



## ***Banner Self Service Manual***



## **Banner Self Service Table of Contents**

Introduction .....	1
Login .....	2
Personal Information .....	3
Change Security Questions .....	3
Addresses and Phones .....	5
Email Addresses .....	6
Emergency Contact .....	7
Ethnicity and Race.....	7
Name Change.....	8
Social Security Number Change .....	8
Employee Information .....	9
Benefits and Deductions.....	10
Retirement Plans.....	10
Health Benefits.....	12
Flexible Spending Accounts .....	12
Miscellaneous .....	13
Open Enrollment.....	13
Beneficiaries & Dependents .....	13
Benefit Statement.....	14
Pay Information .....	14
Direct Deposit Allocation .....	15
Earnings History .....	15
Pay Stub .....	16
Deduction History .....	17
Tax Forms .....	18
Job Summary.....	19

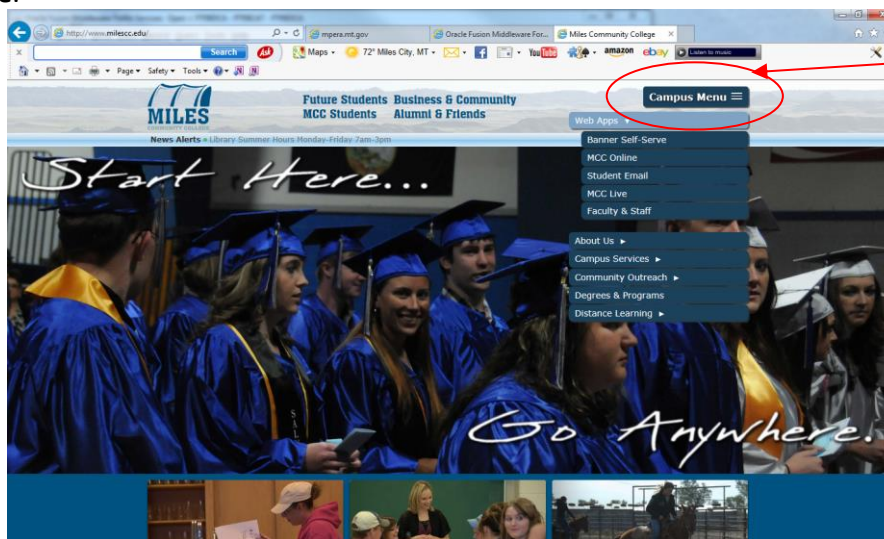
# **Banner Self Service Manual**

Banner Self Service for staff and faculty provides a suite of on-line services designed to be accessed both on and off campus through internet access at <http://www.milesccl.edu>.

This manual is designed to provide a brief summary of each service provided and general instruction on accessing and utilizing them. Please note, student information accessible through Banner for Faculty is covered under the Family Education Rights and Privacy Act (FERPA).

## **Login**

1. Go to Miles Community College website at <http://www.milesccl.edu/>
2. Click on the **Campus Menu** link on the top of the page. Go to **Web Apps** and select **Banner Self Service**.



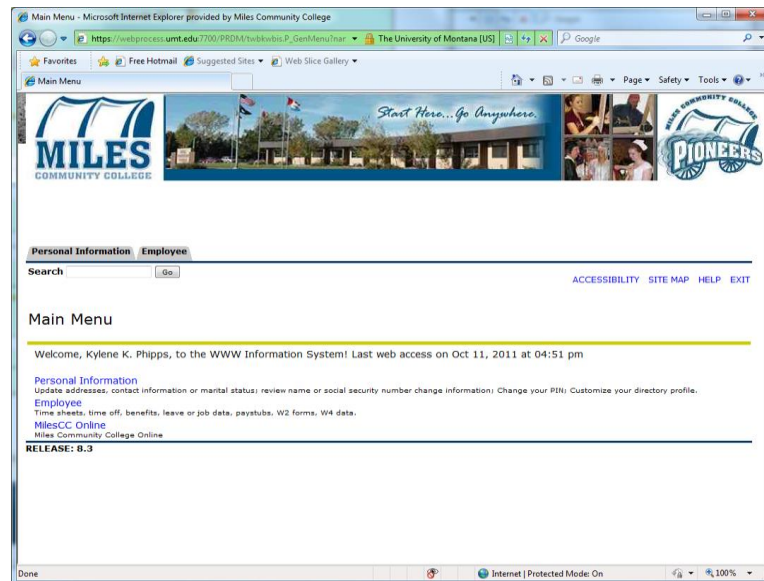
3. This will bring up the MCC Banner Self-Service Login page.
4. Enter the Login ID provided to you in the User ID field and the password in the PIN field.
5. Click on the "Login" button.

A screenshot of the Banner Self-Service Login page. The browser address bar shows 'https://webprocess.unt.edu/'. The page header includes 'MILES COMMUNITY COLLEGE' and 'Banner Self-Service'. The main content area contains the following text: 'Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login. Please Note: ID is Case Sensitive. To protect your privacy, please Exit and close your browser when you are finished. Log In:'. Below this text are two bullet points: '• User ID: should include capital letter(s) with either ID, for example: AB123456 or M140123456' and '• PIN: The first time you log in, use your six digit birthday, for example 062989 (June 29, 1989)'. There are two input fields: 'User ID:' and 'PIN:'. Below the input fields are two buttons: 'Login' and 'Forgot PIN?'. At the bottom left, it says 'RELEASE: 8.3'.

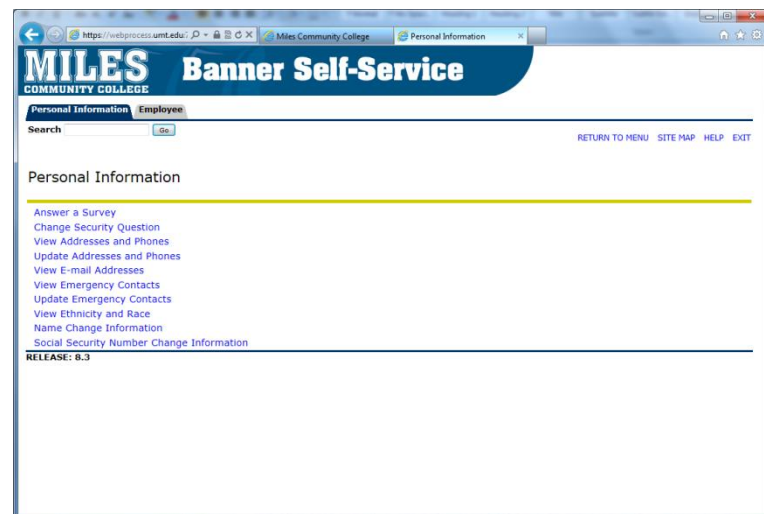
## **Personal Information**

Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

1. This opens the Main Menu of Self-Service options available. For individuals with both a Student and Faculty/Staff role, those options appear on the Main Menu.



2. Select the Personal Information menu option
3. This opens the main Personal Information menu.

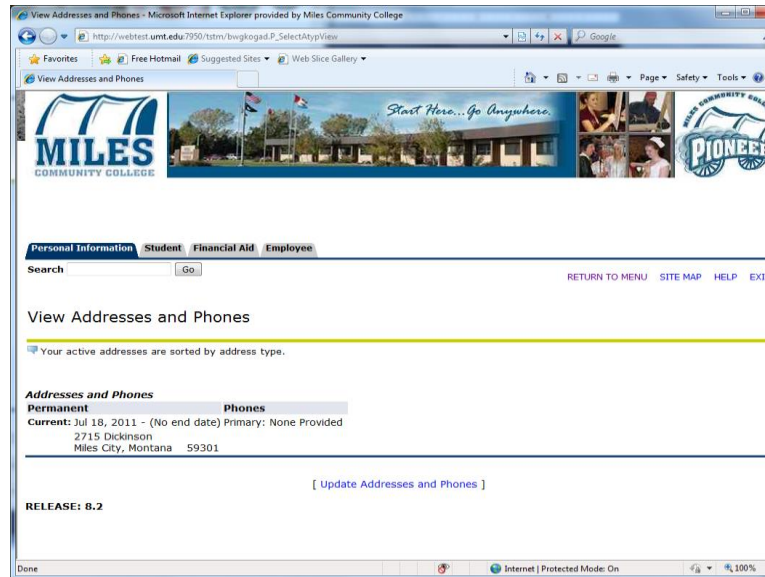


4. Answer a Survey, is not utilized at this time.
5. Click on **Change Security Question**, This will bring up the Security Question and Answer page. This is utilized if you have forgotten your PIN during the login stage. You can click the "Forgot PIN" button and you will be prompted with the Security Question and Answer that you set on this page.

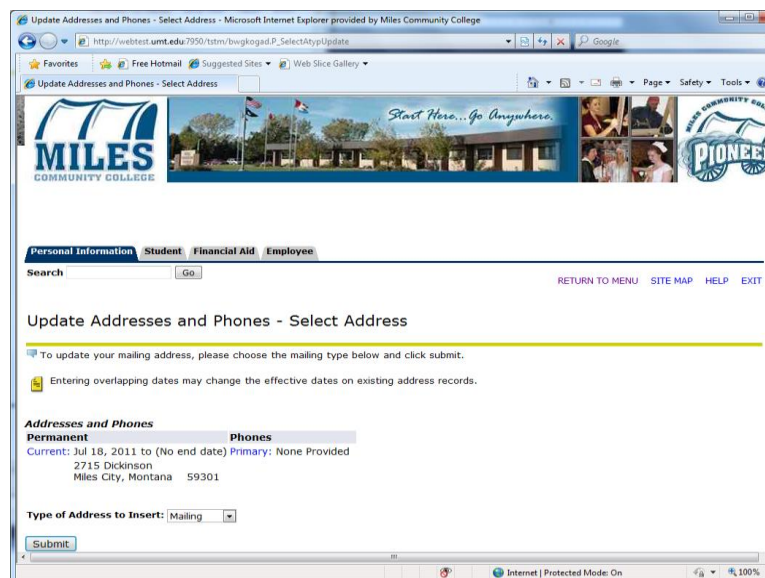
6. Enter your PIN
7. Select a question from the drop down box and enter your response in the Answer box, or You can enter your own unique question and answer.
8. Click Submit, this will take you back to the Main Menu

9. Choose Personal Information Again to view the Personal Information Menu.

10. Continue to the next menu item. View **Addresses and Phones**.



11. To update your address or phone number, Click the Update Addresses and Phones link at the bottom of the page. You can also update your address and phone number from the Personal Information Menu by selecting Update Addresses and Phones.



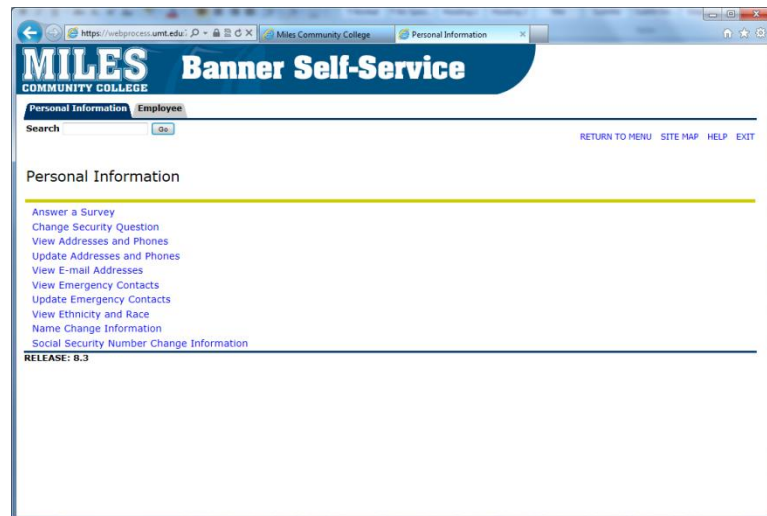
12. You may have one or more addresses listed such as Mailing, Permanent, or Business. To update an address select the Blue Current link or Blue Primary link. Please note, the only address you are allowed to change is the Mailing address. Follow the prompts to change your information and click on the Submit button and the bottom of the page. Note, this is also where you can add a mailing address type if one is not listed.

13. The Submit button will take you back to the Update Address and Phones page.

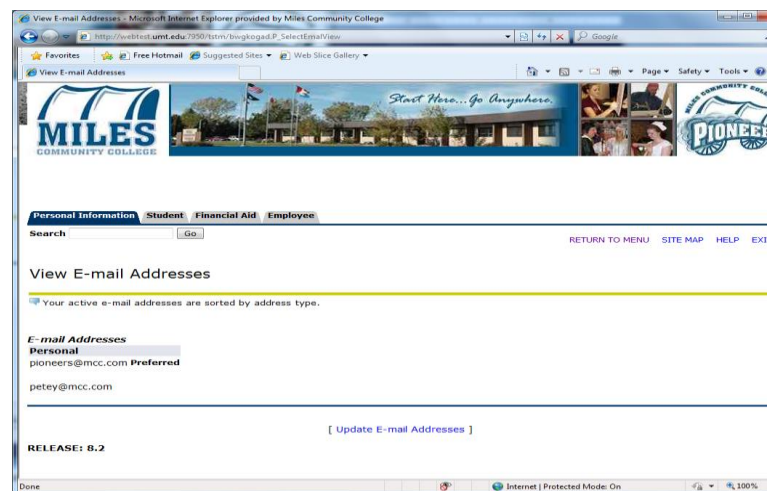
14. Click on the Personal Information Tab at the top of the screen.



15. This will bring you to the Personal Information Menu.

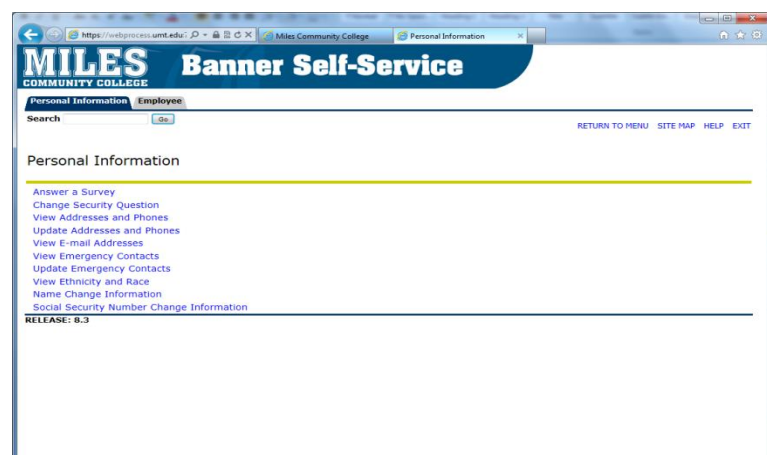


16. Click on View E-mail Addresses

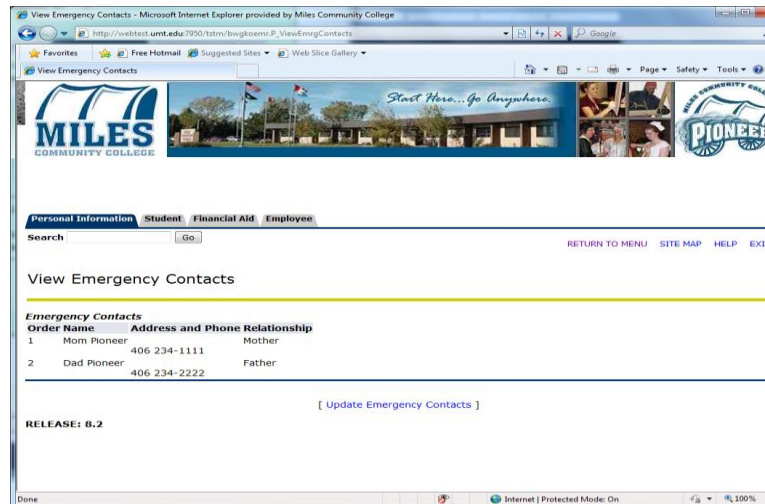


17. Click on the Update E-mail Addresses link at the bottom of the page to update email addresses.

18. Go back to the Personal Information Main Menu by clicking the Personal Information tab at the top of the screen.

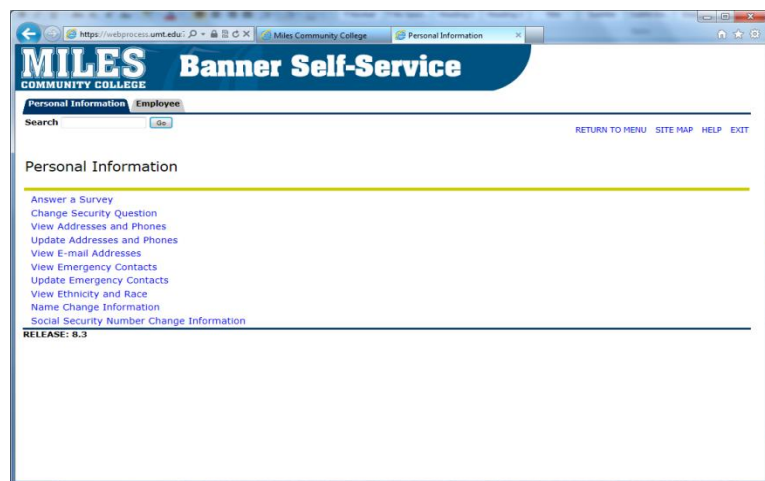


19. Click on View **Emergency Contacts**

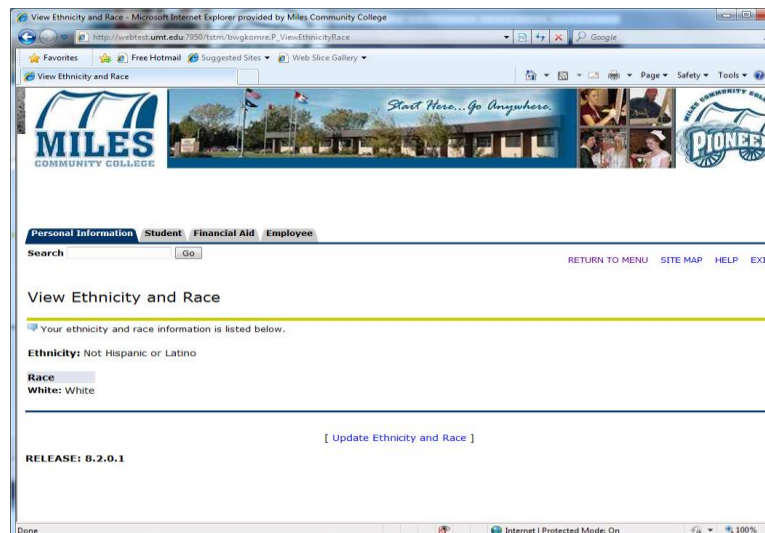


20. Add at least two emergency contacts by clicking on the Update Emergency Contacts list.

21. Go back to the Personal Information Main Menu by clicking the personal Information tab at the top of the page.



22. Click on View **Ethnicity and Race**





23. Click Update Ethnicity and Race

Update Ethnicity and Race - Microsoft Internet Explorer provided by Miles Community College

http://webtest.unt.edu:7950/ntm/bwgkonne.P\_SelectEthnicityRace

Update Ethnicity and Race

Personal Information Student Financial Aid Employee

Search Go RETURN TO MENU SITE MAP HELP EXIT

Update Ethnicity and Race

What is your ethnicity?

☐ Hispanic or Latino

☒ Not Hispanic or Latino

Select one or more races to indicate what you consider yourself to be.

American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Other
<input type="checkbox"/> Assiniboine - Fort Belnap reservation	<input type="checkbox"/> Asian	<input type="checkbox"/> Black or African American	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input checked="" type="checkbox"/> White	<input type="checkbox"/> Other
<input type="checkbox"/> Assiniboine - Fort Peck reservation					
<input type="checkbox"/> Assiniboine - no reservation					
<input type="checkbox"/> Blackfeet - no reservation					
<input type="checkbox"/> Blackfeet - reservation					
<input type="checkbox"/> Chippewa - Little Shell band					
<input type="checkbox"/> Chippewa - no reservation					
<input type="checkbox"/> Chippewa - Rocky Boy reservation					
<input type="checkbox"/> Chippewa - Turtle Mountain reservation					
<input type="checkbox"/> Cree - no reservation					
<input type="checkbox"/> Cree - Rocky Boy reservation					
<input type="checkbox"/> Crow - no reservation					
<input type="checkbox"/> Crow - reservation					
<input type="checkbox"/> Gros Ventre - no reservation					
<input type="checkbox"/> Gros Ventre - Fort Belnap reservation					
<input type="checkbox"/> Kootenai - no reservation					

Internet | Protected Mode: On 100%

24. Please select the appropriate ethnicity and race and click on the Continue button at the bottom of the screen. This will take you back to the Personal Information Main Menu.

Banner Self-Service - Microsoft Internet Explorer provided by Miles Community College

https://webtest.unt.edu:7950/ntm/bwgkonne.P\_DisplayName

Banner Self-Service

Personal Information Student Financial Aid Employee

Search Go RETURN TO MENU SITE MAP HELP EXIT

Answer a Survey

Change Security Question

View Addresses and Phones

Update Addresses and Phones

View E-mail Addresses

View Emergency Contacts

Update Emergency Contacts

View Ethnicity and Race

Name Change Information

Social Security Number Change Information

RELEASE: 9.3

Internet | Protected Mode: On 100%

25. The **Name Change** Information link and the **Social Security Number Change** Information will provide you directions as to how to update this information. In order to change this information you will need to provide the HR office the appropriate documentation as noted on the screen shots below.

Name Change Information - Microsoft Internet Explorer provided by Miles Community College

http://webtest.unt.edu:7950/ntm/bwgkonne.P\_DisplayName

Name Change Information

Personal Information Student Financial Aid Employee

Search Go RETURN TO MENU SITE MAP HELP EXIT

**Name Change Information**

**MCC Students:** A request to change your name must be made in person at the Student Services Office.

**MCC Employees:** A request to change your name must be made in person at the Human Resources Office.

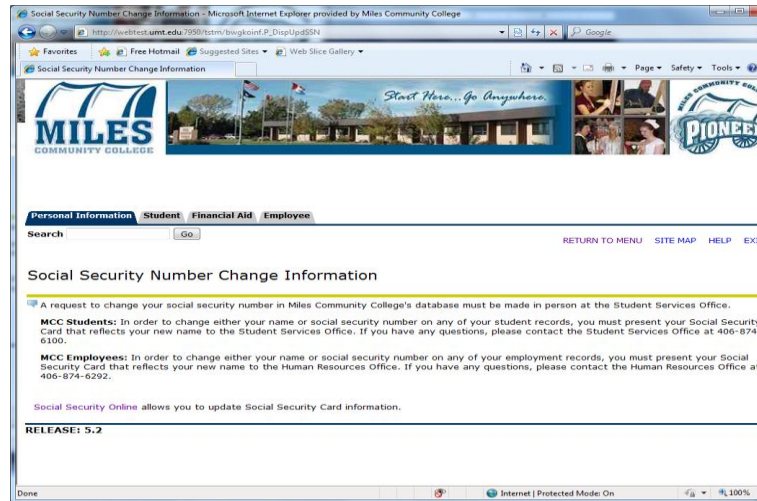
**MCC Students:** To change your name, present your updated Social Security Card that reflects your new name to the Student Services Office.

**MCC Employees:** To change your name, present your updated Social Security Card that reflects your new name to the Human Resources Office. A new social security card can be obtained through your local Social Security Administration Office.

Social Security Online allows you to update your Social Security Card information.

RELEASE: 5.2

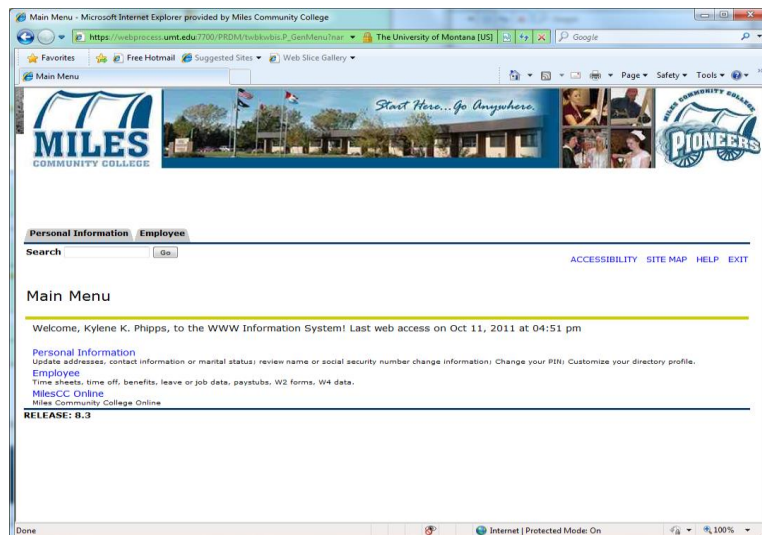
Internet | Protected Mode: On 100%



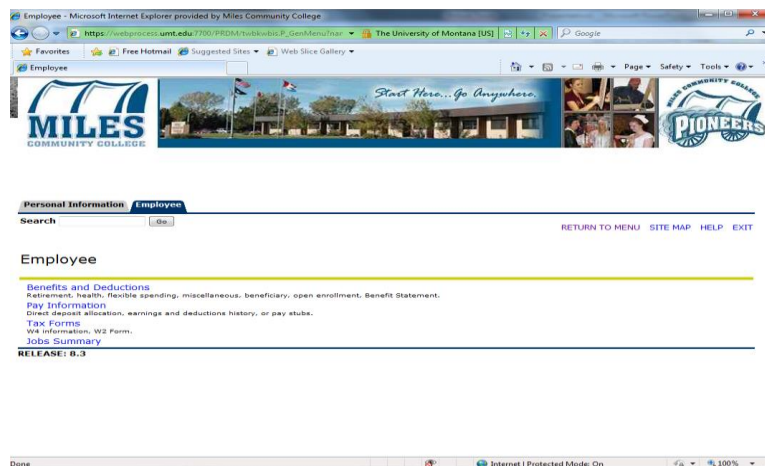
## **Employee Information**

Time sheets, time off, benefits, leave or job data, paystubs, W2 forms, W4 data.

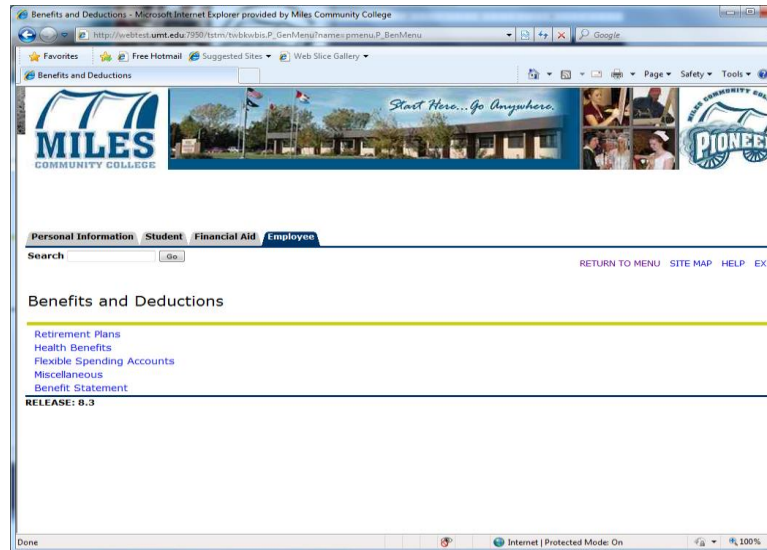
1. Go to the Employee Main Menu



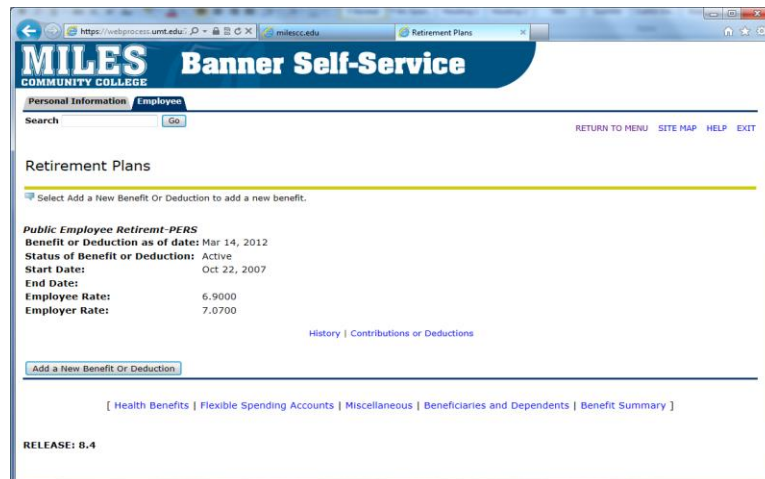
2. Click on **Employee**



3. Choose **Benefits and Deductions**, this will bring up a menu of Retirement Plans, Health Benefits, Flexible Spending Accounts, Miscellaneous and Benefit Statement.



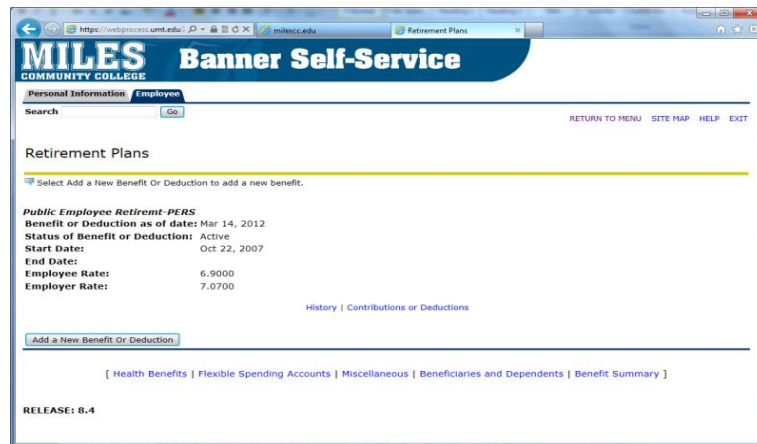
4. Choose **Retirement Plans** to view your current retirement plan including employee contribution rate and employer contribution rate.



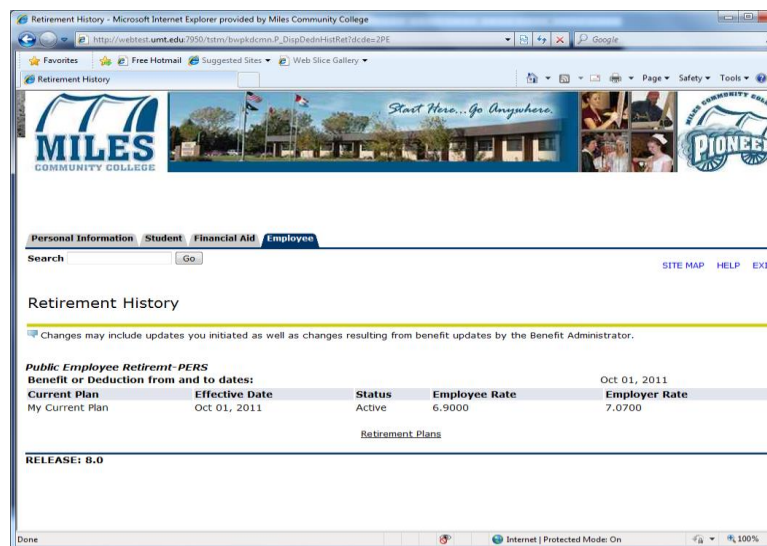
5. Choose **Contributions or Deductions** at the bottom of the screen to view more detail



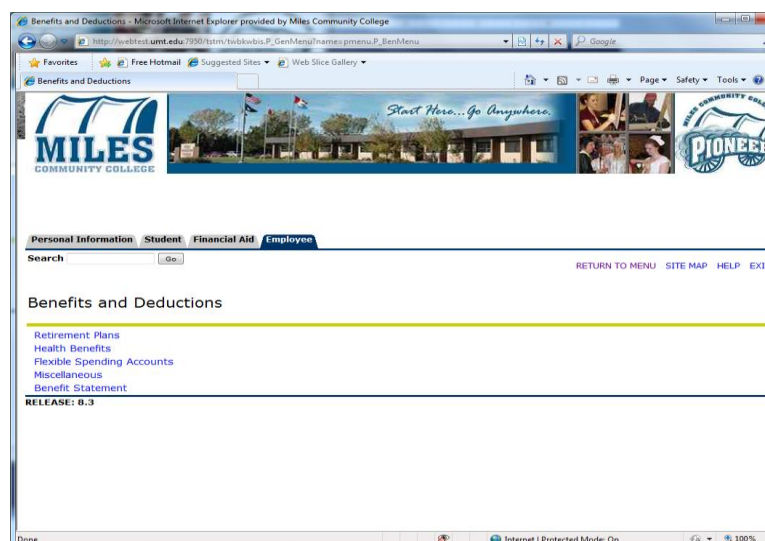
- Click on **Retirement Plans** and the bottom of the screen to bring you back to the main retirement plan screen.



- Choose **History** to view more retirement history detail

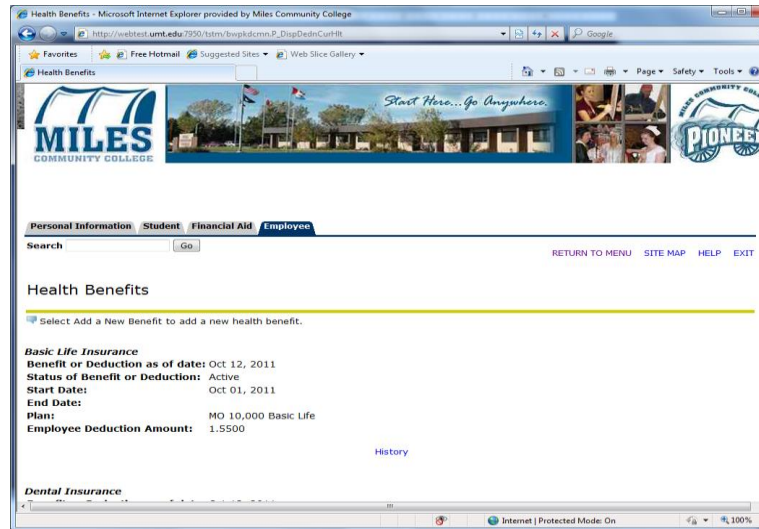


- Go back to the Employee Main Menu by selecting the Employee Tab at the top of the page and choose **Benefits and Deductions**.

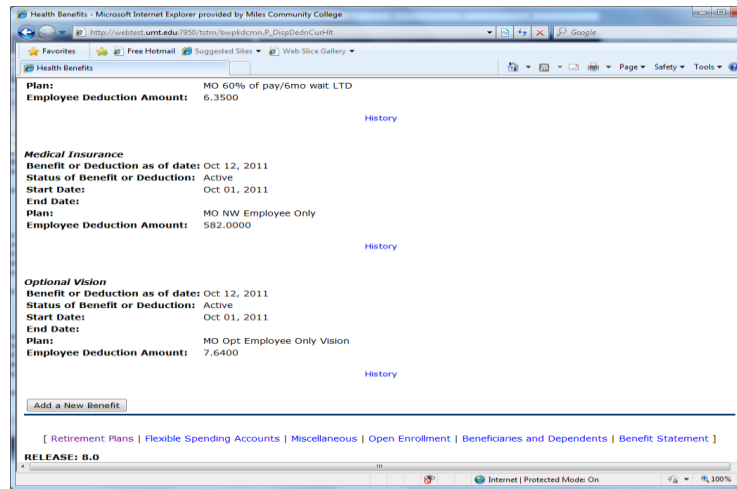




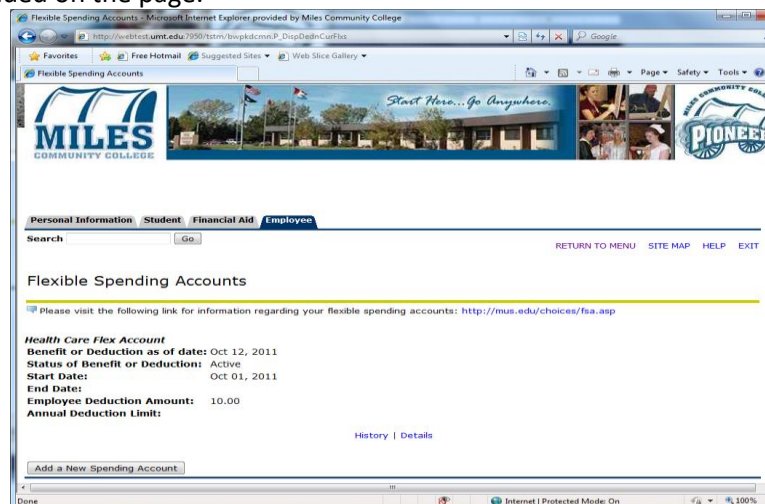
9. Select **Health Benefits**. Scroll down this page to view current health benefits that you are enrolled in. Select the blue History link to view more details about any of the listed benefits.



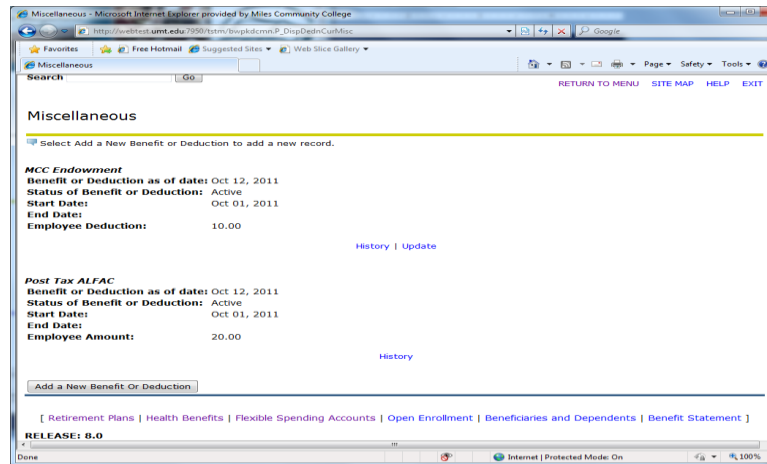
10. At the bottom of the page select **Flexible Spending Accounts** to go to the next menu item.



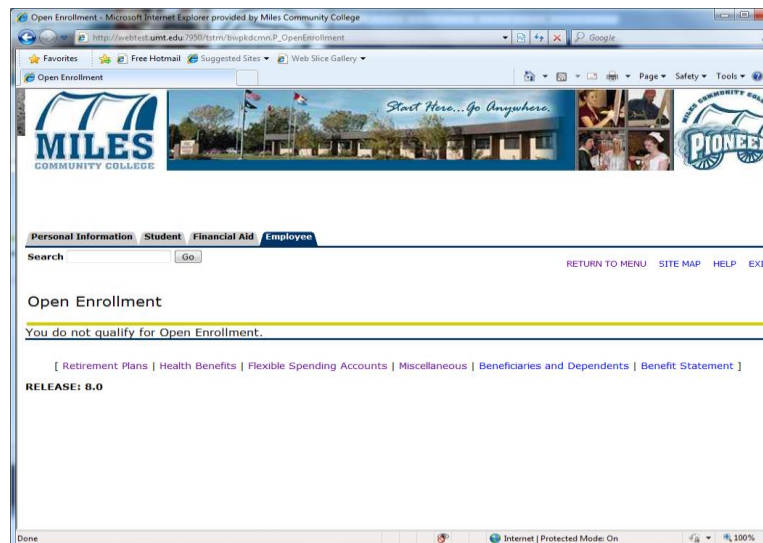
11. Please note that this only shows your employee deduction amount. Claims and Account balances are not provided on this screen. To find out more regarding your individualized plan go to the link provided on the page.



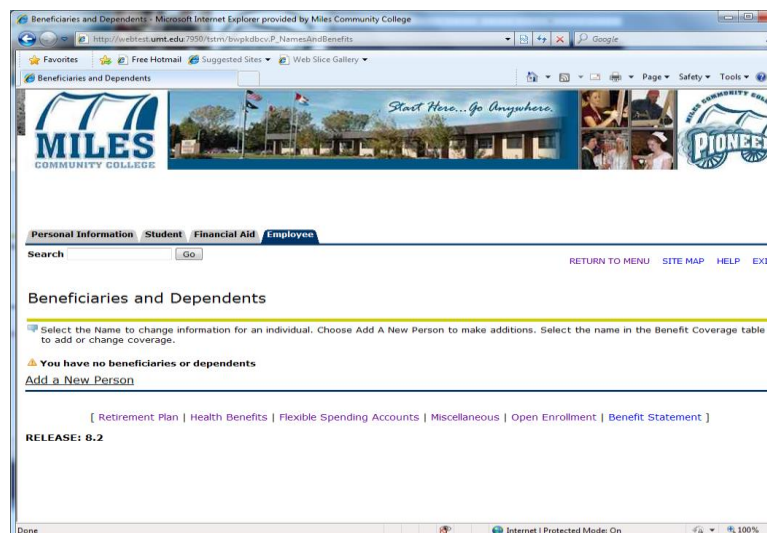
12. Go to **Miscellaneous** at the bottom of the page to view any additional benefits or deductions.



13. Go to **Open Enrollment** at the bottom of the page. Please note enrollment for MCC benefits are not conducted online at this time. Please see your HR Director for more information.



14. Go to **Beneficiaries and Dependents** at the bottom of the page. Please note Beneficiary and Dependent information is not tracked through Banner at this time.





15. Click on **Benefit Statement** at the bottom of the page.

The screenshot shows a web browser window titled "Benefit Statement Date Criteria - Microsoft Internet Explorer provided by Miles Community College". The address bar shows the URL "http://webtest.unt.edu/7950/totm/benefit/P\_DisplaySelect". The page features the Miles Community College logo and a navigation bar with tabs for "Personal Information", "Student", "Financial Aid", and "Employee". Below the navigation bar is a search field and a "Go" button. The main content area is titled "Benefit Statement Date Criteria" and contains a section for selecting a date. It includes a "Select" button and a "RELEASE: 8.2" label. At the bottom of the page, there are links for "Retirement Plans", "Health Benefits", "Flexible Spending Accounts", "Miscellaneous", "Open Enrollment", and "Beneficiaries and Dependents".

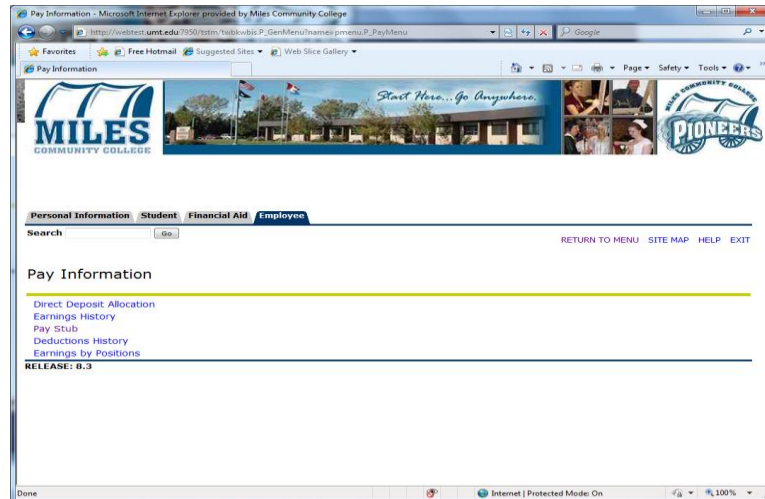
16. Click on the Select button to view the current benefit statement or enter your own date. Scroll down the page to view more detail.

The screenshot shows a web browser window titled "Benefit Summary - Microsoft Internet Explorer provided by Miles Community College". The address bar shows the URL "http://webtest.unt.edu/7950/totm/benefit/P\_DisplayBenefitStatement". The page features the Miles Community College logo and a navigation bar with tabs for "Personal Information", "Student", "Financial Aid", and "Employee". Below the navigation bar is a search field and a "Go" button. The main content area is titled "Benefit Summary" and contains a section for "Statement for Petey M. Pioneer as of Oct 12, 2011". It includes a "Current Date is Oct 12, 2011" label and a "RELEASE: 8.2" label. Below this, there is a table for "Endowment Donations" and a table for "Flexible Benefits". The "Endowment Donations" table has a single row for "MCC Endowment" with a value of \$10.00. The "Flexible Benefits" table has a single row for "Health Care Flex Account" with a value of \$10.00. At the bottom of the page, there are links for "Endowment Donations", "Flexible Benefits", "Health Benefits", "Retirement", "Supplemental Insurance", and "Taxes".

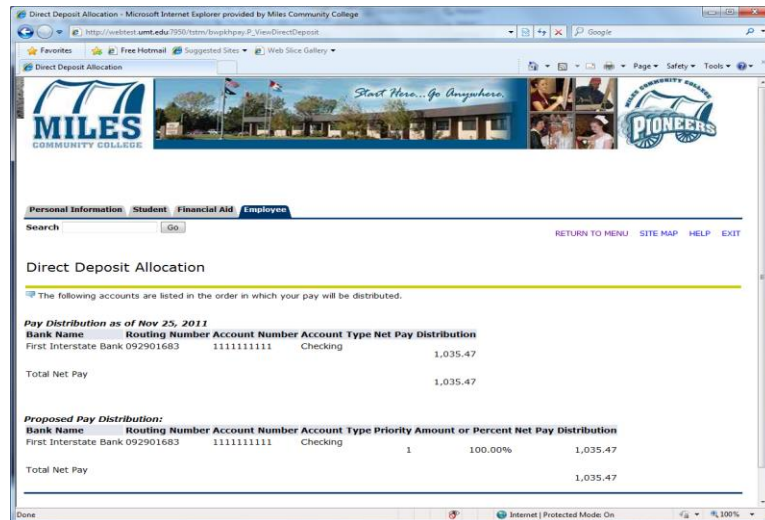
17. **Pay Information.** Go Back to the Employee Main Menu

The screenshot shows a web browser window titled "Employee - Microsoft Internet Explorer provided by Miles Community College". The address bar shows the URL "https://webprocess.unt.edu/7700/PIDM/hukukus/P\_GenMenu.htm". The page features the Miles Community College logo and a navigation bar with tabs for "Personal Information" and "Employee". Below the navigation bar is a search field and a "Go" button. The main content area is titled "Employee" and contains a section for "Benefits and Deductions". It includes links for "Retirement", "Health", "Flexible spending", "miscellaneous", "beneficiary", "open enrollment", "Benefit Statement", "Pay Information", "Tax Forms", "W2 Information", and "W2 Form". At the bottom of the page, there are links for "Jobs Summary" and "RELEASE: 8.3".

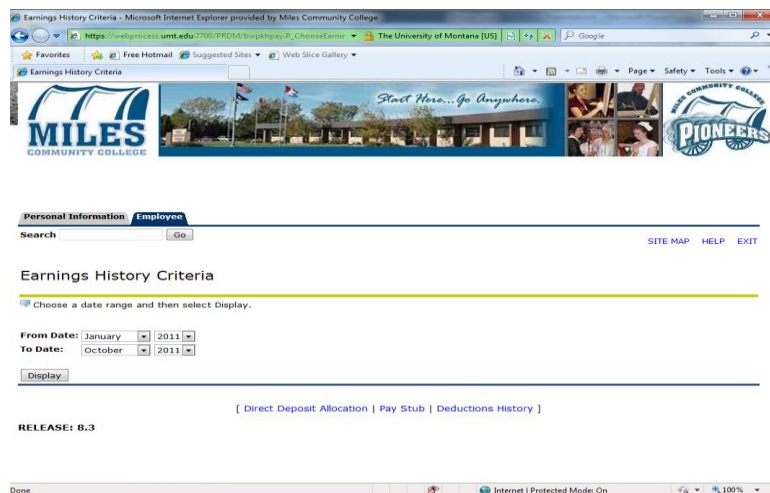
## 18. Select Pay Information



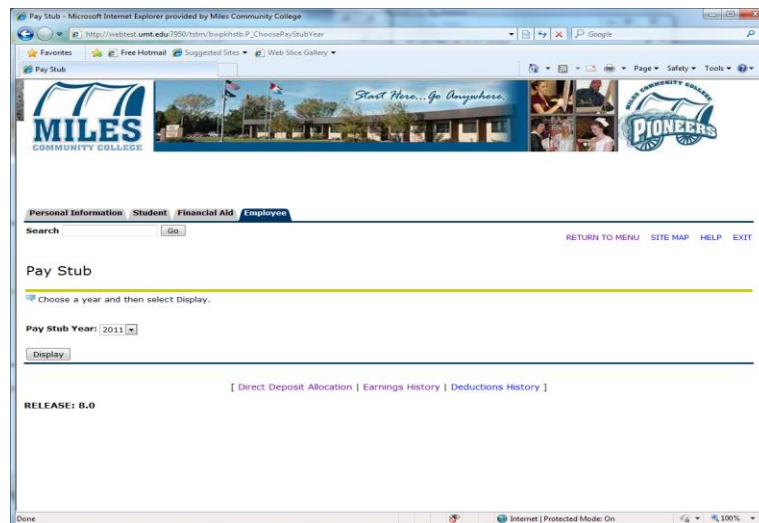
## 19. Select **Direct Deposit Allocation** to view the account(s) your paycheck is assigned.



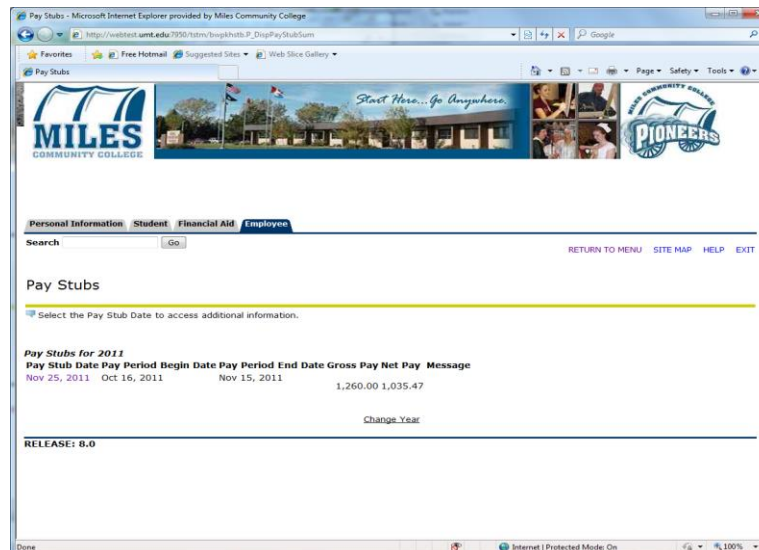
## 20. Select **Earnings History** at the bottom of the page. Select a timeframe and choose display to view information.



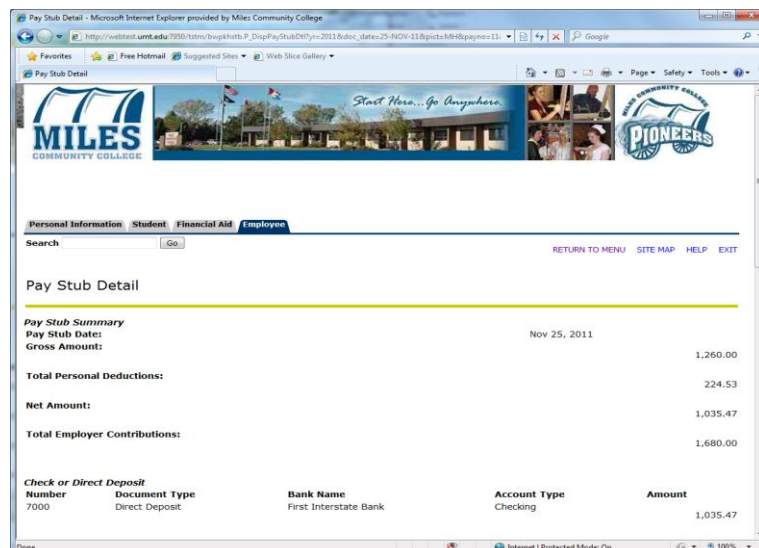
21. Select **Pay Stub** at the bottom of the page.



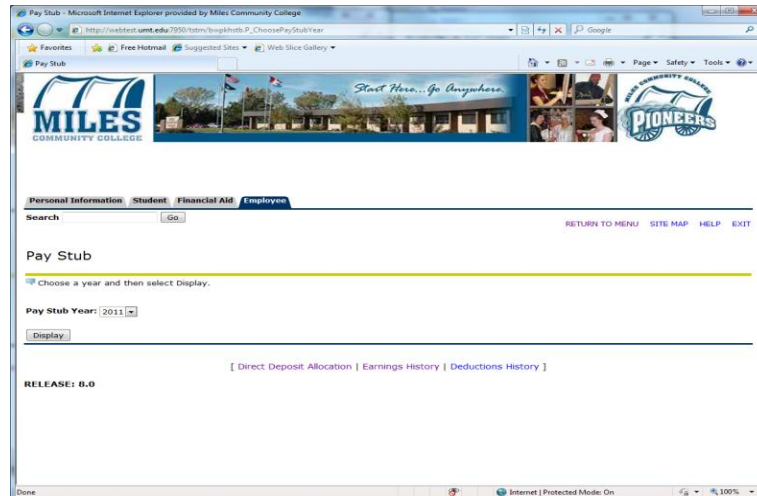
22. Select Pay Stub Year



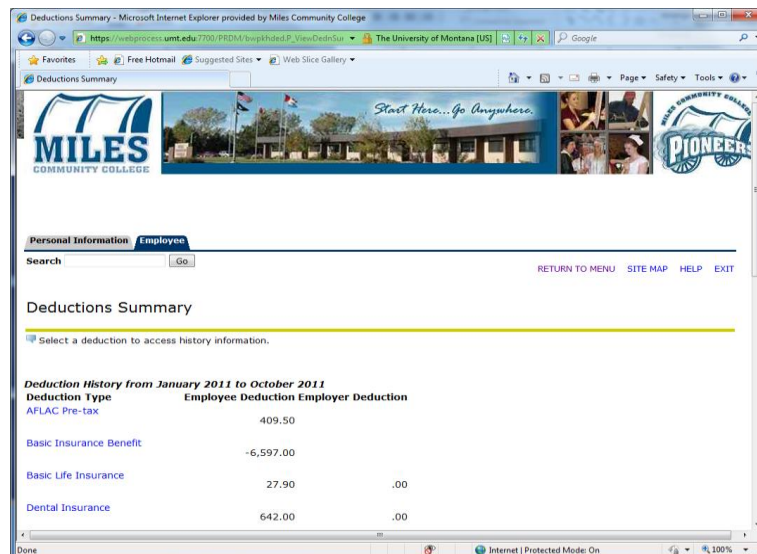
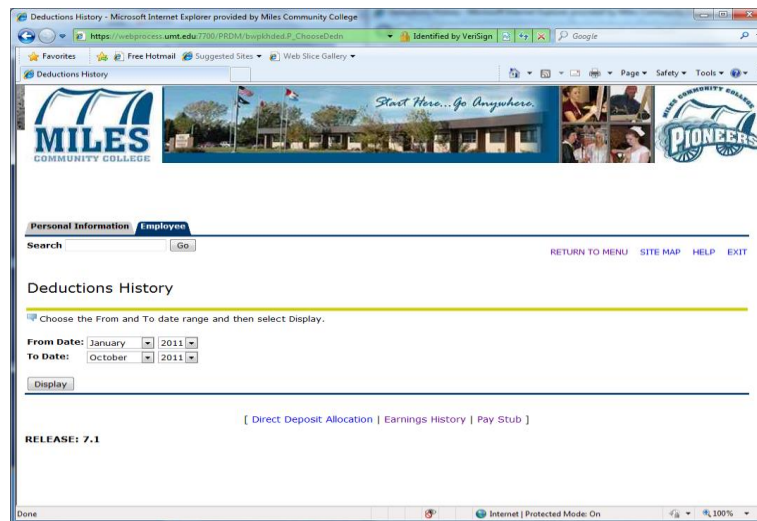
23. Select the date in blue to view pay stub detail. Scroll down to view details of the paystub.



24. Click on Paystubs at the bottom of the screen.

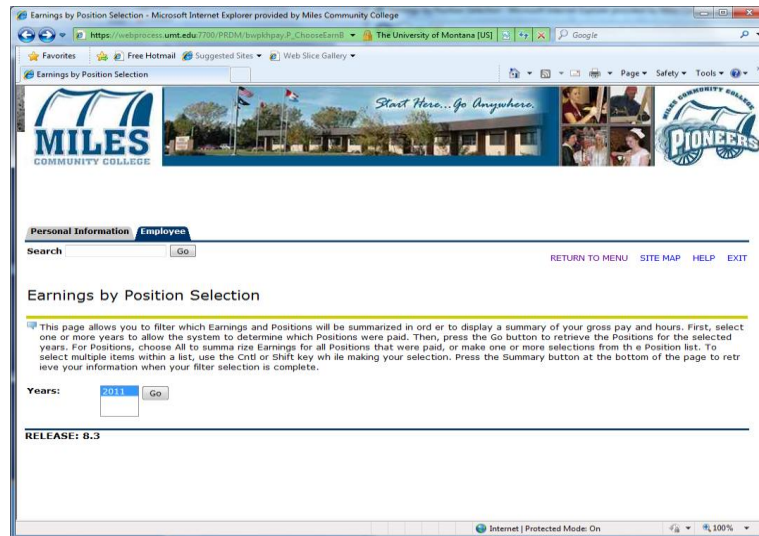


25. Click on **Deductions History** and select timeframe.

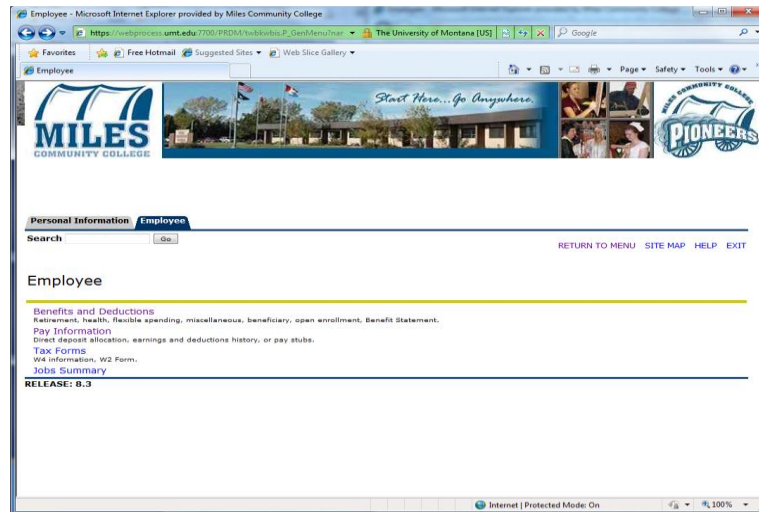




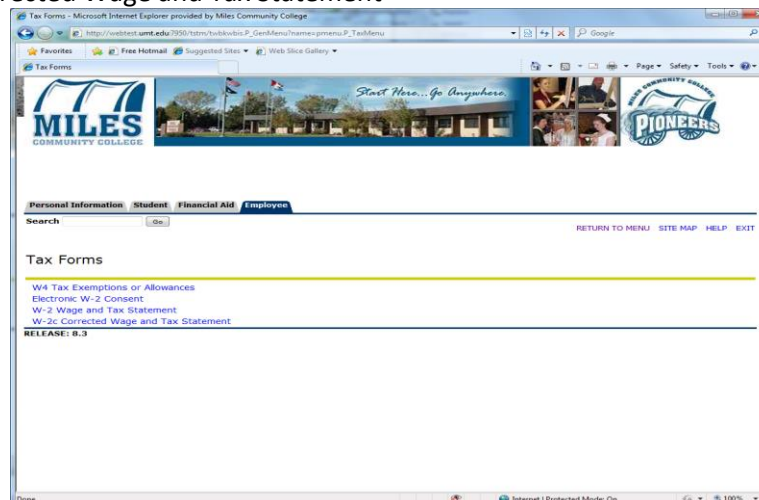
26. Click on **Earnings History** and follow the prompts to view more detail.



27. Click on the **Employee Tab** at the top of the page to go to the Employee Main Menu



28. Click on **Tax Forms**  
W4 Tax Exemptions and Allowances  
W2 Wage and Tax Statement  
W2 Corrected Wage and Tax Statement



## 29. Click Electronic W2 Consent

Electronic W-2 Consent - Microsoft Internet Explorer provided by Miles Community College

http://webtest.umt.edu/7950/totm/lookup/P\_W2Consent

Electronic W-2 Consent

Select the check box to consent to receive your W-2 electronically, or uncheck to revoke consent.

By consenting to receive your W-2 electronically, you agree to return to this site between January 31 and October 15 of the appropriate year to print your W-2 form on-line. You may be required to print and attach your W-2 form to a Federal, State, or local income tax return.

Your consent will be valid for all subsequent tax years unless revoked by you, upon termination, or this service is not supported in a future given tax year. You may revoke your consent and receive a paper Form W-2 by accessing this site and unchecking the box to revoke consent, or providing written notification to the Human Resources or Payroll office.

A paper copy of your W-2 may be obtained by contacting the Human Resources or Payroll office. Updating of employee contact information is the responsibility of the employee by providing correct up-to-date information to the Human Resources or Payroll office.

Selection Criteria

Consent to receive W-2 electronically: **My Choice**

I understand the instructions provided to me for accessing and printing my electronic W-2 form.

Submit

## 30. Go back to the Employee Main Menu

## 31. Click on **Jobs Summary** and Select your job title to view more information.

Jobs Summary - Microsoft Internet Explorer provided by Miles Community College

http://webtest.umt.edu/7950/totm/lookup/P\_ViewJobs

Jobs Summary

Select the Job Title for more detailed information.

List of Jobs

Title	Begin Date	End Date
Tutors	Oct 11, 2011	

RELEASE: 8.3

Job Detail - Microsoft Internet Explorer provided by Miles Community College

http://webtest.umt.edu/7950/totm/lookup/P\_ViewJobDetail?person=269945&suffix=00

Job Detail

Changes to Your Job

Effective Date	Personnel	Status	Shift	Job Salary or Hourly Rate	Job Title	Department Name	Reason for Change
Oct 11, 2011	Oct 11, 2011	Active	1	7.50	Tutors	CAS Staff	

[ Jobs Summary ]

RELEASE: 8.3