| # W ILLINOIS WESLEYAN                     |                                 |                       |                        | 🗱 👔 Hammons, Kristi C                 |
|---|---------------------------------|-----------------------|------------------------|---------------------------------------|
| Employee Dashboard                        |                                 |                       |                        |                                       |
| Employee Dashboard                        |                                 |                       |                        | i i                                   |
| Kristi Hammons                            | Leave Balances as of 05/13/2020 |                       | _                      |                                       |
|   | Vacation Pay in hours           | Personal Pay in hours | 2.00 Sick Pay in hours | (1130)                                |
|   | Vacetien - Cerryover in hours   | 0                     |                        |                                       |
|   |                                 |                       |                        | <u>Full Leave Balance information</u> |
| Pay Information                           |                                 |                       | A 🥢 My Activities      |                                       |
| Latest Pay Stub: 03/06/2020 All Pay Stubs | Direct Decos t Information      | Deductions Histon     |                        |                                       |
| Earnings                                  |                                 |                       | ~                      |                                       |
| Tawes                                     |                                 |                       | *                      |                                       |
| Job Summary                               |                                 |                       | *                      |                                       |
| Employee Summary                          |                                 |                       | *                      | -                                     |

The Employee Dashboard, available from <u>MyIWU</u>, provides one-stop access to frequently accessed employee information.

## What is available on the Employee Dashboard?

The Employee Dashboard includes employee pay stub, leave balances, job summary, and earnings history. Additionally, the updated pay stub includes information such as your home address, job title, and withholding allowances. You can access historical pay stubs back to 2008.

Supervisors: If you have direct reports, they will be listed under the My Team button. If there is an error (i.e. someone missing, or someone listed who does not report to you), please let HR know. For your direct reports, you will be able to view their current leave balances, preferred contact information, emergency contact information and hire date.

Direct Deposit Information: In addition to viewing pay stubs and deduction history, you can review/add/change direct deposit information. Selecting Direct Deposit Information from the main page will take you to an Allocation Screen that has a "+Add New" function. You can make an existing account inactive or divide deposits between multiple accounts. An Add Payroll Allocation box will pop up and ask for new/additional account and routing number.

See screen shots below:

| M Inbox 🛛 🔯 Illinois 🗍 💩 Kris         | sti k 🛛 🖬 MH A( 🗍 😭 Overw                | 📑 Banne 👹 Ba 🗙                 | Admis   🖬 NE Su                   | Teleco BAC Pro                       | oce: 🔀 TRACI 🛛 🔂 Recr  | ur 🔚 WFH 🕴 🕂              | - 0 ×                |
|---------------------------------------|--|--------------------------------|-----------------------------------|--------------------------------------|------------------------|---------------------------|----------------------|
| ← → C @ banapps2.                     | wu.edu:4443/8annerGenera                 | ISsb/ssb/directDeposit#/c      | lirectDepositListing              |                                      |                        | Q                         | 12 or 👔 O            |
| 🔛 Apps M Gmail 🕋 YouTu                | be 💡 Maps 👹 Coronavi                     | rus Diseas 🔇 The Voice         | of Centra 🦹 The Pantagra          | ph   Br Bb McLean County U           | Ini 😰 ESR Web Portal   | 🖞 Illinois Wesleyan U 🔉 🛛 | Other bookmarks      |
| # W ILLINOIS WESL                     | EYAN                                     |                                |                                   |                                      |                        | * 1                       | Hammons, Kristi C    |
| Direct Deposit Allocation             |  |                                |                                   |                                      |                        |                           |                      |
| Pay Distribution as of 03/06/202      | 0  |                                |                                   |                                      |                        |                           | ^                    |
| Bank Name                             | Routing                                  | Number                         | Account Number                    | Account                              | Туре                   |                           | Net Pay Distribution |
| State Farm Bank FS8                   | 3000034                                  | -                              | 00000                             | Check                                | ing                    |                           | _                    |
|                                       |  |                                |                                   |                                      |                        | Т                         | tal Net Pay          |
| Proposed Pay Distribution             |  |                                |                                   |                                      |                        |                           | ^                    |
|                                       |  |                                |                                   |                                      |                        | () D                      | elete (+) Add New    |
| Bank Name                             | Routing Number                           | Account Number                 | Account Type                      | Amount                               | Priority               | Net Pay Distribution      | Status               |
| State Farm Bank FSB                   | 20000                                    | 100001                         | Checking                          | Remaining .                          | •                      | _                         | Active               |
|                                       |  |                                |                                   |                                      |                        | Total Net Pay             |                      |
|                                       | 0  | The Net Pay Distribution above | is based on your last payrol. Fut | re distributions may vary based on t | luture Net Pay Amounts |                           |                      |
|                                       |  |                                |                                   |                                      |                        |                           |                      |
| By checking this box, I authorize the | he institution to initiate direct credit | s or debits on my behalf       |                                   |                                      |                        | Cancel Changes            | Save Changes         |

| M Inbox 🛛 👥 Illinoi: 🛛 🕹 Kristi i 🖓 MH A. 🗍 😭 🕻                      | Dverve 📑 Banne 🖞 Bar 🗙 🖬                 | Admis:   😭 NE Su:   🚼 Teleco                   | @BAC                             | TRACI 🚺 Recrui          | WFH) + - Ø ×                      |
|--|--|--|----------------------------------|-------------------------|-----------------------------------|
| ← → C 🔒 banapps2.iwu.edu:4443/BannerGe                               | eneralSsb/ssb/directDeposit#/direct      | DepositListing                                 |                                  |                         | Q 🕁 🕶 🌘 O                         |
| 🏥 Apps M Gmail 💼 YouTube 💡 Maps 👹 Co                                 | ronavirus Diseas 🔇 The Voice of Ce       | entra 🧜 The Pantagraph   Br Bi                 | b McLean County Uni 🔃            | ESR Web Portal 👹 Illino | is Wesleyan U 🔅 📋 Other bookmarks |
| # W TILLINOIS WESLEYAN   |  |  |                                  |                         | 🔅 🔔 Hammons, Kristi               |
| Direct Deposit Allocation  |  |  |                                  |                         |                                   |
| Pay Distribution as of 03/06/2020                                    |  |  |                                  |                         | ~                                 |
| Bank Name R  | Add Payroll Allocation                   |  |                                  | ×                       | Net Pay Distribution              |
| State Farm Bank FSB xx   | Bank Routing Number                      | Account Number                                 | Account Type                     | _                       | _                                 |
|  | Bank Routing Number                      | Account Number                                 | Select a Type                    | •                       | Total Het Pay                     |
| Proposed Pay Distribution  | Amount                                   | Priority                                       |                                  |                         | ~                                 |
|  | O Use Remaining Amount                   | 2 🛩  |                                  |                         |                                   |
|  | Use Specific Amount                      |  |                                  |                         | 🗇 Delete 🕀 Add New                |
| Bank Name Routing Number   | - Oser ercentage                         |  |                                  | 1                       | Net Pay Distribution Status       |
|  | By checking this box, I authori          | ize the institution to initiate direct cre     | edits or debits on my behal      | f.                      |                                   |
| State Farm Bank FSB xxxxx  | CANCEL                                   | 5  | AVE NEW DEPOSIT                  |                         | Antive                            |
|  |  |  |                                  |                         | Total Net Pay                     |
|  | (1) The Net Pay Distribution above in ba | ised on your last payroll. Future distribution | s may vary based on future Net P | ay Amounts              |                                   |
| -  |  |  |                                  |                         |                                   |
| By thecking this box, I authorize the institution to initiate direct | credils or debits on my behalf           |  |                                  |                         | Cancel Changes Save Changes       |

New accounts added will be "prenote" with your bank, meaning they will not be active the first time payroll is processed subsequent to the change. To keep your direct deposit active with the previous account(s) while the new account prenotes, follow these steps.

Only one account can be selected with "Remaining" under Amount. The existing account will need to be changed prior to adding a new account.

| 👹 Banner              | × +                           |                              |                                |                          |                             |                   | - 0            | ×  |
|-----------------------|-------------------------------|------------------------------|--------------------------------|--------------------------|-----------------------------|-------------------|----------------|----|
| ← → C                 | apps2.iwu.edu:4443/Bann/      | erGeneralSsb/ssb/directDr    | eposit#/directDepositListing   | i                        |                             | \$                |                | 11 |
| III Apps O Home - HRS | i Pro 🥥 New Tab 🦞 III         | iinois Wesleyan U 🥘 Ba       | inner 9 Test 🛛 🙀 Banner 9 Proc | d 🝯 Charlesbank 🥝        | Application Navigat 👌 Sen   | itient Investor P | ¥ Ban 9 SSB    | 29 |
|                       | IS WESLEYAN                   |                              |                                |                          |                             | * 🔹               | John Bryant    | 1  |
| Direct Deposit Allo   | ocation                       |                              |                                |                          |                             |                   |                |    |
| Proposed Pay Distri   | ibution                       |                              |                                |                          |                             |                   |                | •  |
|                       |                               |                              |                                |                          |                             | () De             | iete 🕀 Add Nev | w  |
| Bank Name             | Routing Number                | Account Number               | Account Type                   | Amount                   | Priority                    | Net Pay Distribut | ion Status     |    |
| PNC Bank, NA          | 2000                          | XXXX                         | Checking 🗸                     | Remaining                | ▼ 1 ▼                       | s                 | Active         |    |
|                       |                               |                              |                                |                          | 27                          | Total Net Pay 💲   |                |    |
|                       | (i) The Net                   | Pay Distribution above is    | based on your last payroll. I  | Future distributions may | vary based on future Net Pa | ry Amounts.       |                |    |
|                       | -                             |                              |                                |                          |                             |                   |                |    |
| By checking this bo   | x, I authorize the institutio | n lo initiate direct credita | or debits on my behalf         |                          |                             | ancel Changes     |                |    |
| 1 P Type here to      | search                        | 0 🖽                          | 2 🖬 🔒 🕯                        | a a 👩 🗤                  | × 1 w 1                     | 💎 🧏 🗸 🐨           | 信 (4) 11:27 AM | Q  |

Change existing account from "Remaining" to "Use Specific Amount" and enter 0.01 as a place holder and Save.

| ¥ Barner  | × +                             |                                   |                                      |            |                     |                  |                   |              |             | 87        | 0       | ×   |
|---|---------------------------------|-----------------------------------|--------------------------------------|------------|---------------------|------------------|-------------------|--------------|-------------|-----------|---------|-----|
| $\leftrightarrow$ $\rightarrow$ $\mathbf{C}$ $\bullet$ bana | pps2.iwu.edu:4443/Banner        | rGeneralSsb/ssb/directDep         | osit#/directDepositListing           |            |                     |                  |                   | Q \$         | 天           | 0 P       | 0       | :   |
| 🔢 Apps 🚺 Home - HRS   | Pro 🙆 New Tab 👹 Illin           | ncis Wesleyan U 🥝 Bann            | er 9 Test 🛛 🖞 Banner 9 Prod          | E Charle   | rsbank 🥥 Applin     | cation Navigat   | Sentient Inves    | tor P        | • •         | Ban 9 SSB | 5       | ×   |
|   | WESLEYAN                        |                                   |                                      |            |                     |                  |                   |              | *           | 0         | John Bi | yar |
| irect Deposit Alloc   | ation                           |                                   |                                      |            |                     |                  |                   |              |             |           |         |     |
| Pay Distribution as of                                      | 02/20/2020                      |                                   |                                      |            |                     |                  |                   |              |             |           | ~       |     |
| Proposed Pay Distribu                                       | ition                           |                                   |                                      |            |                     |                  |                   |              |             |           | ~       |     |
|   |                                 |                                   |                                      |            |                     |                  |                   |              | (D) (D) (0) | te 🕀      | Add Nev | v   |
| Bank Name   | Routing Number                  | Account Number                    | Account Type                         | Amo        | unt                 | Priority         | Ne                | t Pay Distri | bution      | Status    | 1       |     |
| PNC Bank, NA  | 8000                            | accessed                          | Checking 🗨                           | \$0.       | .01 🚽               | 1                | -                 | s            |             | Acti      | tvie-   |     |
|   |                                 |                                   |                                      | 0          | Use Remaining Ar    | nount            |                   |              |             |           |         |     |
|   |                                 |                                   |                                      | 0          | Use Specific Amor   | ant              | Total Ne          | t Pay        |             |           |         |     |
|   | (i) The                         | Net Pay Distribution above is     | based on your last payroll. Futur    | e dis      | .01                 | * Ne             | t Pay Amounts.    |              |             |           |         |     |
|   |                                 |                                   |                                      | 0          | Use Percentage      |                  |                   |              |             |           |         |     |
|   | (i) Only one                    | Accounts Payable Deposit car      | n exist at a time. Edit the existing | a deposit, | or select and delet | e it before addi | ng a new deposit. |              |             |           |         |     |
| Py checking this box. (                                     | exhorize the institution to ini | tiate direct credits or debits or | nov tehalf                           |            |                     |                  | Cano              | d Changes    | 11          | Save Cha  |         |     |
|   |                                 |                                   |                                      |            |                     |                  | 4                 | 1. C. M. D.  |             |           | 0       |     |

## Add your new account by selecting the appropriate option.

| W Barner   | × +   |  |                                      |                   |                         |                       |        | - 0                            | ×     |
|--|---|--|--------------------------------------|-------------------|-------------------------|-----------------------|--------|--------------------------------|-------|
| $\leftrightarrow$ $\rightarrow$ C $\bullet$ banapps2.iwu.e | edu:4443/BannerGeneralSsb/ssb/  | directDeposit#/dire                        | ectDepositListing                    |                   |                         | ☆                     |        |                                |       |
| III Apps O Home - HRS Pro O                                | New Tab 👹 Illinois Wesleyan U   | Banner 9 Test                              | 🖞 Banner 9 Prod                      | E Charlesbank     | Ø Application Navigat   | Sentient Investor P., | 🛛 🕊 в  | an 9 558                       | 39    |
| ILLINOIS WE  | ESLEYAN   |  |                                      |                   |                         |                       | * 3    |                                | Bryar |
| Direct Deposit Allocation                                  | i)  |  |                                      |                   |                         |                       |        |                                |       |
| Proposed Pay Distribution Bank Name Ros DPNC Bank, NA xxx  | Add Payroll Alloca<br>Choose an option:<br>Create from existing a<br>Create new | ation<br>account Informa                   | ition                                |                   |                         | ×<br>Pay Distr        | Delete | (+) Add Ne<br>Status<br>Active | ew    |
|  | CANC  | CEL  | 1                                    | SA                | WE NEW DEPOSIT          | tov. S                | _      |                                |       |
| By checking this box, (author                              | (i) The Net Pay Distribution a  | bove is based on y<br>credits or debits or | our last payroll, Ful<br>n my behalf | ure distributions | may vary based on futur | Concel Changes        | 5avi   | Changes<br>1131 AM             |       |

Once you select/create a new account, select "Use Specific Amount" and enter .01 as a place holder. Check the box "By checking this box, I authorize the institution to initiate direct credits and debits on my behalf" and select "Save New Deposit".

| 🖞 Barner 🗙 +                                  |   | - 0 X                  |
|---|---|------------------------|
| ← → C 🔹 banapps2.iwu.edu:444                  | I3/BannerGeneralSsb/ssb/directDeposit#/directDepositListing Q   | 1 0 M 0 H 0 H          |
| Apps O Home - HRS Pro O New Tab               | 🛿 🖞 Illinois Wesleyan U 🥥 Banner 9 Test 🖞 Banner 9 Prod 🗧 Charlesbank 🎯 Application Navigat 🎯 Sentient Investor f | > 🕲 👹 Ban 9 SSB 🛛 »    |
| II W ILLINOIS WESLEYA                         | Add Payroll Allocation ×  | 🗱 😰 John Bryan         |
| Direct Deposit Allocation                     | Choose an option:   |                        |
| Proposed Pay Distribution                     | Create from existing account information  | ~                      |
|   | Citizens Equity First CU<br>Account: xxxxx:   | 🕞 Delete 🕥 Add New     |
| Bank Name Routing Nu                          | Amount Priority Net Pr  | ay Distribution Status |
| PNC Bank, NA XXXXX                            | Use Remaining Amount  | \$0.01 Activa          |
| Check   | .01<br>O Use Percentage   | -                      |
|   | By checking this box, I authorize the institution to initiate direct credits or debits on my behalf               | ý S <b></b>            |
|   | CANCEL SAVE NEW DEPOSIT   | _                      |
| By checking this box, I authorize the institu | ution for initiate direct credus or debits on my behall   | anges Sont Ghoges:     |
| P Type here to search                         | 0 # 2 🛤 💼 🕿 🧐 💟 W 💵 👥 🗷 🐁   | へ 筆 む 创 11:56 AM □     |

## Now you have your existing account and your new account established.

| 🕊 Banner                       | × +  |   |  |                             |                         |                      | - 0          |
|--------------------------------|--|---|--|-----------------------------|-------------------------|----------------------|--------------|
| ← → C                          | wu.edu:4443/BannerGenera<br>🕉 New Tab 🛛 🖞 Illinois Wei   | ISsb/ssb/directDeposit#/<br>leyan U Ø Banner 9 Te | directDepositListing<br>st 🖞 Banner 9 Prod 🗧 | Charlesbank 🥝 Applica       | tion Navigat 🎯 Se       | Q 🟠 💹                | 0 🖻 🕖        |
|                                | SLEYAN   |   |  |                             |                         | * 2                  | John Bryant  |
| Direct Deposit Allocation      | li in the second se |   |  |                             | Saved Suce              | cessfully            |              |
| Proposed Pay Distribution      |  |   |  |                             |                         |                      | ~            |
|                                |  |   |  |                             |                         | ) Dele               | te 🕒 Add New |
| Bank Name                      | Routing Number   | Account Number                                    | Account Type                                 | Amount                      | Priority                | Net Pay Distribution | Status       |
| PNC Bank, NA                   | MXK03  | 2000  | Checking                                     | • S0.01 <b>v</b>            | 1 🔻                     | \$0.01               | Activo       |
| Citizens Equity Firsi CU       | XXXXX:   | 200000  | Checking                                     | <b>5</b> 0.01               | 2 🔻                     | \$0.01               | Prenote      |
| Check                          |  |   |  | Remaining                   |                         |                      | i i          |
|                                |  |   |  |                             |                         | Total Net Pay \$     | 9            |
|                                | (i) The Net Pay  | Distribution above is based                       | on your last payroll. Future                 | distributions may vary base | d on future Net Pay Arr | iounte.              |              |
| By checking this box, I author | ze the institution to initiate dire  | ect credits or debits on my b                     | ehalf  |                             |                         | Cancel Changes       |              |

| 谢 Banner                    | × +                                |                                |                               |                                    |                      |                          | - 0 ×                  |
|-----------------------------|------------------------------------|--------------------------------|-------------------------------|------------------------------------|----------------------|--------------------------|------------------------|
| ← → C 🔹 banapps             | 2.iwu.edu:4443/BannerGen           | eralSsb/ssb/directDeposit      | #/directDepositListing        |                                    |                      | ର 🕁 💹 (                  | : 🕕 🤊                  |
| III Apps 🚺 Home - HRS Pro   | 🔇 New Tab 🖞 Illinois V             | Vesleyan U 🥝 Banner 9          | Test 👹 Banner 9 Prod          | E Charlesbank 🔘 Application        | Navigat 🔇 Sent       | tient Investor P., 🧿 🖞 I | Ban 9 SSB »            |
| # W ILLINOIS W              | /esleyan                           |                                |                               |                                    |                      | *                        | John Bryar             |
| Direct Deposit Allocation   | on                                 |                                |                               |                                    |                      |                          |                        |
| Proposed Pay Distribution   | n                                  |                                |                               |                                    |                      |                          | ^                      |
|                             |                                    |                                |                               |                                    |                      | ) Delet                  | 0 (🕀 Add New           |
| Bank Name                   | Routing Number                     | Account Number                 | Account Type                  | Amount                             | Priority             | Net Pay Distribution     | Status                 |
| PNC Bank, NA                | 8000                               | 20032                          | Checking <b>V</b>             | Remaining                          | 1 <b>v</b>           | \$0.01                   | Астика                 |
| Citizens Equity First CU    | XXXXX                              | XXXXXX                         | Checking 🗸                    | Use Specific Amount                | 2                    | \$0.01                   | Prenote                |
| Check                       |                                    |                                |                               | Remaining                          |                      | 5                        |                        |
|                             |                                    |                                |                               |                                    |                      | Total Net Pay \$         |                        |
|                             | (i) The Net I                      | ay Distribution above is bas   | ed on your last payroll. Futu | re distributions may vary based or | 1 future Net Pay Amo | unta.                    |                        |
| By checking this box, I aut | norize the institution to initiate | direct credits or debits on my | / behalf                      |                                    |                      | Cancel Changes           | me Changes             |
| H P Type here to see        | arch                               | 0 🗏 🥃                          | i 🗈 🧰 🖻                       | 🧠 👩 🐺 🗴                            | <b>N N</b>           | 🛐 🐴 🔺 🖬 🕯                | ) 11:56 AM<br>6/2/2020 |

Go to the Active Account and change the Amount back to "Use Remaining Amount".

After the new account is processed with the next payroll, you will need to go back into Employee Self Service to delete the old account and change the Amount selection for the new account to correct amount.