

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



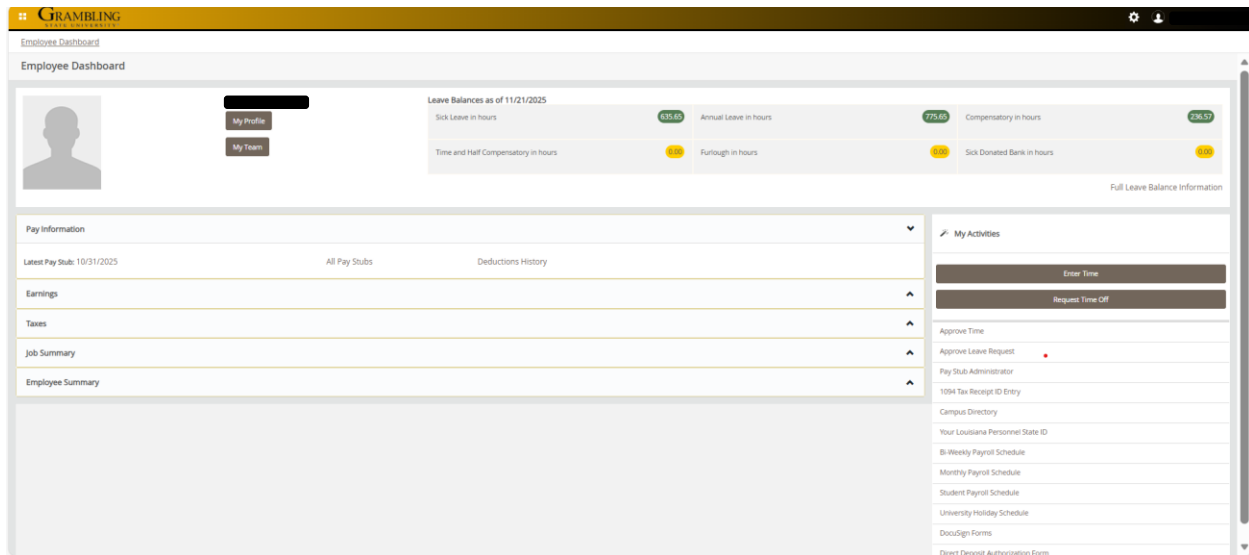
Text Message security verification

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



☐

Trust this device

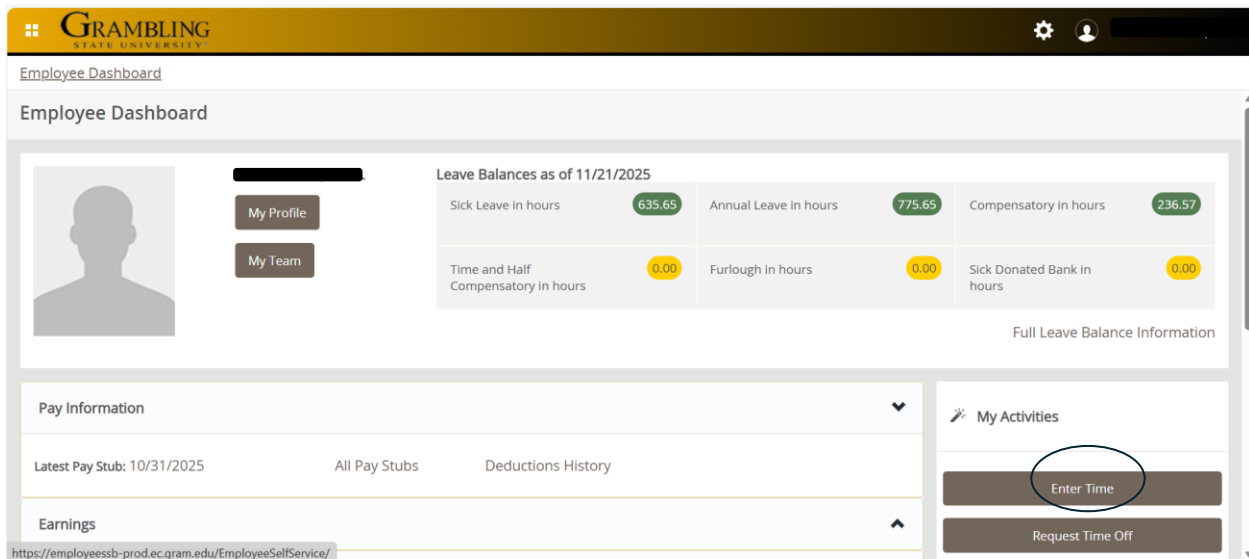


Employee Dashboard

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.



Entering Time for Monthly Employees

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	



Pay Period

Pay Period

Month

12/01/2025 - 12/31/2025

In Progress

11/01/2025 - 11/30/2025

13.00 Hours

11/10/2025

Completed

①

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	24 Winter Break	25 Winter Break	26 Winter Break	27
28	29	30	31 New Year's Eve	1	2	3

GRAMBLING STATE UNIVERSITY

Employee Dashboard • Timesheet •

Restart Time
Leave Balances

12/01/2025 - 12/31/2025
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

Exit Page
Cancel
Save
Preview

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. 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.

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Employee Dashboard • Timesheet

Restart Time Leave Balances

12/01/2025 - 12/31/2025 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

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 •

Restart Time

Leave Balances


12/01/2025 - 12/31/2025



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

Straight Comp Time Taken

Hours*

4





Exit Page

Cancel

Save

Preview

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STATE UNIVERSITY

HENDERSON, APRIL

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

Timesheet Detail 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	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

2000 characters remaining

☐ I certify 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

[My Profile](#)
[My Team](#)

Leave Balances as of 11/24/2025

Sick Leave in hours	455.49	Annual Leave in hours	68.39	Compensatory in hours	0.00
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: 01/31/2025 All Pay Stubs Deductions History

Earnings

Taxes

Job Summary

Employee Summary

My Activities

Enter Time

Request Time Off

Approve Time

Approve Leave Request

Campus Directory

Your Louisiana Personnel State ID

Bi-Weekly Payroll Schedule

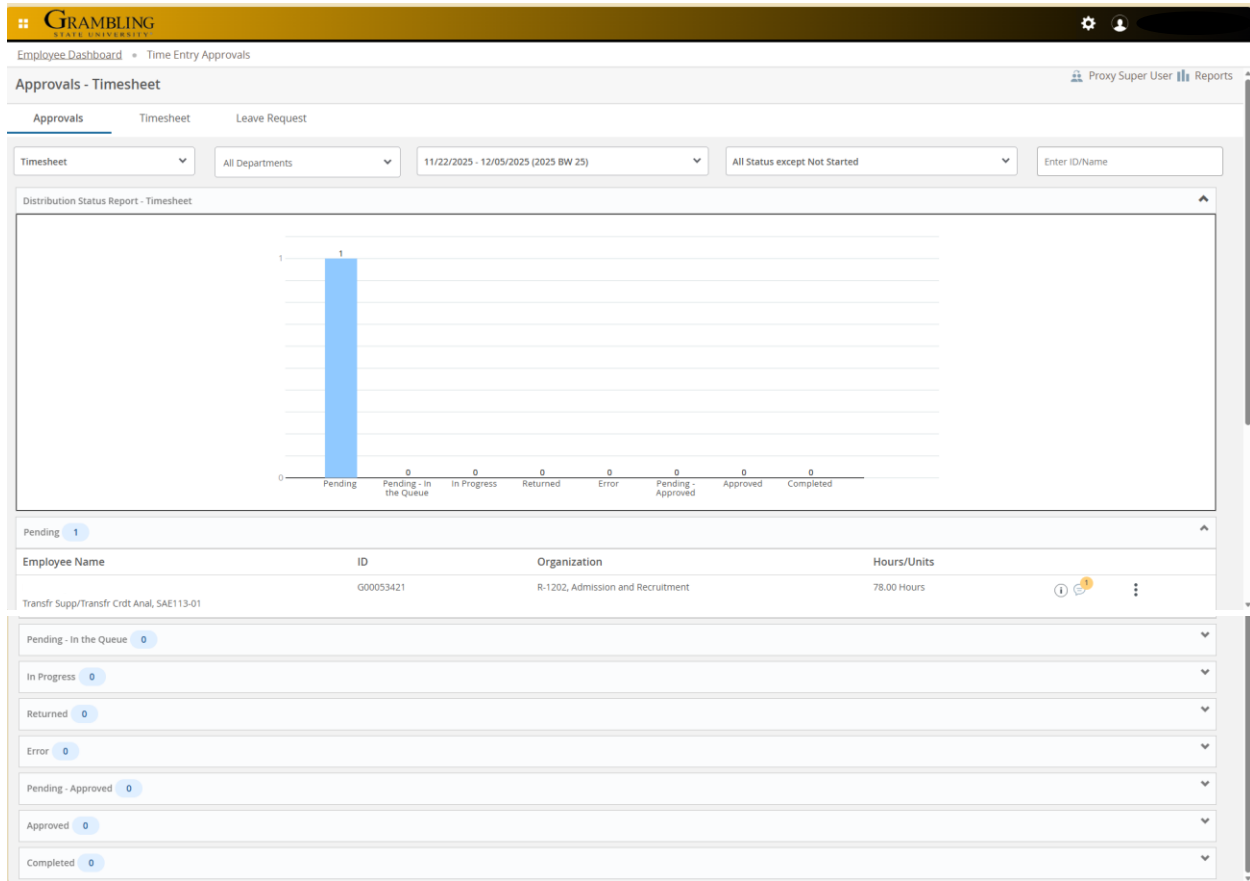
Monthly Payroll Schedule

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
<div>Return</div> <div>Details</div> <div>Return for correction</div> <div>Approve</div>									

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.