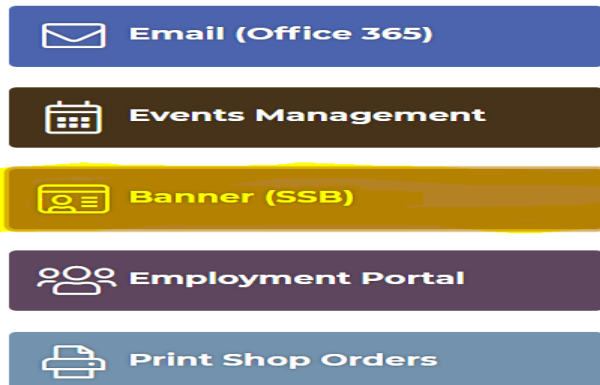# Exempt Leave Reporting Instructions

1. **Log into SSB – Via Single sign on**

Sign into CC

Access these Colorado College services with your main CC

- ✉ **Email (Office 365)**
- 📅 **Events Management**
- 🪪 **Banner (SSB)**
- 👥 **Employment Portal**
- 🖨 **Print Shop Orders**

2. Click the "*Employee*" link

Main Menu

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

Employee
Benefits, leave or job data, paystubs and W4.

Finance
Create or review financial documents, budget information, approvals.

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3. Click the "*Leave Report*"

link

4. Select "*Access my Leave Report*" by clicking on the appropriate radio button, and then click the "Select" button below.

5. Select the appropriate period then click on the "*Leave Report*" button below.

Leave Report Selection

Title and Department	My Choice	Leave Report Period and Status
Payroll Manager, BE0008-00 Controller's Office, 132007	⊙	Nov 16, 2019 to Nov 30, 2019 Not Started ▾

Nov 16, 2019 to Nov 30, 2019 Not Started
Nov 01, 2019 to Nov 15, 2019 Not Started
Oct 16, 2019 to Oct 31, 2019 Not Started
Oct 01, 2019 to Oct 15, 2019 Not Started
Sep 16, 2019 to Sep 30, 2019 Not Started
Sep 01, 2019 to Sep 15, 2019 Not Started
Aug 16, 2019 to Aug 31, 2019 Completed
Aug 01, 2019 to Aug 15, 2019 Completed
Jul 16, 2019 to Jul 31, 2019 Completed
Jul 01, 2019 to Jul 15, 2019 Completed
Jun 16, 2019 to Jun 30, 2019 Completed
Jun 01, 2019 to Jun 15, 2019 Completed

[Leave Report]

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6. Enter hours by clicking on "*enter hours*" for each appropriate day. 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.