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

Community College					÷ 🔹
Employee Dashboard					
Employee Dashboard					
	Leave Balances as of 08/08/2023				
Available leave balances	Vacation Pay in hours	324.31	Sick Pay in hours	901.0	60 Personal Pay in hours 22.50
	College Closure Days in hours	40.00	Compensatory Time in hours		51 Seniority Level in hours 88.55
					Full Leave Balance Information
Pay Information			G	~	نه. My Activities
Latest Pay Stub: 08/10/2023 All Pay Stubs		Enter Time			
Earnings				~	
Benefits	~	Approve Time Salary Planner			
Taxes				~	Labor Redistribution
Easy access to current & past pay s with additional drop down pay inform		Pay Stub Administrator			
Job Summary WITN additional drop down pay inform	^	Benefits Administrator			
Employee Summary				~	Campus Directory
					Employee Menu

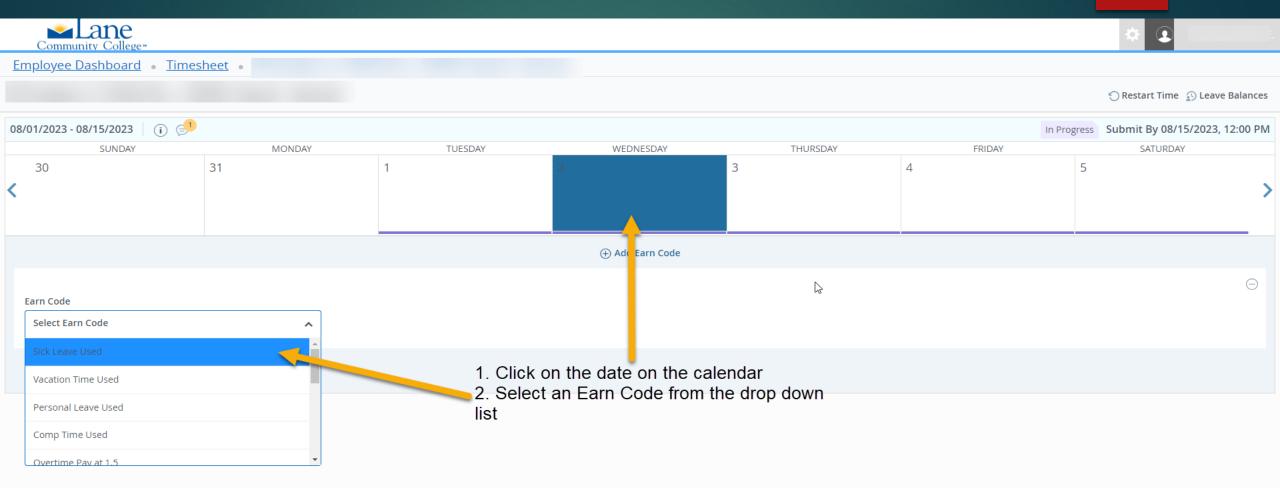
Timesheet Submission

Community College **									
Employee Dashboard									
Employee Dashboard									
	Leave Balances as of 07/06/2023	Leave Balances as of 07/06/2023							
My Profile	Vacation Pay in hours	309.31	9.31 Sick Pay in hours		Personal Pay in hours	24.00			
	College Closure Days in hours	72.00	Compensatory Time in hours		Seniority Level in hours	87.55			
						Full Leave Balance Information			
Pay Information				~	My Activities				
Latest Pay Stub: 07/10/2023 All Pay Stubs	Deductions History		6		Enter	Time			
Earnings			45						
Danastra				• -	Approve Time				
Benefits					Salary Planner				
Taxes Click on the	e Enter Time bar under My A	ctivities		^	Labor Redistribution				
Joh Summany	to start your timesheet				– Pay Stub Administrator				
Job Summary				^	Benefits Administrator				
Employee Summary				~	Campus Directory				
					Employee Menu				

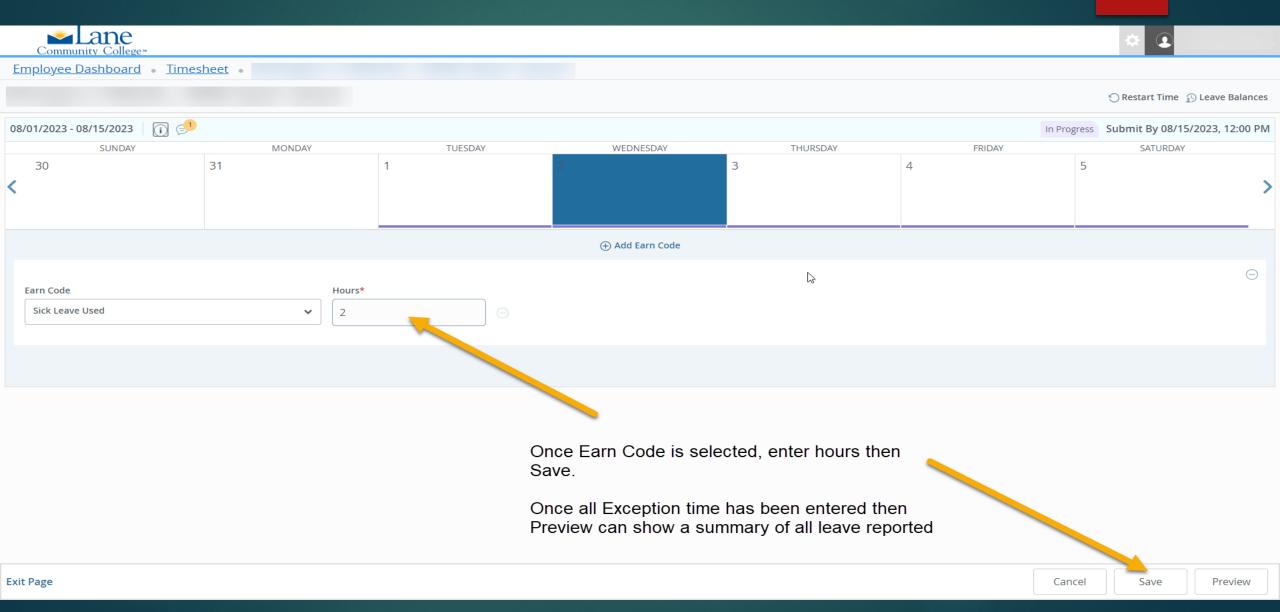
Start Your Timesheet

Community College	M				🔅 오
Employee Dashboard					
Timesheet					
Approvals	ïmesheet				
					Pay Period 🗸
Pay Period	Hours/Units	Submitted On	Status		
HR Analyst 2, C13042-00,	L, 150505, Payroll - General				🕄 Prior Periods
07/01/2023 - 07/15/2023			Not Started	Start Timesheet	
1.	Verify that you have the current pay period	2. Click	c here to start your Tim the current pay period		

For Contract Employees: Enter Exception Hours



For Contract Employees: Enter Exception Hours



Preview Timesheet & Submit

Community College									🔅 🧵 Fleming, Robin i
Employee Dashboard		et •				Preview			
Timesheet Detail Sun	nmary								
Pay Period: 08/01/2023 - 08	8/15/2023 18.0	00 Hours In F	Progress Subm	it By 08/15/2023,	12:00 PM				
Time Entry Detail									
Date	Earn Code				Shift	Total			
08/02/2023	SIC, Sick Lea	ave Used			1	2.00 Hours			
08/04/2023	NCD, Colleg	e Closure Days			1	8.00 Hours			
08/11/2023	NCD, Colleg	e Closure Days			1	8.00 Hours			
Summary							2		
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					d Submit (or Return
				Originated O	n 08/03/2023, 10:4	0 AM by	to make correction	ons)	
				Submit By 08	3/15/2023, 12:00 PN	N			
Grogan, Aneita				In the Queue	2				
Turner, Michael S.				In the Queue	2				
Comment (Optional):									
Add Comment									
								Return	Submit

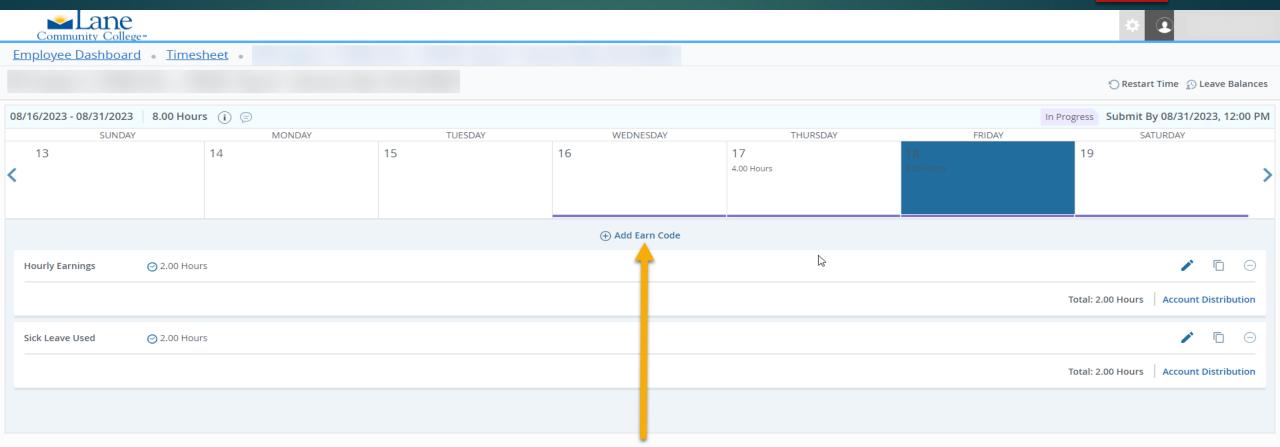
For Hourly Employees: Enter Hours Worked And Leave (If Applicable)

Employee Dashboard <u>Timesheet</u> 🔿 Restart Time 🚯 Leave Balances 08/16/2023 - 08/31/2023 In Progress Submit By 08/31/2023, 12:00 PM (i) (ii) SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY 13 14 15 16 18 19 < (+) Add Earn Code 2 Earn Code Hours* **Hourly Earnings** \sim Hourly Earnings Sick Leave Used Overtime Pay at 1.5 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

Community College

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For Hourly Employees



Add multiple Earn Codes on a specific day if necessary

and preview timesheet prior to submission

Cancel

Save

Preview

For Hourly Employees

Community College	-							÷ 主	
<u>Employee Dashboard</u>		eet •							
limesheet Detail Sun	nmary								
									Ģ
ay Period: 08/16/2023 - 08	8/31/2023 8.0	00 Hours In Pro	gress Submit B	3y 08/31/2023, 12	:00 PM				
Time Entry Detail									
Date	Earn Code				Shift	Total			
08/17/2023	HRS, Hourl	y Earnings			1	4.00 Hours			
08/18/2023	HRS, Hourl	y Earnings			1	2.00 Hours			
08/18/2023	SIC, Sick Le	ave Used			1	2.00 Hours			
Summary							Ş		
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						Verify your entries are correc	st and
Routing and Status								Submit (or Return to make	
Name				Action				corrections)	
				Originated On	08/17/2023, 09:55	AM by		, í	
				Submit By 08/3	31/2023, 12:00 PM				
Grogan, Aneita				In the Queue					
Turner, Michael S.				In the Queue					
omment (Optional):									
Add Comment									
								Return	

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.