

Student Employment Timesheets:

Once your supervisor completes an EPAF, you should be able to see your timesheet on Banner SSB.

- 1) Navigate to Banner SSB.
- 2) Select the new Tab called “Employee.”
- 3) Your active timesheet will look similar to the picture below.
- 4) Please ensure you can open the correct timesheet for the correct position **before** you start working.

The screenshot shows the Banner SSB Employee page. At the top, there are three tabs: "Personal Information", "Student Services", and "Employee". Below the tabs is a search bar with a "Go" button. The main heading is "Time Sheet Selection". Below this, there is a instruction: "Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet." The interface is divided into three columns: "Title and Department", "My Choice", and "Pay Period and Status". Under "Title and Department", there is a text input field containing "Title of Position, [Position Code] AB0001-00" and "Department Name, [Dept. Code] 12345". Under "My Choice", there is a radio button. Under "Pay Period and Status", there is a dropdown menu with four options: "Dec 22, 2023 to Jan 06, 2024 Completed", "Dec 22, 2023 to Jan 06, 2024 Completed", "Jan 22, 2024 to Feb 06, 2024 Completed", and "Jan 07, 2024 to Jan 21, 2024 Completed". A "Time Sheet" button is located below the input fields. At the bottom left, there is a release version number: "RELEASE: 8.12.1.5".

DO NOT BEGIN WORKING UNTIL YOU CAN ACCESS YOUR NEW POSITION TIMESHEET!

Students may NOT complete any work or training hours PRIOR to having an active timesheet available in Banner SSB.

Not adhering to this policy will result in suspension of your student employment!

If you are having troubles opening your timesheet or have questions, please contact Student Employment at studentemployment@coloradocollege.edu for assistance.