**EMPLOYEE SERVICES**

The following information is accessible through the *“Employee”* tab:

**Leave Report** – Administrators report vacation, sick and personal time usage here.

**Benefits and Deductions** - Review enrollment and contributions to various benefit plans here.

 *Retirement Plans*

 *Health Benefits*

 *Flex Spending Accounts*

 *Miscellaneous*

 *Open Enrollment*

 *Beneficiaries and Dependents*

 *Benefit Statement*

**Pay Information** – Review pay information here.

 *Direct Deposit Allocation*

*Earnings History – For hourly employees only, lists hours used for personal (Beginning June 1), sick, vacation and regular hours for the selected period. Because administrators use the leave reporting system, this information is not tracked through payroll and must be obtained through Human Resources, if needed.*

***Pay Stub – Review your pay by period here****.*

 *Deductions History – Review total contributions made for selected period.*

**Tax Forms** – Review tax exemptions and/or most recent W-2 information here.

*W4 Tax Exemptions or Allowances*

*W-2 Wage and Tax Statement*

**Current and Past Jobs** – Lists all positions held at the College since 2001.

**Time Off Current Balances and History** – Hourly employees may review vacation and sick balances and time taken by pay period. Because administrators use the leave reporting system, balance information only is available.

**PERSONAL INFORMATION**

The following information is accessible through the “*Personal Information”* tab:

**Change PIN –** Change your personal identification number used to access ***PRISM.***

**Change Security Question** – Change your security questions used to access ***PRISM***.

**View Address(es) and Phone(s)** - View your current address and phone listed in Banner.

**Update Address(es) and Phone(s)** – Update your address and phone listed in Banner.

**View e-mail address(es)** – View your e-mail address listed in Banner.

**Directory Profile** – View the information from Banner that is listed in the campus telephone directories. Any changes to the College Directory must be made here.

**Name Change Information** – Please contact HR about name changes.

**Social Security Number Change Information –** Please contact HR about inaccurate social security number information.