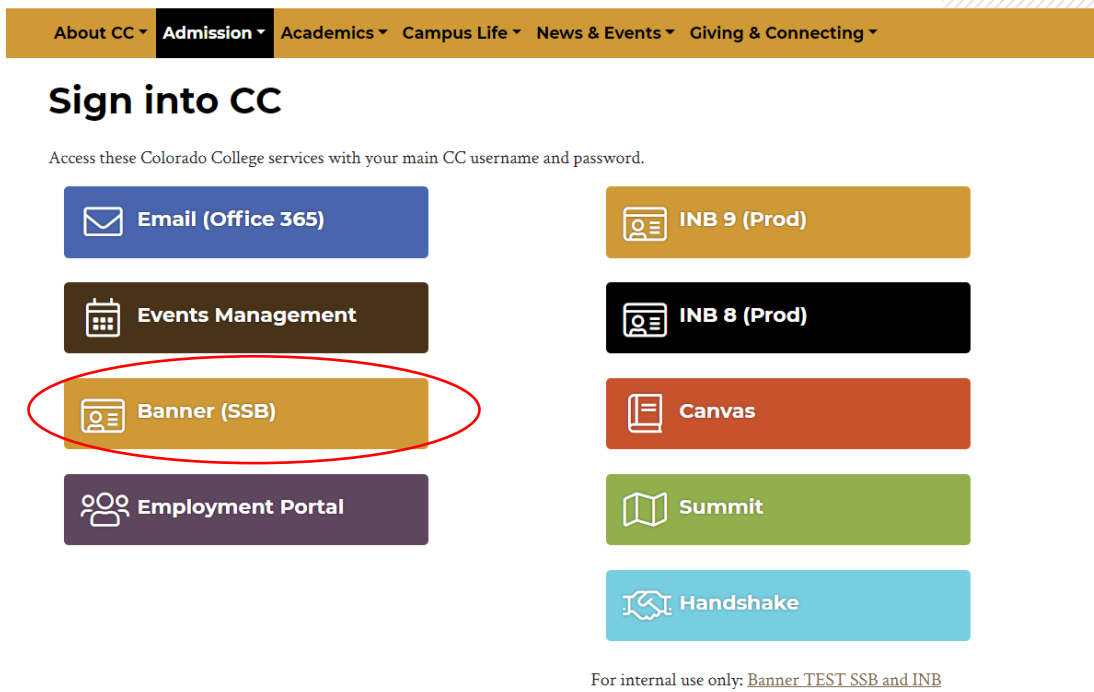


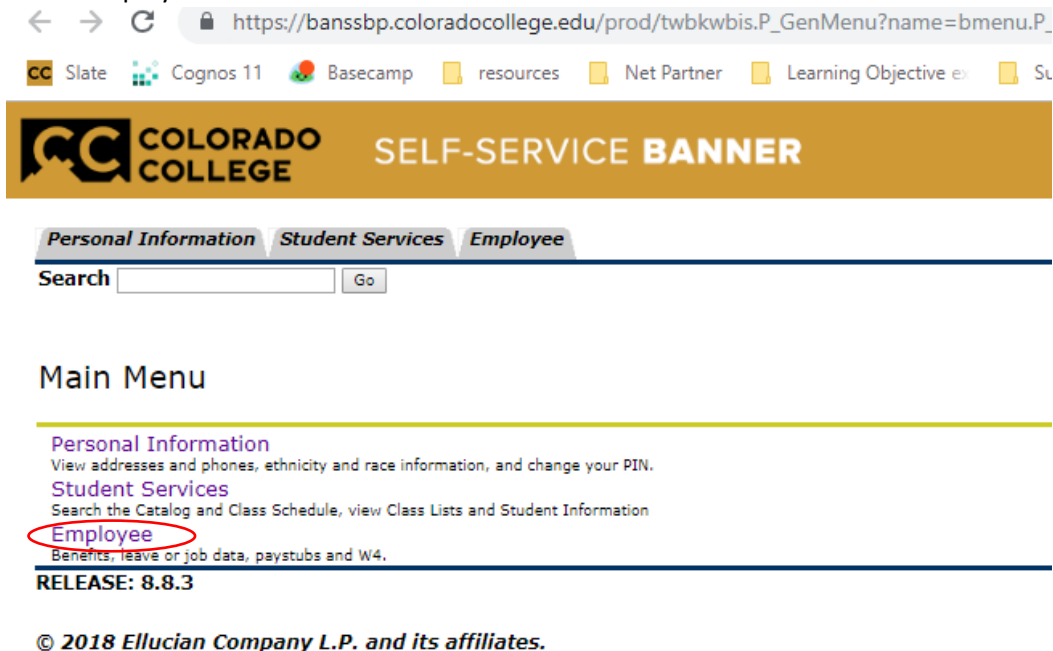
Proxy Set Up Directions

- 1) First enter Single-Sign on and select Banner (SSB)



The screenshot shows the top navigation bar of the Colorado College website. The 'Admission' menu item is selected. Below the navigation bar, the 'Sign into CC' section is displayed. It contains a grid of service tiles. The 'Banner (SSB)' tile is circled in red. Other tiles include 'Email (Office 365)', 'Events Management', 'Employment Portal', 'INB 9 (Prod)', 'INB 8 (Prod)', 'Canvas', 'Summit', and 'Handshake'. Below the tiles, a note reads: 'For internal use only: [Banner TEST SSB](#) and [INB](#)'.

- 2) Select Employee link



The screenshot shows the Banner Self-Service portal. The browser address bar displays the URL: https://banssbp.coloradocollege.edu/prod/twbkwbis.P_GenMenu?name=bmenu.P_. The page header includes the Colorado College logo and the text 'SELF-SERVICE BANNER'. Below the header, there are navigation tabs for 'Personal Information', 'Student Services', and 'Employee'. A search bar is present with a 'Go' button. The 'Main Menu' section lists three 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.). The 'Employee' link is circled in red. At the bottom, the text reads: 'RELEASE: 8.8.3' and '© 2018 Ellucian Company L.P. and its affiliates.'

Proxy Set Up Directions

3) Select Time Sheet

CC COLORADO COLLEGE SELF-SERVICE BANNER

Personal Information Student Services Employee

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](#)
- [Time Sheet](#)**
- [Leave Report](#)
- [Salary Planner](#)
- [Supervisor Leave Report](#)
Lists all employees current leave balances.

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4) Select Proxy Set Up

CC COLORADO COLLEGE SELF-SERVICE BANNER

Personal Information Student Services Employee

Search Go

Time Reporting Selection

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

Select

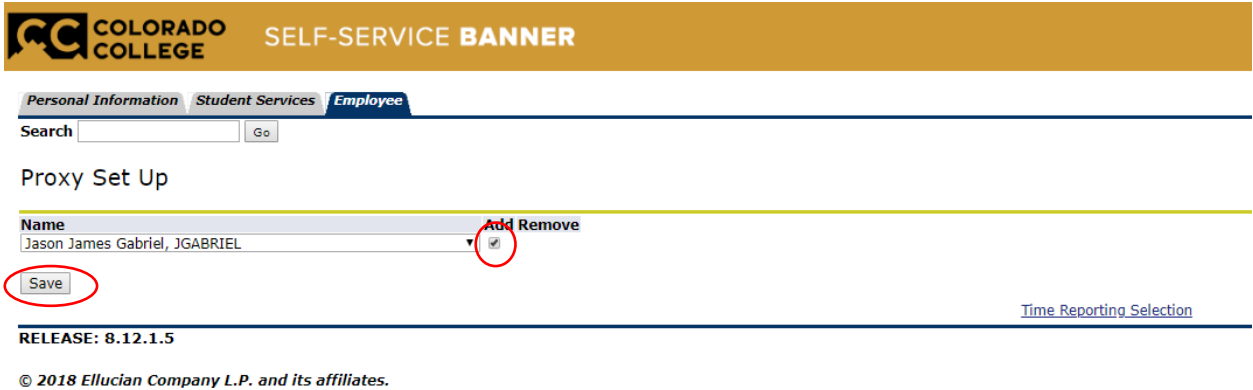
[Proxy Set Up](#)

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Proxy Set Up Directions

- 5) Use the drop down menu to select the person you would like to set up as your proxy. Once selected check the Add box and click Save.



CC COLORADO COLLEGE SELF-SERVICE BANNER

Personal Information Student Services **Employee**

Search Go

Proxy Set Up

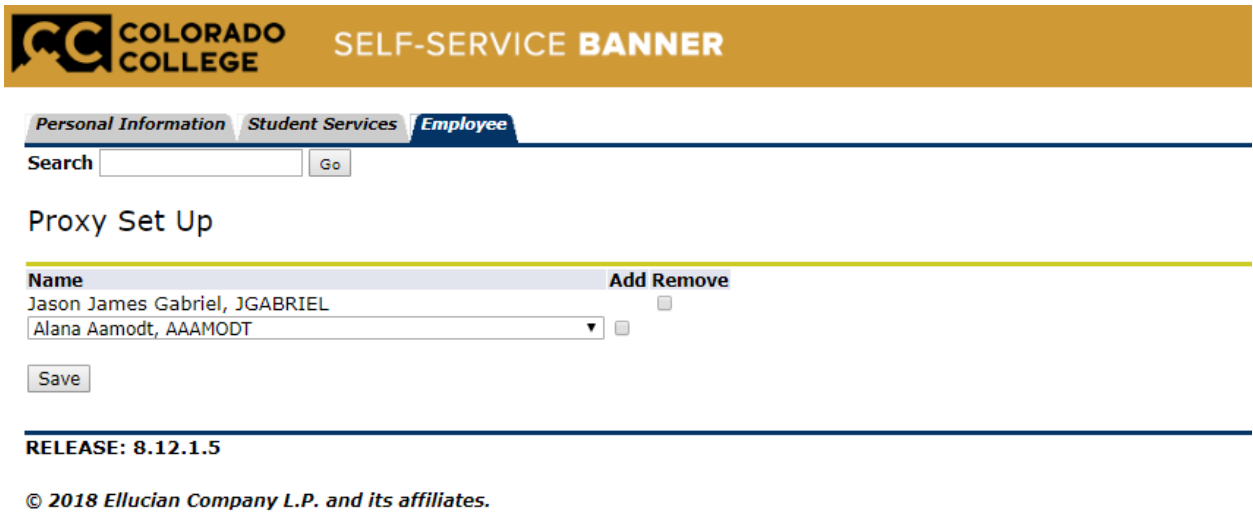
Name	Add	Remove
Jason James Gabriel, JGABRIEL	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[Time Reporting Selection](#)

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- 6) You have now completed the Proxy Set Up



CC COLORADO COLLEGE SELF-SERVICE BANNER

Personal Information Student Services **Employee**

Search Go

Proxy Set Up

Name	Add	Remove
Jason James Gabriel, JGABRIEL	<input type="checkbox"/>	<input type="checkbox"/>
Alana Aamodt, AAAMODT	<input type="checkbox"/>	<input type="checkbox"/>

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