

Banner HR/Payroll Basics

1. Access the Internet



Internet
Explorer

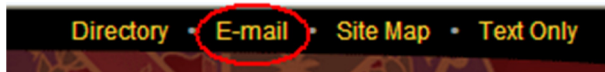
2. Access Winthrop University home page

Type this address in the address bar at the top: <http://www.winthrop.edu>



3. Access Wingspan portal

Click on the E-mail link in the top-right corner of the home page:



Click on the WINGSPAN logo



4. Login with Email login credentials



WINGSPAN

Secure Access Login

User Name:

Password:

[Forgot your password?](#)

5. Click on the Employee tab in Wingspan

The screenshot displays the Wingspan web application interface. At the top, a dark red header contains a logo on the left and navigation links for 'E-mail', 'Logout', and 'Help' on the right. Below the header, a dark grey bar shows a welcome message: 'Welcome Non-exempt Two' and 'You are currently logged in.' The date 'June 17, 2011' is displayed in the bottom right of this bar. A navigation menu below the header has 'Home' and 'Employee' tabs, with 'Employee' being the active tab. The main content area is divided into several panels:


- Faculty / Employee Profile Information:** A panel on the left showing fields for CWID (W), Department (Data Unavailable), Division (Data Unavailable), Office (Data Unavailable), and Phone No (Data Unavailable).
- Time Approval:** A panel with a search bar and a link to 'Update Approval Proxies'.
- Time Reporting:** A panel containing a 'Time Sheet' section with information for 'User Support Technician, 126054-00 - Computing and Info Technology, 6215', including due dates for 'Hourly Employees - 19, Due Date : Sep 16, 2011' and 'Hourly Employees - 18, Due Date : Sep 02, 2011'. A 'More' link is also present.
- Employee Quick Links:** A panel on the right with a list of links: 'Winthrop Home Page', 'Benefits', 'Employee Forms', 'F.Y.I. News Bulletin', 'Human Resources', 'Online 19 Inquiry', 'PAF System', 'Payroll', and 'Sponsored Programs & Research'.
- Cafe Cash:** A panel on the left showing 'Café Cash' information, including CWID (W), a status message 'Currently unavailable as of 6/17/2011 9:12 AM', and links for 'Purchase Commuter Student Meal Plans', 'Purchase Student Café Cash', and 'Purchase Café Cash using CREDIT CARD'.
- Employee Detail Information:** A panel at the bottom center, highlighted with a red border, containing a 'Sitemap' section with links to 'Employee Detail Menu' and 'Personal Information Menu', and a 'Direct Deposit' section with links to 'Job Details', 'Leave Details', and 'Pay Stub'.

6. Personal Information Menu

Personal Information **Employee Detail**

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

Personal Information

 Winthrop University employees **MUST** also change their address information with the Human Resources Office. Changing addresses using Self Service Banner **WILL NOT** update your information with Human Resources, Retirement programs, or with the State Employee Insurance Program. To change your address with Human Resources, please email HRHelp@winthrop.edu.

- [View Addresses and Phones](#)
- [Update Addresses and Phones](#)
- [View E-mail Addresses](#)
- [View Emergency Contacts](#)
- [Update Emergency Contacts](#)
- [View Ethnicity and Race](#)
- [Update Ethnicity and Race](#)
- [Name Change Information](#)
- [Social Security Number Change Information](#)

RELEASE: 8.3

7. Employee Detail Menu

Personal Information **Employee Detail**

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

Employee Detail

- [Time Sheet](#)
- [Leave Report](#)
- [Pay Information](#)
Direct deposit allocation, earnings and deductions history, or pay stubs.
- [Tax Forms](#)
W4 information, W2 Form.
- [Jobs Summary](#)
- [Leave Balances](#)
- [Effort Certification](#)
Allows faculty and staff to certify their own effort and administrative staff to review and certify effort for others.

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