



BannerWeb for Employees and College Affiliates

***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 and Dental Insurance
- Flex Spending Accounts

Leave Reporting

- Leave Report for Exempt Staff
- Approver Access for WTE

Pay and Deduction Information

- Direct Deposit Distribution
- Earnings History
- Pay Stub
- Deductions History
- Salary Ranges

Tax Information

- W-4 Employee's Withholding Certificate
- W-2 Year End Earning Statement
- Electronic W-2 Consent

Time Sheets

- Time Entry for Employees
- Approver Access for WTE

E-mail Human Resources

E-mail Payroll Office

Admin Support Payroll Exception Time Sheet

PERSONAL INFORMATION

Emergency Information Review and Update

View Address(es) and Phone(s)

Change PIN

Name Change Information

Social Security Number Change Information

Answer a Survey

Disability Status

What is it?

The Smith College BannerWeb for Employees and College Affiliates is a secure way for you to see your own personal information, and to access the college's 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, on a computer, you connect to the Internet by using a web browser.

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.

Next, go to BannerWeb:

If you are a member of the Smith College community as a student, faculty, or staff member:

1. Go to Smith College's portal: <http://portal.smith.edu>
2. Sign on with your network username and password.
3. Click on BannerWeb in the Useful Links section.

If you are a Smith College affiliate:

1. Go to Smith College's homepage at <http://www.smith.edu>
2. Click on the BannerWeb link at the bottom of the page.
3. Enter your employee **ID 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.

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 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:

- a. Network username and password via the portal (students, faculty, and staff) or ...
- b. ID number and personal PIN number via the original BannerWeb (college affiliates only).

This is why it is essential that your network password (students, faculty, and staff) and PIN number (college affiliates) remain secret, known only to you. **DO NOT** give anyone your network password or 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.