



**COLORADO
COLLEGE**

Leave Reporting Process Guide





COLORADO COLLEGE

- General Guidelines
 - Recording leave
 - Types of leave
 - What to do if you can't submit your leave report
 - What to do if you can't approve your team's leave reports
- Using Self Service Banner (SSB) to submit leave reports
- Using SSB to approve leave reports
- Setting up a proxy



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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 Presidents for review and follow up.



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Recording leave

- With supervisor approval, exempt employees are allowed some flexibility in their hours of work
 - Note that all scheduled hours must be worked within the leave report window
 - E.g. Assuming supervisor approval, this schedule would not require any leave to be reported:

	Total hours	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	80	0	8	8	6	8	8	0
		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 2 hours leave to be recorded.

	Total hours	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	78	0	8	8	6	8	8	0
		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
	Total hours	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	82	0	8	9	9	8	8	0
		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





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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 law
CO Fam. Med.	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 if you are unsure on which leave type to record.



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What to do if you can't submit your leave report

- In rare instances, e.g. if you need to take unexpected leave, it may not be possible to submit your leave report within the timeframes listed on the Payroll Website.
- If so, your supervisor becomes responsible for completing your leave report on your behalf. 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 cc'd on this email so they can review leave submitted on their behalf when they return to work.



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What to do if you can't 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.



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Submission Dates

- Leave Reports are due on the following Wednesday after pay period end.
- Supervisors must approve Leave Reports by the following Friday after pay period end.
- A detailed timetable can be found on the Payroll website.



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How to submit leave reports in SSB





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SIGN IN TO CC

Email (Office 365) ☆	Banner (SSB) ☆
Bridge ☆	Canvas ☆
CARE Team Report ☆	Employment Portal ☆
Events Management ☆	INB 9 (Prod) ☆
Qualtrics ☆	Stellic ☆
Summit ☆	Zoom ☆

Sign in to Colorado College and select Banner (SSB).



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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.

From the top of the page, select the Employee tab or select 'Employee' under the main menu.

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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

Supervisor Leave Report

Lists all employees current leave balances.

Student I9 Status

Select: 'Leave Report'

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Time Reporting Selection

Selection Criteria

- My Choice
- Access my Time Sheet:
- Access my Leave Report:
- Access my Leave Request:
- Approve or Acknowledge Time:
- Approve All Departments:
- Act as Proxy:
- Act as Superuser:

Supervisors only, elect: 'Access my Leave Report'. Staff will skip this screen.

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Leave Report Selection

Title and Department

My Choice

Leave Report Period and Status

Associate VP, Finance, BA0003-01
Controller's Office, 132007

Jun 01, 2025 to Jun 15, 2025 In Progress ▼

Select the appropriate leave report period from the drop-down box.

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Time and Leave Reporting

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

Leave Report

Title and Number:

Associate VP, Finance -- BA0003-01

Department and Number:

Controller's Office -- 132007

Leave Report Period:

Jun 01, 2025 to Jun 15, 2025

Submit By Date:

Sep 01, 2025 by 11:59 PM

Earning	Total Hours	Total Units	Sunday Jun 01, 2025	Monday Jun 02, 2025	Tuesday Jun 03, 2025	Wednesday Jun 04, 2025	Th Ju
Vacation - Exempt	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Sick Leave - Exempt	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Tiger Service day off-Exempt	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Jury Duty - Exempt	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Other paid leave-Exempt	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	
CO Fam. Med. - Exempt	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Volunteer Leave-Exempt	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Total Hours:	0		0	0	0	0	0
Total Units:		0	0	0	0	0	0

Submitted for Approval By:

Approved By:

Waiting for Approval From:

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Enter any hours of leave taken. Press 'Next' to see more dates. Press 'Save' to record updates made.

You do NOT need to enter any time (i.e. 0 hours) if leave was not taken.

After entering any leave taken, press 'Submit for approval'.



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Certification

NOTE: Clicking the box below replaces the need for you to enter your PIN to verify your time.

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 my legally required breaks and lunches during this pay period. I am responsible for any changes using my ID and PIN.

Click 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.

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Click 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'.



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How to approve leave reports in SSB





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SIGN IN TO CC

- | | |
|----------------------|-----------------------|
| Email (Office 365) ☆ | Banner (SSB) ☆ |
| Bridge ☆ | Canvas ☆ |
| CARE Team Report ☆ | Employment Portal ☆ |
| Events Management ☆ | INB 9 (Prod) ☆ |
| Qualtrics ☆ | Stellic ☆ |
| Summit ☆ | Zoom ☆ |

Sign in to Colorado College and select Banner (SSB).



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Time Reporting Selection

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: 'Approve or Acknowledge Time'

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Approver Selection

Choose an Organization, Pay ID and Pay Period. Determine the Sort Order and then choose Select.

Leave Report

Department and Description	My Choice	Leave Period
T, 132001, Finance Office	<input checked="" type="radio"/>	S1, Jun 01, 2025 to Jun 15, 2025 ▼
T, 132007, Controller's Office	<input type="radio"/>	S1, May 16, 2025 to May 31, 2025 ▼

Select Department and Period to review and press 'Select'.

Sort Order

My Choice

Sort employees' records by Status then by Name:

Sort employees' records by Name:

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Department Summary

Select the employee's name to access additional details.

COA: T, The Tiger Chart
Department: 132001, Finance Office
Leave Period: Jun 01, 2025 to Jun 15, 2025
Act as Proxy: Not Applicable
Leave Period Leave Entry Status: Open until Dec 01, 2025, 11:59 PM

In Progress

ID	Name, Position and Title	Total Days	Total Hours
03101511	Brian John Cortez BE0016 - 00 Controller		.00

Not Started

ID	Name, Position and Title
03103911	John Menassa BE0020 - 00 Finance Systems Data Analyst
03081754	Lori Seager BA0004 - 00 Vice President and Chief Financial Officer

Pay Event Transactions

Action required by all approvers: 1
 Time or Leave Transactions Approved or FYI: 0
 Time or Leave Transactions Awaiting Approval or FYI: 0
 Total: 1
 Total Days: .00
 Total Hours: .00
 Total Units: .00

1. Review any leave reports still 'In Progress' or 'Not Started'. Communicate with your team to ensure these are submitted promptly.
2. Review hours recorded as leave by clicking on the team member's name.
3. Approve or return to employee for any updates.





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Setting up a proxy (for approval of leave reports)





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Search

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Search

Employee

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[Leave Balances](#)

[Benefits and Deductions](#)

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[Tax Information](#)

W2 Forms and W4 Data.

[Current Job](#)

[Time Sheet](#)

[Leave Report](#)

[Supervisor Leave Report](#)

Lists all employees current leave balances.

[Student I9 Status](#)

Select: 'Leave Report'

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Time Reporting Selection

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| Access my Leave Request: | <input type="radio"/> |
| Approve or Acknowledge Time: | <input 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

Name

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Select your supervisor or designated team member (as designated by the Vice President of your division) from the drop-down box. Check the box 'Add'. Press 'Save'. Team member leave reports will now be available for approval by the proxy.



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Proxy Set Up

Name	Add	Remove
Lorin Denise Seager, LSEAGER	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Karen Coleen Tassey, KTASSEY"/>	<input type="checkbox"/>	<input type="checkbox"/>

To remove a proxy, check the box 'Remove'. Press 'Save'. Team member leave reports will no longer be available for approval by the proxy.

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Thank you!





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Need Help?

Call or email

Human Resources x6421
hr@coloradocollege.edu

or

Payroll x6420
payroll@coloradocollege.edu