

Welcome to the new Employee Profile portal! Follow these easy steps to access your **time sheet** or **leave report**...

- When accessing My Sam, your role here at SHSU will be the default screen that appears.
- If you do not automatically land on the “Employees” page, please use the link to the left.

Sam Houston State University

My Sam

Welcome to the new MySam portal! How can we improve this for you? [Share Your Feedback](#)

Travel

Current Mileage Rate: The maximum state mileage reimbursement rate for travel by state employees in a personal vehicle will decrease per mile, effective Jan. 1 to Dec. 31, 2016.

Historical Mileage Rate: The maximum state mileage reimbursement rate for travel by state employees in a personal vehicle will increase to .575 cents per mile, effective Jan. 1 to Dec. 31, 2015.

View the [Mileage Reimbursement Policy](#) for more information.

- Concur Booking Tool
- CTP Travel Resources
- Forms
- Policies
- Procedures
- Maps (MapQuest)
- Maps (Rand McNally)
- GSA - Meal & Lodging Rates
- Currency Converter
- Travel Card Login

Human Resources

- Annual Performance Appraisal
- PeopleAdmin
- Human Resources Policies
- Human Resources Forms
- Holiday Schedule
- Summary of Benefits
- ERS- Texas Employees Group Benefits Program (GBP)
- New Employee Benefits Orientation Schedule
- Graduate Student Insurance Information
- Employee Wellness Program
- Emergency Preparedness Training
- Talent Management
- Training
- Leadership Academy
- Staff Hiring Manager's Resources
- Human Resources Website

Banner - Administrative Applications

[Banner Administrative Applications](#)

[Document Management \(BDM\)](#)

Access to Banner Administrative Applications and Document Management (BDM) is limited to on campus only. Internet Explorer is required.

[Banner Employee Profile](#)

Access to Reports, Time Sheets, EPAFs, and more!

IT@Sam Newsletter

Employee Extras

Graduation for Faculty/Staff Employees

Reserved seating is available for family and friends of graduating faculty and staff employees. For additional information, please contact the President's Office at 936/294-1012.

- Office 365 (Formerly Microsoft Home-Use Program)
- Adobe Home-Use Program

COGNOS Reports

Internet Explorer (IE) is the recommended web browser. Access to COGNOS is limited to on-campus only.

To access COGNOS for your reporting needs, select <https://cognosx.shsu.edu/>.


Payroll Info

Please visit the [Payroll Website](#) for updated information regarding Web Time Entry, ePAFs, and to access all updated deadlines and forms.

- Click on the “Banner Employee Profile” link that is located on the right side of the screen.

- Your “Employee Dashboard” will open and you will find all the information formerly located on the Banner Self-Service>Employee link.

Employee Dashboard



Sammy Bearkat

[My Profile](#)

[My Team](#)

Leave Balances as of 01/19/2017

Vacation in hours	555.00	Sick in hours	1,369.41
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[Full Leave Balance Information](#)

Pay Information

Earnings

Benefits

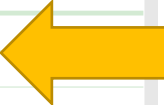
Taxes

Job Summary

Employee Summary

My Activities

- Time Sheet
- Leave Report
- Electronic Personnel Action Forms (EPAF)
- Salary Planner
- Effort Certification
- Labor Redistribution
- Pay Stub Administrator
- Employee Menu



- Please use the links on the right side of the page under “My Activities” to access your timesheet or leave report.
- Take a moment to look around your personalized dashboard!