Self Service Banner 9

EMPLOYEE DASHBOARD OVERVIEW & TIMESHEET SUBMISSION

Link to Self Service Banner 9

https://siuslaw.lanecc.edu/EmployeeSelfService/ssb/hrDashboard#/hrDashboard

Tip: Once you have logged in, save this as a favorite in your browser for easy access

The following slides will help to familiarize you to Self Service Banner 9(SSB9) which will replace SSB8. Human Resources recommends that you start using SSB9 now so that you get used to the new format. SSB8 will be turned off in December 2023.

Employee Dashboard: At a Glance

Timesheet Submission

Employee Dashboard

Employee Dashboard

Leave Balances as of 07/06/2023

Vacation Pay in hours	309.31	Sick Pay in hours	889.60
College Closure Days in hours	72.00	Compensatory Time in hours	17.51

Personal Pay in hours — 24.00

Seniority Level in hours — 87.55

My Profile

Full Leave Balance Information

Pay Information

Latest Pay Stub: 07/10/2023   All Pay Stubs   Deductions History

Earnings

Benefits

Taxes

Job Summary

Employee Summary

Click on the Enter Time bar under My Activities to start your timesheet

My Activities

Enter Time

Approve Time

Salary Planner

Labor Redistribution

Pay Stub Administrator

Benefits Administrator

Campus Directory

Employee Menu

Start Your Timesheet

1. Verify that you have the current pay period

2. Click here to start your Timsheet for the current pay period

For Contract Employees: Enter Exception Hours

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Employee Dashboard • Timesheet •

↻ Restart Time 🕑 Leave Balances

08/01/2023 - 08/15/2023   ⓘ 💬¹   In Progress   Submit By 08/15/2023, 12:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1	2	3	4	5

⊕ Add Earn Code

Earn Code

Select Earn Code   ⌃

Sick Leave Used

Vacation Time Used

Personal Leave Used

Comp Time Used

Overtime Pay at 1.5

1. Click on the date on the calendar
2. Select an Earn Code from the drop down list

For Contract Employees: Enter Exception Hours

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Restart Time   Leave Balances

08/01/2023 - 08/15/2023   ⓘ   💬 1   In Progress   Submit By 08/15/2023, 12:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1	2	3	4	5

⊕ Add Earn Code

Earn Code
Sick Leave Used

Hours*
2

Once Earn Code is selected, enter hours then Save.

Once all Exception time has been entered then Preview can show a summary of all leave reported

Exit Page   Cancel   Save   Preview

Preview Timesheet & Submit

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Fleming, Robin E.

Timesheet Detail Summary

Pay Period: 08/01/2023 - 08/15/2023 | 18.00 Hours | In Progress | Submit By 08/15/2023, 12:00 PM

Time Entry Detail

Date	Earn Code	Shift	Total
08/02/2023	SIC, Sick Leave Used	1	2.00 Hours
08/04/2023	NCD, College Closure Days	1	8.00 Hours
08/11/2023	NCD, College Closure Days	1	8.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Total
SIC, Sick Leave Used	1	2.00			2.00 Hours
NCD, College Closure Days	1	8.00	8.00		16.00 Hours
Total Hours		10.00	8.00		

Routing and Status

Name	Action
	Originated On 08/03/2023, 10:40 AM by [REDACTED]
	Submit By 08/15/2023, 12:00 PM
Grogan, Aneita	In the Queue
Turner, Michael S.	In the Queue

Verify your entries are correct and Submit (or Return to make corrections)

Comment (Optional):

Add Comment

Return   Submit

For Hourly Employees: Enter Hours Worked And Leave (If Applicable)

Once Earn Code is selected, enter hours then Save.

Once all time has been entered then Preview can show a summary of all time reported

For Hourly Employees

Add multiple Earn Codes on a specific day if necessary
and preview timesheet prior to submission

For Hourly Employees

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Timesheet Detail Summary

Pay Period: 08/16/2023 - 08/31/2023 | 8.00 Hours | In Progress | Submit By 08/31/2023, 12:00 PM

Time Entry Detail

Date	Earn Code	Shift	Total
08/17/2023	HRS, Hourly Earnings	1	4.00 Hours
08/18/2023	HRS, Hourly Earnings	1	2.00 Hours
08/18/2023	SIC, Sick Leave Used	1	2.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Total
HRS, Hourly Earnings	1	6.00			6.00 Hours
SIC, Sick Leave Used	1	2.00			2.00 Hours
Total Hours		8.00			

Routing and Status

Name	Action
	Originated On 08/17/2023, 09:55 AM by
	Submit By 08/31/2023, 12:00 PM
Grogan, Aneita	In the Queue
Turner, Michael S.	In the Queue

Comment (Optional):

Add Comment

Verify your entries are correct and Submit (or Return to make corrections)

Return   Submit

Questions?

- Robin Fleming (last names A-L)
- Cheryl Volker (last names M-Z)

- Note: SSB8 will still be available during the transition period; however, we recommend using SSB9 now to get used to the look and feel of this new format. You only need to submit a timesheet in either SSB8 or SSB9, not both.
- For those of you who approve timesheets, you can email Robin Fleming and she will send you instructions on how to do that in SSB9.