ellucian.

Learn more about Ellucian Banner Self-Service

Enhanced capabilities for your students, staff, and faculty

Empower your campus community.

Ellucian Banner® comes with a powerful set of self-service capabilities in every application. You'll get enhanced, powerful user experiences designed for higher education— each created to give your faculty, students, and staff the information and access they need to succeed.

Faculty and Advisor Self-Service within Banner Student

Faculty members can perform their everyday class tasks using self-service functionality. We've designed an intuitive, responsive, mobile user experience that streamlines administrative management and accommodates the daily needs and experiences of your faculty members.

» **Attendance Tracking** offers faculty members an easy tool for documenting student attendance, improving accuracy, and saving your registrar and financial aid officers time.

» **Class Roster** lets faculty members review their students' academic profiles and schedules, communicate with students over email, print class rosters, and more.

» **Faculty Grade Entry** offers faculty members mobile capability for entering assignment grades and posting midterm, final, and incomplete grades. The application can then automatically compute final grades. To make things even easier, faculty members can also import grades directly from their existing spreadsheets or their learning management system.

» **Advising Functionality** lets advisors easily view their students' academic details in a succinct profile view, helping them advise students in real time with timely academic insight. Complementing this functionality is Ellucian Degree Works™, which lets advisors seamlessly link degree auditing information together and propose courses for their advisees.

"We saw a 47 percent decrease in call volume in regard to registration issues."

JESSE NEBRES
Senior Lead Technician,
IT Services Help Desk,
University of San Diego

Student Self-Service within Banner Student

» **Student Profile** consolidates a student's information and academic progress in one view. Advisors share the same view, allowing for truly personalized advice to help students make better academic decisions.

» **Registration** provides an intuitive tool to help students prepare for current and future registration by allowing them to craft multiple scenarios and plan ahead. It also includes seamless integration with Ellucian Degree Works, advisor access, and registration planning via Student Education Planner. Feature-rich Registration includes:

- **Course Catalog**, showing all courses offered by your institution

- **Class Schedule**, to help students plan the best schedules to meet their needs

- **Registration Status**, so students can view holds, priority registration details, and other key information.

- **Plan Ahead**, so students can easily determine what courses are required to graduate

» **Student Account** allows students to view, manage, and pay institutional charges, as well as keep track of their tax documents.
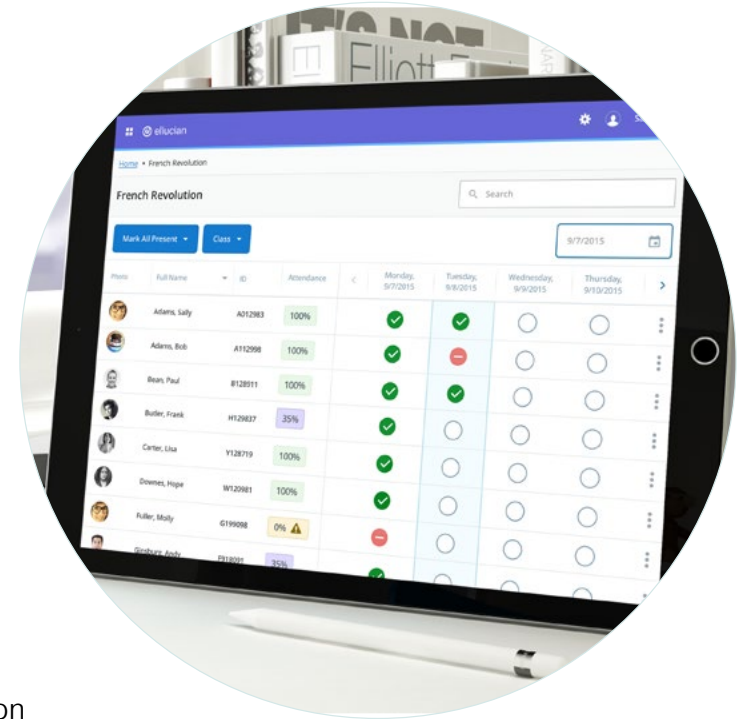
» **View Grades** lets students view their academic progress. Advisors and faculty can also view a student's academic progress.

» **Transcript Management** allows students to view an unofficial transcript and request official transcripts.

» **Enrollment Verification** lets students request enrollment verification for third parties.

» **Degree Audit** allows students to view their academic progress via CAPP or Degree Works, informing their planning for future terms.

» **Graduation Application** allows students to submit their applications for graduation.

Finance Self-Service within Banner Finance

Your finance team can get the data, insight, and reporting they need using the Finance Self-Service functionality. We've designed these tools to help financial officers and administrators across your institution create, track, and manage their departmental budgets.
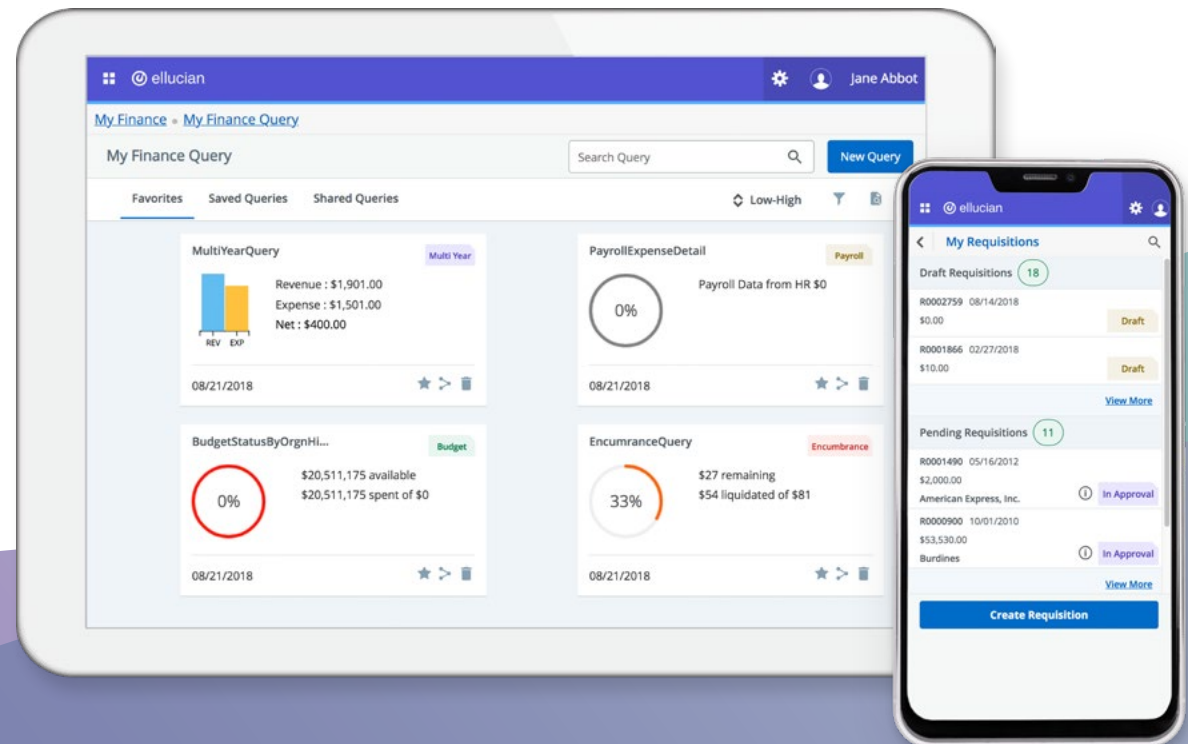
» **My Finance Query** offers quick views of spend analysis through an intuitive, visually appealing dashboard and lets users save favorite queries and share queries for collaboration.

» **My Journals** lets users process any type of journal voucher, whether for a budget, encumbrance, or actual transaction. Users can copy, reverse, and delete journal vouchers, as well as view, search, and manage their journal vouchers using an intuitive dashboard.

» **My Requisitions** enables faster procurement of products and services with an updated, intuitive user experience and dashboard where users can view their requisitions in all stages.

» **Approvals** gives users an at-a-glance view of the finance documents in their approval queue.

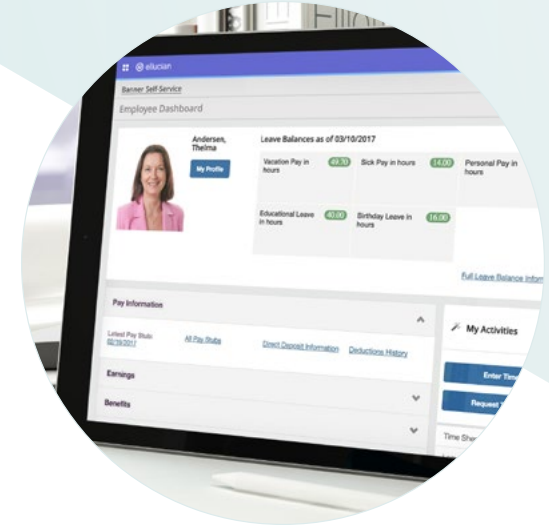» **Budget Development** gives administrators the tools they need to develop an operating budget.

"Finance Self-Service has made some tasks easier for functional users, such as the dashboards in My Requisitions and My Finance Query. The transparency these dashboards offer allow functional users to have current information at their fingertips."

ANGELA GREGOR, Senior Business Analyst, Lansing Community College

Employee Self-Service within Banner Human Resources

Your human resources department can keep track of key employee data and plan ahead using the Employee Self-Service functionality. Employee Self-Service features a consolidated, easy-to-use dashboard that makes key personnel information readily available. This responsive mobile technology helps you meet your compliance needs, plan for challenging faculty workloads, and manage the wide range of position types at your institution.

USER-FRIENDLY COMPONENTS INCLUDE:

» **Employee Profile:** An intuitive entry point for employees to access their personal, employment, and job-related information.

» **Labor Redistribution:** Essential tools for initiating a labor redistribution in Employee Self-Service, routing for approval, and maintaining history for audit purposes.

» **Position Description:** A time-saving functionality for creating, editing, standardizing, routing, and approving position descriptions in Banner Human Resources, making posting on multiple job-search sites faster and more efficient.

» **Effort Reporting:** An efficient methodology for reporting on effort charged to grants and facilitating A-21 compliance. (For clients in the United States only.)

» **Benefits and Deductions:** Enables users to access, enroll, and change their benefit data, including beneficiaries and dependents.

» **Tax Pages:** Allows employees to access their year-end earnings statements in Canada and the U.S.

» **Faculty Load and Compensation:** Allows faculty members to review the summary and detail of their compensation online.

» **Electronic Personnel Action Forms (EPAFs):** Accommodates a more efficient approval signature process for centralized and decentralized HCM operations like hiring, salary changes, and terminations.

» **Salary Planner:** Allows authorized administrative users such as HR managers and department heads to evaluate, plan, and create budgets for any fiscal year. It also allows for mass salary changes any time during or prior to the fiscal year.

» **Campus Directory:** Allows users to display contact information, such as e-mail addressand phone number, within your institution.
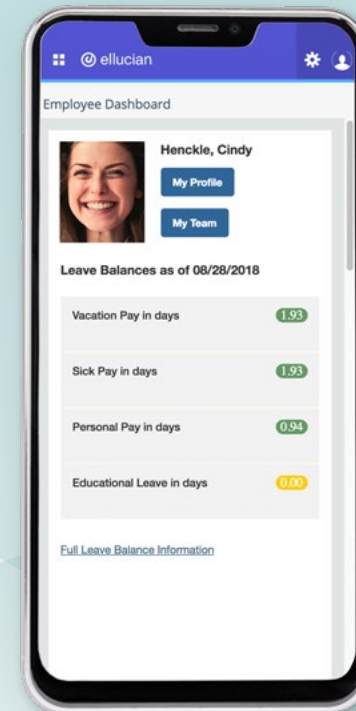
General Self-Service within Banner General

Banner General provides functionality to support all departments across campus. Management of these applications is designed to empower administrators and staff across the institution to solve departmental needs.

» **Action Item Processing** lets administrators configure, maintain, and add action items to specific groups within Banner. From emergency contact forms to open house registrations, administrators can self-manage the distribution and collection of key documents from their constituents.

» **Direct Deposit** offers mobile-ready functionality and improved usability to streamline the entry of direct deposit information for employees and students.

» **Personal Information** gives users the ability to create, update, and delete personal information so they can keep their biographic and demographic information up to date.

» **Proxy Access** lets students designate their parents or guardians as proxy users, allowing them access to information like schedules, midterm and final grades, account summaries, and financial aid awards. Proxies can simply log in via email.

» **Communication Management** allows your administrative users to create, send, and manage communications—such as financial aid award letters and registration reminders—to their constituents via email, mobile, or letter. Communication Management enables users to schedule both one-time and recurring communications, as well as track communications and interactions.

» **Events Management** helps administrators plan, manage, and monitor both virtual and in-person events like first-year orientation, campus seminars, and conferences. Attendees can easily register online and get automatic updates.

"Ellucian did a nice job of organizing it together based on feedback from schools. If I'm a supervisor, I want to see what I have to do as a manager—as well as what I have to do for myself—all in one place."

JOY HAYWARD, Director of Human Resource Information Systems, Seton Hall University

Let's get started.

Ready to take advantage of all that
Banner Self-Service has to offer?
Ask your account executive about
Ellucian Services to get started quickly.

Ellucian is the world's leading provider of software and services that power
the essential work of colleges and universities. More than 2,500 institutions
in 50+ countries rely on Ellucian to enhance operations and enrich the
student experience for nearly 20 million students.

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