



UCONNECT Guide

Employee Page

May 2016 – v2

PAYMENT INFORMATION

View current and past pay stubs, obtain employment verification form, and see account summary.

TIME OFF AND LEAVE BALANCES

View all available hours for vacation, sick, leave share, or disaster.

BENEFITS AND DEDUCTIONS

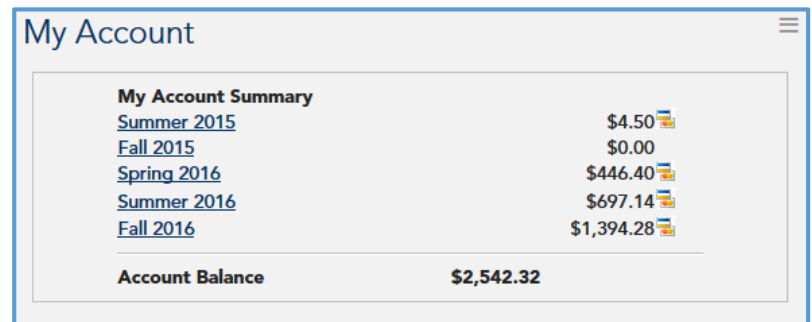
Quickly access all details about insurance, flex spending account, and retirement plans. During Open Enrollment, you can use BenefitFocus to make necessary changes to existing benefits.

TAX FORMS

View tax exemptions and allowances from the W-4 tax form.

MY ACCOUNT

Allows the user to view current and past account balances at the university based on term. Clicking on a term link takes the user to the Self-Service Banner page to show detailed billing for that term and “Pay Now” link for online payment through the university’s contracted payment system, TouchNet.



My Account Summary	
Summer 2015	\$4.50
Fall 2015	\$0.00
Spring 2016	\$446.40
Summer 2016	\$697.14
Fall 2016	\$1,394.28
Account Balance	\$2,542.32

PAY ONLINE

Provides the user a direct link to the TouchNet system to pay account balances online and to set up proxy access for a third party (such as a parent or spouse) to pay account balances directly.

TRAVEL REIMBURSEMENT

Provides single-sign-on access to the travel system to input travel arrangements and request travel reimbursements.

HR NEWS

See helpful information about benefits, compensation, professional development, and more.

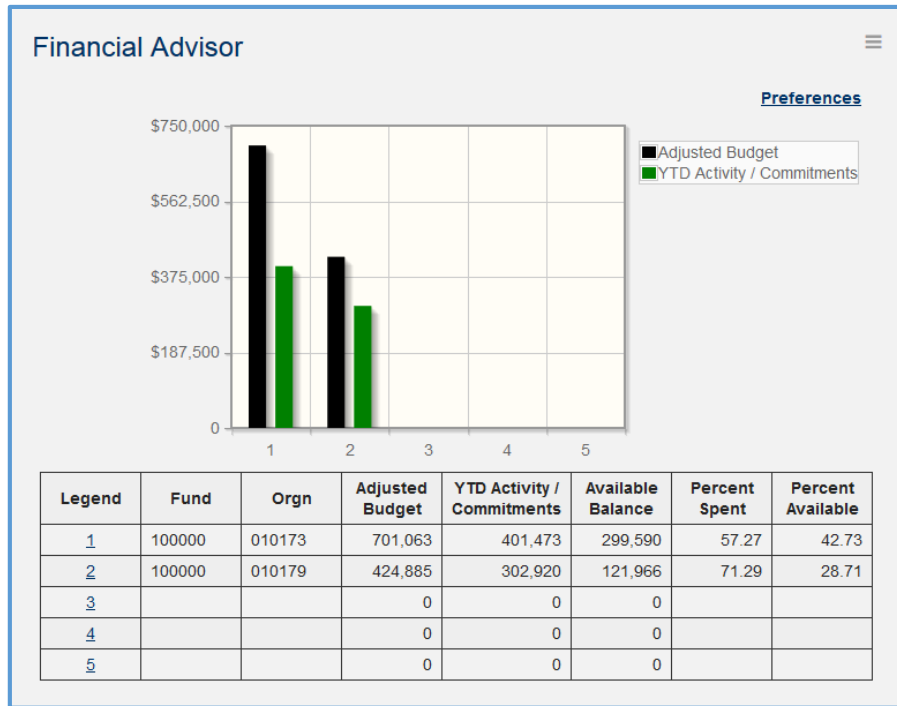
FINANCIAL MANAGER

For staff who manage purchasing and budgets directly, this portlet provides access to many helpful Self-Service Banner links.

PO APPROVAL ALERTS

For staff who approve purchase orders, this Banner portlet notifies approvers that documents are waiting for approval. It gives quick access to the approval process without having to be on the campus network or log in directly to Internet Native Banner. More frequent and easier access to the Approve Documents pages means that purchase orders can be approved sooner, resulting in the earlier receipt of goods, and that vendors and suppliers can be paid on time.

FINANCIAL ADVISOR



For those users that directly manage budgets in Banner, the Financial Advisor portlet uses a bar graph to show budget versus committed and actual expenses for up to five preferred fund or organization combinations or organization codes. An associated table shows details as well as the available balance, percentage spent, and percent budget remaining. The department manager can define which organization or combination of funds and organizations they want to track. These can be changed to other codes as the need arises. By default there are no Fund or Orgn codes entered. The user must enter the Preferences section and manually enter the Fund and Orgn codes.

TIME REPORTING

The Time Reporting portlet provides access to your time sheets, leave reports, and advance leave requests. There is a separate link for each time reporting period that is available for time entry by pay period and position. There are also visual cues such as a red flag icon if an entry's deadline is approaching.

Time Reporting

Preferences

Time Sheet

- Regular Stud Clerical
SI-AARO, 994139-00 - AA
Retention Other Special Fee, 010940
[Student Payroll - 11, Due Date : May 16, 2016](#)
- [Student Payroll - 10, Due Date : May 02, 2016](#)
- FWSP Student Clerical-
STAID, 998538-00 - Student
Financial Services, 010162
 [Student Payroll - 6, Due Date : Mar 08, 2016](#)
- [Student Payroll - 5, Due Date : Feb 23, 2016](#)

[More](#)

TIME APPROVAL

This portlet allows managers to approve their employees' time sheets via a link to Self-Service Banner. Within SSB provides the user with a link to update their proxy list and act as a "super user" for the time transactions.

PEOPLE ADMIN

Gives users single sign-on-access to the People Admin system with access to view applicant tracking, internal position management, and view performance management information (IPP).

LEARNING CENTER

Provides Single-sign-on access to the university's professional development product. Required training is available here for subjects such as cyber-security training, safety training, and sexual harassment training.

BRONCHO CENTRAL SERVICES

View information that is stored in the Banner system via Self-Service Banner including basic personal, alumni, student, financial aid, and employee information. The available links depend on the user's role at the university.

CONTACT INFORMATION

For additional information about the UCONNECT system, please contact the Technology Resource Center or the Service Desk.

Technology Resource Center

- **Phone:** 405.974.5595
- **Email:** trc@uco.edu
- **Location:** Administration Building, Room 101

Service Desk

- **Phone:** 405.974.2255
- **Email:** support@uco.edu
- **Location:** Max Chambers Library, 1st Floor