

Web for Employees

For Employees

New Mexico Tech Business Office
Last modified June 6, 2013



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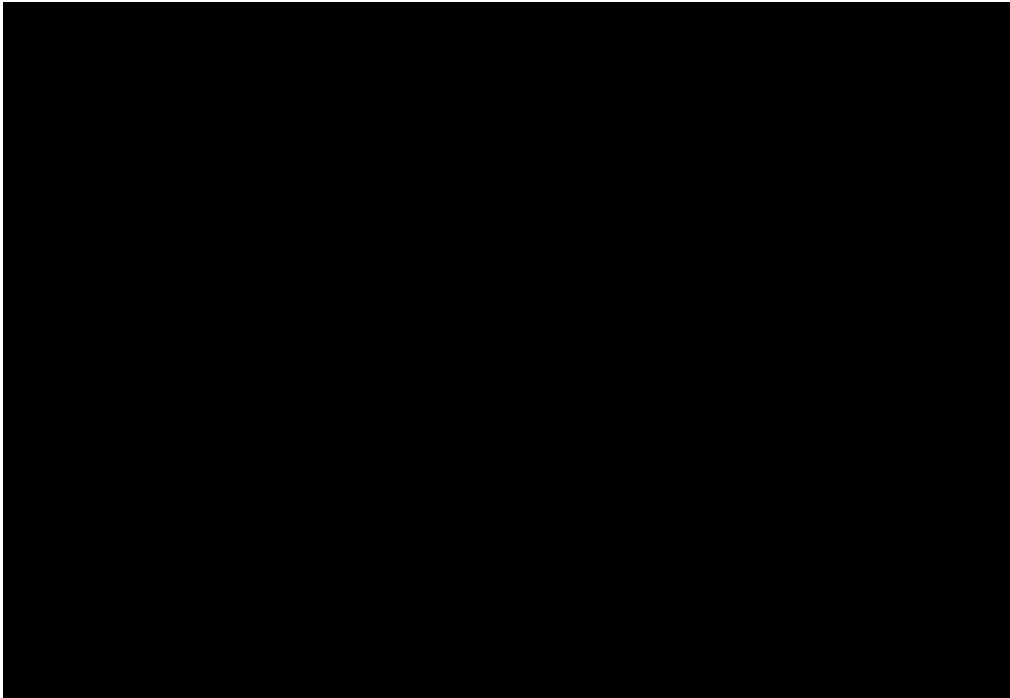
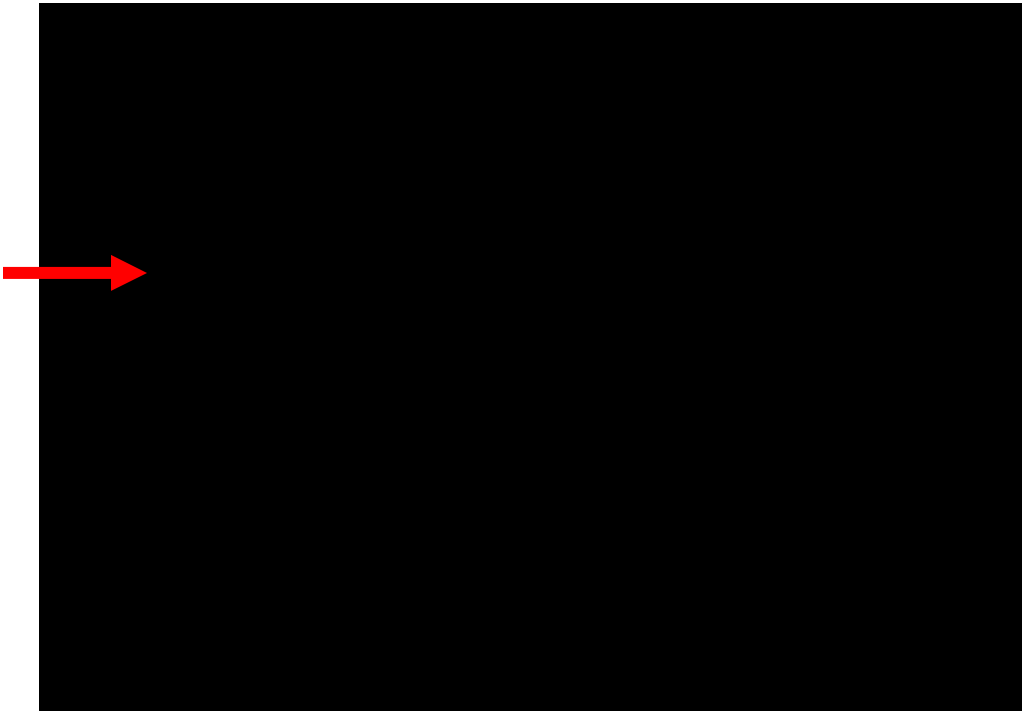
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I. Introduction

A. Useful Links

II. Logging into Banweb

B. Logging In



DO NOT

C. Changing Your Pin

D. Login Verification Security Question and Answer

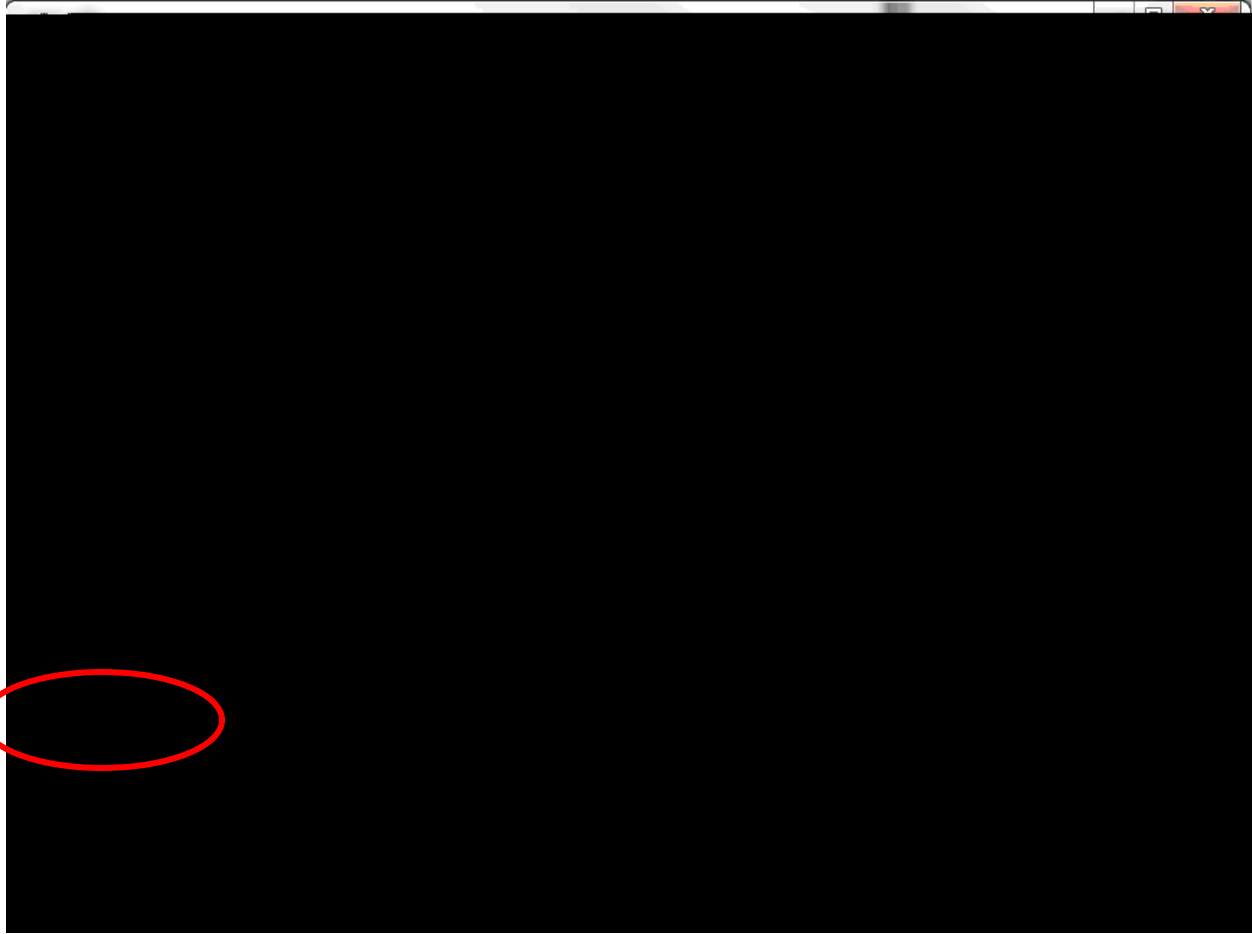
E. Banweb Menu

Personal Information

Student and Financial Aid

Faculty and Advisors

Employee

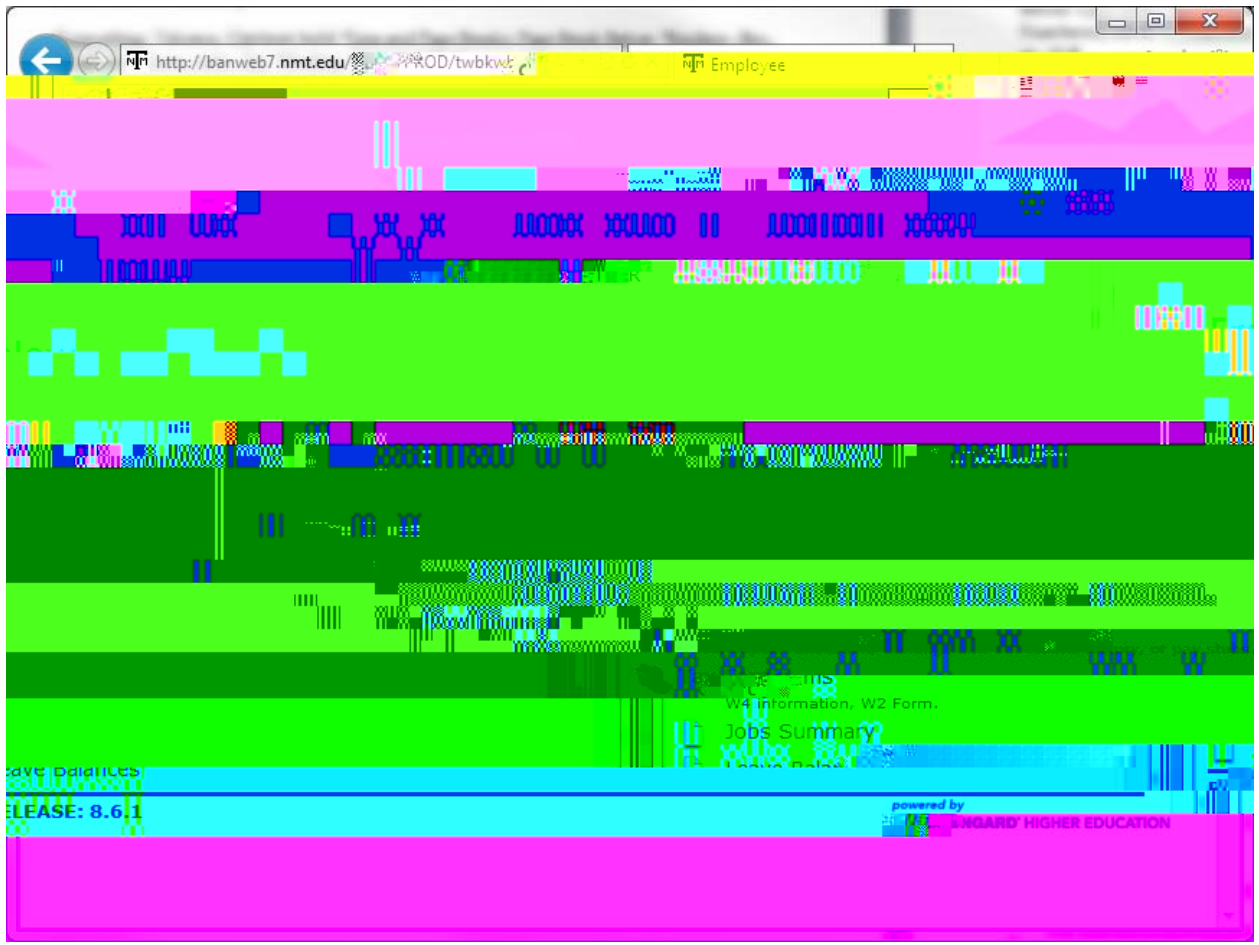


F. Employee

- Time Sheet**
- Benefits and Deductions**

- Pay Information**

- Tax Forms**
- Job Summary**
- Leave Balances**



III. Timesheet

The screenshot displays the SUNGARD HIGHER EDUCATION website interface. At the top, there is a navigation bar with links for 'Personal Information', 'Student and Financial Aid', and 'Employee Services'. Below this, a search bar is visible with a 'Go' button. The main content area is titled 'Time Sheet Selection'. There are two tables displayed. The first table has columns for 'My Choice Pa' and 'Title and Department'. The second table has columns for 'My Choice Pa' and 'Title and Department'. The page footer includes the text 'powered by SUNGARD HIGHER EDUCATION' and 'RELEASE: 8.8'.

- Access my Time Sheet**
- Access my Leave Report:**
- Access my Leave Request:**
- Approve or Acknowledge Time:**
- Approve**

IV. Benefits and Deductions



V. Pay Information



VI. Tax Forms



VII. Jobs Summary

Note:

