How to enter time on Self Service Banner

This document is designed to help walk you through the process of entering leaves using Self Service Banner. 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.

B NOTE: CC is responding to CO	VID-19 developments. See information about Campus Visits.	
Our Work and Commitment To	ward Becoming an Antiracist Institution	
CC CO	LORADO	 Sign Into CC <u>A</u> Campus Directory <u>A</u>-Z Index E ST. 1874 Search Colorado College Q
CO	LLEGE	Athletics Fine Arts Center Tutt Library KRCC
About CC - Admission & Aid	Academics * Campus Life * News & Events * Giving & Connecting *	Athletics Fine Arts Center Tutt Library KRCG

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

Coloradocollege.edu/other/ssi/index.html				
• NOTE: CC is responding to COVID	19 developments. See information about	Campus Visits		
Our Work and Commitment Toward	Becoming an Antiracist Institution			
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About CC - Admission & Aid - A	cademics + Campus Life + News & Ev	ents * Giving & Connecting *	APPLY V	ISIT
CC Home / Single Sign.in Sign into CC	िहुह Banner (SSB)	Canvas	GAnnouncements • Students: Submit COVID-19 vaccination documentation via Summit.	
C Cascade CMS	2음 Employment Portal	Events Management	Other Accounts These services require distinct usernames and passwords.	
Print Shop Orders		C Stellic	Admission Portal	

3. Select "Employee":

COLORADO SE	LF-SERVICE BANNER	
Personal Information Employee Fin Search Go	ance	
Main Menu		
Personal Information Windowsses and places ethnicity and race information Employee Receipts, leave or job data, roystubs and W4.	rmation, and change your PIN.	
Create or review financial documents, budget infor RELEASE: 8.9.1.3	mation, approvals.	
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4. Select "Leave Report":

COLLEGE SELF-SERVICE BANNER
Personal Information Employee Finance
Search
Employee
Pay Information
Leave Balances
Benefits and Deductions
Tax Information
W2 Forms and W4 Data.
Current Job
Time Sheet
Leave Report
Supervisor Leave Report
Lists all employees current leave balances.
KELEASE: 8.9.1.3
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5. Select the appropriate period then click on the "Leave Report" button below:

Personal Information Employee Finance
Search Go
Leave Report Selection
Title and Department My Choice Leave Report Period and Status
Busines Systs & Data Analyst, BE0020-00 Sep 01, 2021 to Sep 15, 2021 In Progress Finance Office, 132001
Leave Report
RELEASE: 8.12.1.5
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6. Enter LEAVE hours by clicking on "enter hours" for each appropriate day.

Select the link of a large to enter hours of days. Select next of remote to hangete through the dates within the period. Leave Report Title and Number: Leave Report Period: Submit By Date: Set Colspan="2">Set O1, 2021 to Sep 15, 2021 Dec 01, 2021 by 11:59 PM Friday Sep 01, 2021 to Sep 15, 2021 Dec 01, 2021 by 11:59 PM Finday Sep 02, 2021 Set Colspan="2">Set Colsp	Select the link under a date to enter hours or days.	Select Next or P	Previous to	navigate through the	lator w	ithin the period			_
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7. Enter number of hours in the small box which appears above the list of days, then click "Save". Repeat for each day you need to report time off. If you don't have hours to record you can hit "Submit". You don't have to enter zero hours. Submit leave report to your supervisor by clicking on the "submit for approval" icon":

Time and Leave Reporting						
Select the link under a date to enter hours or days. S	elect Next or	Previous to	navigate through the dates w	ithin the period.		
<i>Leave Report</i> Title and Number: Department and Number: Leave Report Period: Submit By Date:				Sep 01, 2021 by 11	DANALYST 15 BE0020-00 2001 0 15, 2021 :59 PM	
Earning:			Vacation - Exempt			
Date:			Sep 08, 2021			
Hours:			4			
Save Conv						
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Earning	Total Hours	Total Units	Wednesday Sep 08, 2021	Thursday Sep 09, 2021	Friday Sep 10, 2021	57 50
Vacation - Exempt	0		Enter Hours	Enter Hours	Enter Hours	
Sick Leave - Exempt	0		Enter Hours	Enter Hours	Enter Hours	
Personal Leave - Exempt	0		Enter Hours	Enter Hours	Enter Hours	
Tiger Service day off-Exempt	0		Enter Hours	Enter Hours	Enter Hours	
Bereavement Leave- Exempt	0		Enter Hours	Enter Hours	Enter Hours	
Jury Duty - Exempt	0		Enter Hours	Enter Hours	Enter Hours	
Parental Leave - Exempt	0		Enter Hours	Enter Hours	Enter Hours	
Other paid leave-Exempt	0		Enter Hours	Enter Hours	Enter Hours	
Pub Heath Leave - Exempt	0		Enter Hours	Enter Hours	Enter Hours	
Relief Leave - Exempt	8		Enter Hours	Enter Hours	Enter Hours	
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RELEASE: 8.14.0.1 © 2021 Ellucian Company L.P. and its affiliates.						

8. 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 60
Certification
• NOTE: Clicking the box below replaces the need for you to enter your PDN 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 Neal 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.
Grick 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

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