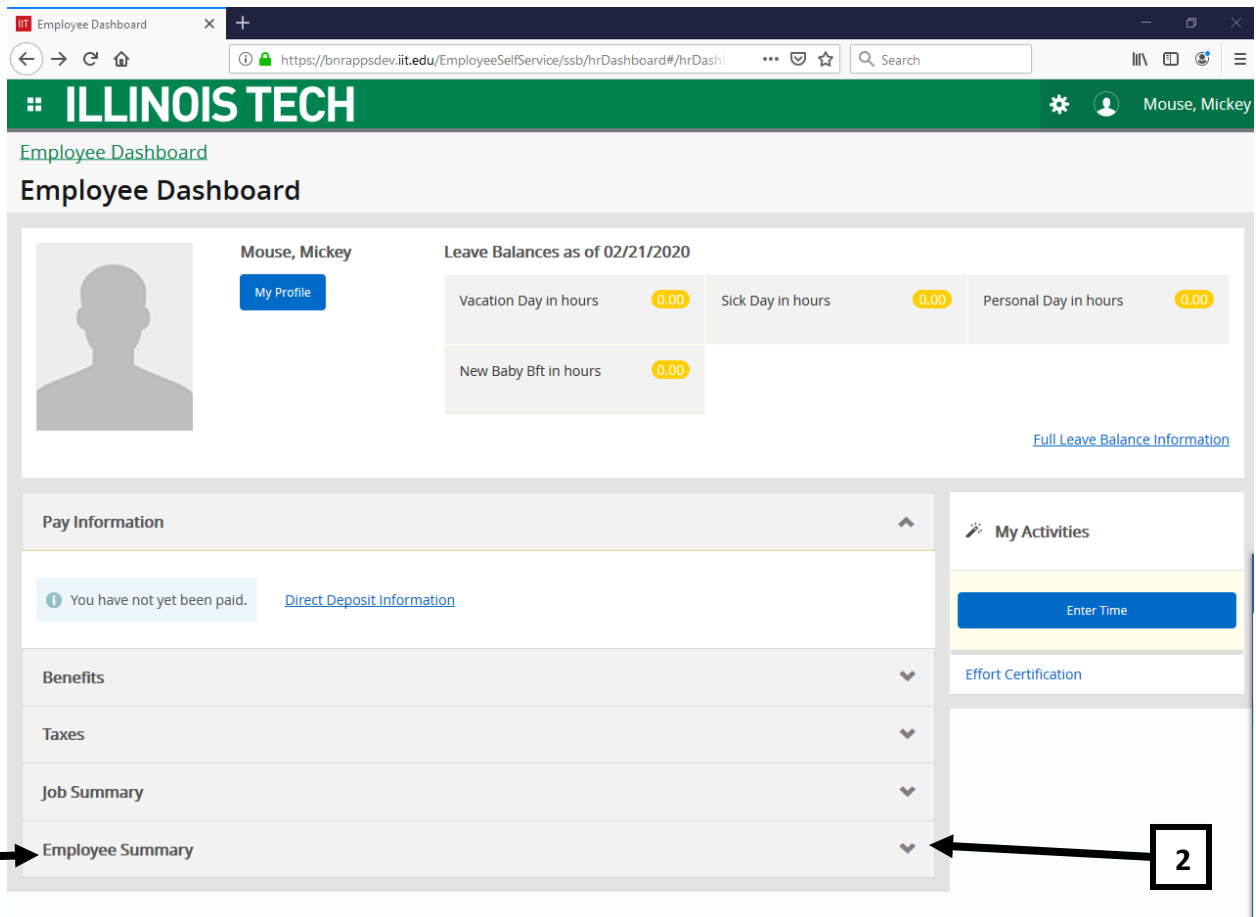


Viewing Basic Job Details in Banner 9 Self-Service

You can view basic employment information (section 1), as well as position information (section 2), in Banner Self Service. Please note that your position description is still located within the PeopleAdmin system.

Section 1: Viewing basic employment information:

1. Log in to Banner 9 Self-Service.
2. On the **Employee Dashboard** landing page, go down to the **Employee Summary** section (see figure 1 below).



The screenshot displays the Banner 9 Self-Service Employee Dashboard. At the top, there is a green header with the Illinois Tech logo and the user's name, Mickey Mouse. Below the header, the dashboard is divided into several sections. On the left, there is a profile section for Mickey Mouse with a 'My Profile' button. To the right, there is a 'Leave Balances as of 02/21/2020' section showing various leave types and their balances (all 0.00). Below these, there is a 'Pay Information' section with a message 'You have not yet been paid.' and a 'Direct Deposit Information' link. The main sidebar on the left contains several expandable sections: 'Pay Information', 'Benefits', 'Taxes', 'Job Summary', and 'Employee Summary'. The 'Employee Summary' section is highlighted with a box labeled 'Fig. 1' and a downward arrow. A second box labeled '2' points to the downward arrow on the right side of the 'Employee Summary' section.

3. Click on the downward facing arrow on the far right of the **Employee Summary** box (see figure 2 above) to expand that section.
4. Once the **Employee Summary** section is expanded (see figure 3 below), you will see your:
 - a. Hire date
 - b. Department
 - c. Full/part time status

3 d. Employee class

Employee Summary ^

Status: Active **Current Hire Date:** 01/13/2020

Full Time Part Time Indicator: Full-Time **Original Hire Date:** 01/13/2020

Home Department: Controllers Office

Employee Class: Full Time Non Exempt

Section 2: Viewing your position history:

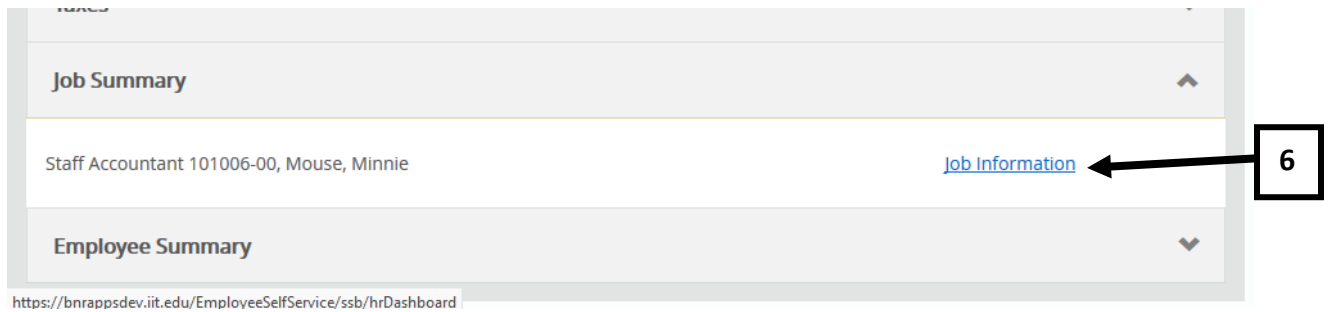
1. Log in to Banner 9 Self-Service.
2. On the **Employee Dashboard** landing page, go down to the **Job Summary** section (see figure 4 below).

The screenshot shows the 'Employee Dashboard' for Mickey Mouse. The top navigation bar includes the 'ILLINOIS TECH' logo and the user's name 'Mouse, Mickey'. Below the navigation, the dashboard is divided into several sections:

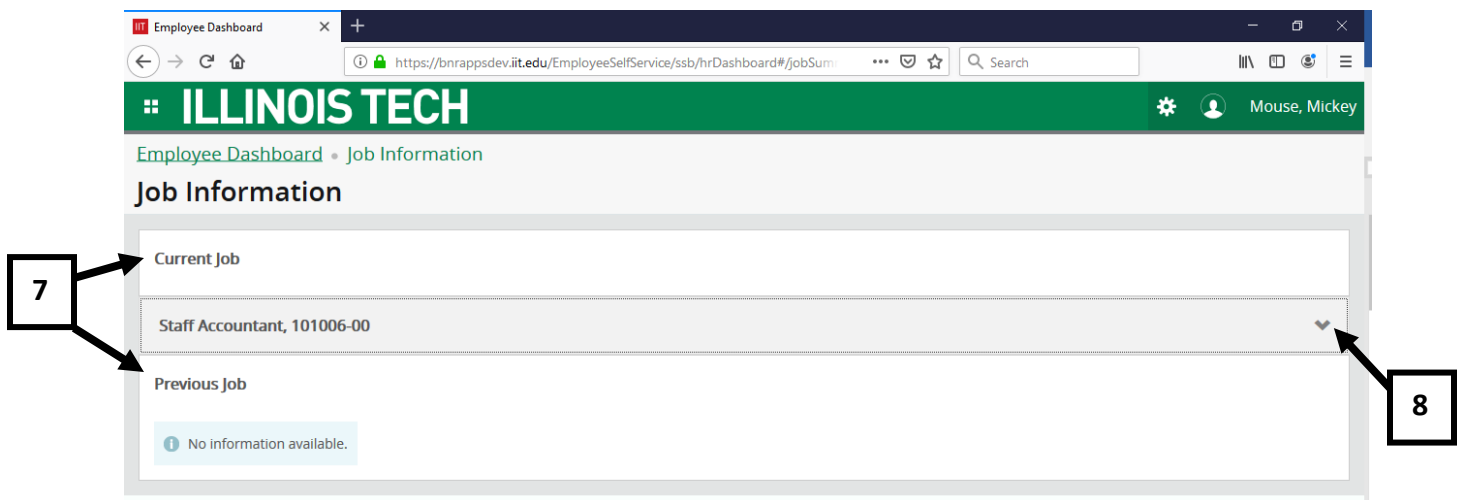
- Profile:** Mickey Mouse, with a 'My Profile' button.
- Leave Balances as of 02/21/2020:**
 - Vacation Day in hours: 0.00
 - Sick Day in hours: 0.00
 - Personal Day in hours: 0.00
 - New Baby Bft in hours: 0.00
- Pay Information:** A message states 'You have not yet been paid.' with a link to 'Direct Deposit Information'.
- Benefits:** A section with a downward arrow.
- Taxes:** A section with a downward arrow.
- Job Summary:** A section with a downward arrow, highlighted by a box labeled '4'. A box labeled '5' points to this arrow.
- Employee Summary:** A section with a downward arrow.
- My Activities:** A section containing an 'Enter Time' button and a link to 'Effort Certification'.

3. Click on the downward facing arrow on the far right of the **Job Summary** box to expand that section (see figure 5 above).

- When the section expands, you will see your current position and your supervisor listed, as well as a link titled **Job Information** (see figure 6 below).



- Click on the [Job Information](#) link and when the page refreshes you will see your current job, as well as any previous positions (see figure 7 below).



- To see detailed information for a position, such as increases or supervisor changes, click on the downward facing arrow on the far right hand side of the page for the position for which you wish to view the detail (see figure 8 above).
- When the job you select expands, you will see dates and/or detail for any rate changes, supervisor changes, etc. (see figure 9 below).

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The screenshot shows a web browser window with the URL <https://bnrappsdev.iit.edu/EmployeeSelfService/ssb/hrDashboard#/jobSum>. The page header features the "ILLINOIS TECH" logo and the user name "Mouse, Mickey". The main content area is titled "Job Information" and is divided into two sections: "Current Job" and "Previous Job".

Current Job

Staff Accountant, 101006-00

Personnel Date: 01/12/2020	Title: Staff Accountant
Reason for Change: Lateral Transfer	Department Name: Controllers Office
Job Salary or Hourly Rate: \$25.81	Shift: 1
Effective Date: 01/12/2020	
Status: Active	

Previous Job

No information available.