

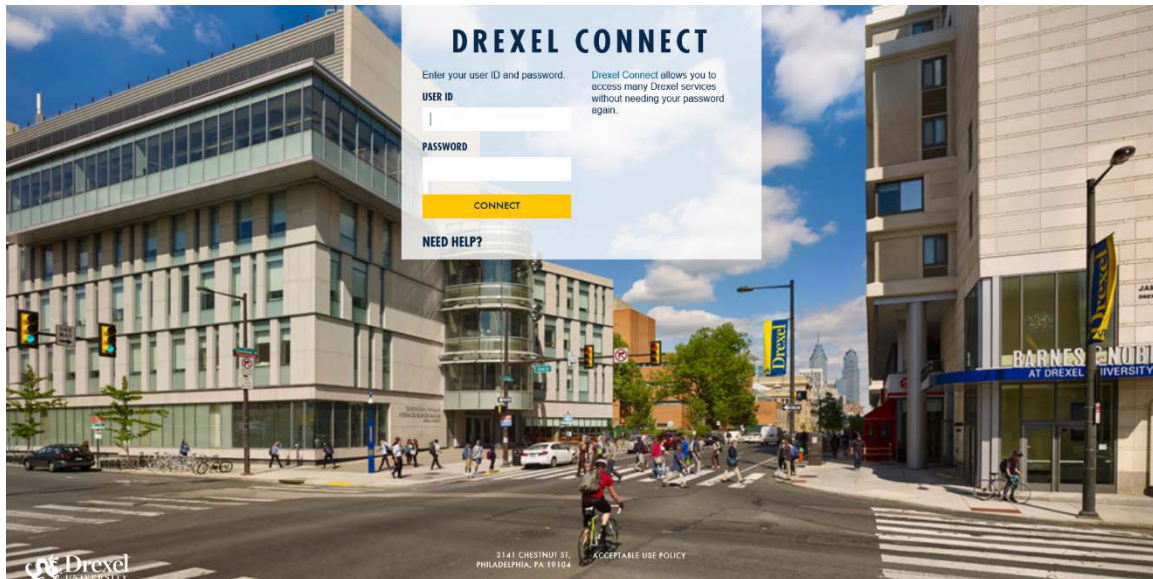
## Viewing and Printing Year-to-Date Earnings Information

**Please Note:** *These instructions are intended to provide employees with basic information required to access and print their year-to-date earnings summary. The screen shots are provided for general reference purposes only. Your computer screens may look slightly different depending on your access to the services contained within Drexel One. However, the steps contained below are the same for all employees. If you have any problems accessing or printing your earnings summary, please contact the Payroll Department at [payroll@drexel.edu](mailto:payroll@drexel.edu).*

**If you are already familiar with logging on to the Drexel One portal and accessing the “Employees” tab, skip to step 4.**

### Step 1. Access the Drexel One portal

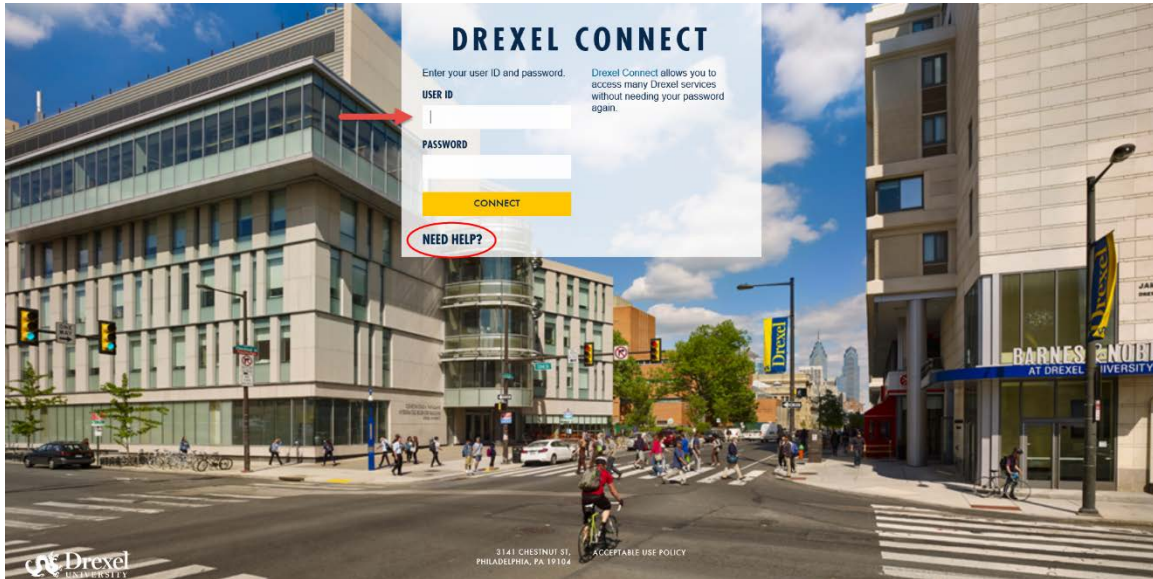
Use your internet browser to access the Drexel One portal at <https://one.drexel.edu>. You will be taken to the log on page.



# Viewing and Printing Year-to-Date Earnings Information

## Step 2. Log on to Drexel One

Log on to Drexel one using your e-mail user ID and password. If you have forgotten your password, click on the “help” link and follow the instructions.

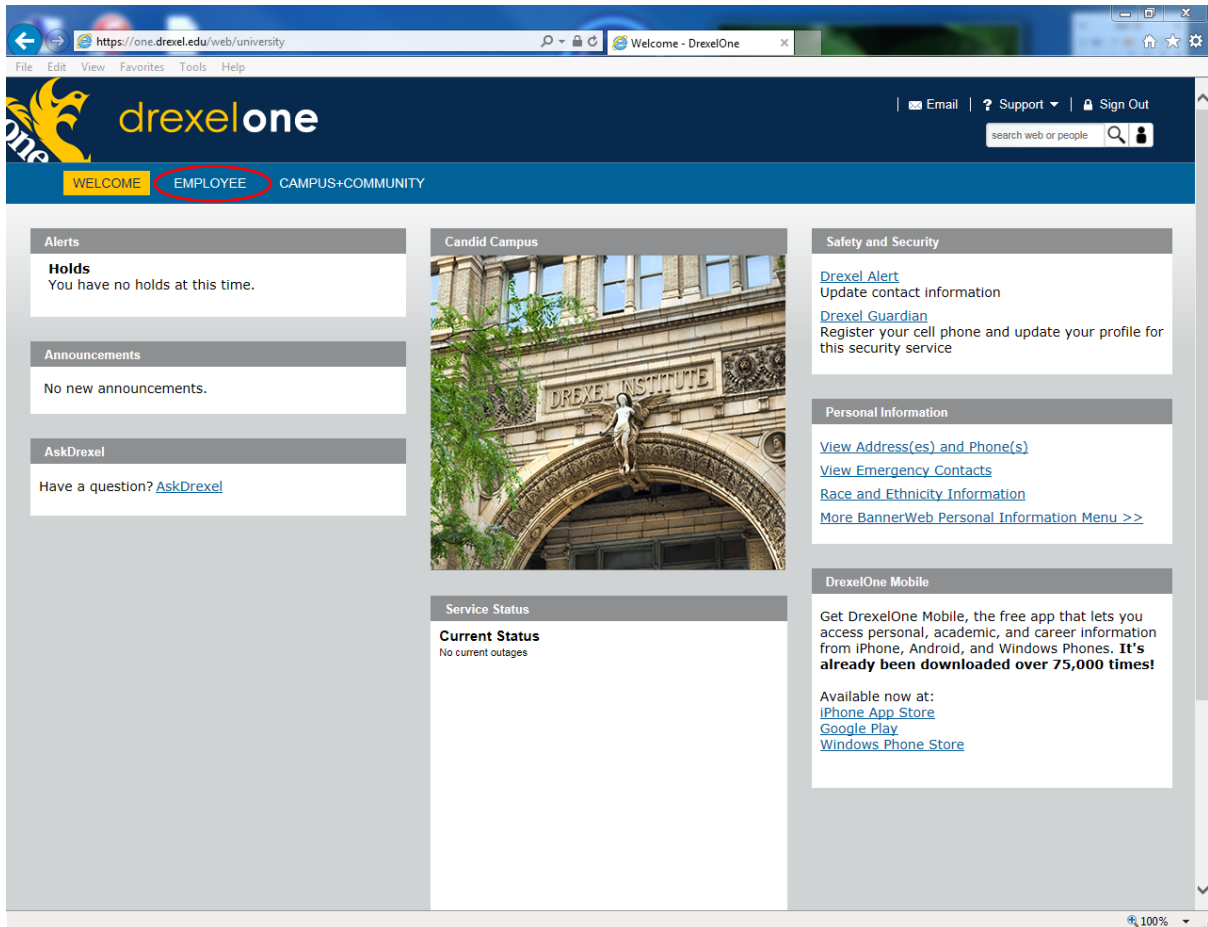


# Viewing and Printing Year-to-Date Earnings Information

## Step 3. Select the “Employee” link

From the Drexel One Welcome page, click on the “Employee” link at the top left of the screen.

*Note: If you do not see an “Employees” tab, your job records may not have been added to the system yet. Please have your department contact Human Resources for assistance.*



# Viewing and Printing Year-to-Date Earnings Information

## Step 3a. DrexelAlert Emergency Contact Information Update

Once each academic term, you will be prompted to verify primary mobile phone number for inclusion in the DrexelAlert system.

Follow the on screen instructions to enter or update your primary mobile phone number as required. When you are finished, click on the "Submit" button at the bottom of the screen.

If you do not receive this pop-up message, you will automatically be taken to the Employee Services Menu; skip to Step 4.

The screenshot shows a web browser window displaying the Drexel University BannerWeb Information System. The page title is "DrexelAlert Emergency Contact Information Update". The page content includes a header with the DrexelAlert logo and the text "DrexelAlert Emergency Contact Information Update". Below the header, there is a section titled "Please verify/enter your preferred mobile phone number below." followed by a paragraph explaining the system and a form for entering a mobile phone number. The form has three input fields containing the numbers "215", "555", and "0123", and a green checkmark icon. Below the form, there is a "Submit" button with a red arrow pointing to it. The page also includes a "RELEASE: 000" message at the bottom.

https://banner.irttest.drexel.edu/duhris/hwgtkaddr.P\_DisplayEmployeeAddress

Current Address Display

Drexel University BannerWeb Information System

Personal Information Employee Services

HELP EXIT

**DrexelALERT**  
EMERGENCY NOTIFICATION SYSTEM

### DrexelAlert Emergency Contact Information Update

Please verify/enter your preferred mobile phone number below.

All members of the Drexel University community are required to participate in a university-wide emergency notification system known as "DrexelAlert". The effectiveness of the system will depend upon the University's access to complete and accurate contact information for all members of the community. Therefore, it is the policy of the University that all students, faculty and staff be required to provide their primary mobile phone number for inclusion in the DrexelAlert system so that messages may be delivered via text messaging and/or phone.

For anyone who does not have a mobile phone, emergency notifications will also be sent to Drexel University e-mail addresses. Phone messages, when used, will also be provided to Drexel-owned landline phones. Mobile phone information entered into the DrexelAlert system will be used exclusively for emergency notification, and will not be available for any other University or non-University purpose. This system complements other forms of electronic communication at Drexel University.

If your mobile phone number changes, it can be updated at any time through DrexelOne by following the link to the DrexelAlert Emergency Notification System under the "Personal Information" section.

**Mobile Phone** 215 555 0123 ✓

I do not have a mobile phone.

The information I have provided is complete and correct to the best of my knowledge. I understand that failing to keep this information current and accurate puts me at risk of not being notified in the event of an emergency. I understand that in the event of an emergency Drexel University will use its best efforts to notify me in a timely and effective manner. I recognize, however, that no emergency notification system will achieve 100% success, and the University cannot guarantee that I will be effectively notified.

**By submitting this information, I acknowledge that I have read and understood the University's emergency notification policy.**

Submit

RELEASE: 000

100%

# Viewing and Printing Year-to-Date Earnings Information

## Step 3b. Address Verification

Once each academic term, you will also be prompted to verify your Campus Mailing Address, Employee Home Address and Work Location Address. When you are prompted by this automatic pop-up, please review your address information and e-mail any corrections/updates to Human Resources Information Systems at [hris@drexel.edu](mailto:hris@drexel.edu).

Please include your correct address(s), university ID and the effective date of your change. Click on the “Continue” button to move on to the Employee Services Menu.

**Personal Information** **Employee Services** HELP EXIT

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**FACULTY AND STAFF ADDRESS VERIFICATION**

It is imperative that the University know your current and valid home and campus addresses at all times.

Once each term before proceeding to the Employee Services Menu you **MUST** confirm that your addresses are current.

If your addresses below are current and valid simply click the "Continue" button to proceed to the Employee Services Menu.

If your Campus or Home address/telephone number is incorrect please e-mail your correct address, including zip code, the EFFECTIVE DATE of the address change and your UNIVERSITY ID to [hris@drexel.edu](mailto:hris@drexel.edu) your address will be updated by HRIS.

The Employee Campus Mailing Address identifies where your campus mail should be sent.

The Employee Home Address is used by the Human Resources, Benefits and Payroll Offices. Changes to the Employee Home Address are monitored and may result in a change in your tax status. If you have any questions regarding tax changes contact the Payroll Office.

<b>Employee Campus Mailing Address(es)</b>	<b>Employee Campus Mailing Phone(s)</b>
<b>Current:</b> January 1, 2010 - ?	<b>Primary:</b> (215) 895-2000
3141 Chestnut Street Philadelphia, PA 19104	✓

<b>Employee Home Address(es)</b>	<b>Employee Home Phone(s)</b>
<b>Current:</b> January 1, 2010-?	<b>Primary:</b> (215) 555-0123
123 Main Street Hometown, USA 12345	✓

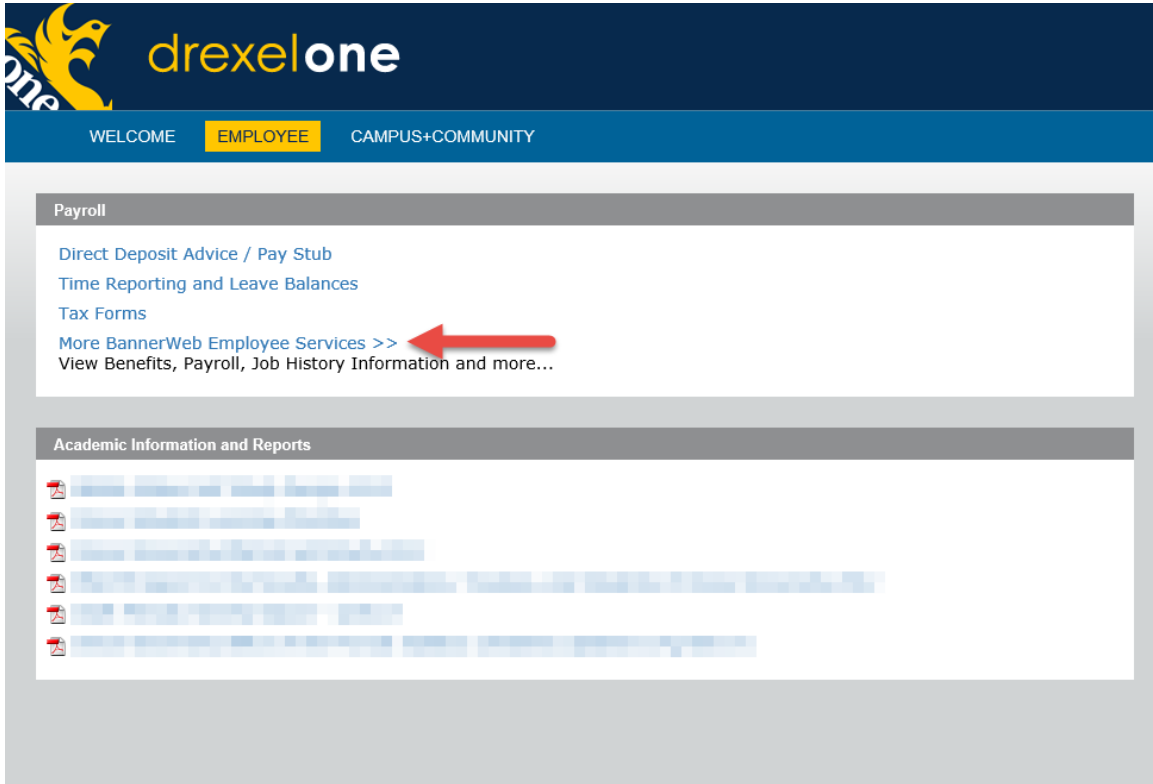
<b>Employee Work Location Address(es)</b>	<b>Employee Work Location Phone(s)</b>
<b>Current:</b> January 1, 2010 - ?	<b>Primary:</b> (215) 895-2000
3141 Chestnut Street Philadelphia, PA 19104	✓

RELEASE: 015 100%

# Viewing and Printing Year-to-Date Earnings Information

## Step 4. Select from the Employees Main Menu

Click the “More BannerWeb Employee Services” link



# Viewing and Printing Year-to-Date Earnings Information










## Step 5. Select “Pay Information”

Click the “Pay Information” link from the Employee Main Menu.



### Employee Main Menu

Every effort has been made by the University to provide accurate, up-to-date information. However, errors can occur. By using the information con omissions in information herein nor shall it be held liable for any special, consequential, or exemplary damages resulting, in whole or in part from a

-  [Conflict of Interest Program](#)  
Annual Conflict of Interest and Code of Conduct review is required by all Full Time and Part Time Faculty and Professional Staff (Adjuncts, Barg
-  [Benefits and Deductions](#)  
Provide links to all benefits offered, your current benefit elections, and general information regarding benefits
-  [Pay Information](#)   
View Pay Stubs, Direct Deposit Advice, Earnings and Deductions History
-  [Tax Forms](#)  
View your current tax exemptions and allowances, and update resident withholding.  
If you wish to make an update to non-resident withholding, please contact the tax office. For W-4 instructions and worksheets, click [here](#)
-  [Time Reporting](#)  
Create or approve time sheets, leave reports, and view leave balances and activity
-  [Current and Past Jobs](#)  
View your job history
-  [Electronic Personnel Action Forms](#)  
Web Based EPAFs are available on line for originators and approvers!
-  [Effort Reporting and Labor Redistributions](#)  
Effort Reporting and Labor Redistributions

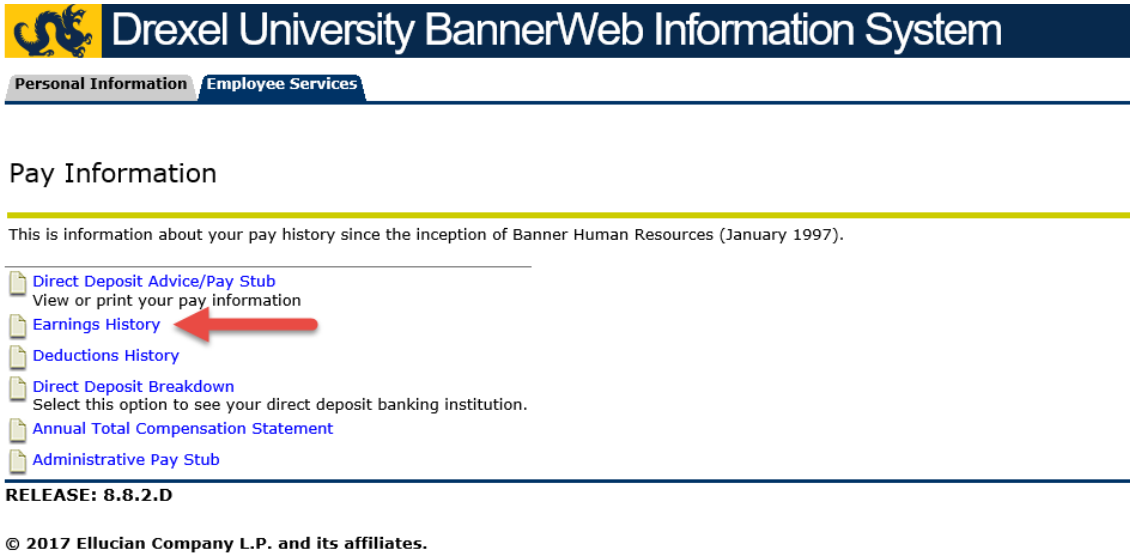
RELEASE: 8.8.2.D

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# Viewing and Printing Year-to-Date Earnings Information

## Step 6. Select “Earnings History”

Click on the “Earnings History” link from the Pay Information Menu.



The screenshot shows the Drexel University BannerWeb Information System interface. At the top, there is a dark blue header with the Drexel University logo and the text "Drexel University BannerWeb Information System". Below the header, there are two tabs: "Personal Information" and "Employee Services". The "Employee Services" tab is active. Underneath, the "Pay Information" section is displayed. A yellow horizontal line separates the header from the content. Below the line, there is a paragraph of text: "This is information about your pay history since the inception of Banner Human Resources (January 1997).". A list of links is provided, each with a document icon: "Direct Deposit Advice/Pay Stub" (with subtext "View or print your pay information"), "Earnings History" (highlighted with a red arrow), "Deductions History", "Direct Deposit Breakdown" (with subtext "Select this option to see your direct deposit banking institution."), "Annual Total Compensation Statement", and "Administrative Pay Stub". Below the list, there is a horizontal line, followed by the text "RELEASE: 8.8.2.D" and "© 2017 Ellucian Company L.P. and its affiliates."



# Viewing and Printing Year-to-Date Earnings Information

## Step 7. Set Date Range

Use the drop-down boxes to select the range of months/years that you would like to summarize. While you may select any range of dates, you would set the “From Date” field to January and the “To Date” field to December of the current year to view a year-to-date summary of your earnings. Once you have set the date fields, click on the “Display” button.

The screenshot shows a web browser window with the URL [https://banner.irttest.drexel.edu/duhris/bwphkpay.P\\_ChooseEarnings](https://banner.irttest.drexel.edu/duhris/bwphkpay.P_ChooseEarnings). The page title is "Select Earnings to View". The header includes the Drexel University logo and the text "Drexel University BannerWeb Information System". Below the header are tabs for "Personal Information" and "Employee Services".

The main content area is titled "Select Earnings to View". Below this title is a yellow horizontal line and an information icon with the text: "Select a year for which you wish to view your earnings history and then click View Earnings Summary. Only history since the inception of B".

The form contains two date selection fields:

- From Date:** A dropdown menu with "January" selected and a year dropdown with "2017" selected.
- To Date:** A dropdown menu with "December" selected and a year dropdown with "2017" selected. The year dropdown is open, showing a list of years from 2017 down to 2010.

A "Display" button is located below the date fields and is circled in red. To the right of the form, there is a horizontal line and a link: "[ [Direct Deposit Breakdown](#) | [Pay](#)".

At the bottom of the page, the text reads: "RELEASE: 8.12.1.5" and "© 2017 Ellucian Company L.P. and its affiliates."

## Viewing and Printing Year-to-Date Earnings Information

### Step 8. View/Print Year-to-Date Earnings Summary

The View Earnings screen will display a summary of your earnings for the range of dates selected. Your earnings will be broken down by earnings type and will display the hours and gross amounts paid.

You may print your earnings summary using the browser's print function. Please make sure that the printer you are using is not in use by others and retrieve your earnings summary immediately.

If you would like to view the detail of the amounts shown, click on any of the earnings type descriptions and skip to step 9.

If you do not want to view the detail of your earnings, you may log out of Drexel One using the "Exit" link in the upper-right hand corner of the window. Be sure to disconnect and close out of your browser once you have logged out of Drexel One.

**Drexel University BannerWeb Information System**

Personal Information Employee Services RETURN TO MENU HELP EXIT

View Earnings

Click on the underlined earnings type to view a monthly breakdown of your earnings and hours.

**Earnings from January 2017 to December 2017**

Earnings Type	Total Gross Pay	Total Hours
Winter Break	669.66	32.00
Holiday	875.85	40.00
Regular	25,060.36	1,340.00
Sick Leave	703.44	32.00
Emergency Closing	175.86	8.00
Summer Hours	967.23	44.00
Vacation Leave	3,165.51	144.00

[ New Date Range | Deductions History ]

RELEASE: 8.12.1.5

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# Viewing and Printing Year-to-Date Earnings Information

## Step 9. View/Print Earnings Detail

The View Earnings Detail screen will show the hours and gross pay by month for the earnings type and range of dates selected

You may print your earnings detail using the browser's print function. Please make sure that the printer you are using is not in use by others and retrieve your earnings detail immediately.

You may log out of Drexel One using the "Exit" link in the upper-right hand corner of the window. Be sure to disconnect and close out of your browser once you have logged out of Drexel One.

**Drexel University BannerWeb Information System**

Personal Information Employee Services RETURN TO MENU HELP EXIT

### View Earnings Detail

To view a different time period, enter a new data range at the bottom of the page and click: Radisplay.

Sick Leave		Gross Pay		Hours	
Year	Month				
2017	January	175.86	8.00		
	February	.00	.00		
	March	175.86	8.00		
	April	.00	.00		
	May	.00	.00		
	June	175.86	8.00		
	July	.00	.00		
	August	175.86	8.00		
	September	.00	.00		
	October	.00	.00		
	November	.00	.00		
	December	.00	.00		
<b>TOTAL</b>		<b>703.44</b>	<b>32.00</b>		

From Date: January 2017  
To Date: December 2017

Earnings History

RELEASE: 6.12.1.0

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