Step by Step Login

Banner Employee Self Service

- On the Main website (www.citadel.edu) choose Lesesne Gateway Under the Faculty & Staff.
- Type a username & password in the Secure Login fields.
- Click on login
- The Lesesne Gateway pathway will be displayed.
- Click on the Employee tab in light blue upper right.
- Click on retrievable information.

Overview

Banner Employee Self Service

- This guide is designed to assist navigation in Banner Employee Self Service
- Banner Employee Self Service is included in the Lesesne Gateway portal within the Employee window.

Navigation Guide

Banner Employee Self Service
Lesesne Gateway is a secure Internet /Intranet portal. Each employee will have an assigned, secure account.

Choose from the Personal Information or the Employment Details Channels for employment data.

**First Point of Entry**

The main Lesesne Gateway portal is the Employee Self Service. First point of entry. A standard secure login is required to enter.

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**Employment Details Channel**

- The employment Details Channels is divided into two assigned categorical links.
  - Personal Information
  - Employee
- Each Categorical link contains personal records and can perform selected tasks in the record.

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**Employment Details Channel**

The Employment Details Channels will display various links just a click away:

- **Benefits**
  - Displays the Personal Employee window and a feature menu along the bottom with access to specific
    Retirement, Health Flexible Spending Accounts, etc. You data will be view, change or report benefits will required
    contact with the benefits manager.
- **Direct Deposit**
  - Displays the Direct Deposit Allocation window for payroll records
- **Payroll**
  - Displays the Pay Stub window allowing you to choose from a drop-down menu.
- **Job Details**
  - Displays job summary break down and changes
- **Leave Details**
  - Displays leave balances. However, the submit leave requests click on Submit or Approve a Leave Request in the
    Human Resources Spotlight channel (left)
- **Employee Directory**
  - Displays the Campus directory window and search field

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**Contacts:**

**Payroll:** Questions about earnings.

payroll@citadel.edu
843-953-3128

**Human Resources:** Questions about Benefits and Employment.

171 Moultrie St.
hr@citadel.edu
843-953-6922

**Help Desk:** Questions about Passwords, Lock-outs and Lesesne Gateway access.

helpdesk@citadel.edu
843-953-4357

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**To Review Your Pay Stub**

- Log in to the Lesesne Gateway
- View the Employment Details on the upper right hand side
- Click on PAY STUB
- Choose the date from drop down box
- Click DISPLAY
- Click on the Pay Stub Date

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**Personal/Employee Links**

- Personal Information link includes a window of a related menu of personal employee data.
- Employee link includes a window of a related menu of personal benefit/Pay employee data.

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**Employee Tab**

Click on the blue Employee Tab to display the Employee Tab window.