

PAYROLL IN PRISM

This file explains how to locate payroll information in PRISM.

It includes directions on how to:

- Find and print your pay stub (previously known as your earnings report or “blue thing” – page 2 to 11

- Find calendar year-to-date information on:
 - Hours worked and gross earnings – page 12 to 17
 - Vacation/Sick time taken and balance available – page 18 to 22
 - Personal time available – page 23 to 28
 - Deductions/College Contributions – page 29 to 34
 - Tax Forms/Filing Status – page 35 to 38

To access your earnings report via PRISM you will need two pieces of information – your Banner ID (for hourly employees this is on your time card and begins with ‘98’) and your Personal Identification number (PIN). Your PIN will be either mailed to your home address within your first week of employment or emailed to you if you have an email address. To reset a lost/forgotten PIN, you must either contact Human Resources or submit a written request, via email, to the College’s Help Desk. Your new PIN will be emailed to your primary email address of record. If no email is on record, a letter will be mailed to your home address of record the following business day. If you are student and have a problem with your PIN please contact the Registrar’s office.

Accessing Pay Stub/Earnings Report

Log on to the Saint Mary's home page.

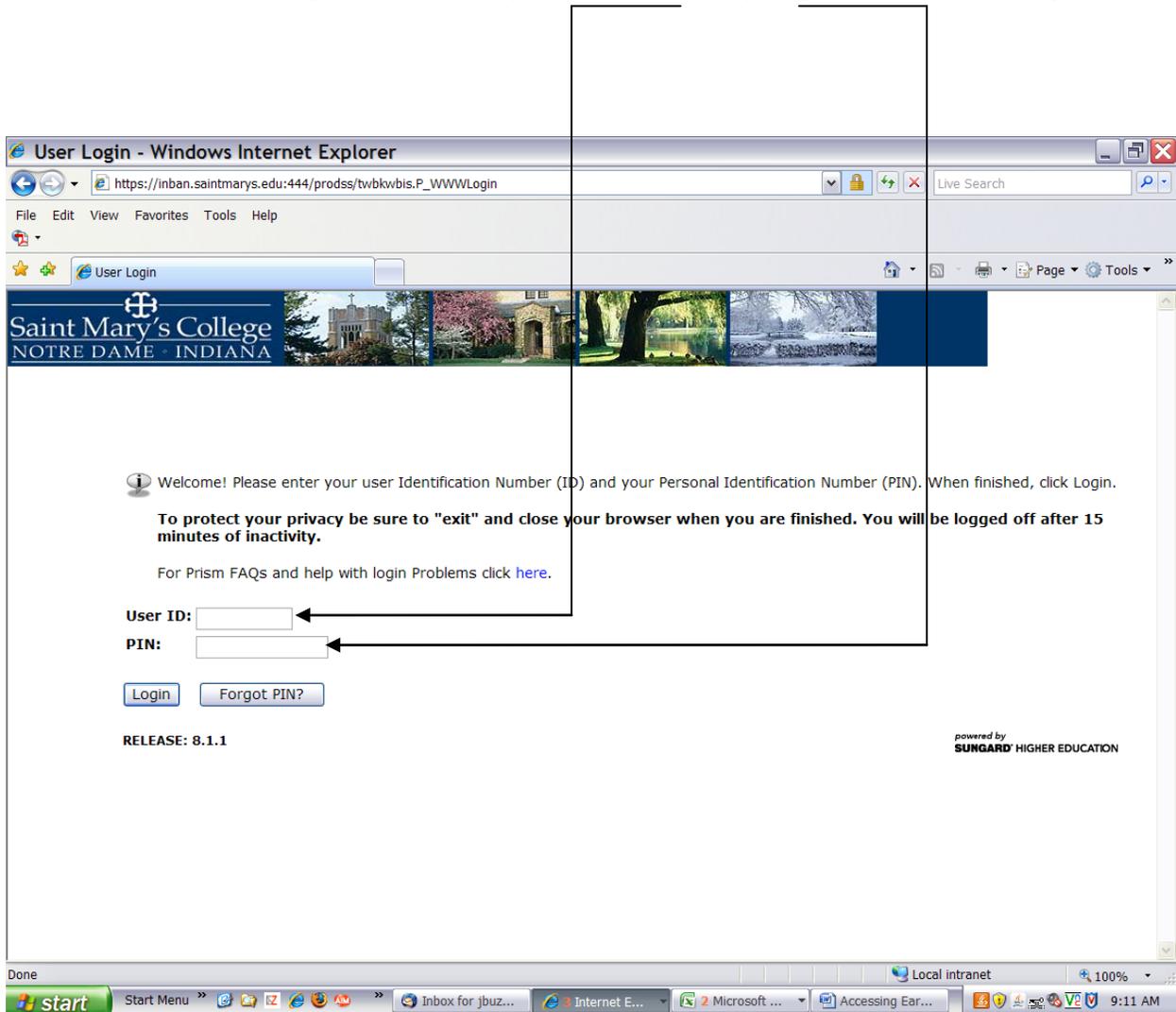
On the Saint Mary's Home Page, click on **PRISM**.

The screenshot shows the Saint Mary's College website in Internet Explorer. The browser's address bar displays <http://home.saintmarys.edu/>. The website header features the text "Saint Mary's @Home YOUR CAMPUS VIRTUAL VILLAGE" and a search bar. Below the header is a navigation menu with links: HOME | Internet site | ZMail: Basic or Advanced | **PRISM** | Blackboard | LIBRARY | Print/Limit | SPAM Mailbox | Online PhoneBook. The PRISM link is highlighted with a blue box, and a black arrow points to it from the text above. The main content area is divided into several sections: "Quick Links" (HOME, Academic Departments, Offices & Services, @Home Links, LOGOUT), "User login" (Username: [input], Password: [input], Log in), "Fac/Staff/Students Links" (Faculty Resources, Staff Resources, Student Resources, Emergency/Crisis Procedures), and "College Links" (Our Mission Statement, The President's Office, Special Events Calendar). A central article titled "Saint Mary's All Hazard Emergency Response Plan" is displayed, with a "Download the plan (PDF)" link highlighted by a black box. The article text states: "In order to reduce the impact of an emergency on students, faculty, staff, visitors, and facilities this All Hazards Emergency Response Plan has been created. The plan is designed to provide policies and procedures and to define roles and responsibilities in order to respond most effectively during an emergency. For more information, please visit the Emergency/Crisis Procedures page by clicking the link at left." To the right of the article is a "Phishers want your password!" warning and a "Weather" section for Notre Dame, IN (46556) showing 39°F SSE, Sunrise: 7:48 AM, and Sunset: 7:58 PM. The Windows taskbar at the bottom shows the Start menu, several open applications (Inbox for jbus..., Internet E..., 2 Microsoft..., Accessing Ear...), and the system clock at 8:49 AM.

At the next screen click **Enter Secure Area.**



You are now at the User Login screen. Enter your **ID number** and your **pin number**. Click "Login".



First time users – the PIN default if your date of birth (i.e. 032375). You will then be prompted to enter and verify a new PIN. See page 1 for complete instructions regarding your PIN.

You should now be at the **Main Menu**.

Click **Employee**.

The screenshot shows a Mozilla Firefox browser window with the following elements:

- Browser Title Bar:** Main Menu - Mozilla Firefox
- Address Bar:** https://inban.saintmarys.edu:4484/pprdss/twbkwbis.P_GenMenu?name=bmenu.P_MainMnu&msg=WELC
- Navigation Bar:** Personal Information | **Employee**
- Search:** Search Go Search Go
- Links:** [SITE MAP](#) [HELP](#) [EXIT](#)
- Section Header:** Main Menu
- Welcome Message:** Welcome, Cookie Monster! Last web access on Mar 19, 2009 at 09:55 am
- Personal Information:** [View or update your address\(es\), phone number\(s\), e-mail address\(es\); View name change, marital status & social security number change information; Change your PIN.](#)
- Employee:** [Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.](#)
- Answer a Survey:** [Look up available surveys; Answer an available survey.](#)
- Return to Homepage:** [Return to Homepage](#)
- Footer:** RELEASE: 8.1.1 | powered by **SUNGARD** HIGHER EDUCATION

The task instruction "Click Employee." is accompanied by a black arrow pointing to the "Employee" tab in the navigation bar.

Click **Pay Stub**.

Pay Information - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://inban.saintmarys.edu:4484/pprdss/twbkvbis.P_GenMenu?name=pmenu.P_PayMenu

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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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Done inban.saintmarys.edu:4484

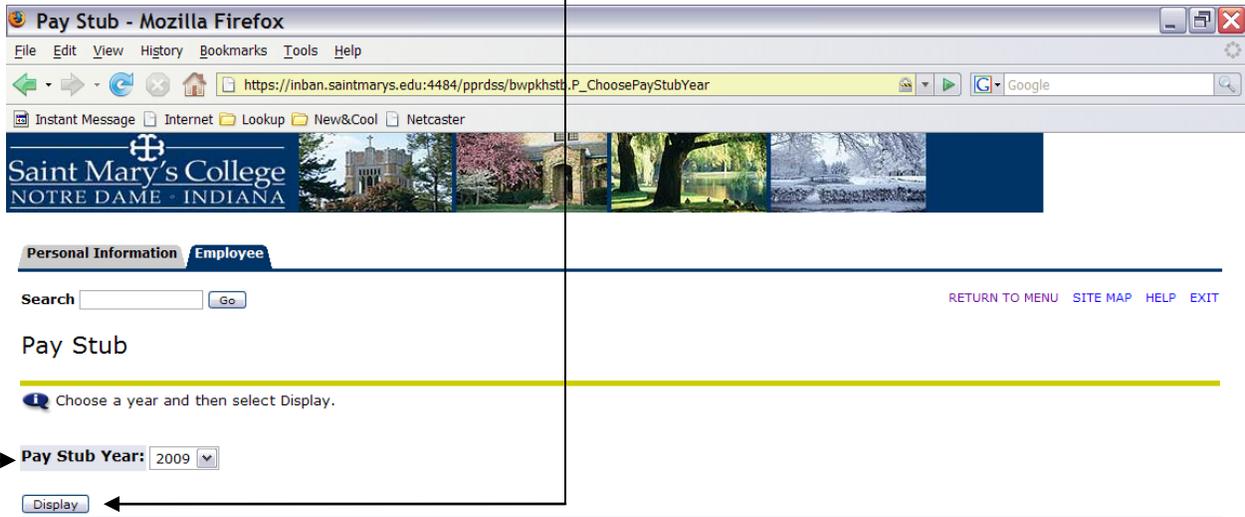
start Start Menu »

Inbox for jbu... Accessing Ea... prismtest logi... Pay Informati...

9:22 AM

The **Pay Stub Year** should automatically come up with the current year. If it doesn't, or you wish to view an earnings report from a prior year, click the drop down arrow and select the year you wish to view.

Once you have the year you wish to view, click **Display**.



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

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Pay stubs (earnings reports) are listed by pay date. The most recent pay stub is the first pay stub listed. Click on the date of the pay stub you wish to view.

The screenshot shows a web browser window titled "Pay Stubs - Windows Internet Explorer". The address bar shows the URL: https://inban.saintmarys.edu:444/prodss/bwpkhstb.P_DispayStubSum. The page content is a table of pay stubs. The table has three columns for dates and two for monetary values. The most recent pay stub is at the top of the list.

Dec 21, 2001	Dec 02, 2001	Dec 15, 2001	1,179.76	808.32
Dec 15, 2001	Dec 02, 2001	Dec 15, 2001	129.28	100.00
Dec 15, 2001	Dec 02, 2001	Dec 15, 2001	.00	.00
Dec 07, 2001	Nov 28, 2001	Dec 01, 2001	1,132.00	773.37
Nov 23, 2001	Nov 04, 2001	Nov 17, 2001	1,132.00	773.37
Nov 09, 2001	Oct 21, 2001	Nov 03, 2001	1,713.92	1,199.04
Oct 26, 2001	Oct 07, 2001	Oct 20, 2001	1,078.40	734.17
Oct 12, 2001	Sep 23, 2001	Oct 06, 2001	1,128.95	771.14
Sep 28, 2001	Sep 09, 2001	Sep 22, 2001	1,346.25	930.12
Sep 14, 2001	Aug 26, 2001	Sep 08, 2001	1,459.21	1,005.26
Aug 31, 2001	Aug 12, 2001	Aug 25, 2001	1,186.71	828.03
Aug 17, 2001	Jul 29, 2001	Aug 11, 2001	1,078.40	734.16
Aug 03, 2001	Jul 15, 2001	Jul 28, 2001	1,144.12	782.25
Jul 20, 2001	Jul 01, 2001	Jul 14, 2001	1,078.40	734.16
Jul 06, 2001	Jun 17, 2001	Jun 30, 2001	1,078.40	735.13
Jun 22, 2001	Jun 03, 2001	Jun 16, 2001	1,128.95	772.17
Jun 08, 2001	May 20, 2001	Jun 02, 2001	1,390.24	963.56
May 25, 2001	May 06, 2001	May 19, 2001	1,036.83	705.85
May 11, 2001	Apr 22, 2001	May 05, 2001	1,027.20	682.07
Apr 27, 2001	Apr 08, 2001	Apr 21, 2001	1,027.20	682.07
Apr 13, 2001	Mar 25, 2001	Apr 07, 2001	1,027.20	682.07
Mar 30, 2001	Mar 11, 2001	Mar 24, 2001	1,027.20	695.57
Mar 16, 2001	Feb 25, 2001	Mar 10, 2001	1,027.20	682.07
Mar 02, 2001	Feb 11, 2001	Feb 24, 2001	1,126.77	754.99
Feb 16, 2001	Jan 28, 2001	Feb 10, 2001	1,234.31	833.77
Feb 02, 2001	Jan 14, 2001	Jan 27, 2001	1,463.82	1,003.49
Jan 19, 2001	Dec 31, 2000	Jan 13, 2001	1,055.06	727.47
Jan 05, 2001	Dec 17, 2000	Dec 30, 2000	1,335.36	924.08

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The next two pages show what your pay stub (earnings report) will look like. The pay stub is divided into four parts.

The first part is a summary of your gross earnings, your deductions, the net pay deposited into your bank account and the contributions the college makes on your behalf.

The second section shows the bank or banks your earnings are deposited into and whether they are savings or checking

The third section lists the hours you were paid (regular, vacation, sick, etc), your hourly rate and the gross pay for each type of hour.

The final section lists the deductions that are taken from your gross earnings and the contributions the college pays.

Pay Stub Detail

Pay Stub Summary

Pay Stub Date:	Jan 05, 2001	
Gross Amount:		1,335.36
Total Personal Deductions:		411.28
Net Amount:		924.08
Total Employer Contributions:		216.11

Check or Direct Deposit

Number	Document Type	Bank Name	Account Type	Amount
138	Direct Deposit	1st Source Bank	Checking	924.08

Earnings

Type	Hours	Rate	Amount
Regular Pay		56.00	12.840000
Holiday Pay		48.00	12.840000

Benefits or Deductions

Type	Personal Deduction	Employer Contribution
CSC Disability	.00	9.71
Employee Savings Plan	25.00	.00

Summary

Direct Deposit

Pay Stub Detail - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://inban.saintmarys.edu:4484/pprdss/bwpksthb.P_DispPayStubDtl?yr=2009&doc_date=06-MAR-09&

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Your Employer Contributions:

Check or Direct Deposit

Number	Document Type	Bank Name	Account Type	Amount
13	Check			679.10

Earnings

Type	Hours	Rate	Amount
Regular Pay		68.00	680.00
Vacation Pay		8.00	80.00
Sick Pay		4.00	40.00
Overtime Pay		3.00	45.00

Benefits or Deductions

Type	Personal Deduction	Employer Contribution
HumanaDental	7.96	7.97
Medical - Flexible Spending Account	25.00	
Emeriti Retiree Health	.00	9.00
Social Security Tax	48.22	48.22
Federal Tax	8.04	.00
Advantage Health Plan without Point of Service - Plan F1	30.96	123.84
Indiana State Tax	25.13	.00
The Hartford Insurance - Long Term Disability	.00	1.01
Basic Life Insurance	.00	6.00
The Hartford Insurance - Long Term Disability	.00	.93
Medicare	11.28	11.28
St. Joseph County Tax	5.91	.00
United Healthcare Vision Plan	3.40	.00
Unemployment	.00	2.38
Workers Compensation - Professional and Clerical	.00	1.44

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Done inban.saintmarys.edu:4484

start Start Menu » [Taskbar icons] 10:20 AM

Hours Paid

Deductions/Contributions

To print this report click "File", move your cursor to "Print" and click. At the bottom of the print display, click "Print" again.

Click the **Employee** tab to return to the Main Menu.

Click **Earnings History**.

The screenshot displays a Mozilla Firefox browser window titled "Pay Information - Mozilla Firefox". The address bar shows the URL "https://inban.saintmarys.edu:4484/pprdss/twbkwbis.P_GenMenu?name=pmenu_P_PayMenu". The page header features the Saint Mary's College logo and a navigation menu with "Personal Information" and "Employee" tabs. Below the menu is a search bar with a "Go" button and links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The main content area is titled "Pay Information" and contains a list of links: "Direct Deposit Allocation", "Earnings History", "Pay Stub", and "Deductions History". At the bottom of the page, it says "RELEASE: 8.1.1" and "powered by SUNGARD HIGHER EDUCATION". The Windows taskbar at the bottom shows the "start" button, a "Start Menu" button, and several open applications, including "Inbox for jbu...", "Accessing Ea...", "prismtest logi...", and "Pay Informati...". The system clock shows "9:22 AM".

The leave balance screen shows you a summary of your sick and vacation hours. You will first see the Available Beginning Balance – the balance available before the beginning of the current pay period, the amount of leave you earned for the current pay period, the number of hours you took during the current pay period and the balance you have left. Sick hours available balance is from your date of hire. Vacation hours available balance is as of September 1st of the previous year. Earned hours for sick and vacation are as of September 1st of the previous year. Taken hours are as of September 1st of the previous year. Available balance is accurate as of the date shown.

This is the screen you will look at if you are planning to take time during the next pay period – you just need to look at the last column – **Available Balance**.

If you want to see the leave information by pay period click on the type of leave you wish to view – sick or vacation.

View Leave Balances

The 'Hours Earned' and 'Hours Taken' on the chart below are cumulative. To view the pay period breakdown for a particular type of leave, click on the underlined type of leave. The amount of leave available is found in the far right column. These balances are updated every payroll.

TYPE of Leave	Hours or Days	Available Beginning Balance	Earned as of Mar 19, 2009	Taken as of Mar 19, 2009	Available Balance as of Mar 19, 2009
Sick Pay	Hours	1,737.38	52.46	2.50	1,787.34
Vacation Pay	Hours	244.36	87.57	32.36	299.57

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Personal Time – available to full time employees only.

Click **Employee**.

The screenshot shows a Mozilla Firefox browser window titled "Main Menu - Mozilla Firefox". The address bar contains the URL: https://inban.saintmarys.edu:4484/pprdss/twbkwbis.P_GenMenu?name=bmenu.P_MainMnu&msg=WELC. The page header features the Saint Mary's College logo and a banner image. Below the header, there are two tabs: "Personal Information" and "Employee". The "Employee" tab is selected. A search bar with "Go" buttons is present. The main content area is titled "Main Menu" and includes a welcome message: "Welcome, Cookie Monster! Last web access on Mar 19, 2009 at 09:55 am". Below this, there are four links: "Personal Information" (with a description: "View or update your address(es), phone number(s), e-mail address(es); View name change, marital status & social security number change information; Change your PIN."), "Employee" (with a description: "Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data."), "Answer a Survey" (with a description: "Look up available surveys; Answer an available survey."), and "Return to Homepage". At the bottom left, it says "RELEASE: 8.1.1" and at the bottom right, "powered by SUNGARD HIGHER EDUCATION". The taskbar at the bottom shows the Windows start button, Start Menu, and several open applications including "Inbox for jbus...", "Internet E...", "Accessing Ear...", and "Main Menu - ...". The system clock shows "10:23 AM".

Click **Earnings History**

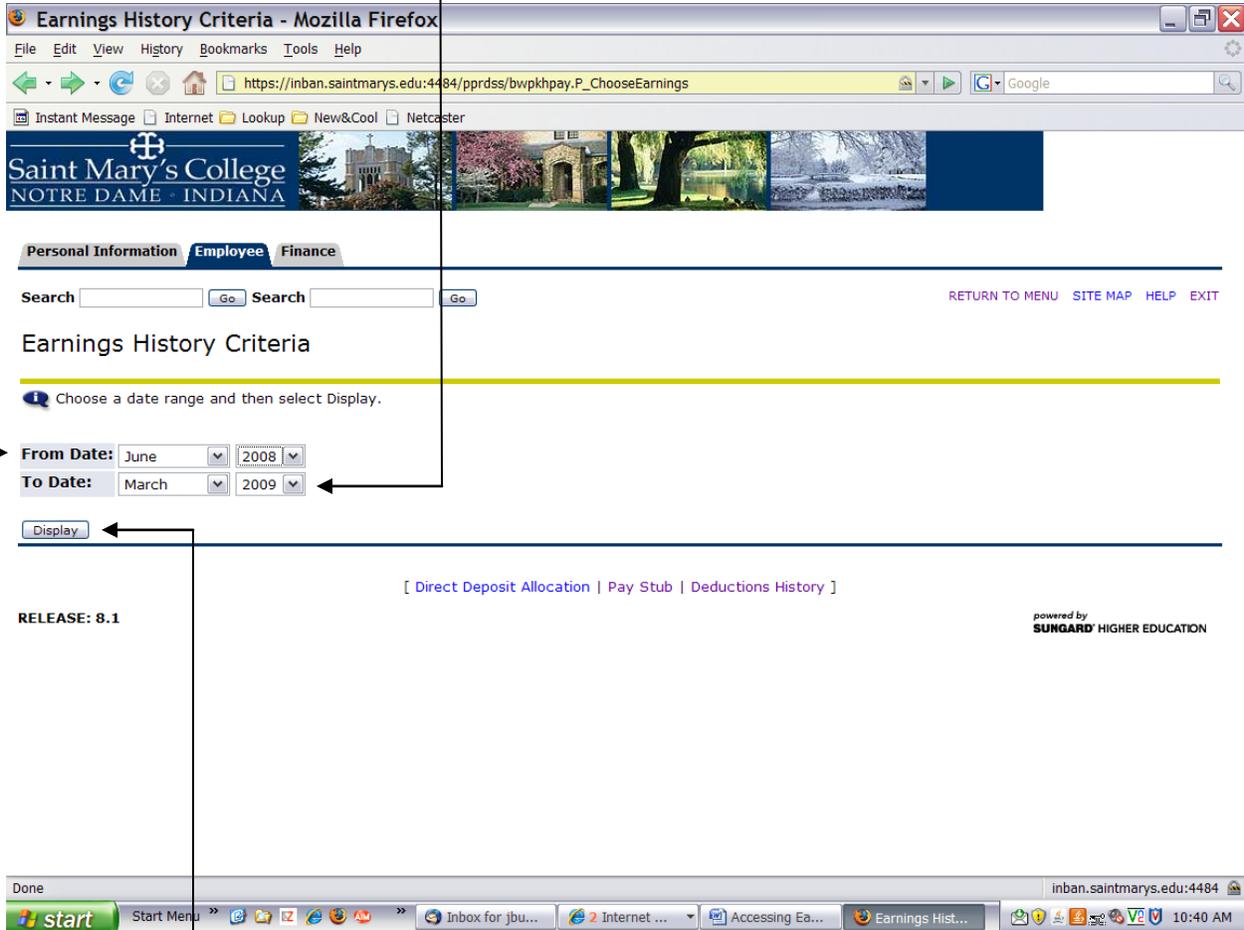
The screenshot shows a Mozilla Firefox browser window with the following details:

- Browser Title:** Pay Information - Mozilla Firefox
- Address Bar:** https://inban.saintmarys.edu:4484/pprdss/twbkwbis.P_GenMenu?name=pmenu_P_PayMenu
- Page Header:** Saint Mary's College NOTRE DAME · INDIANA
- Navigation:** Personal Information | **Employee**
- Search:** Search Go
- Links:** RETURN TO MENU | SITE MAP | HELP | EXIT
- Pay Information Menu:**
 - Direct Deposit Allocation
 - Earnings History** (indicated by a red arrow)
 - Pay Stub
 - Deductions History
- Footer:** RELEASE: 8.1.1 | powered by SUNGARD HIGHER EDUCATION

The Windows taskbar at the bottom shows the Start button, Start Menu, and several open applications including 'Inbox for jbu...', 'Accessing Ea...', 'prismtest logi...', and 'Pay Informat...'. The system clock shows 9:22 AM.

Use the drop down box to select **June 2008** for the From Date. June 1st is the date that Personal time hours start over for the new fiscal year which runs from June 1st thru May 31st.

Use the drop down box to select the current month and year for the To Date.



Click **Display**

Click **Personal Leave Pay**. The personal leave pay will only appear if you have taken personal time during the current fiscal year.

Earnings History - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://inban.saintmarys.edu:4484/pprdss/bwpkpay_P_ViewEarnSummary

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Personal Information **Employee** Finance

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

Earnings History

Select Earnings Type to access additional information.

Earnings from June 2008 to March 2009

Earnings Type	Total Gross Pay	Total Hours
Sick Pay	204.47	10.83
Holiday Pay	1,956.08	104.00
Regular Pay	27,780.97	1,473.42
Vacation Pay	2,190.08	116.00
Overtime Pay	770.99	27.24
Other Pay	355.52	
Personal Leave Pay	18.88	1.00
Hourly - Vacation Adjust	82.32	4.36

[[New Date Range](#)]

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Done inban.saintmarys.edu:4484

start Start Menu » 10:40 AM

This screen will show you the number of personal hours you have taken for the current fiscal year.

You are allowed up to one week of personal time every fiscal year (June 1st thru May 31st). If your schedule is 40 hour per week you are allowed 40 hours, if your schedule is 37.50 hours per week you are allowed 37.50 hours and if you are schedule is 35.00 hours per week you are allowed 35 hours. Subtract the number of hours taken from the total number of hours you work during one week and you will have the number of personal hours you have left.

Reminder – you must have available sick hours to use personal time. If you do not have enough sick hours available to cover the personal time taken, you will not be paid the personal time.

In this example, the employee works 40 hours per week. They have taken 1 hour therefore they have a personal balance of 39 hours available to use thru May 31st. Make sure you look at the **hours taken** not the gross pay.

Earnings Detail

Choose a date range and then select Display.

Year	Month	Gross Pay	Hours
2008	June	.00	.00
	July	.00	.00
	August	.00	.00
	September	.00	.00
	October	.00	.00
	November	.00	.00
	December	18.88	1.00
2009 All months to display are zero.			
TOTAL		18.88	1.00

From Date: June 2008 To Date: March 2009

Display

Earnings History

Click **Employee** to return to the Main Menu.

Click **Deduction History**

Pay Information - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://inban.saintmarys.edu:4484/pprdss/twbkvbis.P_GenMenu?name=pmenu.P_PayMenu

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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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Done inbar.saintmarys.edu:4484

start Start Menu »

Inbox for jbu... Accessing Ea... prismtest logi... Pay Informati...

9:22 AM

Click Tax Forms

Employee Main Menu - Windows Internet Explorer

https://inban.saintmarys.edu:444/prodss/twbkwbis.P_GenMenu?name=pmenu.P_MainMnu

File Edit View Favorites Tools Help

Employee Main Menu

Saint Mary's College
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Personal Information Employee Finance

Search Go Search Go RETURN TO MENU SITE MAP HELP EXIT

Employee

Information available for review begins in January 2001 with the inception of the new Human Resources Banner system.

- [Leave Report](#)
- [Benefits and Deductions](#)
Update or view your retirement plans, Health insurance information, Flex spending accounts, miscellaneous deductions; Change your beneficiary information; Access open enrollment.
- [Pay Information](#)
View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs.
- [Tax Forms](#)
Change W-4 information; View your W-2 Form.
- [Current and Past Jobs](#)
- [Time Off Current Balances and History](#)

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Local intranet 100%

start Start Menu »

Inbox for jbzual@... Internet Explo... Payroll in PRISM [...]

8:39 AM

Click W4 Tax Exemptions or Allowances

The screenshot shows a Windows Internet Explorer browser window. The address bar contains the URL: https://nban.saintmarys.edu:444/prodss/twbkwbis.P_GenMenu?name=pmenu.P_TaxMenu. The browser title is "Tax Forms - Windows Internet Explorer". The page content includes a header for "SUNGARD HIGHER EDUCATION" and navigation tabs for "Personal Information", "Employee", and "Finance". Below the tabs are search fields and links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". A "Tax Forms" section is highlighted with a yellow underline, containing two links: "W4 Tax Exemptions or Allowances" and "W-2 Wage and Tax Statement". The text "RELEASE: 8.1.1" is visible at the bottom left, and "powered by SUNGARD HIGHER EDUCATION" is at the bottom right. The Windows taskbar at the bottom shows the Start menu, several open applications including "Inbox for jbzal@...", "Internet Explo...", and "Payroll in PRISM [...]", and the system clock showing "8:42 AM".

