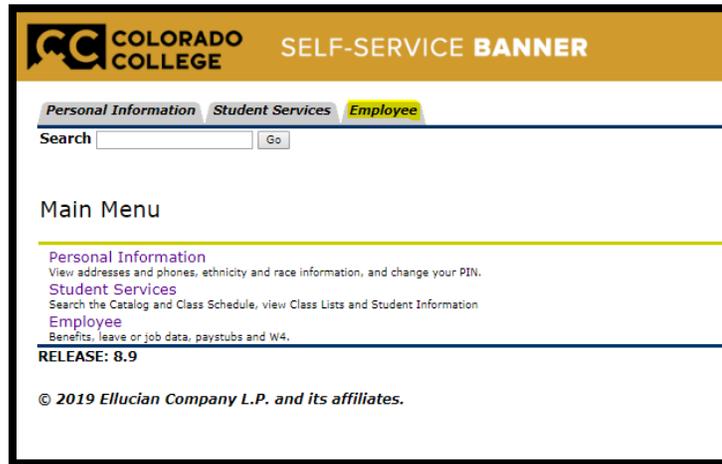


Time Sheet Entering Instruction

1. Enter SSB and select Employee tab (Note: this Employee tab will not appear until student employment paperwork has been processed)



Colorado College SELF-SERVICE BANNER

Personal Information Student Services **Employee**

Search Go

Main Menu

Personal Information
View addresses and phones, ethnicity and race information, and change your PIN.

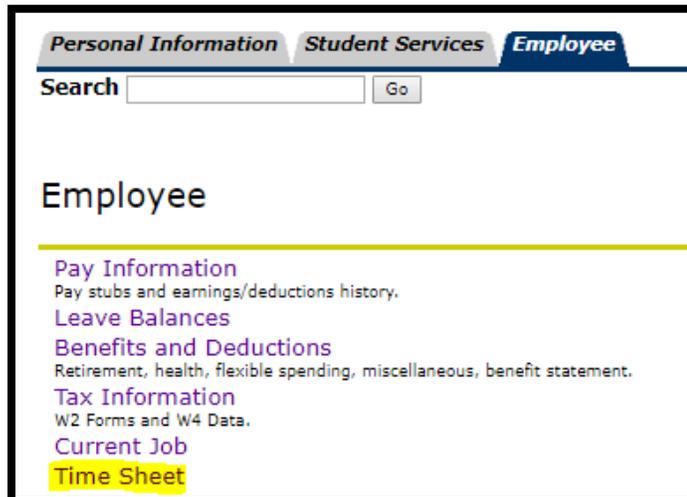
Student Services
Search the Catalog and Class Schedule, view Class Lists and Student Information

Employee
Benefits, leave or job data, paystubs and W4.

RELEASE: 8.9

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2. Select Time Sheet



Personal Information Student Services **Employee**

Search Go

Employee

Pay Information
Pay stubs and earnings/deductions history.

Leave Balances

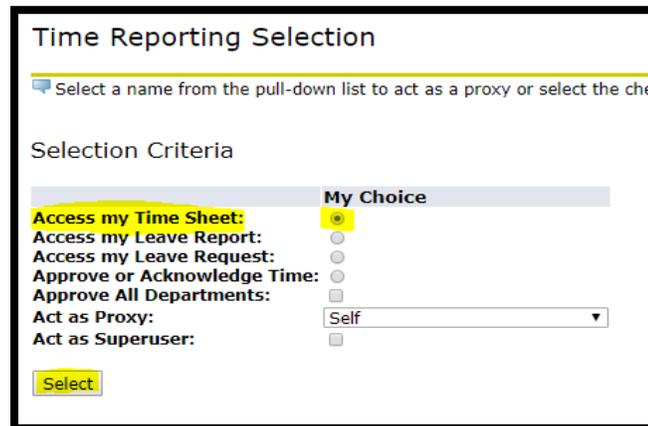
Benefits and Deductions
Retirement, health, flexible spending, miscellaneous, benefit statement.

Tax Information
W2 Forms and W4 Data.

Current Job

Time Sheet

3. Access my Time Sheet



Time Reporting Selection

Select a name from the pull-down list to act as a proxy or select the checkbox

Selection Criteria

	My Choice
Access my Time Sheet:	<input checked="" type="radio"/>
Access my Leave Report:	<input 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

- Select time sheet period

Time Sheet

Department and Description My Choice Pay Period

T, 180051, Financial Aid Office S2, Jul 22, 2019 to Aug 06, 2019 ▼

- After entering the Time Sheet period, you will see a page shown below. Now, you can log your hours by hitting the blue words: Enter Hours under the date you wish to enter.

Personal Information Student Student Services Employee

Search Go SITE MAP HELP EXIT

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.

Time Sheet
Title and Number: Student Employment Intern -- CS0002-00
Department and Number: Financial Aid Office -- 180051
Time Sheet Period: Mar 07, 2019 to Mar 21, 2019
Submit By Date: Mar 24, 2019 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Thursday Mar 07, 2019	Friday Mar 08, 2019	Saturday Mar 09, 2019	Sunday Mar 10, 2019	Monday Mar 11, 2019	Tuesday Mar 12, 2019	Wednesday Mar 13, 2019
Student Wages	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0	0		0	0	0	0	0	0
Total Units:				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:

- Enter the details of your shift(s). For example, I have worked from 3 to 5 pm on this day. In the boxes, I entered 3:00 for Time In and 5:00 for Time Out. Click the box after to change it to PM, in this case. Enter Time at intervals of 15 minutes in the 99:99 format. Select Save to display Total Hours.

Time In and Out

Enter time at intervals of 15 minutes in the 99:99 format.

Date: Thursday, Mar 07, 2019
Earnings Code: Student Wages

Shift	Time In	Time Out	Total Hours
1	3:00	5:00	0
1			0
1			0
1			0
1			0
1			0
1			0

Time Sheet Next Day
 Add New Line Save Copy Delete

Time In and Out

Enter time at intervals of 15 minutes in the 99:99 format.

Date: Thursday, Mar 07, 2019
Earnings Code: Student Wages

Shift	Time In	Time Out	Total Hours
1	03:00	05:00	2
1			0
1			0
1			0
1			0
1			0
1			2

Time Sheet Next Day
 Add New Line Save Copy Delete

Account Distribution

Earnings Code	Shift	Hours
Student Wages	1	2

- You can hit "Next Day" which will take you to the fresh page of day after.

Time In and Out

Enter time at intervals of 15 minutes in the 99:99 format

Date: Friday, Mar 08, 2019
Earnings Code: Student Wages

Shift	Time In	Time Out	Total Hours
1		AM	0

- You can also click Time Sheet to get an overview of your timesheet you have entered.

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.

Time Sheet
Title and Number: Student Employment Intern -- CS0002-00
Department and Number: Financial Aid Office -- 180051
Time Sheet Period: Mar 07, 2019 to Mar 21, 2019
Submit By Date: Mar 24, 2019 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Thursday Mar 07, 2019	Friday Mar 08, 2019	Saturday Mar 09, 2019	Sunday Mar 10, 2019	Monday Mar 11, 2019	Tuesday Mar 12, 2019	Wednesday Mar 13, 2019
Student Wages	1	0	2		2	Enter Hours					
Total Hours:			2		2	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Submitted for Approval By:
Approved By:
Waiting for Approval From:

- After you finished entering your hours, you can hit the Submit for Approval button.

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.

Time Sheet
Title and Number: Student Employment Assistant -- CS0002-00
Department and Number: Financial Aid Office -- 180051
Time Sheet Period: Mar 07, 2019 to Mar 21, 2019
Submit By Date: Mar 24, 2019 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Thursday Mar 07, 2019	Friday Mar 08, 2019	Saturday Mar 09, 2019	Sunday Mar 10, 2019	Monday Mar 11, 2019	Tuesday Mar 12, 2019	Wednesday Mar 13, 2019
Student Wages	1	0	6		Enter Hours	3	Enter Hours				
Total Hours:			6		0	3	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Submitted for Approval By:
Approved By:
Waiting for Approval From:

10. Check the box and click on Submit button. **Be sure to submit time sheets to your supervisor for approval before the deadline.**

Certification

 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.

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.