Self-Service Banner (SSB) 9 Time Entry
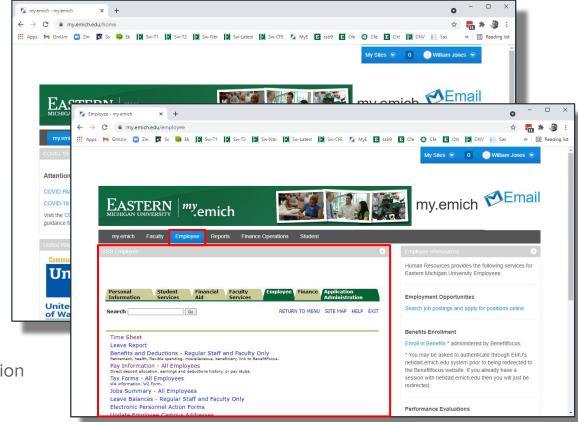
Information Session
v1.0

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
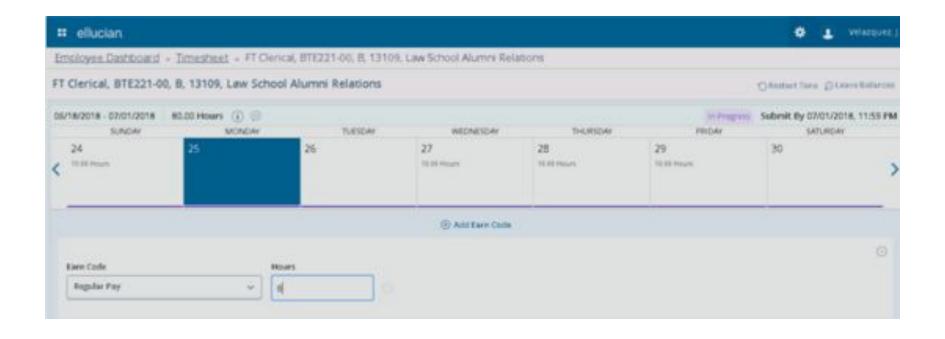
SSB 9 Time Entry Overview

- 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

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