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 to 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.

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.

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.

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