Banner Self-Service Instructions

The following are instructions on how to access Banner Self-Service to review your payroll and benefits information, view your personal information and leave balances in the Banner system.

To login Banner Self-Service:

- On the ULM Home Page click on Faculty & Staff.
- Click on the ULM Online Information System link on the right of this page.
- Click on Login to Access **Your** Personal **ULM** Information.
- Enter your campus wide ID or your social security number (no spaces or dashes).
- Enter your PIN (Personal Identification Number).
  (If this is your first time logging in Banner Self-Service, you will enter your birth month, birth day and birth year in the following format (MMDDYY).
- Click on **Login** (You will be prompted to change your PIN at this point).

To change your PIN:

- Select **Personal Information**, then **Change your PIN.**
- Key in your old PIN.
- Key in your new PIN (6 digits of your choice either alphabetic and/or numeric).
- Key in your new PIN a second time for verification (characters are case sensitive).
- Click **Change PIN. Banner Self-Service requires you to login again with your new PIN.**

From the Banner Self-Service **Main Menu** you have the option of accessing the following tabs for employment information:

Personal Information: contains information such as mailing address, phone number, etc.

- Verify information is correct and, if not, contact the Human Resources office at 318-342-5140 or hr@ulm.edu. You may also change or update your PIN in the **Personal Information** tab.

Employee: contains information such as Benefits and Deductions, Pay Information, Tax Forms, and Leave Balances.

Benefits and Deductions

- Retirement plans
- Health benefits
- Flexible spending accounts
- Benefit statement

Pay Information

- Direct deposit allocation
- Pay stubs

Tax Forms

- W-4 tax exemptions and allowances

Leave Balances

- Annual leave, sick leave, compensatory leave, etc.

Banner Self-Service may be down during payroll processing. If you experience any problems or have comments, call Human Resources at 318-342-5140 or email hr@ulm.edu.

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