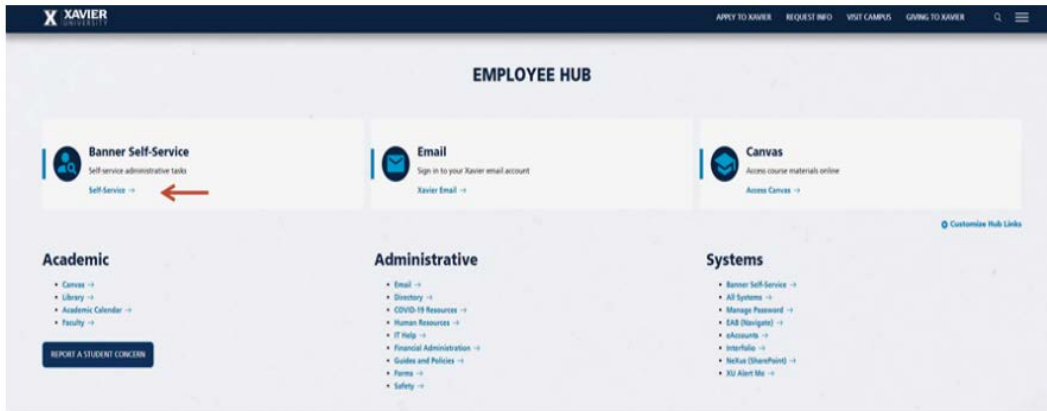


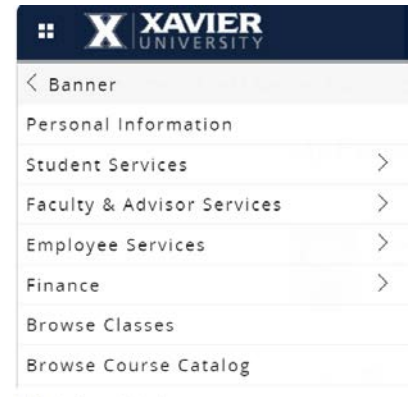
Reviewing Direct Deposit Account and Tax Filing Status In Banner Self-Service 9

1. Navigate to the Employee Hub at <http://www.xavier.edu/employees/>.
2. Click on **Self-Service**.



3. Enter your Xavier credentials (Full Xavier Email Address and password)

4. Click on the Banner menu icon (four-square icon) or press Alt + M, then click on Banner to expand the full navigation bar, as shown below.
5. Select "Employee Services" - your direct deposit and tax filing information is located on this page.



****Please note, your entire bank routing and account numbers are not available for viewing within Self-Service. Please consult your banking to confirm this information.**

