Accessing Self-Service Banner

Self-Service Banner enables Temple employees to view/update personal, work and leave-related information through TUportal. To access Self-Service Banner:

1. Go to [http://tuportal.temple.edu](http://tuportal.temple.edu) and log in.

2. Once you log in, you will see a series of tabs towards the top of the site. Click on the tab labeled **Staff Tools**:

3. Once you click on Staff Tools, look for the following four convenient Self-Service Banner channels: the **Leave Time Information** channel in the center and the **Pay and Tax, Personal** and **Benefits Information** channels on the right.

The graphic below shows the **Pay and Tax Information** channel:

4. Click on the option you wish to access and you will be linked to Self-Service Banner to view and/or update your information. Access your paycheck, for example, by clicking on **Pay Stub** in the **Pay and Tax Information** channel shown above.

**What’s New in Self-Service Banner?**

While you find the same functionality as available in ESS, some options are grouped a little differently and some have their own sections in Self Service Banner. For example, the **Leave of Absence Request** is listed under the **Leave Time Information** channel and **Flexible Spending Account** is a separate option under **Benefits Information** channel.

There are also new options that were not available in ESS. In particular, you can now view your **Earnings and Deductions History** and access the details of your **Retirement Plan**, including links to vendor information.
In addition, when you click on a link in one of the channels, you will see that in almost all the screens, there are additional links giving you access to related topics and historical information. For example, if you go the **Benefits Information** channel and click on **Health Benefits**, you will see that, in addition to your benefits information, there are the following links:

History | Contributions or Deductions | Vendor Web Site

**Obtaining Support**

If you have any questions about Self-Service Banner, please feel free to contact Human Resources at 215-926-2244.