
From: Cathleen Frecceri
Sent: Thursday, October 28, 2021 5:10 PM
To: Cathleen Frecceri
Subject: Self Service Banner- SSB 9 "Go Live" Monday, November 1, 2021

Dear Colleagues,

November 1st marks the official SSB 9 "Go Live" date

Self Service Banner will be upgrading to a new interface from SSB 8 to SSB 9. Changes apply to Web Time Entry for Student Workers & Short Term Employees (Mid-Month Payroll), as well as Leave reporting for Administrators, Classified, Confidential, Supervisors, and POA employees (End of Month Payroll).

For the current Mid-Month pay period (October 1st – 31st, to be paid on November 15th)

- Student Workers & Short Term Employees must enter their hours in **SSB 8**, since the deadline is on Sunday, October 31st.
- Approvers & Supervisors will be approving employee WTEs on **SSB 9**, since the "go live" date is Monday, November 1st.

SSB 9 Training Resources

[The District Payroll Website](#) has SSB 9 training resources pertaining to Web Time Entry for Approvers and Employees (Mid-Month Payroll)

- Power Point presentation- SSB 9 WTE
- SSB 9 WTE Training Manual 2021-2022
- Quick Reference- For Student Workers & Short Term Employees
- Quick Reference- For Approver's and Supervisors

[The District Human Resources Website](#) has SSB 9 training resources pertaining to Leave Reporting & Proxy Assignments (End of the Month Payroll)

- Power point presentation- Leave Reporting
- Recorded SSB 9 Presentation from HR/PR- WTE and Leave Reporting

Need Additional Training?

Contact Rose Jackson Rose.Jackson@wvm.edu in Human Resources with questions or to request additional training regarding Leave Reporting & Proxy Assignments for Administrators, Classified, Confidential, Supervisors and POA employees.

Contact Betty Pap Betty.Pap@wvm.edu in Payroll with questions or to request additional training regarding approving (WTE) timesheets and Proxy Changes.

- Current Payroll dates for additional training available on **October 29th - November 2nd for Approvers and Proxys**
- Current Payroll dates for additional training available on **November 5th – November 24th for Student Workers & Short Term Employees**

Thank you.

Best regards,



Cathleen Frecceri

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