

Human Resources: Web Self Services

Web Self Services • Human Resources Module
Release Date: March 3, 2006



FERRIS STATE UNIVERSITY

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Conventions Used in this Manual

The following formatting conventions are used throughout this manual.

Convention	Example
Text entry is printed in monotype (Courier) font.	Type <code>FPAREQN</code> in the Direct Access field.
Field names are in bold face.	Type <code>299771111</code> in the ID field.
Button names are in bold face.	Click the Execute Query button.
Specific block names (but not "Key Block") are in bold face.	In the Addresses block, click inside the Zip Code field.
Form names are in all capital letters.	Navigate to the FPAREQN form.
Keyboard keys are in all capital letters.	Press ENTER .
Menu navigation is listed as Menu > Menu Option.	To count the query hits, choose Query > Count Hits .

Accessing Web Self Services

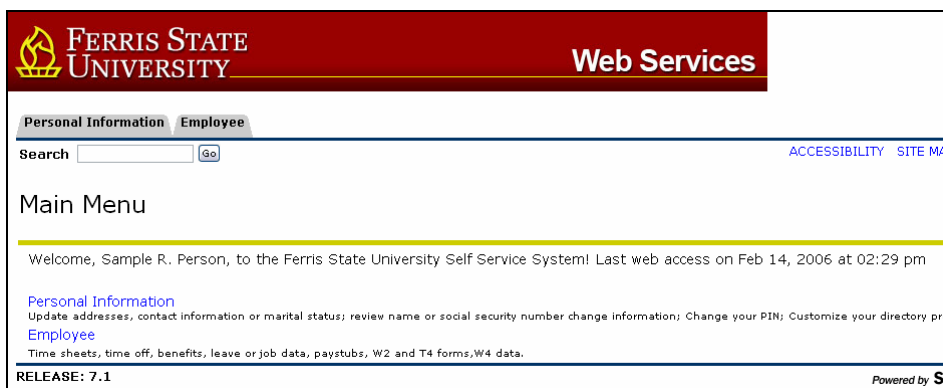
1. To access Web Self Service (WSS), log on to MyFSU and then click the **MyBANNER** tab.
2. Select **Banner Self Service** to log on with your MyFSU username and password.



The screenshot shows the login page for Banner Web Services. At the top, there is a red header with the Ferris State University logo and the text "MyFERRIS STATE UNIVERSITY". Below the header, there is a navigation bar with the Ferris State University logo and the text "Web Services". The main content area contains the following text: "Please enter your MyFSU user name and password. When finished, select Login. This extra login is necessary during migration to our new Banner systems. To protect your privacy, please Exit and close your browser when you are finished." Below this text are two input fields: "MyFSU User Name:" and "MyFSU Password:". There is a "Login" button and a link "Click Here for Help with Login?". At the bottom left, it says "RELEASE: 7.1".

Screen 1: Banner Web Services login

Once you have entered the WSS site, there are two (2) choices: Personal Information or Employee

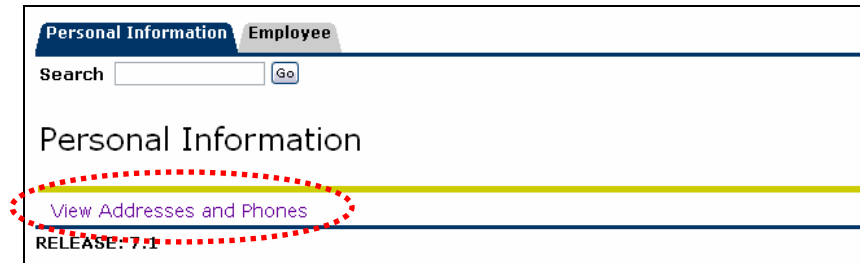


The screenshot shows the main menu of the HR Web Self Services (WSS) site. At the top, there is a red header with the Ferris State University logo and the text "Web Services". Below the header, there is a navigation bar with the Ferris State University logo and the text "Web Services". The main content area contains the following text: "Personal Information Employee" (with "Personal Information" selected), "Search" with a search box and a "Go" button, "ACCESSIBILITY SITE MAP", "Main Menu", "Welcome, Sample R. Person, to the Ferris State University Self Service System! Last web access on Feb 14, 2006 at 02:29 pm", "Personal Information" (with a sub-menu: "Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory pro"), "Employee" (with a sub-menu: "Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms,W4 data."), "RELEASE: 7.1", and "Powered by SU".

Screen 2: HR Web Self Services (WSS) Main Menu

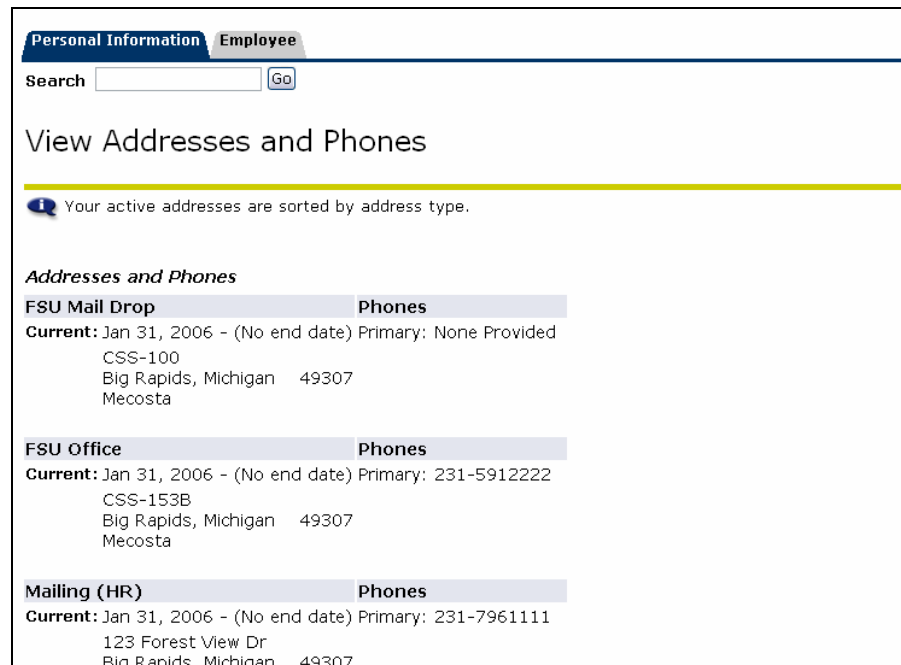
Personal Information

If you choose **Personal Information** you can view addresses and phone numbers.



Screen 3: HR WSS Personal Information > View Addresses and Phones

You will be able to see all the addresses you have listed within the Banner HR system, including your home and FSU mailing addresses.

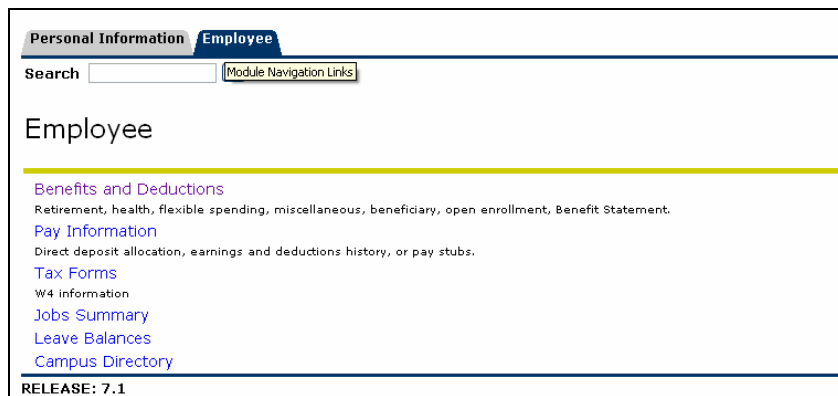


Screen 4: View Addresses and Phones detail

Employee Information

To view employee-related information, click the **Employee** tab. The following options are available to view:

- Benefits and Deductions
- Pay Information
- Tax Forms
- Job Summary
- Leave Balances
- Campus Directory

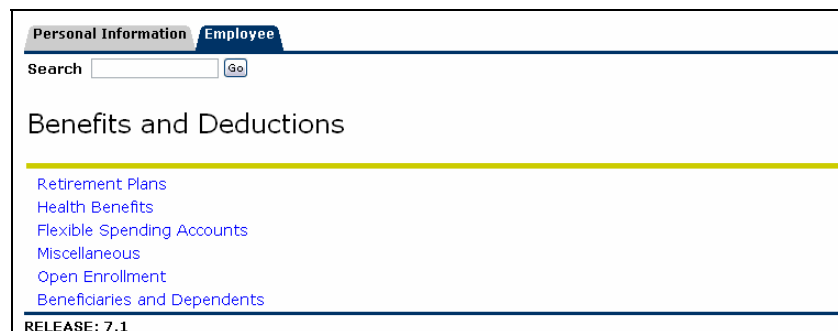


Screen 5: HR WSS Employee Main Menu

Benefits and Deductions

If you choose **Benefits and Deductions**, the following choices are available:

- Retirement Plans
- Health Plans
- Flexible Spending Accounts
- Miscellaneous
- Beneficiaries and Dependents



Screen 6: Benefits and Deductions menu

Retirement Plans

From the Benefits and Deductions menu, select **Retirement Plans** to see your current retirement plan and the contributions by Employee and Employer.

Personal Information **Employee**

Search

Retirement Plans

Select Add a New Benefit Or Deduction to add a new benefit.

Fidelity Retirement Non Union

Benefit or Deduction as of date: Feb 28, 2006
 Status of Benefit or Deduction: Active
 Start Date: Feb 13, 2006
 End Date:
 Plan: Fidelity Non Union
 Employee Percent of Gross: .0000
 Employer Percent of Gross: 12.0000

[\[History \]](#)

Screen 7: Benefits and Deductions > Retirement Plans

Health Benefits

From the Benefits and Deductions menu, you can choose **Health Benefits**. Your health benefits will include any medical, dental, and vision benefits including Employer and Employee contributions.

Personal Information **Employee**

Search

Health Benefits

Select Add a New Benefit to add a new health benefit.

Faculty FSU Contribution

Benefit or Deduction as of date: Feb 28, 2006
 Status of Benefit or Deduction: Active
 Start Date: Feb 13, 2006
 End Date:
 Plan: FSU Contribution
 Employee Deduction: -17.5000
 Employer Amount: 17.5000

[\[History \]](#)

MESSA Faculty PAK - Pre Tax

Benefit or Deduction as of date: Feb 28, 2006
 Status of Benefit or Deduction: Active
 Start Date: Feb 13, 2006
 End Date:
 Plan: MESSA Faculty PAK A

Screen 8: Benefits and Deductions > Health Benefits

Flexible Spending Accounts

From the Benefits and Deductions menu, you can select **Flexible Spending Accounts**.

Personal Information **Employee**

Search

Flexible Spending Accounts

Select Add a New Spending Account to add a new flexible spending account .

FSA Medical Faculty

Benefit or Deduction as of date: Feb 28, 2006
 Status of Benefit or Deduction: Active
 Start Date: Feb 13, 2006
 End Date:
 Employee Deduction: 20.00
 Annual Deduction Limit: 480.00

[History | Details]

[Retirement Plans | Health Benefits | Miscellaneous | Open Enrollment | Beneficiaries and
 RELEASE: 7.0

Screen 9: Benefit and Deductions > Flexible Spending Accounts

Miscellaneous

From the Benefits and Deductions menu, select **Miscellaneous** to view miscellaneous deductions such as taxes.

Personal Information **Employee**

Search

Miscellaneous

Select Add a New Benefit or Deduction to add a new record.

Federal Income Tax

Benefit or Deduction as of date: Feb 28, 2006
 Status of Benefit or Deduction: Active
 Start Date: Feb 13, 2006
 End Date:
 Filing Status: Married
 Number of Allowances: 2
 Additional Withholding:

[History | Vendor Web Site]

Fica Medicare

Benefit or Deduction as of date: Feb 28, 2006
 Status of Benefit or Deduction: Active
 Start Date: Feb 13, 2006
 End Date:

[History]

Screen 10: Benefit and Deductions > Miscellaneous

Beneficiaries and Dependents

From the Benefits and Deductions menu, click **Beneficiaries and Dependents** to view current beneficiaries and dependents currently covered on your health benefits.

Personal Information / **Employee**
RETURN TO MENU | SITE MAP | HELP | EXIT

Search

Beneficiaries and Dependents

To make change to your beneficiaries and/or dependents, contact the Office of Human Resources Benefits Office; Prakken 150 at 591-3874 or 591-3877.

Beneficiaries and Dependents Information

Name	SSN	Relationship	Birth Date	Gender	College Status
Detail D. Person	Not Reported	Wife	Feb 05, 1965	Female	Does not attend college
Ralph D. Person	382309777	Child	Mar 04, 2001	Male	Does not attend college

[Add a New Person](#)

Benefit Coverage

Name	Benefit Description and Status
Detail D. Person, Wife	MESSA Faculty PAK - Pre Tax has a status of Active
Ralph D. Person, Child	MESSA Faculty PAK - Pre Tax has a status of Active

[[Retirement Plans](#) | [Health Benefits](#) | [Flexible Spending Accounts](#) | [Miscellaneous](#) | [Open Enrollment](#) | [Benefit Statement](#)]
RELEASE: 7.0.0.1 Powered by **SunGard SCT**

Screen 11: Benefits and Deductions > Beneficiaries and Dependents

Pay Information

If you choose **Pay Information**, you can select from the following choices:

- Direct Deposit—view current direct deposit allocations
- Earnings History— select a date range and view your earnings history
- Pay Stub— select a year and view your pay stub information
- Deductions History—select a date range and view your deduction history information



NOTE: Employees will not see any history from prior to April 1, 2006 as this information is kept in the HRS system.

Tax Forms

If you choose **Tax Forms** you can select W4 Tax Exemptions and allowances. This option shows your current W-4 tax exemptions.

The screenshot shows a web interface for 'W4 Tax Exemptions or Allowances'. At the top, there are tabs for 'Personal Information' and 'Employee', with 'Employee' selected. Below the tabs is a search bar with a 'Go' button. The main heading is 'W4 Tax Exemptions or Allowances'. Underneath, there is a section for 'Federal Income Tax' with the following details: 'As of Date: Mar 02, 2006', 'Status: Active', 'Start Date: Feb 13, 2006', 'End Date:', 'Filing Status: Married', 'Number of Allowances: 2', and 'Additional Withholding: .00'. At the bottom right, there are links for '[History | Vendor Web Site]' and a version number 'RELEASE: 6.0' at the bottom left.

Screen 12: Tax Forms > W4 Tax Exemptions or Allowances

Job Summary

Choose **Job Summary** to view your job history information.

The screenshot shows a web interface for 'Jobs Summary'. At the top, there are tabs for 'Personal Information' and 'Employee', with 'Employee' selected. Below the tabs is a search bar with a 'Go' button. The main heading is 'Jobs Summary'. Below the heading, there is a message: 'Select the Job Title for more detailed information.' Underneath, there is a section for 'List of Jobs' with a table:

Title	Begin Date	End Date
Temporary Additional Asgmt	Jan 11, 2006	Jan 18, 2006
Supfac/Rfo	Jan 09, 2006	May 15, 2006
Assistant Professor	Jan 01, 2006	

At the bottom left, there is a version number 'RELEASE: 7.0'.

Screen 14: Job Summary detail



NOTE: Employees will not see any history from prior to April 1, 2006 as this information is kept in the HRS system.

Leave Balances

Select **Leave Balances** to view your current leave balances.

The screenshot shows a web interface for 'Leave Balances'. At the top, there are tabs for 'Personal Information' and 'Employee', with 'Employee' selected. Below the tabs is a search bar with a 'Go' button. At the top right, there are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'Leave Balances'. Below the heading, there is a message: 'Select the link under the Type of Leave column to access detailed information.' Underneath, there is a section for 'List of Leave Types' with a table:

TYPE of Leave	Hours or Days	Available Beginning Balance	Earned as of Mar 02, 2006	Taken as of Mar 02, 2006	Available Balance as of Mar 02, 2006
Sick Pay	Hours		104.00	4.00	.00

At the bottom left, there is a version number 'RELEASE: 7.0'. At the bottom right, there is a logo for 'Powered by SunGard SCT'.

Screen 15: Leave Balances detail

Document Change Log

Date	Description of Change
March 3, 2006	Document created.