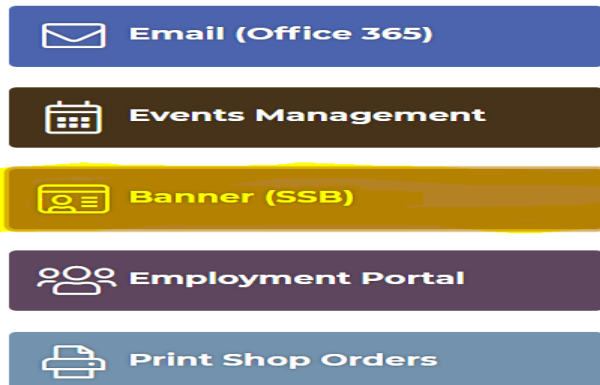


Exempt Leave Reporting Instructions

1. [Log into SSB – Via Single sign on](#)

Sign into CC

Access these Colorado College services with your main CC



2. Click the “*Employee*” link

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.

Finance

Create or review financial documents, budget information, approvals.

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3. Click the “*Leave Report*”

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.

EPAF

Employee Personnel Action Form

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link

4. Select “*Access my Leave Report*” by clicking on the appropriate radio button, and then click the “Select” button below.

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:	Self ▾
Act as Superuser:	<input type="checkbox"/>

Select

5. Select the appropriate period then click on the “*Leave Report*” button below.

Leave Report Selection

Title and Department	My Choice	Leave Report Period and Status
Payroll Manager, BE0008-00		Nov 16, 2019 to Nov 30, 2019 Not Started
Controller's Office, 132007		Nov 16, 2019 to Nov 30, 2019 Not Started
		Nov 01, 2019 to Nov 15, 2019 Not Started
		Oct 16, 2019 to Oct 31, 2019 Not Started
		Oct 01, 2019 to Oct 15, 2019 Not Started
		Sep 16, 2019 to Sep 30, 2019 Not Started
		Sep 01, 2019 to Sep 15, 2019 Not Started
		Aug 16, 2019 to Aug 31, 2019 Completed
		Aug 01, 2019 to Aug 15, 2019 Completed
		Jul 16, 2019 to Jul 31, 2019 Completed
		Jul 01, 2019 to Jul 15, 2019 Completed
		Jun 16, 2019 to Jun 30, 2019 Completed
		Jun 01, 2019 to Jun 15, 2019 Completed

Leave Report

RELEASE: 8.12.1.5

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6. Enter hours by clicking on “*enter hours*” for each appropriate day. Enter number of hours in the small box which appears above the list of days, then click “*Save*”. Repeat for each day you need to report time off. If you don't have hours to record you can hit submit. You don't have to enter zero hours. Submit leave report to your supervisor by clicking on the “*submit for approval*” icon.