

BANNER HUMAN RESOURCES



Banner HR Employee Dashboard October 2023

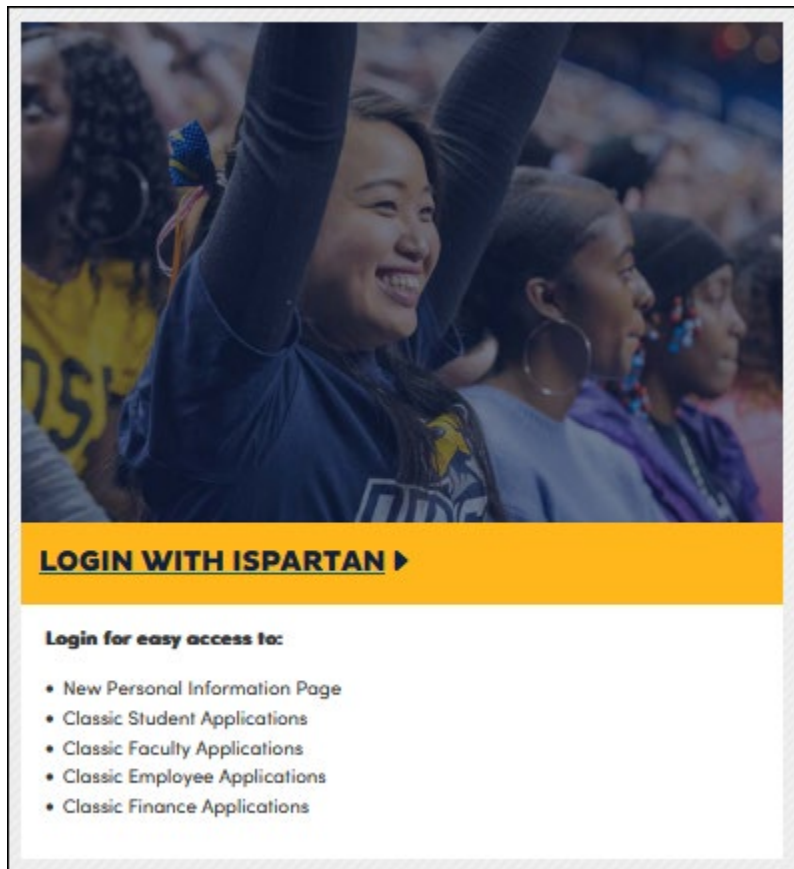
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INTRODUCTION TO EMPLOYEE DASHBOARD

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 “Employees” then “Employee UNCGenie Main Menu” to go to the Employee Dashboard:


My Account


WELCOME TO UNCGENIE


[All Users](#) [Students](#) [Employees](#)





ALL USERS




**Personal Information**
View and update your biographical and demographic information.

**Name Change Information**
Information on how to change your name

**Social Security Number Change Information**
Information on how to change your SSN

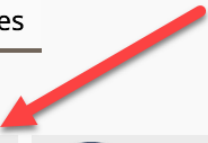
**Action Items**
View and process your assigned Action Items.

**Emergency Cell Phone Notification**
Enter your Cell Phone to contact in case of University Emergency


My Account


WELCOME TO UNCGENIE


[All Users](#) [Students](#) [Employees](#)




EMPLOYEES

**Employee UNCGenie Main Menu**
Pay information, benefits, leave information, etc.

**EPAF (SSB 8)**
Changes person, position, or job actions or a combination

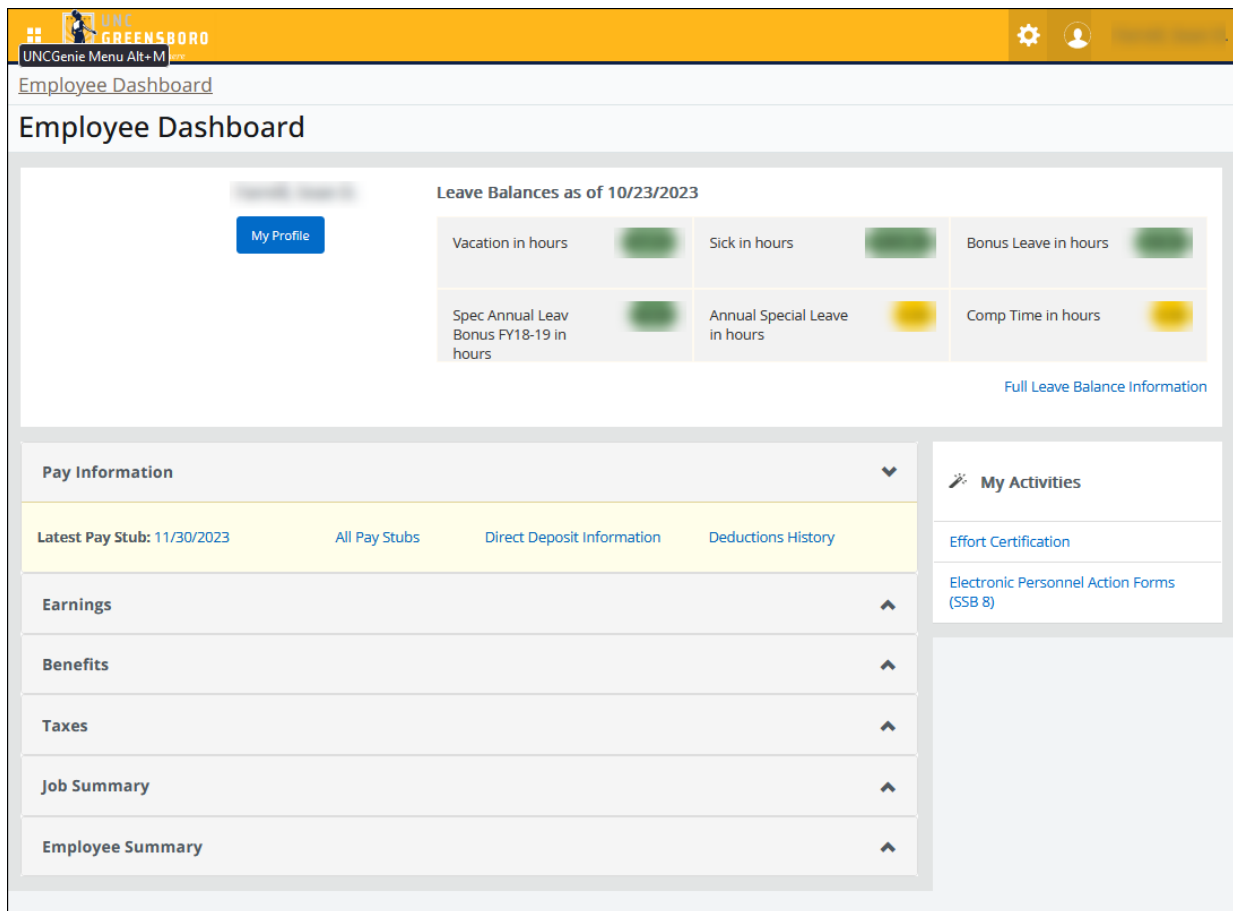
**Salary Planner**
Evaluate, plan, and create budgets for any fiscal year.

**Effort Reporting**
US Federally mandated process to certify the salary charged is reasonable to the effort expended.

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



Employee Dashboard

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 UNG 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), 'Phones' (stating no numbers are available), 'Emails' (with fields for E-Mail Address, Recovery Email, and UNG E-Mail Address), and 'Emergency Contacts' (with a 'Spouse' contact). Each section has a pencil icon for editing.

LEAVE BALANCES

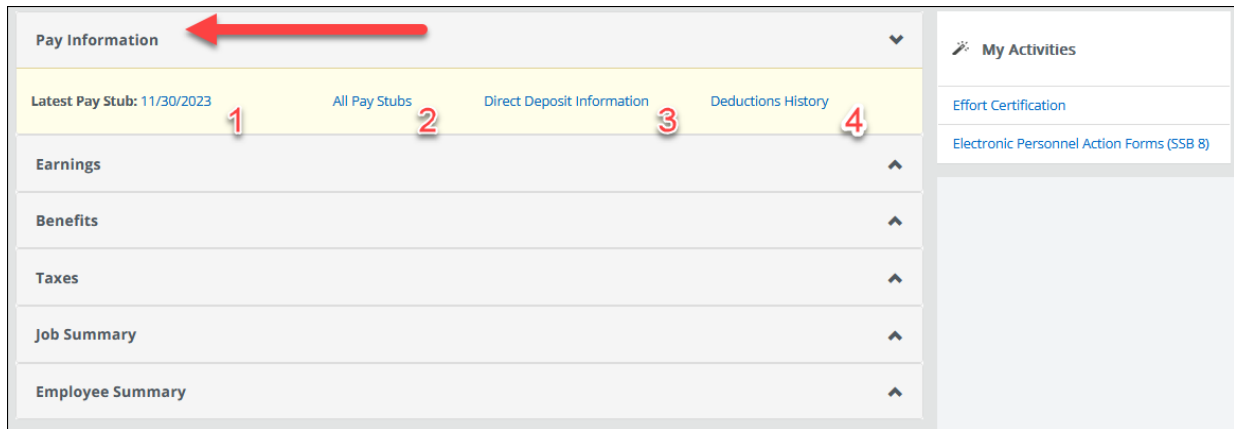
Leave Balances displays 6 current leave balances while “Full Leave Balance Information” provides detailed information on all current leave balances as well as complete leave history for the current and prior years.

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 six leave balance categories in a grid: 'Vacation in hours', 'Sick in hours', 'Bonus Leave in hours', 'Spec Annual Leav Bonus FY18-19 in hours', 'Annual Special Leave in hours', and 'Comp Time in hours'. Each category has a green bar representing the balance. A red arrow points from the bottom right of the grid to a link labeled 'Full Leave Balance Information'.

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 various 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 is 'Benefit Summary Date Criteria'. The main content area has a yellow background and contains the following elements: 'As of date:' label, a dropdown menu currently set to 'CURRENT' (highlighted with a red arrow), a date input field with the placeholder 'MM/DD/YYYY' and a calendar icon, and a blue 'Select' button (highlighted with 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 Effort Certification Electronic Personnel Action Forms (SSB 8)	
Earnings ^		
Benefits ^		
Taxes v		
Federal Tax Withholding W-4 Employee's Withholding Allowance Certificate 1 W-2 Wage and Tax Statement 4 Filing Status: Electronic Regulatory Consent 2 W-2c Corrected Wage and Tax Statement 5 Status: Active NC State Tax Form 3 Number of Allowances: Additional Withholding: NC State Tax Withholding Filing Status: Status: Active # Exempt: Additional Withholding: 		
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 Effort Certification Electronic Personnel Action Forms (SSB 8)
Earnings ^	
Benefits ^	
Taxes ^	
Job Summary v ←	
Test Job Title 005125-00, Human Resources Job Information 	
Employee Summary ^	

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

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	^	 My Activities	
Earnings	^		Effort Certification
Benefits	^		Electronic Personnel Action Forms (SSB 8)
Taxes	^		
Job Summary	^		
Employee Summary	^		
<div><div>Status: Active</div><div>Full Time Part Time Indicator: Full-Time</div><div>Home Department: Office of the Provost</div><div>Check Distribution: Human Resources</div><div>Employee Class: SHRA Exempt</div></div> <div><div>Current Hire Date: 11/01/2023</div><div>Original Hire Date: 08/10/1998</div><div>Adjusted Service: 11/01/1998</div><div>Seniority: 11/01/1999</div><div>First Work Day:</div></div> <div><div>Hiring Location:</div><div>Hiring College:</div><div>Hiring Campus:</div><div>District/Division:</div></div>			

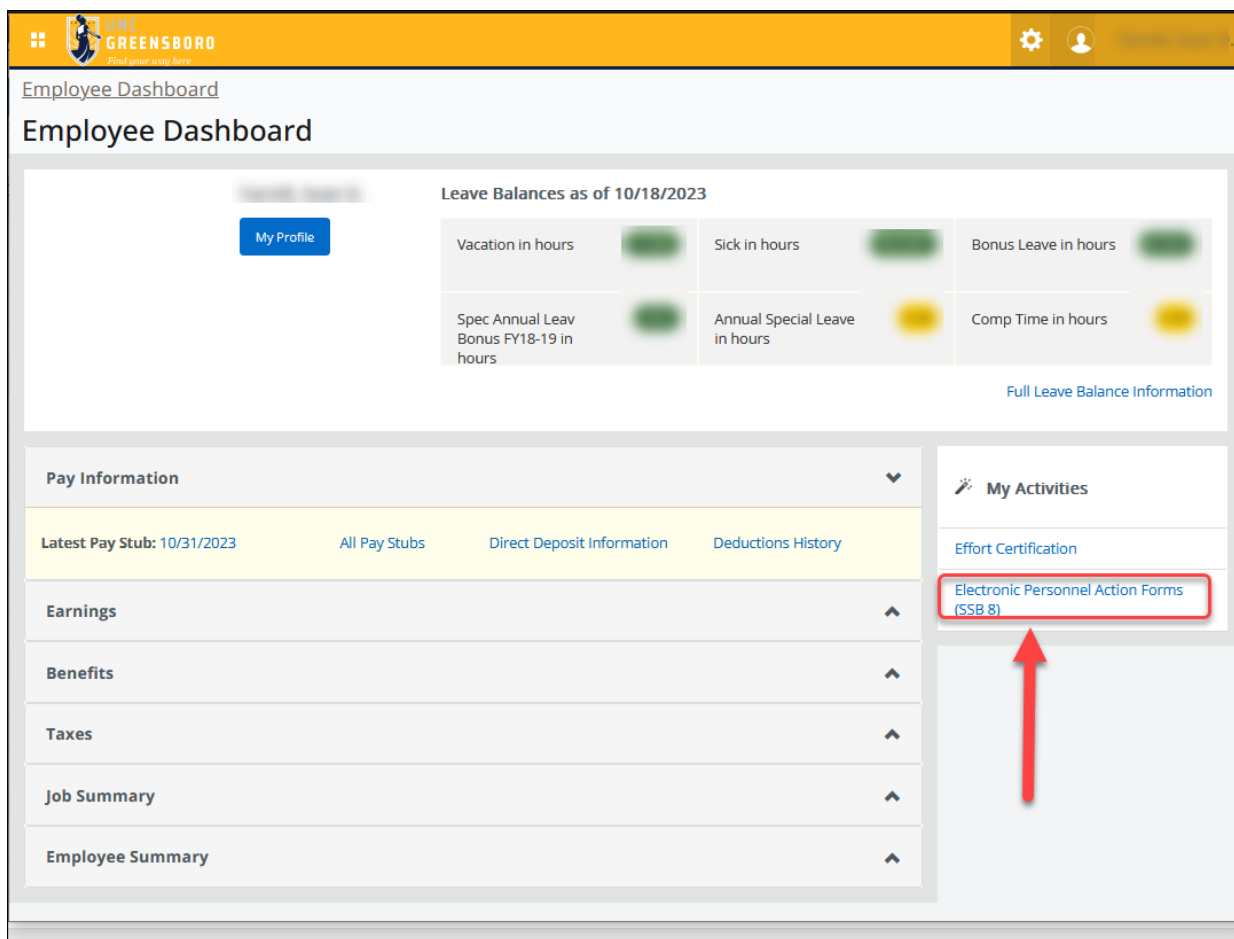
MY ACTIVITIES

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.

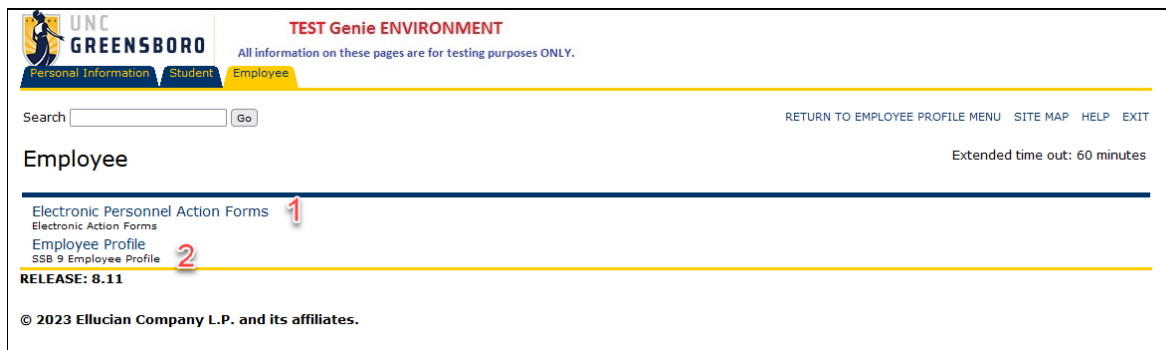
Note: EPAF/PPAFs in SSB8 retain their full functionality and appearance for the time being. EPAF/PPAFs will be upgraded to SSB9 during a future phase of the SSB9 project.



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.

