



EMPLOYEE DASHBOARD



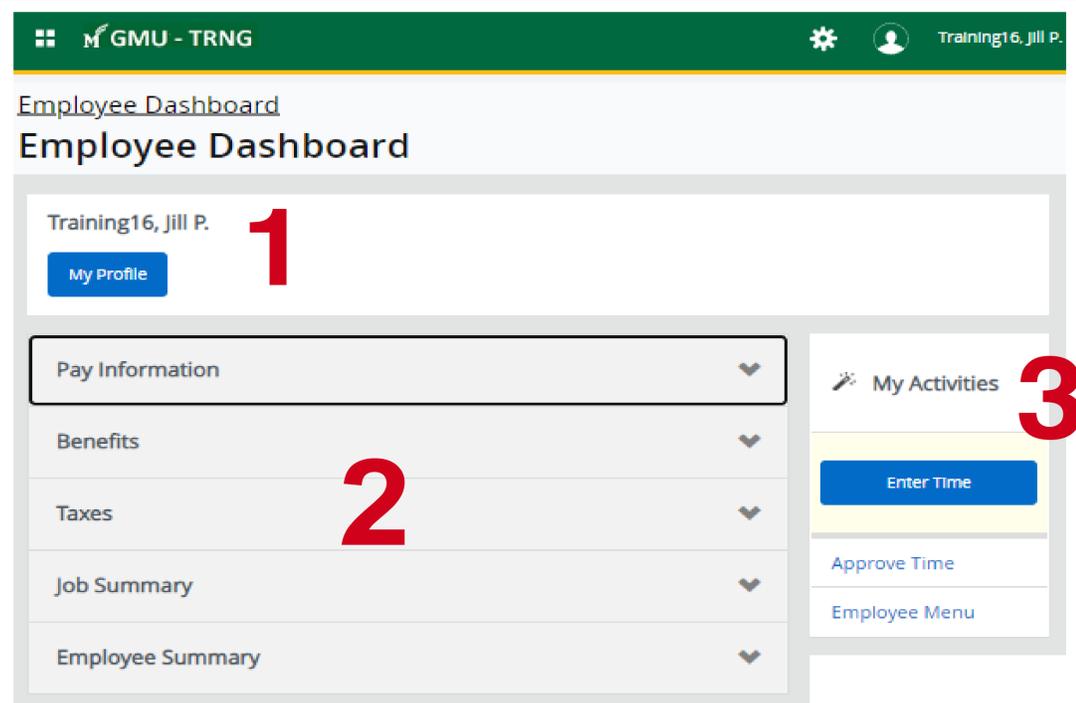
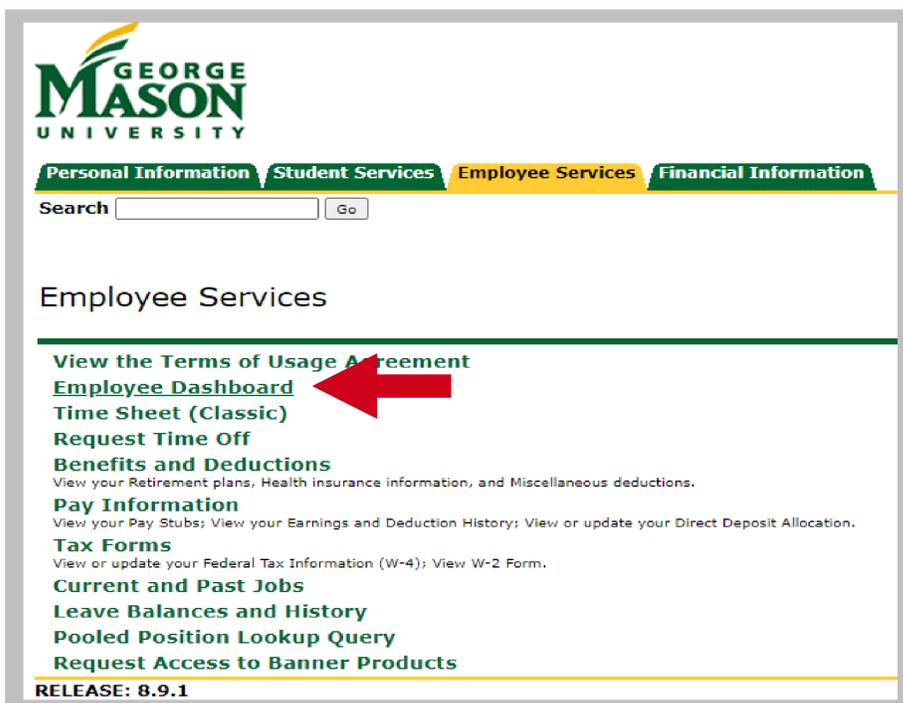
Introduction to Banner 9 Employee Dashboard

The new Banner 9 **Employee Dashboard** is a convenient, centralized location for important employee resources like tax, pay and benefit information.



Goals for this Guide

- Access Banner 9 Employee Dashboard.
- View employee information including pay stubs, tax forms, benefits and Timesheets.

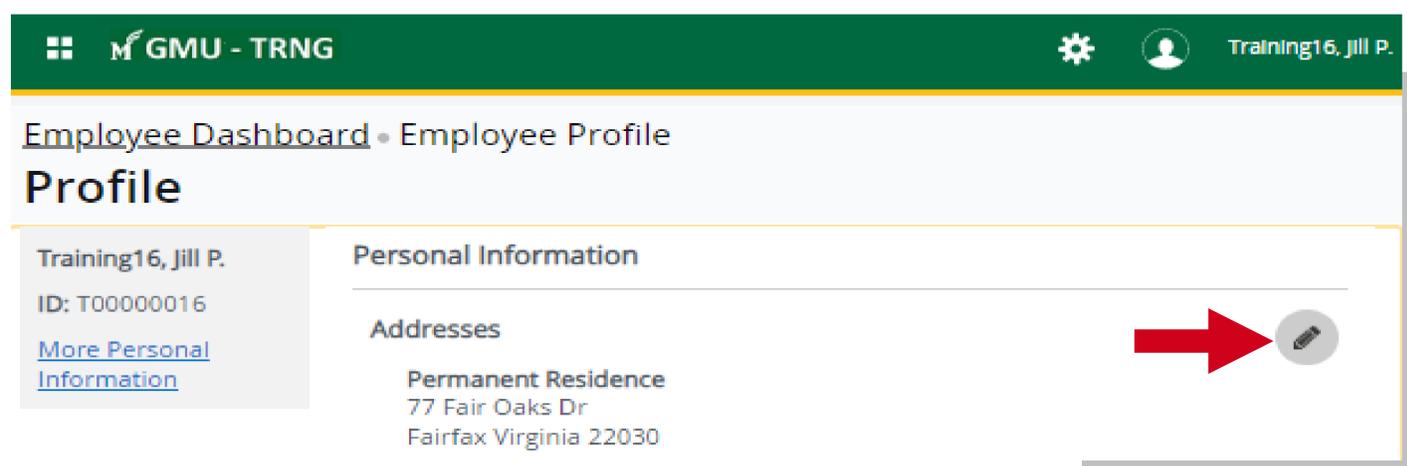


ACCESS EMPLOYEE DASHBOARD

1. Log on to Patriot Web.
2. Select the Employee tab.
3. Select the link to the Employee Dashboard.
4. You will be brought to the Employee Dashboard.

VIEW EMPLOYEE DASHBOARD

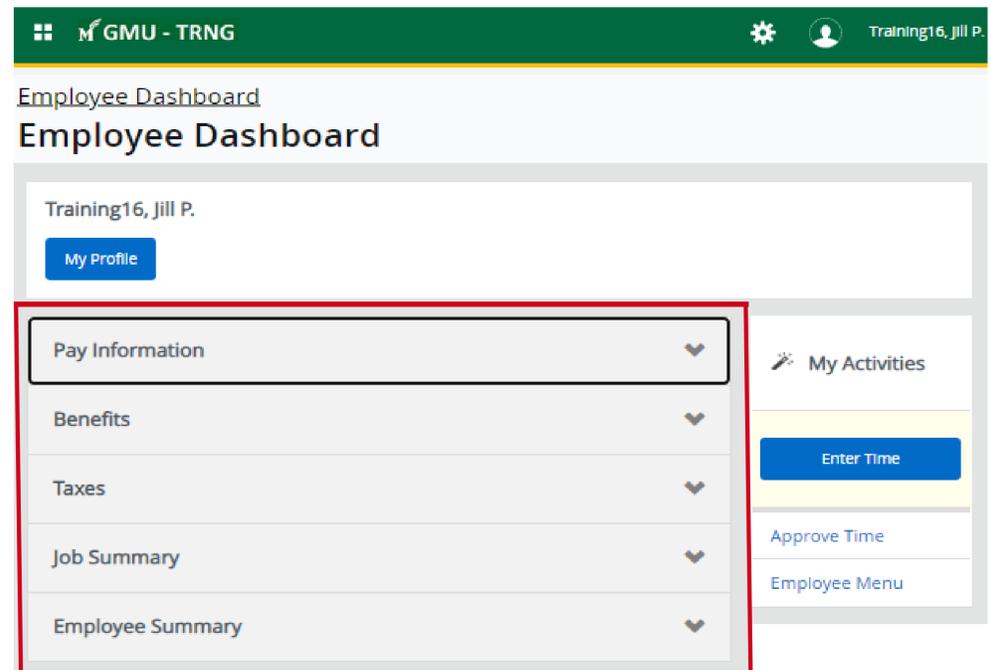
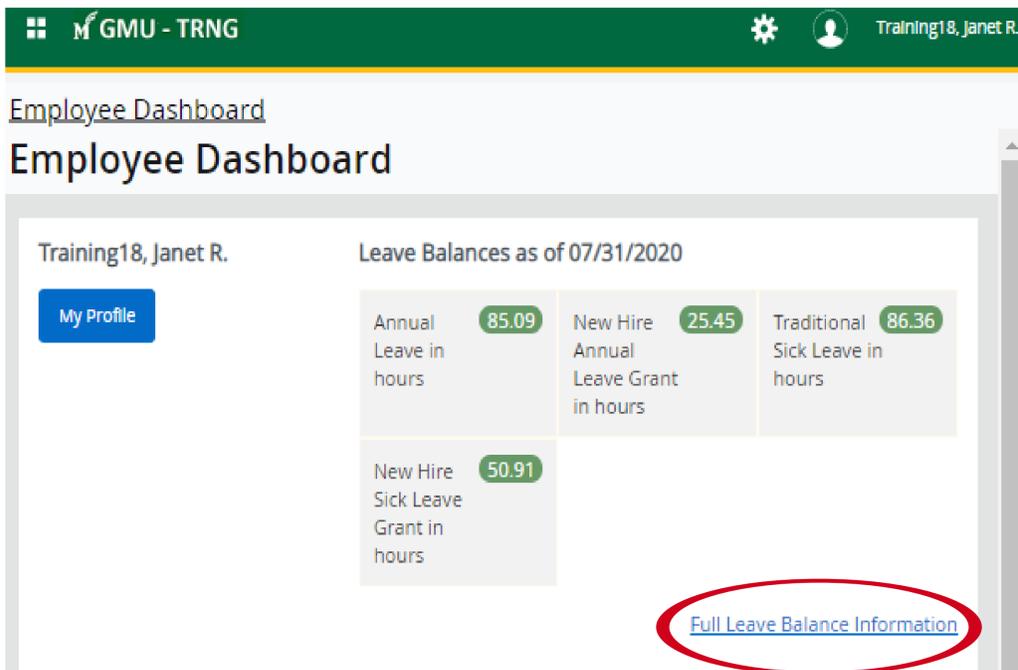
- The Employee Dashboard has **3** main sections:
1. The employee profile where your personal information is saved.
 2. The accordion menu of services.
 3. The "My Activities" menu.



VIEW & EDIT EMPLOYEE PROFILE

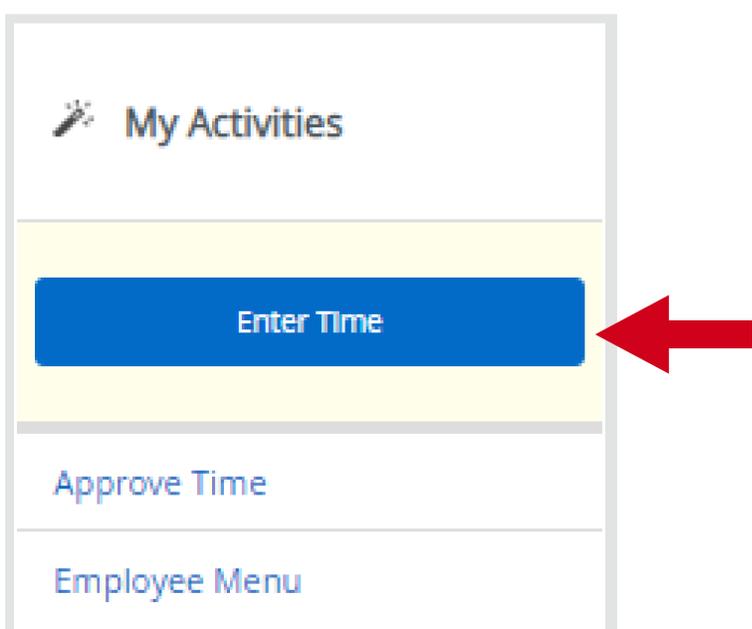
1. The My Profile button opens the Employee Profile.
2. This contains your personal information.
3. You can utilize the pencil icons to edit your personal information.

EMPLOYEE DASHBOARD



LEAVE BALANCES

1. You can view your Leave Balances as of the latest pay date.
2. You can select the Full Leave Balance Information link to open up the balance information and use the leave type hyperlinks to view the entire current year, Prior Years and Leave History by leave category



ACCORDION MENU OF SERVICES

1. The accordion menu of services contains information and links to Pay Information, Earnings, Benefits, Taxes, Job Summary and Employee Summary.
2. The arrow next to each section expands or retracts the section.
3. **IMPORTANT:** To print your pay stub, select the Latest Pay Stub link in Pay Information, then select the Printer Friendly button and print from there.

MY ACTIVITIES

1. The My Activities section contains links to other important employee resources, including Enter Time, Employee Menu, and Approve Time
2. **IMPORTANT:** To access your Timesheet, select the Enter Time button.

HELP & RESOURCES

1. Employee training materials and more information: <https://hr.gmu.edu/payroll/index.php?t=2>
2. Supervisor training materials and more information: <https://hr.gmu.edu/payroll/index.php?t=3>
3. For technical assistance, go to www.hr.gmu.edu