



WEB TIME ENTRY POLICY & PROCEDURES

Updated 02/25/2025

Contents

Payroll Web Time Entry Due Dates Located on Payroll Website	3
Absence Leave Request Forms Location.....	3
Type of Web Time Entry by Employee Classification.....	3
Web Time Entry Exceptions Based Reporting Defined	4
Hours Paid as Earned Reporting Defined	4
Full Day Equivalent Hours by Employee Type.....	4
Full Time Non-Faculty.....	4
Full Time Faculty Instructional & Overload.....	5
Full Time Non-Instructional Counselors & Librarians	5
Adjunct Non-instructional Counselors/Librarians	5
Banner Web Time Entry Steps.....	5
Banner Web Time Entry Steps Sample View	6

- This guide is provided to assist employees with web time entry requirements and steps.
- Payroll is available at any time to assist you with any questions or provide one-on-one training on web time entry.
- Payroll’s main extension: 6308.

Payroll Web Time Entry Due Dates Located on Payroll Website

- Please see the Payroll Website, under Banner Time Sheet Calendars, for monthly web time entry deadlines by month.

Absence Leave Request Forms Location

- An Absence/Leave Request form is required for time off (any exception).
- A fillable form is available on the PCT (HR) website under FORMS.

Type of Web Time Entry by Employee Classification

- Adjunct instructional: Exceptions based.
- Adjunct non-instructional counselors & librarians: Hours paid as earned: Enter hours worked by day.
- Full time faculty Instructional, including instructional overload: Exceptions based.
- Full time counselors and librarians: Exceptions based.
- Full time counselors and librarians’ overload: Hours paid as earned: Enter hours worked by day.
- Administrators: Exceptions based.
- Classified: Exceptions based.
- Confidential: Exceptions based.
- Deans: Exceptions based.
- Supervisors/Managers/Directors: Exceptions based.
- Short Term Hourly/Professional Experts: Hours paid as earned: Enter hours worked by day.
- Student workers: Hours paid as earned: Enter hours worked by day.

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Web Time Entry Exceptions Based Reporting Defined

- Exceptions based reporting means that you are only required to enter & submit time IF you have an exception to your schedule for the pay period.
- Examples of exception time are sick leave, vacation, overtime, jury duty, bereavement, or personal necessity.
- If you do not have any exceptions, you did not take any time off from work, or you did not work any overtime (for classified/confidential), you are not required to enter or submit time in SSB.
- Enter the number of exception hours per day in the row corresponding to the type of leave you use.
- If you miss your time entry deadline, contact your direct supervisor to enter and approve your exceptions for the pay period.
- You may also note in the comments field any exceptions not entered in the previous pay period. Be specific: the day, the number of hours, and the type of exception.

Hours Paid as Earned Reporting Defined

- Hours paid as earned means you enter the number of hours worked by day for the reporting period.
- This applies to all student workers, short term hourly, professional experts, adjunct/overload counselors, and adjunct/overload adjunct librarians.

Full Day Equivalent Hours by Employee Type

- Please refer to the Classified or Certificated Collective Bargaining agreements for detailed information regarding vacation, sick time, etc.
- See the following for general guidelines by employee type.

Full Time Non-Faculty

- Most employees follow the district's hours of operation schedule of 4/9 & ½ .
- This means Monday-Thursday a full day = 9 hours: Friday = 4 hours.
- If you have a modified work week, the hours per day will be different depending on your schedule.

Full Time Faculty Instructional & Overload

- Full time workday = 6 hours.
- Overload hours are noted on your load sheet by CRN & day course taught.

Full Time Non-Instructional Counselors & Librarians

- Full time workday = 7 hours.
- Overload: Enter hours per day based on your scheduled hours/days for month/term.

Adjunct Non-instructional Counselors/Librarians

- Enter hours per day based on your scheduled hours/days for month/term.

Banner Web Time Entry Steps

- Sign in to the AVC ID Portal.
- Under Tools: Select Employee.
- Select Employee Self-Service Main Menu.
- Select Time Sheet.
- Under Selection Criteria: Select Access my Time Sheet.
- Under Title and Department: Select your position and the period in which you are entering your time: Click Time Sheet.
- Select Access My Time Sheet.
- Select “Enter Hours” corresponding to the day and type of hours or leave to enter.
- Box on top will appear. Enter hours and hit ENTER.
- Will show in correct field for that day and type of time entered.
- Continue for any other day or leave as needed.
- Save & submit for approval when completed.
- Once time is submitted it will then be routed to your supervisor for approval.

Banner Web Time Entry Steps Sample View

- This is the same process whether you enter exemptions time or hours as earned.
- Select the day and type of exceptions or hours earned.

Department and Number: Payroll -- 11035
Time Sheet Period: Mar 01, 2025 to Mar 15, 2025
Submit By Date: Mar 11, 2025 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Mar 01, 2025	Sunday Mar 02, 2025	Monday Mar 03, 2025	Tuesday Mar 04, 2025	Wednesday Mar 05, 2025
Vacation	1		0	0	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
Personal Necessity Leave	1		0	0	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
Jury Duty	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	1		0	0	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
Total Hours:			0	0		0	0	0	0
Total Units:				0		0	0	0	0

Submitted for Approval By:
Approved By:
Waiting for Approval From:

- Enter hours in box that appears above and hit ENTER.

Department and Number: Payroll -- 11035
Time Sheet Period: Mar 01, 2025 to Mar 15, 2025
Submit By Date: Mar 11, 2025 by 11:59 PM

Earning: Vacation
Date: Mar 03, 2025
Shift: 1
Hours:

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Mar 01, 2025	Sunday Mar 02, 2025	Monday Mar 03, 2025	Tuesday Mar 04, 2025	Wednesday Mar 05, 2025
Vacation	1		0	0	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
Personal Necessity Leave	1		0	0	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
Jury Duty	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	1		0	0	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
Total Hours:			0	0		0	0	0	0
Total Units:				0		0	0	0	0

Submitted for Approval By:
Approved By:
Waiting for Approval From:

- Hours will show in the correct field.

Department and Number: Payroll -- 11035
Time Sheet Period: Mar 01, 2025 to Mar 15, 2025
Submit By Date: Mar 11, 2025 by 11:59 PM

Earning: Vacation
Date: Mar 03, 2025
Shift: 1
Hours:

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Mar 01, 2025	Sunday Mar 02, 2025	Monday Mar 03, 2025	Tuesday Mar 04, 2025	Wednesday Mar 05, 2025
Vacation	1	0	8		Enter Hours	Enter Hours	8	Enter Hours	Enter Hours
Sick Time Used	1	0	0		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
Personal Business Day	1	0	0		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
Bereavement	1	0	0		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
Total Hours:			8	0	0	0	8	0	0
Total Units:				0	0	0	0	0	0

Submitted for Approval By:
Approved By:
Waiting for Approval From:

- Continue with days or hours to be entered.
- You can save (top left) and finish later or submit for approval.
- Once submitted for approval, it will be routed to your approving supervisor.