**Student Employment Timesheets:**

Once your supervisor completes an EPAF, you should be able to see your timesheet on Banner SSB.

1) Navigate to Banner SSB.
2) Select the new Tab called “Employee.”
3) Your active timesheet will look similar to the picture below.
4) Please ensure you can open the correct timesheet for the correct position **before** you start working.

---

**Time Sheet Selection**

![Timesheet Image]

**DO NOT BEGIN WORKING UNTIL YOU CAN ACCESS YOUR NEW POSITION TIMESHEET!**

*Students may NOT complete any work or training hours PRIOR to having an active timesheet available in Banner SSB.*

*Not adhering to this policy will result in suspension of your student employment!*

---

If you are having troubles opening your timesheet or have questions, please contact Student Employment at studentemployment@coloradocollege.edu for assistance.