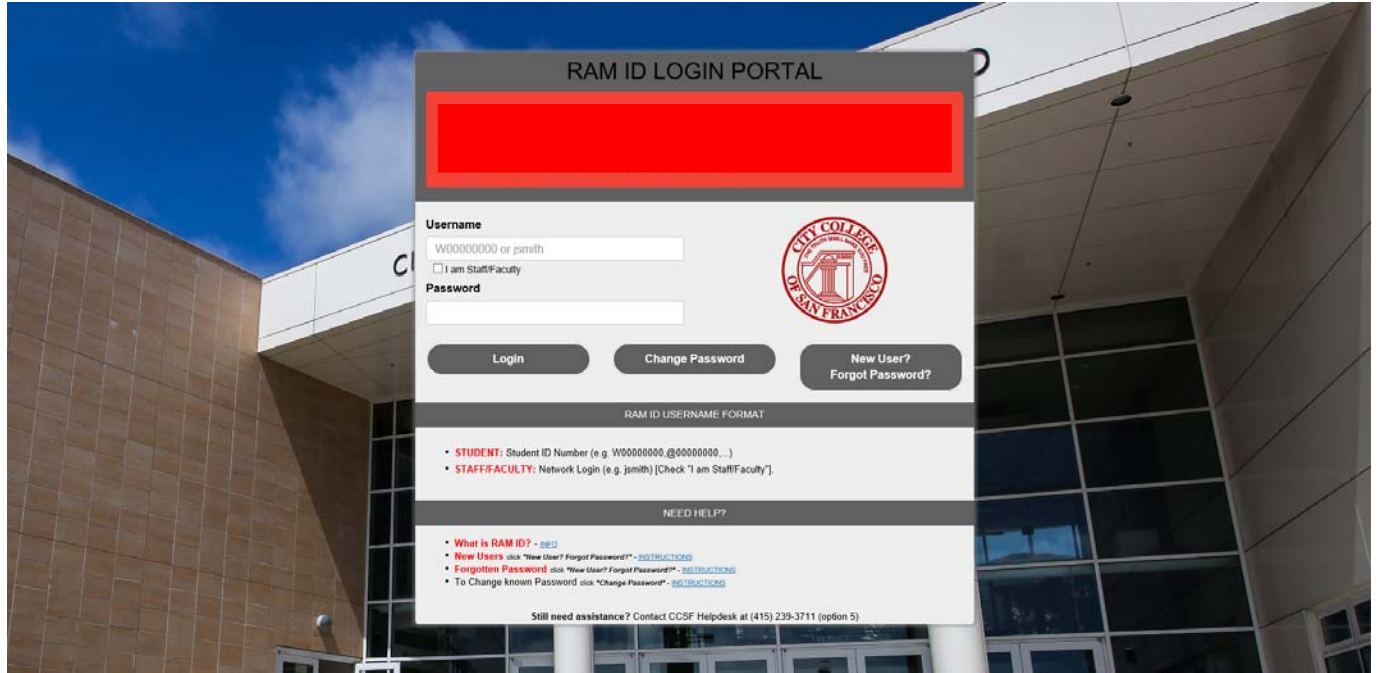


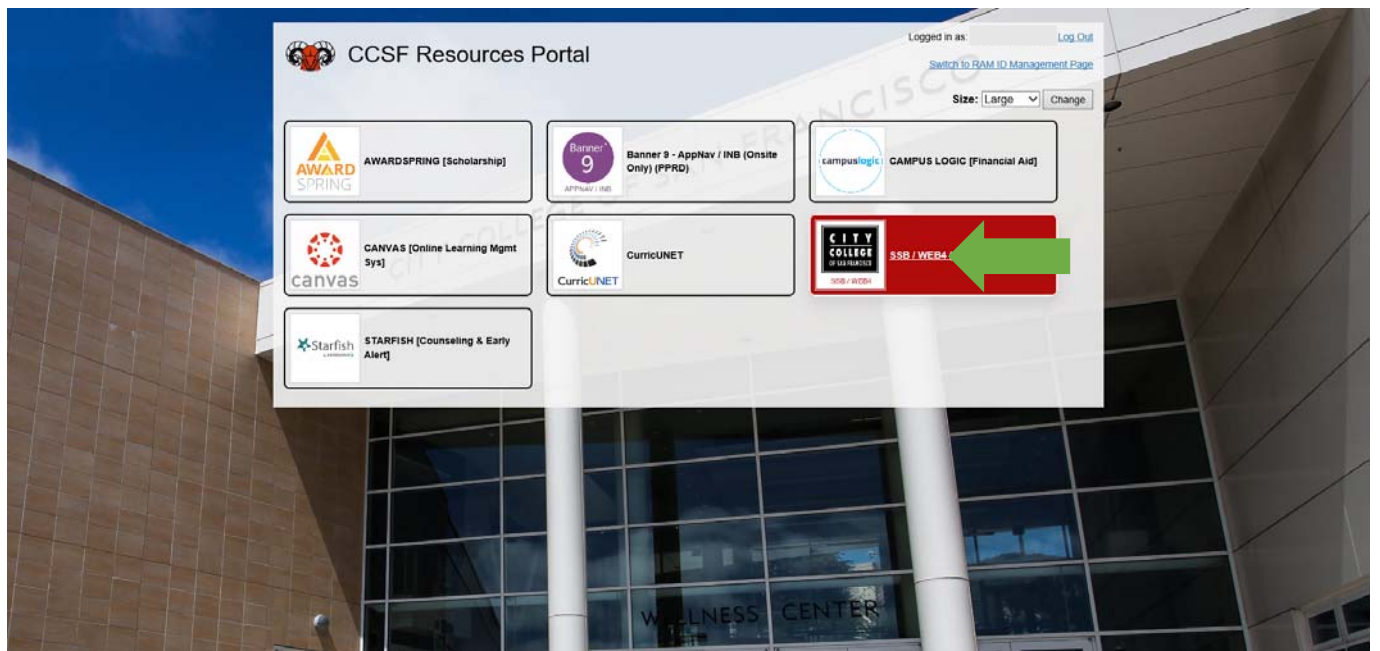
Student Time Sheet Banner 9-WEB4

How to access time sheets in Banner 9-WEB4

Login with RAM ID



Click on SSB/WEB4



Click on Employee menu

The screenshot shows the CCSF Web4 homepage. At the top, there is a red navigation bar with a "Browse" button on the left and "Sign Out" and "Help" links on the right. Below the navigation bar, the text "Welcome, , to CCSF Web4" is displayed. A search bar is located in the top right corner. The main content area features a horizontal menu with six items: "Personal Information", "Student Portal", "Financial Aid", "Student Account", "Finance", and "Employee". A green arrow points to the "Employee" menu item. Below the menu, there is a copyright notice: "© 2018 Ellucian Company L.P. and its affiliates." and the text "RELEASE: 8.8.3A" in the bottom left and "SITE MAP" in the bottom right.

Click on Employee Dashboard

The screenshot shows the CCSF Web4 homepage with the "Employee" menu item selected. The breadcrumb trail at the top reads "Home > Employee Main Menu > Student Jobs". The "Employee" menu item is highlighted in blue. A dropdown menu is visible under "Employee", with "Employee Dashboard" highlighted by a green arrow. The "Student Jobs" dropdown item is also visible, with a description: "Post a Student Worker Job. Set Up Student Employment. Hire a Student Worker." Below the menu, there is a copyright notice: "© 2018 Ellucian Company L.P. and its affiliates." and the text "RELEASE: 8.14.1" in the bottom left and "SITE MAP" in the bottom right.

Click on Enter Time or Time Sheet under My Activities list

The screenshot shows the 'Employee Dashboard' interface. At the top, there is a red navigation bar with the 'EUCS' logo and user profile icons. Below the header, the page title is 'Employee Dashboard'. A large smiley face icon is overlaid on the left side. The main content area is divided into several sections: 'My Profile' (with a 'My Profile' button), 'Leave Balances as of 11/09/2018' (a table of various leave types with yellow progress indicators), 'Pay Information' (with links for 'Latest Pay Stub', 'All Pay Stubs', 'Direct Deposit Information', and 'Deductions History'), and 'My Activities' (a list of actions including 'Enter Time', 'Request Time Off', 'Time Sheet', 'Leave Report', 'Electronic Personnel Action Forms (EPAF)', and 'Employee Menu'). Green arrows point to 'Enter Time' and 'Time Sheet' in the 'My Activities' list.

Select appropriate Department and Description/ Pay Period to access your time sheet

The screenshot shows the 'Time Sheet' selection screen. At the top, there is a red navigation bar with the 'EUCS' logo and 'Sign Out | Help' links. Below the header, there is a 'Browse' button and a navigation menu with 'Employee' selected. The main content area is titled 'Selection' and contains a 'Time Sheet' section. This section has a table with columns for 'Department and Description', 'My Choice', and 'Pay Period'. The first row is selected, with a green arrow pointing to it. Below the table, there is a 'Sort Order' section with radio buttons for 'Sort employees' records by Status then by Name' and 'Sort employees' records by Name'. A 'Select' button is located below the sort options. At the bottom, there is a copyright notice: '© 2018 Eucian Company L.P. and its affiliates.' and a 'RELEASE: 8.12.1.0' label.

Complete and submit time sheet

Sign Out | Help

Employee

Personal Information | Student Portal | Financial Aid | Student Account | Finance | Employee

Find a page...

Employee Detailed Information

Home > Employee Detailed Information

To select the next or previous employee (if applicable), click either Next or Previous.

Employee ID and Name:		Department and Description:	S 8210 Student Affairs Office
Title:	SW6210-00 3581 Student Affairs Office	Transaction Status:	Completed

[Previous Menu](#)

Routing Queue | Account Distribution

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Saturday May 09, 2015	Sunday May 10, 2015	Monday May 11, 2015	Tuesday May 12, 2015	Wednesday May 13, 2015	Thursday May 14, 2015	Friday May 15, 2015	Saturday May 16, 2015	Sunday May 17, 2015	Monday May 18, 2015	Tuesday May 19, 2015	Wednesday May 20, 2015	Thursday May 21, 2015	Friday May 22, 2015
Regular Earnings Students	1		30						3	5	2.5	4.5			3.5	2	3.5	2
Total Hours:			30						3	5	2.5	4.5			3.5	2	3.5	2
Total Units:				0														

Time In and Out

Earnings	Saturday May 09, 2015	Sunday May 10, 2015	Monday May 11, 2015	Tuesday May 12, 2015	Wednesday May 13, 2015	Thursday May 14, 2015	Friday May 15, 2015	Saturday May 16, 2015	Sunday May 17, 2015	Monday May 18, 2015	Tuesday May 19, 2015	Wednesday May 20, 2015	Thursday May 21, 2015	Friday May 22, 2015
Regular Earnings Students				08:00AM 11:00AM	08:00AM 01:00PM	08:30AM 11:00AM	08:30AM 01:00PM			08:30AM 12:00PM	09:00AM 11:00AM	08:30AM 12:00PM	08:30AM 10:30AM	08:00AM 12:00PM

Routing Queue

Name	Action and Date
	Originated May 11, 2015 07:43 pm
	Submitted May 20, 2015 09:19 am
	Approved May 20, 2015 10:13 am

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type