How to enter time on Self Service Banner

This document is designed to help walk you through the process of entering time using Self Service Banner, as well as submitting time. If you need help with different or more advanced features, please contact the Payroll Office (x6420 / x6221)

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

2. Click on the “Banner (SSB)”:

3. Select “Employee”: 
4. Select “Time Sheet”:

5. If you get this prompt, choose “Access my Time Sheet” and click “Select”:
6. Make sure that you have the correct department and proper pay period selected, and then click “Time Sheet”:

![Time Sheet Selection](image)

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

7. 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”.

8. Hit the “Save” button when done entering all of your hours.

**NOTE**: Enter time in increments of 15 minutes (.25, .50, .75)
9. 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":

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

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

If you have any questions about the process, please contact Payroll at x6420 / x6221