How to enter time on Self Service Banner

This document is designed to help walk you through the process of entering time using Self Service Banner, as well as submitting time. If you need help with different or more advanced features, please contact the Payroll Office (x6420 / x6221)

1. To sign on to Self Service Banner from the CC home page, search <u>Sign into CC</u>. A screen will come up prompting you to log on.

NOTE: CC is responding to CO	VID-19 developments. Se	e information ab	out Campus	<u>Visits</u>					
Our Work and Commitment To	ward Becoming an Antir	acist Institution							
CC Co	LORADO LLEGE					- EST. 1874	Sign Into CC 🚔 Cam Search Colorado Athletics Fine Arts 0	pus Directory 🔚 College Center Tutt Libr	A-Z Index Q ary KRCC
About CC - Admission & Ald	- Academics - Campu	is Life 👻 News &	Events - G	ving & Cor	necting *			V APPLY	• VISIT
									_

2. Click on the "Banner (SSB)":

Coloradocollege.edu/other/ssi/index.html			
I NOTE: CC is responding to COVID	D-19 developments. See information about	Campus Visits	
Our Work and Commitment Towar	rd Becoming an Antiracist Institution		
COL	ORADO LEGE		** Sign Into CC & Campus Directory A Z Index EST Search Colorado College Q 1874 Athletics Fine Arts Center Tutt Library KRCC
About CC - Admission & Aid -	Academics * Campus Life * News & Ev	ents • Giving & Connecting •	✓ APPLY ♥ VISIT
CC Home / Single Sign-In Sign Into CC Email (Office 365)	E Banner (SSB)	Canvas	Announcements Students: Submit COVID-19 vaccination documentation via Summit.
C Cascade CMS	양암 Employment Portal	Events Management	Other Accounts These services require distinct usernames and passwords.
Print Shop Orders	Qualtrics	C Stellic	Admission Portal

3. Select "Employee":

COLORADO SELF-SERVICE BANNER
Personal Information Employee Finance
Search Go
Main Menu
Personal Information
Employee Sealits, leave up to data, paystubs and W4.
Finance Create or review financial documents, budget information, approvals.
RELEASE: 8.9.1.3

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4. Select "Time Sheet":

Personal Information	Employee	Finance	
Search	Go		

Employee

	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
C	Time Sheet
	Leave Report
_	Supervisor Leave Report Lists all employees current leave balances.
	RELEASE: 8.9.1.3

5. If you get this prompt, choose "Access my Time Sheet" and click "Select":

Personal Information Employee Finance
Search Go
Time Reporting Selection
Relect a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.
Selection Criteria
My Shoice
Access my Leave Report:
Access my Leave Request:
Approve or Acknowledge Time: 🔘
Approve All Departments:
Act as Proxy: Self ✓
Act as Superuser:

RELEASE: 8.12.1.5

6. Make sure that you have the correct department and proper pay period selected, and then click "Time Sheet":

Personal Information Employee Finance
Search Go
Time Sheet Selection
Rake a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.
Title and Department My Choice Pay Period and Status
C. m. : Hers (J.F. V. 11: 0).7
Time Sheet
RELEASE: 8.12.1.5

- 7. You will be recording the number of hours that you actually worked on a day, under the appropriate "Earning" or "Leave". You are only entering hours for the day that appears under date. In order to enter hours for another day just click on the "enter hours".
- 8. Hit the "Save" button when done entering all of your hours.

NOTE Make sure that you are using the correct earning that you want to enter hours for (sick, personal, vacation, etc.).

** Enter time in increments of 15 minutes (.25, .50, .75)

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: Department and Number: Time Sheet Period: Submit By Date: Earning: Date: Shift: Hours: Save_Copy_Account Distribution				Regular Ea Aug 23, 20 1	rnings 21	, , ;
Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Aug 22, 2021	Monda Aug 23
Regula Exmings	1	0	0		Enter Hours	
Vacation Leive	1	0	0		Enter Hours	
Sick Leave	1	0	0		Enter Hours	
Per onal Leave	1	0	0		Enter Hours	
Other Paid Leave	1	0	0		Enter Hours	
Ho day Leave	1	0	0		Enter Hours	
Winter Break Leave	1	0	0		Enter Hours	
Jury Duty Leave	1	0	0		Enter Hours	
Bervavement Leave	1	0	0		Enter Hours	
Supplement I Sick Leave	1	0	0		Enter Hours	
Parental Lerve	1	0	0		Enter Hours	
Tiger Surfice day off	1	0	0		Enter Hours	
Relief Leave	1	0	0		Enter Hours	
Pub Health Emergency Leave	1	0	0		Enter Hours	
Total Hours:			0		0	
Total Units:				0	0	

9. Once you have entered your time correctly for each day of the relevant pay period and checked it over for accuracy, click "Submit for Approval":

Time and Leave Reporting						
Select the link under a date to enter hours o	r days. Se	elect Next or Previous to nav	vigate throu	gh the dai	tes within the period.	_
Title and Number: Department and Number: Time Sheet Period: Submit By Date: Earning: Date: Suff: Hours: Game (Conv) Screener Distribution				tegular Ea tug 22, 20 1	rnings 21	
Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday	Mor
Regular Earnings	1	0	64		Enter Hours	
Vacation Leave	1	0	16		Enter Hours	-
Sick Leave	1	0	8		Enter Hours	
Personal Leave	1	0	0		Enter Hours	3
Other Paid Leave	1	0	0		Enter Hours	3
Holiday Leave	1	0	0		Enter Hours	5
Winter Break Leave	1	0	0		Enter Hours	3
Jury Duty Leave	1	0	0		Enter Hours	5
Bereavement Leave	1	0	0		Enter Hours	5
Supplemental Sick Leave	1	0	0		Enter Hours	5
Parental Leave	1	0	0		Enter Hours	8
Tiger Service day off	1	0	0		Enter Hours	5
Relief Leave	1	0	0		Enter Hours	5
Pub Health Emergency Leave	1	0	0		Enter Hours	8
Total Hours:			88		0)
Total Units:				0	0	1
Position Selection Comments Preview Subr	nit for App	roval Resourt Next				

10. Your electronic signature is required for submittal. You will need to click on the box, and hit submit to certify the hours.

Personal Information Employee Finance
Search Go
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.
Required break information is in the staff handbook under General Employment Information. For Meal and Rest Periods I affirm that I have taken the required paid breaks each shift in this pay period and, if I did not take my break, I included the extra break time on my timesheet.
C of 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.
Submit
RELEASE: 8.12.1.5

11. Once you've submitted your time sheet, you will see when you submitted it and to whom:

Time and Leave Reportin	ng						
Select the link under a date to enter l	hours or days. S	elect Next or Previous to nav	rigate throug	h the dat	es within the period.		
A Your time sheet was submitted su	ccessfully.						
<i>Time Sheet</i> Fitle and Number:							
Separtment and Nomber:						and the set	Star Baller
Time Sheet Period:						Aug 22, 2021 to	Sep 06, 2021
Submit By Date:						Sep 09, 2021 b	y 11:59 PM
Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Aug 22, 2021	Monday Aug 23, 2021	Tuesday Aug 24, 2021
Regular Earnings	1	(64		Enter Hours	8	Enter
/acation Leave	1		16		Enter Hours	Enter Hours	
Sick Leave	1	(8		Enter Hours	Enter Hours	Enter
ersonal Leave	1		0 0		Enter Hours	Enter Hours	Enter
Other Paid Leave	1		0 0		Enter Hours	Enter Hours	Enter
Holiday Leave	1		0 0		Enter Hours	Enter Hours	Enter
Vinter Break Leave	1		0 0		Enter Hours	Enter Hours	Enter
ury Duty Leave	1		0 0		Enter Hours	Enter Hours	Enter
Bereavement Leave	1		0 0		Enter Hours	Enter Hours	Enter
Supplemental Sick Leave	1		0 0		Enter Hours	Enter Hours	Enter
Parental Leave	1		0 0		Enter Hours	Enter Hours	Enter
figer Service day off	1		0 0		Enter Hours	Enter Hours	Enter
Relief Leave	1		0 0		Enter Hours	Enter Hours	Enter
ub Health Emergency Leave	1		0 0		Enter Hours	Enter Hours	Enter
Fotal Hours:			88		0	8	
Total Units:				(0 0	0	
Position Selection Comments Preview Submitted for Approval By:	Next Return	Time				You on Sep 01,	2021
Approved By						and the second second	

If you have any questions about the process, please contact Payroll at x6420 / x6221