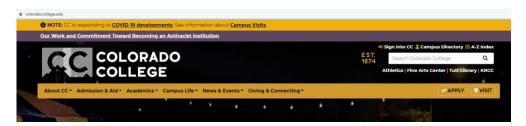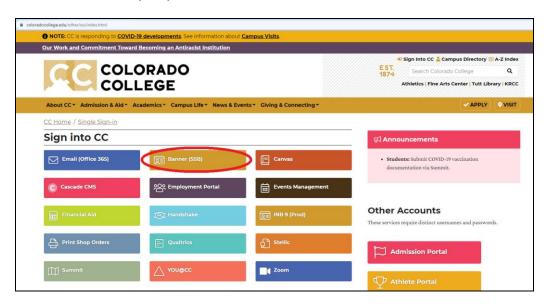# How to Submit a Timesheet on BANNER SSB

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 Sign into CC. A screen will come up prompting you to log on.

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

3. Once logged in, select the "Employee" tab:

4. Select "Time Sheet":

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

6. Now that you're in the Time Sheet view, choose a day and click "Enter Hours".
   NOTE Click "Next" to view the hours for the following week.

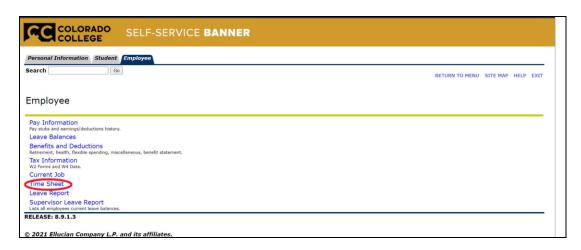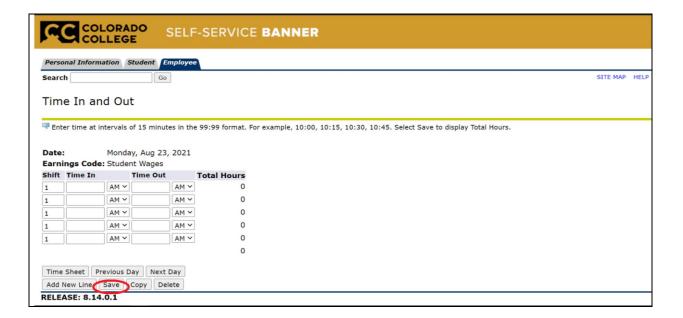7. Enter the appropriate time for that day making sure to follow the guidelines listed on the page (and noted below):
** Enter time in increments of 15 minutes
** Remember to choose AM or PM as appropriate
** Remember to use the format XX:XX, for example 2:00 must be entered as 02:00

8. You will have to enter hours on a time in, time out basis. That means that you will log in when you get here, log out for your lunch hour, log back in when you return, then log out again at the end of the day.

9. Hit the "Save" button when done entering hours. You are only entering hours for the day that appears under date. In order to enter hours for another day click on "Next Day":

10. Click "Timesheet" to return to the Time Sheet view for that pay period. You'll notice the total amount of hours is now listed for that day:

TIP: you can also use the "Previous Day" and "Next Day" buttons to enter information quickly.

Monday Aug 23, 2021	Tuesday Aug 24, 2021	Wednesday Aug 25, 2021	T A
1.5	.5	1.75	
Enter Hours	Enter Hours	Enter Hours	
Enter Hours	Enter Hours	Enter Hours	
Enter Hours	Enter Hours	Enter Hours	
1.5	.5	1.75	
0	0	0	

11. 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":

Time Sheet

Title and Number:						Waste Auditor -- PS0005-00				
Department and Number:						Sustainability Office -- 110042				
Time Sheet Period:						Aug 22, 2021 to Sep 06, 2021				
Submit By Date:						Sep 09, 2021 by 11:59 PM				

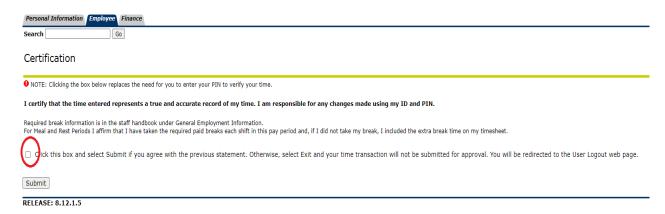| Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Aug 22, 2021	Monday Aug 23, 2021	Tuesday Aug 24, 2021	Wednesday Aug 25, 2021	Thursday Aug 26, 2021	Friday Aug 27, 2021	Saturday Aug 28, 2021
Student Wages	1	0	6.75		Enter Hours	1.5	.5	1.75	Enter Hours	1.5	1.5
Other Paid Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Colo Sick Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Pub Health Emergency Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			6.75		0	1.5	.5	1.75	0	1.5	1.5
Total Units:				0	0	0	0	0	0	0	0

Position Selection | Comments | Preview | **Submit for Approval** | Restart | Next

Submitted for Approval By:

Approved By:

Waiting for Approval From:

12. 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

❶ 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.

☐ 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.

Submit

RELEASE: 8.12.1.5

13. Once you've submitted your time sheet, you will see when you submitted it and to whom in Time Sheet view:

Submitted for Approval By:	You on Sep 02, 2021
Approved By:	
Waiting for Approval From:	

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