

How to Remove Proxy

- 1) First enter Single-Sign on and select Banner (SSB)

The screenshot shows the Colorado College sign-in page. At the top, there is a navigation bar with links: About CC, Admission, Academics, Campus Life, News & Events, and Giving & Connecting. Below this is the heading "Sign into CC" and a sub-heading "Access these Colorado College services with your main CC username and password." There are two columns of service buttons. The left column includes: Email (Office 365), Events Management, Banner (SSB) (circled in red), and Employment Portal. The right column includes: INB 9 (Prod), INB 8 (Prod), Canvas, Summit, and Handshake. Below the buttons, there is a note: "For internal use only: Banner TEST SSB and INB".

- 2) Select Employee link

The screenshot shows the Banner Self-Service Employee page. The browser address bar displays the URL: https://banssbp.coloradocollege.edu/prod/twbkwbis.P_GenMenu?name=bmenu.P_. The page header includes the Colorado College logo and the text "SELF-SERVICE BANNER". Below the header, there are three tabs: Personal Information, Student Services, and Employee. A search bar is located below the tabs. The "Employee" tab is selected, and the "Employee" link in the Main Menu is circled in red. The Main Menu lists: Personal Information (View addresses and phones, ethnicity and race information, and change your PIN.), Student Services (Search the Catalog and Class Schedule, view Class Lists and Student Information), and Employee (Benefits, leave or job data, paystubs and W4.). Below the Main Menu, there is a "RELEASE: 8.8.3" notice and a copyright notice: "© 2018 Ellucian Company L.P. and its affiliates."

3) Select time sheet

CC COLORADO COLLEGE SELF-SERVICE BANNER

[Personal Information](#) [Student Services](#) [Employee](#)

Search

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
- Salary Planner
- Supervisor Leave Report
Lists all employees current leave balances.

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4) Select Proxy Set Up

CC COLORADO COLLEGE SELF-SERVICE BANNER

[Personal Information](#) [Student Services](#) [Employee](#)

Search

Time Reporting Selection

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

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"/>

[Proxy Set Up](#)

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- 5) Use the drop down menu to select the person you would like to set up as your proxy. Once selected check the Remove box and click Save.

Personal Information **Student Services** **Employee**

Search Go

Proxy Set Up

Name	Add	Remove
Jason James Gabriel, JGABRIEL	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Alana M Aamodt, AAAMODT	<input type="checkbox"/>	<input type="checkbox"/>

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- 6) You have now completed the Proxy Set Up

CC COLORADO COLLEGE **SELF-SERVICE BANNER**

Personal Information **Student Services** **Employee**

Search Go

Proxy Set Up

Name	Add	Remove
Kristen Elizabeth Clinton, KCLINTON	<input type="checkbox"/>	<input type="checkbox"/>

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