

Employee Self Service 8 vs. Employee Self Service 9 Functionality

Personal Information	
<u>Employee SSB 8</u>	<u>Employee SSB 9</u>
<p style="text-align: center;">Personal Information</p> <ul style="list-style-type: none"> • Update Address and Phones 	<p style="text-align: center;">My Profile</p> <ol style="list-style-type: none"> 1. Log into Employee Self Service 9 2. Click on 'My Profile' under Employee Dashboard 3. Navigate to Personal Information 4. Click on 'My Profile' 5. Under 'Personal Information' scroll down to 'Address' section 6. Under Address section, click on pencil icon to edit 7. Click 'Update' to save your changes and wait to see the confirmation of 'Saved Successfully' on top right corner of the page
<p style="text-align: center;">Personal Information</p> <ul style="list-style-type: none"> • Update Emergency Contact 	<p style="text-align: center;">My Profile</p> <ol style="list-style-type: none"> 1. Log into Employee Self Service 9 2. Click on 'My Profile' under Employee Dashboard 3. Under 'Personal Information' section, Scroll down to 'Emergency contact' 4. Under 'Emergency Contact' section, click on pencil icon to edit 5. Click 'Update' to save your changes and wait to see the confirmation of 'Saved Successfully' on top right corner of the page
<p style="text-align: center;">Personal Information *SSB8</p> <ul style="list-style-type: none"> • Change Security Question 	<p style="text-align: center;">Only available in SSB 8 and can be accessed through:</p> <ol style="list-style-type: none"> 1. Log into Employee Self Service 9 2. Click on 'Employee Menu' under 'My Activities' on Employee Dashboard
<p style="text-align: center;">Personal Information *SSB8</p> <ul style="list-style-type: none"> • Update SIN 	<p style="text-align: center;">Only available in SSB 8 and can be accessed through:</p> <ol style="list-style-type: none"> 1. Log into Employee Self Service 9 2. Click on 'Employee Menu' under 'My Activities' on Employee Dashboard
<p style="text-align: center;">Personal Information *SSB8</p> <ul style="list-style-type: none"> • Change Password 	<p style="text-align: center;">Only available in SSB 8 and can be accessed through:</p> <ol style="list-style-type: none"> 1. Log into Employee Self Service 9 2. Click on 'Employee Menu' under 'My Activities' on Employee Dashboard

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Personal Information <ul style="list-style-type: none"> • View User ID 	My Profile <ol style="list-style-type: none"> 1. Log into Employee Self Service 9 2. Click on 'My Profile' under Employee Dashboard 3. On the left side under your Employee profile picture, view personal identification information including: Full Name, Banner ID, Hired Date and Date of Birth.
Employee Services	
<u>Employee SSB8</u>	<u>Employee SSB9</u>
Employee Services <ul style="list-style-type: none"> • Pay Information <ul style="list-style-type: none"> ○ Pay Stubs 	Pay Information <ol style="list-style-type: none"> 1. Log into Employee Self Service 9 2. Click on Pay Information Section 3. Click on your 'Latest Pay stub' to view your last pay stub 4. Click on 'All Pay Stubs' 5. See Pay stub information 6. Select a pay year 7. Under pay date link, click on the desired date 8. Wait for the PayStub Details Page 9. See Pay Stub Details 10. Click on Printer Friendly tab on the upper left side to print the page
Employee Services <ul style="list-style-type: none"> • Direct Deposit Information 	
Employee Services <ul style="list-style-type: none"> • Pay Information <ul style="list-style-type: none"> ○ Earning History 	Earning <ol style="list-style-type: none"> 1. Log into Employee Self Service 9 2. Click on Earning Section 3. Click on 'Earning By Date Range' link 4. Select the earning date range 5. Under each item (Earning, Regular Pay, Spending Account) click to expand the drop down menu to see more details
Employee Services <ul style="list-style-type: none"> • Pay Information <ul style="list-style-type: none"> ○ Deduction History 	Pay Information <ol style="list-style-type: none"> 1. Log into Employee Self Service 9

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	<ol style="list-style-type: none"> 2. Click on Pay Information Section 3. Click on deduction history 4. Select a date range 5. Under each Deduction type, click to expand the drop down menu to see more details
<p>Employee Services* SSB8</p> <ul style="list-style-type: none"> • Benefits and Deductions <ul style="list-style-type: none"> ○ Retirement Plan ○ Miscellaneous 	<p>Benefits</p> <ol style="list-style-type: none"> 1. Log into Employee Self Service 9 2. Expand the menu on the 'Benefits' Section 3. Click on 'Current Summary', 'Current Enrollment', 'Beneficiaries and Dependents' Links for more details. 4. You will be redirected to SSB 8 environment.
<p>Employee Services</p> <ul style="list-style-type: none"> • Leave and Bank Balances <ul style="list-style-type: none"> ○ Overtime 	<p>Leave Balance information</p> <ol style="list-style-type: none"> 1. Log into Employee Self Service 9 2. Click on 'Leave Balance Information' on the right hand side 3. Click on the 'Overtime Bank' link 4. You can check your Leave balance information and details here (Taken and Earned) 5. Check the 'Prior Years' and 'Leave History' for more information
<p>Employee Services</p> <ul style="list-style-type: none"> • Leave and Bank Balances <ul style="list-style-type: none"> ○ Vacation 	<p>Leave Balance information</p> <ol style="list-style-type: none"> 1. Log into Employee Self Service 9 2. Click on 'Leave Balance Information' on the right hand side 3. Click on the 'Vacation' link 4. You can check your Vacation information and details here (Taken and Earned) 5. Check the 'Prior Years' and 'Leave History' for more information
<p>Employee Services</p> <ul style="list-style-type: none"> • Leave and Bank Balances <ul style="list-style-type: none"> ○ Sick Leave 	<p>Leave Balance information</p> <ol style="list-style-type: none"> 1. Log into Employee Self Service 9 2. Click on 'Leave Balance Information' on the right hand side 3. Click on the 'Sick Leave' link 4. You can check your Sick Leave information and details here (Taken and Earned) 5. Check the 'Prior Years' and 'Leave History' for more information

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<p>Employee Services</p> <ul style="list-style-type: none"> • Leave and Bank Balances <ul style="list-style-type: none"> ○ Other Leaves 	<p>Leave Balance information</p> <ol style="list-style-type: none"> 1. Log into Employee Self Service 9 2. Click on 'Leave Balance Information' on the right hand side 3. Click on the 'Other Leaves' link 4. You can check your Other Leaves information and details here (Taken and Earned) 5. Check the 'Prior Years' and 'Leave History' for more information. 6. The Employee Dashboard provides a leave balance summary for the employee. Color coding provides an easy at-a-glance reference of balances: green – good; orange – zero; red – insufficient.
<p>Employee Services *SSB8</p> <ul style="list-style-type: none"> • Slips for Income Tax Return 	<p>Taxes</p> <ol style="list-style-type: none"> 1. Log into Employee Self Service 9 2. Expand the menu on the 'Taxes' Section 3. You can check the summary of 'Provincial' and 'Federal' Taxes here 4. Click on 'Slips for income Tax Return', 'electronic Tax form Consent' and 'TD1 Personal Tax Credit' links 5. You will be redirected to SSB 8 Environment.
<p>Employee Services</p> <ul style="list-style-type: none"> • Elections 	<p>My Activities: Employee Menu</p> <ol style="list-style-type: none"> 1. Log into Employee Self Service 9 2. Click on 'Employee Menu' under 'My Activities' on Employee Dashboard

** Please note that the functionalities that are marked as *SSB8 are only available in Banner 8.*

Employee Self Service 8 vs. Employee Self Service 9 Functionality

How to Navigate between Banner 8 and Banner 9?

A user can come into a new Banner 9 feature in Employee Self Service and if there is a feature that is not yet available in Banner 9 Self Service for that function, when they click on that feature it will automatically take them to the Banner 8 page (without needing to login again) and they can complete that in Banner 8. When they finish they can move back to Banner 9 via a menu item.

1. Through the Menu item created in Banner 8 Employee Self-Service:

Steps:

- a) In Banner 8 Employee Self Service, click on Employee Services tab.



- b) Under Employee Services, click on 'Banner 9 Employee Self Service' link. This link will take you back to the Banner 9 Employee self Service Dashboard.

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2. Through the Back Arrow icon:

Users can also use the back arrow icon in Banner SSB8 to go back to Banner SSB9 Dashboard.

New Features in Employee SSB9:

1. My Profile New Features

If an employee prefers to be addressed by a nickname or middle name rather than his or her legal first name, he or she can update "Preferred Name" within **My Profile**.

Employees can update/select Personal Details including:

- Preferred name—enter text
- Personal Pronoun—select from dropdown
- Gender Identification—select from dropdown
- Please note that you cannot make any changes to your First name, Last Name, Middle name, Legal sex and Date of Birth.