

Instructions on how to view your paycheck information

A [Direct Deposit Form](#) is required for direct deposit of your staff/faculty paycheck. Each payday you will receive an email from the payroll office with instructions to see your pay information. In addition, you can obtain payroll information through Banner Self Service following these steps, starting from the SHSU homepage (www.shsu.edu).

Campus Tools > My Sam > Campus Resources > Banner Self-Service >
Employee > Pay Information > Pay Stub > Display > Click on the date to view

If you will be receiving paper checks, the check will be mailed to the W-2 Address on file in Banner Self-Service. If you did not attend Human Resources Orientation and will be receiving a paper check you will need to arrange to pick up your first paycheck from the Human Resources office located at 1831 University Avenue, Suite 202, Huntsville, TX.

Instructions for updating Banner Self Service information

All of the following steps must be completed through your Banner Self-Service access. With an activated SHSU user ID, you can access Banner Self-Service from the SHSU home page (www.shsu.edu) as follows:

- Click on ***Campus Tools***,
- Click on ***My Sam***,
- Click the ***Campus Resources*** tab,
- Click the ***Banner Self-Service*** link,
- Click the applicable folder either ***Personal Information*** and/or ***Employee***

Addresses

You will need to make sure that the University has a current mailing address, permanent legal address, and an employee W2 address on file for you. Please make sure all three of the addresses are on file and are correct through Banner Self-Service following the instructions below:

- Click ***Personal Information***,
- Click ***Update Addresses and Phones***

If you are missing one or more of the three addresses (mailing, permanent legal, and W2):

- Click on the arrow beside ***“Type of Address to Insert”*** and choose the appropriate type of address
- Note: do not insert an address that you already have listed – if it is incorrect, make the changes as instructed below.

If you have all three addresses listed (mailing, permanent legal, and W2) but they need to be changed:

- Click on ***Current*** for the address(es) that need to change and make changes as instructed below.

To make a change to current address:

- Enter today’s date in ***“Valid From this Date”*** field (do not add a date in ***“Until this Date”*** field)
- If needed, update address in lines 1, 2, & 3
- If needed, update city, state, zip code, and county (if Texas, type TX and scroll to your county)
- *Do not change Nation*
- Scroll down and click ***Submit***

Emergency Contacts

Please enter your emergency contact information. Please update when necessary. You can add or update this information through Banner Self-Service following the instructions below:

- Click ***Personal Information***,
- Click ***Update Emergency Contacts***
- Click on the name of current contact(s), or ***“New Contact”*** to change or add information.

W-4

Your W-4 election will be set based on how you completed the W-4 form submitted during your first day appointment. If no form is completed, elections are pre-set to **SINGLE** with **0 ALLOWANCES**. If you wish to change your W-4 election, you will need to make that change through Banner Self-Service following the instructions below:

- Click *Employee*,
- Click *Tax Forms*,
- Click *W4 Tax Exemptions or Allowances*,
- Click *update* in the middle of the page and make the changes you wish to make,
- Click *Certify Changes*

Electronic Employee Tax Form Consent

If you choose to receive your W-2 and/or 1095-C electronically, please follow the instructions below:

- Click *Employee*,
- Click *Tax Forms*,
- Click *Electronic Employee Tax Form Consent*
- Click the “My Choice” box next to *W-2 electronically and 1095-C electronically*
- Click *Submit*.

Employee Confidentiality Indicators

Under state law, Texas Government Code Section 552.024, the general public can make requests for information about the affairs of government and the acts of public officials and employees. The information released as a result of these requests can sometimes include the personal information of state employees. However, employees have the right to elect to keep certain categories of personal information confidential in the event of such a request. Additional information on the SHSU website – click [here](#). To review and/or change your confidential indicators through Banner Self-Service following the instructions below:

- Click *Employee*
- Click *Employee Confidential Indicators*
- Review the five (5) options and select to *N-Deny Access* or *Y-Allow Access* for each option
- To save click *Update HRIS Indicators*

Veteran Classifications

As a Government contractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to each of the specified “protected veteran” categories. Please read the definitions of each of the “protected veteran” categories and update your veteran status through Banner Self-Service following the instructions below. If your status ever changes, please update your status through Banner Self-Service.

- Click *Employee*,
- Click *Veterans Classifications*
- Check the appropriate box(s) and click *Submit*

Disability Status

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities. To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you have ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. Please complete following the instructions below:

- Click *Employee*,
- Click *Disability Status*,
- Check the appropriate box(s) and click *Submit*