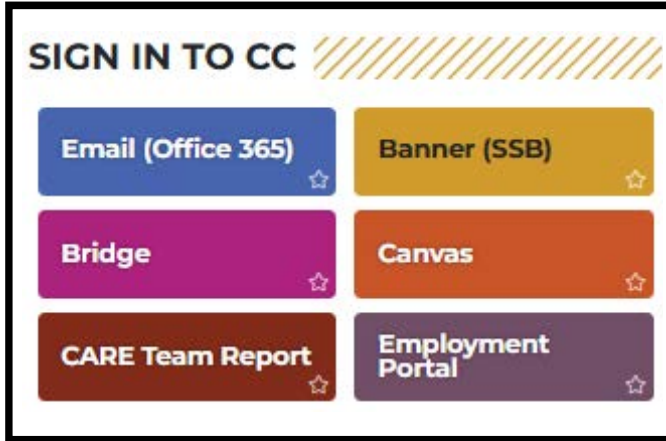


How to Find Timesheet

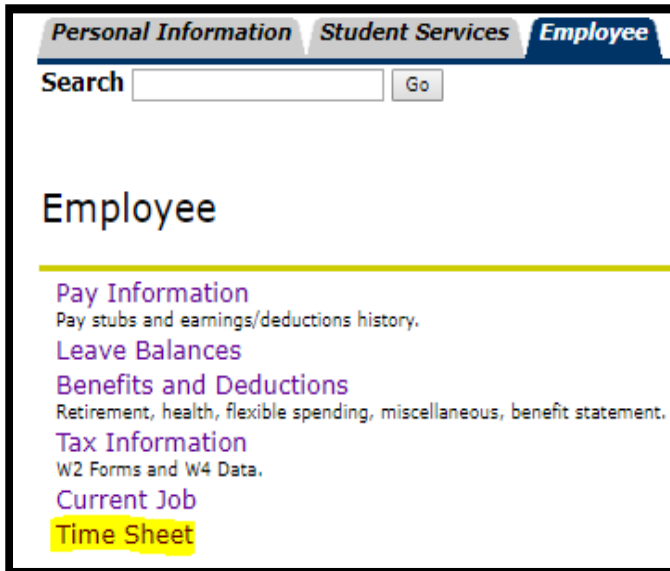
Remember, you must have a time-sheet before working or training

Step 1: Go to Colorado College "Sign into CC/Information for Students"



Click on **"Banner (SSB)"** and sign in with Single Sign On (SSO)

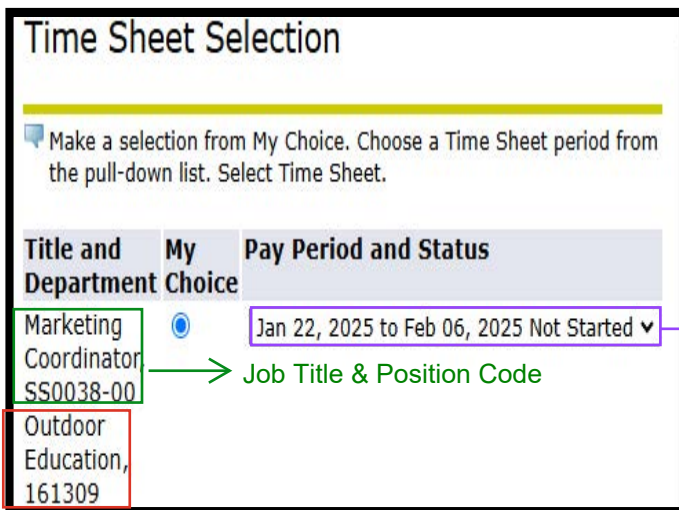
Step 2: Once in Banner, you will see three tabs, Personal Information, Student and Employee



Click on **"Employee"** tab

Scroll down and click on **"Time Sheet"**

Step 3: You have now made it to your time-sheet selection. Click the bubble under "My Choice" to select the correct job, then click "Time Sheet"



Position's Department

Pay Period & Time-sheet Status

REMINDER!!!

1. Each job has a separate time-sheet!!
2. Two jobs in the same department will have two time-sheets!
3. New job? Wait for new position's time-sheet before working or training!