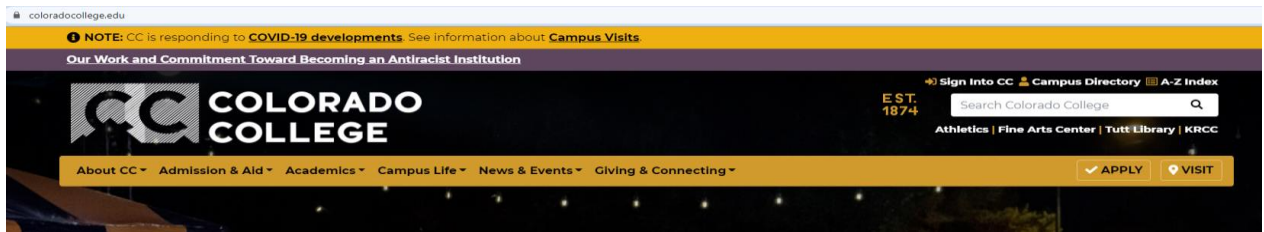


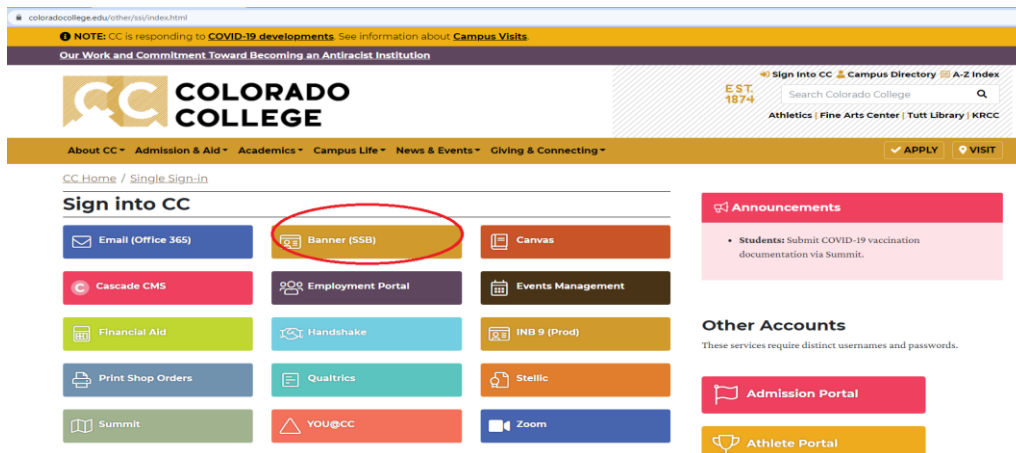
# How to enter time on Self Service Banner

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)

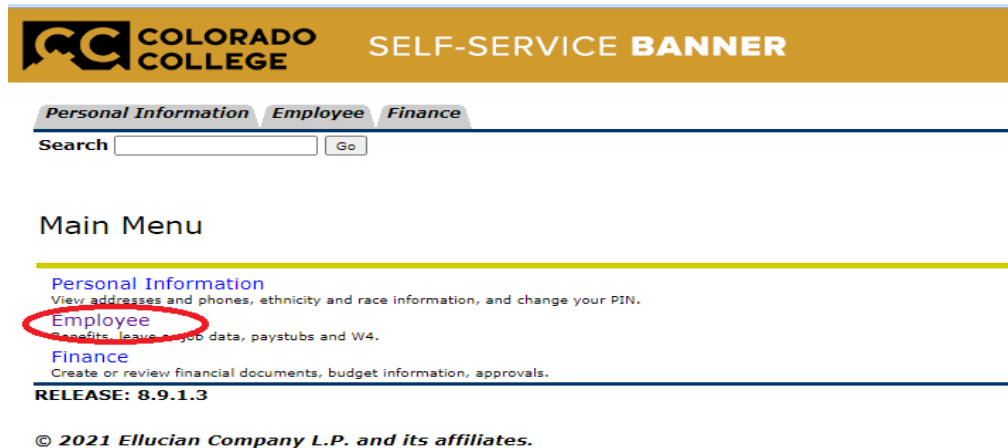
1. To sign on to Self Service Banner from the CC home page, search [Sign into CC](#). A screen will come up prompting you to log on.



2. Click on the “Banner (SSB)”:



3. Select “Employee”:



4. Select “Time Sheet”:

**Personal Information** **Employee** **Finance**

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](#)

[Leave Report](#)

[Supervisor Leave Report](#)  
Lists all employees current leave balances.

---

**RELEASE: 8.9.1.3**

5. If you get this prompt, choose “Access my Time Sheet” and click “Select”:

**Personal Information** **Employee** **Finance**

Search  Go

---

## Time Reporting Selection

---

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

**Selection Criteria**

	My Choice
<input checked="" type="radio"/> Access my Time Sheet:	<input checked="" type="radio"/>
<input type="radio"/> Access my Leave Report:	<input type="radio"/>
<input type="radio"/> Access my Leave Request:	<input type="radio"/>
<input type="radio"/> Approve or Acknowledge Time:	<input type="radio"/>
<input type="checkbox"/> Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self ▾
<input type="checkbox"/> Act as Superuser:	<input type="checkbox"/>

---

**RELEASE: 8.12.1.5**

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

Personal Information **Employee** Finance

Search  Go

### 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
Accounting Clerk, 1000, 2, 00	<input checked="" type="radio"/>	Aug 22, 2021 to Sep 06, 2021 Not Started
Control Systems, 1000, 13, 007	<input type="radio"/>	

RELEASE: 8.12.1.5

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\* 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 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:

Department and Number:

Time Sheet Period:

Submit By Date:

Earning:

Date:

Shift:

Hours:

Regular Earnings

Aug 23, 2021

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Aug 22, 2021	Monday Aug 23
Regular Earnings	1		0	0		<a href="#">Enter Hours</a>
Vacation Leave	1		0	0		<a href="#">Enter Hours</a>
Sick Leave	1		0	0		<a href="#">Enter Hours</a>
Personal Leave	1		0	0		<a href="#">Enter Hours</a>
Other Paid Leave	1		0	0		<a href="#">Enter Hours</a>
Holiday Leave	1		0	0		<a href="#">Enter Hours</a>
Winter Break Leave	1		0	0		<a href="#">Enter Hours</a>
Jury Duty Leave	1		0	0		<a href="#">Enter Hours</a>
Bereavement Leave	1		0	0		<a href="#">Enter Hours</a>
Supplemental Sick Leave	1		0	0		<a href="#">Enter Hours</a>
Parental Leave	1		0	0		<a href="#">Enter Hours</a>
Tiger Service day off	1		0	0		<a href="#">Enter Hours</a>
Relief Leave	1		0	0		<a href="#">Enter Hours</a>
Pub Health Emergency Leave	1		0	0		<a href="#">Enter Hours</a>
<b>Total Hours:</b>			0			0
<b>Total Units:</b>				0		0

- 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 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:

Department and Number:

Time Sheet Period:

Submit By Date:

Earning:

Date:

Shift:

Hours:

Regular Earnings

Aug 22, 2021

1

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Aug 22, 2021	Mon Aug
Regular Earnings	1	0	64		Enter Hours	
Vacation Leave	1	0	16		Enter Hours	
Sick Leave	1	0	8		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	
Supplemental Sick Leave	1	0	0		Enter Hours	
Parental Leave	1	0	0		Enter Hours	
Tiger Service day off	1	0	0		Enter Hours	
Relief Leave	1	0	0		Enter Hours	
Pub Health Emergency Leave	1	0	0		Enter Hours	
<b>Total Hours:</b>			88			0
<b>Total Units:</b>				0		0

Position Selection Comments Preview **Submit for Approval** Report Next

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

Personal Information Employee Finance

Search Go

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.

Required break information is in the staff handbook under General Employment Information.

For Meal and Rest Periods I affirm that I have taken the required paid breaks each shift in this pay period and, if I did not take my break, I included the extra break time on my timesheet.

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

RELEASE: 8.12.1.5

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

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.

Your time sheet was submitted successfully.

Time Sheet

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

Aug 22, 2021 to Sep 06, 2021

Sep 09, 2021 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Aug 22, 2021	Monday Aug 23, 2021	Tuesday Aug 24, 2021
Regular Earnings	1	0	64		Enter Hours		8 Enter
Vacation Leave	1	0	16		Enter Hours	Enter Hours	
Sick Leave	1	0	8		Enter Hours	Enter Hours	Enter
Personal Leave	1	0	0		Enter Hours	Enter Hours	Enter
Other Paid Leave	1	0	0		Enter Hours	Enter Hours	Enter
Holiday Leave	1	0	0		Enter Hours	Enter Hours	Enter
Winter Break Leave	1	0	0		Enter Hours	Enter Hours	Enter
Jury Duty Leave	1	0	0		Enter Hours	Enter Hours	Enter
Bereavement Leave	1	0	0		Enter Hours	Enter Hours	Enter
Supplemental Sick Leave	1	0	0		Enter Hours	Enter Hours	Enter
Parental Leave	1	0	0		Enter Hours	Enter Hours	Enter
Tiger Service day off	1	0	0		Enter Hours	Enter Hours	Enter
Relief Leave	1	0	0		Enter Hours	Enter Hours	Enter
Pub Health Emergency Leave	1	0	0		Enter Hours	Enter Hours	Enter
<b>Total Hours:</b>			88			0	8
<b>Total Units:</b>				0		0	0

Position Selection Comments Preview Next Return Time

Submitted for Approval By:

Approved By:

Waiting for Approval From:

You on Sep 01, 2021

RELEASE: 8.14.0.1

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