BANNER WEB TIME ENTRY
POLICY & PROCEDURES

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BANNER WEB TIME ENTRY

POLICY
Banner Web Time Entry was implemented July 1 2016. Effective August 1, 2017, employees are no longer required to submit timesheets for approval if they have <u>no</u> exception time. You will be required to submit a time sheet for approval by the deadline if you have exception time such as sick leave, vacation leave, Overtime, Comp Time, etc.

Adjunct Hourly, Full Time Faculty Overload (Non-Instructional), Student Workers, and Short Term Hourly employees are required to submit Web Time Entry Hours through Banner.

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
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 6 different training videos:

    1. WTE Enter Tool: How to locate the WTE time sheet system.
    2. WTE- Exception Entry: How to enter your exceptions on the Web Time Entry screen
    3. 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.
    4. 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.
    5. 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.
    6. WTE- Hourly Employee Input: How to input your hours if you are an hourly employee.

It is imperative that Web Time Entry deadline dates for submittal and approval followed in order for payroll staff to meet their 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 payroll due dates in your google calendars under "Other Calendars" which will automatically add the due dates on the top bar of your calendar.

BANNER WEB TIME ENTRY

(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.)

<u>All</u> employees who submit time sheets or Absence/Leave Requests, can learn how to <u>locate</u> the Banner Web Time Entry system by listening to **Video #1 (WTE Enter Tool)**. Employees can then view the following videos or read the instructions below:
Please note: "<u>Exception Time</u>" simply means Leave Time (i.e., sick, vacation, personal necessity, etc.)

Full Time Faculty: View #2 (WTE- Exception Entry)
Adjunct: View #2 (WTE- Exception Entry)
Adjunct Hourly: View # 6 (WTE- Hourly Employee Input)
Classified/CMS: View #2 (WTE- Exception Entry)
Administrators: View #2 (WTE- Exception Entry)
Student Workers/Short Term Hourly Employees: View # 6 (WTE- Hourly Employee Input)

1. **WTE Enter Tool: <u>How to locate the WTE time sheet system</u>**
   In order to use the time sheet your will log into MyAVC username and password.
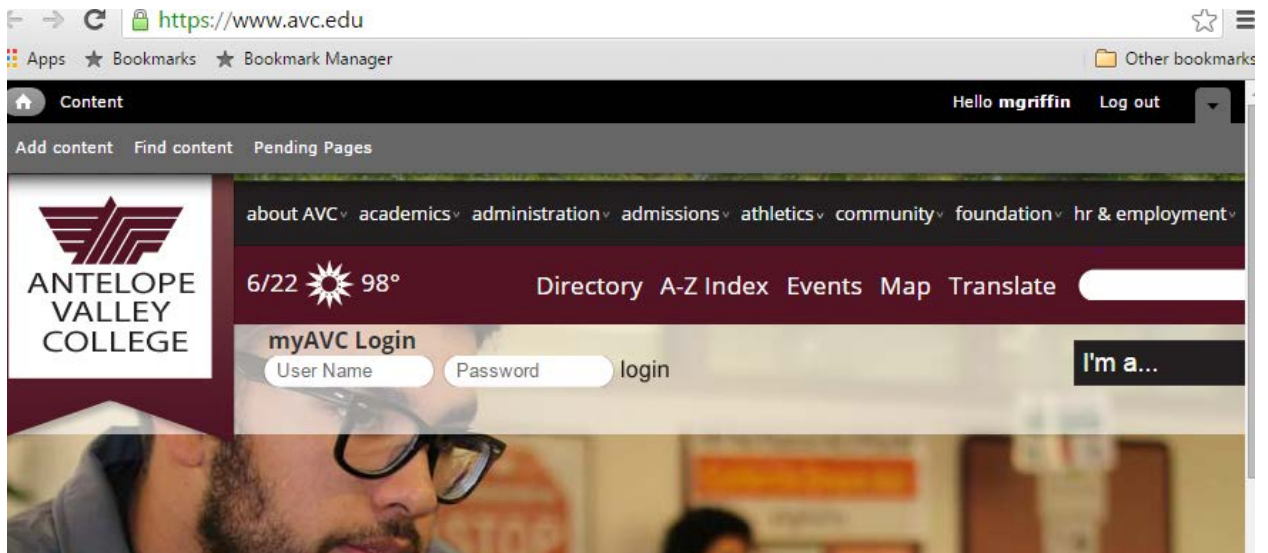
Once MyAVC loads, go to the "Employee Services" tab.
You will see "Time Reporting" in the upper left hand box.
You can click on the correct time reporting period or you can go down to the "Quick Links" box, click on "Employee Self Service Menu" and then go to your time sheet.

BANNER WEB TIME ENTRY

Employee

Time Sheet
Tax Forms
Electronic tax statements
Jobs Summary
Leave Balances

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

[Position Selection] [Comments] [Preview] [Submit for Approval] [Restart] [Next]

<u>If you do not have any exception time, you **do not** need to submit your timesheet for approval.</u>

2. **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.

BANNER WEB TIME ENTRY

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 ▼

[Time Sheet]

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.

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

[Position Selection] [Comments] [Preview] [Submit for Approval] [Restart] [Next]

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 your chose and most of us will have shift 1. Then you enter your exception time in the box. You can then click "save".

BANNER WEB TIME ENTRY

Earning: Vacation
Date: Jun 16, 2016
Shift: 1
Hours: [_____]

[Save] [Copy] [Account Distribution]

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

[Position Selection] [Comments] [Preview] [Submit for Approval] [Restart] [Next]

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. Only submit your timesheet for approval if you have "exception time".

3. **WTE- Using Copy Feature: <u>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.</u>**
   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.

BANNER WEB TIME ENTRY

Earning: Vacation
Date: Jun 16, 2016
Shift: 1
Hours: 9.0

Save | Copy | Account Distribution

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

Position Selection | Comments | Preview | Submit for Approval | Restart | Next

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
☑	☑	☐	☐	☐	☐	☐

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
☐	☐	☐	☐	☐	☐	☐

Thursday Jun 30, 2016						
☐						

Time Sheet | Previous Menu | Copy

4. **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.

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

[Position Selection] [Comments] [Preview] [Next] [Return Time]

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

[Position Selection] [Comments] [Preview] [Submit for Approval] [Restart] [Next]

5. **WTE- Restart: <u>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.</u>**
If you accidently 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 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.

BANNER WEB TIME ENTRY

Time Sheet Period: Jun 16, 2016 to Jun 30, 2016
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] [Submit for Approval] [Restart] [Next]

Restart Confirmation

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

[Submit] [Cancel]

6. **WTE- Hourly Employee Input: <u>How to input your hours if you are an hourly employee</u>**
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.

BANNER WEB TIME ENTRY

WEB TIME ENTRY FOR ADJUNCTS & OVERLOAD

Adjunct Hourly (Non-Instructional): Submit Paper <u>AND</u> Web Time Entry HOUR
(see WTE #6, Hourly Employee Input, page 10 or Training Video #6 on HR website)
1. Includes:
   a. Adjunct Counselors
   b. Adjunct Librarians
   c. Adjunct Learning Center: Learning Specialists
   d. Adjunct EOPS program

Adjunct & Overload (Instructional): Web Time: Exceptions only
(see WTE #2 – WTE Exception Entry, page 5 or Training Video #2 on website)
   a. Exception only: Vacation, Sick Personal Necessity, Personal Business, etc.
      <u>If you do not have any exception time, you **do not** need to submit your timesheet for approval.</u>

Supplemental Services: <u>NO</u> Web Time Entry
1. Examples:
   a. Adjunct evaluations
   b. Work experience
   c. Independent study
   d. Stipends
2. Divisions will send Request for Payment for Supplemental Services for to the Payroll Department on a monthly basis.

Sub Assignments: <u>NO</u> Web Time Entry
1. Submit sub assignment paperwork to your department Administrative Assistant.

If Employee Missed Time Entry Deadline. <u>Approver deadline NOT missed.</u>
Approver to do the following:

1. Approver to sign in as SUPER USER.
2. Select employee and extract their time sheet.
3. Enter their time.
4. Submit for approval.
5. Sign in as APPROVER (Not Super User).
6. Approve employee's time.

If Employee Missed Time Entry Deadline. <u>Approver deadline missed.</u>

1. Employee to note any corrections under the "Comments" section with the next payroll. Notate specific date, number of hours and type of leave taken.

2. Approver should review corrections in "comment" section before approving. If it is not correct the approver should notate correction in the "comment" section.

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. (Please do not select a random day in the current pay period to account for a day not recorded in the prior pay period.)

- **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.

- **How do I add or remove a Proxy?**
  1. From MyAVC go to "Employee Services"
  2. Select "Update Approval Proxies."
  3. Select person from drop down menu.
  4. Check off the box next to the name.
  5. SAVE.
  6. Person will be added to list of proxies.
  7. Check REMOVE next to name to remove someone as your proxy.
  8. SAVE.

- **As an approver, why can't I see any of my employees' timesheets?**
  If at least one employee in your routing organization has not submitted their timesheet for approval, you will not be able to see any of your employees.

PROBLEMS ACCESSING/VIEWING YOUR TIMESHEET

Call the IT HELP Desk. (ext. 6535). The Help Desk will determine if your problem is portal based or HR related and route your question appropriately.

BANNER WEB TIME ENTRY

TRAINING ASSISTANCE
Please contact IT Technical Trainer- ext. 6877

PAYCHECK ERRORS
If your check is missing or there is an error on your check please contact the Payroll Supervisor immediately. (ext. 6825)

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 in MyAVC. Sign in to MyAVC, click on the "Employee Services" tab, then on the lower left under "Quick Links", click on Employee Self-Service Menu", then click on "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. *(Note: Vacation leave will reflect up to the maximum earned vacation time allowed per the Collective Bargaining agreement and Board Policy)*

- If leaves are submitted on time, your leave balance will be updated after the first payroll of the following month when it is completed and processed.
- If you have made notes in the comment section regarding leaves taken in a prior month, your "leave balances" in Banner will not be current until the corrections are made by Human Resources which could take up to 45 days.
- Classified Employees & 12-month Full Time Faculty-Your vacation leave balance will reflect in Banner up to the maximum allowable earned per the collective bargaining agreement (Classified: Article VIII, 8.5.1; Faculty: Article X, 8.6 and per Board Policy 7340.
- Confidential/Management/Supervisory & Educational Administrators- Your vacation leave balance in Banner will reflect the maximum number of days of leave accumulated over a two-year period (44 days).

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 <u>submit a paper time sheet or have the proxy notified to approve your timesheet.</u>

OVERTIME AND COMP TIME
Overtime and comp time must be entered in Banner Web Time Sheet. You must <u>also</u> 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: <u>10th and 25th of the month</u> (monthly pay [including deductions] is divided into 2 equal paychecks) Checks not directly deposited may be picked up at the Payroll Department window. Checks not picked up 2 days after pay day will be mailed.

Administrators/Full Time Faculty: <u>Last working day of the month.</u> Checks not directly deposited may be picked up at the Payroll Department window. Checks not picked up 2 days after pay day will be mailed.

Adjuncts: <u>5th of the month</u>. Checks not directly deposited may be picked up at the Payroll Department window. Checks not picked up 2 days after pay day will be mailed.

Students & Short Term Hourly: <u>10th of the month</u> (if you do not have direct deposit, checks may be picked up in the lobby of the Administration building between 2:00 p.m. – 4:30 p.m., if the 10th falls on a Monday through Thursday or 9:00 a.m. – 11:30 a.m. if the 10th falls on a Friday. If you do not pick up your check on the 10th, you may also pick it up on the 11th between 8:00 a.m. and 2:00 p.m. at the Payroll window in the Administration building. Any checks not picked up by the day after pay day will be mailed out.

DIRECT DEPOSIT
Paper Direct Deposit advice slips will not be distributed. Your pay stub will be accessible and printable online under Banner "Time Sheet" on MyAVC. Click on "Pay Information" then "Pay Stub".