

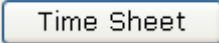
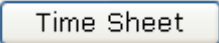


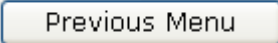
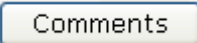
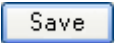
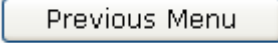
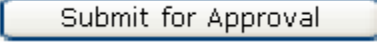
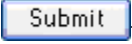


## BannerWeb Time Entry For Exempt Employees

1. In the **Address** field of your browser, type **go/bannerweb** and press .
2. Enter your **User ID** and **PIN** in the fields indicated and then click. 
  - **User ID** = eight-digit number; your College ID number padded with preceding zeros.
  - **PIN** = your birth date in MMDDYY format (you must change this to a different 6, digit number and set a Personal Security Question and Answer during your 1<sup>st</sup> login to BannerWeb).
3. Click the **Employee** link or the **Employee** tab.
4. Click the **Time Off Current Balances and History** link to check your CTO balance and to determine if a transfer to SLR is required.
  - Maximum accrued CTO balance is 187.5 hours
5. Click the **Employee** tab to return to the menu.
6. Click the **Time Sheet** link.
7. Select the pay period from the drop-down list, and then click . **Note:** If you have two positions, click the radio button to bullet the position desired under **My Choice**, select the time sheet from the drop-down list, and click .
8. Click **Enter Hours** at the intersection of the date column and the Earning row for which you want to claim time (Combined Time Off, Sick Leave Reserve, or Transfer CTO to SLR).
9. Click  to enter hours for the second week of the pay period.
10. When you are finished with your time sheet, click  to perform a visual check of your work. Click  to return to your time sheet.
11. Click  to communicate with your supervisor/approver. Click  and  to return to your time sheet.
12. Click  to submit your time sheet for approval. The **Certification** page opens.
  - In the **PIN** field, type your 6-digit PIN.
  - Click  to confirm your desire to pass your time sheet to your supervisor for approval.
13. Notify your supervisor/approver that you have submitted your time sheet.