
Using the Banner Self-Serve (SSB) Channel

The Banner Self-Serve (SSB) channel in myCuesta grants any Cuesta College employee access to that individual's personal information (including benefits and deductions, job history, leave balances, and more) by linking directly with Banner, Cuesta's new administrative system. With Banner Self-Serve one can only view *their* information and no one else's. This document will explain how to set up and use the Banner Self-Serve channel.

NOTE: Do not confuse the Banner Self-Service channel with the My Banner channel. The My Banner channel permits Cuesta employees to access to Banner *forms*.

With Banner Self-Serve you can view (and sometimes alter) Personal and Employee information. Options include:

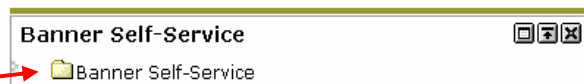
- Personal Information
 - Update Marital Status
 - Change Name and SSN Information
- Employee
 - Benefits and Deductions
 - Job History
 - Leave Balances
 - Pay Information
 - Access Tax Forms

How to View a Banner Self-Serve Form

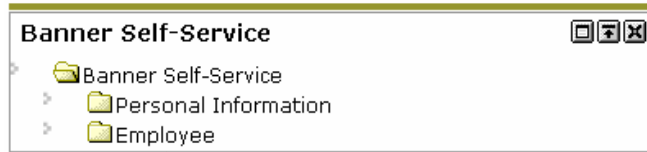
- Click any **folder icon** in the Banner Self-Serve channel to expand (or collapse) a listing of the “contents” of that folder.
- Click any **form icon** in a folder to display that form.

For example, to view the Leave Balances form you would do the following:

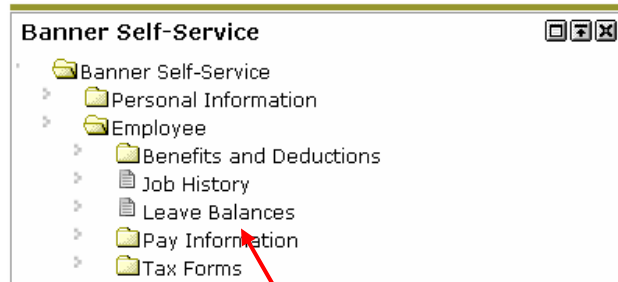
1. At the Banner Self-Serve channel, click the **Banner Self Serve** folder.



The folder will expand revealing two subfolders.



2. Click the **Employee** folder.
The folder will expand revealing several subfolders and forms



3. Click the form, **Leave Balances**.
The Leave Balances form will open.

myCuesta

back to My Job Tab

employee e-mail calendar groups logout help

Personal Information **Employee**

Search Go RETURN TO MENU SITE MAP HELP

Leave Balances

Select the link under the Type of Leave column to access detailed information.

List of Leave Types

TYPE of Leave	Hours or Days	Banked Balance	Available Beginning 22, 2008	Earned as of Jan 22, 2008	Taken as of Jan 22, 2008	Available Balance as of Jan 22, 2008
Vacation	Hours	.00	228.88	.00	.00	228.88
Floating Holiday	Hours	.00	.00	.00	.00	.00
Extended Illness	Hours	.00	.00	.00	.00	.00
Sick	Hours	.00	162.00	.00	.00	162.00
Compensatory Time	Hours	.00	220.25	.00	.00	220.25

RELEASE: 7.0

powered by SUNGARD SCT HIGHER EDUCATION

How to Exit a Banner Self-Serve Form

- Click the **back to...** link in the upper left corner of the screen.
The denoted myCuesta tab will be redisplayed.

back to My Job Tab

NOTE: There are additional ways to navigate Banner Self-Serve. Once a form is displayed you can use tabs (at the top left of the screen) and links (at the top and bottom of the screen) to locate and display other forms.