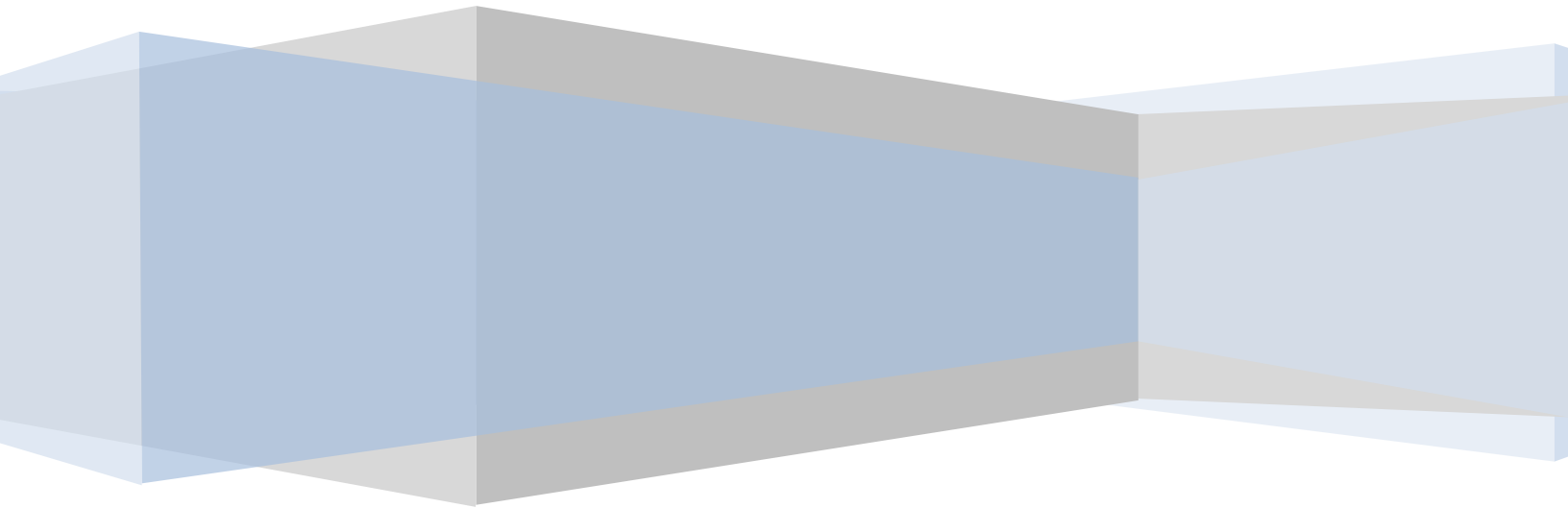


**MARIST COLLEGE**

**Banner Employee Self-Service  
Faculty User's Guide**



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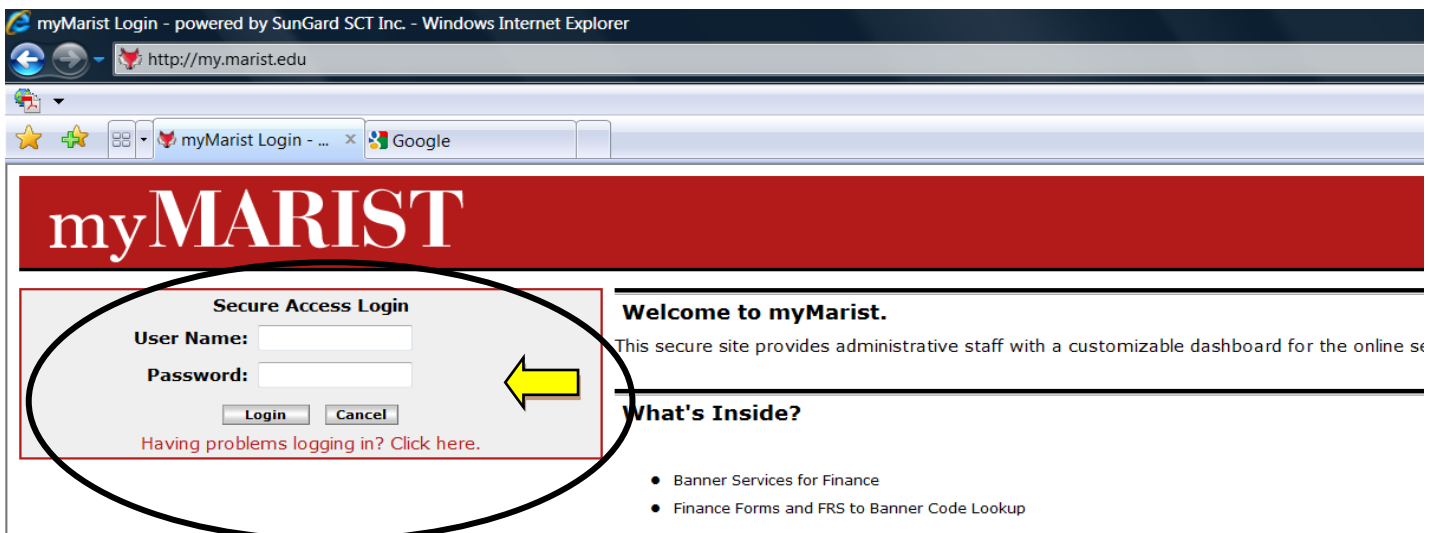
## Introduction to Pay Stub Retrieval

Employee Self-Service is a web-based software system which allows you to access your pay stub whether you get paid by check or direct deposit. Pay stubs will be available with the first paycheck in May and will be housed on the Self-Service system going forward. **Pay Stub retrieval will begin on May 1, 2009.**

## Logging On

You can access Banner Employee Self-Service through the Marist employee portal which is accessible from any computer on campus with Internet Access. You will use your Marist user account and password to log on to <http://my.marist.edu>. Because of the sensitive nature of payroll information, you should not share your ID or password with anyone. It is also important to log off of the system when you are finished. If you need to sign on to your account from off campus, please see the note on the bottom of this page regarding VPN Client Access.

Open a web browser, type <http://my.marist.edu>, and enter your Marist user account and password.



myMARIST Login - powered by SunGard SCT Inc. - Windows Internet Explorer

http://my.marist.edu

myMARIST

**Secure Access Login**

User Name:

Password:

Login Cancel

Having problems logging in? [Click here.](#)

**Welcome to myMarist.**

This secure site provides administrative staff with a customizable dashboard for the online se

**What's Inside?**

- Banner Services for Finance
- Finance Forms and FRS to Banner Code Lookup

### Note: **Virtual Private Network (VPN) Access**

The purpose of the VPN is to provide a secure connection when connecting to Marist's wireless network or to provide a secure connection to the Marist network from off-campus. If you're connecting from off-campus, you must first be fully connected to the Internet via your Internet Service Provider (ISP).

For more information about VPN Client go to <http://www.marist.edu/it/network/vpn.html> or contact the Help Desk at extension 4357.

Once you are logged on to your account, click on the Employee tab.

myMARIST

Welcome Yingtang  
You are currently logged in.

My Account Content Layout

Welcome Employee Finance

**Campus Announcements**  
There are no announcements

**Personal Announcements**  
There are no announcements

**Marist Weather**  
Poughkeepsie, NY  
19°F  
Sunny  
Hour-by-hour | 10-day  
The Weather Channel  
weather.com  
Enter city or U.S. zip

**Headlines**  
Public affairs news feed from www.marist.edu

- Marist Lecture to Discuss Free Will Crisis**  
The talk by Dr. Joseph Campbell of Washington State University will focus on the relationship between free will and the self.  
[date: Tue, 03 Mar 2009 00:00:00 -0500]
- Plecenik Named New Marist VP/CFD**  
Jeanne Plecenik, a resident of Fishkill, came to Marist from the New School University in Manhattan.  
[date: Tue, 24 Feb 2009 00:00:00 -0500]
- Interviewing Expert to Offer Marist Workshop**  
William Rolack is the author of "Seven Secrets to a winning Job Interview." The public is invited to the seminar on Feb. 25, at 11 a.m. in Donnelly Hall.  
[date: Fri, 20 Feb 2009 00:00:00 -0500]
- Marist Talk to Focus on Sisters of Charity and Poughkeepsie Schools**  
Dr. Sally Dwyer-McNulty will talk about the controversial 19th Century "Poughkeepsie Plan," which allowed the Sisters of Charity to purchase land in Poughkeepsie to build a school.  
[date: Fri, 20 Feb 2009 00:00:00 -0500]
- Marist College Community to Raise Funds to Build Second Ghana Well**  
A Mardi Gras celebration in the Student Center this Sunday will attempt to raise \$10,000 for the "Hudson Valley Well" project in Ghana.

# Accessing Benefit Statements

To access your Benefit Statement, click on the “**Benefits**” link under Employment Details channel on the Employee tab.

myMARIST

My Account | Welcome J  
Content Layout | You are currently logged in.  
Portal Admin

Welcome Employee Finance

**Time Reporting**  
No Records Found at this time.

**Training Guides and Materials**

- Approvers' Training Booklet
- Department Time Entry - Quick Reference Guide
- Leave Report - Training Booklet
- Web Time Entry - Training Booklet

**Banner Services**

- Internet Native Banner (INB)
- Self Service Banner (SSB)

**My Banner**  
My Banner

**Time Approval**  
Update Approval Proxies Act as Superuser

**Employment Details**

- Benefits
- Direct Deposit
- Pay Stub
- Job Details
- Leave Details

Click on the “**Select**” button to access your Benefit Statement.

Back to Employee Tab

Personal Information Employee

Search [ ] Go RETURN TO MENU

**Benefit Statement Date Criteria**

As of date: CURRENT

Select

[ Retirement Plans | Health Benefits | Flexible Spending Accounts | Miscellaneous | Open Enrollment | Beneficiaries and Dependents ]  
powered by

Click on the “Display” button to link to your online Pay Stubs.

[Back to Employee Tab](#)

**Personal Information** **Employee**

Search

## Pay Stub

**i** Choose a year and then select Display.

Pay Stub Year:

---

[ [Direct Deposit Allocation](#) | [Earnings History](#) | [Deductions History](#) ]

RELEASE: 7.0

Click on the “specific pay period” link to get your Pay Stub Detail.

[Back to Employee Tab](#)

**Personal Information** **Employee**

Search

## Pay Stubs

**i** Select the Pay Stub Date to access additional information.

**Pay Stubs for 2009**

Pay Stub Date	Pay Period Begin Date	Pay Period End Date	Gross Pay	Net Pay	Message
<a href="#">Mar 20, 2009</a>	Feb 28, 2009	Mar 13, 2009	870.00	653.24	<a href="#">Change Year</a>

---

RELEASE: 7.0

Here is an example of an online Pay Stub.

[Back to Employee Tab](#)

[E-mail](#)
[Calendar](#)
[Groups](#)
[Logout](#)
[Help](#)

[Personal Information](#)
[Employee](#)

Search  

[RETURN TO MENU](#)
[SITE MAP](#)
[HELP](#)

## Pay Stub Detail

---

**Pay Stub Summary**

**Pay Stub Date:** Mar 20, 2009  
**Gross Amount:** 870.00  
**Total Personal Deductions:** 216.76  
**Net Amount:** 653.24  
**Total Employer Contributions:** 374.97

**Check or Direct Deposit**

Number	Document Type	Bank Name	Account Type	Amount
281	Check			653.24

**Earnings**

Type	Hours	Rate	Amount
Holiday Pay	15.00	10.000000	150.00
Sick Pay	7.50	10.000000	75.00
Vacation	7.50	10.000000	75.00
Overtime Pay	8.00	15.000000	120.00
Regular Biweekly	45.00	10.000000	450.00

**Benefits or Deductions**

Type	Personal Deduction	Employer Contribution
Dental		3.82
Federal Tax		49.84
Fica Medicare		11.96
Fica Social Security		51.16
MVP Medical		41.07
NYS Disability Benefit		1.20
New York State Tax		20.21



# Accessing Pay Stubs

To access your Pay Stub, click on the “**Pay Stub**” link under Employment Details channel on the Employee tab.

The screenshot shows the myMARIST web portal. At the top, there is a browser window with the address bar showing 'myMarist'. Below the browser window is a red header with the 'myMARIST' logo. Underneath the header, there is a navigation bar with tabs for 'Welcome', 'Employee', and 'Finance'. The 'Employee' tab is selected. The main content area is divided into several sections:

- Time Reporting**: No Records Found at this time.
- Training Guides and Materials**:
  - [Approvers' Training Booklet](#)
  - [Department Time Entry - Quick Reference Guide](#)
  - [Leave Report - Training Booklet](#)
  - [Web Time Entry - Training Booklet](#)
- Banner Services**:
  - [Internet Native Banner \(INB\)](#)
  - [Self Service Banner \(SSB\)](#)
- My Banner**:
  - [My Banner](#)
- Time Approval**:
  - [Update Approval Proxies](#)
  - [Act as Superuser](#)
- Employment Details**:
  - [Benefits](#)
  - [Direct Deposit](#)
  - [Pay Stub](#) (circled in red)
  - [Job Details](#)
  - [Leave Details](#)

## Logging Off

It is important to log off of your web session, especially when using a public computer. Clicking the “Logout” link at the top right hand corner of your screen will log you out of the system.



### Additional Notes:

- ❖ Contact the Help Desk at 845.487.2120 for questions and help with Marist account usernames and passwords.
- ❖ Contact Payroll at 845.575.3000 x 2425 for help navigating the forms.