

DORI AND SELF SERVICE BANNER

Introduction

This guide explains how to access the secure information in Banner. **If you cannot login or cannot access the secured area and appropriate information, you should contact the CTS Help Desk (478-396-4357 'HELP').**


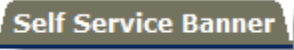
Self-Service Banner (SSB) is a part of the Banner system that is accessible via the DORI Web. It is password-protected and allows you to view and, in some cases, update your personal information. Employees will have access to Payroll data information. SSB is available virtually 24 hours a day. It is best viewed using [Internet Explorer](#) 6. (Contact the CTS Help Desk for assistance with Internet Explorer.)

Step One: Access Banner Self Service

1. Open Internet Explorer and browse to <http://www.duq.edu/>
 - a. Click the **DORI link** in the lower right corner of the home page picture.



- b. Or browse directly to <http://www.dori.duq.edu>

2. Enter your **MultiPass** username and password and click the Login button. 
 - a. If you have questions or problems, contact the **CTS Help Desk** (478-396-4357 'HELP') or click the Help links in the Login box.
3. After logging in, click the **Self Service Banner** tab. 
4. The **Main Menu** will be displayed.

Step Two: Personal information

Employees will be able to view email, address, phone number and emergency contact information.

To **update Emergency Contact** information:

1. Access Banner Self Service Main Menu. (instructions [above](#))
2. Click on "**Personal Information**".
3. Click on "**Update Emergency Contacts**".
4. Click the "**New Contact**" link, or click the **Name** of the contact you wish to update.
5. Enter necessary information and click "**Submit Changes**".
6. The current information will be displayed.
7. Click "**Return to Menu**" in upper right corner when completed.

Changing your personal information

You will be able to view email, address and phone number records that are kept in Banner.

To change address or Social Security name information that is retained in Banner, please print and complete the **Employee Change Information Form** located on the Human Resources web site at <http://www.hr.duq.edu/forms/formdone/changeofaddress.doc>) and forward it to the HR office, 201 Fisher Hall.

Step Three: Employee information

Pay Information

1. Access Banner Self Service Main Menu. (instructions [above](#))
2. Click on "**Employee**" tab.
3. Click on "**Pay Information**".
4. Click on "**Pay Stub**"
 - a. Choose the **year** and click "**Display**"
 - b. Click on the desired **Pay Date** to view the details.
5. Click "**Return to Menu**" in upper right corner when completed.

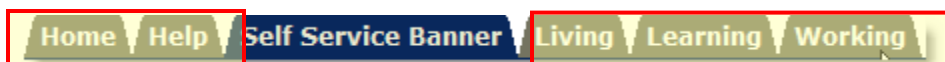
Leave Balances

1. **NOTE: THIS IS UNDER DEVELOPMENT AND MAY NOT REFLECT ACCURATE TOTALS!**
 1. Access Banner Self Service Main Menu (instructions [above](#))
 2. Click on "**Employee**" tab.
 3. Click "**Leave Balances**" then click the desired type of leave.
 4. Click "**Return to Menu**" in upper right corner when completed.

Tax Forms

1. Access Banner Self Service (instructions [above](#))
2. Click on "**Employee**" tab. Click on "**Tax Forms**".
 - a. **W4 Tax Exemptions** displays the current Federal Tax Withholding allowances and any Local Tax authority information.
 - b. **W2 Wage and Tax Statement** will be available in January.
 - c. **T4 Statements** are not used at Duquesne University.
3. Click "**Return to Menu**" in upper right corner when completed

Step Four: To leave Self Service, click on any one of the Tan colored **DORI tabs** in the upper tab bar,



or, click on the **green arrow logout** icon  in the upper right corner, to exit DORI.

