Viewing Basic Job Details in Banner 9 Self-Service

You can view basic employment information (section 1), as well as position information (section 2), in Banner Self Service. Please note that your position description is still located within the PeopleAdmin system.

Section 1: Viewing basic employment information:

1. Log in to Banner 9 Self-Service.
2. On the Employee Dashboard landing page, go down to the Employee Summary section (see figure 1 below).
3. Click on the downward facing arrow on the far right of the Employee Summary box (see figure 2 above) to expand that section.
4. Once the Employee Summary section is expanded (see figure 3 below), you will see your:
   a. Hire date
   b. Department
   c. Full/part time status

![Employee Dashboard Screenshot](image-url)
Section 2: Viewing your position history:

1. Log in to Banner 9 Self-Service.
2. On the Employee Dashboard landing page, go down to the Job Summary section (see figure 4 below).

3. Click on the downward facing arrow on the far right of the Job Summary box to expand that section (see figure 5 above).
4. When the section expands, you will see your current position and your supervisor listed, as well as a link titled **Job Information** (see figure 6 below).

5. Click on the **Job Information** link and when the page refreshes you will see your current job, as well as any previous positions (see figure 7 below).

6. To see detailed information for a position, such as increases or supervisor changes, click on the downward facing arrow on the far right hand side of the page for the position for which you wish to view the detail (see figure 8 above).

7. When the job you select expands, you will see dates and/or detail for any rate changes, supervisor changes, etc. (see figure 9 below).
<table>
<thead>
<tr>
<th>Current Job</th>
<th>Previous Job</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Staff Accountant, 101006-00</strong></td>
<td><strong>No information available.</strong></td>
</tr>
<tr>
<td><strong>Title:</strong> Staff Accountant</td>
<td></td>
</tr>
<tr>
<td><strong>Department Name:</strong> Controllers Office</td>
<td></td>
</tr>
<tr>
<td><strong>Shift:</strong> 1</td>
<td></td>
</tr>
</tbody>
</table>

- **Personnel Date:** 01/12/2020
- **Reason for Change:** Lateral Transfer
- **Job Salary or Hourly Rate:** $25.81
- **Effective Date:** 01/12/2020
- **Status:** Active