

Using Employee Self Service

To access the Portal visit the FSW home page <http://www.fsw.edu>



The screenshot shows the Florida Southwestern State College website. The top navigation bar includes links for Portal, Canvas, Directory, Calendars, and Give to FSW. The 'Portal' link is circled in purple, with a purple arrow pointing to it from the right. Below the navigation bar is a search bar and a purple banner with navigation links: About FSW, Academics, Admissions, Tuition & Financial Aid, and News & Events. The main content area features a large banner with the college logo and a woman holding books, with a call to action: 'LEARN MORE ABOUT FSW Click here to watch our latest videos'. Below the banner are three buttons: 'Apply for Admissions' (Complete an online application), 'Request More Information' (Find out more about FSW), and 'Programs of Study' (See what you can study at FSW). The footer contains a grid of service categories: FUTURE STUDENTS, CURRENT STUDENTS, STUDENT RESOURCES, ALUMNI & FOUNDATION, FINANCIAL AID, LIBRARY SERVICES, and ARTS AT FSW. A search bar is also present in the footer with the text '//www.fsw.edu/videos/commercials'.

FUTURE STUDENTS	CURRENT STUDENTS	STUDENT RESOURCES	ALUMNI & FOUNDATION
Request More Information	myFSW Portal	Academic Support	Update Your Information
Campus Tours	Canvas	Advising	Alumni News & Events
Programs of Study	Records and Registration	Career Services	FSW Foundation
Admissions	Campus Life	Dining Services	Donate
Housing	Collegiate High Schools	First Year Experience	Request a Transcript
Orientation	Continuing Education	IT Help Desk	

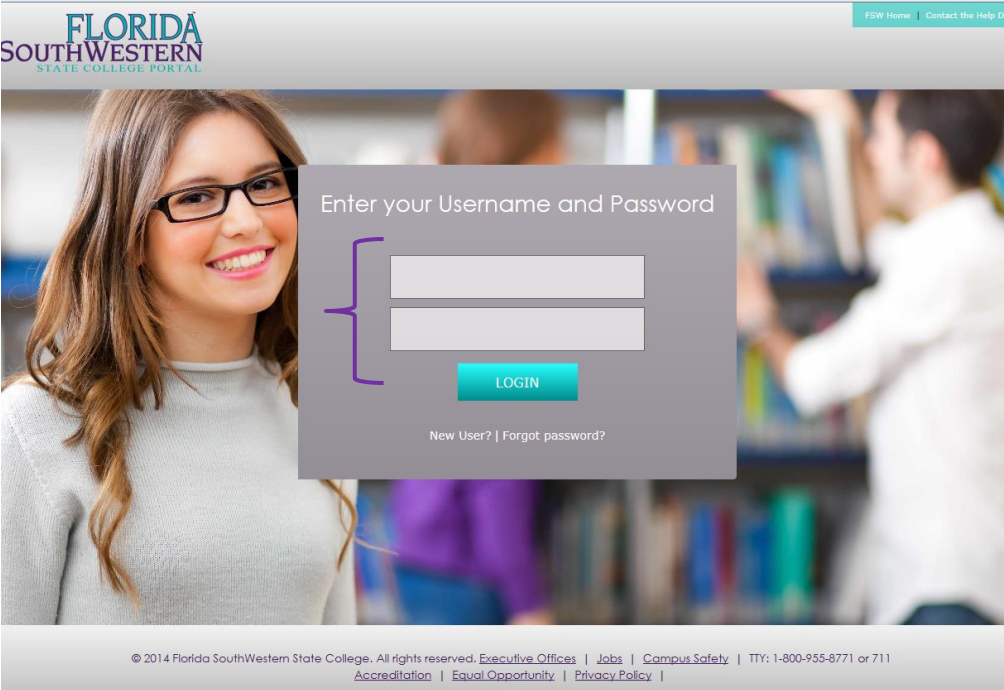
[//www.fsw.edu/videos/commercials](#)

FINANCIAL AID	LIBRARY SERVICES	ARTS AT FSW

Using Employee Self Service


Enter your User Name and Password

Your User Name and Password are the same as your network log in



The screenshot shows the Florida SouthWestern State College Portal login interface. At the top left is the logo for Florida SouthWestern State College Portal. At the top right are links for "FSW Home" and "Contact the Help Desk". The main content area features a background image of a smiling woman with glasses in a library. Overlaid on this is a grey login box with the heading "Enter your Username and Password". Inside the box are two input fields for username and password, a teal "LOGIN" button, and a link for "New User? | Forgot password?". At the bottom of the page is a footer with copyright information and links for "Executive Offices", "Jobs", "Campus Safety", "Accreditation", "Equal Opportunity", and "Privacy Policy".

If you are having trouble logging in, please contact Technology Services



Using Employee Self Service

Click on the “Employee Services” tab at the top of the page



The screenshot displays the Florida Southwestern State College Portal. At the top, the logo for Florida Southwestern State College Portal is visible. Below the logo is a navigation bar with several tabs: Home, Applicant, Student Academics, Financial Aid & Student Services, Employee Services, and College Resources. The "Employee Services" tab is highlighted in a darker purple color. A purple arrow points from the text above to this tab. Below the navigation bar is a "Document Manager" section. The main content area is divided into several sections: "FSW Quicklinks" with icons for FSW Website, Search FSW, Directory, FSW Calendars, Buc Card, Executive Offices, Auxiliary Services, and Accreditation; "Announcements" with a dropdown menu set to "All" and the text "You currently have no announcements."; "Technology Help Desk" with icons for Submit Support Ticket, Help Desk, and Contact Help Desk; "Outlook Web App" with icons for Outlook Mail and Outlook Calendar; and "Google Apps for Employees" with icons for Google Docs, Google Talk/Hangouts, and Google Calendar. At the bottom, there is an "Additional Links" section with icons for Athletics, Dining, Library, and Student Portal.

Using Employee Self Service

You can access your benefit and payroll information by clicking “Banner Web Online Services”

The screenshot displays the Florida Southwestern State College Portal. The top navigation bar includes links for Home, Applicant, Student Academics, Financial Aid & Student Services, Employee Services (highlighted), and College Resources. Below the navigation bar is a Document Manager section. The main content area is divided into several sections: a Worklist section on the left, and a central section titled "Employee Web Banner Services" which contains four icons: "Banner Web (Online Services)" (with a WWW icon), "Online Workflow Forms" (with a flowchart icon), "View/Update Personal Information" (with a person icon), and "Pay, Benefits, Tax, and Time" (with a dollar sign and hand icon). A purple arrow points to the "Banner Web (Online Services)" icon. Below this section is an "Employee Weblinks" section with three items: "Current" (with a hiring icon), "Early Alert Form" (with a warning icon), and "Tutor Recommendation" (with a tutor icon). At the bottom left, there is a "Professional Development" link.

Using Employee Self Service

Click on the links below to access various payroll information

FLORIDA SOUTHWESTERN STATE COLLEGE PORTAL

Search

Personal Information Student and Financial Aid **Employee** Online Forms

Show Details

Student & Financial Aid

- Registration
- Student Records
- Financial Aid
- National Student Clearing House
- Pay Online
- Purchase Books
- Receive Your 1098-T Electronically
- Housing

Employee Services

- Time Sheet
- Benefits and Deductions
- Pay Information
- Tax Forms
- Current and Past Jobs
- Time Off Current Balances and History
- Travel & Expense Management

Personal Information

- Change Security Question
- View Address(es) and Phone(s)
- Update Address(es) and Phone(s)
- View E-mail Address(es)
- Update E-mail Address(es)
- View Emergency Contacts
- Update Emergency Contacts
- Name Change Information
- Social Security Number Change Information
- Answer a Survey

Click to view all benefit and payroll deductions

Click to view and print your pay stubs, direct deposit information and your earnings history

Click to view and print Federal tax exemptions and prior year W-2's

Using Employee Self Service

To view and print pay stubs click “Pay Stub”



[RETURN TO MENU](#) | [SITE MAP](#) | [HELP](#) | [EXIT](#)

Search

[Personal Information](#) | [Student and Financial Aid](#) | **Employee** | [Finance](#) | [Online Forms](#)

- [Direct Deposit Breakdown](#)
- [Earnings History](#)
- [Pay Stub](#)
- [Deductions History](#)
- [Administrative Pay Menu](#)



[RETURN TO MENU](#) | [SITE MAP](#) | [HELP](#) | [EXIT](#)

Search

[Personal Information](#) | [Student and Financial Aid](#) | **Employee** | [Finance](#) | [Online Forms](#)

Select Pay Stub Year

Select a year for which you wish to view your pay stubs and then click "Display".

Pay Stub Year:

Choose the year you want displayed and then click “Display”

[\[Direct Deposit Breakdown | Earnings History | Deductions History \]](#)

Using Employee Self Service

Click on the “Pay Stub Date” to access each pay period.
Pay stubs can be printed for your records and includes year to date information

FLORIDA SOUTHWESTERN STATE COLLEGE PORTAL

RETURN TO MENU | SITE MAP | HELP | EXIT

Search Go

Personal Information Student and Financial Aid **Employee** Finance Online Forms

View Pay Stub Summary

Click on the underlined Pay Stub Date to view the Pay Stub.

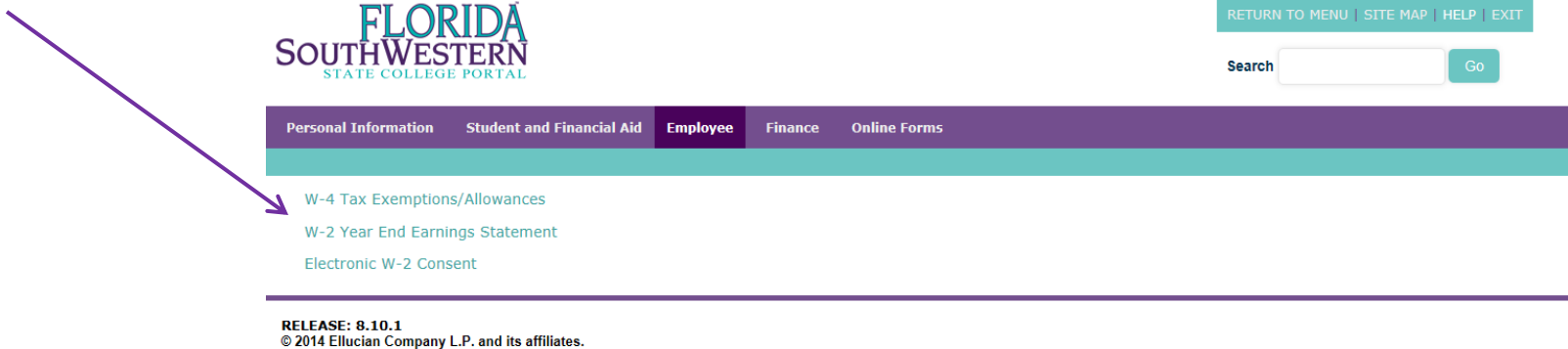
Pay Stubs for 2011

<u>Pay Stub Date</u>	<u>Pay Period</u>	<u>Begin Date</u>	<u>Pay Period End Date</u>	<u>Gross Pay</u>	<u>Net Pay</u>	<u>Message</u>
Dec 16, 2011	Dec 16, 2011	Dec 16, 2011	Dec 31, 2011	\$1,272.03	\$1,140.54	
Dec 15, 2011	Dec 01, 2011	Dec 15, 2011	Dec 15, 2011	\$1,272.03	\$1,140.54	
Nov 30, 2011	Nov 16, 2011	Nov 30, 2011	Nov 30, 2011	\$1,272.03	\$1,140.56	
Nov 15, 2011	Nov 01, 2011	Nov 15, 2011	Nov 15, 2011	\$1,272.03	\$1,140.54	
Oct 31, 2011	Oct 16, 2011	Oct 31, 2011	Oct 31, 2011	\$1,272.03	\$1,140.54	
Oct 14, 2011	Oct 01, 2011	Oct 15, 2011	Oct 15, 2011	\$1,272.03	\$1,140.55	
Sep 30, 2011	Sep 16, 2011	Sep 30, 2011	Sep 30, 2011	\$1,272.03	\$1,140.55	
Sep 15, 2011	Sep 01, 2011	Sep 15, 2011	Sep 15, 2011	\$1,272.03	\$1,080.93	
Aug 31, 2011	Aug 16, 2011	Aug 31, 2011	Aug 31, 2011	\$1,272.03	\$1,080.93	
Aug 15, 2011	Aug 01, 2011	Aug 15, 2011	Aug 15, 2011	\$1,272.03	\$1,080.94	
Jul 29, 2011	Jul 16, 2011	Jul 31, 2011	Jul 31, 2011	\$1,272.03	\$1,080.51	
Jul 15, 2011	Jul 01, 2011	Jul 15, 2011	Jul 15, 2011	\$1,272.03	\$1,081.07	
Jun 30, 2011	Jun 16, 2011	Jun 30, 2011	Jun 30, 2011	\$1,211.45	\$1,065.61	
Jun 15, 2011	Jun 01, 2011	Jun 15, 2011	Jun 15, 2011	\$1,211.45	\$1,065.61	
May 31, 2011	May 16, 2011	May 31, 2011	May 31, 2011	\$1,211.45	\$1,065.60	
May 13, 2011	May 01, 2011	May 15, 2011	May 15, 2011	\$1,211.45	\$1,111.54	
Apr 29, 2011	Apr 16, 2011	Apr 30, 2011	Apr 30, 2011	\$1,211.45	\$1,054.13	
Apr 15, 2011	Apr 01, 2011	Apr 15, 2011	Apr 15, 2011	\$1,211.45	\$1,054.12	
Mar 31, 2011	Mar 16, 2011	Mar 31, 2011	Mar 31, 2011	\$1,211.45	\$1,054.13	

Please Note: All items highlighted in aqua can be opened for more detailed information

Using Employee Self Service

Click on “Tax Forms” to access your W-4 exemptions, W-2 Electronic Consent Form and W-2 Year End Earnings Statements



FLORIDA
SOUTHWESTERN
STATE COLLEGE PORTAL

RETURN TO MENU | SITE MAP | HELP | EXIT

Search Go

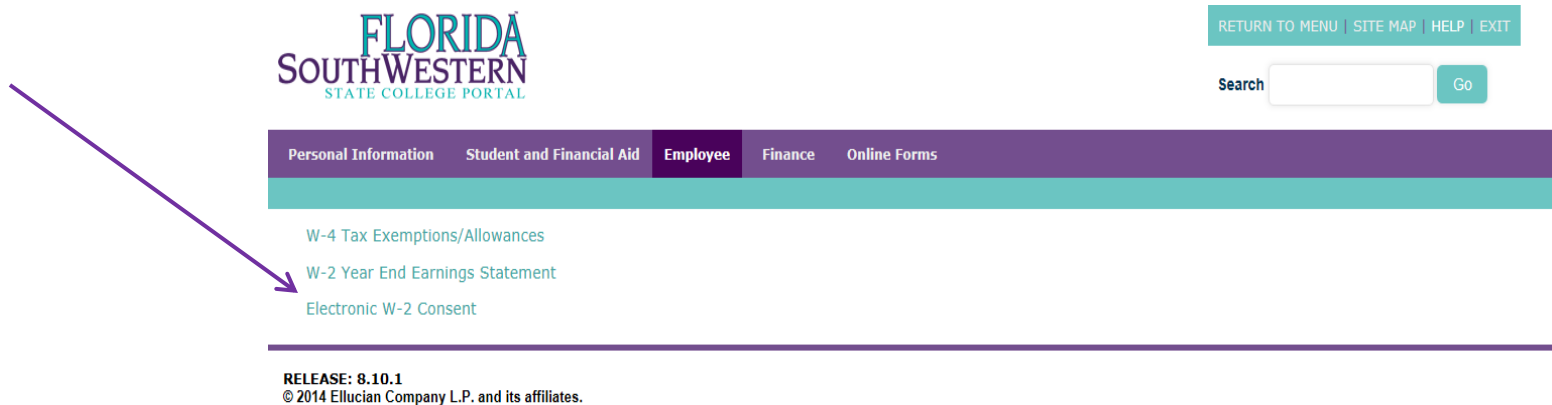
Personal Information Student and Financial Aid **Employee** Finance Online Forms

- W-4 Tax Exemptions/Allowances
- W-2 Year End Earnings Statement
- Electronic W-2 Consent

RELEASE: 8.10.1
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Using Employee Self Service

To print your W-2's online when they become available each year, click “Electronic W-2 Consent”



The screenshot shows the Florida Southwestern State College Portal. At the top left is the logo for Florida Southwestern State College Portal. At the top right are links for RETURN TO MENU, SITE MAP, HELP, and EXIT. Below these is a search bar with a 'Go' button. A purple navigation bar contains the following menu items: Personal Information, Student and Financial Aid, Employee, Finance, and Online Forms. The 'Employee' menu is expanded, showing three options: W-4 Tax Exemptions/Allowances, W-2 Year End Earnings Statement, and Electronic W-2 Consent. A purple arrow points to the 'Electronic W-2 Consent' link. At the bottom of the page, there is a footer with the text: RELEASE: 8.10.1 © 2014 Ellucian Company L.P. and its affiliates.

Using Employee Self Service

To print your W-2's online, click “Electronic W-2 Consent”. Check the “My Choice” box and click “Submit”

FLORIDA
SOUTHWESTERN
STATE COLLEGE PORTAL

RETURN TO TAX MENU | SITE MAP | HELP | EXIT

Search Go

Personal Information Student and Financial Aid **Employee** Finance Online Forms

Electronic W-2 Consent

Select the check box to consent to receive your W-2 electronically, or uncheck to revoke consent.

If you consent to receive your W2 electronically, you will not receive a paper W-2. You agree to be responsible to print all copies necessary for tax filing and any other purposes.

Your consent will be valid for all subsequent tax years unless revoked by you, upon termination, or this service is not supported in a future given tax year. You may revoke your consent and receive a paper Form W-2 by accessing this site prior to January 5th and unchecking the box to revoke consent, or providing written notification to the Payroll office.

A paper copy of your W-2 may be obtained by contacting the Payroll office at 239/489-9342. Updating of employee contact information is the responsibility of the employee by providing correct up-to-date information to the Human Resources office.

Selection Criteria

<input type="radio"/>	<input checked="" type="radio"/>
	My Choice

Consent to receive W-2 electronically:

I understand the instructions provided to me for accessing and printing my electronic W-2 form.

[Return To Tax Forms Menu]

RELEASE: 8.8

Using Employee Self Service

Click on “Time Off Current Balances and History” to access your paid leave information and balances




[RETURN TO MENU](#) | [SITE MAP](#) | [HELP](#) | [EXIT](#)

Search

Go

[Personal Information](#) | [Student and Financial Aid](#) | **Employee** | [Finance](#) | [Online Forms](#)

View Leave Balances

 The following is leave that you have earned/used through the last pay period (not as of today's date). Leave is earned on the last pay period of each month. To view the pay period breakdown for a particular type of leave, click on the underlined type of leave. If you have questions about your leave balances, contact payroll at x1026.

List of Leave Types

<u>TYPE of Leave</u>	Hours or Days Available	Beginning Balance	Earned as of Jul 18, 2014	Taken as of Jul 18, 2014	Available Balance as of Jul 18, 2014
<u>Vacation Leave</u>	Hours	134.00	48.00	48.00	134.00
<u>Sick Leave</u>	Hours	156.25	.00	.00	156.25
<u>Personal Leave</u>	Hours	.00	.00	.00	.00
<u>Converted Sick Leave</u>	Hours	.00	.00	.00	.00

[Pay Stub]

Please Note: All items highlighted in aqua can be opened for more detailed information

Using Employee Self Service

Questions?

Contact Payroll

239-489-9342 or ext. 1342

Contact Technology Services

239-489-9307 or ext. 1307

