

# Employee Dashboard

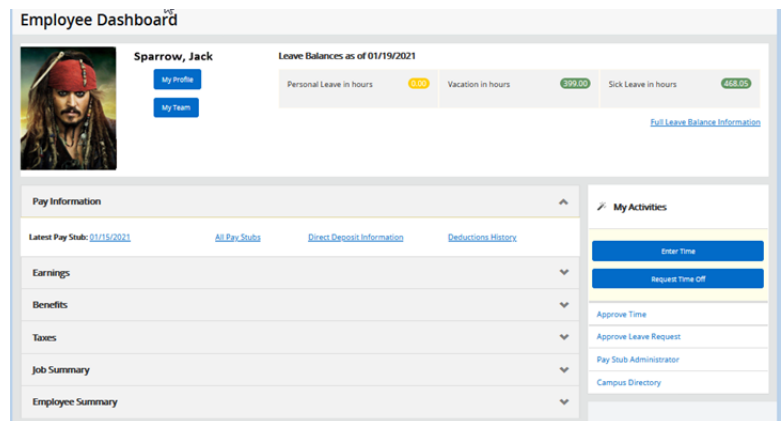
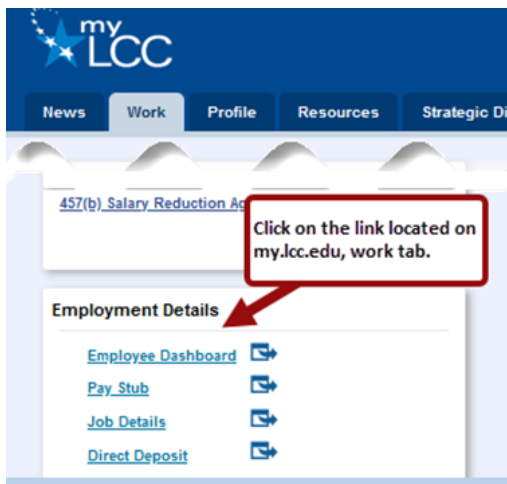


## Introduction to Banner 9 Employee Dashboard

The Banner 9 Employee Dashboard is a convenient, centralized location for important employee resources like tax, pay, and benefit information.

## Goals of this Guide:

- Access [Banner 9 Employee Dashboard](#).
- View employee information including pay stubs, tax forms, benefits, and Web Time Entry.
- Understand how to utilize each feature of the Employee Dashboard.



## ACCESS EMPLOYEE DASHBOARD

1. Login to my.lcc.edu.
2. Click on work tab.
3. Locate box titled: Employment Details.
4. Click on Employee Dashboard.
5. The main Employee Dashboard Screen will appear.

## DASHBOARD MAIN SCREEN

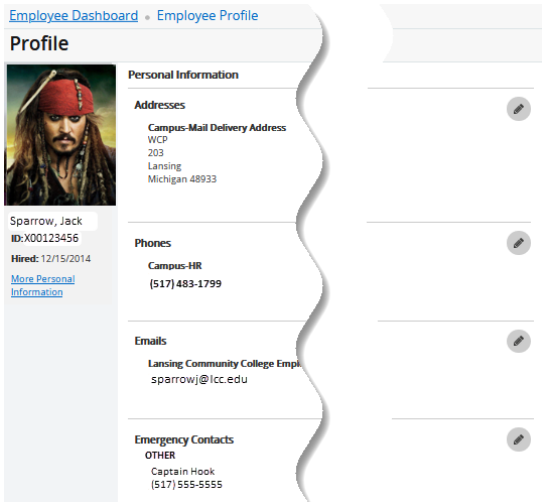
On the main screen you will see many features available such as:

1. Employee Profile
2. My Team
3. Leave Balances
4. Pay Information
5. Earnings
6. Benefits
7. Taxes
8. Job Summary
9. My Activities

## FEATURES

Discover how to utilize each feature on the Employee Dashboard over the next few pages of this guide.

# Employee Dashboard

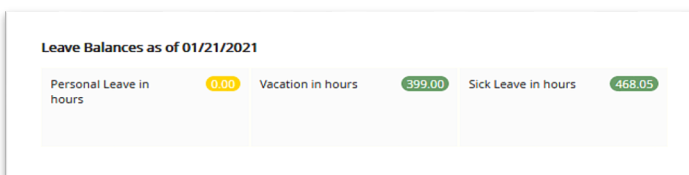


## Employee Profile (Feature 1)

1. The **My Profile** button opens the Employee Profile.
2. This contains your photo, personal information, and a link to **More Personal Information**.
3. You can utilize the pencil icons too edit your personal information.

## My Team (Feature 2)

1. The **My Team** feature is only available to supervisors.
2. The **My Team** button opens the employee data for each person you supervise.
3. This contains your employee's photo, personal information and leave balances.

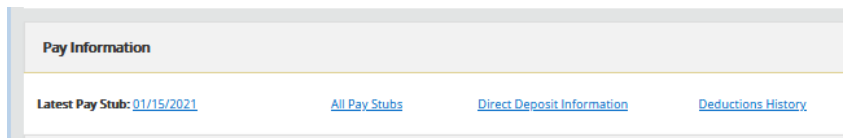


## Leave Balances (Feature 3)

1. You can view your **Leave Balances** as of the latest paydate.
2. You can select the **Full Leave Balance Information** link to open up the balance information and use leave type hyperlinks to view the entire current year, prior years, and leave history by category.

## Pay Information (Feature 4)

1. The **Pay Information** section will show you the **Latest Pay Stub** or you can click **All Pay Stubs**.
2. You can select **Direct Deposit Information** link to view the distribution of net pay.
3. **Deduction History** link offers a view of YTD (year-to-date) total withholdings or the option to select a date range to create a customized withholding report.



# Employee Dashboard



## Earnings (Feature 5)

1. The **Earnings** section will show you the YTD earnings as of the latest pay.
2. **Earnings By Date Range** and **Earnings By Position** links offer a variety of options for viewing YTD earnings.

Earnings

Year to Date Earnings: \$3,950.42

[Earnings By Date Range](#) [Earnings By Position](#)

## Benefits

[Current Summary](#)

## Benefits (Feature 6)

1. By clicking on the **Current Summary** link, you will be able to view all benefits that you are currently participating in.

## Taxes (Feature 7)

1. Expand the **Taxes** section to view a summary of your Federal and State Tax Withholding forms (W-4).
2. If you want access to your W-2 as soon as it is available, open the **Electronic Regulatory Consent** and check the electronic W-2 format consent box.
3. **Taxes** allows you to view your W-2s and W-2c statements for the most recent five (5) years.

Taxes

**IRS Federal Income Tax**

Filing Status: Married Filing Separately

Status: Active

Number of Allowances: 1

Additional Withholding: 10.00

**Michigan Income Tax**

Status: Active

# Exempt: 0

Additional Withholding:

[W-4 Employee's Withholding Allowance Certificate](#)

[Electronic Regulatory Consent](#)

[1095-C Employer Provided Health Insurance Offer and Coverage Statement](#)

[W-2 Wage and Tax Statement](#)

[W-2c Corrected Wage and Tax Statement](#)

## Job Summary

Pirate Extraordinaire, PE1234-00, Captain Blackbeard

[Job Information](#)

## Employee Summary

Full Time Part Time Indicator: Full-Time  
Home Department: Nautical  
Employee Class: FT Pirate Extraordinaire

Current Hire Date: 12/15/2014  
Original Hire Date: 12/15/2014  
Adjusted Service: 12/15/2014  
Seniority: 12/15/2014  
First Work Day: 12/15/2014

## Job Summary (Feature 8)

1. The **Job Summary** section gives you the ability to view your Job Title, Position Number, Supervisor Name, Grade/Step and Rate of Pay.
2. **Employee Summary** will show your hire date, seniority date, first date worked, etc.

## My Activities (Feature 9)

1. The **My Activities** section contains links to other important employee resources, including **Enter Time**, **Request Time Off**, **Approve Time**, **Approve Leave Requests**, and **Campus Directory**.
2. **IMPORTANT:** To access Web Time Entry, select the **Enter Time** button.

**My Activities**

[Enter Time](#)

[Request Time Off](#)

[Approve Time](#)

[Approve Leave Request](#)

[Pay Stub Administrator](#)

[Campus Directory](#)

Questions can be directed to Payroll at (517) 483-1799 or FS-Payroll@lcc.edu.