

BEARTRAX QUICK REFERENCE – FACULTY & STAFF

FOR FREQUENTLY ASKED QUESTIONS

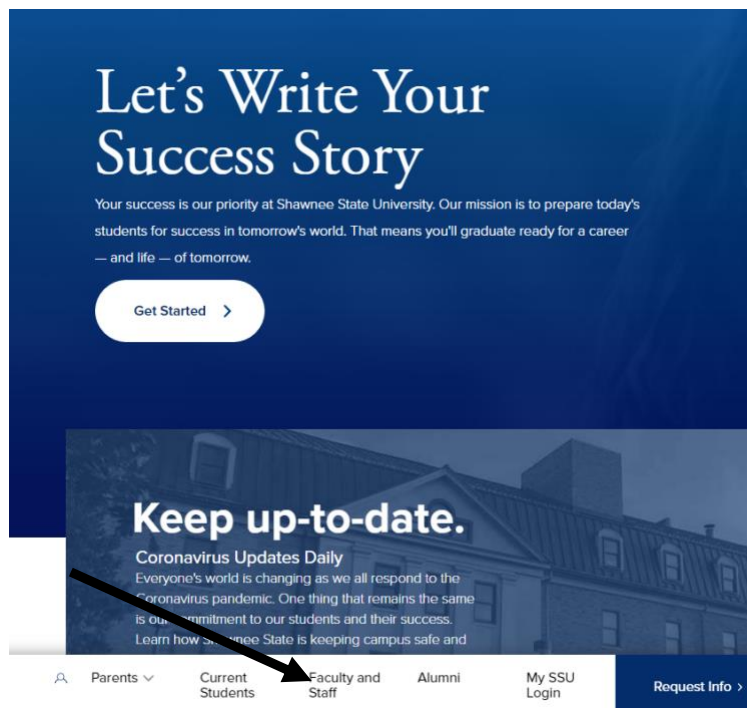
1. See <https://www.shawnee.edu/beartrax/fag>

WHO/WHERE CAN I GO TO FOR HELP?

1. **Email** ITservice@shawnee.edu for support questions, *including password reset*.
2. View the **Training Materials** page of our project website at <https://www.shawnee.edu/about-us/administrative-offices/bear-trax/bear-trax-training-materials> for more links to all related comprehensive job aids and other training information.
 - a. Job aids *most relevant* to you will be under the **Faculty** category.
3. Every week, Quick tips are added as we learn more about the Bear Trax system <https://www.shawnee.edu/about-us/administrative-offices/bear-trax/bear-trax-quick-tips>

HOW DO I GET TO BEARTRAX?

1. Go to <https://www.shawnee.edu>
2. Click “Faculty and Staff”



3. Click "Bear Trax"



4. Click the banner to be taken to the login screen for BearTrax.



Note: To shorten the process of getting to BearTrax and **create a shortcut**, follow these steps:

https://www.shawnee.edu/sites/default/files/2019-06/HINTS_CreateAShortcutToBearTrax_JA_FINAL.pdf

HOW DO I NAVIGATE THE BEARTRAX APPLICATION?

1. This comprehensive job aid located on the Shawnee BearTrax section shows you basic navigation for BearTrax: <https://www.shawnee.edu/sites/default/files/2019-01/Bear%20Trax%20Navigation%20Job%20Aid.pdf>
2. Note how within BearTrax, you can now:
 - a. view your pay slip (paystub),
 - b. submit sick leave,
 - c. submit requests for overnight travel authorizations,
 - d. submit expense reports
 - e. change your address or other personal information
 - f. manage your W4 and other tax withholding information
 - g. and much more!

HOW DO I VIEW MY PAYSLIPS? (OR PAYSTUBS)

1. This job aid shows how to **view payroll-related information**, including your **pay slips**:
[https://www.shawnee.edu/sites/default/files/2019-01/Pay Info View Payroll Information JA FINAL.pdf](https://www.shawnee.edu/sites/default/files/2019-01/Pay%20Info%20View%20Payroll%20Information%20JA%20FINAL.pdf)

HOW DO I SUBMIT SICK LEAVE OR VACATION LEAVE?

1. Learn how to **review your leave balances**:
[https://www.shawnee.edu/sites/default/files/documents/Absence View Absence Balances JA FINAL.pdf](https://www.shawnee.edu/sites/default/files/documents/Absence%20View%20Absence%20Balances%20JA%20FINAL.pdf)
2. This job aid demonstrates **how to submit leave requests** through BearTrax:
[https://www.shawnee.edu/sites/default/files/documents/Absence EmployeeAbsenceManagement JA FINAL.pdf](https://www.shawnee.edu/sites/default/files/documents/Absence%20EmployeeAbsenceManagement%20JA%20FINAL.pdf)

I NEED TO TAKE A TRIP—WHAT DO I DO?

1. **IF MAKING AN OVERNIGHT TRAVEL TRIP**, you need to submit an Overnight Travel Authorization request through the Procurement tile in BearTrax.
 - a. See process here:
[https://www.shawnee.edu/sites/default/files/2019-01/TRAVEL CreateAnOvernightTravelAuthorization JA FINAL 0.pdf](https://www.shawnee.edu/sites/default/files/2019-01/TRAVEL%20CreateAnOvernightTravelAuthorization%20JA%20FINAL%200.pdf)
 - b. **You must gain approval for this requisition BEFORE taking your trip.**
2. After you travel, you need to submit an Expense Report to be reimbursed for covered expenses.
 - a. See process here:
[https://www.shawnee.edu/sites/default/files/documents/EXP CreateExpenseReport JA FINAL.pdf](https://www.shawnee.edu/sites/default/files/documents/EXP%20CreateExpenseReport%20JA%20FINAL.pdf)
 - b. **Expenses must be reported within 60 days in order to be reimbursed.**

I HAVE TO CHANGE MY ADDRESS/NAME/CONTACT INFORMATION. WHERE DO I GO?

1. See https://www.shawnee.edu/sites/default/files/2019-01/Personal_Info_MyDetails_JA_FINAL.pdf for in-depth information.

WHAT ABOUT MAKING CHANGES TO MY BENEFIT ELECTIONS?

1. To make benefit elections, report a life event, or view your current enrollments, Please refer to our Job Aid link: https://www.shawnee.edu/sites/default/files/2019-01/Benefits_Make_Benefit_Elections_JA.pdf
2. **Come to Open Enrollment in October / November** to have hands-on guidance when navigating the Benefits section of BearTrax.

WILL THERE BE HANDS ON QUESTION AND ANSWER SESSIONS?

1. Visit our “Training Calendar” for the most up-to- date calendar regarding training events.
2. **Keep an eye out for emails!** Much information related to BearTrax is being communicated via email. Don’t miss out on valuable opportunities to gain hands-on experience and training!