



## BannerWeb for Employees

### A Way to Get the Information You Need, Quick & Easy

**BannerWeb Menu:** (All the menu options provide information to guide you through each specific function)

#### EMPLOYEE SERVICES

- Accrued Leave Balances
  - Leave Accrual Balances
- Benefit Information
  - Retirement Plans
  - Health & Dental Insurance
  - Flex Spending Accounts
- Leave Reporting
  - Leave Report for Exempt Staff
  - Approver Access for WTE
- Pay & Deduction Information
  - Direct Deposit Distribution
  - Earnings History
  - Pay Stub
  - Deductions History
- Tax Information
  - W4 Employee's Withholding Certificate
  - W2 Year End Earning Statement
- Timesheet
  - Time Entry for Employees
  - Approver Access for WTE
- Email Human Resources
- Email Payroll Office
- Admin Support Exception Timesheet
- Student Exception Timesheet

#### PERSONAL INFORMATION

- Change PIN
- View Address(es) and Phone(s)
- View Emergency Contacts
- Update Emergency Contacts
- Name Change Information
- Social Security Number Change
- Answer a Survey

#### **What is it?**

The Smith College BannerWeb for Employees is a secure way for you to see your own personal information, and to access the college's new Web Time Entry payroll system.

From anywhere in the world, at any time, via the internet, you can securely access information on your paycheck, benefits, deductions, federal tax information, and enter or approve time worked or exception time.

#### **What can I do with it?**

You can view and print out your paycheck stub, you can update your emergency contact information, and you can use the system to complete your timesheet electronically through Web Time Entry.

#### **How do I use it?**

First, you connect to the Internet by using a web browser.

Next, go to Smith College's homepage at <http://www.smith.edu> and click on the BannerWeb link at the bottom of the page.

Then, once at the Smith College BannerWeb login page, enter your employee ID (99\*) number and your Personal Identification Number (PIN).

The first time you log into BannerWeb you will also be asked to set up 2 security questions.

Follow the simple on-screen instructions. On most pages there is an Info section and a [Help](#) button at the top to give you assistance.

If you do not have a computer of your own with Internet access, there are Smith computers available for use by any employee at: 126 West Street, the Office of Human Resources at 30 Belmont Avenue, the Campus Center, and at the Neilson, Josten, Young Science and Hillyer Art libraries.

### **What is my ID number?**

Your ID number is your Smith College employee "99\*" number and can be found on your Smith OneCard.

### **What is my PIN number?**

Your personal identification number (PIN) is the eight-digit number that you use as a password to enter the secure system.

As a new hire, all PINs are initially set to an alpha numeric PIN. They all start with "schr" and have the last four digits of your Smith ID number (i.e. schr4444). When you log in the first time you are required to change your PIN to another eight digit number to protect your account information and guarantee your privacy. The system will require you to change your pin number every 180 days for security purposes. Also note, if you do not log into BannerWeb within 45 days of your account being setup, you will need to go to the IT User Support center or Human Resources to have your PIN reset.

### **What if I forget my PIN number?**

If you have forgotten your PIN and you have set up your "Forgot PIN" security question, you can use the "Forgot PIN?" button on the log in screen. First you must put in your User ID and then click on "Forgot PIN?" You will be asked the security questions that you set up for yourself. You must answer this question correctly in order to have the system **reset** your PIN.

If you do not remember the answer to your "Forgot PIN" security questions, stop by the User Support Center (ITS), Stoddard Hall, or the Office of Human Resources (HR), 30 Belmont Ave, with a picture identification such as your Smith ID or your driver's license and we can reset your PIN. For security reasons, changes will not be made over the phone.

### **Can anyone else access my personal data?**

The only way anyone can access your personal data through BannerWeb is by entering your identification number and using your personal PIN number. This is why it is essential that your PIN number remain secret, known only to you. **DO NOT** give anyone your PIN number.

### **How do I move around within BannerWeb?**

Use the **Buttons** provided by BannerWeb, and follow the on-screen instructions. Use the **Menu** button to go to the previous screen.