



Welcome to Employee Self Service

What is Employee Self Service?

Employee Self Service provides employees an up-to-date view of their information at the University (personal, employment, and benefit information). Banner Human Resources was implemented in October, 1994 with the first paycheck dated October 14, 1994. All employment data from the implementation date is accessible in Employee Self Service.

In addition to viewing history of employee earnings and deductions, Michigan Tech employees have update access to the following information: W4 State and Federal Tax Withholdings, Address (mailing, campus and W2), Emergency Contact Information, Marital Status and Direct Deposit Allocation. Changes made through Employee Self Service will enter the Banner HR database immediately.

Self Service is shared with the Student Service area (Michigan Tech BANWEB), thus, if you have had a relationship with the University as a student you will also be able to view your student information (grades, financial, etc).

Employee Services Information

The Employee Services tab is divided into four areas: Benefits & Deductions, Pay Information, Tax Forms, and Leave Balances.

The **Benefits and Deductions** area is where you can view all of your current benefits and deductions along with detailed history. The benefits and deductions are divided into four areas: retirement plans, health benefit plans, flexible spending accounts and miscellaneous. The majority of deductions will be found in the MISCELLANOUS section.

The **Pay Information** area contains all of your earnings and deductions dating back to 1994 (the implementation of Banner HR). In addition, every paycheck is available for viewing and printing. You may also view your direct deposit allocation (if applicable), and you have the ability to update your direct deposit allocation.

The **Tax Forms** area provides you the ability to view and print your year end W2 forms (dating back to 1994). You will also be able to view and update your Federal W4 Tax Exemption deduction. NOTE: Your STATE W4 Tax Exemption deduction is not here. You will need to go the "Miscellaneous" section in the Benefits and Deductions area.

The **Leave Balances** area provides current leave along with detailed history of leave earned and leave taken by pay period.

Personal Information

The Personal Information tab provides you with update access to your addresses, emergency contacts and marital status. This area is shared with the Student Services area, thus you will see notes that pertain to students.

Address Information

Human Resources maintains three address types: mailing, campus department, and W2. The Student Service area maintains additional address types.

Mailing Address - This your local address.

W2 - The W2 address is not required. If no W2 address is specified, your Mailing Address will default to your W2.

Campus Department - The campus department address is used for the publication of the annual faculty/staff directory. This address is maintained for regular (non-temporary) employees. The campus department address can be updated, but not added. If you are a regular employee (non-temporary), and you do not have a campus department address, please email ess@mtu.edu to have a campus department address created.

Marital Status

In this section you can update your marital status. You will also need to stop by the Benefits Office (Room 200 of the Admin Bldg) to complete a "Health Enrollment Change Form" to update your benefit information. If your change in marital status involves a name change, please present your new social security card to update your employee information.

Emergency Contact

Please review and add/delete/update/prioritize your emergency contact information.

Please address any questions or concerns with Employee Self Service to:

ess@mtu.edu or call Patty Kyllonen at 487-2480.


Below is the SIGN ON screen to Employee Self Service (www.banweb.mtu.edu).

The login is your Michigan Tech ISO userid and password. The Michigan Tech ISO is the same username and password you use for email, HuskyMail, The Avenue, and WebCT. For information on your Michigan Tech ISO userid and password, please visit www.login.mtu.edu. If you need additional assistance, please do not hesitate to email ess@mtu.edu or call Patty Kyllonen at 487-2480.

MichiganTech *Create the Future*

HELP EXIT

MTU Login



Welcome to MTU's Login Page

Please enter your campus username and ISO password (This is the same username and password you use for HuskyMail, The Avenue, and WebCT) and click login. If you have forgotten your password, or have other questions regarding this login page, please visit <http://www.login.mtu.edu> .

This system is not available from 2 a.m. until 2:30 a.m. EST daily, for system backup processing.

When you are finished, please Exit and close your browser to protect your privacy.

Username

Password

[Help with login](#)

RELEASE: 7.4

After you sign on, this is the next screen you will see.

This example may look different when you sign on based on your relationship (current and previous) with the University. You should see a minimum of two tabs, **PERSONAL INFORMATION** and **EMPLOYEE SERVICES**. If you have been connected to the University as a student you will also have the student services tab.

The screenshot shows the MichiganTech BANWEB interface. At the top is the MichiganTech logo with the tagline "Create the Future". Below the logo are four navigation tabs: "Personal Information", "Student Services & Financial Aid", "Employee Services", and "Guest Access". The "Personal Information" tab is currently selected. Below the tabs is a search bar with the text "Search" and a "Go" button. A yellow horizontal line separates the navigation area from the main content. The main content area displays a welcome message: "Welcome, Patricia K. Kyllonen, to BANWEB!". Below the welcome message is a security warning: "To protect your privacy do not leave your session unattended." with a small icon of a person and a lock. Below the warning are four service categories, each with a small icon and a description:

- Personal Information**: Address information, emergency contacts and marital status
- Student Services & Financial Aid**: Register, Transcripts, Grades, Financial Aid, Express Textbooks, and MTU Bill
- Employee Self Service**: Employee Information
- Guest Access**: Guest access to student information.

At the bottom of the page, it says "RELEASE: 7.3".

You should have the tabs, **PERSONAL INFORMATION** and **EMPLOYEE SELF SERVICE**. If you do not, please email ess@mtu.edu or call Patty Kyllonen (487-2480) to correct this.

If you were a student at the University at some time, you will have the **STUDENT SERVICES** tab also.