NEW MEXICO HIGHLANDS UNIVERSITY

Student Employee Guide

by Human Resources
Rodgers Administration Building
Room 201, (505) 454-3308

Job Opportunities

Job opening for students are posted online.

Visit:
http://www.nmhu.edu/human-resources/
student-employment/

For questions regarding

Payroll
Elizabeth Maestas
emaestas@nmhu.edu
(505) 454 - 3136

Employment
Donna Castro
dcastro@nmhu.edu
(505) 426 - 2240

Self-Service Banner

SSB is an online service for students where they can access their pay stubs, tax forms, submit timesheets, and edit their personal information in the school records.

Steps to access SSB

1. Visit www.nmhu.edu
2. Click on My NMHU OR type this URL directly into the address bar
   https://banweb.nmhu.edu
3. Click on Enter Secure Area
4. Enter your NMHU username and password.
   Note: Your username is important! It will allow you to log in to SSB, Email, Campus Computers, and Blackboard (if applicable). If you need assistance regarding your username, contact ITS at x3496.

Navigating SSB

1. Once logged in, you will tabs at the top of the page. Examples of tabs are 'Personal Information', 'Student', 'Faculty Services', and 'Employee'. Click on the appropriate tab then select the next topic.
2. Don't click the Back button on your browser.
3. If your SSB session is inactive for 10 minutes, your session will time out and you will have to log back in to and start over.

Your Permanent Address

To view your addresses in Banner, follow the instructions provided in this brochure.

Any mailed correspondence from our department will be sent to your permanent address listed in Banner. This includes annual tax forms and paychecks (only if you request that checks are mailed).

Updating Your Personal Information

1. Click on Personal Information tab.
2. View and update information such as
   Address and phone number
   Marital Status
   Emergency Contacts
3. You can answer surveys or class evaluations and also register for emergency text messages.
   Note: Emergency text messages are texts sent out to cell phones by University Relations. These messages will only be sent out in the event of an emergency related to NMHU.

Access Your NMHU Pay Stub

1. Click on the Employee tab.
2. Click on Pay Information.
3. Click on Pay stub.
4. Choose a Pay Stub Year and click on Display.
5. Choose a pay stub. You can view / print the pay stub with or without your Social Security Number. (You must have Adobe Reader installed on your computer. It is available for free online.)
   Note: Pay Stubs are usually available online the day before pay day by 2:00pm.

How to Submit Your Employment Timesheet

1. Log into Self-Service Banner (SSB)
2. Select Employee
3. Select Timesheet
4. Select the pay period for which you are reporting time.
5. Enter hours (click the Enter Hours link for the applicable date). Click 'Save' for each day that hours are entered. Note: You will first see the first week of the pay period, so in order to view the second week, click on the 'Next' button.

6. If you would like to enter comments on the timesheet, click the
7. 'Comments' button.
8. Click 'Preview' button to review your entries.
9. When you have completed the timesheet, click the 'Submit for Approval' button.
10. If your supervisor finds an error on your time-sheet, he/she may return it for correction. If returned, you will receive and e-mail indicating that your timesheet has been returned.
11. At this point, begin at Step 1 to correct and resubmit the timesheet approval. The correction must be made prior to the deadline date. Note: Emails will only be sent to your NMHU email account.

- If the timesheet is not submitted by the deadline, a paper timesheet will need to be submitted for the next payroll date.
- Time can only be entered in intervals of 15 minutes.
- Please review your time entry before you submit the timesheet for approval.
- Completed timesheets will be available in SSB, until the end of each fiscal year.
- If you need assistance, please call the Web Time Entry Hotline at extension 3393.

View Your W-4 Tax Form

1. Click on the Employee tab.
2. Click on Tax Forms, then click on W-4 Tax Exemptions or Allowances. Access to edit your W-4 online will be available soon.

View Your W-2 Tax Form

1. Click on the Employee Tab
2. Click on Tax Forms, then click on W-2 Wage and Tax Statement
3. Select a Tax Year and click on Display.

Important Reminders and Notes

Read your e-mail! Our office routinely sends important reminders and information to your NMHU student e-mail account.

Avoid standing in lines - sign up for direct deposit.

Paychecks are available at the Cashier's Window (2nd floor of Rodgers Administration Building) at 8:00am on payday.