

Employee Dashboard

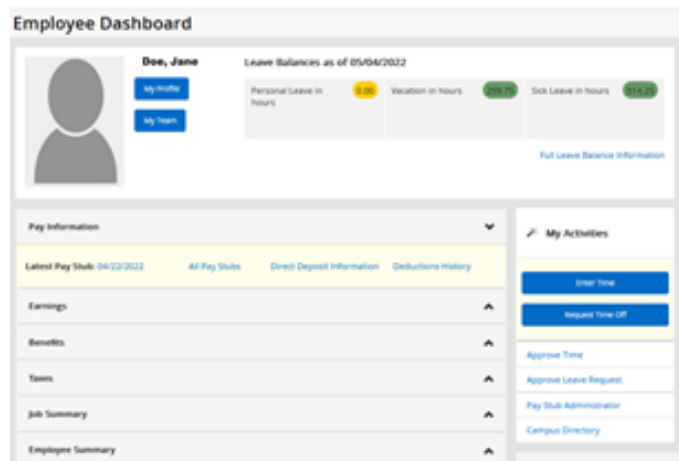
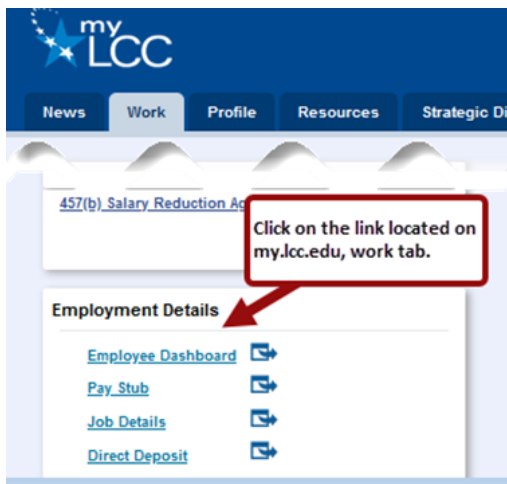


Introduction to Banner 9 Employee Dashboard

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

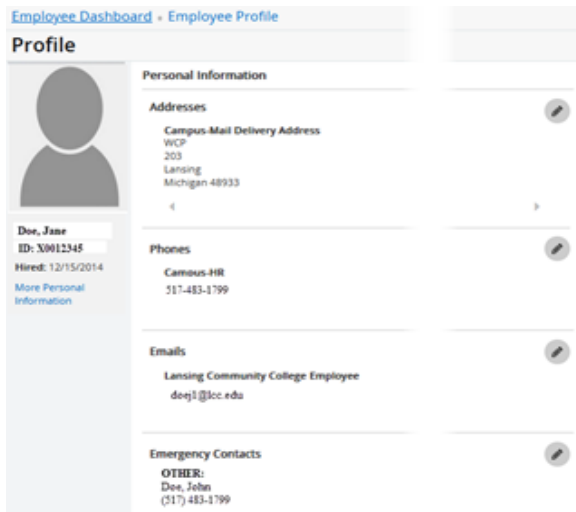
On the main screen you will see many features available such as:

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

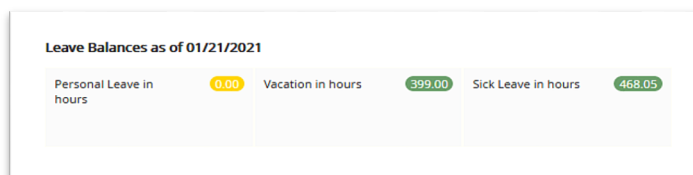
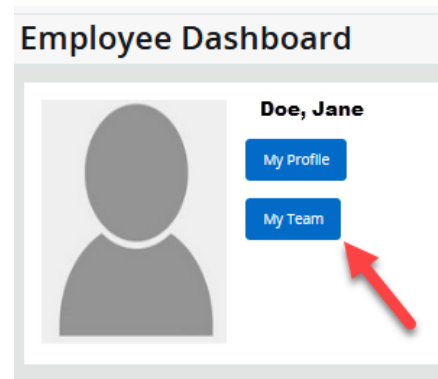


Employee Profile (Feature 1)

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.

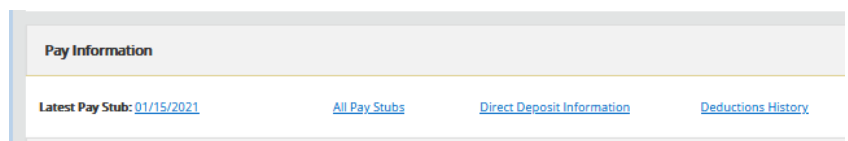


Leave Balances (Feature 3)

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.