

BEARTRAX QUICK REFERENCE - FACULTY

FOR FREQUENTLY ASKED QUESTIONS

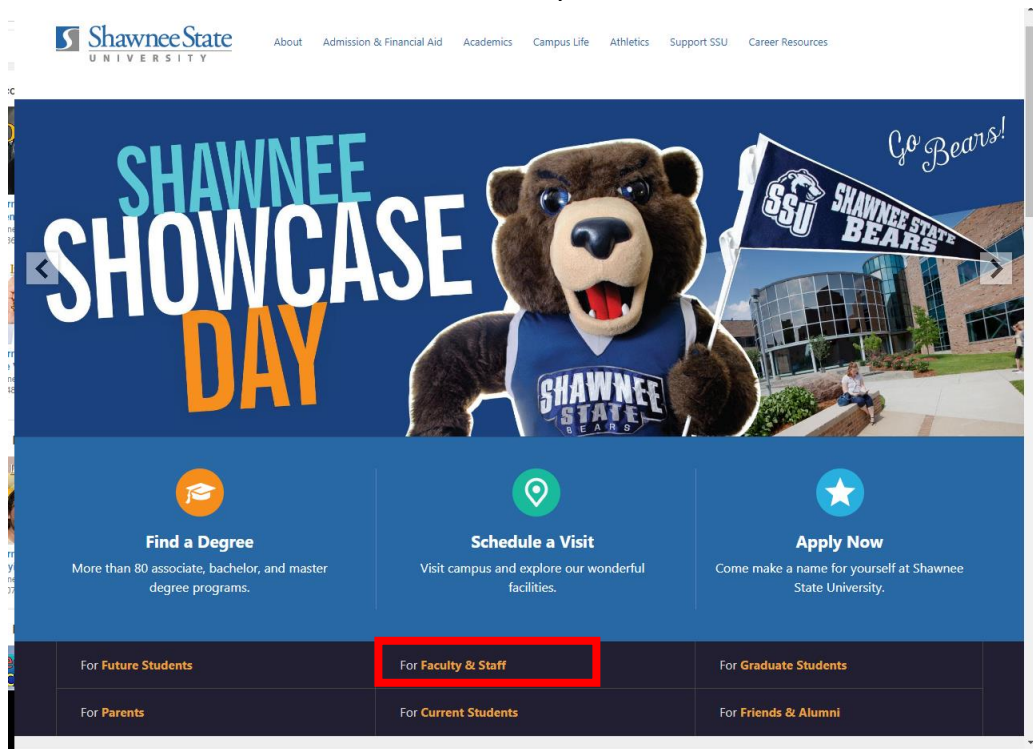
1. See <http://shawnee.edu/BearTrax/faq.aspx>.

WHO/WHERE CAN I GO TO FOR HELP?

1. List of **BearTrax Coordinators and Leaders:**
 - a. <http://shawnee.edu/BearTrax/Training/coordinators.aspx>
2. **Email** beartrax@shawnee.edu for support questions, *including password reset*.
3. View the **Training Materials** page of our project website at <http://shawnee.edu/BearTrax/Training/materials.aspx> 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.
4. Every week, Quick tips are added as we learn more about the Bear Trax system <http://shawnee.edu/BearTrax/Training/quick-tips.aspx>

HOW DO I GET TO BEARTRAX?

1. Go to <http://shawnee.edu/>
2. Click "For Faculty and Staff"



3. Under **Quick Links**, click BearTrax.

The screenshot shows a navigation menu titled "Faculty and Staff". It is divided into three columns. The first column, "Quick Links", contains a list of items: "BearTrax" (with a red arrow pointing to it), "MySSU", "BlackBoard", "Web-based Email Access", and "Refer a Student". The second column, "Accredit", contains "AQIP". The third column, "Governance", contains "Continuo", "Enrollme", and "Resource". Below these columns is a section titled "Faculty and Staff Resources".

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

The screenshot shows the BearTrax login page. At the top left, there are links for "Home" and "BearTrax". Below this is a large banner featuring a quote from Rick Kurtz, President of Shawnee State University: "The Oracle platform provides the tools we need to focus on our highest priorities as an institution." To the right of the quote is a portrait of Rick Kurtz. Below the banner, the text "Welcome to Bear Trax" is displayed in large blue font. To the right of this text is the BearTrax logo, which consists of a blue bear silhouette and the text "BEAR TRAX" in a blue box. A red rectangle highlights the logo, and a red arrow points to it from the text "Click to log in". Below the logo, there is a small text block: "Bear Trax is a web-based system built on an Oracle cloud platform. The tool is designed to make your job easier using modern industry standards." At the bottom left, there is a "Main Links" section.

Note: To shorten the process of getting to BearTrax and **create a shortcut**, follow these steps:
http://shawnee.edu/BearTrax/Getting-Started/media/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:
http://shawnee.edu/BearTrax/Training/media/presentations/NAV_BasicNavigation_JA_FINAL.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 PAYSLEIPS? (OR PAYSTUBS)

1. This job aid shows how to **view payroll-related information**, including your **pay slips**:
http://shawnee.edu/BearTrax/Training/media/presentations/Pay_Info_View_Payroll_Information_JA_FINAL.pdf

HOW DO I SUBMIT SICK LEAVE?

1. Learn how to **review your leave balances**:
http://shawnee.edu/BearTrax/Training/media/presentations/Absence_View_Absence_Balances_JA_FINAL.pdf
2. This job aid demonstrates **how to submit leave requests** through BearTrax:
http://shawnee.edu/BearTrax/Training/media/presentations/Absence_EmployeeAbsenceManagement_JA_FINAL.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:
http://shawnee.edu/BearTrax/Training/media/presentations/TRAVEL_CreateAnOvernightTravelAuthorization_JA_FINAL.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:
http://shawnee.edu/BearTrax/Training/media/presentations/EXP_CreateExpenseReport_JA_FINAL.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 http://shawnee.edu/BearTrax/Training/media/presentations/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: <http://www.shawnee.edu/BearTrax/Training/materials.aspx>
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. See <https://calendar.google.com/calendar/embed?src=beartrax%40shawnee.edu> 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!