How to enter time on Self Service Banner

This document is designed to help walk you through the process of entering time using Self Service Banner, as well as submitting time. 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.

NOTE: CC is responding to CO	VID-19 developments	. See information a	bout Campus	Visits					
Our Work and Commitment To	ward Becoming an A	ntiracist Institutio	•						
CC Co		0				EST. 1874	Sign Into CC 🚔 Cam Search Colorado Athletics Fine Arts C	College	٩
About CC - Admission & Ald	Academics Can	npus Life - News	& Events = C	ilving & Cor	nnecting *			- APPLY	• VISIT

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

Coloradocollege.edu/other/ssi/index.html			
ONOTE: CC is responding to COVII	D-19 developments. See information abou	t <u>Campus Visits</u> .	
Our Work and Commitment Towa	rd Becoming an Antiracist Institution		
	ORADO LEGE		*) sign into CC & Campus Directory ® A-Z index EST 1874 Search Colorado College Q Athletics Fine Arts Center Tutt Library KRCC
About CC - Admission & Aid -	Academics - Campus Life - News & E	vents * Giving & Connecting *	✓ APPLY ♀ VISIT
CC Home / Single Sign-In Sign into CC Email (Office 365)	E Banner (SSB)	Canvas	Announcements Studens: Submit COVID-19 vaccination documentation via Summit.
C Cascade CMS	원암 Employment Portal	Events Management	Other Accounts Thes services require distinct usernames and passwords.
Print Shop Orders	Qualtrics	Stellic	Admission Portal
Summit		Zoom	f D anti-ter protei

3. Select "Employee":

COLORADO SELF-SERVICE BANNER
Personal Information Employee Finance
Search Go
Main Menu
Personal Information View addresses and phones, ethnicity and race information, and change your PIN.
Employee Rendity Leave to b data, paystubs and W4.
Finance Create or review financial documents, budget information, approvals.
RELEASE: 8.9.1.3

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4. Select "Time Sheet":

Personal Information	Employee	Finance	
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
C	Time Sheet
	Leave Report
	Supervisor Leave Report Lists all employees current leave balances.
	RELEASE: 8.9.1.3

5. If you get this prompt, choose "Access my Time Sheet" and click "Select":

Personal Information Employee Finance
Search Go
Time Reporting Selection
Relect a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.
Selection Criteria
Access my Time Sheet:
Access my Leave Report:
Access my Leave Request:
Approve or Acknowledge Time: 🔘
Approve All Departments:
Act as Proxy: Self 🗸
Act as Superuser:

RELEASE: 8.12.1.5

6. Make sure that you have the correct department and proper pay period selected, and then click "Time Sheet":

Personal Information Employee Finance
Search Go
Time Sheet Selection
Rake a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.
Title and Department My Choice Pay Period and Status
C. m. : Hers (J.F. (K. 11) 0. 2-01) ● Aug 22, 2021 to Sep 06, 2021 Not Started ♥
Time Sheet
RELEASE: 8.12.1.5

- 7. You will be recording the number of hours that you actually worked on a day, under the appropriate "Earning" or "Leave". You are only entering hours for the day that appears under date. In order to enter hours for another day just click on the "enter hours".
- 8. Hit the "Save" button when done entering all of your hours.

NOTE Make sure that you are using the correct earning that you want to enter hours for (sick, personal, vacation, etc.).

** Enter time in increments of 15 minutes (.25, .50, .75)

Time and Leave Reporting

Relect the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet Title and Number: Department and Number: Time Sheet Period: Submit By Date: Earning: Date: Shift: Hours: Save Copy Account Distribution				Regular Ea Aug 23, 20 1		, , , ,
Earning	Shift	Default Hours or Units		Total Units	Sunday Aug 22, 2021	Monda Aug 23
Regula Exmings	1	0	0		Enter Hours	
Vacation Leave	1	0	0		Enter Hours	
Sick Leave	1	0	0		Enter Hours	
Perronal Leave	1	0	0		Enter Hours	
Other Paid Le ive	1	0	0		Enter Hours	
Ho <mark>l</mark> day Leave	1	0	0		Enter Hours	
Winter Break Leave	1	0	0		Enter Hours	
Juny Duty Leave	1	0	0		Enter Hours	
Ber avement Leave	1	0	0		Enter Hours	
Supplemental Sick Leave	1	0	0		Enter Hours	
Parental Le ve	1	0	0		Enter Hours	
Tiger Surfice day off	1	0	0		Enter Hours	
Relief Leave	1	0	0		Enter Hours	
Pub Health Emergency Leave	1	0	0		Enter Hours	
Total Hours:			0		0	
Total Units:				0	0	

9. Once you have entered your time correctly for each day of the relevant pay period and checked it over for accuracy, click "Submit for Approval":

Select the link under a date to enter	hours or days. S	elect Next or Previous to nav	vigate throu	gh the dat	es within the period.
Time Sheet					
Title and Number:					
Department and Number:					
Time Sheet Period:					
Submit By Date:					
Earning:				Regular Ea	minas
Date:				Aug 22, 20	
Shift:			i i	109 22, 20	
Hours					_
Hours:			l		
Save Copy Account Distribution					
Earning	Shift	Default Hours or Units	Total Hours		Sunday Aug 22, 2021
Regular Earnings	1	0	64		Enter Hours
Vacation Leave	1	0	16		Enter Hours
Sick Leave	1	0	8		Enter Hours
Personal Leave	1	0	0		Enter Hours
Other Paid Leave	1	0	0		Enter Hours
Holiday Leave	1	0	0		Enter Hours
Winter Break Leave	1	0	0		Enter Hours
winter Break Leave	1	0	0		Enter Hours
	1	0	0		Enter Hours
Jury Duty Leave Bereavement Leave		0	0		Enter Hours
Jury Duty Leave Bereavement Leave Supplemental Sick Leave	1		0		Enter Hours
Jury Duty Leave Bereavement Leave Supplemental Sick Leave Parental Leave	1	0			Enter Hours
Jury Duty Leave Bereavement Leave Supplemental Sick Leave Parental Leave Tiger Service day off	1	0			
Jury Duty Leave Bereavement Leave Supplemental Sick Leave Parental Leave Tiger Service day off Relief Leave	-	0	0		Enter Hours
Jury Duty Leave Bereavement Leave Supplemental Sick Leave Parental Leave Tiger Service day off Relief Leave Pub Health Emergency Leave	1	0	0		Enter Hours
Jury Duty Leave Bereavement Leave Supplemental Sick Leave	1	0	0		

10. 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 Go
Certification
• NOTE: Clicking the box below replaces the need for you to enter your PIN 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 Meal 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.
dck 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

11. Once you've submitted your time sheet, you will see when you submitted it and to whom:

Time and Leave Reporti	ng						
Select the link under a date to enter	hours or days. S	elect Next or Previous to na	vigate throug	gh the da	tes within the period.		
A Your time sheet was submitted s	uccessfully.						
<i>Time Sheet</i> Title and Number:							-
repartment and Number:						and and a second	El and and
Fime Sheet Period:						Aug 22, 2021 to	Sep 06, 2021
Submit By Date:						Sep 09, 2021 b	y 11:59 PM
Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Aug 22, 2021	Monday Aug 23, 2021	Tuesday Aug 24, 2021
Regular Earnings	1		0 64		Enter Hours	8	Enter
/acation Leave	1		0 16		Enter Hours	Enter Hours	
lick Leave	1		0 8		Enter Hours	Enter Hours	Enter
ersonal Leave	1		0 0		Enter Hours	Enter Hours	Enter
Other Paid Leave	1		0 0		Enter Hours	Enter Hours	Enter
Holiday Leave	1		0 0		Enter Hours	Enter Hours	Enter
Winter Break Leave	1		0 0		Enter Hours	Enter Hours	Enter
ury Duty Leave	1		0 0		Enter Hours	Enter Hours	Enter
Bereavement Leave	1		0 0		Enter Hours	Enter Hours	Enter
Supplemental Sick Leave	1		0 0		Enter Hours	Enter Hours	Enter
Parental Leave	1		0 0		Enter Hours	Enter Hours	Enter
figer Service day off	1		0 0		Enter Hours	Enter Hours	Enter
Relief Leave	1		0 0		Enter Hours	Enter Hours	Enter
Pub Health Emergency Leave	1		0 0		Enter Hours	Enter Hours	Enter
Fotal Hours:			88		0	8	
Fotal Units:					0 0	0	
Position Selection Comments Preview	Next Return	Time				You on Sep 01,	2021
Approved By: Waiting for Approval From:						Maxim Street	

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