## **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**.

	APPLY TO KAVER REQUEST INFO VISIT CAMPLES GAVING TO KAVER Q	=
EMPLOYEE HUB		
Sign in to your Review small account Xeeing final ->	Canvas Auste canvar materiala online Austes Canvas ->	
	© Customize Hub L	Links
Administrative	Systems	
<ul> <li>Ball +</li> <li>Binstey +</li> <li>G0010 by Resumm +</li> <li>Konstations +</li> <li>Konstations +</li> <li>Rody -</li> <li>Rody -</li> <li>Good Administration -+</li> <li>Boot -</li> <li>Rody -</li> <li>Konst -+</li> <li>Soft -</li> </ul>	Brance to Be forward	
	EMPLOYEE HUB         Image: Second S	Attent to constrain the constraint account       Cannot the constraint account       Cannot the constraint account       Cannot the constraint account         Image: Ima

- 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. Pease consult your banking to confirm this information.

UNIVERSITY	
< Banner	
Personal Information	
Student Services	>
Faculty & Advisor Services	>
Employee Services	>
Finance	>
Browse Classes	
Browse Course Catalog	

ដ 🔘 ellucian		
Employee Dashboard		
Employee Dashboard		
	Leave Balances as of 02/22/2024	
My Profile	Vacation Leave in hours	
Pay Information		*
Latest Pay Stub: 02/15/2024 All Pay 5	Stubs Direct Deposit Information Deductions History	
Earnings		^
Taxes		^
Job Summary		^
Employee Summary		^