

Self-Service Banner (SSB) 9 Time Entry

Information Session
v1.0

Agenda

- My.Emich Changes
- Time Entry Overview
- SSB 9 Time Entry Demonstration
- Rollout Plan
- Support & Contact Information

My.Emich Changes

- What is My.Emich?
- What is Self-Service Banner (SSB)?
- By the end of 2022
 - New My.Emich
 - SSB 8 to SSB 9
- Advantages
 - Newer interface
 - More mobile friendly
 - Better services organization

The image displays two overlapping screenshots of the My.Emich website. The top screenshot shows the home page with the 'my.emich' logo and a navigation bar. The bottom screenshot shows the 'Employee' page with a red box highlighting the 'SSB Employee' section, which contains various service links like 'Time Sheet', 'Leave Report', and 'Benefits and Deductions'.

SSB 9 Time Entry Overview

- Modern Style - Updated look and feel that is less cluttered
- Calendar View - Access days from a calendar view
- Mobile Friendly - View and submit time from mobile devices
- Coming Soon - Automatic Email Reminders



SSB 9 Time Entry Demonstration

ellucian

Employee Dashboard - Timesheet - FT Clerical, BTE221-00, B, 13109, Law School Alumni Relations

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06/18/2018 - 07/01/2018 80.00 Hours In Progress Submit By 07/01/2018, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
24 16.00 Hours	25 16.00 Hours	26 16.00 Hours	27 16.00 Hours	28 16.00 Hours	29 16.00 Hours	30 16.00 Hours

Add Earn Code

Earn Code: Regular Pay

Hours: 8

Rollout Plan

- Available Now - Time Entry in SSB 8 **and** SSB 9
- TBD 2022 - Time Entry **only** in SSB 9



Self Service Banner (SSB) 9 Time Entry is available for use:

- Link from My.Emich Employee Tab
- <https://bannerweb.emich.edu/EmployeeSelfService>

SSB 9 Time Entry Support & Contact Information

- For login problems, contact the IT Help Desk at (734) 487-2120
- Contact payroll_questions@emich.edu for time entry questions
- Time Entry Overview & Support Site:
https://www.emich.edu/it/inb/training/ssb/it_te

