



RIDER
UNIVERSITY

Banner Human Resources

Employee Self-Service

Users Guide

April, 2011

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OVERVIEW

Banner Employee Self Service allows the convenience of completely secure access to personal and employee related information online 24 hours a day, seven days a week. Currently employees can view their personal information, federal tax allowance and filing status, current benefits and deductions, direct deposit allocation, pay stubs, leave balances, and job history. Future plans include enhancing this service to allow employees to make updates directly to some of this information. This document explains how to use this service.

Information available through Self Service dates from January 1, 2010, which was our Banner implementation cut-off date.

OBJECTIVES

After completing this section, you will be able to:

- Log into My Rider (<https://MyRider.Rider.Edu>)
- Access Employee Self Service
- View Benefits and Deduction Information
- View Pay Information
- View Tax Forms
- View Current and Past Jobs
- View Leave Balances
- Log out of Employee Self Service

HOW TO LOG INTO MYRIDER

1. Open Internet Explorer (preferred browser for all SunGard products).
2. Navigate to myrider.rider.edu



3. Enter your **User ID** and **EasyPass login**



Secure Access Login

User Name:

Password:

This service uses Rider EasyPass authentication.

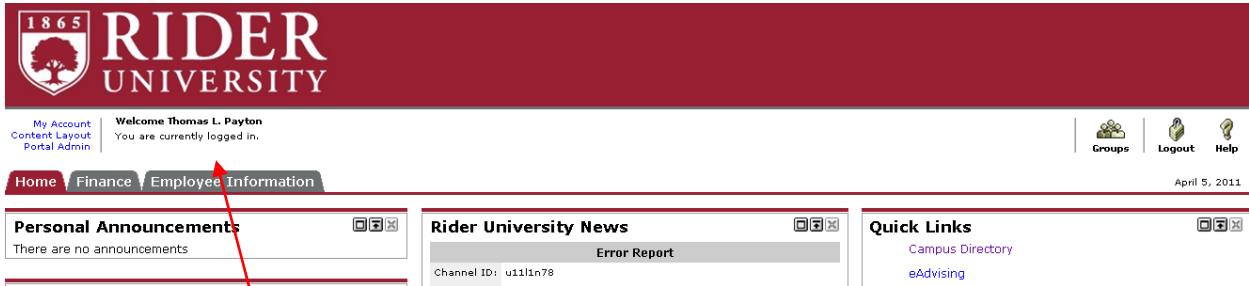
[Need Help?](#) [Change Your Password](#)

Rider University - OIT Applications/Web Services

NOTE: If you do not remember your User ID and PIN information, click [Need Help?](#) or contact the Help Desk at extension 3000. **If you change your easypass password it will automatically update to MyRider.**

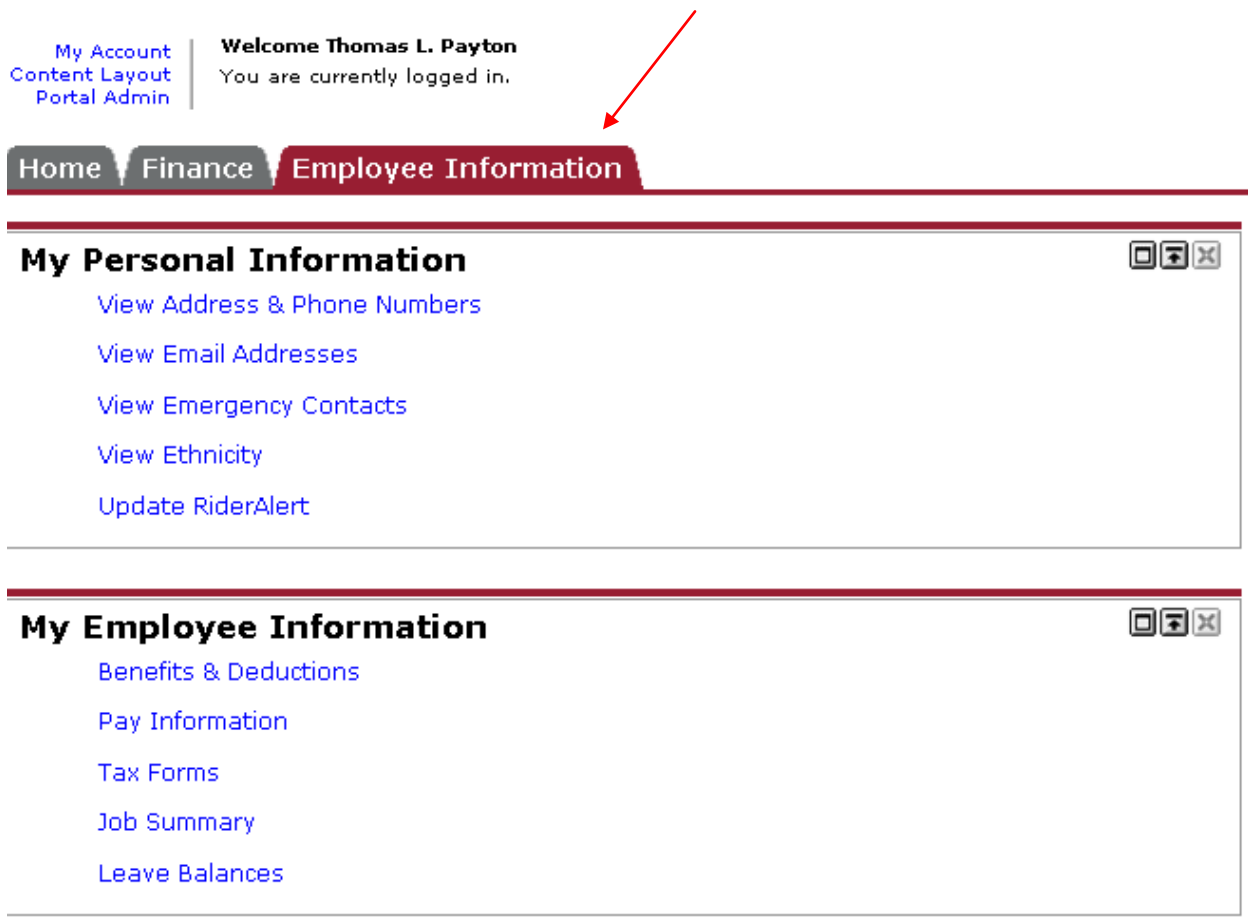
4. Click **Login**.

ACCESS EMPLOYEE INFORMATION



Select the "Employee Information" tab

This is the main menu for Banner Human Resources Employee Services. The tabs displayed across the top may vary by person, depending on your role at Rider.



Within this tab there are several other sections of information. Click on any link under My Personal Information or My Employee Information to reveal more detail. To return to this menu click on the Back to employee information link at the left top of the page.

My Personal Information

To update or change any information found in the My Personal Information section, email Human Resources at hr@rider.edu. You can update your RiderAlert information directly from here.

My Personal Information ☐ ↕ ✕

- [View Address & Phone Numbers](#)
- [View Email Addresses](#)
- [View Emergency Contacts](#)
- [View Ethnicity](#)
- [Update RiderAlert](#)

My Employee Information

My Employee Information ☐ ↕ ✕

- [Benefits & Deductions](#)
- [Pay Information](#)
- [Tax Forms](#)
- [Job Summary](#)
- [Leave Balances](#)

BENEFITS AND DEDUCTIONS

This is the Benefits and Deductions menu. This menu is used to view your Retirement Plans, Health Benefits, Other Benefits and Deductions as well as Beneficiaries and Dependents information.



Back to
Employee Information Tab

Personal Information Employee Finance Market Compensation

Search Go

Benefits and Deductions

[Retirement Plans](#)

[Health Benefits](#)

[Other Benefits and Deductions](#)

Group Life, Short-Term and Long-Term Disability, Worker's Compensation

[Beneficiaries and Dependents](#)

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NOTE: Each grouping of benefits/deductions has drill down capabilities. If the wording is in blue you have yet to view that group. If the wording is in purple, you have previously reviewed that group of benefits/deductions. If the wording turns to red, that is your current selection.

In order to view further information within each group, click on the desired title.

Search Go

Benefits and Deductions

[Retirement Plans](#)



[Health Benefits](#)

[Other Benefits and Deductions](#)

Group Life, Short-Term and Long-Term Disability, Worker's Compensation

[Beneficiaries and Dependents](#)

In this example we selected Health Benefits. Within this group we can see the following screen which reveals detailed information regarding all health benefits.

BeneSave Medical Additional Deduction

Benefit or Deduction as of date: Apr 05, 2011
Status of Benefit or Deduction: Active
Start Date: Jan 01, 2009
End Date:
Employee Amount Per Pay: 15.00
Employee Deduction Goal Amount: 180.00

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

Dental PPO - Voluntary Plan

Benefit or Deduction as of date: Apr 05, 2011
Status of Benefit or Deduction: Active
Start Date: Jan 01, 2008
End Date:
Plan: Employee + Family
Employee Amount Per Pay: 174.0500

Each health benefit or deduction has specific attributes that are described on this screen.

Benefit or Deduction as of Date = The current date.

Status of Benefits or Deduction = Describes if this benefit/deduction is currently active or terminated.

Start Date = The date the benefit was first applied within the Banner system. Please note that this date may not reflect the date your benefit began.

End Date = The date the benefit/deduction was terminated.

Employee Amount Per Pay = Amount deducted each pay period from your gross earnings.

Employee Goal Amount = Total amount the employee wants deducted per year.

Plan = Description of Benefit Plan

Employer amount = Amount that Rider University contributes to the cost of the benefit/deduction.


Additional Links - For more detailed information, select the desired link that is shown under each benefit.



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

History – If you click on History a listing of the changes associated with the selected benefit will display.

Health 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.

BeneSave Medical Additional Deduction

Benefit or Deduction from and to dates:

Jan 01, 2009

Current Plan	Effective Date	Status	Employee Amount Per Pay	Employee Deduction Goal Amount
	Jan 01, 2009	Active	15.00	.00
	Jan 01, 2010	Active	15.00	180.00
	Dec 31, 2010	Terminated	15.00	180.00
My Current Plan	Jan 01, 2011	Active	15.00	180.00

[Health Benefits](#)

Contributions or Deductions - If you click on Contribution or Deductions, the following details will appear. Within this page you can specify a period of time to view the details of each benefit. To retrieve desired information, select Display.

BeneSave Medical Additional Deduction

History Start Date: January 2011

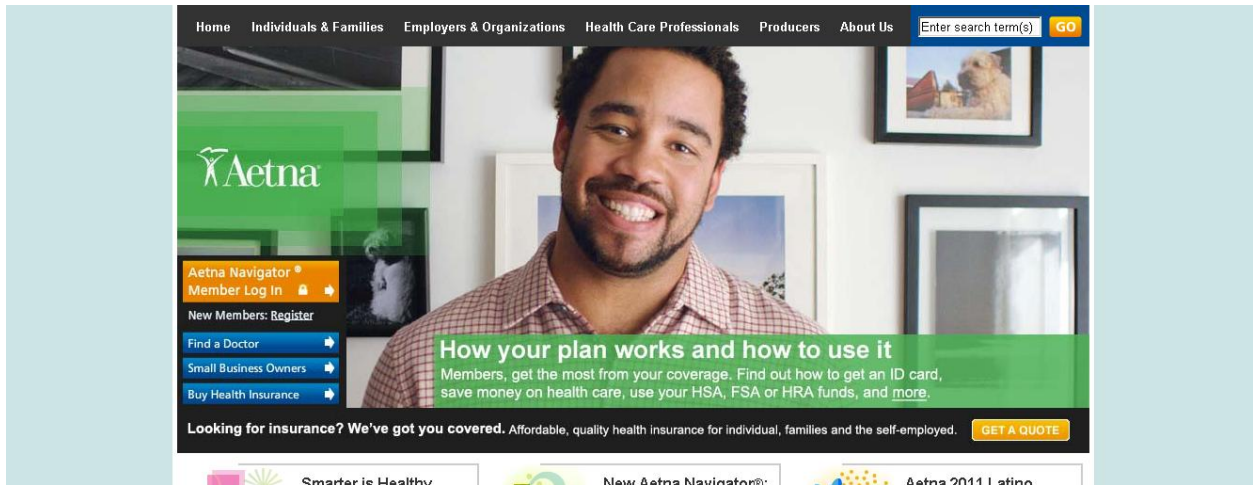
History End Date: March 2011

Year Month	Personal Deduction	Employer Contribution
2011 January	141.67	.00
February	141.67	.00
March	.00	.00
TOTAL	283.34	.00

From:

To:

Vendor Website – If you click on Vendor Website the site will open in a new browser window.



Above is an example of the Aetna website.

If you want to go back to the menu or proceed backward in Employee Self Service, DO NOT use the back button on your computer. To return to the **“Health Benefit section”**, select the link at the bottom of the page. To return to the **“Employee Information Tab”** select the link at the top of the page.

A screenshot of the Rider University Employee Self Service page. At the top left is the Rider University logo. Below it, a link 'Back to Employee Information Tab' is circled in blue. The main content is a table with three columns: Month, Amount 1, and Amount 2. The table shows data for March and April, with a 'TOTAL' row. Below the table are two dropdown menus for 'From:' (January 2011) and 'To:' (April 2011), and a 'Display' button. At the bottom right, a link 'Health Benefits' is circled in red.

Month	Amount 1	Amount 2
March	15.00	.00
April	.00	.00
TOTAL	45.00	.00

From:


To:

[Health Benefits](#)

BENEFICIARIES AND DEPENDENTS

This menu is used to view beneficiaries currently on record for the life insurance benefit, as well as dependents of the employee.

Beneficiaries and Dependents

 This is a view only screen. To make changes contact Human Resources.

Beneficiaries and Dependents Information

Name	SSN	Relationship	Birth Date	Gender	College Status
Kathleen Payton	Not Reported	Spouse	Nov 10, 1972	Female	Does not attend college
Adam Joseph Payton	<input type="text"/>	Child	Jan 15, 1991	Male	Attends college

Benefit Coverage

Name	Benefit Description and Status
Kathleen Payton, Spouse	Life Insurance has a status of Active
Adam Joseph Payton, Child	Life Insurance has a status of Active

For more detailed information click on the name of the dependent.

Updating Coverage Information

Beneficiary and Dependent Information

Name	SSN	Relationship	Birth Date	Gender	College Status
Kathleen Payton	Not Reported	Spouse	Nov 10, 1972	Female	Does not attend college

Beneficiary Coverage

Benefit and Coverage Status	Existing Coverage	Begin Date MM/DD/YYYY*	End Date MM/DD/YYYY	Other Coverage	Choose Benefit
Life Insurance Status: Active Start Date: Jan 01, 2007 Stop Date:	Yes	01/01/2006		No	Not Available

PAY INFORMATION

To view Pay Information, click on the designated link.

My Employee Information □ ↕ ✕

- [Benefits & Deductions](#)
-  [Pay Information](#)
- [Tax Forms](#)
- [Job Summary](#)
- [Leave Balances](#)

Within the Pay information group, is a menu that is used to view Direct Deposit Allocation, Earnings History, Pay Stub, Deductions History and Earnings by Positions.

Personal Information Employee Finance Market Compensation

Search

Pay Information

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

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DIRECT DEPOSIT ALLOCATION

The Direct Deposit breakdown view shows the accounts in which your pay will be distributed.

Pay Distribution as of Mar 23, 2011

Bank Name	Routing Number	Account Number	Account Type	Net Pay Distribution
WACHOVIA BANK N.A.	031000503	<input type="text"/>	Saving	400.00
WACHOVIA BANK N.A.	031000503	<input type="text"/>	Checking	1,853.47
PRINCETON FEDERAL CREDIT UNION	231278229	<input type="text"/>	Saving	600.00
Total Net Pay				2,853.47

Proposed Pay Distribution:

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Net Pay Distribution
WACHOVIA BANK N.A.	031000503	<input type="text"/>	Savings	1	\$ 400.00	400.00
ABCO FEDERAL CREDIT UNION	231278274	<input type="text"/>	Savings	2	\$ 200.00	200.00
WACHOVIA BANK N.A.	031000503	<input type="text"/>	Checking	3	Remaining	2,253.47
Total Net Pay						2,853.47

Proposed pay distribution above is for your next pay based on the amounts from your last pay. If you do not currently have direct deposit, please visit the [Disbursements web site](#) for more information.


EARNINGS HISTORY

Select a date range to view your earnings and click Display.

Personal Information **Employee**

Search

Earnings History Criteria

 Choose a date range and then select Display.

From Date:

To Date:



 [Back to Employee Information Tab](#)

Earnings from January 2011 to April 2011

Earnings Type	Total Gross Pay	Total Hours
----------------------	------------------------	--------------------

Monthly Regular	16,050.73	411.50
-----------------	-----------	--------

Holiday	293.12	7.50
---------	--------	------

Closing	2,370.89	61.00
---------	----------	-------

Sick	290.22	7.50
------	--------	------


[\[New Date Range \]](#)

To select another date range, use the link at the bottom of the page.

PAY STUB

Select a year to view pay stub information, then click Display

Pay Stub

 Choose a year and then select Display.

Pay Stub Year:

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

Pay Stubs

 Select the Pay Stub Date to access additional information.

Pay Stubs for 2011

Pay Stub Date	Pay Period Begin Date	Pay Period End Date	Gross Pay	Net Pay	Message
Feb 23, 2011	Feb 01, 2011	Feb 28, 2011	10,743.98	5,790.37	
Jan 21, 2011	Jan 01, 2011	Jan 31, 2011	9,455.18	4,999.61	

[Change Year](#)

To see the actual pay stub for each pay date, click on desired pay date.

SAMPLE PAY STUB

Pay Stub Summary

Pay Stub Date:

Mar 23, 2011

Gross Amount:

6,350.96

Total Personal Deductions:

3,497.49

Net Amount:

2,853.47

Total Employer Contributions:

2,161.85

Check or Direct Deposit

Number	Document Type	Bank Name	Account Type	Amount
31379	Direct Deposit	WACHOVIA BANK N.A.	Savings	400.00
31379	Direct Deposit	PRINCETON FEDERAL CREDIT UNION	Savings	600.00
31379	Direct Deposit	WACHOVIA BANK N.A.	Checking	1,853.47

Earnings


Type	Hours	Rate	Amount
Closing		4.00	156.33
Holiday		7.50	293.12
Monthly Regular			5,901.51

Benefits or Deductions

Type	Personal Deduction	Employer Contribution
BeneSave Medical Additional Deduction	15.00	.00
Dental PPO - Voluntary Plan	51.62	.00
Employee Assistance Program	.00	3.25
Federal Income Tax	371.27	.00
Fica Tax	241.39	356.35

DEDUCTION HISTORY

Select a date range to view your deductions, and click Display.

Deductions History 

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

From Date:

To Date:

Deduction History from January 2011 to April 2011
Deduction Type

Employee Deduction Employer Deduction

Contribution to Rider University - Lawrenceville Campus	150.00	.00
Employee Assistance Program	.00	9.75
Federal Income Tax	3,310.76	.00
Fica Tax	992.30	1,464.82
Life Insurance	.00	103.97
Long Term Disability	.00	

Click on the deduction type to view a monthly breakdown of your personal deductions and employer contributions for the time period selected.

BeneSave Medical Additional Deduction

History Start Date: January 2011

History End Date: March 2011

Year Month Personal Deduction Employer Contribution

2011 January	141.67	.00
February	141.67	.00
March	.00	.00
TOTAL	283.34	.00

From:

To:

Example of monthly breakdown.

TAX FORMS

This menu is used to view your Tax Exemptions or Allowances as well as your last W-2 Wage and Tax Statement.

Tax Forms

[W4 Tax Exemptions or Allowances](#)


[W-2 Wage and Tax Statement](#)

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JOB SUMMARY

The Job Summary view shows your current and past jobs beginning and ending date. For more detailed information for a particular position, click on the position title.

Jobs Summary

 Select the Job Title for more detailed information.

List of Jobs

Title	Begin Date	End Date
Overload	Feb 01, 2011	May 31, 2011
Overload	Sep 01, 2010	Dec 31, 2010
Overload	Jun 01, 2010	Jun 30, 2010
Independent Study Supervision	Jun 01, 2010	Jun 30, 2010

LEAVE BALANCES

The Leave Balances view shows your pay period breakdown for a particular type of leave. To view more detailed information, click on the type of leave.

List of Leave Types

TYPE of Leave	Hours or Days	Available Beginning Balance	Earned as of Apr 05, 2011	Taken as of Apr 05, 2011	Available Balance as of Apr 05, 2011
Donated Time Received	Hours	.00	.00	.00	.00
Floating Holiday	Hours	15.00	.00	.00	15.00
Vacation	Hours	285.50	14.50	.00	300.00

BANNER SELF SERVICE LOG OUT

To Log out of Employee Self Service, click on **Logout** at the top of the screen.

