

# BANNER OWLS ACCESS INSTRUCTIONS

1. BANNER OWLS can be accessed through the BANNER OWLS link on FAU web page (<http://www.fau.edu/>) or on The Personnel Services web page (<http://www.fau.edu/admin/fiscal/personnel/>)



2. Click on the first menu item: Enter BANNER OWLS

**Enter BANNER OWLS**  
[Campus Directory](#)  
[Return to FAU Main Page](#)

3. Enter your User Identification Number (Z Number- must be uppercase).
4. Enter your pin number. (The pin number is your birthday (MMDDYY) and must be changed immediately to a 6 characters, alphanumeric and case sensitive code.)
5. For first time users you will need to complete the Login Verification Security Question and Answer in addition to reading and accepting the Terms of Usage page.

6. You are now able to view personal information related to your employment with Florida Atlantic University. Under **PERSONAL INFORMATION** you will see data concerning:

---

[Change PIN](#)

[View Address\(es\) and Phone\(s\)](#)

[View E-mail Address](#)

[Directory Profile](#)

[View Emergency Contacts](#)

[Name Change Information](#)

[Answer a Survey](#)

- While under the **EMPLOYEE SERVICES** you can view the following:

---

[Benefits and Deductions](#)

[View your Retirement Plans, Health Insurance Information, Flex Spending Accounts and Miscellaneous Deductions.](#)

[Pay Information](#)

[View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs.](#)

[Tax Forms](#)

[View W-4 information.](#)

[Leave Balances and History](#)

7. **Remember, this information is specific to your account. Do not share your ID number and Pin number with others.**

# BANNER OWL ACCESS

## Hints/Tips

BANNER OWL provides you with the opportunity to view a significant amount of personal information. **For example if you use the Search option at the top of the screen and insert pay**



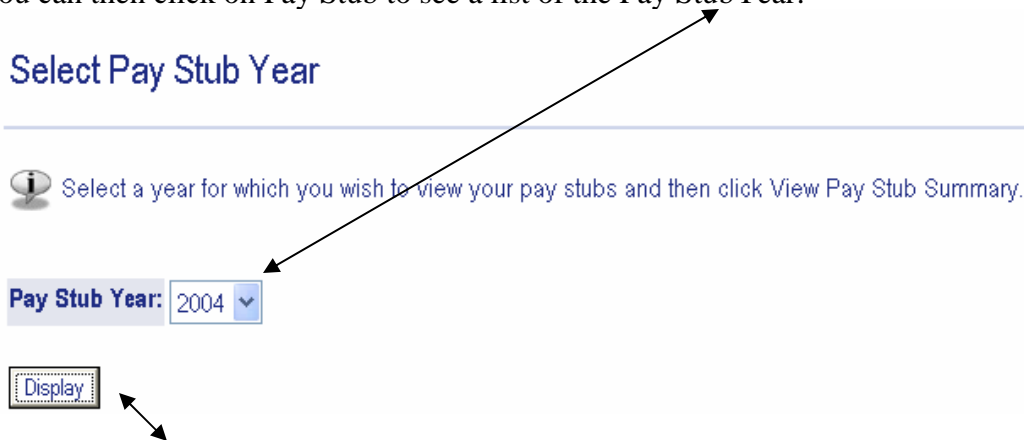
You will be given a list of the various screens that contain the word pay.

### Search Results

*7 results found for pay*

- Pay Stub
- Direct Deposit Allocation
- Health Benefits
- Leave Balances
- Name Change Information
- Retirement Plans
- W-4 Tax Exemptions/Allowances

You can then click on Pay Stub to see a list of the Pay Stub Year:



If you strike Display, you will View Pay Stub Summary

## View Pay Stub Summary

---

 Click on the underlined Pay Stub Date to view the Pay Stub.

### ***Pay Stubs for 2004***

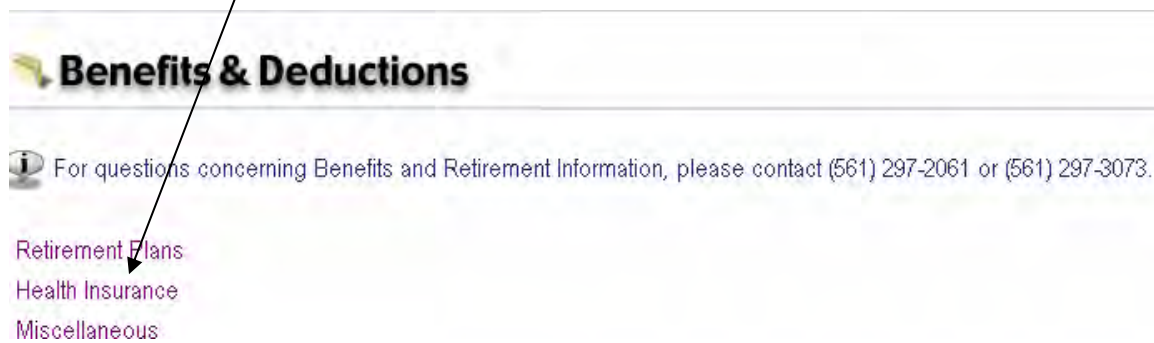
<b>Pay Stub Date</b>	<b>Pay Period Begin Date</b>	<b>Pay Period End Date</b>	<b>Gross Pay</b>	<b>Net Pay</b>	<b>Message</b>
<u>Jun 25, 2004</u>	Jun 05, 2004	Jun 18, 2004	1,567.97	974.91	
<u>Jun 11, 2004</u>	May 22, 2004	Jun 04, 2004	1,567.97	974.92	
<u>May 28, 2004</u>	May 08, 2004	May 21, 2004	1,567.97	974.93	
<u>May 14, 2004</u>	Apr 24, 2004	May 07, 2004	1,567.97	974.92	
<u>Apr 30, 2004</u>	Apr 10, 2004	Apr 23, 2004	1,567.97	1,091.94	
<u>Apr 16, 2004</u>	Mar 27, 2004	Apr 09, 2004	1,567.97	974.92	

You can then click on an underlined pay stub dated to view a summary of the selected pay stub.

If you wanted to view your health insurance coverage you can click on Benefits and Deduction under Employee Services section.



Select Health Insurance



This provides you with a list of your health benefits and contribution amounts.

## Health Benefit Information

 This is a list of all of your health benefits. Contribution amounts are per pay period.

### ***American Dental Plan (ADP)***

<b>Benefit or Deduction as of date:</b>	Jun 29, 2004
<b>Status of Benefit or Deduction:</b>	Active
<b>Start Date:</b>	Aug 01, 2001
<b>End Date:</b>	
<b>Plan:</b>	Employee only - prepaid
<b>Employee Contribution:</b>	5.6000

[\[ Contributions or Deductions \]](#)

You can click on the Contributions or Deductions to see a detail list of your Contributions or Deductions for a specific period.

***American Dental Plan (ADP)***

**History Start Date:** January 2004

**History End Date:** June 2004

<b>Year</b>	<b>Month</b>	<b>Personal Deduction</b>	<b>Employer Contribution</b>
2004	January	11.20	.00
	February	11.20	.00
	March	11.20	.00
	April	11.20	.00
	May	11.20	.00
	June	11.20	.00
<b>TOTAL</b>		67.20	.00

**From:** January 2004

**To:** June 2004

## **Summary**

Our recommendation is to view all of the screens in BANNER OWLS system. Continue through each screen looking at the options available and the additional data that can be viewed. **Remember, this information is specific to your account. Do not share your ID number and Pin number with others.**