



Tuesday, November 12, 2002

## Web for Employees now available

Banner's Web for Employees is up and running, giving OU employees access to their human resource records 24 hours a day, seven days a week.

"This feature provides employees with useful and beneficial information at their convenience," said Art Griggs, assistant vice president for Academic Affairs. "It will save employees time, because in the past, they had to contact the Human Resources Department for much of this information."

Payroll, benefits, deductions, year-to-date earnings and beneficiary information are included on Web for Employees. Employees also can check the university's contribution to their retirement plan. In addition, there is a link to download forms, including change of address for dependents.

"We recommend employees log on to the site soon and change their personal identification number," Griggs said. "In addition, it will give them a chance to make sure all the information is complete and accurate."

Because the human resource functions of Banner were not implemented until 1999, the historical information regarding salary and benefits is limited to entries as of that year.

Employees who find an error or omission in these records should send an e-mail message to:

- [benefits@oakland.edu](mailto:benefits@oakland.edu) for benefits-related issues
- [ou-payroll@oakland.edu](mailto:ou-payroll@oakland.edu) for pay- or job-related issues

Individuals who don't have regular access to a computer can call the Benefit Services Office at (248) 370-3476 or the Payroll Office at (248) 370-3472.

Training is available for employees who do not have access to computers at work or home. Those interested in training should contact the ITI/Training Office at (248) 370-4579 to sign up for a class or sign up online via the **ITI Training** Web site and click on the Banner and Access button.

### How to access Web for Employees:

Start from the Oakland home page at [www.oakland.edu](http://www.oakland.edu) and click on the **SAIL** link in the lower right corner of the screen.

- From the menu screen, click on Login To Secure Area.
- Now enter your User ID and PIN. Your User ID is your nine-digit employee number (social security number). If you have never accessed SAIL in the past, your PIN will either be the last six digits of your social security number or your six-digit date of birth (mmddyy).
- The first time you log into SAIL you will be required to change your PIN. You also will be asked to create a question to help you remember your PIN (e.g. What is my dog's name?) and provide the answer (e.g. Rover). If you ever forget your PIN, click on the Forgot PIN? button. You will be required to answer the question you created. If answered correctly, you will need to enter a new six-digit PIN.
- Also, the first time you log into SAIL, a Terms of Usage screen will appear that will require your acceptance of the usage policy before you can proceed further.
- Once logged into SAIL, click on Employee Services from the opening menu.

#### SUMMARY

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