


myBanWeb



 [Banner Self-Service](#)

Report Technology and Facilities Issues



Pick your issue, then click on the link that will appear below to report the issue to the right person.

Type of Issue:

Employee News & Announcements



Offices and Services Moves

As Cerro Coso prepares for the Main Building Modernization construction project at the Ridgecrest campus, offices and services will be moved out of the main building into various villages around campus to make way for construction due to begin next fall. Every effort is being taken to minimize the impact these moves will have on students. Please pardon our dust, but the inconvenience will be worth it. Moves:

- o The Assessment Center is now located in LRC 724.
- o Tom Foggia, Music Professor – Office now located in Room 103, Paul Meyers Visual Arts Building
- o Valerie Lane, Alternative Media Specialist – Now located in Room 704, Learning Assistance Center
- o Sylvia Sotomayor, Web Content Editor – Office now located in Room 628, Library

Directory and Phone List

Are you a new member of the classified staff, faculty, or administration? Please fill out the [Directory Change Request Form](#) so I can add you to the [online directory](#) and the printed phone list. Thank you, and welcome!
- Sylvia, your Web Content Editor.

Employee Forms

- [W-2 Year End Earnings Statement](#)
- [Absence Report \(Classified/Management\)](#)
- [Absence Report \(Faculty\)](#)
- [Absence Report \(Adjunct\)](#)
- [Absence Travel Request Reimbursement](#)
- [CA State Withholding DE 4](#)
- [Federal Withholding W-4](#)
- [Direct Deposit](#)
- [In-District Travel Expense Claim](#)
- [M&O Work Order Requests](#)
- [Submit a Help Desk Ticket](#)

Forms for Staff and Faculty

CCCC Forms for all Instructors

- o [Syllabus Template](#)

CCCC Forms for Faculty and Staff

- o [Vehicle Request Form](#)
- o [Key Request Form](#)

Marketing Forms

- o [Event Planning Form](#)
- o [Media Request Form](#)
- o [Photo Release Form](#)

Field Trip Forms

- o [Form A: Student Election Private Transportation](#)
- o [Form B: Parent/Guardian Student Consent](#)
- o [Form C: Request for Student Trip](#)
- o [Form D: Student Trip Emergency Contact](#)

Web Time Entry

[Web Time Entry](#)

Web Time Entry is a web-based time recording system that allows employees to submit time sheets electronically. The time is then approved electronically to Payroll for processing. This section is a good resource for new hourly employees.

New employees must click on the instructions below to complete the pre-employment presentation. As a requirement of the pre-employment process, employees must click on the link at the end of the presentation and take the online assessment.