

BannerWeb Time Entry For Non-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 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. . **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 (either time worked- Regular, time taken off, or CTO to SLR transfer).
9. In the **Time In** and **Time Out** fields, record time-in and time-out for the day.
10. Click to enter hours for the second week of the pay period.
11. Click to complete your transaction. Note: You must enter **Regular** hours worked and **Holiday Pay** in order to get paid for them! Remember to enter **Regular** hours on days for which you have claimed a partial day of leave.
12. When you are finished with your time sheet, click to perform a visual check of your work. Click to return to your time sheet.
13. Click to communicate with your supervisor/approver. Click and to return to your time sheet.
14. 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.
15. Notify your supervisor/approver that you have submitted your time sheet.