



**COLORADO  
COLLEGE**

# Setting up a proxy (for approval of timesheets/leave reports)





# COLORADO COLLEGE

## SIGN IN TO CC

- |                      |                       |
|----------------------|-----------------------|
| Email (Office 365) ☆ | <b>Banner (SSB)</b> ☆ |
| 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).



# COLORADO COLLEGE



## SELF-SERVICE BANNER

[Personal Information](#) [Employee](#) [Finance](#)

Search

## 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:        | <input type="radio"/>             |
| Access my Leave Report:      | <input checked="" type="radio"/>  |
| 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'

[Proxy Set Up](#)

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### Proxy Set Up

Name	Add	Remove
<input type="text" value="Lorin Denise Seager, LSEAGER"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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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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# Need Help?

Call or email

Human Resources x6421  
[hr@coloradocollege.edu](mailto:hr@coloradocollege.edu)

or

Payroll x6420  
[payroll@coloradocollege.edu](mailto:payroll@coloradocollege.edu)