attempt to display both links, the 9.x Effort Certification application takes precedence.

For more information about effort certification, see the *Banner Effort Reporting Handbook*.

Access to Position Description page

Under the My Activities section, users with the appropriate role have a Position Description link.

This link is displayed only to users who have one of the following roles: administrator, originator, approver, superuser, and proxy user.

Some of these roles are defined in Banner Web Tailor and some are set up on Banner administrative forms. A user in an employee role, as defined in Web Tailor, can access the Position Description library only if the Position Description administrator has enabled this access.

Banner Human Resources security for Position Description can be established by employer, employee class code, organization code, or salary level. For more information about position description concepts, setup requirements for user roles, and tasks performed by these roles, see the *Banner Position Description Handbook*.

Access to 1094 Receipt ID Entry page

Under the My Activities section, users with the appropriate role have a 1094 Receipt Entry link. This enables users to access the 1094 Receipt ID Entry page in Employee Self-Service.

This link is displayed only to users who have the role of Tax Administrator assigned in Banner Web Tailor.

For more information about recording a 1094-C receipt ID and understanding each transmission ID status, see *Employee Self-Service User guide 8.12.1*.

