

Employee Self Service Guide

I. Accessing Employee Self Service 9

A. To access the new ESS 9 first proceed to appalnet.appstate.edu.

The screenshot displays the AppalNet website interface. At the top, the Appalachian State University logo and the AppalNet title are visible. A prominent pink banner asks, "Need to pay your student accounts bill?" and provides instructions for parents/authorized users to log into the Billing and Payment Center, and for students to log into Appalnet Self-Service. Below this, three yellow buttons offer quick access to "Log into AppalNet Self Service", "Log into Employee Self Service", and "Log into gmail". A "Resources For:" dropdown menu is currently set to "Current Students", showing a list of services including DegreeWorks, Mapworks, Mountaineer Apps, Advising Appointments, Tutoring Appointments, Aportfolio, and Parking Registration. To the right, a "Quick Links" section lists various university services such as Mountaineer Mail, Calendar, Drive, Apps Help Page, Web Self Service, coronavirus information, Former Student Access, Academic Calendar, ASU Learn, University Housing, Office of Financial Aid, Student Accounts/Cashier, and University Library. At the bottom right, a "Computer Assistance" section includes links for Password Manager and Request Computer Assistance.

Appalachian
STATE UNIVERSITY

AppalNet

Need to pay your student accounts bill?
Parents/authorized users: Log into [Billing and Payment Center](#).
Students: Log into [Appalnet Self-Service](#).

- Log into AppalNet Self Service**
- Log into Employee Self Service**
- Log into gmail**

Resources For:
Current Students

- DegreeWorks
- Mapworks
- Mountaineer Apps
- Schedule an Advising Appointment (UC Students ONLY)
- Schedule a Tutoring Appointment (enrolled undergraduates only)
- Aportfolio
- Parking Registration

Quick Links

- Mountaineer Mail
- Mountaineer Calendar
- Mountaineer Drive
- Mountaineer Apps Help Page
- Direct Link to Web Self Service
- App State coronavirus information
- Former Student Access
- Academic Calendar and Exam Schedule
- ASU Learn
- University Housing
- Office of Financial Aid
- Student Accounts/Cashier
- University Library

Computer Assistance

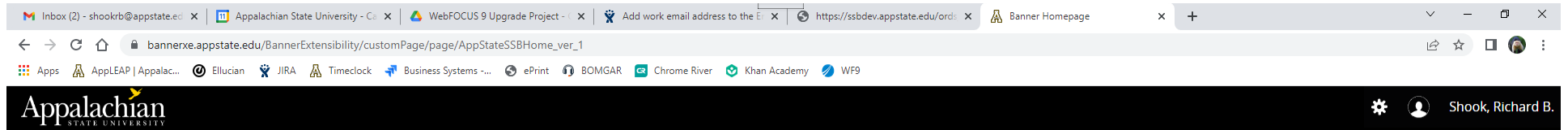
- Password Manager
- Request Computer Assistance
- Tech Support

B. Click on the link labeled “Log into Employee Self Service which takes you to the main self service page. Use your normal login and password to access this page.

The screenshot shows a web browser window with the following tabs: "Inbox (2) - shookrb@appstate.edu", "Appalachian State University - C...", "WebFOCUS 9 Upgrade Project -", "Add work email address to the E...", "https://ssbdev.appstate.edu/orcl...", and "Banner Homepage". The address bar shows the URL "bannerxe.appstate.edu/BannerExtensibility/customPage/page/AppStateSSBHome_ver_1". The browser's taskbar includes icons for "Apps", "AppLEAP | Appalac...", "Ellucian", "JIRA", "Timeclock", "Business Systems -...", "ePrint", "BOMGAR", "Chrome River", "Khan Academy", and "WF9".

The page header features the Appalachian State University logo on the left and a user profile icon with the name "Shook, Richard B." on the right. The main heading is "Welcome to Self-Service Banner". Below this, there are three tabs: "General", "Employees", and "Finance". The "General" tab is selected and highlighted in yellow. Underneath the tabs, there is a dark grey header bar with the word "General" in yellow and an upward-pointing chevron icon. The main content area contains a section titled "Banner 8 SSB" with a subtitle "For Student, Faculty, and General Person tabs". A yellow horizontal line is positioned below the subtitle.

C. Click on the tab labeled "Employees" which will bring up the main Employees page.



Welcome to Self-Service Banner

General **Employees** Finance

Employees

Employee Dashboard

Pay information, benefits, leave information, etc.

Additional Employee Data

Salary, Pay Grade, Service Time and Mandatory Status

Total Compensation Statement

Total Compensation Statement

Disability Voluntary Self ID Reporting

Veteran's Reporting

To Self Report as a Veteran, please click here.

UNC System Benefits

BenefitFocus and Empyrean

Payroll

Flexible Work Arrangement Agreement

Effort Reporting

Miscellaneous

- D. Under this tab you will find links to all of your employee self service pages.
1. Employees main page
 - a. Employee Dashboard – takes you to the Employee profile page with all your pay information, benefits and leave information, etc. You may also access your timesheet form here as well as other options like Faculty Load and Compensation
 - b. Additional Employee Data – this will take you to a quick overview of your job information like Salary, Pay grade, Service Time and your Mandatory/Non-Mandatory status.
 - c. Total Compensation – this page shows you your total compensation data for the prior year.
 - d. Disability Voluntary Self Id Reporting – This page allows you to confidentially report whether you have a disability.
 - e. Veteran’s Reporting – Allows reporting your military service and veteran’s information.
 - f. UNC Systems Benefits – a quick link to EBENEFITS and Empryean websites for your benefits data
 2. Payroll Dropdown
 - a. Time Entry – quick link to access your web time entry timesheet. This can also be accessed from the Employee Dashboard.
 - b. Pay Stubs – quick link to access all your pay stubs.
 - c. Direct Deposit – quick link to access the Direct Deposit Page in employee self service.
 3. Flexible Work Arrangement Agreement – quick link to the flexible work arrangement form
 4. Effort Reporting – quick link for employees to access the Grant Effort reporting page and approvals.
 5. Miscellaneous – Access to all the additional pages you may need.
 - a. Parking and Traffic
 - b. Touchnet
 - c. ASU Foundation Payroll Deduction request page
 - d. Appstate Careers
 - e. HIS Safety Training
 - f. App Travel and Expense (Chrome River)

A lot of these are also accessible from the Employee Dashboard as well.