

- 1) Log in to Self-Service Banner with your CC employee credentials. On the next screen select Employee

CC COLORADO COLLEGE SELF-SERVICE BANNER

[Personal Information](#) [Student Services](#) [Employee](#)

Search [ACCESSIBILITY](#) [SITE MAP](#) [HELP](#) [EXIT](#)

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 of job data, paystubs and W4.

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- 2) Select Time Sheet link

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[Personal Information](#) [Student Services](#) [Employee](#)

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

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](#)

[Salary Planner](#)

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

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3) Next you will select Approve or Acknowledge Time

 **COLORADO COLLEGE** SELF-SERVICE **BANNER**

[Personal Information](#) [Student Services](#) [Employee](#)

Search

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

[Proxy Set Up](#)

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- 4) Use the drop down menu to select the appropriate pay period. Then click on the Select button

COLORADO COLLEGE SELF-SERVICE BANNER

Personal Information Student Services **Employee**

Search Go

Approver Selection

Time Sheet

Department and Description My Choice Pay Period

T, 180051, Financial Aid Office **S2, May 22, 2018 to Jun 06, 2018** ▼

Sort Order

My Choice

Sort employees' records by Status then by Name:

Sort employees' records by Name:

Select

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- 5) Select the name of the student who you will be approving a timesheet. You can see the status above if the timesheet is still in progress, not started, or submitted. You will not be able to approve a timesheet until the student has submitted the timesheet to you.

COLORADO COLLEGE SELF-SERVICE BANNER

Personal Information Student Services **Employee**

Search Go [SITE MAP](#) [HELP](#) [EXIT](#)

Department Summary

Select the employee's name to access additional details.

COA: T, The Tiger Chart
 Department: 180051, Financial Aid Office
 Pay Period: May 22, 2018 to Jun 06, 2018
 Act as Proxy: Not Applicable
 Pay Period Time Entry Status: Open until Jun 12, 2018, 11:59 PM

Change Selection

In Progress					
ID	Name, Position and Title	Total Hours	Total Units	Cancel	Other Information
175076	Anastasiia Kharitonova CS0002-00 Student Employment Intern		.00	.00	Leave Balances

- 6) Next you will review the hours submit and select submit if you approve or return for correction if there is an error. Since this student has not submitted any hours there is now option to approve. If there were hours to approve it would be in the area of the circle below.

Employee Details

Select Next or Previous to access another employee.

Employee ID and Name: 175076 Anastasia Kharitonova Department and Description: T 180051 Financial Aid Office
 Title: CS0002-00 Student Employment Intern Transaction Status: In Progress

Previous Menu

[Routing Queue](#) | [Account Distribution](#)

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Tuesday, May 22, 2018	Wednesday, May 23, 2018	Thursday, May 24, 2018	Friday, May 25, 2018	Saturday, May 26, 2018	Sunday, May 27, 2018	Monday, May 28, 2018	Tuesday, May 29, 2018	Wednesday, May 30, 2018	Thursday, May 31, 2018	Friday, Jun 01, 2018	Saturday, Jun 02, 2018	Sunday, Jun 03, 2018	Monday, Jun 04, 2018
Total Hours:			0															
Total Units:				0														

Time In and Out

Earnings	Tuesday, May 22, 2018	Wednesday, May 23, 2018	Thursday, May 24, 2018	Friday, May 25, 2018	Saturday, May 26, 2018	Sunday, May 27, 2018	Monday, May 28, 2018	Tuesday, May 29, 2018	Wednesday, May 30, 2018	Thursday, May 31, 2018	Friday, Jun 01, 2018	Saturday, Jun 02, 2018	Sunday, Jun 03, 2018	Monday, Jun 04, 2018	Tuesday, Jun 05, 2018	Wednesday, Jun 06, 2018

Routing Queue

Name	Action and Date
Anastasia Kharitonova	Originated May 25, 2018 09:03 am
Kristen Elizabeth Clinton	In the Queue

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
May 22, 2018	100.00		110002	180051	614001	SS	INST			

Previous Menu

- 7) You will now see a message stating the timesheet has been approved. Be sure to approve the timesheet within the payroll schedule.