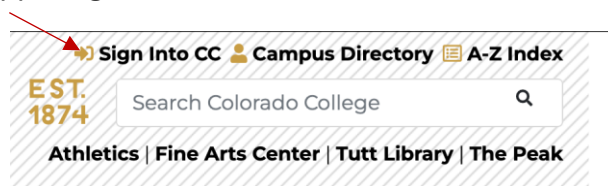




Banner 9 Time Sheet User Guide

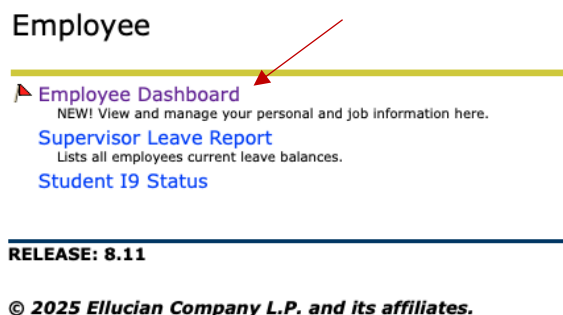
To enter a Time Sheet in Banner 9, start by going to the Colorado College website and click “Sign Into CC” at the upper right:



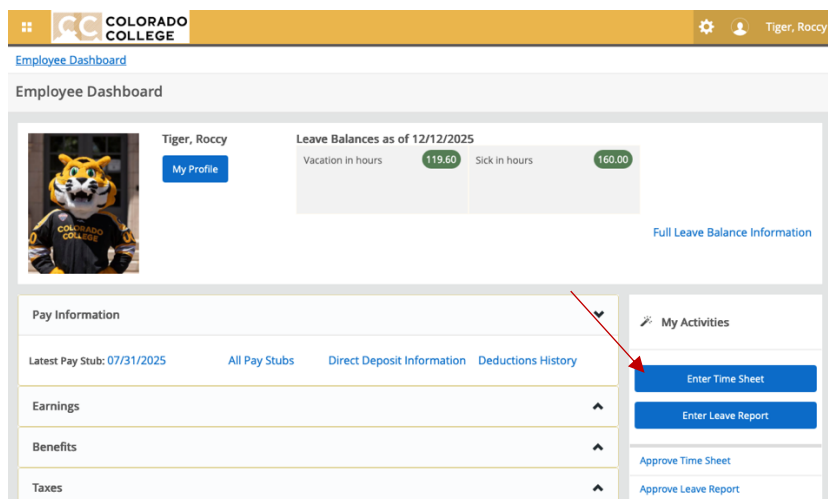
Next, click the Banner (SSB) button:



After logging in, go to the Employee tab and click on Employee Dashboard:



From the Employee Dashboard, click Enter Time Sheet in the My Activities section on the right-hand side of the dashboard:



Employee Dashboard

Tiger, Roccy

Leave Balances as of 12/12/2025

Vacation in hours: 119.60

Sick in hours: 160.00

Full Leave Balance Information

Pay Information

Latest Pay Stub: 07/31/2025

All Pay Stubs

Direct Deposit Information

Deductions History

Earnings

Benefits

Taxes

My Activities

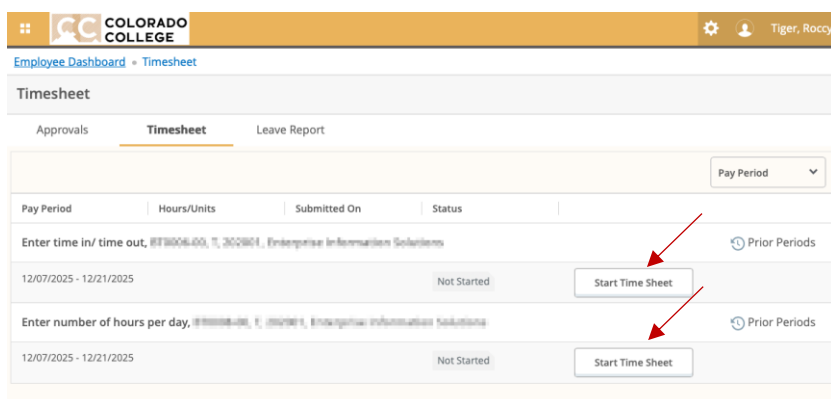
Enter Time Sheet

Enter Leave Report

Approve Time Sheet

Approve Leave Report

Then click Start Time Sheet to start a new time sheet. Note that, if you have multiple jobs, you'll see multiple time sheets listed. Be sure to choose the right one:



Employee Dashboard • Timesheet

Timesheet

Approvals

Timesheet

Leave Report

Pay Period

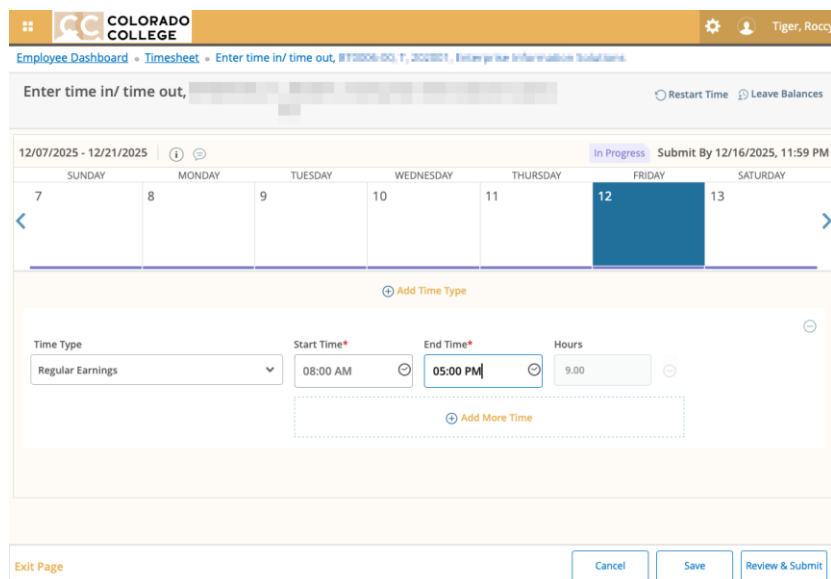
Pay Period	Hours/Units	Submitted On	Status
Enter time in/ time out, 8/18/2025, 12/21/2025, Enterprise Information Solutions			Not Started
12/07/2025 - 12/21/2025			Not Started
Enter number of hours per day, 8/18/2025, 12/21/2025, Enterprise Information Solutions			Not Started
12/07/2025 - 12/21/2025			Not Started

Prior Periods

Start Time Sheet

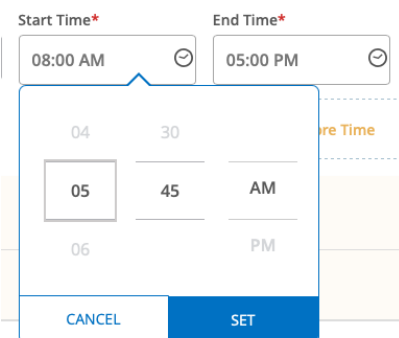
Start Time Sheet

If this is a time-in/time-out type of time sheet, select a day in the calendar and then enter the time you started work and the time you finished.

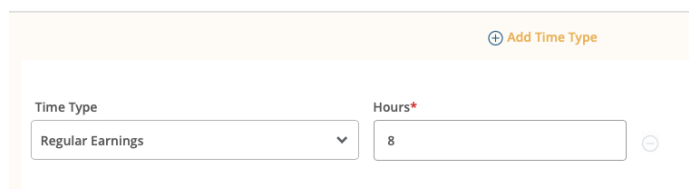


You can enter an additional time range by clicking Add Time Type.

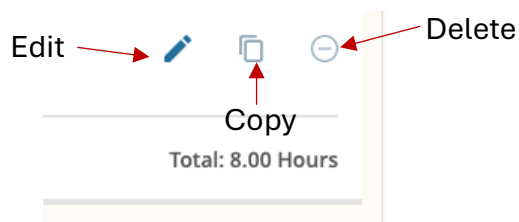
Note that clicking the clock icon in the Start Time or End Time box will bring up a time selector. You can use your mouse scroll wheel to select an hour, minute, and AM/PM, but it's usually easier to use the up and down arrow keys on your keyboard:



If your time sheet is based on the number of hours per day, the process is similar, except you'll just enter the number of hours worked on the selected day:



After saving time-in/time-out or hours for one day, you can edit or delete those hours by clicking the corresponding icon:



You can also copy hours to the end of the pay period. For example, if you worked 8 hours and want to enter the same number of hours every day for the remainder of the pay period, click the copy button. On clicking Save, the hours will copy forward to the end of the pay period, highlighted in gold:

Copy Time Entry

Regular Earnings : 8.00 Hours (12/12/2025, FRIDAY)

Select Options

☒ Copy to the end of pay period

☐ Include Saturdays

☐ Include Sundays

Cancel

Pay Period: 12/07/2025 - 12/21/2025

SUN	MON	TUE	WED	THU	FRI	SAT
7	8	9	10	11	12 8.00 Hours	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

Save

When you're done entering hours, click Review & Submit. If everything looks correct on the following report, add a comment if needed, check the certification box at the bottom, and click Submit:

Summary

Time Type	Shift	Week	Week	Week	Total
001, Regular Earnings	1	8.00			8.00 Hours
Total Hours		8.00			

Routing and Status

Name	Action
	Originated On 12/12/2025, 02:19 PM by Tiger, Roccy
	Submit By 12/16/2025, 11:59 PM
Scriven, April D.	In the Queue

Comment (Optional):

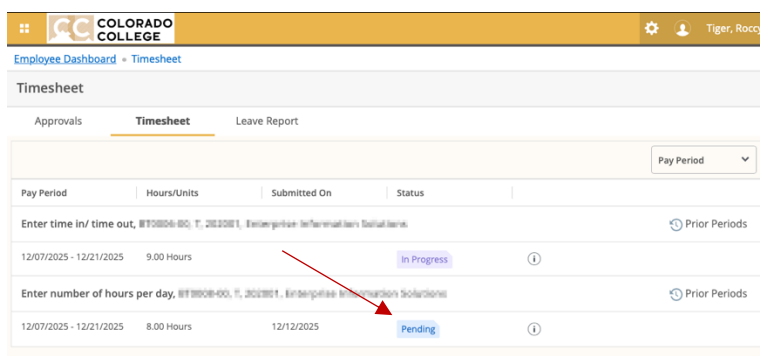
Add Comment

2000 characters remaining

☒ 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.

Return Submit

If you have submitted a time sheet and it hasn't been reviewed by your supervisor, you can edit by clicking on the Pending type report:



Employee Dashboard • Timesheet

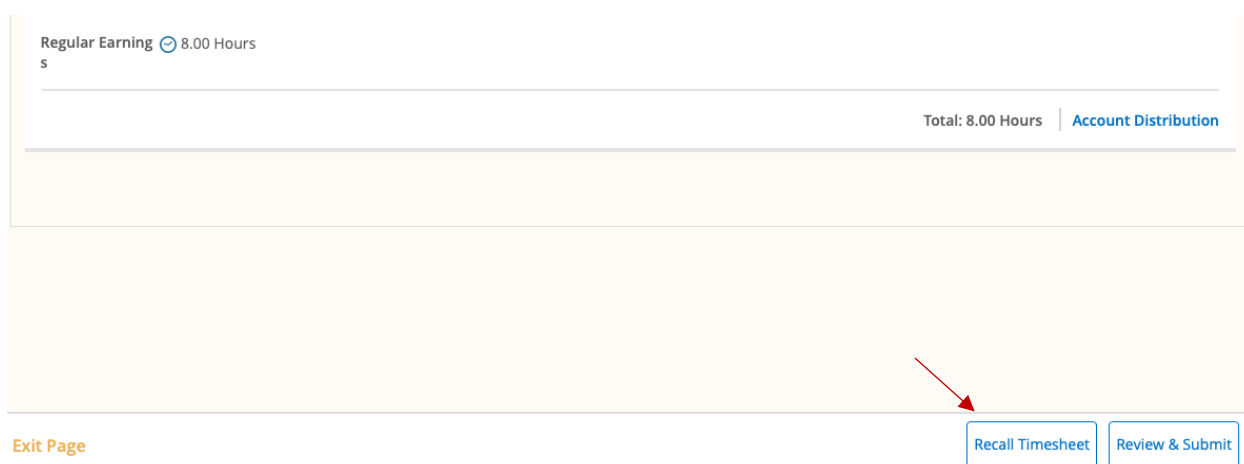
Timesheet

Approvals **Timesheet** Leave Report

Pay Period

Pay Period	Hours/Units	Submitted On	Status	
Enter time in/ time out, WTH006-00, T, 2023081, Enterprise Information Solutions Prior Periods				
12/07/2025 - 12/21/2025	9.00 Hours		In Progress	①
Enter number of hours per day, WTH006-00, T, 2023081, Enterprise Information Solutions Prior Periods				
12/07/2025 - 12/21/2025	8.00 Hours	12/12/2025	Pending	①

... and then clicking Recall Time Sheet:



Regular Earnings [8.00 Hours](#)

Total: 8.00 Hours | [Account Distribution](#)

Exit Page

[Recall Timesheet](#) [Review & Submit](#)

Your time sheet will be re-opened and you can edit it. Be sure to Review & Submit the report when you are done.