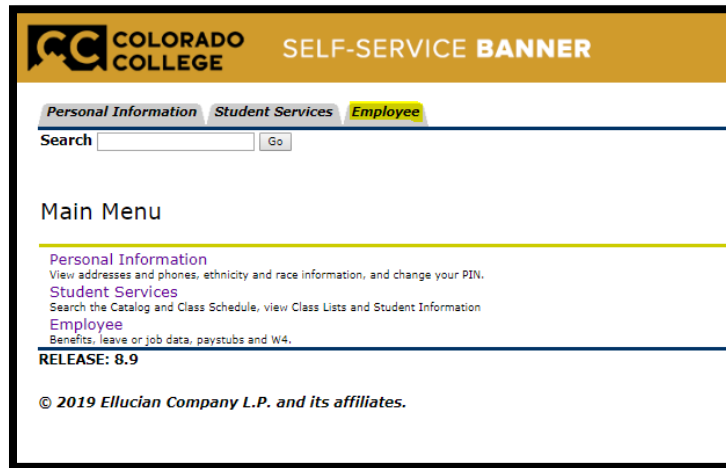


Time Sheet Entering Instruction

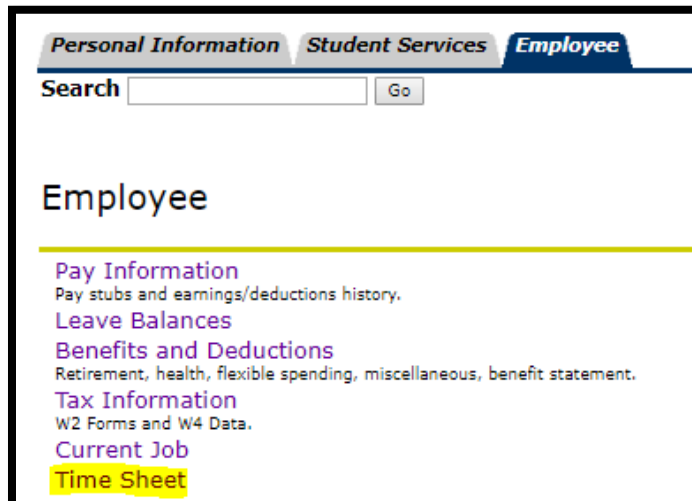
Remember, you must have a timesheet before
you can begin working or training

1. Enter SSB and select Employee tab (Note: this Employee tab will not appear until student employment paperwork has been processed)



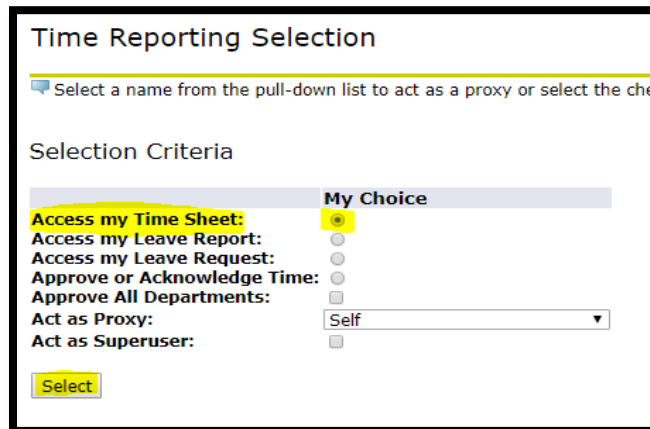
The screenshot shows the top navigation bar of the Colorado College Self-Service Banner. The logo for Colorado College is on the left, and the text 'SELF-SERVICE BANNER' is on the right. Below the navigation bar are three tabs: 'Personal Information', 'Student Services', and 'Employee'. The 'Employee' tab is highlighted in yellow. Below the tabs is a search bar with a 'Go' button. The main content area is titled 'Main Menu' and lists several options: 'Personal Information' (View addresses and phones, ethnicity and race information, and change your PIN.), 'Student Services' (Search the Catalog and Class Schedule, view Class Lists and Student Information), and 'Employee' (Benefits, leave or job data, paystubs and W4.). Below the menu is the text 'RELEASE: 8.9' and a copyright notice: '© 2019 Ellucian Company L.P. and its affiliates.'

2. Select Time Sheet



The screenshot shows the 'Employee' section of the Self-Service Banner. The 'Employee' tab is highlighted in blue. Below the tabs is a search bar with a 'Go' button. The main content area is titled 'Employee' and lists several options: 'Pay Information' (Pay stubs and earnings/deductions history.), 'Leave Balances', 'Benefits and Deductions' (Retirement, health, flexible spending, miscellaneous, benefit statement.), 'Tax Information' (W2 Forms and W4 Data.), 'Current Job', and 'Time Sheet'. The 'Time Sheet' option is highlighted in yellow.

3. Access my Time Sheet



The screenshot shows the 'Time Reporting Selection' screen. At the top, there is a instruction: 'Select a name from the pull-down list to act as a proxy or select the che'. Below this is the 'Selection Criteria' section. It contains a table with two columns: 'Selection Criteria' and 'My Choice'. The 'My Choice' column has radio buttons for each criterion. The 'Access my Time Sheet:' criterion has its radio button selected. Below the table is a dropdown menu for 'Act as Proxy:' with 'Self' selected. At the bottom left is a 'Select' button.

Selection Criteria	My Choice
Access my Time Sheet:	<input checked="" type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self
Act as Superuser:	<input type="checkbox"/>

Each job title has a separate timesheet - if you have two on-campus jobs, you will have two separate timesheets. If you have two jobs in the same department, you will still have two timesheets. When starting a new job on-campus, make sure you can see the timesheet *for that position* (check the department on the selection screen, and name of the position once you enter the timesheet) *before starting to train or work in that position*. The screenshots below show the selection screen and the actual timesheet.

- Select time sheet period

Time Sheet

Department and Description My Choice Pay Period

T, 180051, Financial Aid Office S2, Jul 22, 2019 to Aug 06, 2019 ▼

- After entering the Time Sheet period, you will see a page shown below. Now, you can log your hours by hitting the blue words: Enter Hours under the date you wish to enter.

Personal Information Student Student Services Employee

Search SITE MAP HELP EXIT

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet
Title and Number: Student Employment Intern -- CS0002-00
Department and Number: Financial Aid Office -- 180051
Time Sheet Period: Mar 07, 2019 to Mar 21, 2019
Submit By Date: Mar 24, 2019 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Thursday Mar 07, 2019	Friday Mar 08, 2019	Saturday Mar 09, 2019	Sunday Mar 10, 2019	Monday Mar 11, 2019	Tuesday Mar 12, 2019	Wednesday Mar 13, 2019
Student Wages	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0	0		0	0	0	0	0	0
Total Units:				0		0	0	0	0	0	0

Submitted for Approval By:
Approved By:
Waiting for Approval From:

- Enter the details of your shift(s). For example, I have worked from 3 to 5 pm on this day. In the boxes, I entered 3:00 for Time In and 5:00 for Time Out. Click the box after to change it to PM, in this case. Enter Time at intervals of 15 minutes in the 99:99 format. Select Save to display Total Hours.

Time In and Out

Enter time at intervals of 15 minutes in the 99:99 format.

Date: Thursday, Mar 07, 2019
Earnings Code: Student Wages

Shift	Time In	Time Out	Total Hours
1	3:00	5:00	0
1			0
1			0
1			0
1			0
1			0

Time In and Out

Enter time at intervals of 15 minutes in the 99:99 format.

Date: Thursday, Mar 07, 2019
Earnings Code: Student Wages

Shift	Time In	Time Out	Total Hours
1	03:00	05:00	2
1			0
1			0
1			0
1			0
1			0
1			2

Account Distribution

Earnings Code	Shift	Hours
Student Wages	1	2

- You can hit "Next Day" which will take you to the fresh page of day after.

Time In and Out

Enter time at intervals of 15 minutes in the 99:99 format

Date: Friday, Mar 08, 2019
Earnings Code: Student Wages

Shift	Time In	Time Out	Total Hours
1		AM	0
1		AM	0
1		AM	0
1		AM	0
1		AM	0
1		AM	0

- You can also click Time Sheet to get an overview of your timesheet you have entered.

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet
Title and Number: Student Employment Intern -- CS0002-00
Department and Number: Financial Aid Office -- 180051
Time Sheet Period: Mar 07, 2019 to Mar 21, 2019
Submit By Date: Mar 24, 2019 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Thursday Mar 07, 2019	Friday Mar 08, 2019	Saturday Mar 09, 2019	Sunday Mar 10, 2019	Monday Mar 11, 2019	Tuesday Mar 12, 2019	Wednesday Mar 13, 2019
Student Wages	1	0	2		2	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			2		2	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Submitted for Approval By:
Approved By:
Waiting for Approval From:

- After you finished entering your hours, you can hit the Submit for Approval button.

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet
Title and Number: Student Employment Assistant -- CS0002-00
Department and Number: Financial Aid Office -- 180051
Time Sheet Period: Mar 07, 2019 to Mar 21, 2019
Submit By Date: Mar 24, 2019 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Thursday Mar 07, 2019	Friday Mar 08, 2019	Saturday Mar 09, 2019	Sunday Mar 10, 2019	Monday Mar 11, 2019	Tuesday Mar 12, 2019	Wednesday Mar 13, 2019
Student Wages	1	0	6		Enter Hours	3	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			6		0	3	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Submitted for Approval By:
Approved By:
Waiting for Approval From:

10. Check the box and click on Submit button. **Be sure to submit time sheets to your supervisor for approval before the deadline.**

Certification

 NOTE: Clicking the box below replaces the need for you to enter your PIN to verify your time.

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID and PIN.

Click this box and select Submit if you agree with the previous statement. Otherwise, select Exit and your time transaction will not be submitted for approval. You will be redirected to the User Logout web page.