GAVILAN COLLEGE
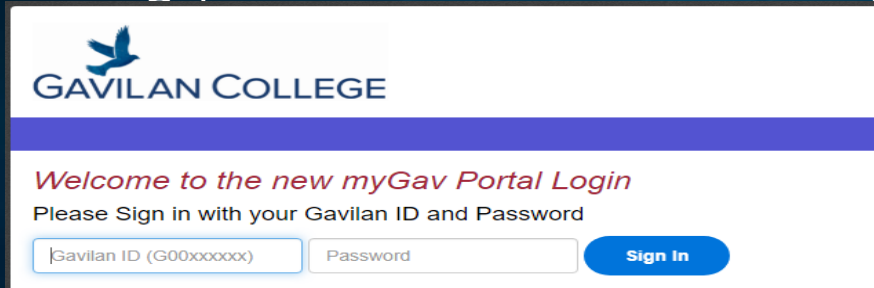# Self-Service Banner-9
WebTime Entry
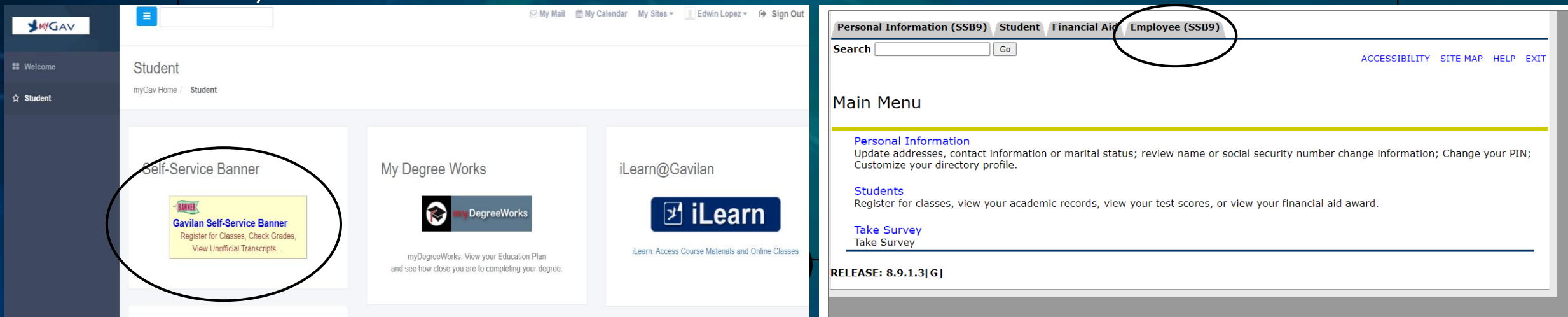# Instructions for entering hours

WebTime Entry in Self-Service Banner 9

- Access Self-Service Banner 9 by opening Gavilan College's home page

  - Using your Gavilan ID number log in to you MyGav portal

  - Click on the yellow box "Gavilan Self-Service link on the left side of your screen, then click on Gavilan Self-Service Banner

At the top of the page, you'll find the Employee Dashboard. You'll see your available leave balances and can view more detailed information by clicking on Full Leave Balance Information.
Click on the box "Enter Time" under My Activities to begin entering your hours.

Leave Balances as of 02/11/2020

Annual Leave in hours	190.04	Sick Leave in hours	157.54	Comp Time 1.0 in hours	0.00
Comp Time 1.5 in hours	0.00				

Full Leave Balance Information
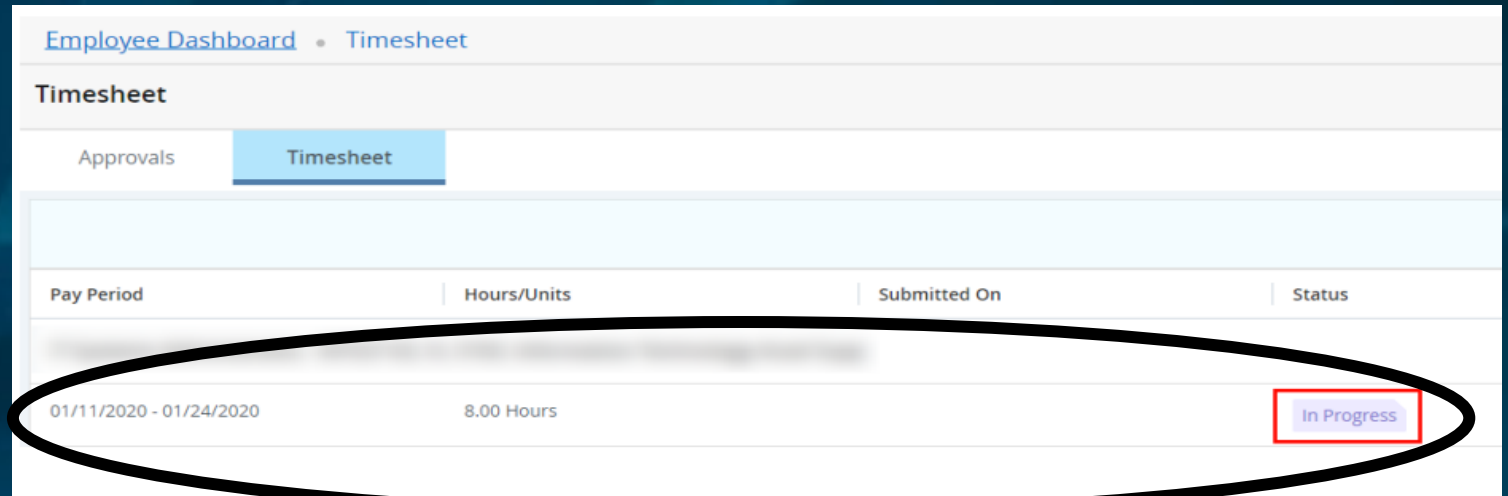
Direct Deposit Information   Deductions History
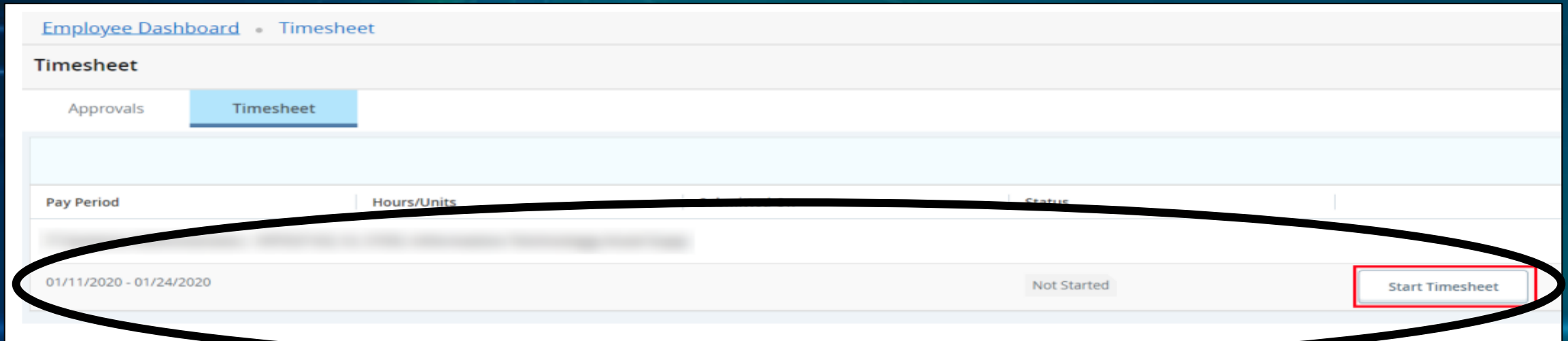
My Activities

Enter Time

Choosing the job and pay period you're reporting hours for.

- **If you have multiple jobs, they'll display on this page.**

- **Choose the available pay period you're reporting hours for.**

- **If you've already started your timesheet select the box "In Progress".**

- **If you haven't started your timesheet, click on the box "Start Timesheet".**

Click on the day you want to record time for and select an option from the Earn Code dropdown list. You can change between weeks by clicking on the left or right arrow next to the dates.

Employee Dashboard • Timesheet •

Restart Time   Leave Balances

01/25/2020 - 02/07/2020   ⓘ 💬

In Progress   Submit By 02/11/2020, 06:30 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1

⊕ Add Earn Code

⊖

Earn Code

Select Earn Code ⌄

Be aware of due date

You can enter time manually or by clicking on the clock icon to bring up a time entry tool. Click on Set to save the time.

Earn Code

Sick Leave

Start Time

08:00 AM

End Time

hh:mm a

Hours

0.00

11

12   00   PM

15   AM

CANCEL   SET

Note If you want to enter time manually, you have to format it as shown. For example, you must enter 8am as 08:00 AM or it will not save the time.

You can add another row for a second shift by clicking on Add More Time. Click on the Delete button (the minus sign inside of a circle) to delete a row. When you're finished entering time for that earn code, click on Save at the bottom right.

You can add another earn code, for example Sick Leave, for the same day by clicking on Add Earn Code and choosing the corresponding Earn Code from the drop-down list in the new earn code box.
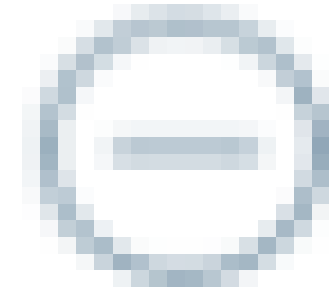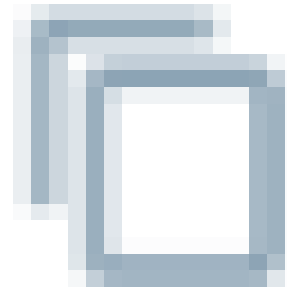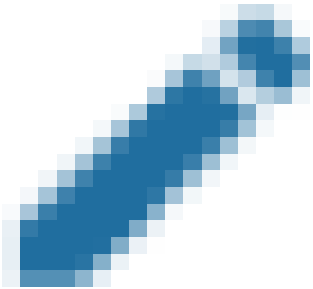
Edit	Copy	Delete

The Copy feature allows you to copy the same time entry from one day to multiple days. For example, you've entered 8 hours of sick on the 28th, and you were also out sick on the 29th and 6th. Make sure you're curser is on the day you wish to copy. Clicking the Copy button will bring up the Copy interface shown below. Simply select the two days by clicking on them (now highlighted) then click on Save. The two days should now have the same time entry as the 28th.

Copy Time Entry   ✕

Sick Leave : 8.00 Hours (01/28/2020, TUESDAY)

Select Options

☐ Copy to the end of pay period

☐ Include Saturdays

☐ Include Sundays

Pay Period: 01/25/2020 - 02/07/2020   ?

SUN	MON	TUE	WED	THU	FRI	SAT
19	20	21	22	23	24	25
26	27	28 8.00 Hours	29	30	31	1
2	3	4	5	6	7	8

Cancel

Save

You can also restart/delete your time entry for the pay period or double check your current leave again by clicking on the corresponding option in the top right.

Once you're complete entering all of your hours for the pay period, scroll to the bottom of the screen and click on preview.

A box will pop up with a general overview of your time entry for the pay period.

Scroll down to the bottom to enter your comments. Click the check box next to the certification acknowledgement and click on Submit.

Preview

Total Units	0.00

Weekly Summary

Week	Total Hours
Week 1	
Week 2	16.00
Week 3	8.00

Comment (Optional):

1904 characters remaining

☑ I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.

Cancel   Submit

Need to adjust your time after submitting your timesheet? You can click on Recall Timesheet at the bottom right corner of your WebTime Entry screen, to return to your timesheet.
Note – This can only be done if it's before the deadline for submitting your timesheet. If it's after the deadline you'll need to submit a paper timesheet.

| Recall Timesheet | Preview |