

## Direct Deposit steps to view pay stubs on-line

The payroll department no longer mails pay stubs to work-study students who have direct deposit. In order for students to view their pay stub information online, they will need to follow the attached instructions.

There are **3** forms **2** are to request the security access and the other is to delete the access when the students have been terminated from your department.

These forms must be completed by your supervisor and sent to the help desk before the students are able to view their pay stub.

**The security form must be completed as follows:**

### *Section A:*

Name - Student's name

Title - Work-Study

Department - the department the student is working in

Campus - North, South, etc

Location - location of department

Phone and Fax - extension and fax number for the department

Job Title/Position - Student Worker

### Section B:

Student must check No for GroupWise access

Section C: does not need to be filled out

Section D: does not need to be filled out

Section E: Student completes user signature and date. Supervisors complete supervisor's signature and date and print their name.

Notes: Need Novell Sign on to view pay stubs.

Authorized Signature: does not need to be completed.

FYI: Students who do not have direct deposit will continue to get their check stubs in the mail.

**BROWARD COLLEGE**  
**Information Technology**  
**(Novell/Mainframe/Groupwise)**  
**COMPUTER NETWORK SECURITY REQUEST FORM**

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**Add User**

**A – User Information - Fill out options: A,B,C,D,&E**

❶ Full Name: \_\_\_\_\_ SS# \_\_\_\_\_

❷ Title: \_\_\_\_\_ ❸ Department: \_\_\_\_\_

❹ Campus:  Central  Commercial  DTC  CHSE  North  South  Overseas Ctr.  Pines Ctr.  Miramar

❺ Location: (Bldg.#) \_\_\_\_\_ (Room#) \_\_\_\_\_ ❻ Phone#: 954-201- \_\_\_\_\_ ❽ Fax#: 954-201- \_\_\_\_\_

❽ Job Title/Position:  Full-Time Career Employee  Part-Time Career Employee  Administrator  
 Full-Time Faculty  Adjunct Faculty  Student Worker  
 Outside Consultant

**B – Groupwise Email Access**

Yes, Groupwise Access  No, Groupwise Access

**C – Faculty Web Page Access \*\* (Only full-time Faculty and adjuncts are eligible for personal web space)\*\***

Yes, I will require access to create/maintain my own personal web space on the Broward College site.  
 No, I will not require access to create/maintain my own personal web space on the Broward College site.

**D – Mainframe Access - Note: *User ID:* will be the 1<sup>st</sup> initial of first name, plus seven characters of last name  
*Password:* must be 5-8 alpha/numeric characters**

Production Password: \_\_\_\_\_

Test Password: \_\_\_\_\_

**E – Employee & Supervisor Authorization**

User Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please Print Name: \_\_\_\_\_

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**Notes:**

**For special situations/circumstances:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Authorized Supervisor Signature Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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*Keep a copy of this form for your records. **Send the completed and signed form to: Help Desk, DTC***

**Broward College**  
**Fair Use Guidelines and Security Agreement**  
 Governing the use of

The College's Computing Facilities, World Wide Web Site, and Email Accounts

The purpose of this agreement is to maintain a usable computing environment for all users. The System Administrators have the authority to disable logins immediately for failure to comply with this agreement. The department must be strict in these matters, not only because of the real value of facilities, but also because their integrity is critical for the research and instructional activities of the faculty, staff, and students. These rules apply to any system on the Broward College Collegewide Network.

- 1) All usage of these facilities must be **consistent with the business of the college**:
  - a) Information placed on the system may relate only to charitable, educational, scientific, cultural, social, or economic matters
  - b) Use of the system for any personal profit-oriented, commercial, or business purpose is strictly prohibited.
  - c) Additionally, obscene or slanderous statements are strictly prohibited.
  - d) The System Administrators, in their sole discretion, may delete any information which may violate the College's standards. Each person who inputs data is solely responsible for any obscene, slanderous, profit-oriented, business, or commercial material placed on the system and shall indemnify the College for any damage and/or injury resulting from same.
- 2) All computer accounts (logins) are for the use of a single individual, the person for whom the account was approved. **Sharing or loaning accounts is strictly prohibited.**
- 3) Use of these facilities to gain unauthorized access to any other account, at this facility or any other facility, is expressly prohibited.
- 4) These facilities may only be used for lawful purposes. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to: copyrighted material (unless authorized by the copyright holder), threatening or obscene material, or material protected by trade secret or unfair trade practices laws.
- 5) Use of the other organization's networks or computing resources must comply with the rules for that network.
- 6) Consideration of others' use of the computing resource shall be made.
- 7) The following activities are **prohibited**:
  - a) Storing, posting, or displaying obscene or offensive data, even temporarily, in areas where one might view them passively or inadvertently.
  - b) Any activities which adversely affect the reputation or image of this organization. Such activities must be viewed in context with their audience.
  - c) Transmitting unsolicited material such as repetitive mass emailings ("Spamming"), chain messages, or advertising for private purposes.
  - d) Attempts to circumvent established security procedures or to obtain access privileges to which a user is not entitled.
  - e) Attempts to modify computer systems or software in any unauthorized manner.
  - f) Unauthorized access, alteration, or destruction of another user's data, programs, or electronic mail.
  - g) Attempts to obtain unauthorized access to either local or remote computer systems or networks.
  - h) Attempts to adversely affect the availability or quality of service of the Broward College Network.
- 8) The College will provide licensed software for College owned personal computers as part of the Broward College standard PC configuration. Any additional software installed on a personal computer will be the responsibility of the department or individual. The individual will be held responsible for any unlicensed software installed on their workstation. Software may only be installed in strict accordance with the license agreement accompanying the software.
- 9) MacIntosh users do not have the option of utilizing a standard image which contains licensed software to the College. Microsoft Office for Mac is the only College licensing provided. Therefore, the licensing for any software installed on the MacIntosh computer is the responsibility of the department or individual. Software may only be installed in strict accordance with the license agreement accompanying the software.

*I understand and will abide by the above terms and conditions for use of these facilities. If the propriety of any situation is unclear, I will ask for clarification from the System Administrators rather than making any assumptions.*

<b>Supervisor</b>	
Printed Name: _____	Phone: _____
Signature: _____	Date: _____
<b>Applicant</b>	
Printed Name: _____	Phone: _____
Signature: _____	Date: _____
Campus/Bldg/Room: _____	Dept: _____

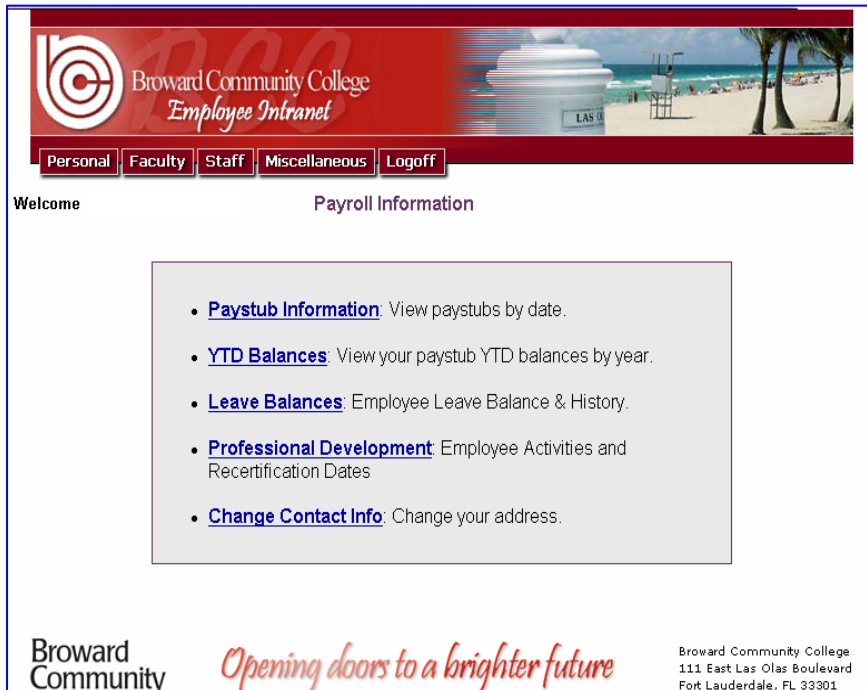
# Employee Secure Sign-on

To log in through the Employee Secure Sign-on.

1. Use your Novell user id and password.



<http://www.broward.edu/faculty-staff/>



Information you can access includes:

- Payroll information
- YTD Balance Information
- A list of all training and professional development activities you've attended.
- Update your address and phone number.
- Access the Broward College mainframe and network drives.
- LRC – track student labs per reference number.

## Pay Stub Information (Secure Sign-on)

1. Select a year, press Enter.

Beginning with the September 15<sup>th</sup> pay check, check stubs for automatic deposits will not be mailed out. You will access your information here.

The screenshot shows the 'Employee Paystub Information' page. At the top, there is a navigation bar with buttons for 'Personal', 'Faculty', 'Staff', 'Miscellaneous', and 'Logoff'. Below the navigation bar, the page title is 'Employee Paystub Information' and there is a 'Printable Page' link. The main content area is divided into two columns. The left column contains fields for 'Title', 'W4-Status', and 'Additional Withholdings:'. Below these fields is a search box for previous check dates with a dropdown menu set to '2004' and an 'Enter' button. Below the search box is a table with two columns: 'Pay Check Date(s)' and 'Net Amount'. The right column contains a table with 'Check Date: 08/31/04' and 'Check Number: 4068752'. Below this is a table with three columns: 'Description', 'Position', and 'Amount'. The table lists various items including 'Regular Gross From Assignment', 'Assignment Total Regular Gross', 'Taxable Gross For Medicare', 'Taxable Gross For Socsec', 'Taxable Gross For Withhold', 'Total Gross', 'Medicare', 'Social Security', 'Federal Withholding Tax', 'Subtotal', and 'City Of Fort Lauderdale Parking'.

View payroll FACS by clicking on the Questions? link at the top left side of the page.

The screenshot shows the 'Payroll - Frequently asked Questions' page. At the top, there is a navigation bar with buttons for 'Personal', 'Faculty', 'Staff', 'Miscellaneous', and 'Logoff'. Below the navigation bar, the page title is 'Payroll - Frequently asked Questions'. The main content area contains several questions and answers:

- When do I get paid?**  
The pay dates are the 15th & 31st of the month.
- When do I accrue leave?**  
You will accrue leave on the 15th of the month.
- Can I have direct deposit?**  
If you are currently employed at B.C.C., you can have direct deposit.
- How do I sign up for direct deposit?**  
Go to [www.broward.edu/forms/](http://www.broward.edu/forms/) Click on Direct Deposit Form and print. Send completed form to the Payroll Department or fax (954) 201-7500.
- How do I change the number of allowances on my W-4?**  
You will need to fill out a new W-4 form. Go to [www.broward.edu/forms/](http://www.broward.edu/forms/) Click on W-4 Form and print. Send completed form to the Human Resources department.

At the bottom of the page, there is a logo for Broward Community College and the tagline 'Opening doors to a brighter future'. The address is listed as Broward Community College, 111 East Las Olas Boulevard, Fort Lauderdale, FL 33301.

## Person ID (Secure Sign-on)

Personal Faculty Staff Miscellaneous Logoff

Welcome Your Name Year to Date Earnings & Deductions [Printable Page](#)

[Questions?](#)

Year: 2004 View a previous year: 2004 Go

Person ID: #####

Gross Earnings: Taxable Gross for Medicare :  
Taxable Gross for Social Security :  
Taxable Gross for Withholding :

Last Date	Type	Description	Amount
08/13/04	Tax	Medicare	
08/13/04	Tax	Social Security	
08/13/04	Tax	Federal Withholding Tax	
08/13/04	Post-Tax Deduction	City Of Fort Lauderdale Parking	
08/13/04	Post-Tax Deduction	Florida Association Of Community College	
08/13/04	Post-Tax Deduction	United Way	

- Find your Person ID on the YTD Balances page.