How to Submit a Timesheet on BANNER SSB

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. Once logged in, select the “Employee” tab:
4. Select “Time Sheet”:

5. Make sure that you have the correct department and proper pay period selected, and then click “Time Sheet”:

6. Now that you're in the Time Sheet view, choose a day and click "Enter Hours".

   *NOTE* Click "Next" to view the hours for the following week.
7. Enter the appropriate time for that day making sure to follow the guidelines listed on the page (and noted below):
   ** Enter time in increments of 15 minutes
   ** Remember to choose AM or PM as appropriate
   ** Remember to use the format XX:XX, for example 2:00 must be entered as 02:00

8. You will have to enter hours on a time in, time out basis. That means that you will log in when you get here, log out for your lunch hour, log back in when you return, then log out again at the end of the day.

9. Hit the “Save” button when done entering hours. You are only entering hours for the day that appears under date. In order to enter hours for another day click on “Next Day”:

10. Click "Timesheet" to return to the Time Sheet view for that pay period. You'll notice the total amount of hours is now listed for that day:

    TIP: you can also use the "Previous Day" and "Next Day" buttons to enter information quickly.
11. 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”:

![Time Sheet]

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

![Personal Information]

13. Once you've submitted your time sheet, you will see when you submitted it and to whom in Time Sheet view:

![Submitted for Approval]

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