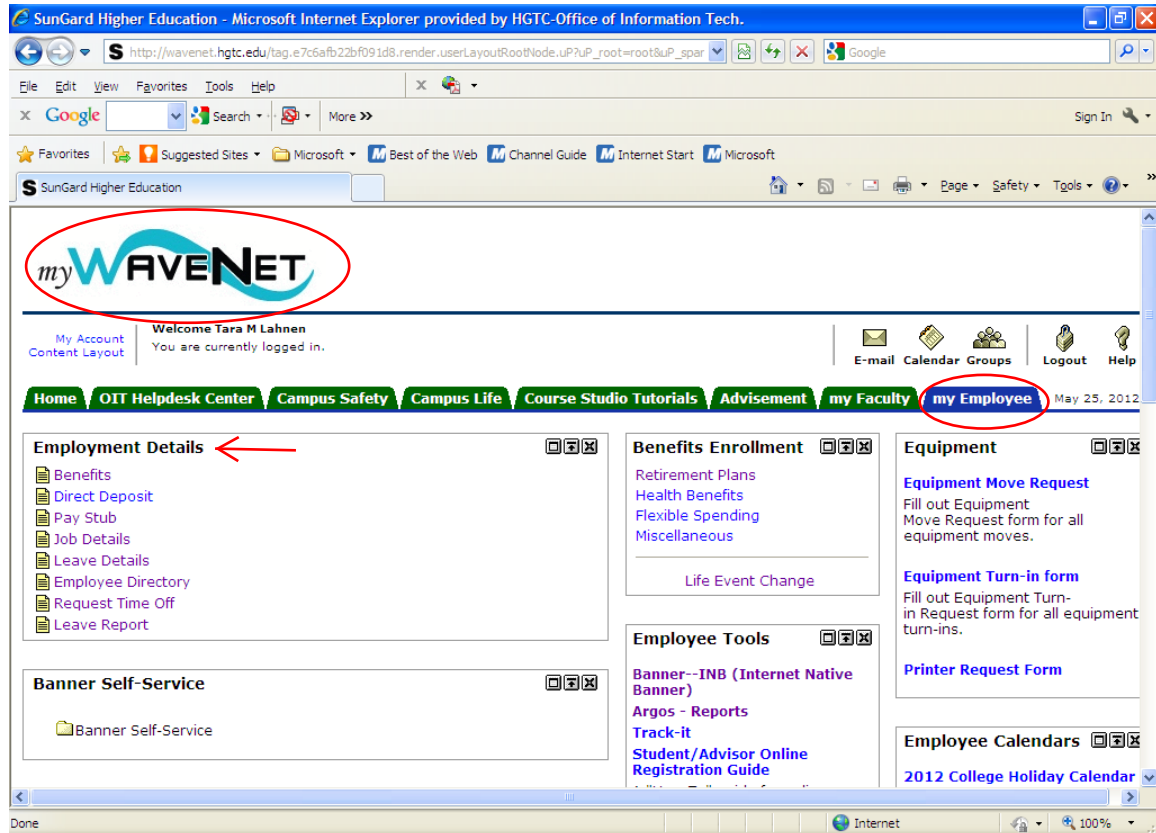


## EMPLOYEE SELF SERVICE ACCESSIBILITY THROUGH WAVENET

We have Employee Self Service available through WaveNet; this is a component that we will continue to make changes, additions and deletions. However, in an effort to familiarize you with this service, we will provide you with the data that is available for your review and/or ability to update.



## EMPLOYMENT DETAILS

### BENEFITS AND DEDUCTIONS

- View only Benefits and Deductions
- Beneficiaries and Dependents  
\*\*\* NOTE: In order for you to change your Beneficiaries with your insurances or the Retirement System, you **MUST** contact the Human Resources Department to complete the proper Beneficiary Change Form. If you make corrections through Employee Self Service, your Beneficiaries **will not** be changed with the various external agencies
- View Benefits Summary

### DIRECT DEPOSIT

- View details of your direct deposit allocations

- **PAYROLL STUBS**
- View Pay Stubs, Earnings History, and Deduction History

Employee Self Service – View Pay Stub

- ❖ Log on to WaveNet
- ❖ Choose My Employee Tab
- ❖ Choose Pay Stub
- ❖ Choose Applicable Year
- ❖ Choose Display
- ❖ Choose Applicable Month

## LEAVE DETAILS


Employees can view their applicable leave balances.

## EMPLOYEE DIRECTORY

You can search the directory by:

1. Name
2. Department

### Campus Directory

 Enter the search criteria and select Go. The percent sign is the wild card.

### Employee Search

<b>Last Name:</b>	<input type="text"/>
<b>First Name:</b>	<input type="text"/>

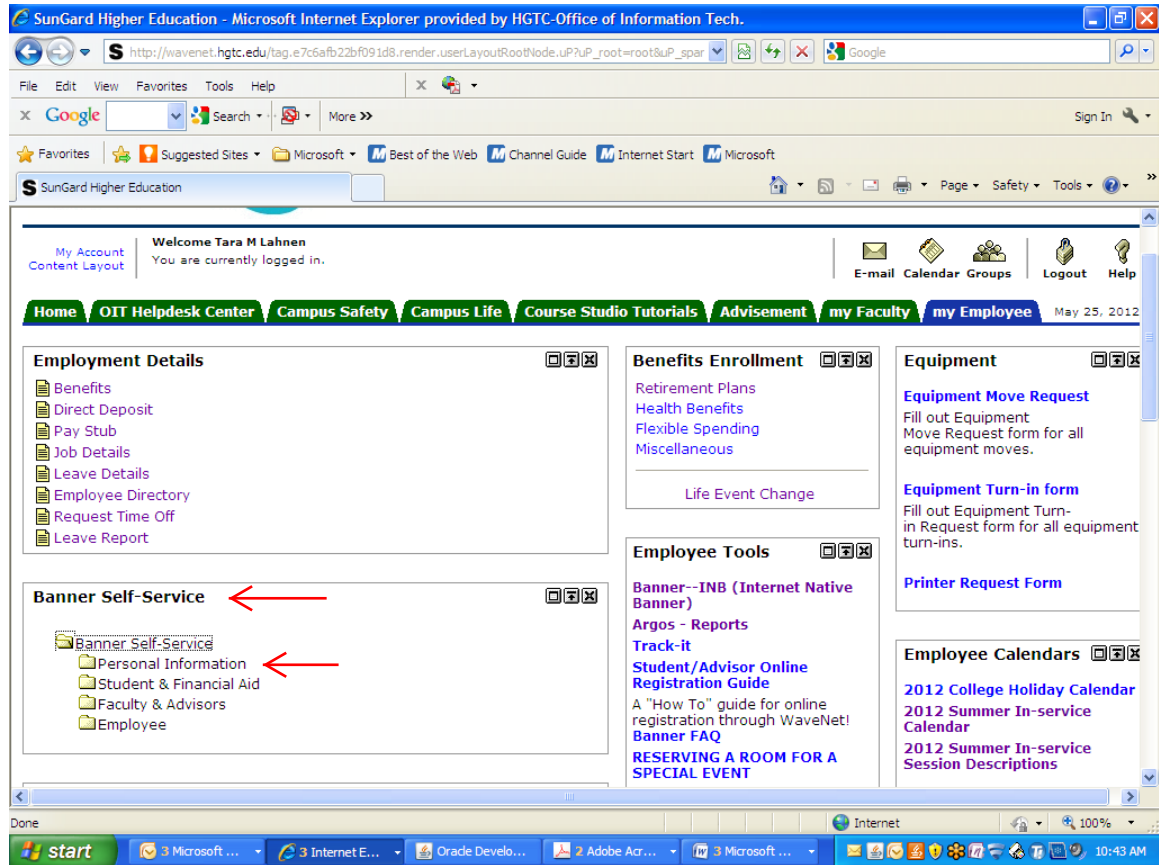
### Directory By Last Name

[ A   B   C   D   E   F   G   H   I   J   K   L   M   N   O   P   R   S   T   V   W   Y ]
<input type="text"/>

### Directory By Department

[ B   C   D   E   F   G   H   I   J   L   M   N   O   P   Q   R   S   T   U   V   W ]
<input type="text"/>

## BANNER SELF-SERVICE



## PERSONAL INFORMATION

- View address and phone number
- Update address and phone number  
\*\*\*\*NOTE: In order for your address to be corrected with the Insurance Unit (State Health, Dental, Optional Life) and the South Carolina Retirement System, you **MUST** contact the Human Resources Department to complete a Universal Name/Address Change Form. If you correct through Employee Self Service only, your address **will not** be changed with external agencies.
- View Emergency Contact and/or Update Emergency Contact information
- Name Change Information  
\*\*\* NOTE: A Universal Name/Address Change Form must be completed and submitted to Human Resources. Additionally, a copy of your new social security card **must** be submitted, along with any documentation pertaining to the name change, i.e. marriage certificate, divorce decree, etc.