BannerWeb Time Entry For Exempt Employees

1. In the Address field of your browser, type go/bannerweb and press Enter.
2. Enter your User ID and PIN in the fields indicated and then click Login.
   - 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 1st 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 Time Sheet. 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 Time Sheet.
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 Next to enter hours for the second week of the pay period.
10. When you are finished with your time sheet, click Preview to perform a visual check of your work. Click Previous Menu to return to your time sheet.
11. Click Comments to communicate with your supervisor/approver. Click Save and Previous Menu to return to your time sheet.
12. Click Submit for Approval to submit your time sheet for approval. The Certification page opens.
   - In the PIN field, type your 6-digit PIN.
   - Click Submit 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.