

Employee Banner Web-Based Training

1. [Http://www.sus.edu/humanresources](http://www.sus.edu/humanresources)
 - a. In the left hand column click the third link, which should read Web-Based Training
2. PLEASE DOWNLOAD THE WEB-TIME ENTRY TRAINING MANUAL AS A GUIDE BEFORE GOING THROUGH ANY OF THE TRAININGS BELOW. DOWNLOAD TRAINING MANUAL
3. 4_Web-Time Entry Training Video for COLLEGE WORK-STUDY STUDENTS
 - a. Description: This training video covers the process that must be followed in order for College Work Study students to complete his/her time-sheet electronically via Self Service Banner.
4. THE STUDENT TRAINING CERTIFICATION FORM CAN BE DOWNLOADED HERE: DOWNLOAD STUDENT CERTIFICATION FORM
5. Banner.subr.edu
 - a. Follow instruction from video
 - i. Your Banner I.D.
 1. Social Security Number
 2. S#
 - A. Which can be found on check stub
 - ii. Your Banner PIN
 1. 111111 (Six Ones)
 - A. You May Change It
 - iii. Simply Play Around With the Sight
 1. This Will Help You To Navigate the Banner