How to Enter Time on Self-Service Banner

Introduction - This document is designed to help walk you through the process of entering time using Self Service Banner, as well as submitting time. It does not detail every available function, but will take you through the process we think most people will use the most often. If you need help with different or more advanced features, please contact the Payroll Office (x6420).

To sign on to Self Service, from the CC home page, search Sign into CC. A screen will come up prompting you to log on.

Click on the "Banner (SSB)":

Once logged in, select the "Employee":

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.

Select "Time Sheet":

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

Choose "Access my Time Sheet" and click "Select":

Selection Criteria

	My Choice
Access my Time Sheet:	○
Access my Leave Report:	○
Access my Leave Request:	○
Approve or Acknowledge Time:	◉
Approve All Departments:	☐
Act as Proxy:	Self ⌄
Act as Superuser:	☐

Select

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

Time Sheet Selection

💬 Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
Payroll Specialist, BN0038-01 Controller's Office, 132007	◉	Aug 07, 2016 to Aug 21, 2016 Return for Correction ⌄

Time Sheet

You will be recording the number of hours that you actually worked on a day, under the appropriate "Earning" or "Leave". You are only entering hours for the day that appears under date. In order to enter hours for another day just click on the "enter hours".

NOTE Make sure that you are using the correct earning that you want to enter hours for (sick, personal, vacation, etc.).

** Enter time in increments of 15 minutes (.25, .50, .75)

Time Sheet
Title and Number:
Department and Number:
Time Sheet Period:
Submit By Date:
Earning: Regular Earnings
Date: Aug 07, 2016
Shift: 1
Hours:

[Save] [Copy] [Account Distribution]

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Aug 07, 2016	M Au
Regular Earnings	1	0	36		Enter Hours	
Vacation Leave	1	0	4		Enter Hours	
Sick Leave	1	0	0		Enter Hours	
Personal Leave	1	0	0		Enter Hours	
Other Paid Leave	1	0	0		Enter Hours	
Holiday Leave	1	0	0		Enter Hours	
Winter Break Leave	1	0	0		Enter Hours	
Jury Duty Leave	1	0	0		Enter Hours	
Bereavement Leave	1	0	0		Enter Hours	
Maternity/Paternity Leave	1	0	0		Enter Hours	
Supplemental Sick Leave	1	0	0		Enter Hours	
Total Hours:			40		0	
Total Units:				0	0	

Hit the "Save" button when done entering all of your hours.

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":

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Aug 07, 2016	
Regular Earnings	1	0	36		Enter Hours
Vacation Leave	1	0	4		Enter Hours
Sick Leave	1	0	0		Enter Hours
Personal Leave	1	0	0		Enter Hours
Other Paid Leave	1	0	0		Enter Hours
Holiday Leave	1	0	0		Enter Hours
Winter Break Leave	1	0	0		Enter Hours
Jury Duty Leave	1	0	0		Enter Hours
Bereavement Leave	1	0	0		Enter Hours
Maternity/Paternity Leave	1	0	0		Enter Hours
Supplemental Sick Leave	1	0	0		Enter Hours
Total Hours:			40		0
Total Units:				0	0

[Position Selection] [Comments] [Preview] [Submit for Approval] [Restart] [Next]

Your electronic signature is required for submittal. You will need to click on the box, and hit submit to certify the hours.

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.

☐ 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]

Once you've submitted your time sheet, you will see when you submitted it and to whom:

⚠ **Your time sheet was submitted successfully.**

Time Sheet

Title and Number:				Payroll Specialist -- BN0038-01		
Department and Number:				Controller's Office -- 132007		
Time Sheet Period:				Aug 07, 2016 to Aug 21, 2016		
Submit By Date:				Aug 25, 2016 by 11:59 PM		

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Aug 07, 2016	Monday Aug 08, 2016	Tuesday Aug 09, 2016	Wednesday Aug 10, 2016
Regular Earnings	1	0	36		Enter Hours	8	4	8
Vacation Leave	1	0	4		Enter Hours	Enter Hours	4	Enter Hours
Sick Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other Paid Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Winter Break Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Maternity/Paternity Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Supplemental Sick Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			40		0	8	8	8
Total Units:				0	0	0	0	0

[Position Selection] [Comments] [Preview] [Next] [Return Time]

Submitted for Approval By:	You on Aug 15, 2016
Approved By:	
Waiting for Approval From:	Lori Cowan

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