

ETSU GoldLink Employee Self-Service

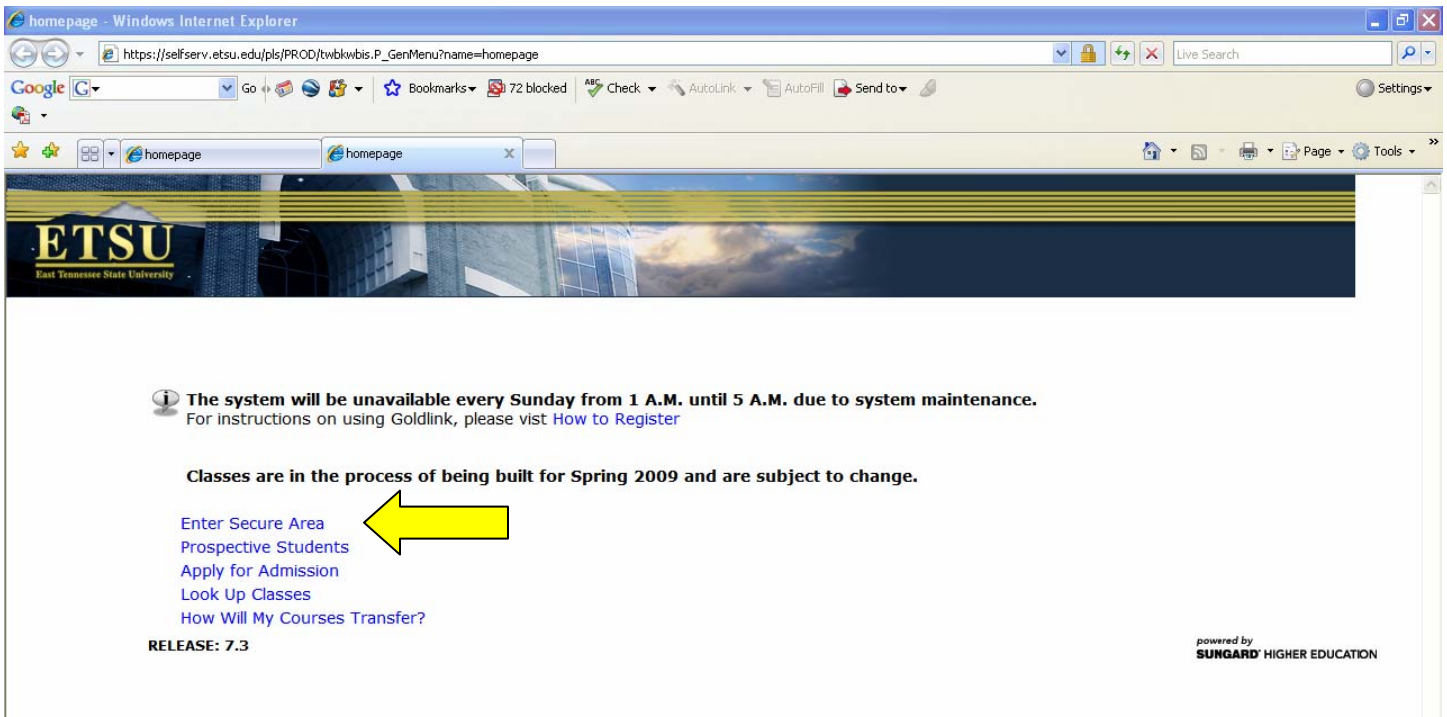
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1. How to Log In

- Go to the ETSU home page, www.etsu.edu and click on “GoldLink”



- Select “Enter Secure Area”



homepage - Windows Internet Explorer

https://selfserv.etsu.edu/pls/PROD/twbkwbis.P_GenMenu?name=homepage

Google

72 blocked

ABS Check

AutoLink

AutoFill

Send to

Settings

homepage

ETSU
East Tennessee State University

The system will be unavailable every Sunday from 1 A.M. until 5 A.M. due to system maintenance.
For instructions on using Goldlink, please visit [How to Register](#)

Classes are in the process of being built for Spring 2009 and are subject to change.

[Enter Secure Area](#)

[Prospective Students](#)

[Apply for Admission](#)

[Look Up Classes](#)

[How Will My Courses Transfer?](#)

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Enter your User ID and PIN

ID begins with “E” and is **case sensitive** (example: E00001234).

If you do not have your User ID contact your Department’s Executive Aide.

Your PIN is **initially** your six (6) digit birthdate, *mmdyy*, e.g. 011273.

User Login - Microsoft Internet Explorer

Address http://etsubss.etsu.edu:9040/pls/TEST/twbkwbis.P_WWWLogin

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Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.

Please Note **ID is Case Sensitive**

To protect your privacy, please Exit and close your browser when you are finished.

User ID:

PIN:

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Once you are logged in, you will be prompted to **Change your PIN** to another **6-character alphanumeric pin**.

HELP EXIT

Login Verification Change PIN

Your PIN has expired. Please change it now.

Re-enter Old PIN:

New PIN:

Re-enter new PIN:

Login

Once you have changed your PIN, you will be required to **establish a Security Question and Answer**, which will enable you to enter GoldLink if you forget your PIN.

A frequently asked question is “Why do I keep getting a security question and answer box when I try to login to GoldLink?”

This is a feature of the GoldLink system. The security question is a common method of verifying one’s identity in the event that somebody forgets their PIN. The system allows you to change your PIN value if you can answer the question. It does not give you the forgotten PIN.

HELP EXIT

Login Verification Security Question and Answer

If you forget your PIN, you can reset it yourself without calling for assistance.

Enter your personal Security Question, along with the Answer. This will enable you to reset your PIN and gain access to your information. To help you to remember your answer, limit it to 30 characters, limit spaces, and do not use special characters.

Enter Question:

Answer:

Submit

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The questions you create should be simple and easy to remember.

Examples:

- What is your mother’s maiden name?
- What is your father’s middle name?
- What is your favorite musical group?
- What television show did you watch frequently as a child?
- What was your first job?
- Who is your favorite author?

The answer should also be something easy to remember using one or two words, but that others will likely not know.

Note that **the answer is case sensitive and must be entered exactly the way you created it**. It is recommended that your security question be changed from time to time just as you would your password.

Once you have changed your PIN and established the Security Question and Answer, you will find yourself on the Main Menu.

This is the **Main Menu** for Employee Self-Service. All employees will have the “Personal Information” and “Employee” tabs. Some employees may have other tabs such as “Finance” or “Student”.

Personal Information Employee

Search Go

ACCESSIBILITY SITE MAP HELP EXIT

Main Menu

Welcome, **John C. Smith**, to Banner Self-Service! Last web access on Nov 21, 2006 at 01:49 pm

Personal Information

- Maintain Personal Security Information
- View Current Addresses
- Process for Changing Name and Social Security Information
- Change PIN

Employee

- Current Benefits and Deductions
- Payment History and Pay Stubs
- Federal Income Tax Information
- Leave Accruals and Time Taken
- Job Information

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By selecting “Site Map” you can see the contents of the choices under “Main Menu”

Personal Information Employee

Search Go

ACCESSIBILITY SITE MAP HELP EXIT

Show Details

Personal Information

- Change Security Question
- View Addresses and Phones
- Name and Social Security Number Change Information
- Change your PIN

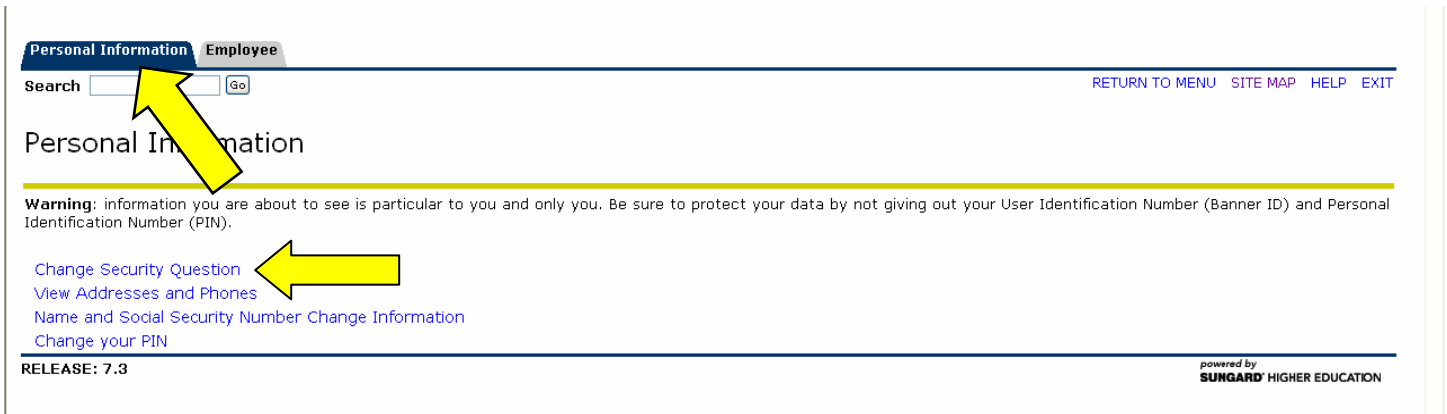
Employee

- Benefits and Deductions
- Pay Information
- Tax Forms
- Jobs Summary
- Leave Balances

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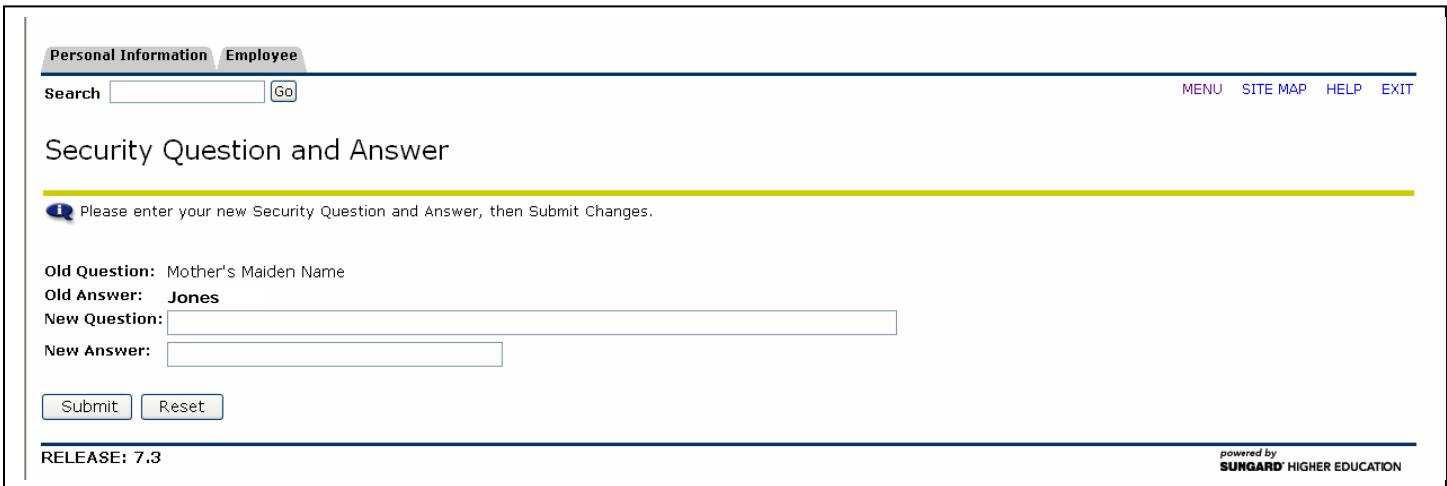
End of Log-in procedures.

2. By selecting “Personal Information” on “Main Menu” you get the following choices:



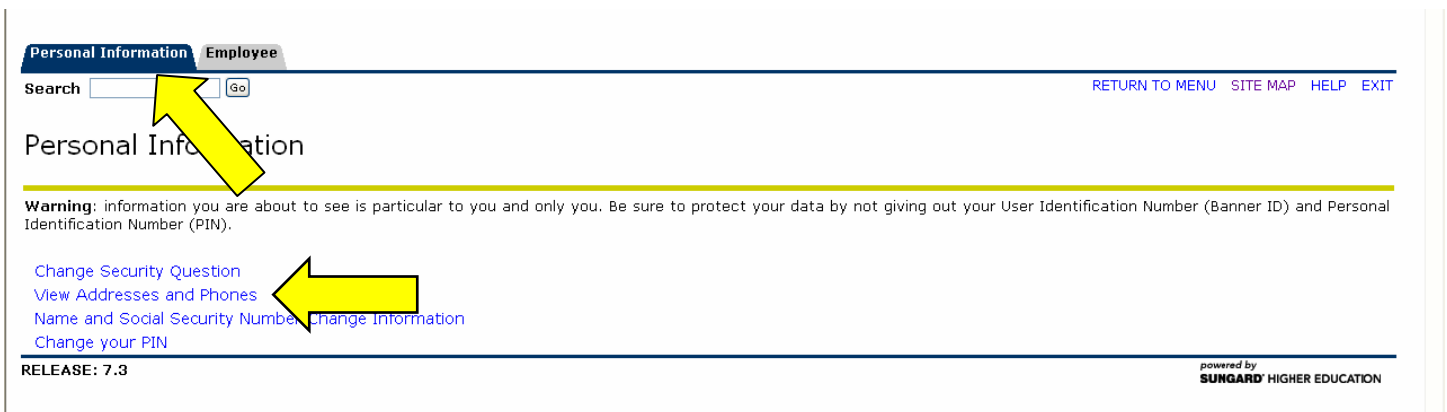
The screenshot shows the 'Personal Information' page for an 'Employee'. At the top, there is a navigation bar with 'Personal Information' and 'Employee' tabs. Below the tabs is a search bar with a 'Go' button and links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'Personal Information'. A yellow arrow points to the 'Personal Information' tab. Below the heading is a warning message: 'Warning: information you are about to see is particular to you and only you. Be sure to protect your data by not giving out your User Identification Number (Banner ID) and Personal Identification Number (PIN)'. Underneath the warning are four links: 'Change Security Question', 'View Addresses and Phones', 'Name and Social Security Number Change Information', and 'Change your PIN'. A second yellow arrow points to the 'Change Security Question' link. At the bottom left, it says 'RELEASE: 7.3' and at the bottom right, 'powered by SUNGARD HIGHER EDUCATION'.

2.a. Select “Change Security Question” to create a means of establishing your identity in the event you forget your PIN. If you use this feature, you will be required to Change you PIN before you can proceed.



The screenshot shows the 'Security Question and Answer' page. At the top, there is a navigation bar with 'Personal Information' and 'Employee' tabs. Below the tabs is a search bar with a 'Go' button and links for 'MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'Security Question and Answer'. Below the heading is an information icon and the text: 'Please enter your new Security Question and Answer, then Submit Changes.' Underneath is the 'Old Question: Mother's Maiden Name' and 'Old Answer: Jones'. Below that are two input fields for 'New Question:' and 'New Answer:'. At the bottom left are 'Submit' and 'Reset' buttons. At the bottom left, it says 'RELEASE: 7.3' and at the bottom right, 'powered by SUNGARD HIGHER EDUCATION'.

2.b. Select “View Addresses and Phones” to see the current Campus Location, Campus Box and Mailing Address on file.



The screenshot shows the 'Personal Information' page for an 'Employee'. At the top, there is a navigation bar with 'Personal Information' and 'Employee' tabs. Below the tabs is a search bar with a 'Go' button and links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'Personal Information'. A yellow arrow points to the 'Personal Information' tab. Below the heading is a warning message: 'Warning: information you are about to see is particular to you and only you. Be sure to protect your data by not giving out your User Identification Number (Banner ID) and Personal Identification Number (PIN)'. Underneath the warning are four links: 'Change Security Question', 'View Addresses and Phones', 'Name and Social Security Number Change Information', and 'Change your PIN'. A second yellow arrow points to the 'View Addresses and Phones' link. At the bottom left, it says 'RELEASE: 7.3' and at the bottom right, 'powered by SUNGARD HIGHER EDUCATION'.

If you need to change any of this information, follow the instructions by completing the Address Change Form (link) and submit it to the Office of Human Resources, Room 307, Dossett Hall, Box 70564, FAX 423-439-8354.

Personal Information Employee

Search Go

RETURN TO MENU SITE MAP HELP EXIT

View Addresses and Phones

 Your active addresses are sorted by address type. If you need to change an address, please complete the following form, sign and return to the Office of Human Resources, Room 307, Burgin Dossett Hall (Administration Building): [Address Change Form](#)

Addresses and Phones

Campus Location	Phones
Current: Feb 13, 2006 - (No end date) Memorial Center (Mini-Dome) Room 203 Johnson City, Tennessee 37614 TN-Washington	Primary: None Provided

Campus Box	Phones
Current: Dec 13, 2005 - (No end date) Box 70564 Johnson City, Tennessee 37614 TN-Washington	Primary: None Provided

Mailing (Permenant home Addr)	Phones
Current: Dec 13, 2005 - (No end date) 123 Maple St. Erwin, Tennessee 37650 Other	Primary: 423-475-1234

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2.c. Select “Name and Social Security Number Change Information” to get information on how to update your name in personnel and payroll records, and change your Social Security Number.


Personal Information Employee

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Personal Information

Warning: information you are about to see is particular to you and only you. Be sure to protect your data by not giving out your User Identification Number (Banner ID) and Personal Identification Number (PIN).

- [Change Security Question](#)
- [View Addresses and Phones](#)
- [Name and Social Security Number Change Information](#) 
- [Change your PIN](#)

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Name and Social Security Number Change Information

i A request to change your name or social security number in the University administrative system must be made in person at the appropriate office.

In order to change either your name or social security number on your personnel and payroll records, you must present your Social Security Card that reflects your new name to the Office of Human Resources, Room 307, Burgin Dossett Hall (Administration Building).

A new social security card can be obtained through your local Social Security Administration Office. Please bring an original legal document that reflects your new name and correct social security number to support your request. Examples of accepted legal documents include: driver's license, marriage or divorce record, military records and passport.

[Social Security Online](#) allows you to update your Social Security Card information.

2.d. Select “Change your PIN” whenever you want to change your PIN. Your PIN must contain **six (6)** alphanumeric characters.

Personal Information

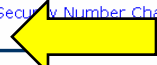
Warning: information you are about to see is particular to you and only you. Be sure to protect your data by not giving out your User Identification Number (Banner ID) and Personal Identification Number (PIN).

[Change Security Question](#)

[View Addresses and Phones](#)

[Name and Social Security Number Change Information](#)

[Change your PIN](#)



Change PIN

Enter Old PIN:

Enter New PIN:

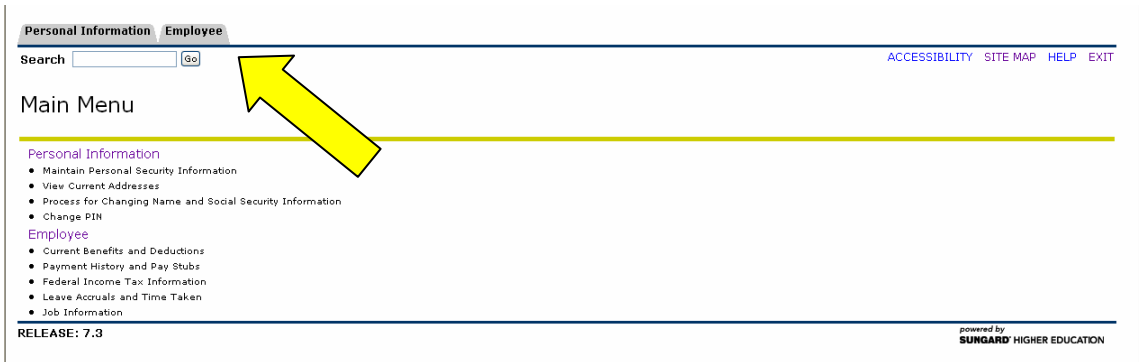
Re-enter New PIN:

This completes your options under the “Personal Information” tab on the “Main Menu”.

To return to the “Main Menu” select “Menu”, then “Return to Menu”.

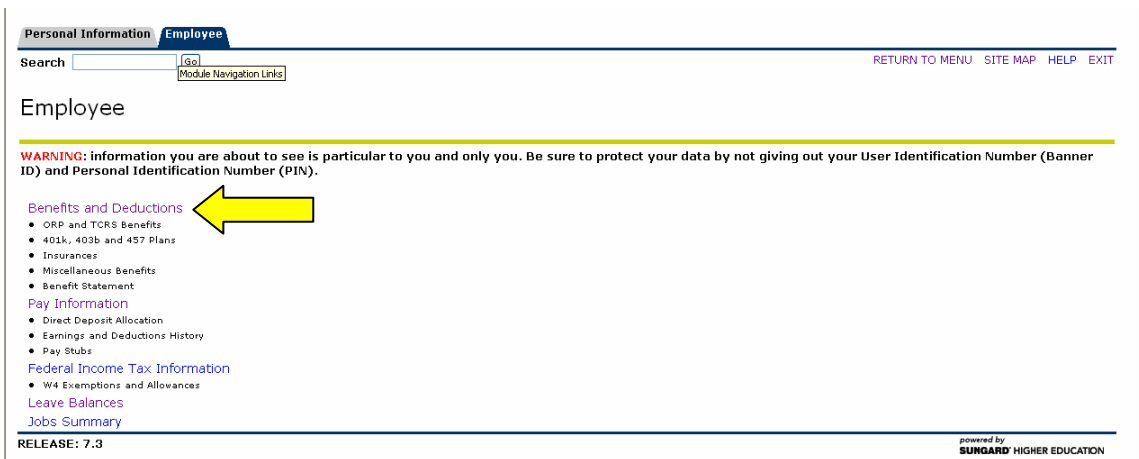
3. To go to the **Employee Tab**, click on the “Employee Tab”

Select “Employee”



The screenshot shows a web interface with a top navigation bar containing "Personal Information" and "Employee" tabs. The "Employee" tab is highlighted. Below the tabs is a search bar with a "Go" button. To the right of the search bar are links for "ACCESSIBILITY", "SITE MAP", "HELP", and "EXIT". The main content area is titled "Main Menu" and contains two sections: "Personal Information" with links for "Maintain Personal Security Information", "View Current Addresses", "Process for Changing Name and Social Security Information", and "Change PIN"; and "Employee" with links for "Current Benefits and Deductions", "Payment History and Pay Stubs", "Federal Income Tax Information", "Leave Accruals and Time Taken", and "Job Information". At the bottom left, it says "RELEASE: 7.3" and at the bottom right, "powered by SUNGARD HIGHER EDUCATION". A yellow arrow points to the "Employee" tab.

By selecting “Employee” on “Main Menu” you get the following choices:



The screenshot shows the "Employee" page. At the top, there is a search bar and a "Go" button. To the right are links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". Below the search bar is a "Module Navigation Links" button. The main content area is titled "Employee" and contains a "WARNING: information you are about to see is particular to you and only you. Be sure to protect your data by not giving out your User Identification Number (Banner ID) and Personal Identification Number (PIN)." Below the warning are several sections: "Benefits and Deductions" (highlighted with a yellow arrow), "Pay Information", "Federal Income Tax Information", "Leave Balances", and "Jobs Summary". The "Benefits and Deductions" section includes links for "ORP and TCRS Benefits", "401k, 403b and 457 Plans", "Insurances", "Miscellaneous Benefits", and "Benefit Statement". The "Pay Information" section includes links for "Direct Deposit Allocation", "Earnings and Deductions History", and "Pay Stubs". The "Federal Income Tax Information" section includes a link for "W4 Exemptions and Allowances". At the bottom left, it says "RELEASE: 7.3" and at the bottom right, "powered by SUNGARD HIGHER EDUCATION".

3.a. Select “Benefits and Deductions”.

These are your options in “Benefits and Deductions”.



The screenshot shows the "Benefits and Deductions" page. At the top, there is a search bar and a "Go" button. To the right are links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". Below the search bar is a "Module Navigation Links" button. The main content area is titled "Benefits and Deductions" and contains several sections: "Retirement Plans" (highlighted with a yellow arrow), "Health Benefits", "Miscellaneous Benefits and Deductions", "Beneficiaries and Dependents", and "Benefit Statement". The "Retirement Plans" section includes links for "ORP and TCRS Retirement Plans" and "401k, 403b and 457 Plans". The "Health Benefits" section includes links for "Life Insurance", "Health Insurance", and "Dental Insurance". The "Miscellaneous Benefits and Deductions" section includes links for "Optional Benefit Plans", "Charitable Givings", "Parking or Campus Access Fees", "FICA Medicare and Social Security", "Dues", and "Other Miscellaneous Benefits". At the bottom left, it says "RELEASE: 7.3" and at the bottom right, "powered by SUNGARD HIGHER EDUCATION".

Select “Retirement Plans” to see the your plans and their status.

Personal Information **Employee**

Search RETURN TO MENU SITE MAP HELP EXIT

Retirement Plans

To make changes to your retirement plans, please contact the Office of Human Resources at 439-4457 or go to Burgin Dossett Hall (Administration Building), Room 307.

401(k) Plan
 Benefit or Deduction as of date: Oct 31, 2006
 Status of Benefit or Deduction: Active
 Start Date: Jul 01, 2005
 End Date:
 Filing Status: Single Check Age 50+
 Contribution Amount: 40.00

[History](#) | [Contributions or Deductions](#) | [Vendor Web Site](#)

Optional Retirement Program - TIAA CREF
 Benefit or Deduction as of date: Oct 31, 2006
 Status of Benefit or Deduction: Active
 Start Date: Jul 01, 2005
 End Date:
 Plan: ORP TIAA 10% Retirement
 Employer Percent: 10.0000
 Low YTD Range: .00
 High YTD Range: 94,200.00

[History](#) | [Contributions or Deductions](#) | [Vendor Web Site](#)

[[Health Benefits](#) | [Miscellaneous](#) | [Beneficiaries and Dependents](#) | [Benefit Statement](#)]

powered by Internet

For each plan, you may look at the History, Contributions or Deductions, and you may view the Vendor's web site if available.

Select "History"

Personal Information **Employee**

Search SITE MAP HELP EXIT

Retirement History

Changes may include updates you initiated as well as changes resulting from benefit updates by the Benefit Administrator.

401(k) Plan
 Benefit or Deduction from and to dates: Jul 01, 2005

Current Plan	Effective Date	Status	Filing Status	Contribution Amount
	Jul 01, 2005	Active	Single Check Age 50+	30.00
My Current Plan	Jul 01, 2006	Active	Single Check Age 50+	40.00

[Retirement Plans](#)

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Click the "Back" button or "Retirement Plans" to return to "Retirement Plans".

Select "Contributions or Deductions" for a given plan.

Personal Information Employee

Search Go

SITE MAP HELP EXIT

Retirement Contributions or Deductions

Choose new dates to change the date range and select Display.

Optional Retirement Program - TIAA GREF

History Start Date: January 2006
History End Date: October 2006

Year	Month	Personal Deduction	Employer Contribution
2006	January	.00	317.50
	February	.00	317.50
	March	.00	317.50
	April	.00	317.50
	May	.00	317.50
	June	.00	317.50
	July	.00	.00
	August	.00	.00
	September	.00	.00
	October	.00	.00
TOTAL		.00	1,905.00

From: January 2006
To: October 2006

Display

Retirement Plans

You can select a time frame for which you want to see the Contribution or Deduction history. Then click "Display".

Only data in GoldLink is reflected, beginning January 1, 2006.

Click the "Back" button or "Retirement Plan" to return to "Retirement Plans".

Select "Vendor Web Site" for a given plan.

Click the "Back" button from the Vendor Web Site to return to "Retirement Plans".

Click "Return to Menu" to return to "Benefits and Deductions", or

Click "Health Benefits" to go to the next option under "Benefits and Deductions".

Personal Information Employee

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Benefits and Deductions

- Retirement Plans
 - ORP and TCRS Retirement Plans
 - 401k, 403b and 457 Plans
- Health Benefits
- Miscellaneous Benefits and Deductions
 - Optional Benefit Plans
 - Charitable Givings
 - Parking or Campus Access Fees
 - FICA Medicare and Social Security
 - Dues
 - Other Miscellaneous Benefits
- Beneficiaries and Dependents
- Benefit Statement

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Select "Health Benefits".

Personal Information **Employee**

Search Go RETURN TO MENU SITE MAP HELP EXIT

Health Benefits

i To make changes to your health benefits, please contact the Office of Human Resources at 439-4457, or go to Burgin Dossett Hall (Administration Building), Room 307.

Basic Life Insurance - Single

Benefit or Deduction as of date: Oct 31, 2006
Status of Benefit or Deduction: Active
Start Date: Jul 01, 2005
End Date:
Plan: 20,000-22,499 Under 65
Employee Amount: 2.7900
Employer Amount: 5.5800

[History](#) | [Contributions or Deductions](#) | [Vendor Web Site](#)

Health Insurance - John Deere HMO Tri-Cities

Benefit or Deduction as of date: Oct 31, 2006
Status of Benefit or Deduction: Active
Start Date: Jul 01, 2005
End Date:
Plan: Single Coverage
Employee Amount: 65.3000
Employer Amount: 354.7100

[History](#) | [Contributions or Deductions](#) | [Vendor Web Site](#)

[[Retirement Plans](#) | [Miscellaneous](#) | [Beneficiaries and Dependents](#) | [Benefit Statement](#)]

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You can look at History, Contributions or Deductions, or Vendor Web Site for each Benefit.

Personal Information **Employee**

Search Go SITE MAP HELP EXIT

Health Benefits History

i These changes may include updates you initiated as well as changes that are a result of benefit plan updates by the Benefit Administrator.

Basic Life Insurance - Single

Benefit or Deduction from and to dates: Jul 01, 2005

Current Plan	Effective Date	Status	Plan	Employee Amount	Employer Amount
My Current Plan	Jul 01, 2005	Active	20,000-22,499 Under 65	2.7900	5.5800

[Health Benefits](#)

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Click "Health Benefits" to return to the list of Health Benefits.

Click "Contributions or Deductions"

Personal Information **Employee**

Search Go SITE MAP HELP EXIT

Health Benefits Contributions or Deductions

Choose new dates to change the date range and select Display.

Basic Life Insurance - Single

History Start Date: January 2006
History End Date: October 2006

Year	Month	Personal Deduction	Employer Contribution
2006	January	2.79	5.58
	February	2.79	5.58
	March	2.79	5.58
	April	2.79	5.58
	May	2.79	5.58
	June	2.79	5.58
	July	.00	.00
	August	.00	.00
	September	.00	.00
	October	.00	.00
TOTAL		16.74	33.48

From:
To:

[Health Benefits](#)

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Click “Health Benefits” to return to the list of Health Benefits.

You may click “Vendor Web Site” if available.


Click “Return to Menu” to return to “Benefits and Deductions”, or

Click “Miscellaneous” to go to the next option under “Benefits and Deductions”.

Personal Information **Employee**

Search Go RETURN TO MENU SITE MAP HELP EXIT


Benefits and Deductions

- [Retirement Plans](#)
 - ORP and TCRS Retirement Plans
 - 401k, 403b and 457 Plans
- [Health Benefits](#)
 - Life Insurance
 - Health Insurance
 - Dental Insurance
- [Miscellaneous Benefits and Deductions](#) 
- Optional Benefit Plans
- Charitable Givings
- Parking or Campus Access Fees
- FICA Medicare and Social Security
- Dues
- Other Miscellaneous Benefits
- [Beneficiaries and Dependents](#)
- [Benefit Statement](#)

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For each type of Miscellaneous Benefit or Deduction you can view the History, Contributions or Deductions and Vendor Web Sites if available.

Miscellaneous

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

BUCS Debit Card

Benefit or Deduction as of date: Oct 10, 2006
Status of Benefit or Deduction: Active
Start Date: Oct 01, 2005
End Date:
Employee Deduction: 20.00

[History](#) | [Contributions or Deductions](#)

Community Health Charities

Benefit or Deduction as of date: Oct 10, 2006
Status of Benefit or Deduction: Active
Start Date: Jan 01, 2006
End Date: Dec 31, 2006
Employee Amount: 6.51
Employee Goal: 78.12

[History](#) | [Contributions or Deductions](#) | [Vendor Web Site](#)

Community Shares

Benefit or Deduction as of date: Oct 10, 2006
Status of Benefit or Deduction: Active
Start Date: Jan 01, 2006
End Date: Dec 31, 2006
Employee Amount: 6.51
Employee Goal: 78.12

[History](#) | [Contributions or Deductions](#) | [Vendor Web Site](#)

FICA Medicare

Benefit or Deduction as of date: Oct 10, 2006
Status of Benefit or Deduction: Active
Start Date: Jul 01, 2005
End Date:



[History](#) | [Contributions or Deductions](#) | [Vendor Web Site](#)

FICA Social Security

Benefit or Deduction as of date: Oct 10, 2006
Status of Benefit or Deduction: Active
Start Date: Jul 01, 2005
End Date:

[History](#) | [Contributions or Deductions](#) | [Vendor Web Site](#)

Hartford Long Term Disability Insurance

Benefit or Deduction as of date: Oct 10, 2006
Status of Benefit or Deduction: Active
Start Date: Jul 01, 2005
End Date:
Filing Status: Level Three
Annual Salary: 38,099.76

[History](#) | [Contributions or Deductions](#)

Parking Decal

Benefit or Deduction as of date: Oct 10, 2006
Status of Benefit or Deduction: Terminated
Start Date: Oct 01, 2005
End Date: Sep 30, 2006
Employee Amount: 4.17

[History](#) | [Contributions or Deductions](#)

United Way Johnson City Area

Benefit or Deduction as of date: Oct 10, 2006
Status of Benefit or Deduction: Active
Start Date: Jan 01, 2006
End Date: Dec 31, 2006
Employee Amount: 6.51
Employee Goal: 78.12

[History](#) | [Contributions or Deductions](#) | [Vendor Web Site](#)

Select "History".

Personal Information Employee

Search Go SITE MAP HELP EXIT

Miscellaneous Benefits History

These changes may include updates you initiated as well as changes that are a result of benefit plan updates by the Benefit Administrator.

FICA Medicare

Benefit or Deduction from and to dates: Jul 01, 2005

Current Plan	Effective Date	Status
My Current Plan	Jul 01, 2005	Active

[Miscellaneous](#)

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Select the "Back" button or "Miscellaneous" to return to the Miscellaneous listing.

Select "Contributions or Deductions".

Personal Information Employee

Search Go SITE MAP HELP EXIT

Miscellaneous Contributions or Deductions

Choose new dates to change the date range and select Display.

FICA Social Security

History Start Date: January 2006
History End Date: October 2006

Year Month	Personal Deduction	Employer Contribution
2006 January	196.59	196.59
February	196.59	196.59
March	196.59	196.59
April	196.59	196.59
May	196.59	196.59
June	196.59	196.59
July	.00	.00
August	.00	.00
September	.00	.00
October	.00	.00
TOTAL	1,179.54	1,179.54

From:

To:

[Miscellaneous](#)

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Done Internet

start 4:24 PM

You can select a time frame for which you want to see the Contribution or Deduction history. Then click "Display".

Only data in GoldLink is reflected, beginning January 1, 2006.

Select the "Back" button or "Miscellaneous" to return to the Miscellaneous listing.

You may select a Vendor Web Site if available.

Click “Return to Menu” to return to “Benefits and Deductions”, or
Click “Beneficiaries and Dependents” at the bottom to go to the next option under “Benefits and Deductions”.

The screenshot shows the 'Benefits and Deductions' menu. At the top, there are tabs for 'Personal Information' and 'Employee'. Below the tabs is a search bar with a 'Go' button and navigation links: 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main content area lists several categories: 'Retirement Plans', 'Health Benefits', 'Miscellaneous Benefits and Deductions', 'Beneficiaries and Dependents', and 'Benefit Statement'. A yellow arrow points to the 'Beneficiaries and Dependents' link. At the bottom left, it says 'RELEASE: 7.3' and at the bottom right, 'powered by SUNGARD HIGHER EDUCATION'.

Select “Beneficiaries and Dependents”.

The screenshot shows the 'Beneficiaries and Dependents' page. At the top, there are tabs for 'Personal Information' and 'Employee'. Below the tabs is a search bar with a 'Go' button and navigation links: 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main content area has a heading 'Beneficiaries and Dependents' and a message: 'To make changes in your beneficiaries and dependents, please contact the Office of Human Resources at 439-4457 or go to Burgin Dossett Hall (Administration Building), Room 307.' Below this is a section titled 'Beneficiaries and Dependents Information' with a table:

Name	SSN	Relationship	Birth Date	Gender	College Status
Julia M. Smith	123456789	Spouse	Nov 19, 1947	Female	Does not attend college

Below the table is a section titled 'Benefit Coverage' with a table:

Name	Benefit Description and Status
Julia M. Smith, Spouse	No Coverage

To the right of the table is a note in a box: 'NOTE: As of Nov. 28, 2006, Beneficiary & Dependent Coverage data has not been entered into GoldLink.' At the bottom, there are navigation links: '[Retirement Plans | Health Benefits | Miscellaneous | Benefit Statement]'. At the bottom left, it says 'RELEASE: 7.3' and at the bottom right, 'powered by SUNGARD HIGHER EDUCATION'.

Select “Return to Menu” to return to the “Benefits and Deductions” menu, or
Select “Benefit Statement” to go to the next menu item.

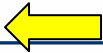
The screenshot shows the 'Benefits and Deductions' menu. At the top, there are tabs for 'Personal Information' and 'Employee'. Below the tabs is a search bar with a 'Go' button and navigation links: 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main content area lists several categories: 'Retirement Plans', 'Health Benefits', 'Miscellaneous Benefits and Deductions', 'Beneficiaries and Dependents', and 'Benefit Statement'. A yellow arrow points to the 'Benefit Statement' link. At the bottom left, it says 'RELEASE: 7.3' and at the bottom right, 'powered by SUNGARD HIGHER EDUCATION'.

Select “Benefit Statement”

Benefit Statement Date Criteria

As of date: CURRENT

Select



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

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Click on "Select" to view the Current (only choice at this time) Benefit Summary.

Benefit Summary

Statement for John C. Smith as of Oct 31, 2006
Current Date is Oct 31, 2006

Personal Data

Department: Human Resources
Benefit Category: Full Time Administrative/Prof
Date of Birth: Dec 26, 1946
Original Hire Date: Sep 01, 2004
Current Hire Date: Sep 01, 2004
Adjusted Service Date: Sep 01, 2004

[401k/403b/457 and ORP/TCRS](#) | [Other Benefits](#)

401k/403b/457 and ORP/TCRS

401(k) Plan

Contribution Amount: \$40.00

Optional Retirement Program - TIAA CREF

Plan: ORP TIAA 10% Retirement
Employer Percent: 10.0000%
Low Range of YTD: \$.00
High Range of YTD: \$94,200.00

[Return to Top](#)

Other Benefits

BUCS Debit Card

Employee Deduction: \$20.00

Community Health Charities

Employee Amount: \$6.51
Employee Goal: \$78.12

Community Shares

Employee Amount: \$6.51
Employee Goal: \$78.12

FICA Medicare

FICA Social Security

Hartford Long Term Disability Insurance

Annual Salary: \$38,099.76

United Way Johnson City Area

Employee Amount: \$6.51
Employee Goal: \$78.12

[Return to Top](#)

[401k/403b/457 and ORP/TCRS](#) | [Other Benefits](#)

Select New Date

[Retirement Plans | Health Benefits | Miscellaneous | Beneficiaries and Dependents]

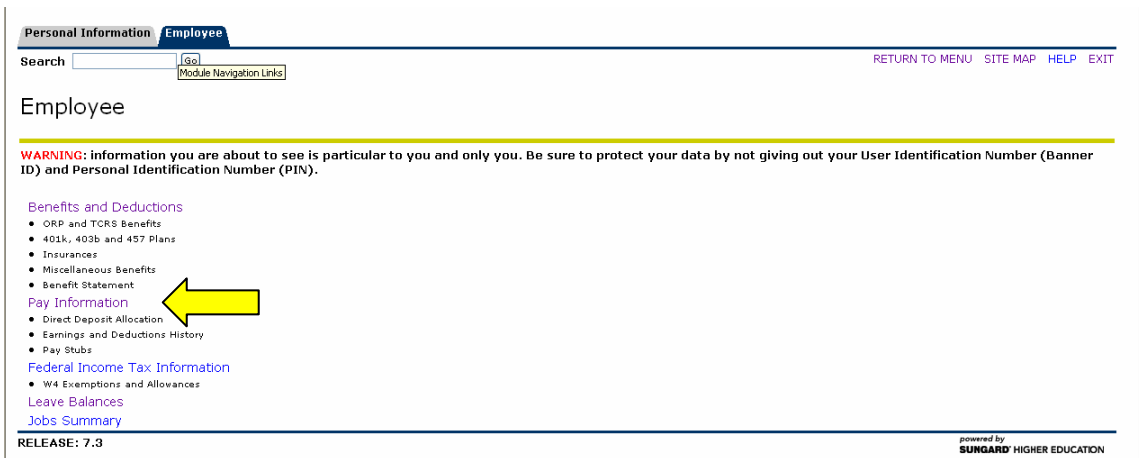
RELEASE: 7.3

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This completes the “Benefits and Deductions” portion of the “Employee” menu.

Select “Return to Menu” to return to the “Employee” menu.

3. b. Select “Pay Information” to move to the next menu item.




The screenshot shows the 'Employee' menu with a search bar and navigation links. A yellow arrow points to the 'Pay Information' link in the left-hand menu.

Personal Information **Employee**

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

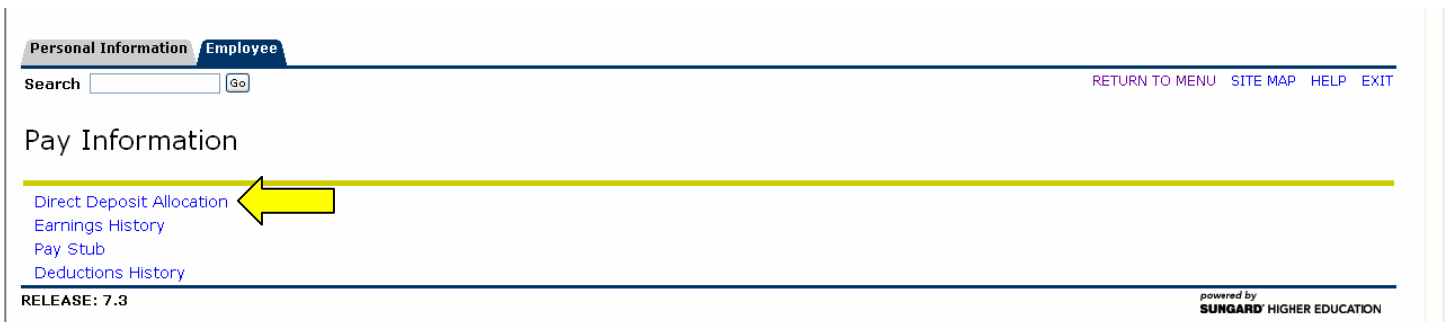
Employee

WARNING: information you are about to see is particular to you and only you. Be sure to protect your data by not giving out your User Identification Number (Banner ID) and Personal Identification Number (PIN).

- Benefits and Deductions
 - ORP and TCRS Benefits
 - 401k, 403b and 457 Plans
 - Insurances
 - Miscellaneous Benefits
 - Benefit Statement
- Pay Information** 
 - Direct Deposit Allocation
 - Earnings and Deductions History
 - Pay Stubs
- Federal Income Tax Information
 - W4 Exemptions and Allowances
- Leave Balances
- Jobs Summary

RELEASE: 7.3 powered by **SUNGARD** HIGHER EDUCATION

Select “Direct Deposit Allocation” to move to the first topic under “Pay Information”.




The screenshot shows the 'Pay Information' menu with a search bar and navigation links. A yellow arrow points to the 'Direct Deposit Allocation' link.

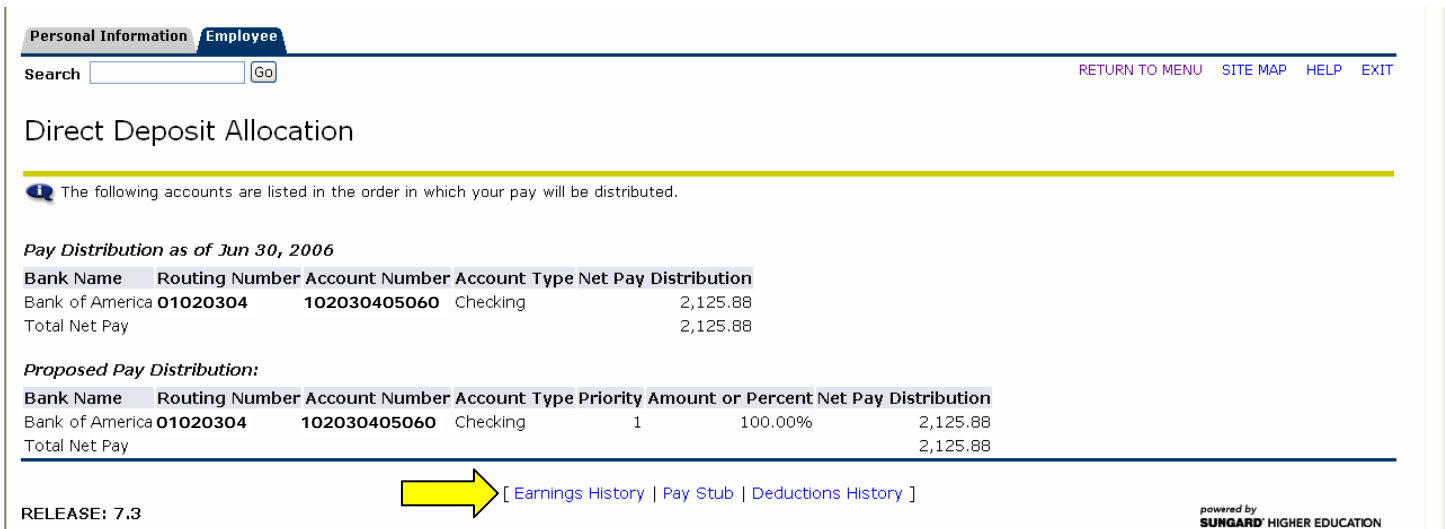
Personal Information **Employee**

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

Pay Information

- Direct Deposit Allocation** 
- Earnings History
- Pay Stub
- Deductions History

RELEASE: 7.3 powered by **SUNGARD** HIGHER EDUCATION




The screenshot shows the 'Direct Deposit Allocation' page with a search bar and navigation links. A yellow arrow points to the navigation links at the bottom of the page.

Personal Information **Employee**

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

Direct Deposit Allocation


 The following accounts are listed in the order in which your pay will be distributed.

Pay Distribution as of Jun 30, 2006

Bank Name	Routing Number	Account Number	Account Type	Net Pay Distribution
Bank of America	01020304	102030405060	Checking	2,125.88
Total Net Pay				2,125.88

Proposed Pay Distribution:

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Net Pay Distribution
Bank of America	01020304	102030405060	Checking	1	100.00%	2,125.88
Total Net Pay						2,125.88

RELEASE: 7.3  [\[Earnings History | Pay Stub | Deductions History \]](#) powered by **SUNGARD** HIGHER EDUCATION

Select “Earning History” to move to the next topic under “Pay Information”.

Select the date range you wish to view, then select “Display”

Personal Information **Employee**

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

Earnings History Criteria

Choose a date range and then select Display.

From Date:
To Date:

RELEASE: 7.3 [\[Direct Deposit Allocation | Pay Stub | Deductions History \]](#) powered by **SUNGARD** HIGHER EDUCATION

Personal Information **Employee**

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

Earnings History

Select Earnings Type to access additional information.

Earnings from January 2006 to October 2006

Earnings Type	Total Gross Pay	Total Hours
Regular Monthly Pay	17,369.57	889.00
Holiday Pay	586.16	30.00
Annual Leave	883.13	45.20
Sick Leave	211.02	10.80

RELEASE: 7.3 [\[New Date Range \]](#) powered by **SUNGARD** HIGHER EDUCATION

If you select the highlighted categories below, they will be displayed by month for the period you selected:

- Regular Monthly Pay
- Holiday Pay
- Annual Leave
- Sick Leave
- Etc.

Earnings Detail

Choose a date range and then select Display.

Regular Monthly Pay

Year	Month	Gross Pay	Hours
2006	January	2,657.21	136.00
	February	3,116.36	159.50
	March	2,944.43	150.70
	April	2,637.67	135.00
	May	2,946.38	150.80
	June	3,067.52	157.00
	July	.00	.00
	August	.00	.00
	September	.00	.00
	October	.00	.00
TOTAL		17,369.57	889.00

From Date:

To Date:



[Earnings History](#)

Select "Earnings History" to return to that page, or "Return to Menu" to return to the "Pay Information" menu.

Earnings Detail

Choose a date range and then select Display.

Holiday Pay

Year	Month	Gross Pay	Hours
2006	January	293.08	15.00
	February	.00	.00
	March	.00	.00
	April	146.54	7.50
	May	146.54	7.50
	June	.00	.00
	July	.00	.00
	August	.00	.00
	September	.00	.00
	October	.00	.00
TOTAL		586.16	30.00

From Date:

To Date:



[Earnings History](#)

Select "Earnings History" to return to that page, or "Return to Menu" to return to the "Pay Information" menu.

Personal Information **Employee**

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

Earnings Detail

Choose a date range and then select Display.

Annual Leave

Year	Month	Gross	Pay	Hours
2006	January	146.54		7.50
	February	.00		.00
	March	214.92		11.00
	April	361.46		18.50
	May	82.06		4.20
	June	78.15		4.00
	July	.00		.00
	August	.00		.00
	September	.00		.00
	October	.00		.00
TOTAL		883.13		45.20

From Date:

To Date:

[Earnings History](#)

RELEASE: 7.3 powered by SUNGARD HIGHER EDUCATION

Select "Earnings History" to return to that page, or "Return to Menu" to return to the "Pay Information" menu.

Personal Information **Employee**

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

Earnings Detail

Choose a date range and then select Display.

Sick Leave

Year	Month	Gross	Pay	Hours
2006	January	78.15		4.00
	February	58.62		3.00
	March	15.63		.80
	April	29.31		1.50
	May	.00		.00
	June	29.31		1.50
	July	.00		.00
	August	.00		.00
	September	.00		.00
	October	.00		.00
TOTAL		211.02		10.80

From Date:

To Date:

[Earnings History](#)

RELEASE: 7.3 powered by SUNGARD HIGHER EDUCATION

Select “Earnings History” to return to that page, or “Return to Menu” to return to the “Pay Information” menu.

Personal Information Employee

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Pay Information

[Direct Deposit Allocation](#)
[Earnings History](#)
[Pay Stub](#)
[Deductions History](#)

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Select “Pay Stub” to move to the next topic under “Pay Information”.

Personal Information Employee

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Pay Stub

Choose a year and then select Display.

Pay Stub Year: 2006

Display

[Direct Deposit Allocation | Earnings History | Deductions History]

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Pay Stub Year: 2006 is the only year available at this time.

Select “Display”

Personal Information Employee

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Pay Stubs

Select the Pay Stub Date to access additional information.

Pay Stubs for 2006

Pay Stub Date	Pay Period Begin Date	Pay Period End Date	Gross Pay	Net Pay	Message
Jun 30, 2006	Jun 01, 2006	Jun 30, 2006	3,174.98	2,125.88	
May 31, 2006	May 01, 2006	May 31, 2006	3,174.98	2,125.88	
Apr 28, 2006	Apr 01, 2006	Apr 30, 2006	3,174.98	2,125.88	
Mar 31, 2006	Mar 01, 2006	Mar 31, 2006	3,174.98	2,375.88	
Feb 28, 2006	Feb 01, 2006	Feb 28, 2006	3,174.98	2,375.88	
Jan 31, 2006	Jan 01, 2006	Jan 31, 2006	3,174.98	2,375.88	

[Change Year](#)

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Select a month you would like to view.

Personal Information **Employee**

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

Pay Stub Detail

Pay Stub Summary

Pay Stub Date: Jun 30, 2006

Gross Amount: 3,174.98

Total Personal Deductions: 1,049.10

Net Amount: 2,125.88

Total Employer Contributions: 593.21

Check or Direct Deposit

Number	Document Type	Bank Name	Account Type	Amount
21601	Direct Deposit	Bank of America	Checking	2,125.88

Earnings

Type	Hours	Rate	Amount
Sick Leave		1.50	29.31
Annual Leave		4.00	78.15
Regular Monthly Pay			3,067.52
Longevity Professional Review		1.00	.00

Benefits or Deductions

Type	Personal Deduction	Employer Contribution
401(k) Plan	30.00	30.00
BUCS Debit Card	35.00	.00
Community Health Charities	6.51	.00
Community Shares	6.51	.00
FICA Medicare	45.98	45.98
FICA Social Security	196.59	196.59
Federal Income Tax	702.79	.00
Hartford Long Term Disability Insurance		12.80
Optional Retirement Program - TIAA CREF		.00
Optional Special Accident Insurance - Family		2.24
Parking Decal		4.17
United Way Johnson City Area		6.51

[Pay Stubs](#)

RELEASE: 7.0 powered by **SUNGARD** HIGHER EDUCATION

Select "Pay Stubs" to view another month, or "Return to Menu" to get back to the "Pay Information" menu.

Personal Information **Employee**

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

Pay Information

[Direct Deposit Allocation](#)

[Earnings History](#)

[Pay Stub](#)

[Deductions History](#)

RELEASE: 7.3 powered by **SUNGARD** HIGHER EDUCATION

Select "Deductions History" to view the next topic under "Pay Information".

Personal Information **Employee**

Search RETURN TO MENU SITE MAP HELP EXIT

Deductions History

Choose the From and To date range and then select Display.

From Date:

To Date:

RELEASE: 7.1 [[Direct Deposit Allocation](#) | [Earnings History](#) | [Pay Stub](#)] powered by
SUNGARD HIGHER EDUCATION

Select a date range to view. Information in GoldLink is only available beginning January, 2006.

Select "Display".

Personal Information **Employee**

Search RETURN TO MENU SITE MAP HELP EXIT

Deductions Summary

Select a deduction to access history information.

Deduction History from January 2006 to October 2006

Deduction Type	Employee Deduction	Employer Deduction
401(k) Plan	180.00	180.00
BUCS Debit Card	210.00	.00
Community Health Charities	39.06	.00
Community Shares	39.06	.00
FICA Medicare	275.88	275.88
FICA Social Security	1,179.54	1,179.54
Federal Income Tax	3,466.74	.00
Hartford Long Term Disability Insurance	76.80	.00
Imputed Income	.00	
Optional Retirement Program - TIAA CREF	.00	1,905.00
Optional Special Accident Insurance - Family	13.44	
Parking Decal	25.02	.00
TN Unemployment Tax	.00	
United Way Johnson City Area	39.06	.00
		New Date Range

RELEASE: 7.1 powered by
SUNGARD HIGHER EDUCATION

Select a "Deduction Type" to view "Contributions and Deductions" in that category for the display period.

Personal Information **Employee**

Search SITE MAP HELP EXIT

Contributions or Deductions


Choose new dates to change the date range and select Display.

401(k) Plan

History Start Date: January 2006
History End Date: October 2006

Year Month	Personal Deduction	Employer Contribution
2006 January	30.00	30.00
February	30.00	30.00
March	30.00	30.00
April	30.00	30.00
May	30.00	30.00
June	30.00	30.00
July	.00	.00
August	.00	.00
September	.00	.00
October	.00	.00
TOTAL	180.00	180.00

From:
To:


[Deduction Summary](#)

RELEASE: 7.0 powered by **CLIMB** HIGHER EDUCATION

Select "Deduction Summary" to return to the Deductions list to view another type of deduction.

Personal Information **Employee**

Search SITE MAP HELP EXIT

Contributions or Deductions


Choose new dates to change the date range and select Display.

Federal Income Tax

History Start Date: January 2006
History End Date: October 2006

Year Month	Personal Deduction	Employer Contribution
2006 January	452.79	.00
February	452.79	.00
March	452.79	.00
April	702.79	.00
May	702.79	.00
June	702.79	.00
July	.00	.00
August	.00	.00
September	.00	.00
October	.00	.00
TOTAL	3,466.74	.00

From:
To:


[Deduction Summary](#)

RELEASE: 7.0 powered by **CLIMB** HIGHER EDUCATION

Select "Deduction Summary" to return to the Deductions list to view another type of deduction.

Personal Information **Employee**

Search SITE MAP HELP EXIT

Contributions or Deductions

Choose new dates to change the date range and select Display.

Optional Retirement Program - TIAA CREF

History Start Date: January 2006
History End Date: October 2006

Year Month	Personal Deduction	Employer Contribution
2006 January	.00	317.50
February	.00	317.50
March	.00	317.50
April	.00	317.50
May	.00	317.50
June	.00	317.50
July	.00	.00
August	.00	.00
September	.00	.00
October	.00	.00
TOTAL	.00	1,905.00

From:
To:

[Deduction Summary](#)

Select "Deduction Summary" to return to the Deductions list.

Personal Information **Employee**

Search RETURN TO MENU SITE MAP HELP EXIT

Deductions Summary

Select a deduction to access history information.

Deduction History from January 2006 to October 2006

Deduction Type	Employee Deduction	Employer Deduction
401(k) Plan	180.00	180.00
BUCS Debit Card	210.00	.00
Community Health Charities	39.06	.00
Community Shares	39.06	.00
FICA Medicare	275.88	275.88
FICA Social Security	1,179.54	1,179.54
Federal Income Tax	3,466.74	.00
Hartford Long Term Disability Insurance	76.80	.00
Imputed Income	.00	.00
Optional Retirement Program - TIAA CREF	.00	1,905.00
Optional Special Accident Insurance - Family	13.44	.00
Parking Decal	25.02	.00
TN Unemployment Tax	.00	.00
United Way Johnson City Area	39.06	.00

[New Date Range](#)

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This completes the "Pay Information" portion of the "Employee" tab.

Select "Return to Menu" to return to the "Pay Information" menu.


Select "Return to Menu" again to return to the "Employee" tab menu.

Personal Information **Employee**

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

Employee

WARNING: information you are about to see is particular to you and only you. Be sure to protect your data by not giving out your User Identification Number (Banner ID) and Personal Identification Number (PIN).

- [Benefits and Deductions](#)
 - ORP and TCRS Benefits
 - 401k, 403b and 457 Plans
 - Insurances
 - Miscellaneous Benefits
 - Benefit Statement
- [Pay Information](#)
 - Direct Deposit Allocation
 - Earnings and Deductions History
 - Pay Stubs
- [Federal Income Tax Information](#) 
- W4 Exemptions and Allowances
- [Leave Balances](#)
- [Jobs Summary](#)


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3.c. Select “Federal Income Tax Information”

Personal Information **Employee**

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

Tax Forms

[W4 Tax Exemptions or Allowances](#) 

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Click on “W4 Tax Exemptions or Allowances”.


Personal Information **Employee**

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

W4 Tax Exemptions or Allowances

Federal Income Tax

As of Date:	Oct 31, 2006
Status:	Active
Start Date:	Jul 01, 2005
End Date:	
Filing Status:	Single
Number of Allowances:	0
Additional Withholding:	250.00

[History](#) | [Contributions or Deductions](#) | [Vendor Web Site](#) 

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Click “History” to see W4 History.

Personal Information **Employee**

Search SITE MAP HELP EXIT

W4 History

This is a list of all changes to your Federal Withholding deduction. Changes occur if you update your W-4 information.

Federal Income Tax

Benefit or Deduction from and to dates: Jul 01, 2005

Current Plan	Effective Date	Status	Filing Status	Number of Allowances	Additional Withholding
My Current Plan	Apr 01, 2006	Active	Single	0	250.00

[W4 Tax Exemptions and Allowances](#)

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Click the “Back” button or “W4 Tax Exemptions and Allowances” to return to W4 Tax Exemptions and Allowances.

Click on “Contributions or Deductions” to see the W4 Contributions or Deductions.

Personal Information **Employee**

Search SITE MAP HELP EXIT

W4 Contributions or Deductions

Choose new dates to change the date range and select Display.

Federal Income Tax

History Start Date: January 2006
History End Date: October 2006

Year	Month	Personal Deduction	Employer Contribution
2006	January	452.79	.00
	February	452.79	.00
	March	452.79	.00
	April	702.79	.00
	May	702.79	.00
	June	702.79	.00
	July	.00	.00
	August	.00	.00
	September	.00	.00
	October	.00	.00
TOTAL		3,466.74	.00

From:
To:

W4 Tax Exemptions and Allowances

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Click on “W4 Tax Exemptions and Allowances” or the “Back” button to return to the previous page.

You may click on “Vendor Web Site” to see the IRS site.

From the IRS site, click the “Back” button to return to GoldLink.

This completes the “Tax Forms” portion of the “Employee” tab.

Click “Return to Menu” twice or click the “Employee” tab to get back to the “Employee” menu.

3.d. Click on “Jobs Summary” to see a summary of your ETSU jobs beginning July 1, 2005.

Personal Information **Employee**

Search

RETURN TO MENU SITE MAP HELP EXIT

Jobs Summary

Select the Job Title for more detailed information.

List of Jobs

Title	Begin Date	End Date
Coordinator	Jul 01, 2005	

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Click on a “Job Title” to see Job Detail of Changes for that job.

Personal Information **Employee**

Search

RETURN TO MENU SITE MAP HELP EXIT

Job Detail

Changes to Your Job

Effective Date	Status	Job Title	Department Name	Reason for Change
Jul 01, 2006	Active	Coordinator	Human Resources	Across the Board Increase
Jul 01, 2005	Active	Coordinator	Human Resources	Conversion

[[Jobs Summary](#)]

RELEASE: 7.0

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This completes the “Jobs Summary” portion of the “Employee” tab.

Click “Return to Menu” or click the “Employee” tab to return to the “Employee” menu.

3.e. Click “Leave Balances”.

Personal Information **Employee**

Search

RETURN TO MENU SITE MAP HELP EXIT

Leave Balances

Select the link under the Type of Leave column to access detailed information.

List of Leave Types


TYPE of Leave	Hours or Days Available	Beginning Balance	Earned as of Oct 31, 2006	Taken as of Oct 31, 2006	Available Balance as of Oct 31, 2006
Annual Leave	Hours	150.00	.00	.00	150.00
Sick Leave	Hours	107.40	.00	.00	107.40
Worked Holiday	Hours	.00	.00	.00	.00

RELEASE: 7.0

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Click “Annual Leave” to see Leave Detail for the current Fiscal Year.

Leave Detail

 There are no leave detail records for Annual Leave from Jul 02, 2006 to Jul 01, 2007.



Leave By Job

RELEASE: 7.0

[\[Leave Balances \]](#)

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If there is no leave detail available, click "Previous Year".

Leave Detail

Annual Leave

Leave Accrual and Usage from Jul 02, 2005 to Jul 01, 2006

Payroll Type	Date Paid	Pay Period Begin Date	Pay Period End Date	Hours or Days	Earned	Taken
Monthly	Jun 30, 2006	Jun 01, 2006	Jun 30, 2006	Hours	15.00	4.00
Monthly	May 31, 2006	May 01, 2006	May 31, 2006	Hours	15.00	4.20
Monthly	Apr 28, 2006	Apr 01, 2006	Apr 30, 2006	Hours	15.00	18.50
Monthly	Mar 31, 2006	Mar 01, 2006	Mar 31, 2006	Hours	15.00	11.00
Monthly	Feb 28, 2006	Feb 01, 2006	Feb 28, 2006	Hours	15.00	.00
Monthly	Jan 31, 2006	Jan 01, 2006	Jan 31, 2006	Hours	15.00	7.50

Leave By Job

[\[Leave Balances \]](#) 

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Click "Leave Balances" to return to the menu of balances to choose from.

Click "Sick Leave", and if there is no leave detail, click "Previous Year".

Leave Detail

Sick Leave

Leave Accrual and Usage from Jul 02, 2005 to Jul 01, 2006

Payroll Type	Date Paid	Pay Period Begin Date	Pay Period End Date	Hours or Days	Earned	Taken
Monthly	Jun 30, 2006	Jun 01, 2006	Jun 30, 2006	Hours	7.50	1.50
Monthly	May 31, 2006	May 01, 2006	May 31, 2006	Hours	7.50	.00
Monthly	Apr 28, 2006	Apr 01, 2006	Apr 30, 2006	Hours	7.50	1.50
Monthly	Mar 31, 2006	Mar 01, 2006	Mar 31, 2006	Hours	7.50	.80
Monthly	Feb 28, 2006	Feb 01, 2006	Feb 28, 2006	Hours	7.50	3.00
Monthly	Jan 31, 2006	Jan 01, 2006	Jan 31, 2006	Hours	7.50	4.00

Leave By Job

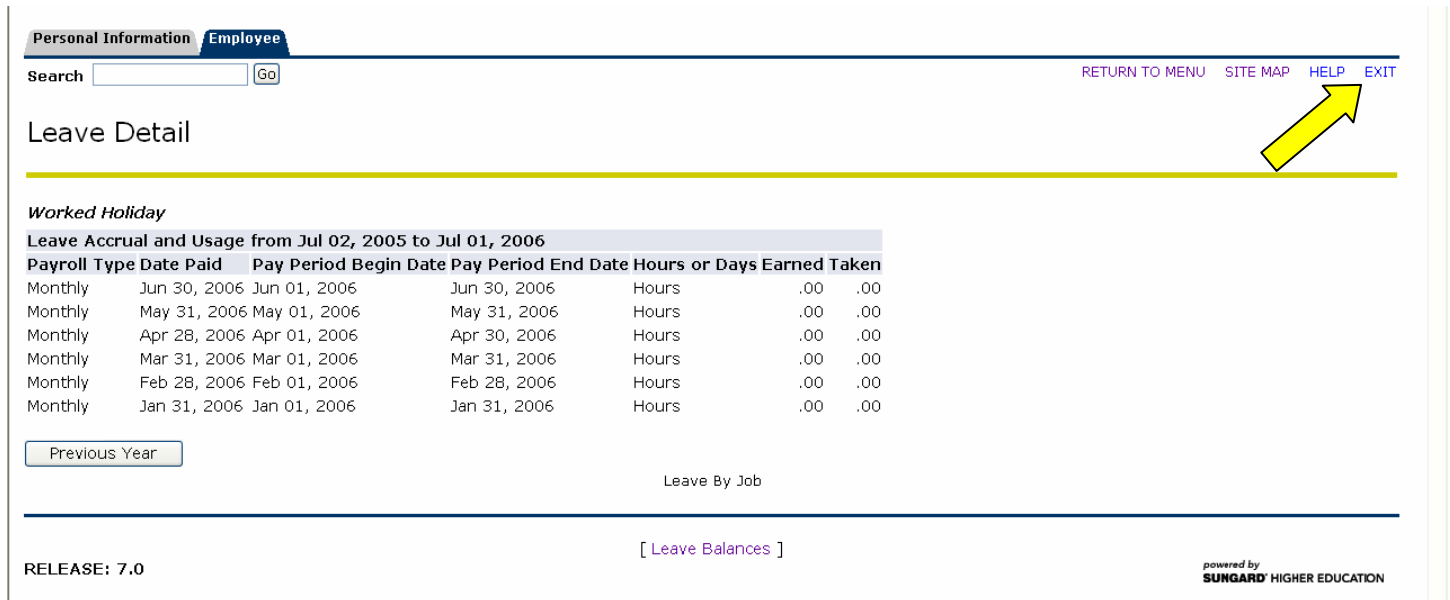
[\[Leave Balances \]](#) 

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Click “Leave Balances” to return to the menu of balances to choose from.

Click “Worked Holiday”, and if there is no leave detail, click “Previous Year”.



Personal Information **Employee**

Search

RETURN TO MENU SITE MAP **HELP** **EXIT**

Leave Detail

Worked Holiday

Leave Accrual and Usage from Jul 02, 2005 to Jul 01, 2006

Payroll Type	Date Paid	Pay Period Begin Date	Pay Period End Date	Hours or Days Earned	Taken
Monthly	Jun 30, 2006	Jun 01, 2006	Jun 30, 2006	Hours	.00 .00
Monthly	May 31, 2006	May 01, 2006	May 31, 2006	Hours	.00 .00
Monthly	Apr 28, 2006	Apr 01, 2006	Apr 30, 2006	Hours	.00 .00
Monthly	Mar 31, 2006	Mar 01, 2006	Mar 31, 2006	Hours	.00 .00
Monthly	Feb 28, 2006	Feb 01, 2006	Feb 28, 2006	Hours	.00 .00
Monthly	Jan 31, 2006	Jan 01, 2006	Jan 31, 2006	Hours	.00 .00

Leave By Job

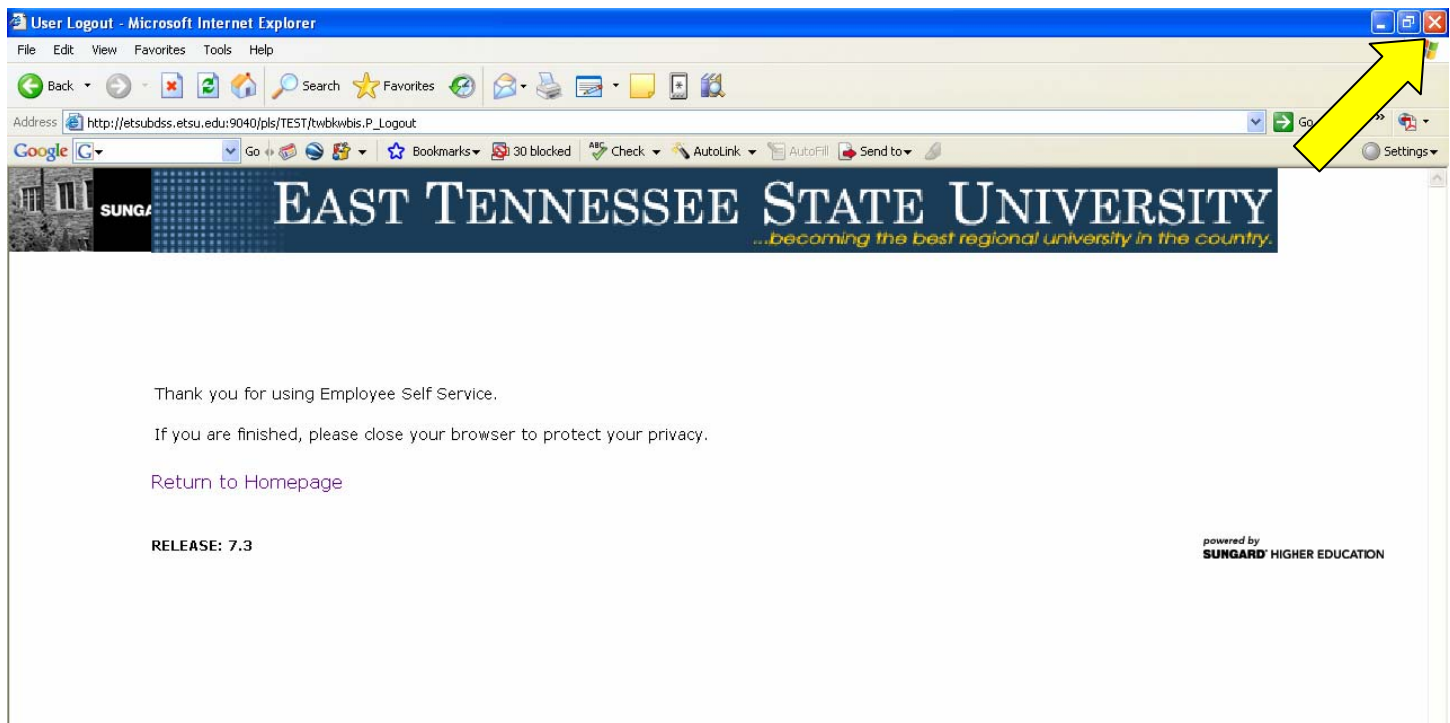
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[[Leave Balances](#)]

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This ends the Employee Self Service options.

Click “Exit” to leave.



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Thank you for using Employee Self Service.

If you are finished, please close your browser to protect your privacy.

[Return to Homepage](#)

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Close the browser or you may return to the Homepage to enter the secure area again. **“THE END”**