

Accessing your W-2 and 1095-C in our new Employee Profile is easy! Please select My Sam from the Campus Tools dropdown on the university webpage. When My Sam opens for you, select the link to the right of the page marked Banner Employee Profile:

Sam Houston State University | SHSUOnline | Blackboard | E-mail | SamWeb | Logout | My Sam

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

**Travel**

- 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](#)

Access to Banner Administrative Applications, formerly known as INB, is limited to on campus only. Microsoft Edge or Google Chrome are preferred.

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

Access to Document Management requires Internet Explorer and are only available on campus.

[Banner Employee Profile](#)

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

[Banner Workflow](#)

Access to Banner workflow is limited to on campus only.

When your Banner Employee Profile opens, please click the word Taxes:

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

Click on the W-2 Wage and Tax Statement link or the 1095-C Employer Provided Health Insurance Offer and Coverage Statement link. When the screen opens, select the tax year 2017 and click Display.

Employee Dashboard

Sammy Bearkat

Leave Balances as of 01/27/2018

Vacation in hours	571.00	Sick in hours	1,581.41
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[Full Leave Balance Information](#)

Pay Information

Latest Pay Stub: [01/16/2018](#) [All Pay Stubs](#) [Direct Deposit Information](#) [Deductions History](#)

Earnings

Benefits

Taxes

Tax - Fedrl Income Withholding [W-4 Employee's Withholding Allowance Certificate](#) [W-2 Wage and Tax Statement](#)

Filing Status: Married [Electronic Regulatory Consent](#)

Number of Allowances: 00 [1095-C Employer Provided Health Insurance Offer and Coverage Statement](#)

Additional Withholding Amount: 100.00

Job Summary

Employee Summary

My Activities

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

- Use the **HELP** link at the top of your **W-2** or **1095-C** documents to determine your printer settings, if needed.
- Make sure your printer is set to print in **LANDSCAPE** format.
- Scroll to the bottom of the screen and click the **PRINTABLE** option, then use your browser options to print the document.