

SSB9 Training Guide: Entering Time for Monthly Employees

Overview

SSB9 (Self-Service Banner 9) allows monthly (exempt and non-exempt) employees to enter leave time such as vacation, sick, personal leave, bereavement, jury duty, and other approved categories. Monthly employees do not record regular hours—only leave taken.



GSU PORTAL

Accessing SSB9

1. Log into GSU's employee portal using your employee credentials.



Additional security verification

This is an extra layer of security to ensure that only you can access your account

Select a verification option

- E** Send me an Email >
- T** Send me a Text Message >
- A** Use Authenticator >



◀ Back



Text Message security verification

This is an extra layer of security to ensure that only you can access your account





Trust this device

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Leave Balances as of 11/21/2025

Leave Type	Hours
Sick Leave in hours	635.65
Annual Leave in hours	775.65
Compensatory in hours	236.57
Time and Half Compensatory in hours	0.00
Furlough in hours	0.00
Sick Donated Bank in hours	0.00

Full Leave Balance Information

Pay Information

Latest Pay Stub: 10/31/2025 All Pay Stubs Deductions History

Earnings

Taxes

Job Summary

Employee Summary

My Activities

- Enter Time
- Request Time Off
- Approve Time
- Approve Leave Request
- Pay Stub Administrator
- 1094 Tax Receipt ID Entry
- Campus Directory
- Your Louisiana Personnel State ID
- Bi-Weekly Payroll Schedule
- Monthly Payroll Schedule
- Student Payroll Schedule
- University Holiday Schedule
- DocuSign Forms
- Direct Deposit Authorization Form

Employee Dashboard

2. On the Employee Dashboard, look for the **Enter Time**.

- **Example: At Grambling State University it's under "My Activities → Enter Time".**
 - If you have multiple jobs/assignments, ensure you select the correct job/assignment for which you are submitting time.

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Full Leave Balance Information

Pay Information

Latest Pay Stub: 10/31/2025 All Pay Stubs Deductions History

Earnings

<https://employeessb-prod.ec.gram.edu/EmployeeSelfService/>

My Activities

- Enter Time
- Request Time Off

Entering Time for Monthly Employees

Employee Dashboard • Timesheet

Timesheet

Approvals **Timesheet** Leave Request

Pay Period Hours/Units Submitted On Status

Position Title

12/01/2025 - 12/31/2025 Not Started Start Timesheet

11/01/2025 - 11/30/2025 13.00 Hours Completed

Prior Periods

Understanding the Timesheet Layout

Your timesheet will display:

- Pay Period dates (Month start → Month end)
- Pay Period: Weekly view showing each day
- Month: Calendar view showing each day
- Earn Codes (leave types)
- Summary panel with total hours entered

Common monthly earn codes:

Annual Leave	Leave without Pay
Sick Leave	Inclement Weather
Straight Comp Time Earned	Military Leave with Pay
Straight Comp Time Taken	Emergency University Closure
Funeral Leave	Special Leave University
FMLA	Parental Leave
Civic	

GRAMBLING
STATE UNIVERSITY

Employee Dashboard • Timesheet

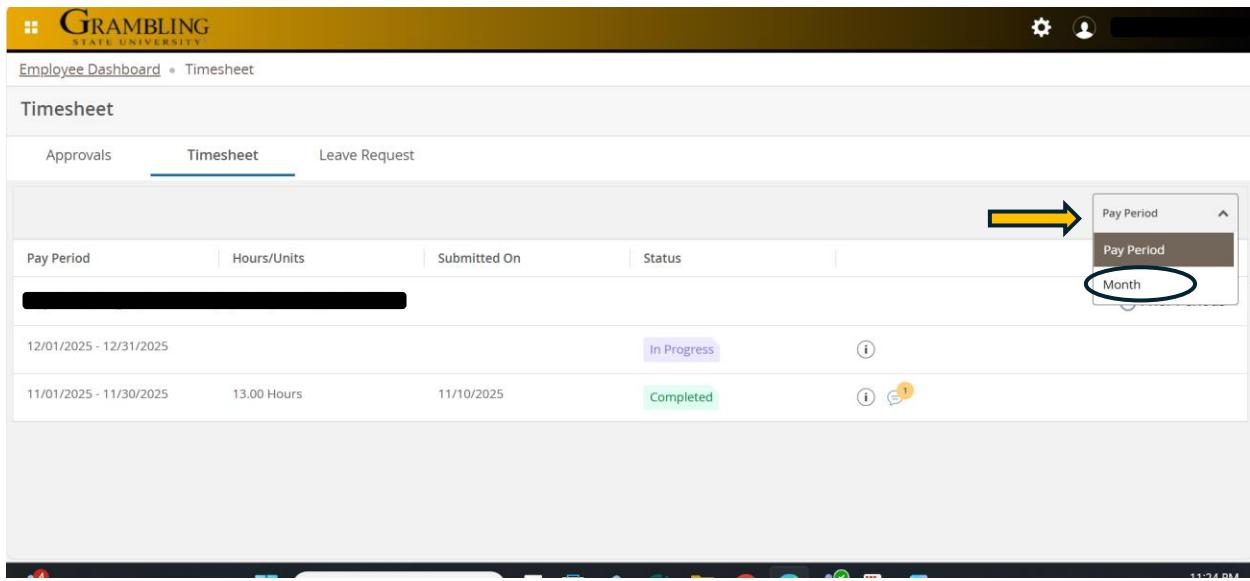
Timesheet

Approvals **Timesheet** Leave Request

Pay Period	Hours/Units	Submitted On	Status	Actions
12/01/2025 - 12/31/2025			In Progress	<i>Info</i>
11/01/2025 - 11/30/2025	13.00 Hours	11/10/2025	Completed	<i>Info</i> 1

Pay Period Pay Period Month

11:24 PM



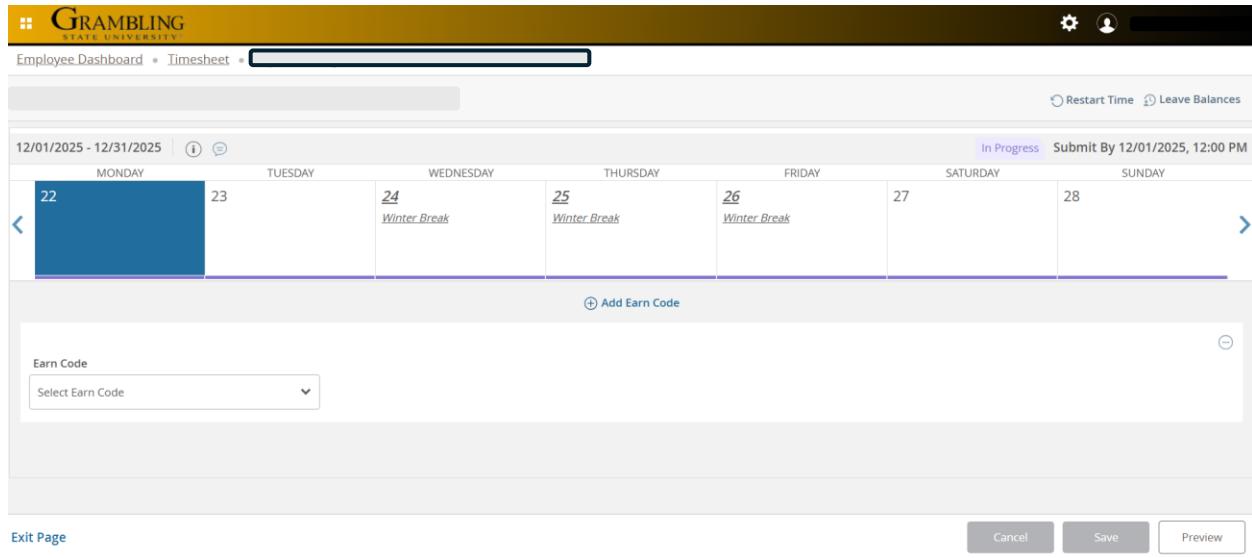
Grambling State University

Employee Dashboard » Timesheet

Timesheet

Approvals **Timesheet** Leave Request

Dec	2025	Month					
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
30	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	<u>24</u> <i>Winter Break</i>	<u>25</u> <i>Winter Break</i>	<u>26</u> <i>Winter Break</i>	27	
28	29	30	<u>31</u> <i>New Year's Eve</i>	1	2	3	



Entering Leave Time

- A. Add Hours for a Single Day:
 1. Click on the date requiring leave entry.
 2. In the pop-up window, select the correct Earn Code.
 3. Enter the Hours used (e.g., 9.0 for a full day, 4.0 for half-day).
 4. Click Save.
- B. Entering Multiple Days (Copy Function):
 1. Enter time for the first day.
 2. Check the Copy box.
 3. Select additional dates on the calendar.
 4. Click Save to apply the same leave hours to all selected dates.

Employee Dashboard • Timesheet

12/01/2025 - 12/31/2025 | Restart Time Leave Balances

In Progress Submit By 12/01/2025, 12:00 PM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
22	23	24 <i>Winter Break</i>	25 <i>Winter Break</i>	26 <i>Winter Break</i>	27	28

◀ ▶

⊕ Add Earn Code

Earn Code

Select Earn Code ◀

- Annual Leave
- Civic Leave
- Straight Comp Time Earned
- Straight Comp Time Taken
- Funeral Leave

Exit Cancel Save Preview

Editing or Deleting Time

Edit:

- Click the existing entry
- Adjust Hours or change Earn Code
- Click Save

Delete:

- Click the entry
- Select Delete
- Confirm deletion

Employee Dashboard • Timesheet •

12/01/2025 - 12/31/2025 | [Info](#) [Comments](#)

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY

22	23	24 Winter Break	25 Winter Break	26 Winter Break	27	28
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[In Progress](#) [Submit By 12/01/2025, 12:00 PM](#)

[Restart Time](#) [Leave Balances](#)

[+ Add Earn Code](#)

Earn Code: Straight Comp Time Taken | Hours*: 4

[Exit Page](#) [Cancel](#) [Save](#) [Preview](#)

Employee Dashboard » Timesheet » Payroll Manager, FCE106-00, R, 1110, Controller's Office » Preview

Timesheet Details Summary

Payroll Manager, FCE106-00, R, 1110, Controller's Office

Pay Period: 32.00 Hours | In Progress | Submit By 12/01/2025, 12:00 PM

Time Entry Detail

Date	Earn Code	Shift	Total
12/22/2025	CTT, Straight Comp Time Taken	1	8.00 Hours
12/23/2025	CTT, Straight Comp Time Taken	1	8.00 Hours
12/29/2025	CTT, Straight Comp Time Taken	1	8.00 Hours
12/30/2025	CTT, Straight Comp Time Taken	1	8.00 Hours

Summary

Earn Code	Shift	Week	Week	Week	Week	Total
CTT, Straight Comp Time Taken	1		16.00	16.00	32.00 Hours	
Total Hours			16.00	16.00		

Routing and Status

Name	Action
	Originated On 11/21/2025, 11:13 PM by HENDERSON, APRIL
	Submit By 12/01/2025, 12:00 PM
ABRAHAM, RAYMOND L	In the Queue

Comment (Optional):

Add Comment

O 2000 characters remaining

I verify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.





Return | Submit

Submitting the Timesheet

1. Review hours for accuracy.
2. Click Preview to double-check.
3. Select Submit.
4. Confirmation will display: Timesheet Submitted.

Approver Routing

Your supervisor will:

- Review entries
- Approve, Return for Correction, or Deny

You can monitor status under Submitted Time or Time History.

Common Errors & Tips

- Do not enter regular work hours—monthly employees record only leave.
- Submit before the monthly deadline to avoid payroll delays.
- If you make a mistake after submission, contact your supervisor to return the timesheet.
- Use the Comments section to clarify unusual entries (optional).

Support

If you encounter issues:

- Payroll Office
- HR Support
- Help Desk / Banner Support Team

Employee Dashboard

Employee Dashboard

Leave Balances as of 11/24/2025

Sick Leave in hours	455.49	Annual Leave in hours	68.39	Compensatory in hours
Time and Half Compensatory in hours	0.00	Furlough in hours	0.00	Sick Donated Bank in hours

Full Leave Balance Information

Pay Information

Latest Pay Stub: 01/31/2025 All Pay Stubs Deductions History

Earnings

Taxes

Job Summary

Employee Summary

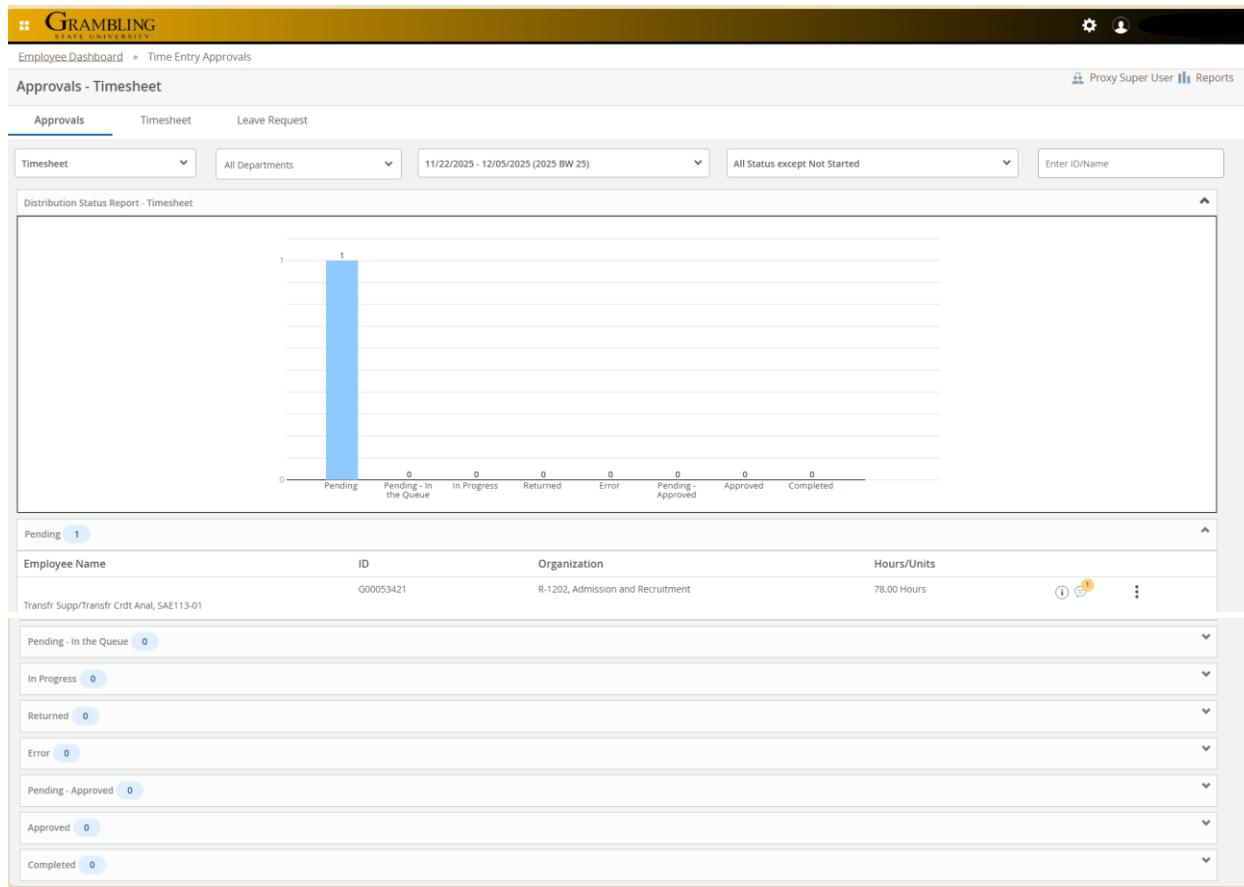
My Activities

- Enter Time
- Request Time Off
- Approve Time **(circled in yellow)**
- Approve Leave Request
- Campus Directory
- Your Louisiana Personnel State ID
- Bi-Weekly Payroll Schedule
- Monthly Payroll Schedule
- Student Payroll Schedule

Approve Time

Navigate to the Employee Dashboard

- Click Approve Time.



Timesheet Approval Screen

- Select Approvals.
- Choose the correct Pay Period.
- Employees with submitted timesheets will show Pending.

Bulk Approvals

- Check employees to approve.
- Select Approve Selected.
- Confirm the action.

Employee Dashboard • Time Entry Approvals • Transfr Supp/Transfr Crdt Anal, SAE113-01, R, 1202, Admission and Recruitment, Rate: \$17.163462 • Preview

Timesheet Detail Summary

Transfr Supp/Transfr Crdt Anal, SAE113-01, R, 1202, Admission and Recruitment, Rate: \$17.163462
Pay Period: 78.00 Hours | Pending Submitted On 11/24/2025, 02:57 PM

Time Entry Detail

Date	Earn Code	Shift	Total
11/22/2025	REG, Regular Pay	1	3.00 Hours
11/24/2025	REG, Regular Pay	1	9.00 Hours
11/25/2025	SIC, Sick Leave	1	4.00 Hours
11/26/2025	REG, Regular Pay	1	9.00 Hours
11/27/2025	REG, Regular Pay	1	9.00 Hours
11/28/2025	REG, Regular Pay	1	4.00 Hours
12/01/2025	REG, Regular Pay	1	6.00 Hours
12/01/2025	ANN, Annual Leave	1	3.00 Hours
12/02/2025	REG, Regular Pay	1	9.00 Hours
12/03/2025	REG, Regular Pay	1	9.00 Hours
12/04/2025	REG, Regular Pay	1	9.00 Hours
12/05/2025	REG, Regular Pay	1	4.00 Hours

Time Information

Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out

Return Details Return for correction Approve

Employee Dashboard • Time Entry Approvals • Transfr Supp/Transfr Crdt Anal, SAE113-01, R, 1202, Admission and Recruitment, Rate: \$17.163462 • Preview

Summary

Earn Code	Shift	Week	Week	Total
REG, Regular Pay	1	34.00	37.00	71.00 Hours
SIC, Sick Leave	1	4.00		4.00 Hours
ANN, Annual Leave	1		3.00	3.00 Hours
Total Hours		38.00	40.00	

Routing and Status

Name	Action
	Originated On 11/22/2025, 09:20 PM by I
	Submitted On 11/24/2025, 02:57 PM by I
	Approve by 12/08/2025, 12:00 PM
	Pending Approval

Comment (Optional):

Add Comment
2000 characters remaining
 Confidential Comment

Added on
Leave request has been successfully pulled into timesheet or leave report.

Return Details Return for correction Approve

Review Employee Timesheets

- Click the employee's name to open their timesheet.
- Verify hours, leave, overtime, and comments.

- Use Return for Correction if edits are needed.

Approve the Timesheet

- Click Approve when the timesheet is accurate.
- The status updates to Approved and routes to Payroll.