Your “one-stop” shop for information, Self-Service Banner provides information regarding your pay, current leave balances and much more. The following is a recap of the information currently available with notes regarding future enhancements.

1. Log onto any computer and access the university web page at www.shsu.edu.
2. Click on the My Sam link at the top of the page. If logging in from campus, single-sign on will allow you to automatically enter the My Sam portal. If logging in from off-campus, you will be prompted to enter your username and password.
3. The link for Self-Service Banner is available on the Campus Resources tab.
4. Select Banner Self-Service, then Employee.

From this location, you can select your time sheet or leave report – based on your status as an employee. In addition, if you are authorized to prepare ePAFS or an approver of ePAFS, use the link for electronic personnel action forms to access the menu.
5. Select Benefits and Deductions to open the menu selections for:
   a. Retirement Plans – a view of your current retirement option, if any.
   b. Health Benefits – a view of your current insurance coverage, if any.
   c. Flexible Spending Accounts – a view of your current spending accounts, if any.
   d. ERS Online – link to the Employee’s Retirement System (our insurance provider).
6. Select Pay Information to open the menu selections for:
   a. Direct Deposit Allocation – a view of your current direct deposit option, if any.
   b. Earnings History – a view of your earnings history by date range, if any.
   c. Pay stub – a view of your earnings by pay period, if any.
   d. Deductions History – a view of your deductions by date range, if any.
   e. Earnings by Positions – a summary view of earnings by year and position, if any.
7. Select Tax Forms to open the menu selections for:
   a. W-4 Tax Exemptions or Allowances – a view of the number of allowances that you have currently on file. (Please note – our initial conversion brought the number of allowances only. Any subsequent changes to your W-4 will allow for marital status in addition to the number of allowances to be viewed online.)

![Banner Self-Service](image)

- Banner Self-Service
  - Personal Information
  - Student
  - Employee
    - Time Sheet
    - Leave Report
    - Electronic Personnel Action Forms
    - Benefits and Deductions
    - Pay Information
    - Tax Forms
      - W4 Tax Exemptions or Allowances
    - Jobs Summary
    - Leave Balances
    - Campus Directory
    - Effort Certification
    - Labor Redistribution
8. Select Jobs Summary to be taken directly to a summary of your current position.

9. Select Leave Balances to be taken directly to a summary of your current leave balances.

10. Remaining items are based on your role in the university and whether it includes the need to provide effort certification (for contract and grant accounts) or provide labor redistribution of funds across sources.