Use Internet Explorer version 5.0 or higher to access BannerWeb by going to the Monterey Institute web site. The BannerWeb link is on the gray bar at the top left of the screen.

1. Click the link to BannerWeb. The User Login page opens.

2. Enter your User ID and PIN in the fields indicated and click Login.
   a. User ID = eight-digit number; your Banner ID number padded with preceding zeros.
   b. PIN = your birth date in MMDDYY format (you must change this 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 Sheet link.

5. Select the pay period from the drop-down list, and then click Time Sheet.
   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 Time Sheet.

6. Click Enter Hours at the intersection of the date column and the Earning row for which you want to claim time (Vacation, Sick, etc.).

7. In the Hours field, type the number of hours you want to claim. For exempt employees, hours must be entered in full day increments (i.e.: 7.5 hours).

8. Click Save.

9. When you are finished with your time sheet for the pay period, do the following:
   a. Click Preview to perform a visual check of your work. Click Previous Menu to return to your time sheet.
   b. Click Comments to communicate with your supervisor/approver. Click Save and Previous Menu to return to your time sheet.
c. Click [Submit for Approval] to submit your time sheet for approval. The Certification page opens.

i. In the PIN field, type your 6-digit PIN.

ii. Click [Submit] to confirm your desire to pass your time sheet to your supervisor for approval.

iii. Click EXIT in the upper-right corner to end your BannerWeb session.

Note: To determine your vacation or sick leave balances, click Employee tab, then click the Time Off Current Balances and History link.

- Maximum accrued Vacation balance is 187.5 hours.
- Maximum accrued Sick Leave balance is 900 hours.

Click the Employee tab to return to the menu.