

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**

[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 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**

[Full Leave Balance Information](#)

My Profile
My Team

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

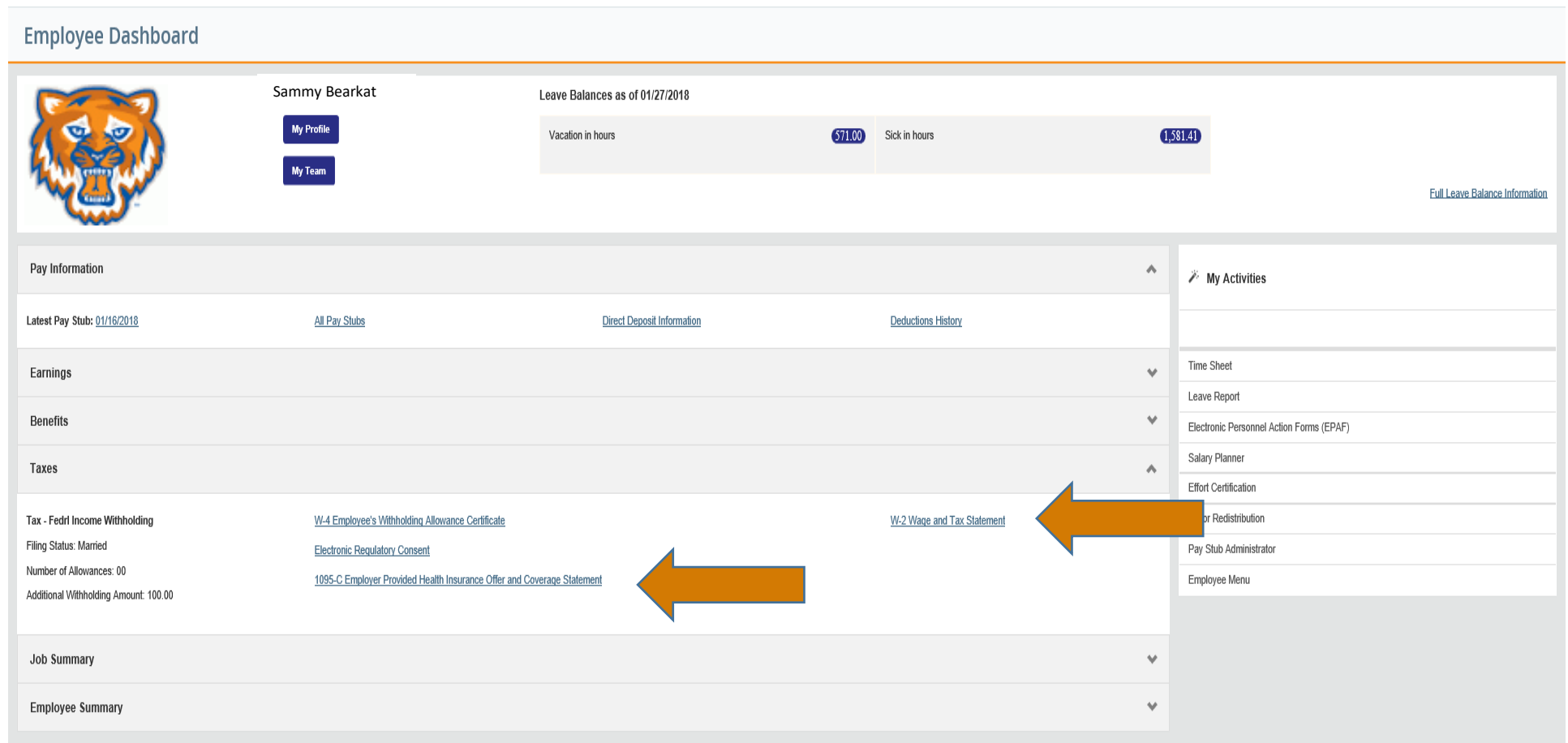
Electronic Personnel Action Forms (EPAF)

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.