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TO: Pacific Faculty and Staff

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SUBJECT: Employee Self Service

A new capability - Employee Self Service - has been implemented through *insidePacific* which now enables Pacific faculty and staff to access their own personal employment information on the Banner Human Resource System 24-hours a day, 7-days a week!

Personal employment information includes:

- **Pay Information**
 - Direct Deposit Breakdown
 - Earnings History
 - Pay Stub
 - Deductions History
- **Tax Information**
 - W-2 Information
- **Job Summary**
 - List of current and past positions (since 1994)
- **Leave Balances**
 - View of sick and vacation accruals and time taken

Employee Self Service is only available through *insidePacific* (www.insidepacific.edu). In order to access your personal employment information, you will need to enter your PacificNet ID and Password. Be assured that all information is secured behind the University's firewall and network.

Instructions for accessing Employee Self Service are posted on the Human Resources website <http://web.pacific.edu/x3720.xml> , along with Frequently Asked Questions (FAQ's). Training will be provided by the Business Technology Training Coordinator. For additional information, review the training schedule which is posted at <http://web.pacific.edu/x8660.xml> .

If you have any questions or problems accessing Employee Self Service, please contact your local TSP or the Human Resources Department at 62124 or e-mail us at human_resources@pacific.edu