



Leave Reporting Process Guide

In this guide you will find:

- **General Guidelines** (page 3)
 - Recording leave (page 4)
 - Types of leave (page 5)
 - What to do if you cannot submit your leave report (page 6)
 - What to do if your direct report cannot submit their leave report (page 6)
 - What to do if you cannot approve your team's leave reports (page 7)
- **How to Submit a Leave Report Using Self Service Banner (SSB)** (page 9)
- **How to Approve a Leave Report Using SSB** (page 15)
- **How to Set Up a Proxy** (page 22)



General Guidelines

All exempt staff are required to complete a leave report every two weeks, regardless of whether any leave was taken during that period. This reporting is necessary to ensure compliance with both CC Policy and the Fair Labor Standards Act (FLSA).

- ★ Accurate and timely leave reporting is critical for several reasons:
 - It ensures compliance with federal labor regulations.
 - It supports consistent and transparent tracking of employee leave across the institution.
 - It allows the College to maintain accurate records that are essential for audits, reporting and resource planning.
- ★ Submit your biweekly report in Banner SSB, even if you have not taken any time off.
- ★ To maintain consistent compliance, any instances of non-compliance will be escalated to the appropriate Vice President for review and follow up.



Recording Leave

With supervisor approval, exempt employees are allowed some flexibility in their hours of work.

NOTE: All scheduled hours must be worked within the leave report window. Example:

Assuming supervisor approval, this schedule would not require any leave to be reported since all hours are in one leave period:

		Sunday Jun 01, 2025	Monday Jun 2, 2025	Tuesday Jun 3, 2025	Wednesday Jun 4, 2025	Thursday Jun 5, 2025	Friday Jun 6, 2025	Saturday Jun 7, 2025
Leave Report Period	Total hours	0	8	8	6	8	8	0
	80	Sunday Jun 8, 2025	Monday Jun 9, 2025	Tuesday Jun 10, 2025	Wednesday Jun 11, 2025	Thursday Jun 12, 2025	Friday Jun 13, 2025	Saturday Jun 14, 2025
		0	8	9	9	8	8	0

However, this schedule would require two (2) hours leave to be recorded since it spans over two leave report periods:

		Sunday Jun 01, 2025	Monday Jun 2, 2025	Tuesday Jun 3, 2025	Wednesday Jun 4, 2025	Thursday Jun 5, 2025	Friday Jun 6, 2025	Saturday Jun 7, 2025
Leave Report Period 1	Total hours	0	8	8	6	8	8	0
	78	Sunday Jun 8, 2025	Monday Jun 9, 2025	Tuesday Jun 10, 2025	Wednesday Jun 11, 2025	Thursday Jun 12, 2025	Friday Jun 13, 2025	Saturday Jun 14, 2025
		0	8	8	8	8	8	0
		Sunday Jun 15, 2025	Monday Jun 16, 2025	Tuesday Jun 17, 2025	Wednesday Jun 18, 2025	Thursday Jun 19, 2025	Friday Jun 20, 2025	Saturday Jun 21, 2025
Leave Report Period 2	Total hours	0	8	9	9	8	8	0
	82	Sunday Jun 22, 2025	Monday Jun 23, 2025	Tuesday Jun 24, 2025	Wednesday Jun 25, 2025	Thursday Jun 26, 2025	Friday Jun 27, 2025	Saturday Jun 28, 2025
		0	8	8	8	8	8	0



Types of Leave

Leave Type	Definition
Vacation	Paid time off for personal rest or travel
Sick leave	Time off due to personal / family illness or medical appointments
Tiger Service day off	Designated day off related to years of service
Jury Duty	Leave to serve on a jury as required by the law
Colorado Family Medical Leave	Colorado FAMLI leave / paid family medical leave
Volunteer Leave	Time off to participate in approved volunteer activities
Short Term Disability	Leave for approved disability after Colorado FAMLI is exhausted

Please reach out to Human Resources x6421 or hr@coloradocollege.edu if you are unsure which leave type to record.



If You/Your Direct Report Cannot Submit a Leave Report

In rare instances, like an unexpected medical leave, it may not be possible to submit your leave report within the timeframes listed on the Payroll website.

The supervisor then becomes responsible for completing the leave report on the employee's behalf. Unfortunately, this cannot be completed through Banner SSB.

Instead, supervisors must complete a "Manual Leave Report" as available on the Payroll website and send to payroll@coloradocollege.edu. The employee should be copied on this email to see leave submitted on their behalf when returning to work.



If You Cannot Approve Your Team's Reports

If you are going on planned leave, please set up a proxy (instructions follow). The proxy to approve leave reports should be your supervisor or another designated team member (as designated by the Vice President of your division).

If you take unexpected leave, your supervisor must reach out to payroll@coloradocollege.edu as leave will need to be approved via a manual process. Payroll will provide more details as necessary.



Submission Dates

Leave Reports are due within one month less one day after the pay period ends.

Supervisors must approve Leave Reports within one month after the pay period ends.

Early submittal is encouraged.

A detailed timetable can be found on the Payroll website.



**For the next several pages, please
follow the blue instruction boxes.**





How to Submit Leave Reports

Sign in to CC and select Banner (SSB).

COLORADO COLLEGE

Search

Site Tools Audience Apply Visit Give

Sign Into CC

Campus Directory

A-Z Index

About CC Admission & Aid Academics Campus Life News & Events Giving & Connecting

Athletics Fine Arts Center

Sign into CC/Information for Staff & Faculty

SIGN IN TO CC NEWS & ANNOUNCEMENTS

Email (Office 365) Banner (SSB)

Bridge Canvas

Select the "Employee" tab or "Employee" link in the main menu.

COLORADO COLLEGE 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
Benefits, leave or job data, paystubs and W4.

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

RELEASE: 8.11



From the top of the page, select the “Employee” tab and select “Employee Dashboard” under the main menu.

CC COLORADO COLLEGE SELF-SERVICE BANNER

Personal Information **Employee** Finance

Search Go

Employee

Employee Dashboard
NEW! View and manage your job information here.

[Time Sheet](#)

[Leave Report](#)

[Supervisor Leave Report](#)
Lists all employees current leave balances.

[Student I9 Status](#)

RELEASE: 8.11

Select: “Enter Leave Report”

My Activities

Enter Time Sheet

Enter Leave Report

Approve Time Sheet





Approve Leave Report



Leave Report

Leave Report

Leave Report Period ▼

Leave Period	Hours/Days/Units	Submitted On	Status	
Information Solutions Architect, TE0023-00, T, 202001, Enterprise Information Solutions				 Prior Periods
03/01/2026 - 03/15/2026			In Progress	
02/16/2026 - 02/28/2026	8.00 Hours	02/28/2026	Pending	
02/01/2026 - 02/15/2026		02/15/2026	Completed	

Select the appropriate leave report period.





Information Solutions Architect, TE0023-00, T, 202001, Enterprise Information Solutions

Restart Leave Report Leave Balances

03/01/2026 - 03/15/2026



In Progress Submit By 03/27/2026, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8	9	10	11	12	13	14

Scroll to the day you took time off. Use the arrow > to see more dates. You do not need to enter "0" for days no leave was taken.

+ Add Leave Type ← Only use this if you are adding a second type of leave on the same day.

Leave Type

Select Leave Type

← Select the leave type.

Press "Save" ↓ on the bottom right to record updates made.

Cancel Save Review & Submit





Time Type	Shift	Week	Week	Week	Total
066, Vacation - Exempt	1		8.00		8.00 Hours
Total Hours			8.00		

Routing and Status

Name	Action
	Originated On 03/03/2026, 12:19 PM by Lynch, Patrick J.
	Submit By 03/27/2026, 11:59 PM
	In the Queue

Comment (Optional):

Add Comment

2000 characters remaining

By checking this box, I certify that the time entered represents a true and accurate record of my time and that I have taken all of my legally required breaks and lunches. I am responsible for any changes made using my ID.

↑ Check the box to acknowledge that the time entered represents a true and accurate record of your time and to acknowledge that you have taken all legally required breaks and lunches. Press "Submit." →

Return

Submit



How to Approve Leave Reports

Sign in to CC and select Banner (SSB).

COLORADO COLLEGE

Search

Site Tools Audience Apply Visit Give

Sign Into CC

Campus Directory

A-Z Index

About CC Admission & Aid Academics Campus Life News & Events Giving & Connecting

Athletics Fine Arts Center

Sign into CC/Information for Staff & Faculty

SIGN IN TO CC NEWS & ANNOUNCEMENTS

Email (Office 365) Banner (SSB)

Bridge Canvas

Select the Employee tab.

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
Benefits, leave or job data, paystubs and W4.

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

RELEASE: 8.11



From the top of the page, select the "Employee" tab and select "Employee Dashboard" under the main menu.

The screenshot shows the top navigation bar with the Colorado College logo and the text "SELF-SERVICE BANNER". Below this is a menu with three tabs: "Personal Information", "Employee", and "Finance". The "Employee" tab is selected. Underneath the tabs is a search bar with a "Go" button. The main content area is titled "Employee" and contains a list of links: "Employee Dashboard" (highlighted with a red box), "Time Sheet", "Leave Report", "Supervisor Leave Report" (with a sub-note: "Lists all employees current leave balances."), and "Student I9 Status". At the bottom of the page, it says "RELEASE: 8.11".

Select: "Enter Leave Report"

The screenshot shows the "My Activities" section. It features a list of activity buttons: "Enter Time Sheet", "Enter Leave Report" (highlighted with a red box), "Approve Time Sheet", and "Approve Leave Report".



Approvals - Leave Report

Approvals

Leave Report

Leave Report

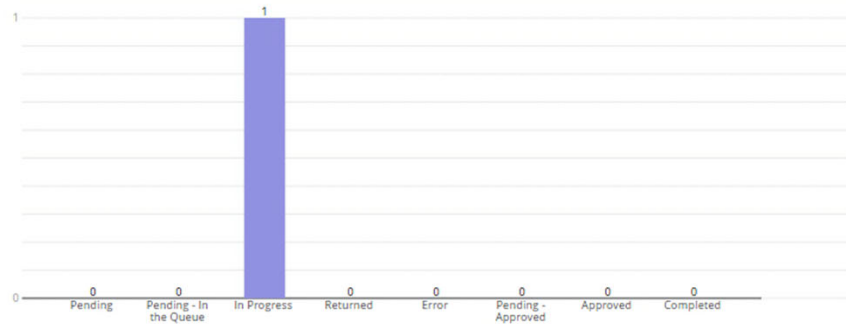
All Departments

03/01/2026 - 03/15/2026 (2026 S1 5)

All Status except Not Started

Enter ID/Name

Distribution Status Report - Leave Report



Pending 0

Pending - In the Queue 0

This screen will help you identify how your team is doing on completing their timesheets:

- Pending = awaiting approval
- In Progress = employee has not submitted their time



Leave Report

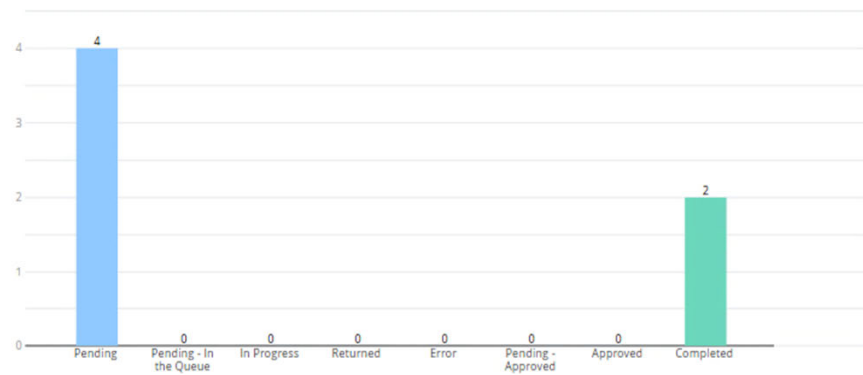
All Departments

02/16/2026 - 02/28/2026 (2026 S1 4)

All Status except Not Started

Enter ID/Name

Distribution Status Report - Leave Report



This screen will help you identify how your team is doing on completing their timesheets:

- Pending = awaiting approval
- Completed = approval is complete

Pending 4

Employee Name	ID	Organization	Hours/Days/Units
---------------	----	--------------	------------------

<input type="checkbox"/> Information Solutions Architect, TE0023-00	03094007	T-202001, Enterprise Information Solutions	8.00 Hours
---	----------	--	------------

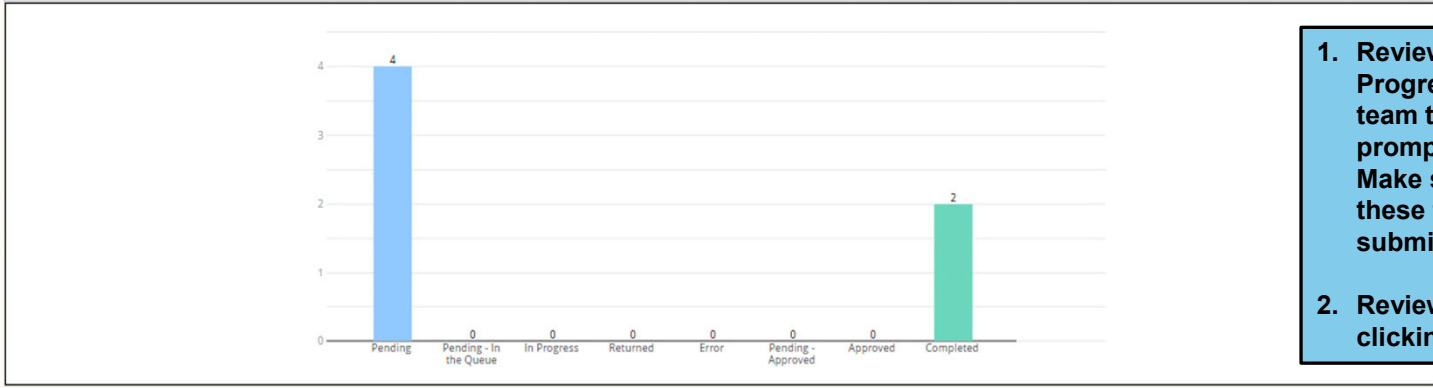
<input type="checkbox"/> Data Strategist, TA0010-00	03058573	T-202001, Enterprise Information Solutions	16.00 Hours
---	----------	--	-------------

<input type="checkbox"/>	01337996	T-202001, Enterprise Information Solutions	4.00 Hours
--------------------------	----------	--	------------



Leave Report ▼ |
 All Departments ▼ |
 02/16/2026 - 02/28/2026 (2026 S1 4) ▼ |
 All Status except Not Started ▼ |
 Enter ID/Name

Distribution Status Report - Leave Report ▲



1. Review any leave reports still “In Progress.” Communicate with your team to ensure these are submitted promptly. Has anyone “Not Started?” Make sure you communicate with these team members to ensure they submit their leave report.
2. Review hours recorded as leave by clicking on the team member’s name.

Pending 4 Approve/Acknowledge ▲

Employee Name	ID	Organization	Hours/Days/Units		
<input checked="" type="checkbox"/> [Redacted] Information Solutions Architect, TE0023-00	03094007	T-202001, Enterprise Information Solutions	8.00 Hours	i	⋮
<input type="checkbox"/> [Redacted] Data Strategist, TA0010-00	03058573	T-202001, Enterprise Information Solutions	16.00 Hours	i	⋮
<input type="checkbox"/> [Redacted]	01337996	T-202001, Enterprise Information Solutions	4.00 Hours	i	⋮



Summary

Time Type	Shift	Week	Week	Total
066, Vacation - Exempt	1		8.00	8.00 Hours
Total Hours		8.00		

Routing and Status

Name	Action
	Originated On 02/16/2026, 07:04 AM by Lynch, Patrick J.
	Submitted On 02/28/2026, 01:10 PM by Lynch, Patrick J.
	Approve by 03/31/2026, 11:59 PM
	Pending Approval

Comment (Optional):

Add Comment

2000 characters remaining

Confidential Comment

Once reviewed, click "Approve" or "Return for Correction." ↓

- Return
- Details
- Return for correction
- Approve





Set Up a Proxy For Approval of Leave Reports

Sign in to CC and select Banner (SSB).

COLORADO COLLEGE

Search

Site Tools Audience Apply Visit Give

Sign Into CC

Campus Directory

A-Z Index

About CC Admission & Aid Academics Campus Life News & Events Giving & Connecting

Athletics Fine Arts Center

Sign into CC/Information for Staff & Faculty

SIGN IN TO CC NEWS & ANNOUNCEMENTS

Email (Office 365) Banner (SSB)

Bridge Canvas

Select the Employee tab.

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
Benefits, leave or job data, paystubs and W4.

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

RELEASE: 8.11



From the top of the page, select the "Employee" tab and select "Employee Dashboard" under the main menu.

CC COLORADO COLLEGE SELF-SERVICE BANNER

Personal Information **Employee** Finance

Search Go

Employee

- Employee Dashboard**
NEW! View and manage your job information here.
- Time Sheet
- Leave Report
- Supervisor Leave Report
Lists all employees current leave balances.
- Student I9 Status

RELEASE: 8.11

Select: "Approve Leave Report"

My Activities

- Enter Time Sheet
- Enter Leave Report

Approve Time Sheet

- Approve Leave Report



Select: "Proxy Super User" ↓

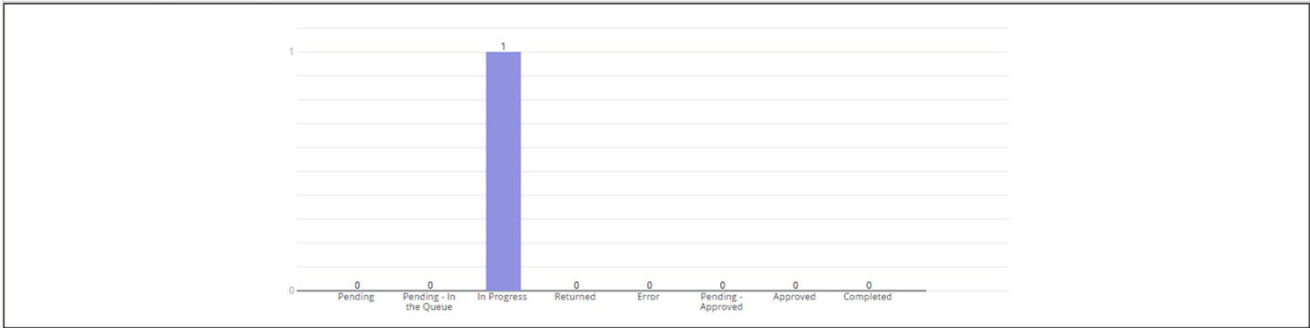
Proxy Super User Reports

Approvals - Leave Report

Approvals Leave Report

Leave Report All Departments 03/01/2026 - 03/15/2026 (2026 S1 5) All Status except Not Started Enter ID/Name

Distribution Status Report - Leave Report



Pending 0



Application Selection

Time & Leave Approvals ▾

Act as a Superuser

- Act as Time Entry Approvals Superuser
- Act as Leave Report Approvals Superuser

Act as a Proxy for

Self: [redacted] Enterprise Information Solutions ▾

Self: [redacted] Enterprise Information Solutions

Ex: [redacted], Digital Student Experience, Time

Select your name under "Act as a Proxy for."

Add a new proxy

Delete proxies

Select single/multiple names and click on Delete Proxies to remove from list

Employee Name - [Home Organization]

No records found

Navigate to Time & Leave Approvals application



Existing Proxies

Add a new proxy

[Redacted], Enterprise Informatio... ▼

Leave Report ▼

Save

Delete proxies

Select single/multiple names and click on Delete Proxies to remove from list

Employee Name - [Home Organization]

Navigate to Time & Leave Approvals application

Select your supervisor or designated team member (as designated by the Vice President of your division) from the drop-down box. Select "Leave Report." Press "Save."

Team member leave reports will now be available for approval by the proxy.

To delete the proxy, select the checkmark by the proxy's name and press "Delete proxies."



Need Help?

Call or email:

Human Resources x6421
hr@coloradocollege.edu

or

Payroll x6420
payroll@coloradocollege.edu





Thank You!