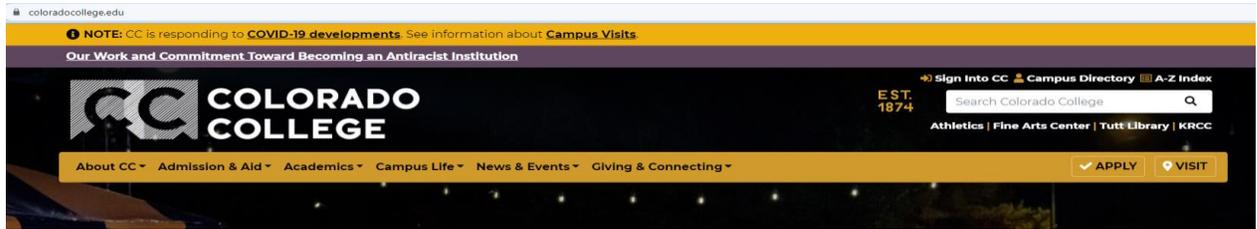


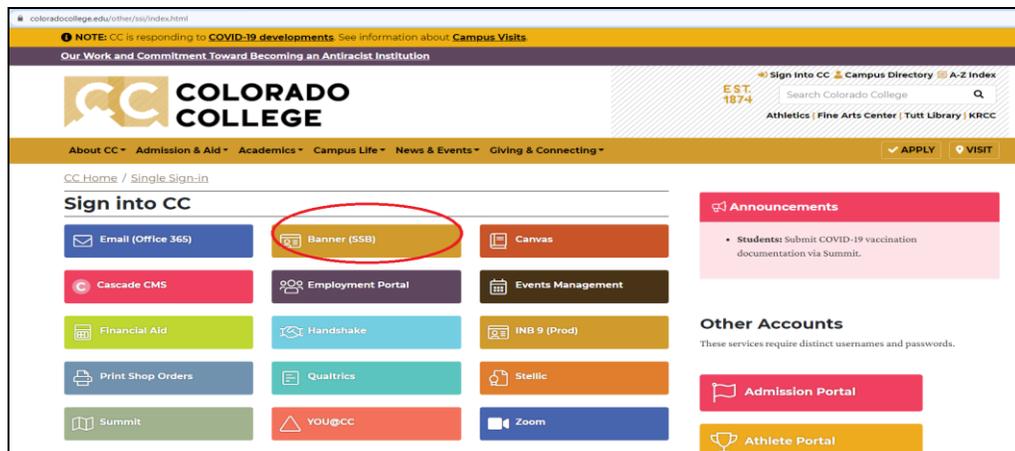
How to enter time on Self Service Banner

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

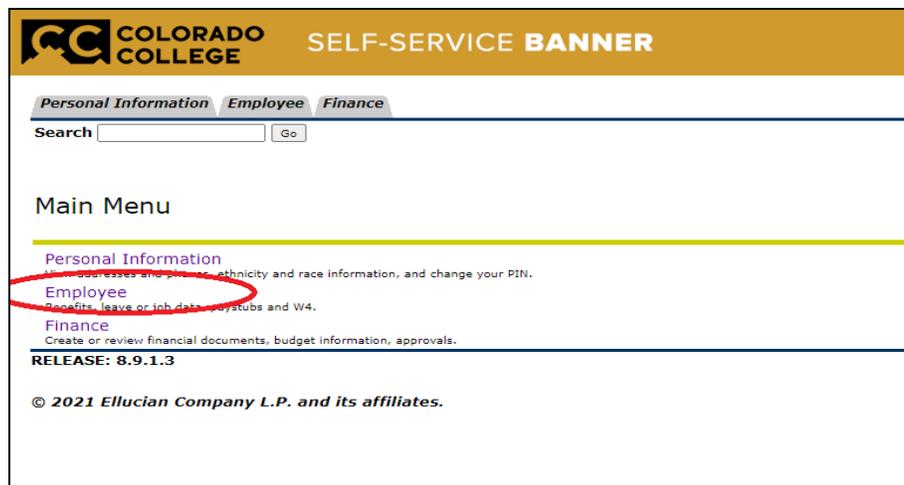
1. To sign on to Self Service Banner from the CC home page, search [Sign into CC](#). A screen will come up prompting you to log on.



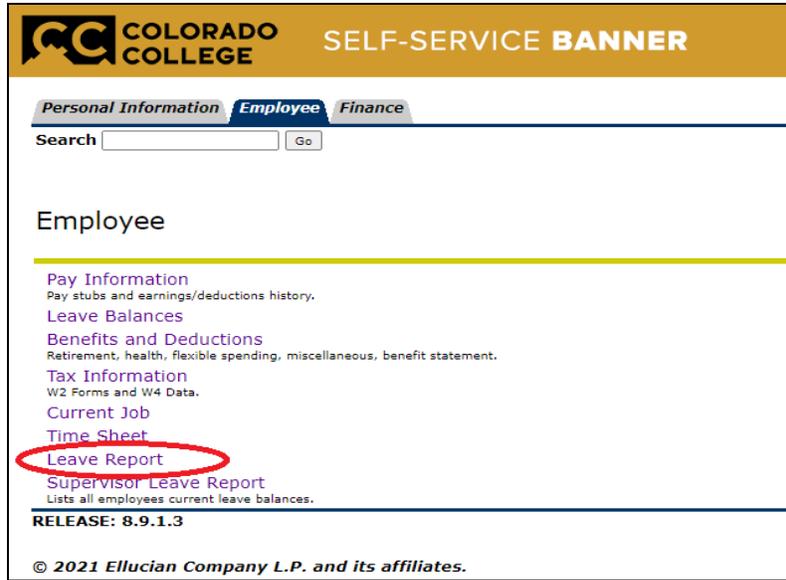
2. Click on the “Banner (SSB)”:



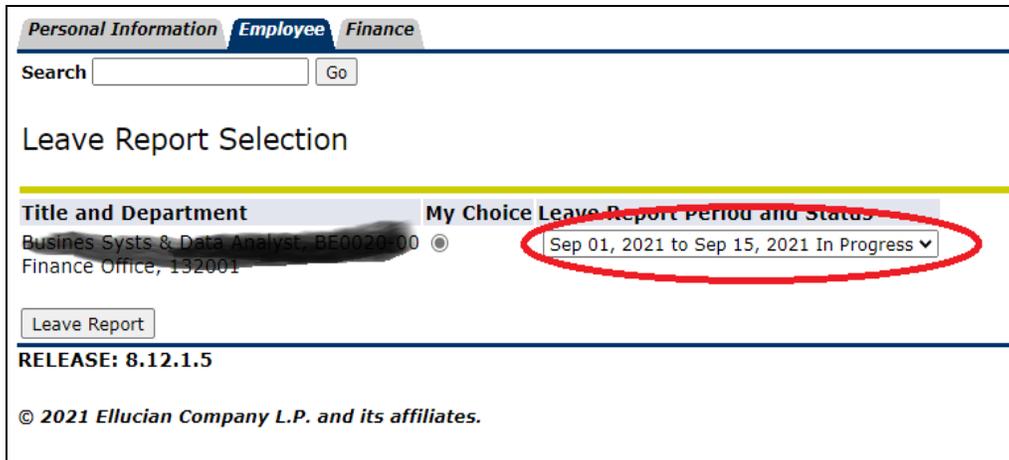
3. Select “Employee”:



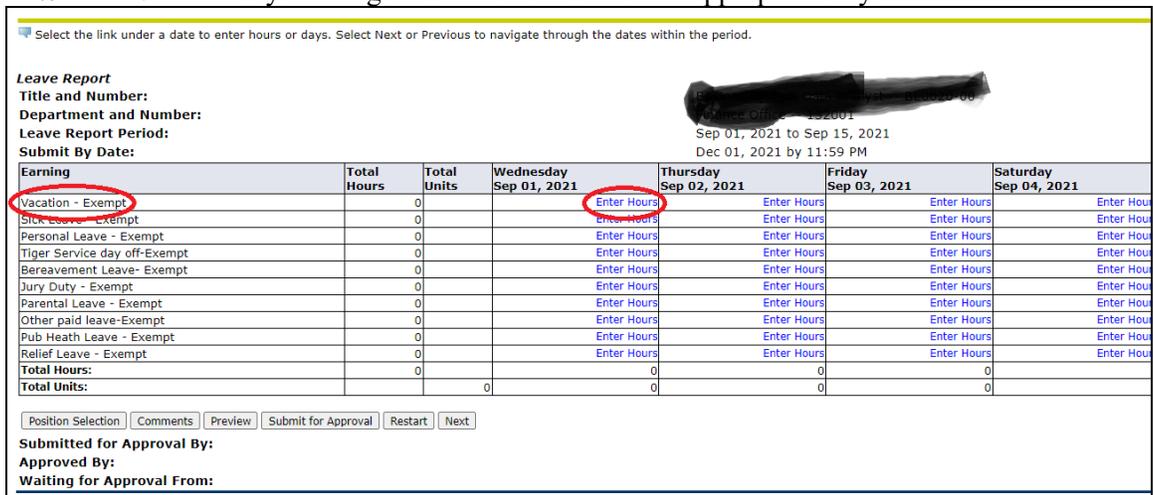
4. Select "Leave Report":



5. Select the appropriate period then click on the "Leave Report" button below:



6. Enter LEAVE 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”:

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.

Leave Report
Title and Number: [Redacted]
Department and Number: [Redacted]
Leave Report Period: Sep 01, 2021 to Sep 15, 2021
Submit By Date: Dec 01, 2021 by 11:59 PM

Earning: Vacation - Exempt
Date: Sep 08, 2021
Hours:

Earning	Total Hours	Total Units	Wednesday Sep 08, 2021	Thursday Sep 09, 2021	Friday Sep 10, 2021	Sa Se
Vacation - Exempt	0		Enter Hours	Enter Hours	Enter Hours	
Sick Leave - Exempt	0		Enter Hours	Enter Hours	Enter Hours	
Personal Leave - Exempt	0		Enter Hours	Enter Hours	Enter Hours	
Tiger Service day off-Exempt	0		Enter Hours	Enter Hours	Enter Hours	
Bereavement Leave- Exempt	0		Enter Hours	Enter Hours	Enter Hours	
Jury Duty - Exempt	0		Enter Hours	Enter Hours	Enter Hours	
Parental Leave - Exempt	0		Enter Hours	Enter Hours	Enter Hours	
Other paid leave-Exempt	0		Enter Hours	Enter Hours	Enter Hours	
Pub Health Leave - Exempt	0		Enter Hours	Enter Hours	Enter Hours	
Relief Leave - Exempt	8		Enter Hours	Enter Hours	Enter Hours	
Total Hours:	8		0	0	0	0
Total Units:		0	0	0	0	0

Submitted for Approval By:
Approved By:
Waiting for Approval From:
RELEASE: 8.14.0.1

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- 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

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.

RELEASE: 8.12.1.5

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