

BANNER WEB TIME ENTRY

POLICY

All Employees will be required to enter time reporting in the Banner Web Time Entry through MyAVC effective July 1, 2016. If you are an employee who submits "exception time" and do not have any exception time for a pay period, you are still required to submit your time sheet for approval by the submittal deadline.

DEFINITIONS

- A. Exception Time. Absences such as sick, vacation, personal necessity time, etc.
- B. Full Time Faculty Work Day. 1 day (Regular) = 6 hours
Overload hours are denoted on your Overload Sheet
- C. Librarians & Counselors. 1 day (Regular) = 7 hours
- D. Adjuncts. 1 day = Total number of hours on load per day (denoted on your Overload Sheet)

PROCEDURES

Effective July 1, 2016 Human Resources/Payroll will be using the Banner HR/Payroll system. This change will require employees to submit their time sheets through Web Time Entry in MyAVC. Training videos explaining how to enter time in the Banner Web Time Entry system can be found on the Human Resources Web page. Once on the Human Resources Web page, click the "Payroll" link on the right hand side. You will see YouTube video entitled "WTE-Hourly input". Go up to the left hand corner and click on the 3 lines to open up the play list. There are 7 different training videos:

1. WTE Enter Tool: How to locate the WTE time sheet system.
2. WTE- No Exception Entry: If you had no exceptions for a time period you must submit your time sheet for approval without any entry.
3. WTE- Exception Entry: How to enter your exceptions on the Web Time Entry screen
4. WTE- Using Copy Feature: The copy feature allows you to enter the exception time for one day then copy it so that same time and type of exception is applied to other days through the use of a check box screen.
5. WTE- Return Time to Edit: If your supervisor has not approved your time sheet and you need to make changes, you can use the "Return Time" button to edit the time sheet then submit for approval again.
6. WTE- Restart: Did you pick the incorrect pay period or entered on the incorrect exception type? You can clear the entire time sheet using the "Restart" button.
7. WTE- Hourly Employee Input: How to input your hours if you are an hourly employee.

Also effective July 1, 2016, Antelope Valley College will become fiscally independent from the Los Angeles County Office of Education. It is imperative that Web Time Entry deadline dates for submittal and approval are complied with in order for payroll staff to meet there deadlines to process payroll to the banks. Time Sheet submittal and approval deadline dates will be posted on the Human Resources website under "Payroll". You will also be able to accept a "view

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payroll due dates in your google calendars under “Other Calendars” which will automatically add the due dates on the top bar of your calendar.

(Please note that once the deadline has past to submit time sheets you will not have access to view or submit your time sheet for that pay period. Also once the deadline has past to approve time sheets, a supervisor will not have access to their employees time sheets for that pay period.)

All employees who submit time sheets or Absence/Leave Requests, can learn how to locate the Banner Web Time Entry system by listening to **Video #1 (WTE Enter Tool)**. Employee classes can then view the following videos:

Please note: “Exception Time” simply means Leave Time (i.e., sick, vacation, personal necessity, etc)

Full Time Faculty: View #2 (WTE-No Exception Entry) and #3 (WTE- Exception Entry)

Adjunct: View #2 (WTE-No Exception Entry) and #3 (WTE- Exception Entry)

Adjunct Hourly: View # 7 (WTE- Hourly Employee Input)

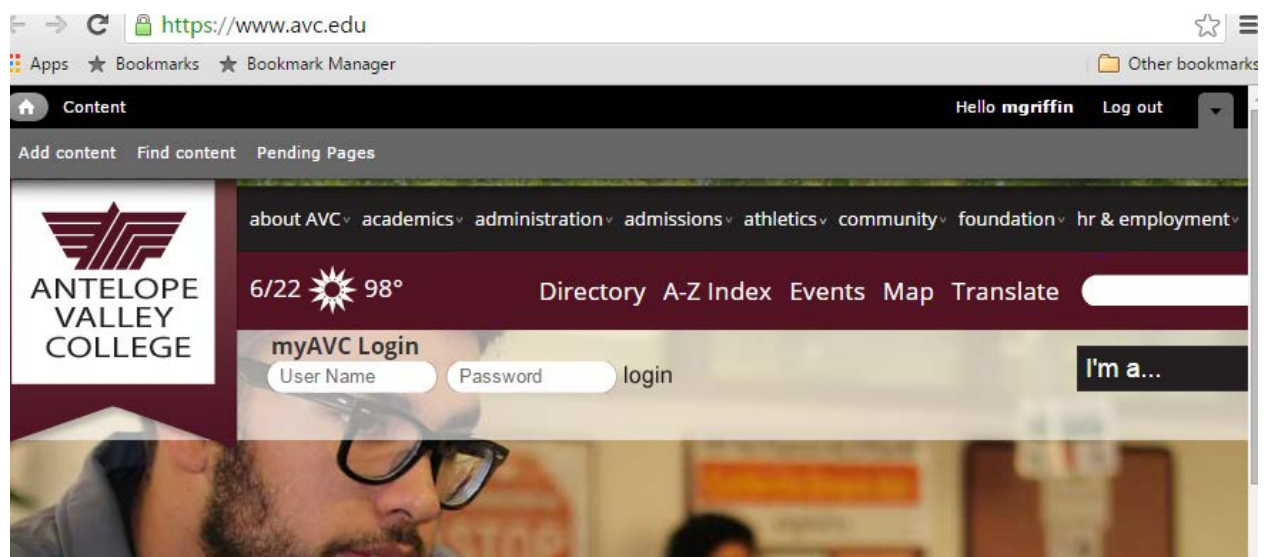
Classified/CMS: View #2 (WTE-No Exception Entry) and #3 (WTE- Exception Entry)

Administrators: View #2 (WTE-No Exception Entry) and #3 (WTE- Exception Entry)

Student Workers/Short Term Hourly Employees: View # 7 (WTE- Hourly Employee Input)

1. **WTE Enter Tool:** How to locate the WTE time sheet system

In order to use the time sheet your will log into MyAVC username and password.



On the bottom of the central column you will find “Time Entry”.

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- **Time Entry**

CMS & Administrators: Use this link if you are part of the Web Time Entry Pilot program.

Classified and Faculty: Continue to report your time as you have in the past.

- **Finance**

- **Register & Access Student Records**

- **Check My Balance**

- **Pay My Fees**

- **Setup a Payment Plan**

- **Registration Appointment - Summer/Fall 2016**

- **Check Financial Aid Status**

- **Rave Login**

-

Click on Time Entry which will bring you to the screen for Employees and you will then click "Time Sheet".

Employee

[Time Sheet](#)

[Tax Forms](#)

Electronic tax statements

[Jobs Summary](#)

[Leave Balances](#)

2. **WTE-No Exception Entry:** If you had no exceptions for a pay period you must still submit your time sheet for approval without any entry.

If you do not have any exceptions, you do not need to fill in or enter any hours. Instead click "submit for approval" and then your supervisor will approve your time sheet.

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Time Sheet Period:

Jun 16, 2016 to Jun 30, 2016

Submit By Date:

Jun 27, 2016 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Thursday Jun 16, 2016	Friday Jun 17, 2016	Saturday Jun 18, 2016	Sunday Jun 19, 2016	Monday Jun 20, 2016	Tuesday Jun 21, 2016	Wednesday Jun 22, 2016
Vacation	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Time Used	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Necessity Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Business Day	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Workers Comp Leave 60 days	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

- WTE- Exception Entry:** How to enter your exceptions on the Web Time Entry screen
 When you click "Time Sheet" you will be brought to the "Position Selection" screen where you will see Title and Department and a "My Choice Pay Period and Status". If you work for more than one title or more than one department you can choose which time sheet you need to fill out. Next you need to choose the correct pay period and you can see the status if it is in progress or completed.

Position Selection



To select a position, click under Position, choose the Time Sheet Period and click Select.

Title and Department	My Choice Pay Period and Status
Dir Human Resources, CM0009-00 ● Human Resources, 11030	Jun 16, 2016 to Jun 30, 2016 In Progress ▼

Next you will click "Time Sheet", when the screen loads you will see your title, your department, the pay period for the time sheet and the due date for the time sheet. The field of information has different types of leaves or earnings. Days of the months go across in the columns. To get to the rest of the pay period you will click "Next" at the bottom to go to the next screen. Using the "Previous" button, allows you to go to previous screens.

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Sick Time Used	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Necessity Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Business Day	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Workers Comp Leave 60 days	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

To enter your hours if you have an exception, you click “enter hours” on the appropriate day. At the top you will see the row you chose, the date you chose and most of us will have shift 1. Then you enter your exception time in the box. You can then click “save”.

Earning: Vacation
Date: Jun 16, 2016
Shift: 1
Hours:

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Thursday Jun 16, 2016	Friday Jun 17, 2016	Saturday Jun 18, 2016	Sunday Jun 19, 2016	Monday Jun 20, 2016	Tuesday Jun 21, 2016	Wednesday Jun 22, 2016
Vacation	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Time Used	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Necessity Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Business Day	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Workers Comp Leave 60 days	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

The hours will then be loaded down into the sheet. When you are done adding in all of your exceptions, you will click “submit for approval” at the bottom. When you click “submit for approval” it will tell you when you submitted it, and who your supervisor is who will be approving your time sheet.

- 4. WTE- Using Copy Feature:** The copy feature allows you to enter the exception time for one day then copy it so that same time and type of exception is applied to other days through the use of a check box screen.

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If you are taking vacation or out sick for a few days in a row, it's very easy to enter the hours. Starting with the first day, click "enter hours". Put in the number of hours you were out.

Earning: Vacation
Date: Jun 16, 2016
Shift: 1
Hours:

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Thursday Jun 16, 2016	Friday Jun 17, 2016	Saturday Jun 18, 2016	Sunday Jun 19, 2016	Monday Jun 20, 2016	Tuesday Jun 21, 2016	Wednesday Jun 22, 2016
Vacation	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Time Used	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Necessity Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Business Day	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Workers Comp Leave 60 days	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Then click "copy". When you click "copy" choose the other days using check marks that you were out for the same number of hours and then click "time sheet". You will notice that the hours that you put in on the first day out are now on the other days you checked. If one of those days was not correct for that set of hours, click on it and make the correction in the box and click save. It will not affect the other columns, only the one you altered.

Earnings Code: Vacation, Shift 1
Date and Hours to Copy: Jun 16, 2016, 9 Hours
Copy from date displayed to end of the pay period:
Include Saturdays:
Include Sundays:
Copy by date:

Thursday Jun 16, 2016	Friday Jun 17, 2016	Saturday Jun 18, 2016	Sunday Jun 19, 2016	Monday Jun 20, 2016	Tuesday Jun 21, 2016	Wednesday Jun 22, 2016
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday Jun 23, 2016	Friday Jun 24, 2016	Saturday Jun 25, 2016	Sunday Jun 26, 2016	Monday Jun 27, 2016	Tuesday Jun 28, 2016	Wednesday Jun 29, 2016
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday Jun 30, 2016						
<input type="checkbox"/>						

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5. **WTE- Return Time to Edit:** If your supervisor has not approved your time sheet and you need to make changes, you can use the “Return Time” button to edit the time sheet then submit for approval again.

If you have submitted your time sheet to your supervisor before or by the submittal deadline, and they have not approved it yet, you can click the “return time” button to bring the time sheet back into edit mode so that you can enter in your exception hours and then re-submit for approval.

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Submit By Date:

Jun 27, 2016 by 11:59 PM

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Sick Time Used	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Necessity Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Business Day	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Workers Comp Leave 60 days	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Position Selection Comments Preview Next Return Time

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Personal Necessity Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Business Day	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Workers Comp Leave 60 days	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

6. **WTE- Restart:** Did you pick the incorrect pay period or entered on the incorrect exception type? You can clear the entire time sheet using the “Restart” button.

If you accidentally enter time on the wrong time period, it’s easy to clear out all of these entries at one time. Go to the bottom and click the button “Restart”. It will then say that “restarting will delete all changes that you have made to your time record. Do you

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want to Restart?" Go ahead and click "submit". That clears out all of the entries so that you can go back by clicking the "position selection" button and then choose the correct pay period.

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Submit By Date:

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Sick Time Used	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Necessity Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Business Day	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Workers Comp Leave 60 days	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Restart Confirmation

 Restarting will delete all changes that you have made to your time record. Do you want to Restart?

- WTE- Hourly Employee Input:** How to input your hours if you are an hourly employee
 Once you have logged into the web time entry system in MyAVC, you will click on "Time Sheet". Make sure you are looking under the correct title and department. If you work for more than one, you should be able to choose it using the "My Choice" radial button. Make sure to choose the proper pay period and then click "time sheet". You can then go and enter the hours you worked, or the sick time you are taking. For instance Monday, June 6, 2016 you would click "enter hours" under "regular pay". Select the correct shift and then enter the number of hours actually worked and click "save". After clicking "save" your hours entered will show in the spreadsheet under the appropriate date. You may then "preview" or "submit for approval" at the end of the pay period. "Restart" is used to start over and correct any errors. "Next" is to go to the next week. Once on the next week, there will be a "previous" button to go back to the prior week.

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WEB TIME ENTRY FOR ADJUNCTS & OVERLOAD

Adjunct Hourly (Non-Instructional): Submit Paper AND Web Time Entry HOUR

1. They are:
 - a. Adjunct Counselors
 - b. Adjunct Librarians
 - c. Adjunct Learning Center: Learning Specialists
 - d. Adjunct EOPS program

Adjunct & Overload (Instructional): Web Time: Exceptions only

- a. Exception only: Vacation, Sick Personal Necessity, Personal Business, etc.

Supplemental Services: NO Web Time Entry

1. Examples:
 - a. Adjunct evaluations
 - b. Work experience
 - c. Independent study
 - d. Stipends
2. Divisions send Payroll each month what was worked and the funding source.

Sub Assignments: NO Web Time Entry

1. Paperwork to Administrative Assistants.

FREQUENTLY ASKED QUESTIONS

- **How do I show corrections to my time sheet if it is past my supervisor's approval deadline?**
Note any corrections on the next pay period under the "Comment" section.
- **Can a supervisor change time sheets before they approve it, as opposed to rejecting it when it's too close to a deadline?**
Yes. Supervisors must "act as a Superuser" in order to extract a time sheet and make any changes. The supervisor then submits the time sheet for approval and then approves the timesheet.
- **Why can't I see the current pay period in the "Position Selection" when I access my Time Sheet?**
Check the drop down arrow to see time period choices and click on the correct one. If you still do not see the correct time period, most likely it is past the deadline to submit your timesheet. Deadlines for employees to submit timesheets and supervisors to approve timesheets can be found on the Human Resources website under the "Payroll" link.

TRAINING ASSISTANCE

Please contact IT Technical Trainer- ext. 6877

Office of Human Resources/Payroll: HRP-100

July 28, 2016 , rev. 9/16/2016

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PAYCHECK ERRORS

If your check is missing or there is an error on your check please contact the Payroll Supervisor immediately.

LEAVE REQUEST FORMS

Absence/Leave Request forms are required to be completed and submitted to the Office of Human Resources. Each employee is responsible for reporting correct and accurate absence and leave request information.

SICK AND VACATION LEAVE BALANCES

Sick and vacation leave balances will be available through Banner. "Time Entry" on MyAVC under the 5th option, "Leave Balances". It is very important that you accurately complete your bi-monthly time sheets so that your balances remain accurate. Sick and vacation leave accrual and use remains the same as currently applied per the collective bargaining agreement.

SUPERVISOR TIMESHEET APPROVALS

Supervisors must assign 1 to 2 proxies in case of their absence. If you are a salaried employee and a supervisor has not approved your timesheet by the deadline date you will still get paid; however, you may need to make any corrections for exception time in the "comment" section of your timesheet on the next pay period. If you are an hourly employee and your supervisor or their proxy has not approved your timesheet by the deadline, please notify your department's administrative assistant before the end of the business day to either submit a paper time sheet or have the proxy notified to approve your timesheet.

OVERTIME AND COMP TIME

Overtime and comp time must be entered in Banner Web Time Sheet. You must also continue to submit the paper Request for Overtime Approval paper form. Overtime will still need to be approved by the Business Office.

PAY DATES

Classified/CMS: 10th and 25th of the month (monthly pay [including deductions] is divided into 2 equal paychecks)

Administrators/Full Time Faculty: Last working day of the month

Adjuncts: 5th of the month

Students & Short Term Hourly: 10th of the month

DIRECT DEPOSIT

Paper Direct Deposit advice slips will no longer be distributed. Your pay stub will be accessible and printable online under Banner "Time Sheet" on MyAVC. Click on "Pay Information" then "Pay Stub".