Some of you may have heard about our new “Employee Profile” that is now available on your desktop. As Ellucian redesigns all of our portal accesses, self-service Banner and all of the links if offers are in their scope for a new look and feel.

Replacing our current “Employee” link for self-service, the Employee Profile provides the information you are used to - such as paystubs, tax forms and leave balances - also offering a new My Team feature for supervisors to allow a quick view of their employee’s leave balances and contact information.
One of the first features to point out is that your picture will appear in the upper left hand corner. Be aware – this is your Bearkat Onecard photo - if you have not updated it in the past few years, you may want to! The Bearkat Onecard office encourages us to have a new photo taken every 5 years or so...there is no charge and a new card will NOT be issued, but your photo will be a better reflection of how you look now.

Notice the link marked “MY PROFILE”. Clicking it will quickly reveal your personal information currently held on our system.
Notice that you are given the information that is currently listed under a separate “Personal Information” tab on Banner Self-Service. It will give you a quick view of your:

- Mailing Addresses
- Phone numbers
- Email addresses
- Emergency Contacts

Make note of the small dot to the side with a pencil in it – this means that these items are available for you to update. Clicking on the pencil will redirect your browser to our current version of self-service to make any changes. Once done, double click on your back arrow and you will be right back at this page.

Under your photo, you will notice information regarding whether you have elected to have your information marked as confidential, your hire date, even your birthdate. Clicking the “more personal information” at the bottom of this section will allow you to change your preferences for confidential information, as well as register your personal property with UPD!
The next item to notice on the home page is that your leave balances are there at a glance. While these will not be EVERY leave balance that you have, rather it will be the most popular leaves such as sick, vacation, overtime and equivalent comp time that has been booked. The next screen is an example of what is revealed when you click on the Full Leave Balance Information link to the right toward the top of the page.
As you can see, this view provides more detail for you to work with, such as what you began the fiscal year with, what has been accrued and what has been taken. Finally, you will see the ending balance stated in hours available to be taken.
Also on the home page is a section titled “My Activities”. This is the link list to access your time sheet or leave report, as well as epafs, salary planner and other items that you may have access to as a result of your role in your department. If you do not have access, the link will be available, but when clicked, you will be informed that you do not have access. If you believe you should, speak with your department chair or director and get with us to update your security levels.
Notice that a large portion of the page covers your personal pay and pay related items. Clicking on the “carrot” or “V” on the right side of the page will open the specific topic that you would like to see.
Let’s use the Pay Information line as an example. Clicking the “V” on the same line will open the options for looking at your pay stubs, direct deposit information or your deduction history.
For example, clicking on All pay stubs will open a list of your pay stubs for the current calendar year.
Once on Pay Stub information screen, you can select your pay year – in this case the default year of 2017 – and immediately see a list of all stubs for the year. At this level, you can already see gross and net information, but clicking on the date link, you will be able to see all of the items that make up the gross and net figures.
Once open, you will see your full pay stub, with all income items as well as all deduction items. Just like our current online stub, there is a convenient print button at the bottom of the page that will allow you to print a copy any time you need one.
Here are a few more of the drop downs to show you some examples. You can see under Taxes that we have links to view/update your withholding information. There is also a link to electronically consent for your W-2. We also have the link to view your W-2 Wage and Tax Statement.

Clicking on Job Summary gives you your current position set-up with details, along with any other positions you may have been set up on in the past.

Employee Summary is a quick snap shot of your Employee Status. This includes your Employment Dates. The Adjusted Service Date is what drives your longevity and vacation accruals. Please contact our office if you have any questions regarding these dates and we will be more than happy to assist you.
Another feature that will be available on the new Employee Profile is a link to My Team for department supervisors. Clicking on this link will reveal a quick view of information for all of the team members in a department.
For departments with several employees, a handy search feature is available at the top of the page. For departments that don’t have a lot of staff members, simply clicking on their name will allow a supervisor to easily see important information regarding the employee. Immediately you will see their picture, Sam Id, confidential indicator, email address and position title. As indicated, clicking on their name will show you more information, similar to your own personal information page.
Information such as address, phone number, email address and emergency contact information is front and center. The employee’s id number, hire date and birthdate are also under the employee picture. The big difference between your own personal information page and the supervisor’s view through My Team is the addition of leave balances being available to the right of the page.
If you have questions about the Employee Profile, please give us a call at 294-1273 and we will be happy to help!