Overview

How to use this job aid

• The numbered steps in this job aid are task specific
• Step-by-step instructions direct you through the functionality of the Website
• This job aid (and future versions) are available on-line at: www.bannertraining.wayne.edu

Pre-requisites before you start using the Web for WSU Employees

• How To Use A Personal Computer (PC) Effectively
• How To Use The World Wide Web (WWW) Effectively
• Or, a working knowledge of both

Introduction

• Web For Employees allows every WSU employee to view and modify many of his or her personnel records.
• The goal of Web for Employees is to promote a self-service model for employee-related administrative functions.
• Information is provided from, and modified by, the employees themselves.

Navigation serves as an introduction to accessing functionality of Web for Employees and a review of your Web browser functionality.

In Section 1: Employee Services you may:

• View your leave history or balances
• View your job information
• View your pay stubs
• View your W-2 form
• View or change your W-4 information

In Section 2: Personal Information you may:

• View or update your address
• View or update your phone number
• View or update your emergency contact information
• View or update your marital status
• View name change and social security number change information
• Customize your directory profile

Terms used in this job aid:

• Hyperlink: Also referred to as a link, it is a text or graphic that users click to go to another location on the Web. It is often an underlined word or phrase, normally blue or purple in color. Once clicked, it opens another Web page or Web site.
• Password: The password referred to in this job aid is your WSU E-mail (Web mail) password

Important Resources

• Information on obtaining an Access ID Go to: www.support.wayne.edu and click the “Access ID menu” link
• Register for training sessions Contact WSU’s Training & Development Office at 577-2111
• Technical requirements Go to: www.support.wayne.edu and click the “Banner Version 5” link
• Hours of availability for the system Go to: www.support.wayne.edu and click the “Banner Version 5” link
This section will explain some of the functions commonly used in this job aid and will give you some pointers on how to best navigate the Web site.

A) Moving from Page to Page

- Whenever you click on a link you are taken to a new Web page. The easiest way to return to the previous page is to click on the Back button in your Web browser's toolbar. This is very useful, as you will often want to return to the Web page that referred you to the one you are currently viewing.
  - The forward button on your Web browser's toolbar will move you forward in the history of Web pages viewed during the current session.
- Buttons are most often used to perform functions such as searches or processing forms. Often, they function as links to other pages as well.

B) Printing

You may print any of the pages. To print a page, choose Print from your browser's File menu and click OK or the Print button.

C) Log In Procedures

1. Launch your Web browser (e.g., Internet Explorer).
   - Type http://pipeline.wayne.edu into the address bar of your browser window and press Enter.
   - You are taken to the Login page.
2. At the Secured Access Login, enter your User Access ID and your Password*.
   - E.g.: Access ID: ab1234
   - Password: private
3. Click OK.
4. Select the School Services tab.
5. Select the Administrative Services link.
   - This link is not underlined or blue, but there are four little squares next to it.
6. Click on either the Personal Information link or the Employee Services link.
   - You are taken to either the Personal Information main menu page, or the Employee Services main menu page.

*NOTE: The password is your E-mail password for Wayne State.
Section 1: Personal Information

A) View Address and Telephone

1. Click on the View Address and Telephone link from the Personal Information main menu.

   You are taken to the View Address and Phone detail page.

2. View your address and phone number.

   If information is missing, or if there are mistakes, check out the Update Address and Phone option below.

B) Update Address and Phone

1. Click on the Update Address and Phone link from the Personal Information main menu.

   You are taken to the Update Address and Phone detail page.

2. If you wish to update an existing address and an associated phone number, click on the link next to that address.

   Clicking on the underlined address type link (e.g.: Current) will take you to the form that will allow you to edit any and all information about that address.

3. If you wish to insert a new address, you must select that address type from the pull-down menu at the bottom of the page, and then click on the Insert button.

   For example, select Mailing address & click on the Insert button.

   Note:
   • The Update Address and Insert Address forms are identical.
   • When updating address, you will have to delete the existing information before typing new information into a particular field.
   • When adding addresses, you will simply need to type the information into the appropriate fields.

   Note:
   • If you wish to remove an address and associated phone numbers from your record, you must first access the Update/Insert Address and Phone form associated with that address.

   • Once the form is displayed, you need to check the Delete this Address box by clicking on it and then click on the Save button at the bottom of the page to delete the address.

4. Under Update/Insert Address and Phone start by filling out the Valid From: address field.

   Type in today's date (e.g. 01/25/2001). The date entered must be in MM/DD/YYYY format, where MM is the two-digit month (e.g. 01 for January), DD is the two-digit date (e.g. 07), and YYYY is the four-digit year (e.g. 2001).

5. If the address you are entering will expire on a certain date, enter that date in the Until field. If the address is permanent, leave this field blank.

   If there is an expiration date for this address, enter it in this field (e.g. 11/10/2003). The date entered must be in MM/DD/YYYY format, where MM is the two-digit month (e.g. 01 for January), DD is the two-digit date (e.g. 07), and YYYY is the four-digit year (e.g. 2001).

6. Enter the first line of your address in the Address Line 1: field. If your address cannot fit on one line, you may use Address Lines 2 and 3 to enter the complete address.

   E.g.: enter 222 Great Oaks Blvd.

7. Tab to or click on the City field and enter the City for this address.

   E.g.: Detroit
8. From the State/Province pull-down menu select the appropriate US state or Canadian or Australian province for this address. There is no option to enter a state or province in any of the other countries.
   E.g.: Michigan

9. Enter the ZIP or postal code for this address in the ZIP/Postal Code: field.
   E.g.: 48202

10. Choose the country for this address from the Nation: field. If this is a US address, do NOT change the value of this field from Not Applicable.

11. Enter the area code for the primary phone number associated with this address in the Area Code: field. If you are entering an international phone number and the area code starts with a zero, leave the zero out (i.e. if your area code is 011, you would just enter 11).
    E.g.: 313

12. Enter the phone number (without the area code) associated with this address in the Phone Number: field. You may NOT use any dashes, spaces, dots, or any other non-numeric characters to enter your phone number—this field is limited to seven characters.
    E.g.: 5551234

13. Enter the extension, if applicable, associated with this phone number in the Ext.: field.
    This option is generally not applicable. If you're entering your WSU office number, please enter all seven digits of the number and include the area code.

14. If this is a non-North American phone number (i.e. not for a phone in the US, Canada, or Mexico), you must enter the international access codes. Conventionally, the international access code is in +XXX form, where XXX is the two- or three-digit country code. For example, the code for the United Kingdom is +44, and for Ecuador is +593.
    Most of you will be able to skip this field.

15. If there are additional phone numbers, such as pager or fax numbers, that you wish to associate with a particular address, you may enter them (or delete them) by using this form. The process is the same as for entering the primary phone number (Step #11 above), except that here you must select Phone Type from the pull-down menu.
    You will see several Unlisted checkboxes in this form. While you can check any of them, your information WILL be listed in the directory, unless you mark it as unlisted using the Directory Profile form.

16. Use the Different Address to Update button if you wish to update a different address or insert an additional one. If you choose this option before you click the Save button, the updates that you just made will NOT be saved.
    By clicking on Save, you will insure that your address and phone number information will be updated in the system.

C) View E-mail Addresses

1. Click on View E-mail Address from the Personal Information main menu.
    You are taken to the View E-mail Address detail page.

2. View your E-mail address.
    If information is missing, or if there are mistakes, check out the Update E-mail Address link below.

D) Update E-mail Addresses

1. Click on the Update E-mail Address link from the Personal Information main menu.
    You are taken to the E-mail Address detail page.
Section 1: Personal Information continued

2. If you wish to update an existing e-mail address, click on the link next to that address.
   Clicking on the underlined e-mail address link (e.g.: xx0000@wayne.edu) will take you to the form that will allow you to edit that e-mail address.

3. If you wish to insert a new e-mail address, you must select that e-mail address type from the pull-down menu at the bottom of the page and then click on the Insert button.
   For example, pick Business E-mail and click on the Insert button.

   **Note:**
   - The Update E-mail Address and Insert E-mail Address forms are identical. When updating an address, you will have to delete the existing information before typing new information into a particular field.
   - When adding an e-mail address you will simply need to type the information in the appropriate fields.

   **Note:**
   - If you wish to remove an e-mail address from your record, you must first access the Update/Insert E-mail Address form associated with that address.
   - Once the form is displayed, you need to check the Delete this Address box by clicking on it and then click on the Save button at the bottom of the page to delete the address.

4. In the Update/Insert E-mail Address form start by typing your e-mail address.
   E.g.: john@doe.com or xx0000@wayne.edu

5. If you wish to enter a brief comment or a description of this e-mail address, type it into the Comment field.
   E.g.: My home e-mail address.

6. You may also designate any address as your preferred email address by checking the appropriate check box on the form.
   This will tell people looking up your e-mail directory information that this is the preferred address by which to contact you.

7. Click Save to save your changes or Reset to reset the form and undo your changes. You may also click Select a Different E-mail Address to Update button if you wish to update a different e-mail address or insert an additional one. If you choose this option before you click the Save button, the updates that you just made will NOT be saved.
   By clicking on Save, you will insure that your e-mail address information will be updated in the system.

E) Directory Profile

1. Click on the Directory Profile link from the Personal Information main menu to view and/or modify your WSU directory profile.
   You are taken to the Directory Profile page.

2. Your current directory profile will be displayed. You may check the boxes next to items you wish to include in the directory. Unchecked items will be excluded from the directory, and you may uncheck any presently checked item to preclude it from being displayed in the directory.
   This allows you to control what information about yourself will be displayed in the WSU directory. There are items, however, such as your position title and your campus address, which will always be included in the directory.

3. Click the Submit Changes button to update your directory profile or click the Reset button to discard the changes you made and reset the form.
   By clicking on Save, you will insure that your directory profile settings will be updated in the system.
F) **View Emergency Contacts**

1. **Click** on the *View Emergency Contacts* link from the Personal Information main menu.
   
   You are taken to the *Emergency Contacts* detail page.

2. **View** your emergency contact information.
   
   If information is missing, or if there are mistakes, check out the *Update Emergency Contacts* link below.

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G) **Update Emergency Contacts**

1. **Click** on the *Update Emergency Contacts* link from the Personal Information main menu.
   
   You are taken to the *Emergency Contacts* detail page.

2. If you wish to update the information for an existing emergency contact, **click** on the linked contact name.
   
   Clicking on the underlined contact name link (e.g.: *John Doe*) will take you to the form that will allow you to edit that contact's information.

3. If you wish to insert a new contact, **click** on the underlined *New Contact* link.
   
   This will take you to the form that will allow you to enter information for a new emergency contact.

   **Note:**
   - The *Update Contact* and *Insert Contact* forms are identical. When updating a contact, you will have to **delete** the existing information before typing new information into a particular field.
   - When adding a contact you will simply need to **type** the information in the appropriate fields.

   **Note:**
   - If you wish to remove a contact from your record, you must first access the *Update Contact* form associated with that contact.
   - Once the form is displayed, you need to **check** the *Remove Contact* box by clicking on it and then click on the Save button at the bottom of the page to delete the contact.

4. After clicking the *Update Emergency Contacts* link, start by entering a number in the *Order:* field to designate the order in which your contacts should be notified in case of emergency. Number 1 will be notified first, etc.
   
   E.g.: 1

5. Choose the relation of this contact to you in the *Relationship:* field by selecting one of the choices from the pull-down menu.
   
   E.g.: Friend

6. **Enter** the first name of your contact in the *First Name:* field.
   
   E.g.: Jane

7. **Enter** the middle initial of your contact in the *Middle Initial:* field.
   
   E.g.: A

8. **Enter** the last name of your contact in the *Last Name:* field.
   
   E.g.: Doe

9. **Enter** the first line of your contact's address in the *Address Line 1:* field. If your address cannot fit on one line, you may use Address Lines 2 and 3 to enter the complete address.
   
   E.g.: enter 222 Great Oaks Blvd.

10. **Tab** over to or click on the *City* field and enter the City for this address.
    
    E.g.: Detroit
11. From the State/Province: pull-down menu, select the appropriate US state or Canadian or Australian province for this address. There is no option to enter a state or province in any of the other countries.
   E.g.: Michigan

12. Enter the ZIP or postal code for this address in the ZIP/Postal Code: field.
   E.g.: 48202

13. Choose the country for this address from the Nation: field. If this is a US address, do NOT change the value of this field from Not Applicable.
   It’s very, very, important that you do not change from the default Not Applicable value if the address is in the United States. It’s too complicated to explain why, but this is really important, trust me.

14. Enter the area code for your contact’s number in the Area Code: field.
   E.g.: 313

15. Enter (without the area code) your contact’s phone number in the Phone Number: field. You may NOT use any dashes, spaces, dots, or any other non-numeric characters to enter your phone number, as this field is limited to a maximum of seven characters.
   E.g.: 5551234

16. Enter the extension, if applicable, associated with this phone number in the Ext.: field.
   Skip this field if there is no extension associated with this phone number.

17. Click Save to save your changes or Reset to reset the form and undo your changes.
   By clicking on Save, you will insure that your emergency contact information will be updated in the system.

H) Update Marital Status

1. Click Update Marital Status link from the Personal Information main menu.
   You are taken to the Update Marital Status page.

2. Select the correct option from the Type of Marital Status: pull-down menu.
   E.g.: Married
   Note: • This does NOT change your marital status for tax purposes.

3. Click Save to save your changes or Reset to reset form & undo the changes.
   By clicking on Save, you will insure that your marital status will be updated in the system.

I) Name Change Information

1. Click on the Name Change Information link from the Personal Information main menu.
   You are taken to the Name Change Information page.

2. Read the information about legal name changes.
   A request to change your name in the University Administrative System must be made in person at the appropriate office.

J) Social Security Number Change Information

1. Click on the Social Security Number Change Information link from the Personal Information main menu.
   You’re taken to the Social Security Number Change Information page.

2. Read the information about social security number changes.
   A request to change your SSN in the University Administrative System must be made in person at the appropriate office.
Section 2: Employee Services

A) Benefits & Deductions

You may view this information, but to add or make changes, you’ll need to contact Benefits Administration.

B) Pay Information

1. Click on the Pay Information link from the Employee Services main menu.
   You are taken to the Pay Information main menu.
2. Click on any of the links in the Pay Information main menu.
   This will allow you to view the information about your pay and deductions.

C) Pay Information: Direct Deposit Breakdown

1. Click on the Direct Deposit Breakdown link from the Pay Information main menu.
   You are taken to the Direct Deposit Information page.
2. View the information on your direct deposit breakdown, if applicable.

   Note:
   - The information on this page will inform you only of the percentages (NOT of the amounts) of your pay that are deposited each pay period in your accounts.
   - The information in the table on this page is only an example and does NOT refer to the amounts deposited into your account(s).
   - The amount deposited into any account equals the appropriate percentage of your pay (see Pay Stub information below to obtain exact amounts).

D) Pay Information: Earnings History

1. Click on the Earnings History link from the Pay Information main menu.
   You are taken to the Earnings History Selection page.
2. You will be asked to select a date range for which to view your earnings. You must select the start and end month and year for the period in which you are interested from the From: and Through pull-down menus, respectively.
   After selecting the particular period, you must click the View Earnings Summary button to display your earnings summary for that period.
   E.g.: January 2000
   November 2000
3. Your earnings history is presented in a summary table that breaks down your earnings by type.
   To view a monthly breakdown of your earnings and hours for any of the available earnings types, you must click on the underlined earnings type link.
   E.g.: click on Regular Pay to view the monthly breakdown of your regular pay earnings for the time period you selected.
4. You may change the time period for which your earnings history is displayed in two ways:
   - From the View Earnings main menu: click on the Enter New Date Range button and follow the instructions in Step 2 above to set a new date range.
     This option will display your earnings history for all earnings types.
   - From any of the earnings type detail pages: select the start and end month and year for the period in which you are interested from the From: and Through: pull-down menus located below the earnings detail display table.
     After selecting the particular period, you must click the Redisplay button to display the history of the currently selected earnings type for that period.
     E.g.: January 2000
          January 2001

E) Pay Information: Pay Stub

1. Click on the Pay Stub link from the Pay Information main menu.
   You are taken to the Pay Stub Selection page.

2. From the Year: pull-down menu select a year for which you wish to view your pay stubs and click on the View Pay Stub Summary button.
   E.g.: 2000

3. Click on the underlined link for the pay stub date you wish to view.
   To select a different year for which you want the pay stub information displayed, click on the Select Another Pay Stub Year button and select the appropriate year by following the instructions for Step 2 above.
   E.g.: December 27, 2000

4. View the pay stub detail information.
   To select a different pay stub within the same year click on the Select Another Pay Stub button and select the appropriate pay stub.
   Here, you can get all the information about the amounts of your pay and deductions for any pay period.

F) Pay Information: Deductions History

1. Click on the Deductions History link from the Pay Information main menu.
   You are taken to the Deductions History Selection page.

2. You will be asked to select a date range for which to view your deductions.
   You must select the start and end month and year for the period in which you are interested from the From: and Through: pull-down menus, respectively.
   After selecting the particular period, you must click the View Deductions Summary button to display your earnings summary for that period.
   E.g.: January 2000
          November 2000

3. Your deductions history is presented in a summary table that breaks down your deductions by type.
   To view a monthly breakdown of your deductions for any of the available deductions types, you must click on the underlined deductions type link.
   E.g.: click on Federal Tax to view the monthly breakdown of your federal tax deductions for the time period you selected

4. You may change the time period for which your deductions history is displayed in two ways:
Section 2: Employee Services continued

- From the View Deductions main menu: **click** on the *Enter New Date Range* button and follow the instructions in Step 2 above to set a new date range.
  
  This option will display your deductions history for all deductions types.

- From any of the deductions type detail pages: **select** the start and end month and year for the period in which you are interested from the *From:* and *Through:* pull-down menus located below the deductions detail display table.

  After selecting the particular period, you must **click** the *Redisplay* button to display the history of the currently selected deductions type for that period.

  E.g.: January 2000
  January 2001

**G) Current and Past Jobs**

1. **Click** on the *Current and Past Jobs* link from the Employee Services main menu.

   You are taken to the Current and Past Jobs page. Only jobs in Banner are included here, not older ones.

2. **View** the list of your current and past jobs.

   Enjoy your successes!

3. You may view the history details for any of the jobs in your jobs history list by **clicking** on the underlined *job title* link.

   E.g.: Director IV

**H) Time Off Current Balances and History**

1. **Click** on the *Time Off Current Balances and History* link from the Employee Services main menu.

   You are taken to the Time Off: *Current Balances and History* page.

2. You may view the pay period breakdown for a particular type of leave by **clicking** on the underlined *type of leave* link.

   E.g.: Vacation Pay

3. You may choose to view this information for the previous year by **clicking** on the *View Previous Year* button at the bottom of the *View Leave Details* window.

   Hope you enjoyed your time off!