

BANNER HUMAN RESOURCES

UNCG



Banner HR
Employee Dashboard

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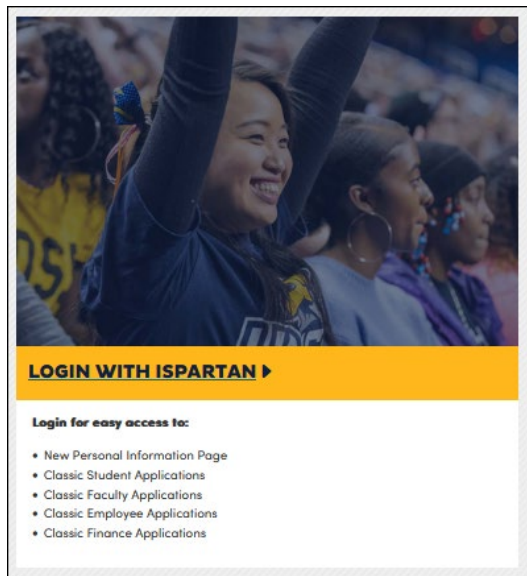
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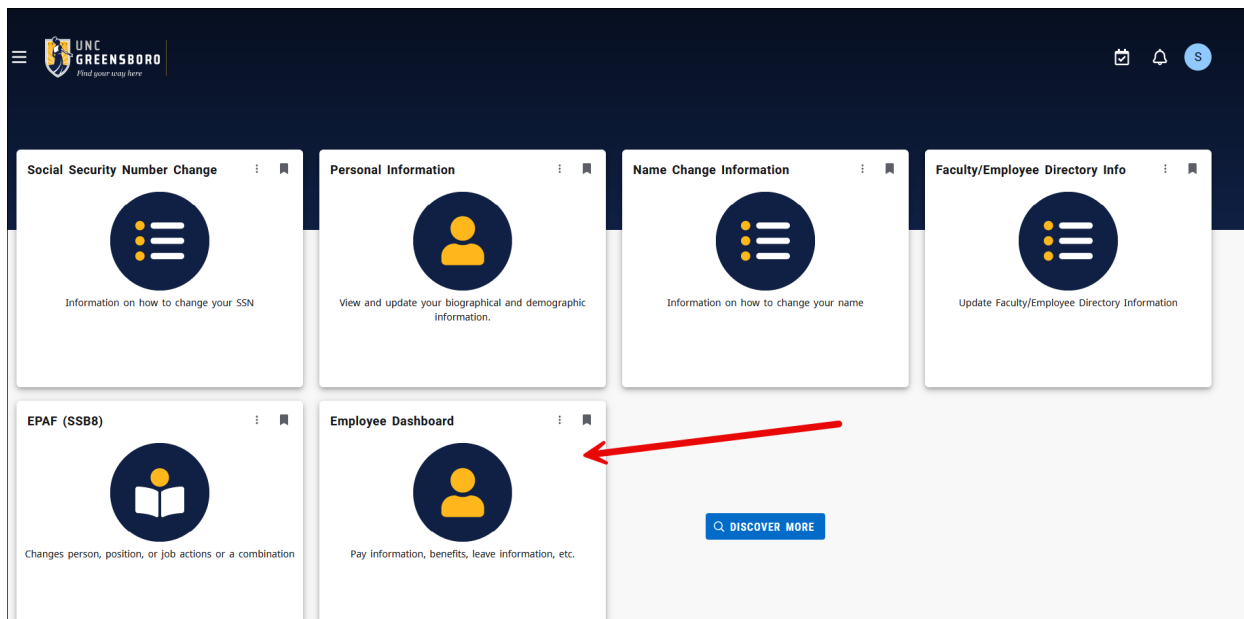
INTRODUCTION TO EMPLOYEE DASHBOARD

The UNCGenie (Self Service Banner) Employee Dashboard provides employees access to elements of their Banner Employee records, some of which can be updated. In addition, the Employee Dashboard provides access to tools that allow designated employees to fulfill their job responsibilities such as EPAFs.

To login the Employee Dashboard visit <https://ssb.uncg.edu>, then click on “Login with iSpartan” and log in using your UNCG credentials:



From the landing page, click the “Employee Dashboard” card to go to the Employee Dashboard:



EMPLOYEE DASHBOARD – MAIN PAGE

From the Employee Dashboard main page, you will be able to view and access:

- My Profile
- Leave Balances
- Pay Information
- Earnings
- Benefits
- Taxes
- Job Summary
- Employee Summary
- EPAFs and PPAFs
- Effort Certification
- Pending Action Items

The screenshot shows the Employee Dashboard for UNC Greensboro. The header is orange with the UNC Greensboro logo and a settings/user icon. Below the header, the page title "Employee Dashboard" is displayed. A "My Profile" button is visible. The "Leave Balances as of 10/23/2023" section shows a grid of leave types with corresponding balance bars: Vacation in hours, Sick in hours, Bonus Leave in hours, Spec Annual Leave Bonus FY18-19 in hours, Annual Special Leave in hours, and Comp Time in hours. A link for "Full Leave Balance Information" is provided. The main content area is divided into two columns. The left column contains a "Pay Information" section with a dropdown arrow, followed by a row of links: "Latest Pay Stub: 11/30/2023", "All Pay Stubs", "Direct Deposit Information", and "Deductions History". Below this are sections for "Earnings", "Benefits", "Taxes", "Job Summary", and "Employee Summary", each with an upward arrow. The right column contains a "My Activities" section with a magnifying glass icon, followed by links for "Effort Certification" and "Electronic Personnel Action Forms (SSB 8)".

UNC GREENSBORO
UNCGenie Menu Alt-M

Employee Dashboard

Employee Dashboard

My Profile

Leave Balances as of 10/23/2023

Vacation in hours		Sick in hours		Bonus Leave in hours	
Spec Annual Leave Bonus FY18-19 in hours		Annual Special Leave in hours		Comp Time in hours	

Full Leave Balance Information

Pay Information

Latest Pay Stub: 11/30/2023 All Pay Stubs Direct Deposit Information Deductions History

Earnings

Benefits

Taxes

Job Summary

Employee Summary

My Activities

Effort Certification

Electronic Personnel Action Forms (SSB 8)

MY PROFILE

My Profile is a new page that displays a summary of basic employee information to the user including address, phone number, email address, emergency contact information and more. From here the user may also choose to update this information by clicking on the pencil icon.

The screenshot shows the 'Employee Profile' page. At the top is a yellow header with the UNC Greensboro logo and navigation icons. Below the header, the breadcrumb 'Employee Dashboard > Employee Profile' is visible. The main section is titled 'Profile' and contains a sidebar on the left with a 'CONFIDENTIAL' badge and fields for ID, Status (Active), Hired date (11/01/2023), and Birthday. The main content area is divided into sections: 'Personal Information', 'Addresses' (with a 'Permanent' address listed), 'Phones' (stating no numbers are available), 'Emails' (with fields for E-Mail Address, Recovery Email, and UNCG E-Mail Address), and 'Emergency Contacts' (with a 'Spouse' contact listed). Each section has a pencil icon in the top right corner for editing.

LEAVE BALANCES

Leave Balances displays 6 current leave balances while “Full Leave Balance Information” provides detailed information on all current leave balances as well as complete leave history for the current and prior years.

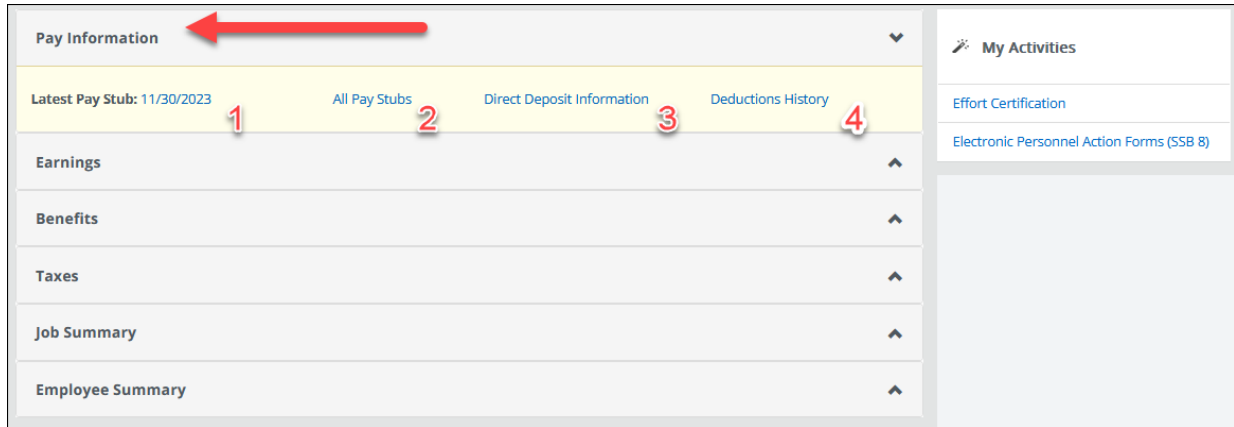
The screenshot shows the 'Leave Balances' page. It features a 'My Profile' button on the left. The main content area is titled 'Leave Balances as of 10/25/2023' and displays a table of six leave balances. Each balance is represented by a green bar indicating the amount. A red arrow points from the bottom right of the table to a link labeled 'Full Leave Balance Information'.

Leave Balances as of 10/25/2023					
Vacation in hours	[Green Bar]	Sick in hours	[Green Bar]	Bonus Leave in hours	[Green Bar]
Spec Annual Leav Bonus FY18-19 in hours	[Green Bar]	Annual Special Leave in hours	[Yellow Bar]	Comp Time in hours	[Yellow Bar]

PAY INFORMATION

Pay Information displays information related to an employee's current pay month. From here a user can open pages with additional information and tools including:

1. Their latest pay stub containing all earnings, deduction, tax, and direct deposit check information.
2. Complete pay stub history and details
3. Detailed direct deposit information
4. Complete deduction history



EARNINGS

Earnings displays total gross earnings for the current year as well as:

1. Detailed Earnings by Date Range
2. Detailed Earning by Position



BENEFITS

Benefits allows employees to view their current (and past) benefits by category. Current Summary will take the employee to a Date Selection page allowing them to view their current active deductions or those active as of a specific date.

The screenshot shows the UNCG Greensboro employee dashboard. On the left, a sidebar menu lists several sections: Pay Information, Earnings, Benefits, Current Summary, Taxes, Job Summary, and Employee Summary. The 'Benefits' section is highlighted with a red arrow. On the right, there is a 'My Activities' section with links for 'Effort Certification' and 'Electronic Personnel Action Forms (SSB 8)'.

The screenshot shows the 'Benefit Summary Date Criteria' page. At the top, there is a breadcrumb trail: 'Employee Dashboard > Benefits and Deductions > Benefit Summary Date Criteria'. Below this, the page title 'Benefit Summary Date Criteria' is displayed. The main content area has a yellow background and contains the following elements: 'As of date:' label, a dropdown menu currently set to 'CURRENT' (indicated by a red arrow), a date input field with the placeholder 'MM/DD/YYYY' and a calendar icon, and a blue 'Select' button (indicated by a red arrow). At the bottom, there is a horizontal navigation bar with five categories: 'Retirement Plans' (labeled with a red '1'), 'Health Benefits' (labeled with a red '2'), 'Flexible Spending Accounts' (labeled with a red '3'), 'Miscellaneous' (labeled with a red '4'), and 'Beneficiaries and Dependents' (labeled with a red '5').

Note that from here, employees can also choose to view current details on various categories of benefits including:

1. Retirement Plans
2. Health Benefits
3. Flexible Spending Accounts

The following options are not available to UNCG employees in UNCGenie:

4. Miscellaneous – Selecting this option will display a notification that it is not available.
5. Beneficiaries and Dependents – Employees may see information related to family members.

NOTE: Family members listed here **DO NOT** reflect designated beneficiaries or dependents. All beneficiaries and dependents are only officially recognized in the NC State Employee Benefits Platforms: BenefitFocus (for NC State Health Plan) and Empyrean (all other benefits). Please contact askbenefits@uncg.edu with any questions.

Employee Dashboard • Benefits and Deductions • Retirement Plans

Retirement Plans

This is a current summary of your Retirement benefit plans, you cannot add a new Retirement benefit plan here.

State Retirement System

Benefit or Deduction as of date: 10/25/2023

Status of Benefit or Deduction: Active

Start Date: 01/01/2008

End Date:

Plan:

Employee Contribution:

Employer Contribution:

History • Contributions or Deductions

1 2

Add a New Benefit or Deduction ← Not Applicable at UNCG

After selecting a specific category of benefits, employees can also view:

1. A full history of related benefits deduction information
2. A detailed listing of related contributions or deductions.

NOTE: Employees **CANNOT** use UNCGenie to modify their benefits or deductions. All changes to benefits and deductions must be managed in the NC State Employee Benefits Platforms: BenefitFocus (for NC State Health Plan) and Empyrean (all other benefits). Please contact askbenefits@uncg.edu with any questions.

TAXES

Taxes combines all available information and tools related to employee tax withholdings and forms including:

1. W-4 Employee's Withholding Allowance Certificate
2. Electronic Regulatory Consent
3. NC State Tax Form
4. W-2 Wage and Tax Statement
5. W-2c Corrected Wage and Tax Statement

Pay Information ^	My Activities	
Earnings ^	Effort Certification	
Benefits ^	Electronic Personnel Action Forms (SSB 8)	
Taxes v		
<div> <div> Federal Tax Withholding Filing Status: <input type="text"/> Status: Active Number of Allowances: <input type="text"/> Additional Withholding: <input type="text"/> </div> <div> W-4 Employee's Withholding Allowance Certificate 1 Electronic Regulatory Consent 2 NC State Tax Form 3 </div> <div> W-2 Wage and Tax Statement 4 W-2c Corrected Wage and Tax Statement 5 </div> </div>		
NC State Tax Withholding		
Filing Status: <input type="text"/> Status: Active # Exempt: <input type="text"/> Additional Withholding: <input type="text"/>		
Job Summary ^		
Employee Summary ^		

JOB SUMMARY

Job Summary displays information related to current and prior jobs including relevant job dates, job change reasons, titles, departments, and statuses.

Pay Information ^	My Activities	
Earnings ^	Effort Certification	
Benefits ^	Electronic Personnel Action Forms (SSB 8)	
Taxes ^		
Job Summary v		
<div> Test Job Title 005125-00, Human Resources Job Information </div>		
Employee Summary ^		

UNC GREENSBORO
Find your way here

Employee Dashboard » Job Information

Job Information

Current Job

Test Job Title, 005125-00

Personnel Date: 09/01/2023 Reason for Change: Add Pay Begin Job Salary or Hourly Rate: [REDACTED] Effective Date: 09/01/2023 Status: Active	Title: Test Job Title Department Name: Human Resources Shift: 1
Personnel Date: 07/01/2023 Reason for Change: Legislative Salary Inc w/Retro Job Salary or Hourly Rate: [REDACTED] Effective Date: 10/01/2023 Status: Active	Title: Test Job Title Department Name: Human Resources Shift: 1
Personnel Date: 10/01/2022 Reason for Change: CPA-Labor Market w/Retro pay Job Salary or Hourly Rate: [REDACTED] Effective Date: 11/01/2022 Status: Active	Title: Bus & Tech Apps Analyst Department Name: Human Resources Shift: 1
Personnel Date: 10/01/2022 Reason for Change: [REDACTED] Job Salary or Hourly Rate: [REDACTED] Effective Date: 11/01/2022 Status: Active	Title: Bus & Tech Apps Analyst Department Name: Human Resources Shift: 1

EMPLOYEE SUMMARY

Employee Summary is a new section displaying base employee information including hire dates, service dates, departments, employee classes and more. At UNCG the fields are defined as follows:

- **Status** – Employee status
- **Full Time/Part Time Indicator** – Whether an employee is designated as full or part time
- **Home Department** – The department an employee is employed by
- **Check Distribution** – The same as Home Dept.
- **Employee Class** – The employee's employee classification, e.g. SHRA Exempt, EHRA 12 Month Leave Earning
- **Current Hire Date** – The date an employee was last hired (only changed after a break in service or certain classification changes)
- **Original Hire Date** – The date an employee was originally hired
- **Adjusted Service** – The date used to calculate consecutive years of State Service
- **Seniority** – The date used to calculate consecutive years of UNCG Service
- **First Work Day** – The first day of an employee's assignment
- **Hiring Location** – Not used at UNCG
- **Hiring College** – Not used at UNCG
- **Hiring Campus** – Not used at UNCG
- **District/Division** – This represents a faculty member's Department of Rank

Pay Information

Earnings

Benefits

Taxes

Job Summary

Employee Summary

My Activities

Effort Certification

Electronic Personnel Action Forms (SSB 8)

Status: Active

Full Time Part Time Indicator: Full-Time

Home Department: Office of the Provost

Check Distribution: Human Resources

Employee Class: SHRA Exempt

Current Hire Date: 11/01/2023

Original Hire Date: 08/10/1998

Adjusted Service: 11/01/1998

Seniority: 11/01/1999

First Work Day:

Hiring Location:

Hiring College:

Hiring Campus:

District/Division:

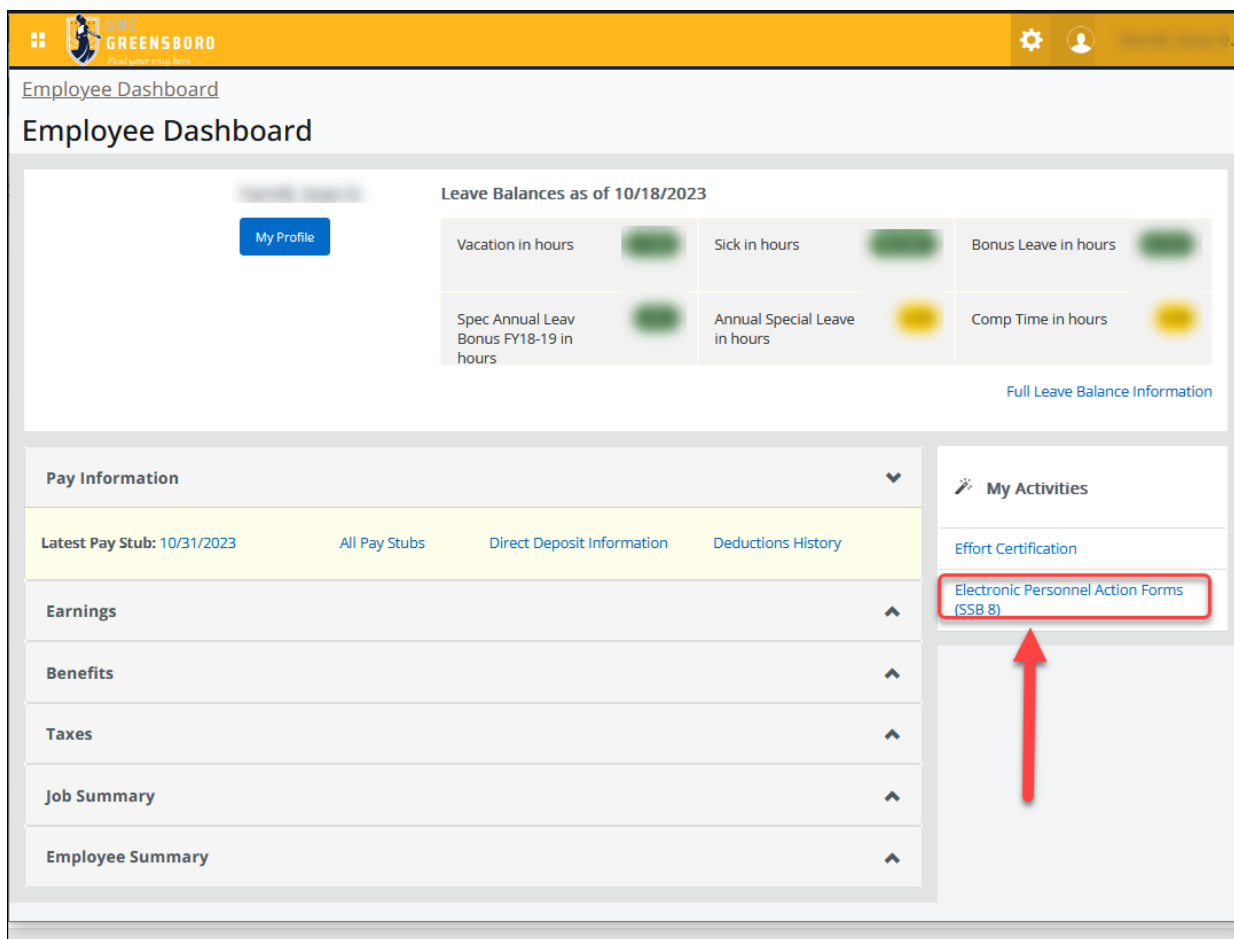
MY ACTIVITIES

The My Activities section of the Employee Dashboard lists tools designated employees can use to perform their job duties and responsibilities as well as any pending Action Item notices such as survey requests, emergency contact review, and more.

EPAFS AND PPAFS

EPAFs and PPAFs can be accessed using the “Electronic Personnel Action Forms (SSB8)” link. This link will take employees with access to managing EPAF/PPAFs to SSB8. From there, employees with access can Originate, View, and Approve designated actions.

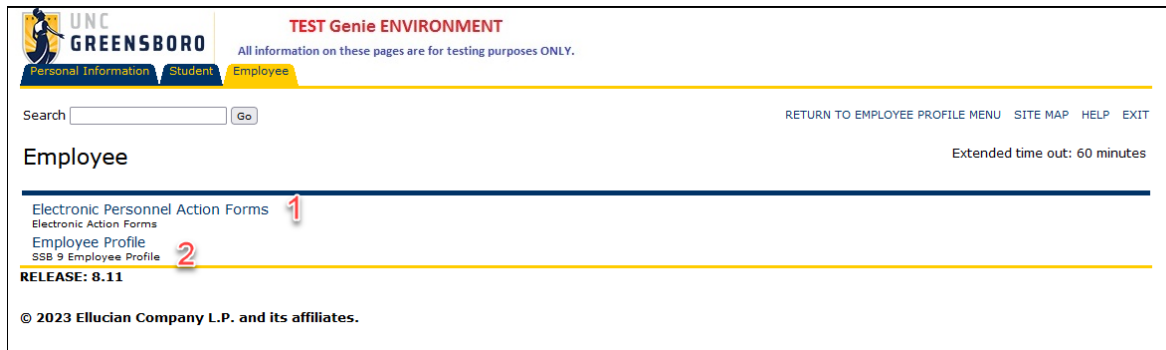
Note: EPAF/PPAFs in SSB8 retain their full functionality and appearance for the time being. EPAF/PPAFs will be upgraded to SSB9 during a future phase of the SSB9 project.



Clicking the EPAF (SSB8) link will take employees to the legacy UNCGenie page which will provide limited access to a few functions not yet migrated to UNCGenie 8. On this page, EPAF users may select:

1. EPAFS – Here employees will be able to perform all expected functions related to managing EPAF/PPAFs including Originating, Approving, Assigning Proxies, and more.

2. Employee Profile – This link will take employees back to the UNCGenie 9 Employee Dashboard.



EFFORT CERTIFICATION

Effort Certification provides functionality to allow authorized stakeholders to manage effort tracking related to grant funded personnel. This functionality is currently being configured and tested with plans to release to SSB9 soon.

