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 to a different 6 digit pin number and set a Personal Security Question and Answer during your 1st login to BannerWeb).

3. Click the Employee link or the Employee tab.

4. Since you do not need to submit a time sheet, you will not see any information about time sheets unless you are a supervisor. Please ask Human Resources for information on approving time sheets if you are supervising student workers.

5. Click the Tax Forms link to see your tax information.

6. Click the Pay Information link to see your paycheck information.

NOTE:

If you have any problems seeing your employee information, please contact the Human Resources Office immediately.
a. 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.