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.**

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

https://inban.saintmarys.edu:444/prodss/twbkwbis.P_GenMenu?name=homepage - Windows Internet Explorer

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

Live Search

File   Edit   View   Favorites   Tools   Help

https://inban.saintmarys.edu:444/prodss/tw...

Page ▾   Tools ▾

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Enter Secure Area
General Financial Aid
Campus Directory
Class Schedule
Course Catalog
Transfer Courses Articulation
Class Schedule with Rooms

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Done

Local intranet

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You are now at the User Login screen. Enter your **ID number** and your **pin number**. Click "Login".
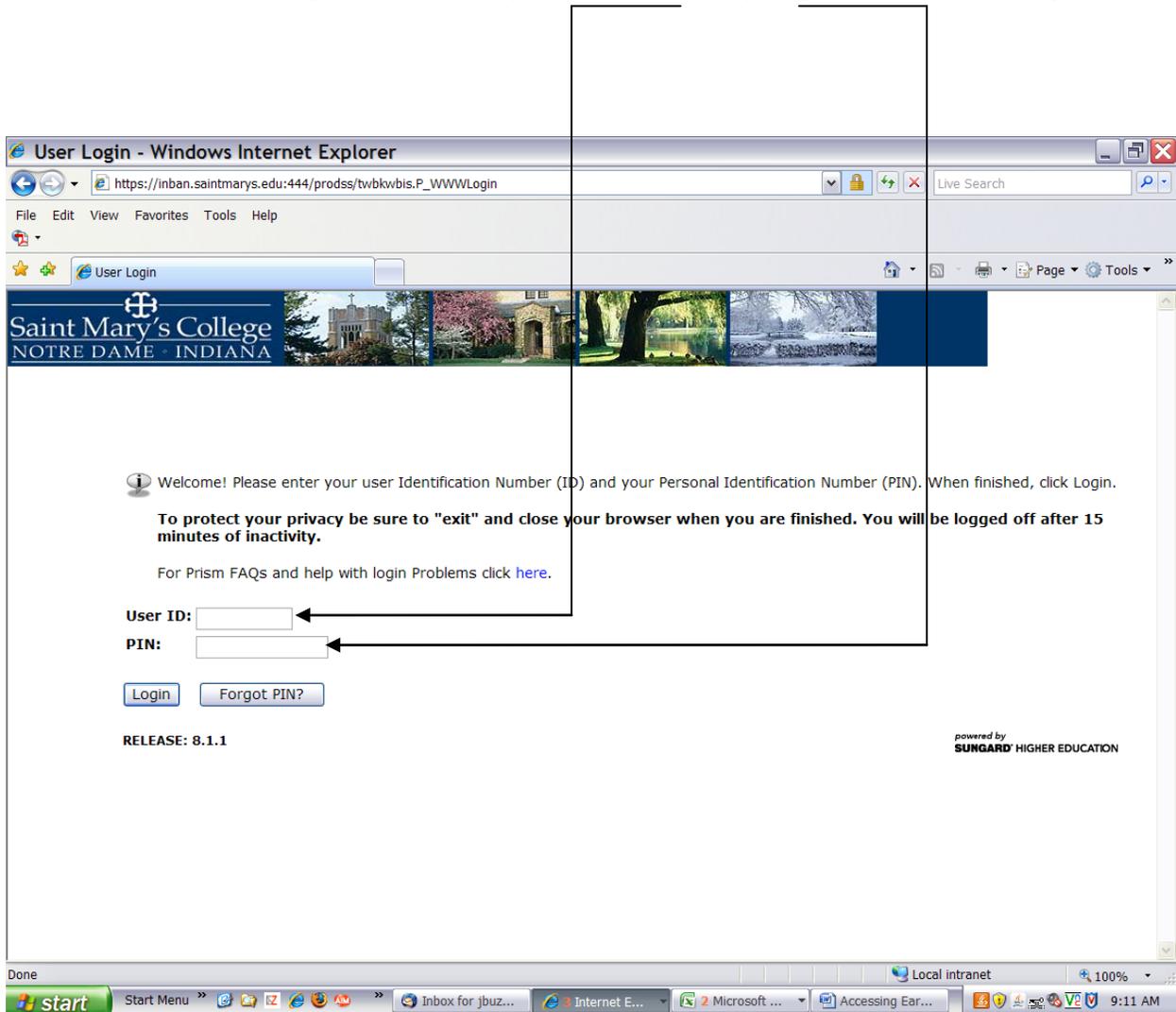
First time users – the PIN default if your date of birth (i.e. 032375). You will then be prompted to enter and verify a new PIN. See page 1 for complete instructions regarding your PIN.

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

Click **Employee**.

Click **Pay Information**.

Employee Main Menu - Mozilla Firefox

File   Edit   View   History   Bookmarks   Tools   Help

https://inban.saintmarys.edu:4484/pprdss/twbkwbis.P_GenMenu?name=pmenu.P_MainMnu

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Personal Information   **Employee**

Search [   ] Go   RETURN TO MENU   SITE MAP   HELP   EXIT

Employee

ℚ **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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Click **Pay Stub.**

Pay Information - Mozilla Firefox

File   Edit   View   History   Bookmarks   Tools   Help

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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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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**.

Pay Stub - Mozilla Firefox

File   Edit   View   History   Bookmarks   Tools   Help

https://inban.saintmarys.edu:4484/pprdss/bwpkhstb.P_ChoosePayStubYear

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Personal Information   **Employee**

Search [   ] [Go]   RETURN TO MENU   SITE MAP   HELP   EXIT

Pay Stub

Choose a year and then select Display.

Pay Stub Year: [2009 ▼]

[Display]

[Direct Deposit Allocation | Earnings History | Deductions History]

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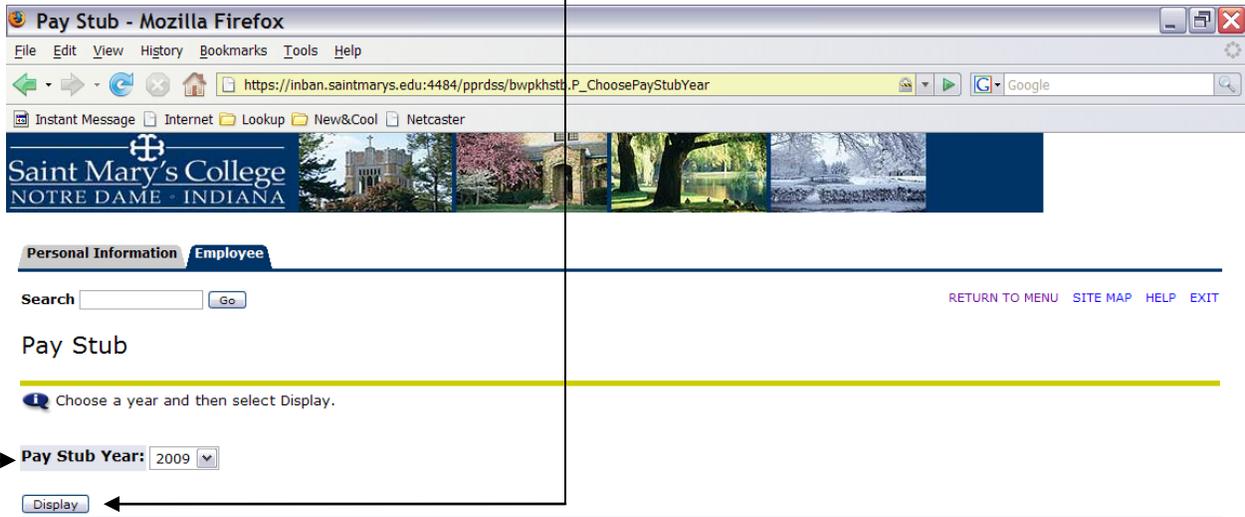Done   inban.saintmarys.edu:4484

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.

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

Change Year

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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.

Summary

Direct Deposit

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

Pay Stubs

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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.

Hours Worked/Gross Earnings

Click **Employee**.

Click **Pay Information**.

Employee Main Menu - Mozilla Firefox

File Edit View History Bookmarks Tools Help

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Personal Information   **Employee**

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.

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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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start   Start Menu »   »   Inbox for jbu...   Accessing Ea...   prismtest logi...   Employee Ma...   9:21 AM

Click **Earnings History.**

Pay Information - Mozilla Firefox

File Edit View History Bookmarks Tools Help

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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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You need to enter the dates you wish to look at. You can go back as far as January 2001 – when we first started on Banner – thru the current date.

Use the **drop down boxes** to select the beginning ("From") month and year and also the ending ("To") month and year.

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

The earnings history screen shows every type of hours you have been paid. View a specific type of hour by click on that hour type. For example, to view your regular hours, click on **Regular Pay**.

The earnings detail will show you the number of **hours you have worked and the gross pay** you have received for those hours for the period you selected.

Earnings Detail - Mozilla Firefox

File   Edit   View   History   Bookmarks   Tools   Help

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Personal Information   Employee

Search [   ] [Go] Search [   ] [Go]   RETURN TO MENU   SITE MAP   HELP   EXIT

Earnings Detail

Choose a date range and then select Display.

Regular Pay

Year Month		Gross Pay	Hours
2009	January	800.00	80.00
	February	1,600.00	160.00
	March	1,480.00	148.00
TOTAL		3,880.00	388.00

From Date: January ∨ 2009 ∨
To Date: March ∨ 2009 ∨

[Display]

Earnings History

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

Vacation/Sick Time

Click **Employee**.

Click **Time Off Current Balances and History**

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.

This screen shows you the pay date, the pay period begin day, the pay period end date, the number of hours earned/accrued and the number of hours taken. If you continue to click on **Previous Year** you will see the hours all the way back to January 2001.

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

Click **Leave Balances** to return to "View Leave Balances" to check remaining leave balances.

Personal Time – available to full time employees only.

Click **Employee**.

Click **Pay Information**.

Employee Main Menu - Mozilla Firefox

File Edit View History Bookmarks Tools Help

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Personal Information **Employee**

Search [   ] Go   RETURN TO MENU   SITE MAP   HELP   EXIT

Employee

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Click **Earnings History**

Pay Information - Mozilla Firefox

File   Edit   View   History   Bookmarks   Tools   Help

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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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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 yea**r** for the To Date.
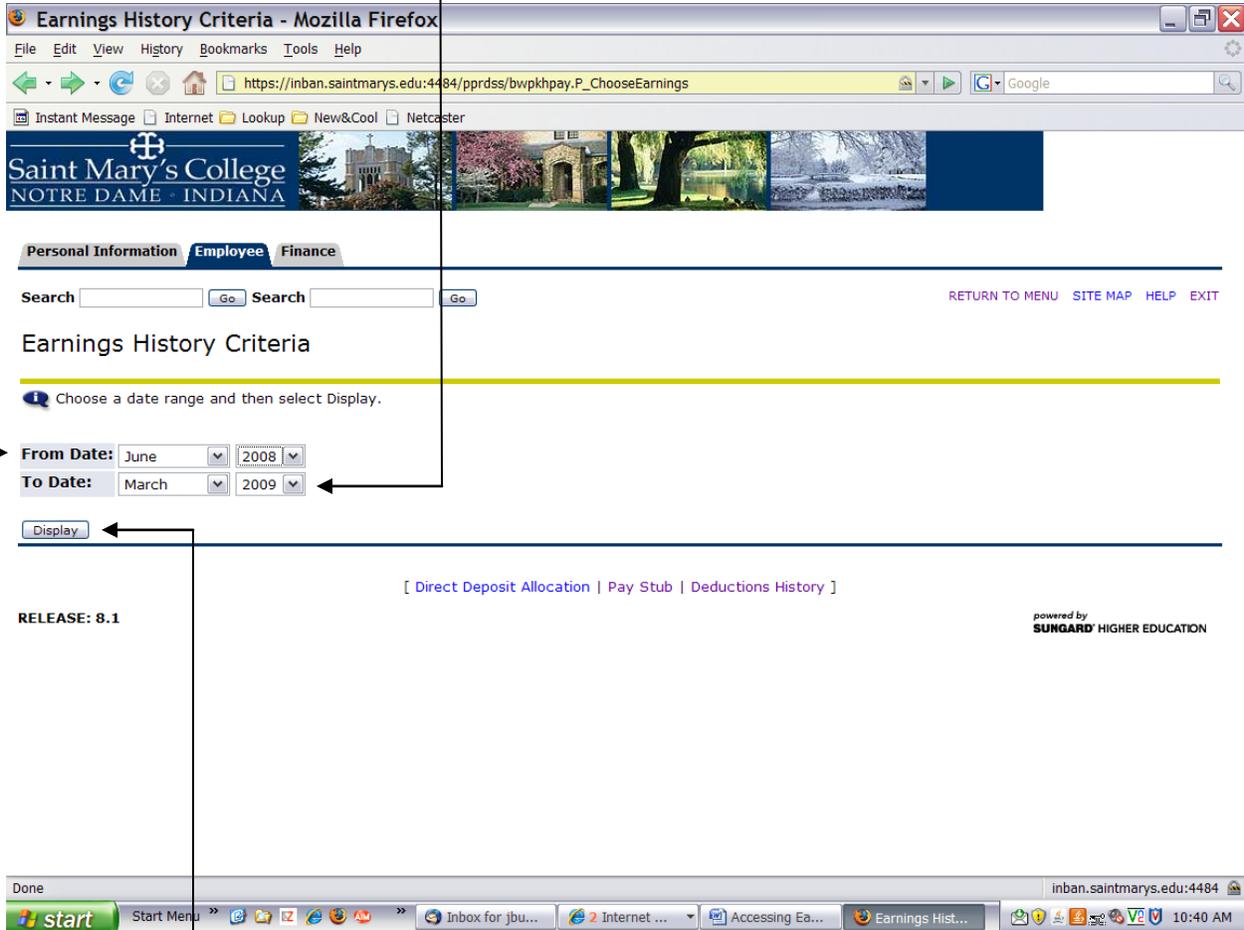
Click **Display**

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

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.

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

Deductions/College Contributions

Click **Employee**.

Click **Pay Information**.

Click **Deduction History**

Pay Information - Mozilla Firefox

File Edit View History Bookmarks Tools Help

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Personal Information   **Employee**

Search [   ] Go   RETURN TO MENU   SITE MAP   HELP   EXIT

Pay Information

Direct Deposit Allocation
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start   Start Menu »   »   Inbox for jbu...   Accessing Ea...   prismtest logi...   Pay Informati...   9:22 AM

You need to enter the dates you wish to look at. You can go back as far as January 2001 – when we first started on Banner – thru the current date.

Use the **drop down boxes** to select the beginning ("From") month and year and also the ending ("To") month and year.

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

The deduction summary screen shows every deduction that has been taken on your behalf. View a specific type of deduction by clicking on that deduction. For example, to view the Health plan, click on **Advantage Health Plan**.

Deductions Summary - Mozilla Firefox

File   Edit   View   History   Bookmarks   Tools   Help

https://inban.saintmarys.edu:4484/pprdss/bwpkhded.P_ViewDednSummary   Google

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Personal Information   **Employee**

Search [   ] Go   Search [   ] Go   RETURN TO MENU   SITE MAP   HELP   EXIT

Deductions Summary

Select a deduction to access history information.

Deduction History from January 2009 to March 2009

Deduction Type	Employee Deduction	Employer Deduction
Advantage Health Plan without Point of Service - Plan F1	154.80	619.20
Basic Life Insurance	.00	12.00
Emeriti Retiree Health	.00	45.00
Federal Tax	22.20	.00
HumanaDental	39.80	39.85
Indiana State Tax	119.53	.00
Medical - Flexible Spending Account	125.00	
Medicare	53.76	53.76
Optional Life - Employee Paid	.00	.00
Short-Term Disability	.00	
Social Security Tax	229.94	229.94
St. Joseph County Tax	28.11	.00
The Hartford Insurance - Long Term Disability	.00	4.77
The Hartford Insurance - Long Term Disability	.00	3.57
Unemployment	.00	11.42
United Healthcare Vision Plan	17.00	.00
Workers Compensation - Professional and Clerical	.00	6.88

New Date Range

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start   Start Menu   Inbox for jbuz...   2 Internet E...   Accessing Ear...   Deductions Su...   10:32 AM

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This will show the health plan for the dates you selected. It shows how much was deducted from your pay per month and also **the amount the college has paid per month** for your health plan.

Tax forms/Filing Status

Click **Employee**.

Click **Tax Forms**

Click **W4 Tax Exemptions or Allowances**

This screen shows your **filing status and the number of federal exemptions** you are currently claiming.

To change your federal or state exemptions click on **"To get a copy"** of the form you wish to change. Complete the form and send it to Human Resources.