KENT STATE UNIVERSITY

FLASHLINE
Employee Self Service

Contents

Introduction – About Employee Self Service

Through Employee Self Service, the employees of an institution can access their personal information. Employees modify retirement, health and benefit, and beneficiary information on the web. Employees view pay, job, and tax information on the web.

The Human Resources Office enables all forms to allow for viewing on the web, and is responsible for setting up the rules that enable employees to access their records. Human Resources updates Banner data and forms based on information updated by employees on the web.

Accessing Employee Self Service

- **You may use any internet computer on or off campus to access FlashLine.**
- Special locations for Kent Residence Services staff: Johnson, Centennial, Tri-Towers, Beall, McSweeney, Dunbar.
- Special locations for Kent Campus Facilities Planning & Operations staff: Taylor, Moulton, Smith, MACC, KSC.
- Ask your supervisor about computer locations and assistance.

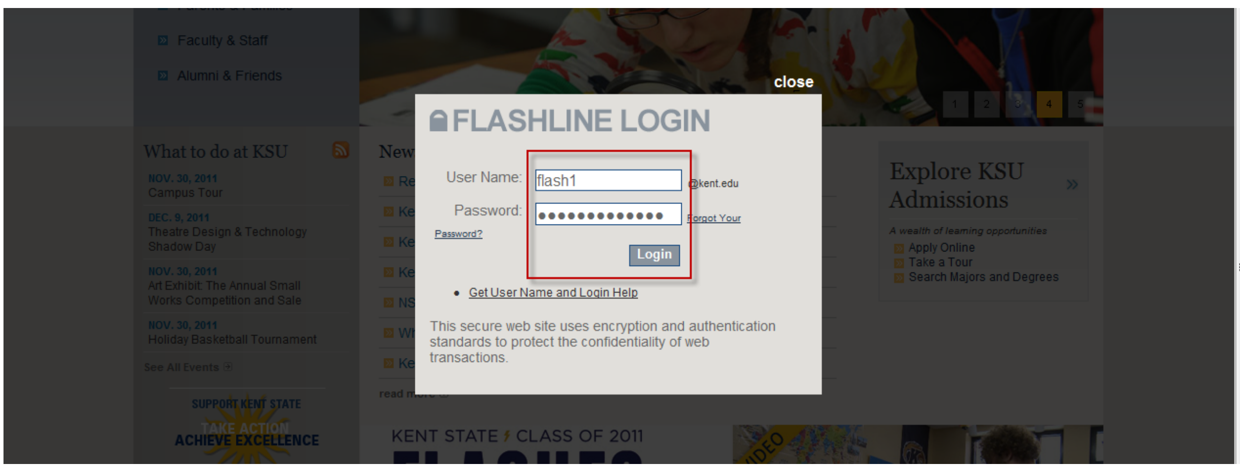
Help

- Look for the correct tab and channel.
- Access to tabs and tools is permission-based.
- Contact the **Help Desk (672-HELP)** whenever a tab, channel, or tool is missing from your FlashLine view. If your status changes (student to employee, or employee registering for classes, for example; your new access status may not be reflected immediately in FlashLine.)

Note: actual screen text may vary slightly from the screens depicted here.

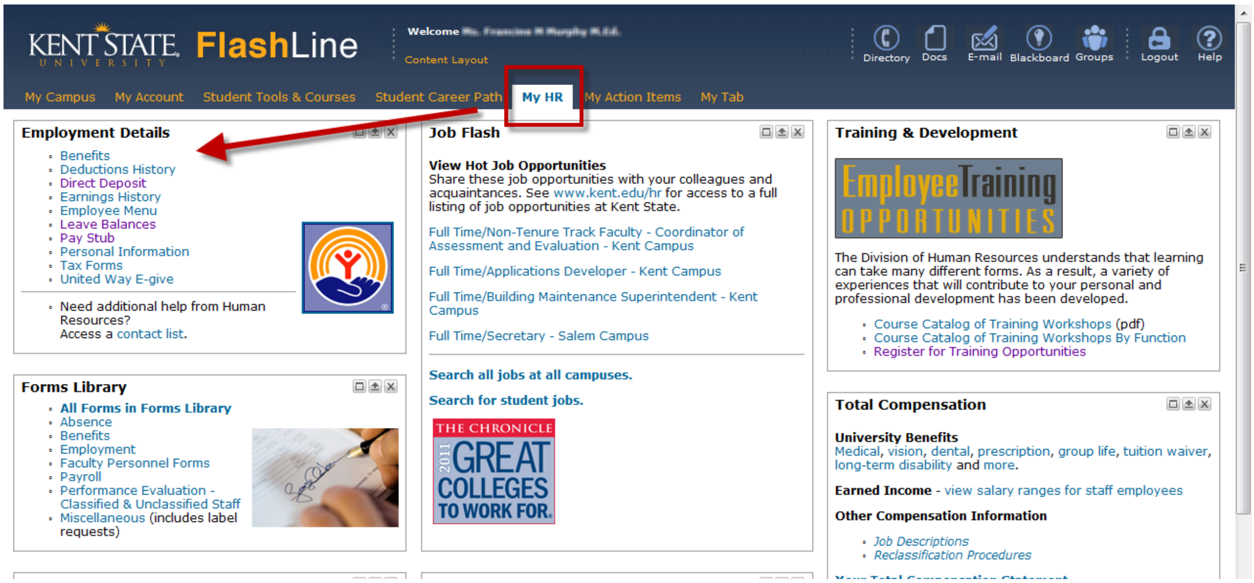
For assistance with Employee Self Service,
contact the Help Desk: 330 672-HELP,
support.kent.edu

Log In to FlashLine.



Step	Action
1.	Open a web browser, go to **www.kent.edu** (FlashLine login link is available on most Kent State University pages
2.	Locate the **FlashLine Login link,** the **FlashLine Login** page will open
3.	Enter your FlashLine ID and password, and click: **Login**
4.	For help with your FlashLine ID and password, contact the Help Desk 672-HELP.

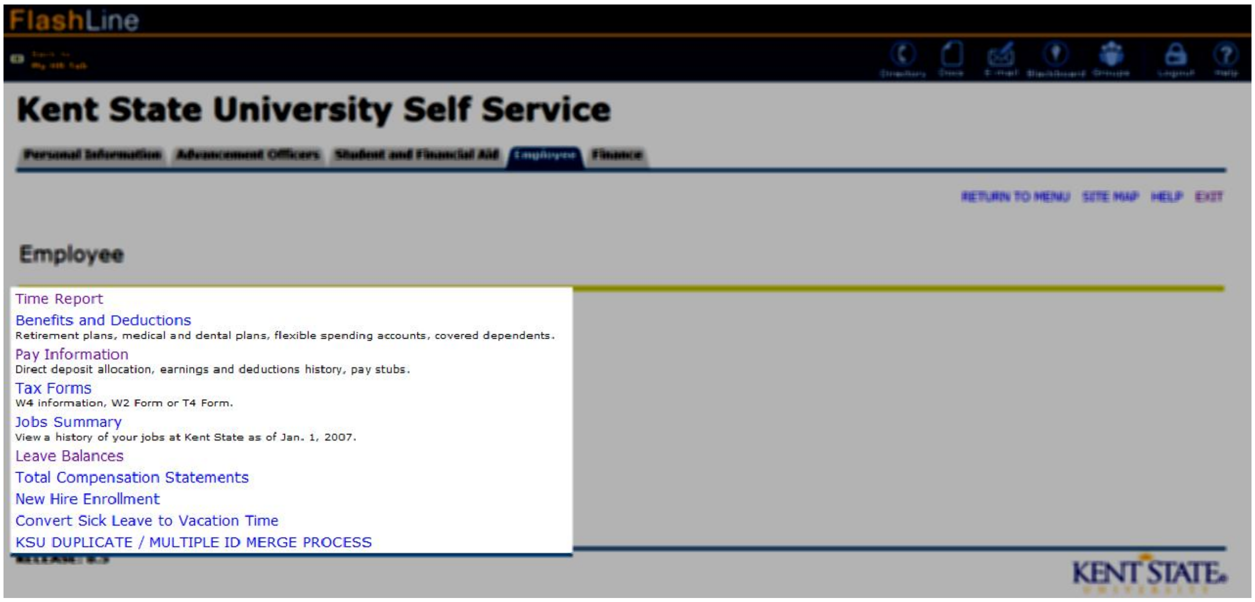
My HR Tab



Step	Action
1.	Click the **My HR** tab to view information channels for Kent State employees.
2.	Look for the **Employment Details** channel (or window.)
3.	Click **any item in the menu.**
4.	The **Employment Details** channel will expand for full-screen viewing.
5.	Note: you may also click the **Maximize** button in any channel to expand the view.

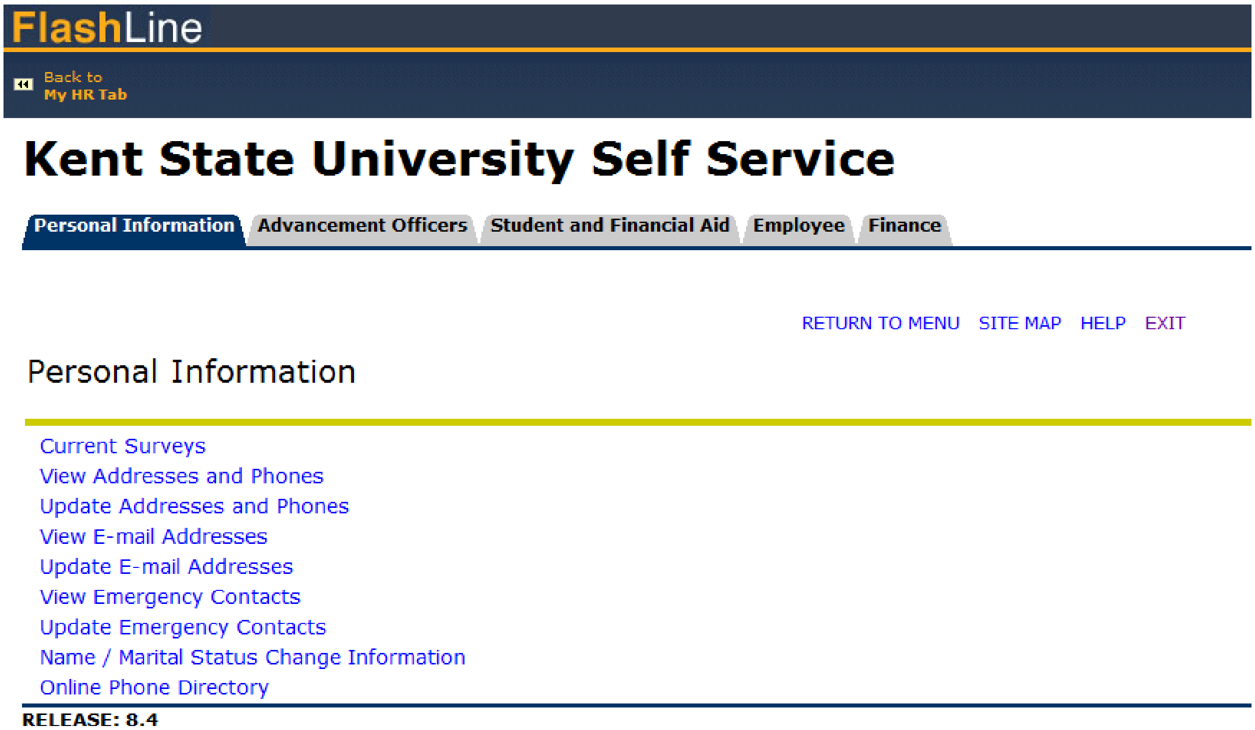
Employee Self Service Menu

Note: Your tabs/menus may differ from screen shots in this document



Step	Action
1.	Click any of the menu items to view your personal information.
2.	Click the **Personal Information** tab to view and change your personal contact information.
3.	Click the **Back** button (double arrow) to leave the expanded channel view, and return to the My HR tab.

Personal Information Tab



Step	Action
1	Click the **Personal Information** tab to view your contact information.
	Note: some of the menu options pictured above may not be available to all users.
2	Click a menu item to view your current information in that category.
3	Click **Update Information** to change an item of information.
4	Click **Save** to save the changes.
5	Click the **Employee** tab to return to the Employee menu.
6	Note: Details of the options available on the Personal Information tab will be added to this manual after January 1, 2007.

Leave Report

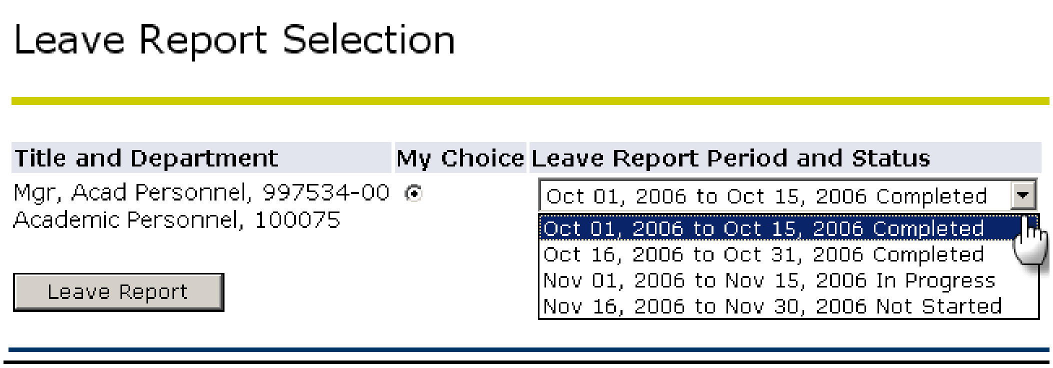
Read this important information before you use Leave Report:

1. Banner Leave Reporting is set up for Unclassified staff and Faculty only. Classified, Hourly Unclassified, and Student employees should use Kronos, accessed through the Kronos channel on the Action Items tab in FlashLine.

2. You may only submit leave ONCE per pay period, preferably at or near the end of the period. You may enter hours and save them, but do not click SUBMIT FOR APPROVAL until your report is complete.

3. In the event that you submit an error, or your leave time changed, contact your approving supervisor. If the supervisor has not yet approved the period, they can either correct the hours, or return the form to you for correction. If leave has been submitted and approved, contact HR to make further changes.

4. Leave Report is only used for reporting leave that has been taken. Your internal department procedures to request and grant leave still apply.



Step	Action
1	Select Leave Reporting from the Employee menu.
2	Click the dot next to your Title and Department, if you have a dual appointment.
3	Select a Leave Report Period from the pulldown menu.
4	Click the **Leave Report** button to proceed to the next screen.

Leave Report Entry (continued)

Leave Report

Title and Number:	Mgr, Acad Personnel -- 997534-00
Department and Number:	Academic Personnel -- 100075
Leave Report Period:	Nov 16, 2006 to Nov 30, 2006
Submit By Date:	Dec 31, 2006 by 12:00 A.M.
Earning:	Vacation Pay
Date:	Nov 17, 2006
Hours:	8

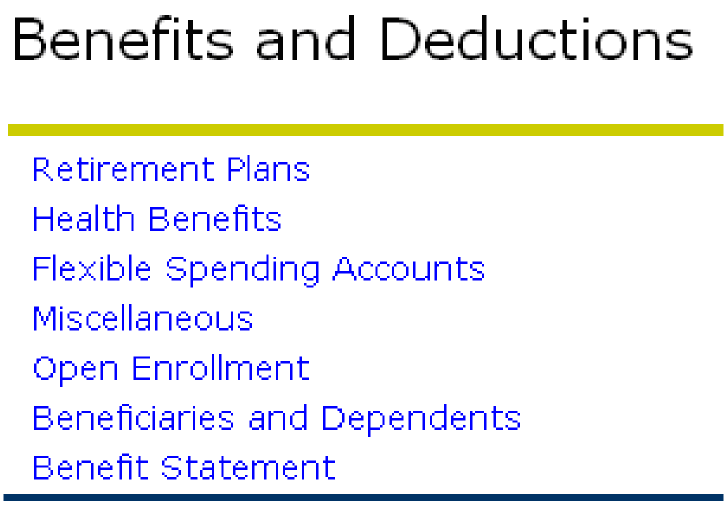
Save Copy

Earning	Total Hours	Total Units	Thursday Nov 16, 2006	Friday Nov 17, 2006	Saturday Nov 18, 2006	Sunday Nov 19, 2006	Monday Nov 20, 2006	Tuesday Nov 21, 2006	Wednesday Nov 22, 2006
Vacation Pay	16		8	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Leave Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	16		8	8	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

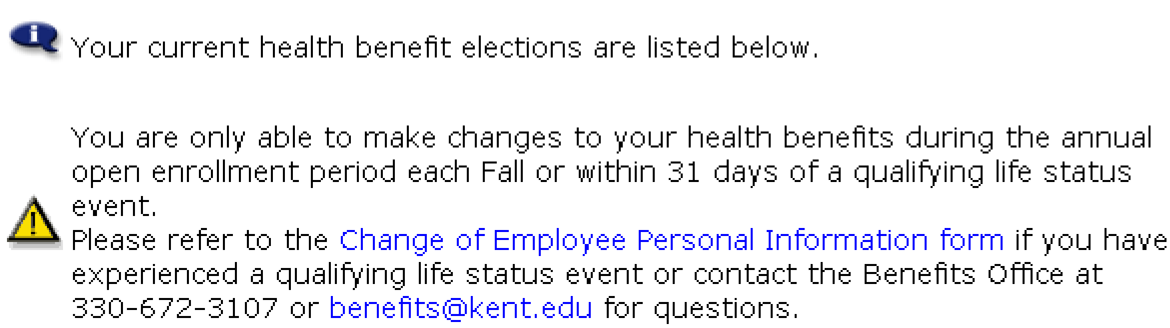
Position Selection | Comments | Preview | Submit for Approval | Restart | Next

Step	Action
1	Note: the **Hours** field and **Save** button will not appear until you have clicked an Enter Hours link under a day column.
2	The first week of a pay period appears. Click the **Next** button Next to view the second week of the period.
3	Find the day for which you wish to report leave. Click the **Enter Hours** button in the row corresponding to the type of leave you wish to record, Vacation, Sick, or Personal leave.
4	Type the number of leave hours for that day in the **Hours** field.
5	Click the **Save** button.
6	Click **Copy** to copy the same hours to other days in the period.
7	To print a Leave Report screen, select **File – Print** from your web browser menubar, or print as you normally would print any web page.
8	You may exit at this point with your hours saved but not submitted to an approver.
8	Click **Submit for Approval** to pass the report to your supervisor.

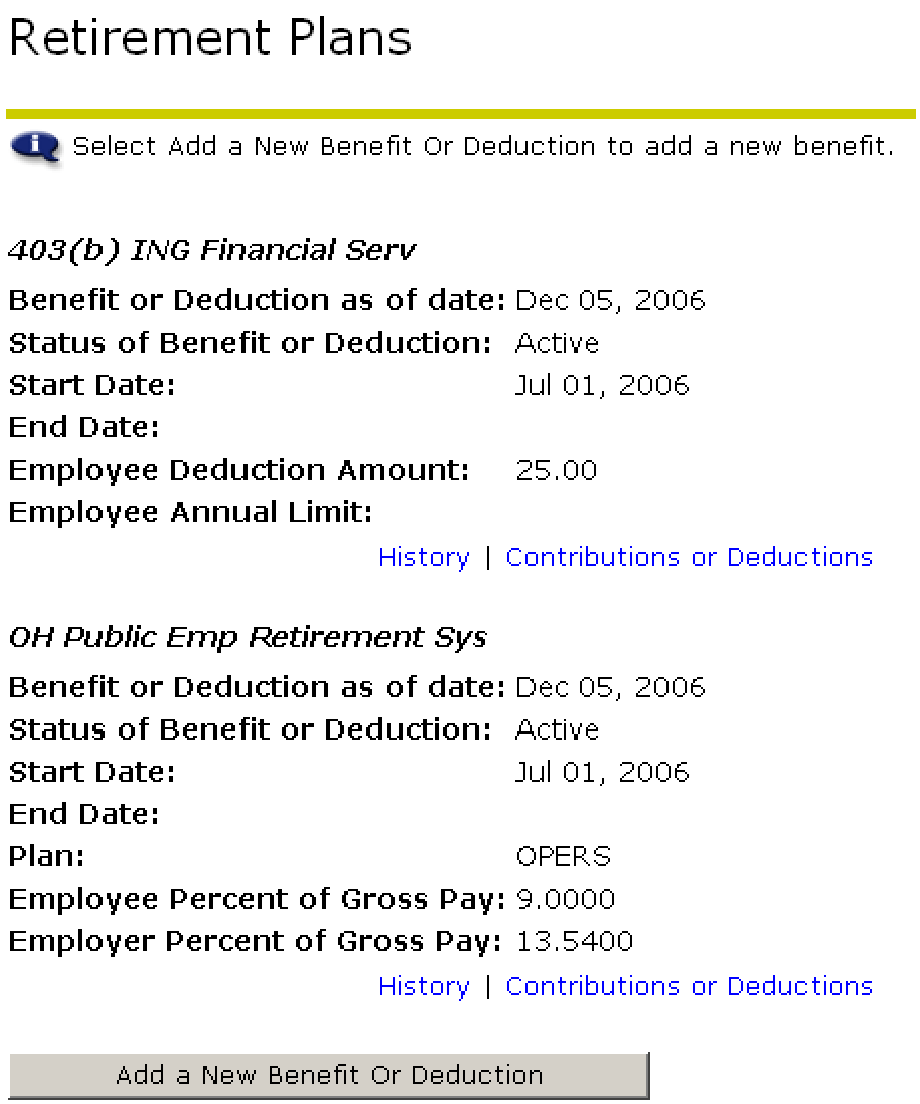
Benefits and Deductions Menu



Step	Action
1	Click **Benefits and Deductions** in the Employee menu.
2	Click any item on the Benefits and Deducations menu to view your personal information.
3	Contact Human Resources if you have questions about your Benefit and Deductions options.
4	Note: Open Enrollment for medical benefits is available during designated enrollment periods
5	Note: screens may display explanatory information and important supporting information as seen in the example below. Read these flagged notices carefully.

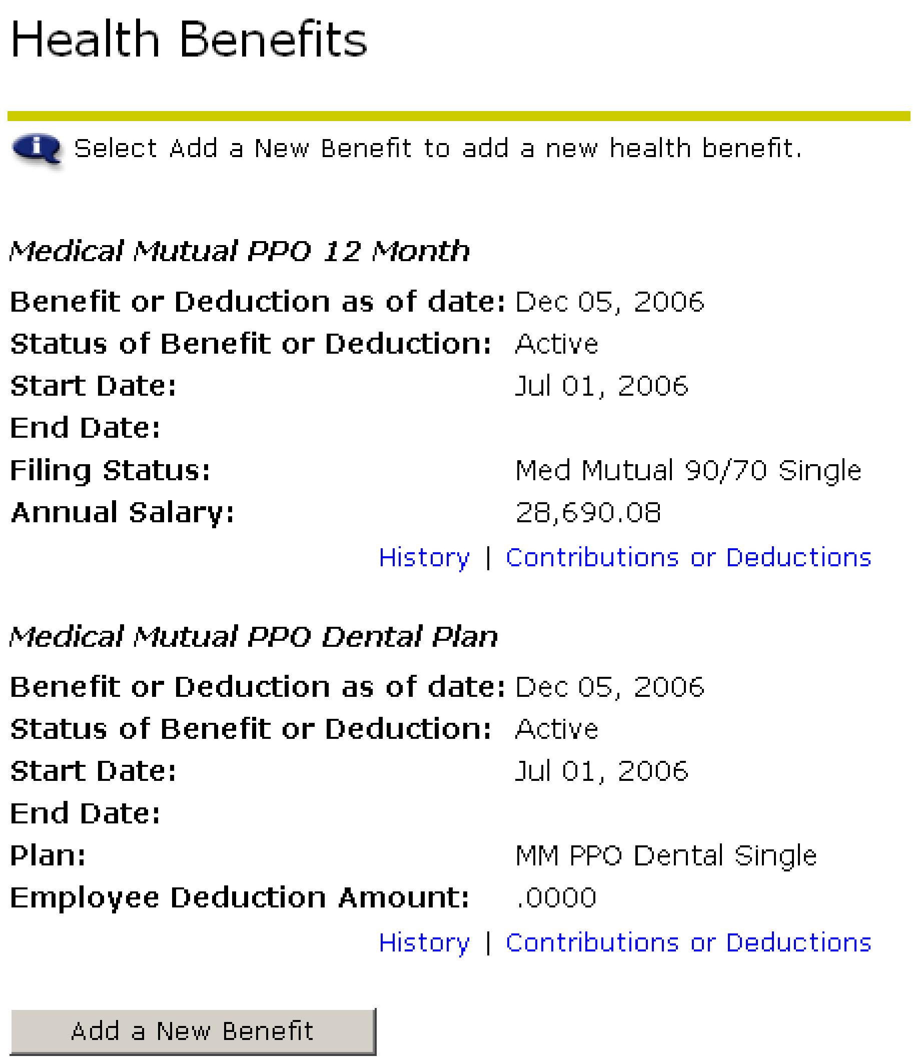


Retirement Plans



Steps	Action
1	Select **Benefits and Deductions** from the Employee menu.
2	Select **Retirement Plans** from the Benefits and Deductions menu.
3	Scroll down the screen to view your retirement plan information.
4	Click **History** under a plan to view the plan history.
5	Click **Contributions or Deducations** to view this information regarding the plan.
6	Click **Add a New Benefit or Deduction** to initiate addition of another retirement plan.
7	To print Retirement Plan information, select **File – Print** from your web browser menubar, or print as you normally would print any web page.

Health Benefits



Health Benefits

Select Add a New Benefit to add a new health benefit.

Medical Mutual PPO 12 Month

Benefit or Deduction as of date: Dec 05, 2006
Status of Benefit or Deduction: Active
Start Date: Jul 01, 2006
End Date:
Filing Status: Med Mutual 90/70 Single
Annual Salary: 28,690.08

History | Contributions or Deductions

Medical Mutual PPO Dental Plan

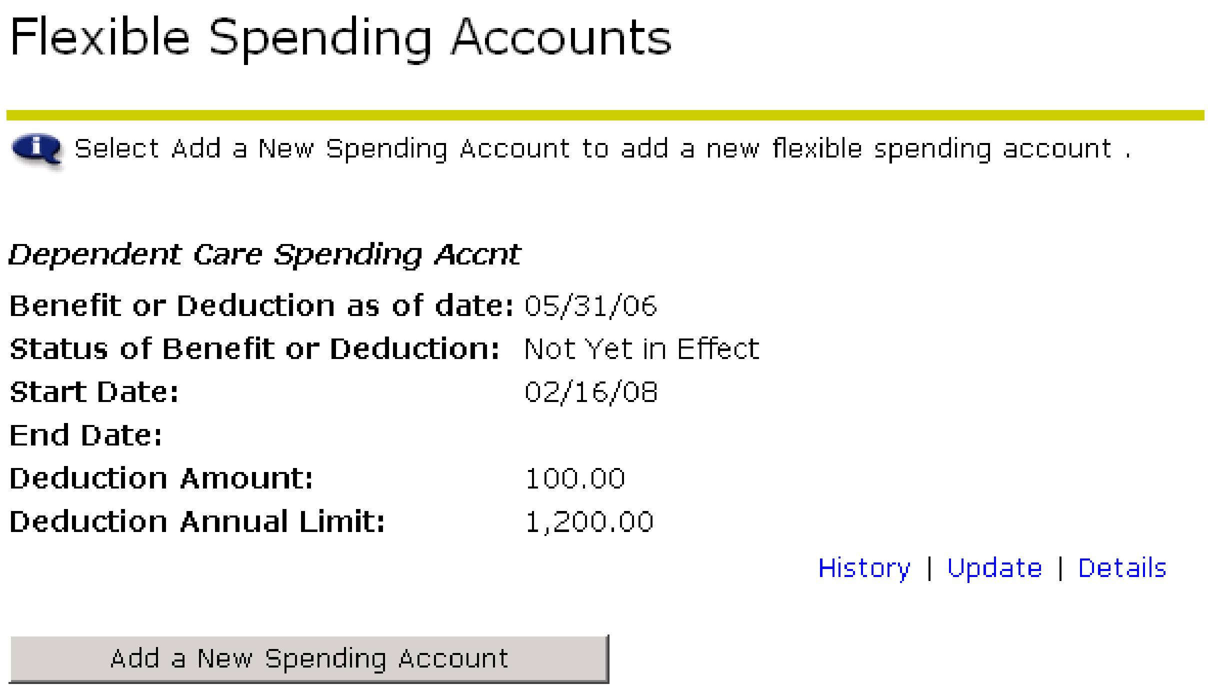
Benefit or Deduction as of date: Dec 05, 2006
Status of Benefit or Deduction: Active
Start Date: Jul 01, 2006
End Date:
Plan: MM PPO Dental Single
Employee Deduction Amount: .0000

History | Contributions or Deductions

Add a New Benefit

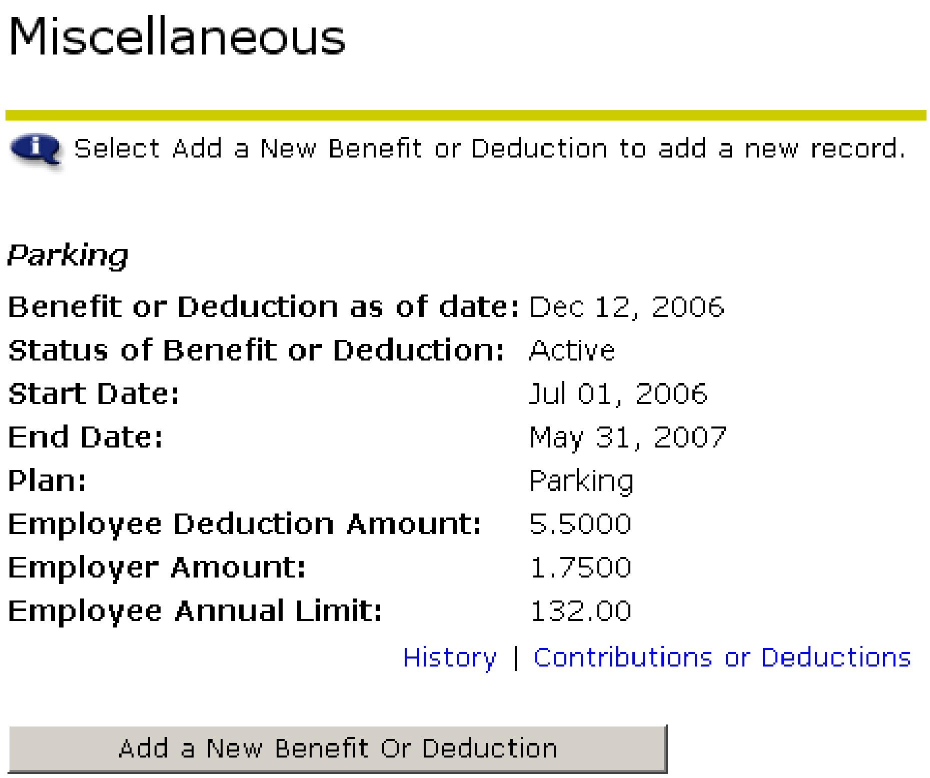
Steps	Action
1	Select **Benefits and Deductions** from the Employee menu.
2	Select **Health Benefits** from the Benefits and Deductions menu.
3	Scroll down the screen to view your health benefits information.
4	Click **History** under a plan to view the plan history.
5	Click **Contributions or Deducations** to view this information regarding the plan.
6	Click **Add a New Benefit** to initiate the addition of another health plan.
7	To print Health Benefits information, select **File – Print** from your web browser menubar, or print as you normally would print any web page.

Flexible Spending Accounts



Steps	Action
1	Select **Benefits and Deductions** from the Employee menu.
2	Select **Flexible Spending Accounts** from the Benefits and Deductions menu.
3	Click **History** to view the Flexible Spending account history.
4	Click **Update** to update the Flexible Spending account information.
5	Click **Details** to view the Flexible Spending account balance.
6	Click **Add a New Spending Account** to initiate setup of another account.
7	To print Flexible Spending account information, select **File – Print** from your web browser menubar, or print as you normally would print any web page.

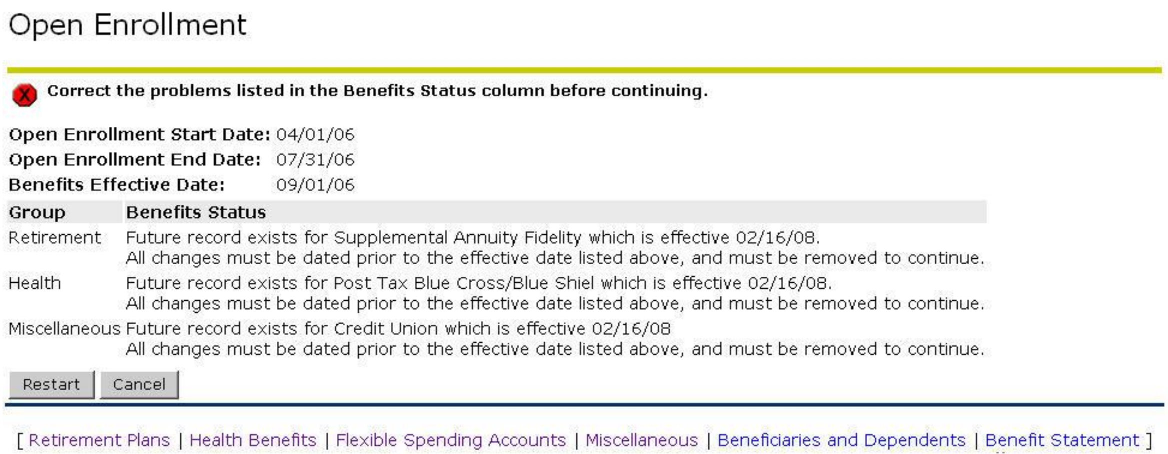
Miscellaneous Benefits and Deductions



Step	Action
1	Select **Benefits and Deductions** from the Employee menu.
2	Select **Miscellaneous** from the Benefits and Deductions menu.
3	Click **History** to view your history of a benefit or deduction.
4	Click **Contributions or Deductions** to view this information regarding the benefit or deduction.
5	Click **Add a New Benefit or Deduction** to initiate creation of a new benefit or deduction.
6	To print the Miscellaneous benefits and deductions report, select **File – Print** from your web browser menubar, or print as you normally would print any web page.

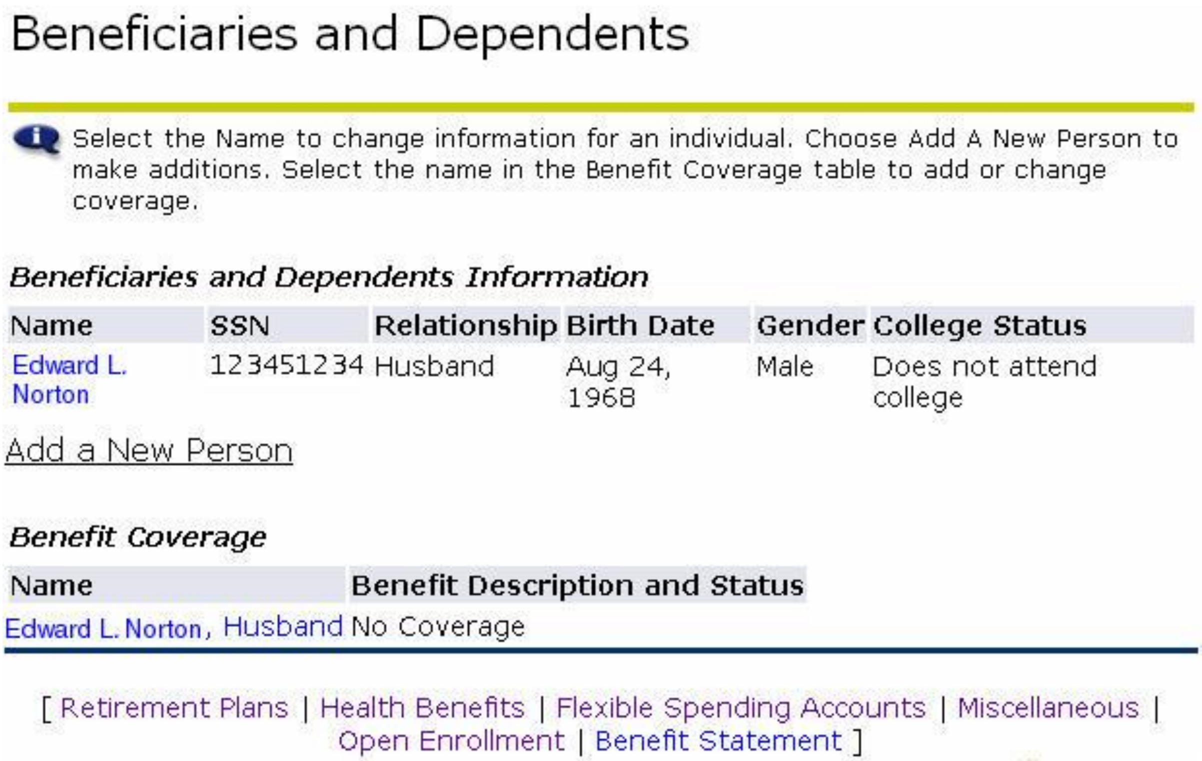
Open Enrollment

Open Enrollment is only available during the designated Open Enrollment period.



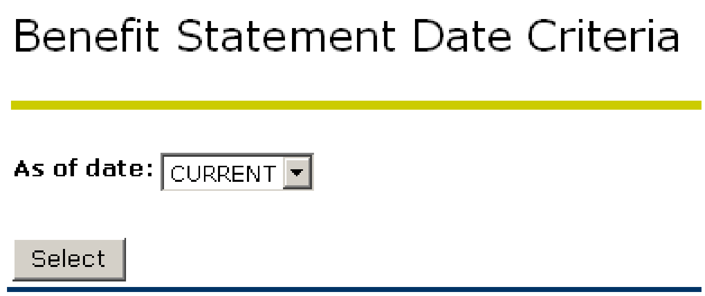
Step	Action
1	Select Leave Reporting from the Employee menu.
2	Click the dot next to your Title and Department, if you have a dual appointment.
3	Select a Leave Report Period from the pulldown menu.
4	Click the **Leave Report** button to proceed to the next screen.

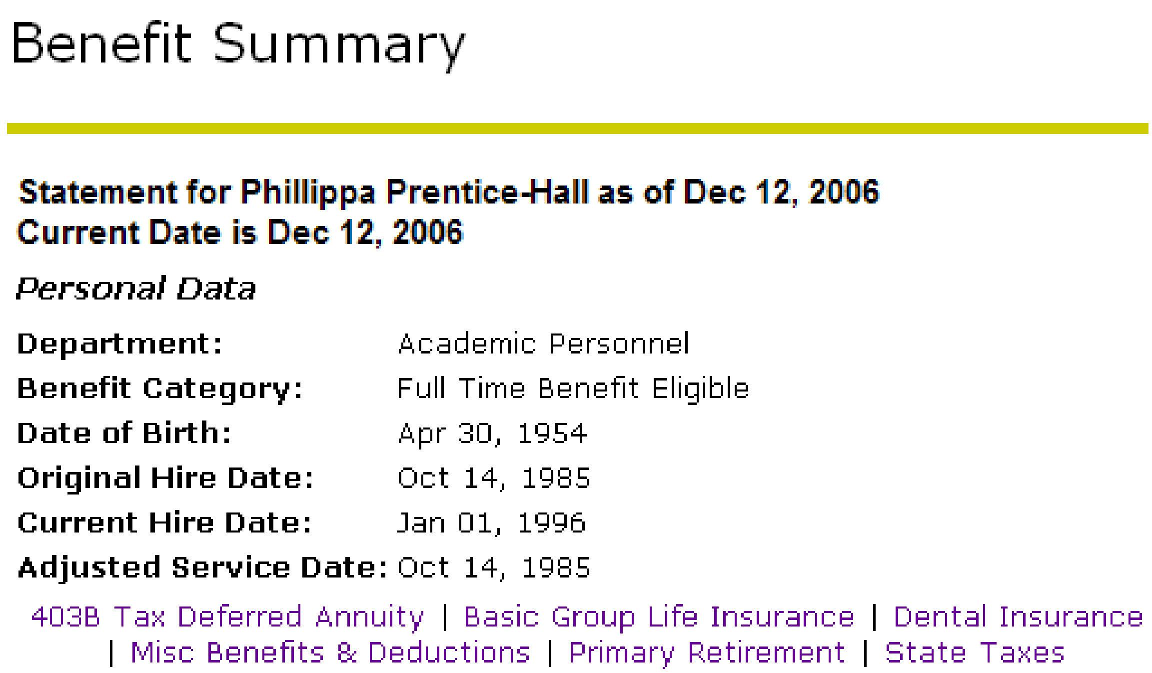
Beneficiaries and Dependents



Step	Action
1	Select **Benefits and Deductions** from the Employee menu.
2	Select **Beneficiaries and Dependents** from the Benefits and Deductions menu.
3	Scroll through the list of your beneficiaries and dependents to view all.
4	Click a name to change information for that beneficiary or dependent.
5	Click **Add A New Person** to initiate creation of a new beneficiary or dependent record.
6	To print Beneficiary information, select **File – Print** from your web browser menubar, or print as you normally would print any web page.

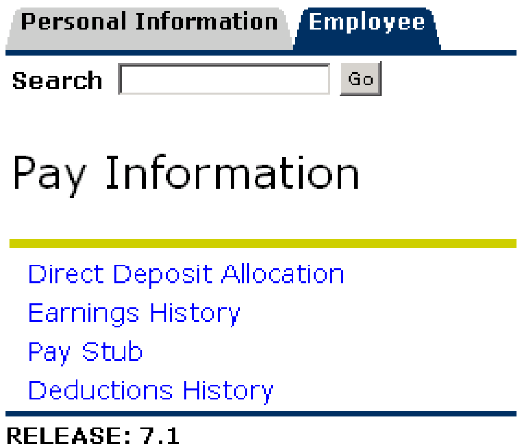
Benefit Statement





Step	Action
1	Select **Benefits and Deductions** from the Employee menu.
2	Select **Benefit Statement** from the Benefits and Deductions menu.
3	Use the **As of date** drop down menu to select the date range for which you want to see details.
4	Click the **Select** button to view the benefit statement.
5	Note: The summary screen displayed above is only the top of a much longer screen which displays detail for all of the menu items listed: Annuity, Life Insurance, Dental Insurance, Benefits and Deducations, Primary Retirement, and State Taxes.
6	To print your benefit statement, select **File – Print** from your browser menubar, or print as you normally would print any web page.

Pay Information Menu



Step	Action
1	From the **Employee** menu, select **Pay Information**.
2	Select a menu item to view your information in that area.
	Note: availability of some menu options may vary.

Direct Deposit Allocation

Direct Deposit Allocation

The following accounts are listed in the order in which your pay will be distributed.

Pay Distribution as of Oct 13, 2006

Bank Name	Routing Number	Account Number	Account Type	Net Pay Distribution
Key Bank	012345678	876543210	Checking	1,289.70
Total Net Pay				1,289.70

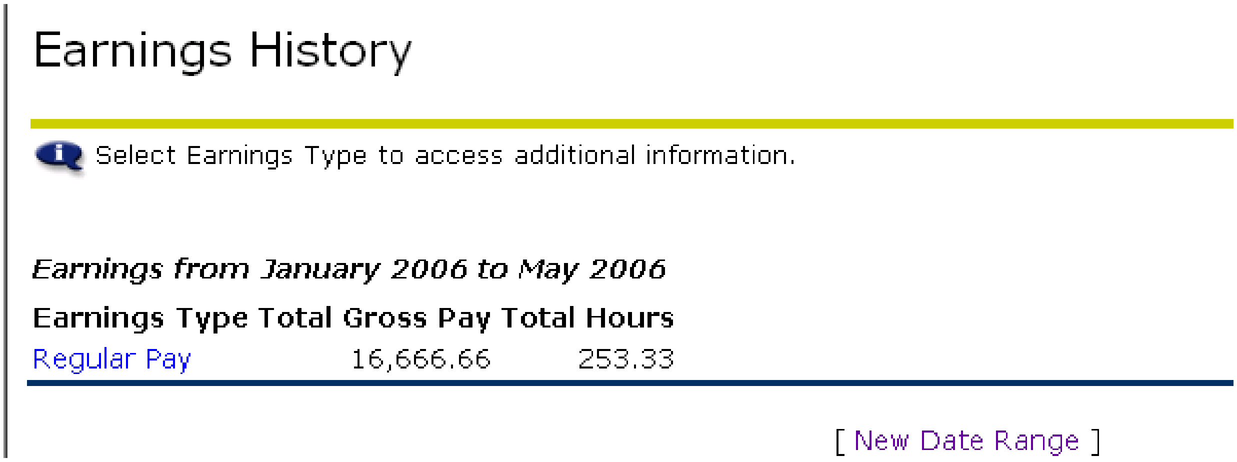
Proposed Pay Distribution:

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Net Pay Distribution
Key Bank	012345678	876543210	Checking	1	100.00%	1,289.70
Total Net Pay						1,289.70

Update Direct Deposit Allocation

Step	Action
1	Select **Direct Deposit** from the **Employee** menu.
2	Until notified otherwise, you must initiate direct deposit changes and new direct deposit accounts by using the paper form required by Payroll. This information is not updatable in FlashLine.
3	To print Direct Deposit information select **File – Print** from your web browser menubar, or print as you normally would print any web page.

Earnings History



Step	Action
1.	From the **Pay Information** menu, select **Earnings History**.
2.	Enter the date information and select the **Display** option.
3.	View your earnings history.
4.	Click the type of pay to view the detail of your earnings.
5.	To print Earnings History information select **File – Print** from your web browser menubar, or print as you normally would print any web page.

Pay Stub

Pay Stub

Choose a year and then select Display.

Pay Stub Year: 2006

Display

Pay Stubs

Select the Pay Stub Date to access additional information.

Pay Stubs for 2006

Pay Stub Date	Pay Period Begin Date	Pay Period End Date	Gross Pay	Net Pay
08/31/06	08/01/06	08/31/06	12,666.58	8,743.49
04/30/06	04/01/06	04/30/06	8,333.33	5,905.04
01/31/06	01/01/06	01/31/06	8,333.33	5,526.91

Change Year

Step	Action
1.	From the **Pay Information** menu, select **Pay Stub**.
1.	Choose a year within which to view a Pay Stub.
2.	Click the Display button. The Pay Stubs list will appear.
3.	Select the Pay Stub period to view. Click on the period date.
4.	The Pay Stub detail for that period will appear.

Pay Stub Summary (continued from previous page)

Pay Stub Summary

Pay Stub Date:	Oct 13, 2006
Gross Amount:	1,445.42
Total Personal Deductions:	355.72
Net Amount:	1,389.70
Total Employer Contributions:	144.84

Check or Direct Deposit

Number	Document Type	Bank Name	Account Type	Amount
1162	Direct Deposit	Key Bank	Checking	1,189.70

Earnings

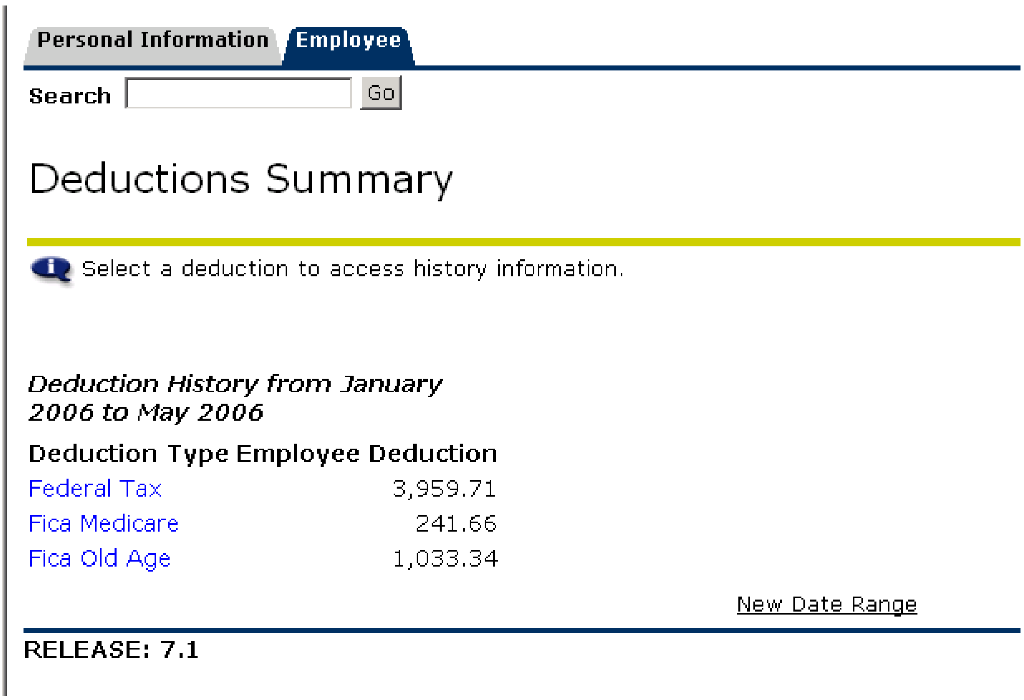
Type	Hours	Rate	Amount
Regular Earnings			1,445.42

Benefits or Deductions

Type	Personal Deduction	Employer Contribution
403(b) ING Financial Serv	25.00	
Federal Income Tax	156.88	
Kent City Taxes	48.91	
Medical Mutual PPO 12 Month	21.25	
OH Public Emp Retirement Sys	120.09	131.11
Ohio State Income Tax	78.09	
Parking	5.50	1.75
Workers Compensation	.00	11.98

Step	Action
1.	Scroll to view the complete Pay Stub Summary for the period you selected.
2.	To print the Pay Stub Summary, select **File – Print** from your browser menubar, or print as you normally would print any web page.

Deductions History



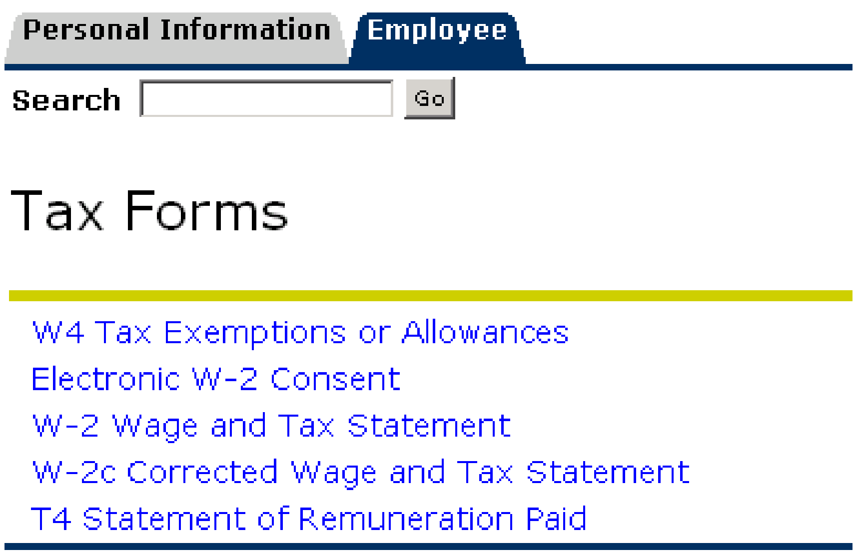
Step	Action
1.	From the **Pay Information** menu, select **Deductions History**.
2.	Deductions from a specific date range will be displayed.
3.	Click **New Date Range** to change the date range.
2.	To print the Deductions Summary, select **File – Print** from your browser menubar, or print as you normally would print any web page.

Tax Forms

General format of the Tax Forms pages

The Tax Forms page gives you access to your year-end tax statements. The following links are displayed:

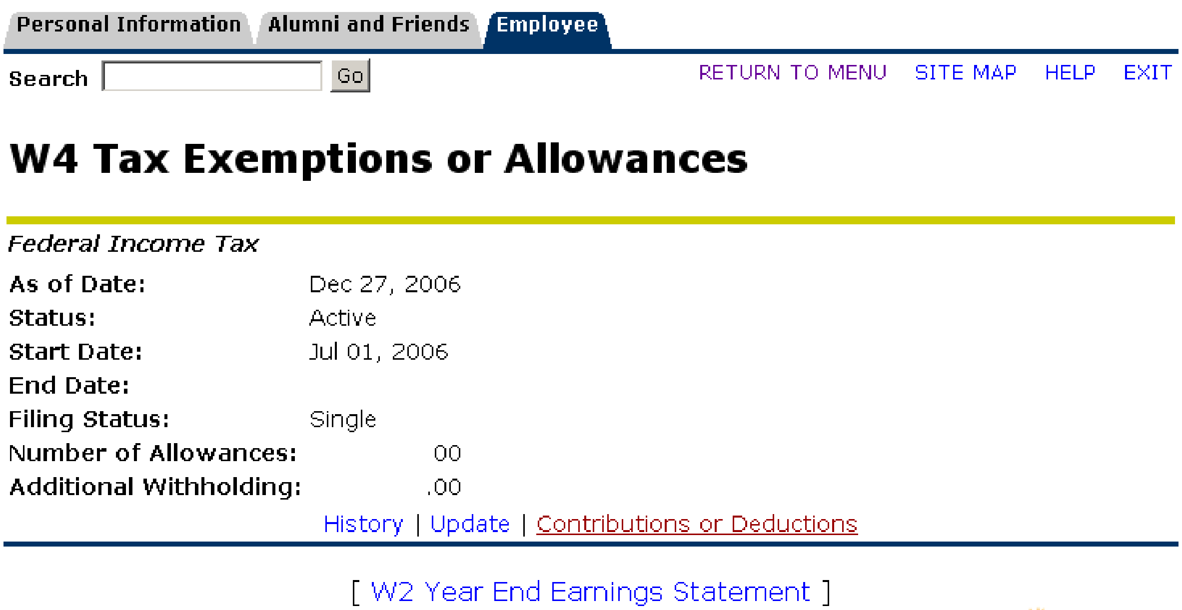
- W4 Tax Exemptions or Allowances
- Electronic W-2 Consent
- W-2 Wage and Tax Statement
- W-2c Corrected Wage and Tax Statement
- T4 Statement of Remuneration Paid



Step	Action
1	From the **Employee** menu, select **Tax Forms**.
2	Select a menu item to view your tax information.

W4 Tax Exemptions

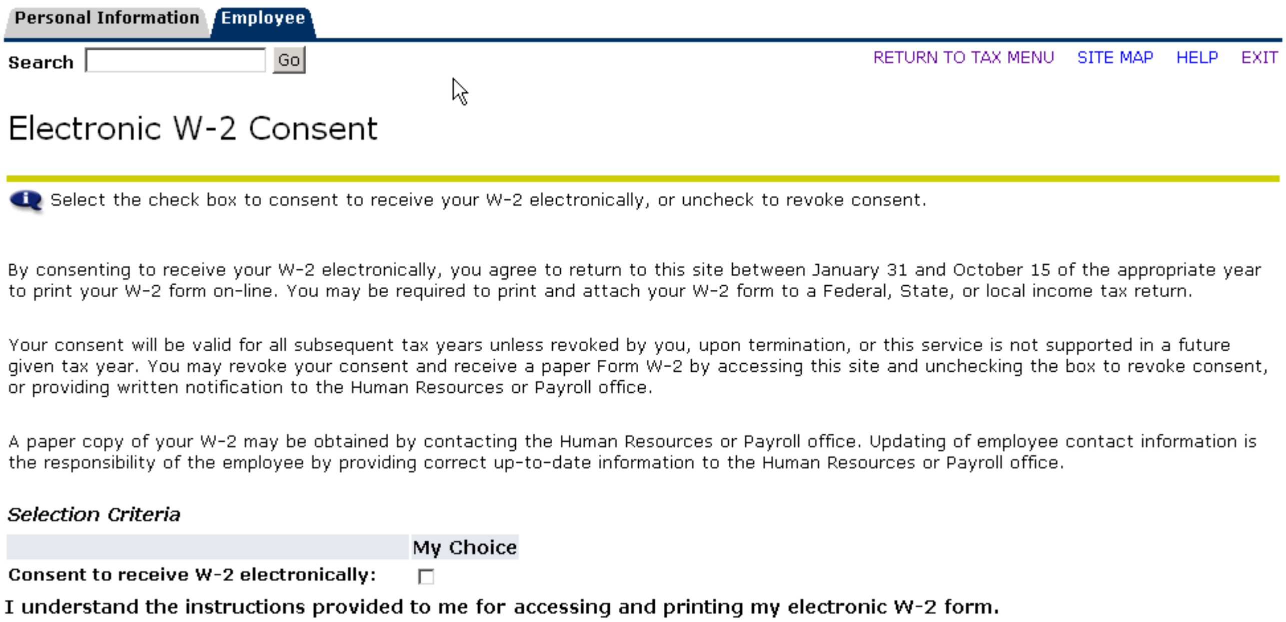
The W4 Tax Exemptions page displays your W-4 Information (for US employees) as of the current date.



Step	Action
1	From the Tax Forms menu, select **W4 Tax Exemptions**.
2	View your tax information.

Electronic W-2 Consent

Employees can confirm or revoke consent to receive their W-2 Wage and Tax Statement online through Employee Self-Service. Access this page by selecting the Electronic W-2 Consent menu item from the Tax Forms Menu. Indicate your consent and select the **Submit** button.


Personal Information Employee

Search Go

RETURN TO TAX MENU SITE MAP HELP EXIT

Electronic W-2 Consent

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

By consenting to receive your W-2 electronically, you agree to return to this site between January 31 and October 15 of the appropriate year to print your W-2 form on-line. You may be required to print and attach your W-2 form to a Federal, State, or local income tax return.

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 and unchecking the box to revoke consent, or providing written notification to the Human Resources or Payroll office.

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

Selection Criteria

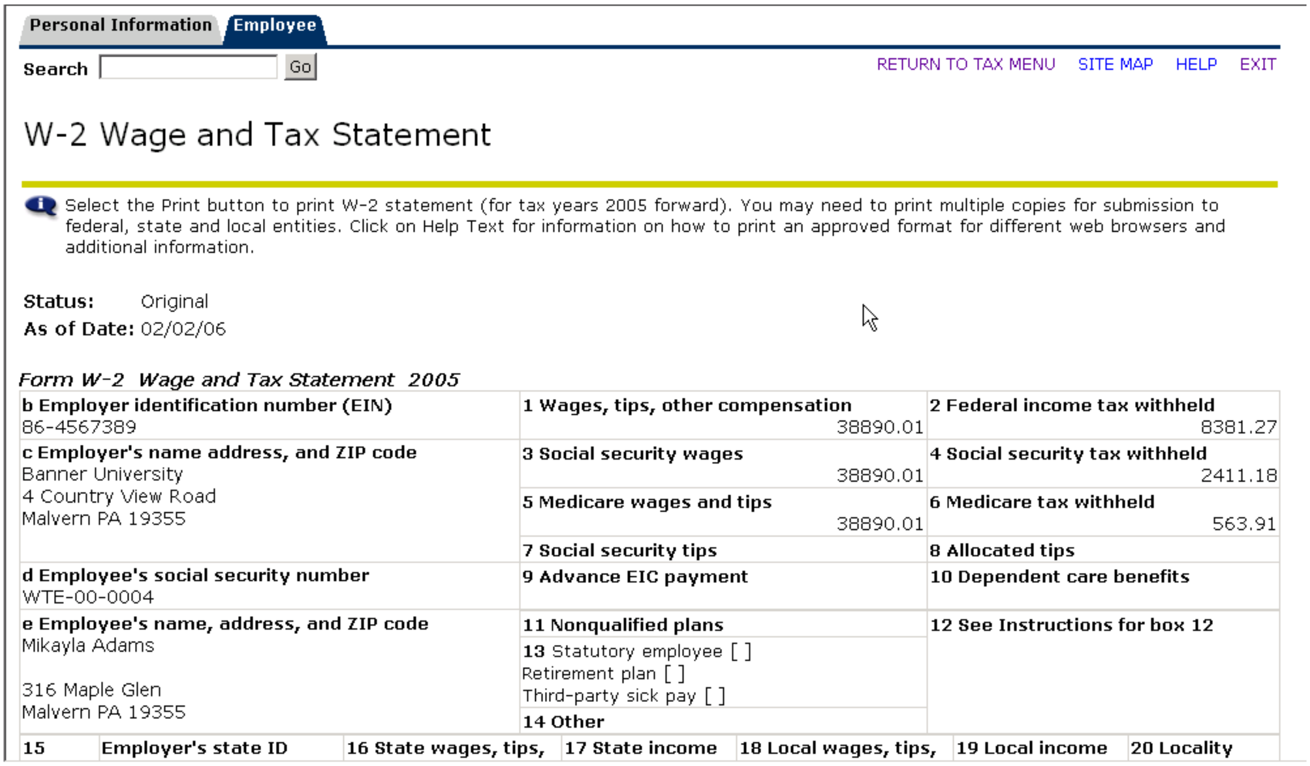
	My Choice
Consent to receive W-2 electronically:	☐

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

Step	Action
1	Select Electronic W-2 Consent from the Tax Forms menu.
2	Click the **Consent to receive W-2 electronically** checkbox. Note: By giving your consent to receive this document electronically, you may not receive a paper copy from your institution.
3	Click the **Submit** button.

W-2 Wage and Tax Statement

The W-2 Year End Earnings Statement page allows you to access your W2 Statement (for US employees) for a specified year. The status and date at the top of the page lets you know if this is an Original issue W-2 or a Reissued W-2 along with the date it was created. You can use your browser and the Print button to print the W-2.


Personal Information | Employee

Search [ ] Go   RETURN TO TAX MENU SITE MAP HELP EXIT

W-2 Wage and Tax Statement

Select the Print button to print W-2 statement (for tax years 2005 forward). You may need to print multiple copies for submission to federal, state and local entities. Click on Help Text for information on how to print an approved format for different web browsers and additional information.

Status: Original
As of Date: 02/02/06

Form W-2 Wage and Tax Statement 2005

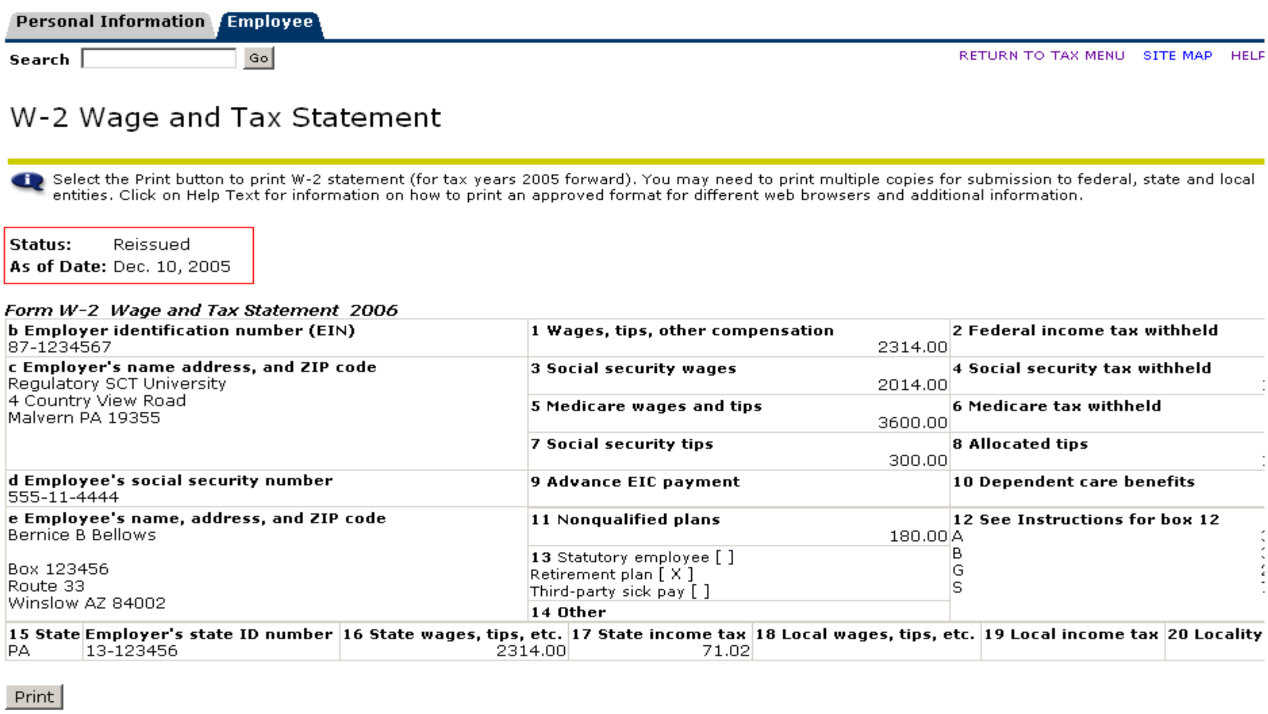
b Employer identification number (EIN) 86-4567389	**1 Wages, tips, other compensation** 38890.01	**2 Federal income tax withheld** 8381.27
c Employer's name address, and ZIP code Banner University, 4 Country View Road, Malvern PA 19355	**3 Social security wages** 38890.01	**4 Social security tax withheld** 2411.18
	5 Medicare wages and tips 38890.01	**6 Medicare tax withheld** 563.91
	7 Social security tips	**8 Allocated tips**
d Employee's social security number WTE-00-0004	**9 Advance EIC payment**	**10 Dependent care benefits**
e Employee's name, address, and ZIP code Mikayla Adams, 316 Maple Glen, Malvern PA 19355	**11 Nonqualified plans**	**12 See Instructions for box 12**
	13 Statutory employee [ ] Retirement plan [ ] Third-party sick pay [ ]	
	14 Other	

15	**Employer's state ID**	**16 State wages, tips,**	**17 State income**	**18 Local wages, tips,**	**19 Local income**	**20 Locality**

Step	Action
1	Select **W2 Wage and Tax Statement** from the Tax Forms menu.
2	Select the **Tax Year** for which you wish to review the W-2 statement.
3	Select your **Employer** or **Institution** from the corresponding pull-down list.
4	Click the **Display** button.
5	Select the **Print** button.
6	Select the Print option from the File menu of your web browser.

W-2c Corrected Wage and Tax Statement

If your information provided by your institution to the government has been changed after it was submitted to the IRS, you can print a corrected W-2c Wage and Tax Statement. The **Status** field on the W-2 states it is reissued and the **As of Date** field displays the reissue date.


Personal Information | Employee

Search [ ] Go

RETURN TO TAX MENU SITE MAP HELP

W-2 Wage and Tax Statement

Select the Print button to print W-2 statement (for tax years 2005 forward). You may need to print multiple copies for submission to federal, state and local entities. Click on Help Text for information on how to print an approved format for different web browsers and additional information.

Status: Reissued
As of Date: Dec. 10, 2005

Form W-2 Wage and Tax Statement 2006

b Employer identification number (EIN) 87-1234567	**1 Wages, tips, other compensation** 2314.00	**2 Federal income tax withheld**
c Employer's name address, and ZIP code Regulatory SCT University, 4 Country View Road, Malvern PA 19355	**3 Social security wages** 2014.00	**4 Social security tax withheld**
	5 Medicare wages and tips 3600.00	**6 Medicare tax withheld**
	7 Social security tips 300.00	**8 Allocated tips**
d Employee's social security number 555-11-4444	**9 Advance EIC payment**	**10 Dependent care benefits**
e Employee's name, address, and ZIP code Bernice B Bellows, Box 123456, Route 33, Winslow AZ 84002	**11 Nonqualified plans** 180.00	**12 See Instructions for box 12** A, B, G, S
	13 Statutory employee [ ] Retirement plan [X] Third-party sick pay [ ]	
	14 Other	

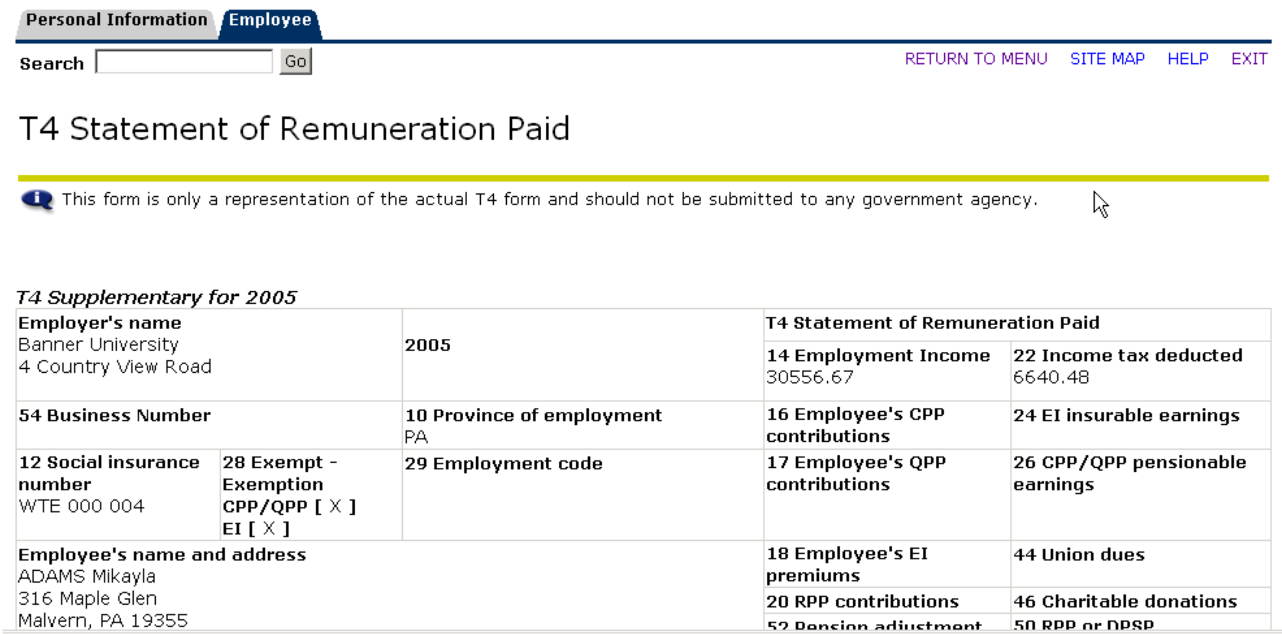
15 State	Employer's state ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality
PA	13-123456	2314.00	71.02			

Print

Step	Action
1	Select **W-2c Corrected Wage and Tax Statement** from the Tax Forms menu.
2	Select the **Tax Year** for which you wish to review the W-2 statement.
3	Select your **Employer** or **Institution** from the corresponding pull-down list.
4	Click the **Display** button.
5	Select the **Print** button.
6	Select the Print option from the File menu of your web browser.

T4 Statement of Remuneration Paid

The T4 Earnings Statement page allows you to access your T4 Statement (for Canadian employees) for a specified year.


Personal Information | Employee

Search [ ] Go

RETURN TO MENU SITE MAP HELP EXIT

T4 Statement of Remuneration Paid

This form is only a representation of the actual T4 form and should not be submitted to any government agency.

T4 Supplementary for 2005

Employer's name Banner University 4 Country View Road		**2005**	**T4 Statement of Remuneration Paid** **14 Employment Income** 30556.67	**22 Income tax deducted** 6640.48
54 Business Number		**10 Province of employment** PA	**16 Employee's CPP contributions**	**24 EI insurable earnings**
12 Social insurance number WTE 000 004	**28 Exempt - Exemption** **CPP/QPP [** X **]** **EI [** X **]**	**29 Employment code**	**17 Employee's QPP contributions**	**26 CPP/QPP pensionable earnings**
Employee's name and address ADAMS Mikayla 316 Maple Glen Malvern, PA 19355			**18 Employee's EI premiums** **20 RPP contributions** **52 Pension adjustment**	**44 Union dues** **46 Charitable donations** **50 RPP or DPSP**

Step	Action
1	Select **T4 Statement of Remuneration Paid** from the Tax Forms menu.
2	View your tax information.

Jobs Summary

Jobs Summary

Select the Job Title for more detailed information.

List of Jobs

Title	Begin Date	End Date
Director of Alumni Relations	01/01/06	
Administrator	01/01/04	

Step	Action
1	From the **Employee** menu, select **Jobs Summary**.
2	**Note: only your job or jobs since July 1, 2006 appear here.**
3	Click a **title** to view details of that position.
4	To print a Job Summary, select **File – Print** from your web browser menubar, or print as you normally would print any web page.

Leave Balances

Leave Balances

Select the link under the Type of Leave column to access detailed information.

List of Leave Types

TYPE of Leave	Hours or Days	Available Beginning Balance	Earned as of 05/31/06	Taken as of 05/31/06	Available Balance as of 05/31/06
Personal Pay	Hours	.00	16.00	.00	16.00
Sick Pay	Hours	65.34	33.34	.00	98.68
Vacation Pay	Hours	30.00	44.00	.00	74.00

Step	Action
1	From the **Employee** menu, select **Leave Balance**.
2	Scroll down to view your leave balance information
3	Click the type of leave links to view leave by job information
4	To print the Leave Balance report, select **File – Print** from your web browser menubar, or print as you normally would print any web page.

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