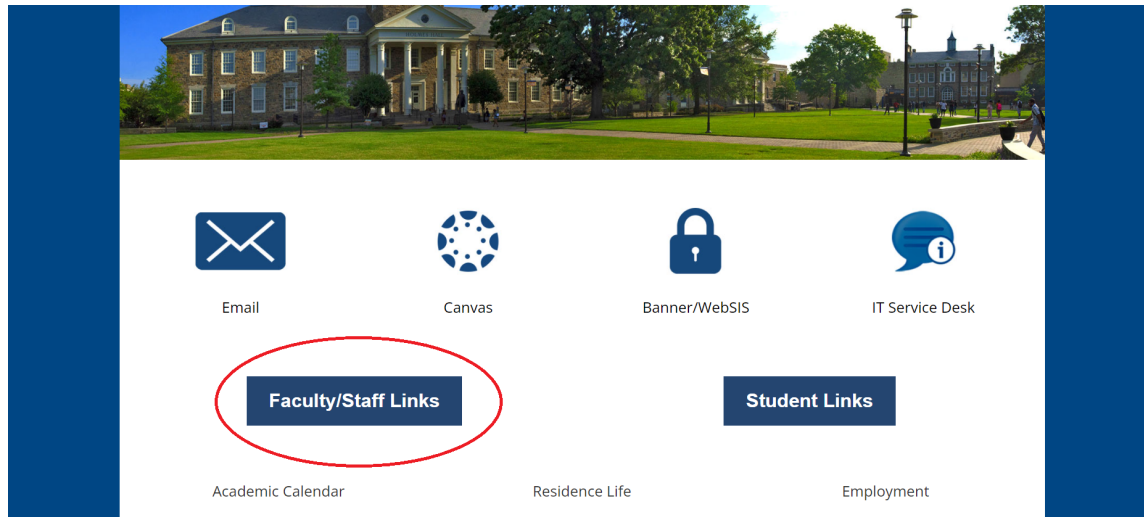


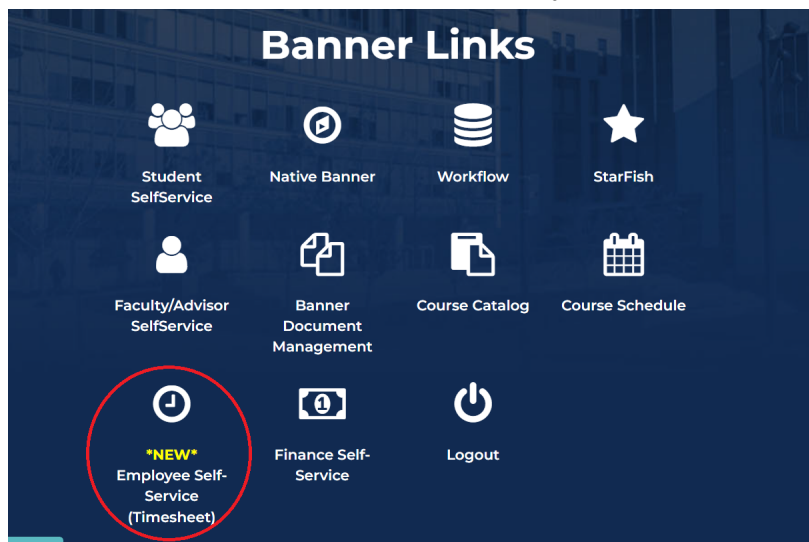
From the myMSU portal (<https://gateway.morgan.edu/>), select “Faculty/Staff Links.”



From there, select “Banner/WebSIS.”



In the “Banner Links” menu, select “Employee Self-Service.”



Then, select "My Profile."

Employee Dashboard

Employee Name

My Profile

Leave Balances as of xx/xx/xxxx

Annual Leave in hours

Sick Pay in hours

Personal Pay in hours

Compensation Time Pay in hours

Full Leave Balance Information

Job Summary

Employee Summary

My Activities

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You'll find your Banner employee ID number on the left of the page.

Employee Dashboard • Employee Profile

Employee Name

ID: XXXXXX

Status: Active

Birthday

More Personal Information

Personal Information

Addresses

Phones

Emails