

PATRIOT WEB EMPLOYEE DASHBOARD



www.hr.gmu.edu

BANNER 9 EMPLOYEE DASHBOARD

AUGUST 2020

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.

	M GMU - TRNG	🗱 🧕 Training16, jill P.
MASON UNIVERSITY Personal Information Student Services Employee Services Financial Information	<u>Employee Dashboard</u> Employee Dashboard	
Search Go	Training16, Jill P.	
Employee Services	My Profile	
View the Terms of Usage A reement <u>Employee Dashboard</u> Time Cheet (Classic)	Pay Information	My Activities
Request Time Off	Benefits	
Benefits and Deductions View your Retirement plans, Health insurance information, and Miscellaneous deductions. Day Information	2	Enter Time
View your Pay Stubs; View your Earnings and Deduction History; View or update your Direct Deposit Allocation.	Taxes	
View or update your Federal Tax Information (W-4); View W-2 Form. Current and Past Jobs	Job Summary	Approve Time
Leave Balances and History		Employee Menu
Pooled Position Lookup Query Request Access to Banner Products	Employee Summary	★
RELEASE: 8.9.1		

ACCESS EMPLOYEE DASHBOARD

- 1. Log on to Patriot Web.
- 2. Select the Employee tab.
- 3. Select the link 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.

4. You will be brought to the Employee Dashboard.

3. The "My Activities" menu.

🖬 🥑 GMU - TRN	G	×	F 🗵	Training16, Jili P.
Employee Dashbo Profile	oard • Employee Profile			
Training16, Jill P. ID: T00000016 More Personal	Personal Information Addresses			
Information	Permanent Residence 77 Fair Oaks Dr Fairfax Virginia 22030			

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

AUGUST 2020

M GMU - TRNG			🗱 💽 Trainin	g18, Janet R.	ิิ M GMU
<u>Employee Dashboard</u> Employee Dashl	board			_ Empl	_{oyee Da} ploye
Training18, Janet R.	Leave Balances	as of 07/31/2020		Tra	ining16, J Iy Profile
My Profile	Annual 85 Leave in hours	.09 New Hire 25.49 Annual Leave Grant in hours	Traditional 86.30 Sick Leave in hours	Pa	y Informa
	New Hire 50 Sick Leave	.91		Ta	xes
	Grant in hours			Jol	o Summa

🖬 🔊 M GMU - TRNG		* 👤	Training16, jili P.
Imployee Dashboard Imployee Dashboard			
Training16, Jill P. My Profile			
Pay Information	~	Ж Му	Activities
Benefits	~		
Taxes	*	Ent	er Time



Employee Summary

•

BANNER 9

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

- 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

MY ACTIVITIES

- 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

- Employee training materials and more information: https://hr.gmu.edu/payroll/index.php?t=2
 Supervisor training materials and more information: https://hr.gmu.edu/payroll/index.php?t=3
 For technical accidence, do to work br draw edu
- 3. For technical assistance, go to www.hr.gmu.edu



PATRIOT WEB EMPLOYEE DASHBOARD



www.hr.gmu.edu