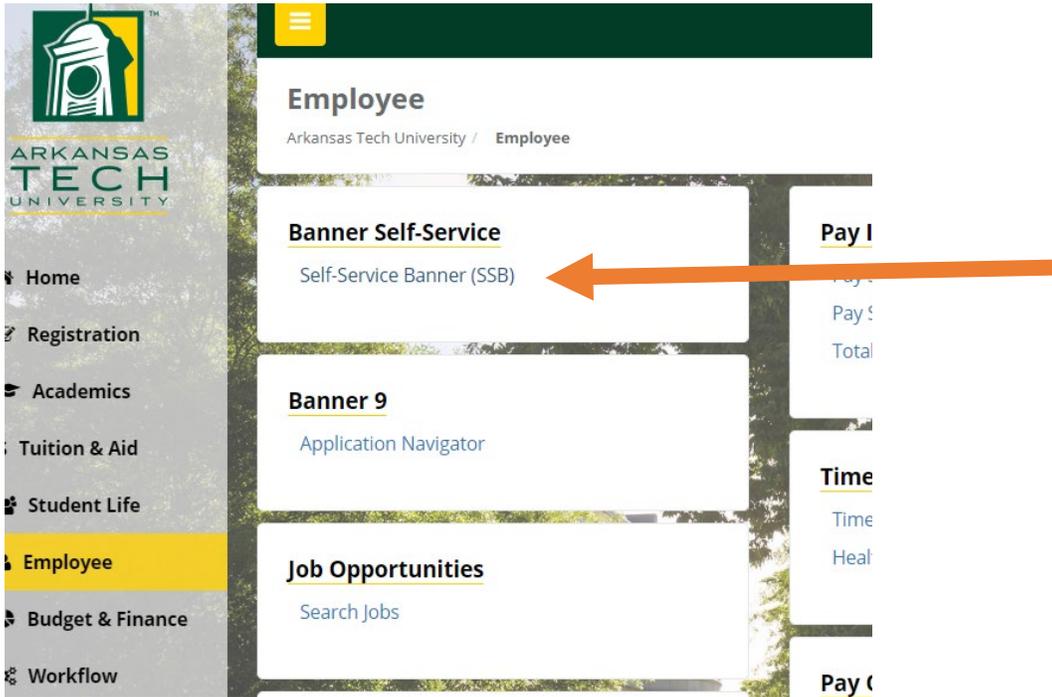
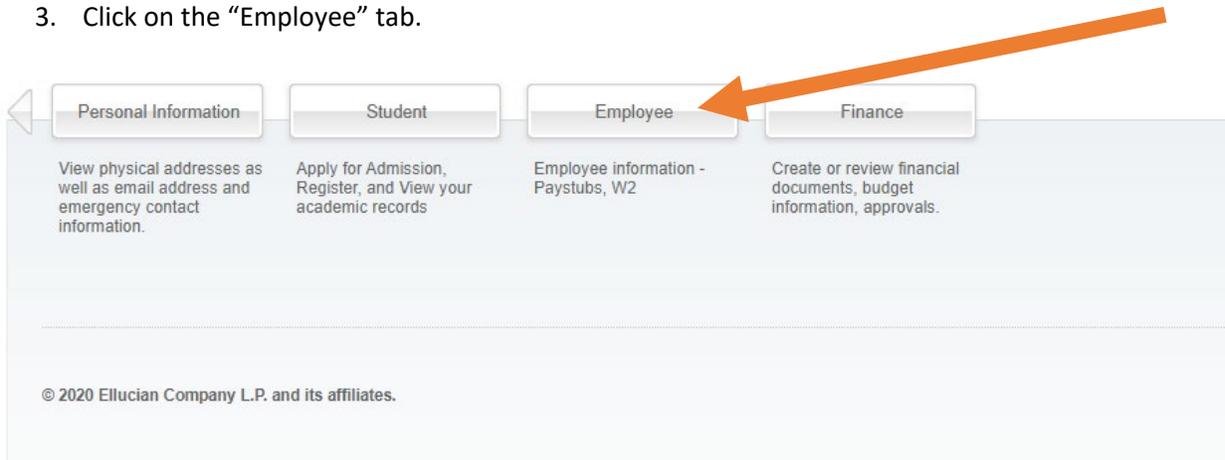


How to View Your Employee Notice

1. Log in to your OneTech portal using your username and password.
2. Click on “Self-Service Banner (SSB)”.



3. Click on the “Employee” tab.



4. Click on “Your Employment Documents”.

Pay Information Pay Stub	Tax Forms Electronic W2 consent and W2 Statement	Employee Mandatory Training	Employment Processing
Service Request Form Facilities Management Service Request Form	Pre-Employment Screening Pre-Employment Screening Request Form	Current Employee Benefits	Cornerstone OnDemand Talent, Learning, and Performance Management System
Time Reporting/Request Leave Access your time reporting and request leave	Time Approval	Position Review	Travel Reimbursement Direct Deposit Enrollment
Travel Cash Advance Agreement Form	Employee Meal Plan Sign Up	Performance Review	View Agency Account Balance
Faculty Staff Waiver Form	View Overtime/Compensatory Time Sheets	Student Interaction Form	Pass/No Credit Petitions Pending Approval
Your Employment Documents Shows employment contracts and notices of employment and allows employees to approve them			



5. Click on “View” under “Action” to view your Employee Notice.

i You may review any current or previous employment document by clicking "View" on the desired row.

Employment Documents

Position	Title	Date Range	Action
132431		Jul 01, 2019 - Jun 30, 2020	View
132431		Jul 01, 2018 - Jun 30, 2019	View
132431		Nov 20, 2017 - Jun 30, 2018	View
133701		Jul 01, 2017 - Nov 19, 2017	View
133701		Jul 01, 2016 - Jun 30, 2017	View
133701		Jul 01, 2015 - Jun 30, 2016	View
133701		Jul 01, 2014 - Jun 30, 2015	View
133701		Jul 01, 2013 - Jun 30, 2014	View

