Canisius College - BANNER SELF SERVICE

Desk Top
Double Click Banner Self Service (Icon)

Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login. To protect your privacy, Please Exit and close your browser when you are finished.

User ID: ____________________ (Banner ID Number)

PIN: ____________________

Because this section contains pay and other personal information, access is restricted to the individual only. DO NOT login to anyone else’s account. DO NOT let anyone else login to yours. RESTRICT ASSISTANCE TO VERBAL ONLY.

Main Menu

Welcome,

Personal Information
Click on above link to review addresses, contact information or marital status; review name or social security number information; Change your PIN.

Alumni Services
Click on above link to find classmates, communicate, career advisor, job posting, online giving, volunteer.

Student Services
Click on above link to register, View your academic records, pay your bill online, view your 1098T tax form

Employee
Click on above link to time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms,W4 data.

Finance
Click on above link to create or review financial documents, budget information, approvals.

Personal Information

View Addresses and Phones
View E-mail Addresses
View Emergency Contacts
Update Emergency Contacts
Name Change Information
Social Security Number Information Online
Change your PIN
Change Security Question

Alumni and Friends  (only if you graduated from Canisius College)

Communications
Find a classmate; Update your interest group profile; Update your personal mailing list; Respond to a survey; Send a class note; Review your directory profile.

Career Opportunities
Become a career advisor; Update your career advisor profile; Find a career advisor; Search for employment opportunities; Review or post employment opportunities.

Voluntary Support
View your giving history; Add a pledge; Make a donation on-line using your credit card.

Volunteer Opportunities
Become a volunteer; View or update your volunteer information.

Student Services  (only if you are/were a Canisius student)

Registration
Check your registration status, class schedule and add or drop classes

Student Records
View your holds, grades, transcripts, charges and payments; Pay your bill online; View your 1098T tax form

Employee
Benefits and Deductions
Retirement, health, flexible spending, miscellaneous Benefit Statement.

Pay Information
Direct deposit allocation, earnings and deductions history, or pay stubs.

Tax Forms
W4 information, W2 Form or T4 Form.

Jobs Summary

Leave Balances

Finance  (only if you have previously completed the approval/security form for Banner)

Budget Queries
Encumbrance Query
Requisition
Purchase Order
Approve Documents
View Document
Budget Transfer
Multiple Line Budget Transfer
Frequently Asked Questions

1. **How much vacation do I have left?**

   Banner Self Service (Icon)
   Login to Secure Area
   User Id: _____________ (Banner ID Number)
   Pin: ________________

   Main Menu – Click Employee
   • Leave Balances

2. **What if I don’t remember what vacation I have already taken?**

   Click on Employee
   • Pay Information
   • Earnings History – Choose a date range and select display.

   Hours worked will display –
   • Personal Leave
   • Vacation
   • Regular Hours Worked

   Click on Vacation or Personal Leave – will show you the month in which leave was taken and how many hours.

   If you need to know which payroll it was taken on:
   • Pay Stub - click on display and all the dates you have been paid will be displayed. Click on each date and it will show you your pay stub and if you took any leave.

3. **What is my tax filing status?**

   Click on Employee
   • Tax Forms
   • W4 Tax Exemptions or Allowances

4. **What are my Canisius Care and/or Dental balances?**

   Click on Employee
   • Benefits and Deductions
   • Flexible Spending Accounts
   • History

5. **How much have I elected to go into my pension?**

   Click on Employee
   • Benefit and Deductions
   • Retirement Plans – web link to TIAA-CREF
6. **How much do I contribute to the pension each pay? What does the College contribute?**

Click on Employee
- Pay Information
- Pay Stub
- Display
  Select a pay date

For Year to Date information select
- Deduction History
- Display

7. **What if I wanted to see what my take home pay would be if I raised my contribution to the pension or Canisius Care?**

Click on Employee
- Pay Information
- Pay Stub
- Display – select a pay date
- Pay Stub Detail – click web link to “paycheckcity.com”
  You will need to fill in information from your pay stub to do calculations

8. **How much is my share of the health insurance premium? What does the College pay?**

Click on Employee
- Benefits and Deductions
- Health Benefits – web link to health insurance plan

9. **How do I update my Emergency Contact?**

Click on Personal Information
- Update Emergency Contact

Please use the following Banner Standards when updating an address. For example, type all information in upper and lower case format:

- The ampersand (&) is **never** used. Spell out “and”.
- Apostrophes, commas and periods are **never** used.
- The pound (#) sign is **never** issued.
- A% is **never** used to designate “in care of”. Use C/O for designation “in care of”.
- Street designators will always be abbreviated.
- Slashes and Hyphens should be used if necessary.

**Examples Banner Standards:**

- 2001 Main St
- 26 Loring Ave
- 216 W 14th St
- PO Box 234
  - Apt 5

- 123 Hughes Ave
- 216 Parker Rd
- C/O Smith

**Spell out city name:**
- East Aurora
- West Seneca
- North Tonawanda

**State Standards:**
- NY
- PA