Use Internet Explorer version 5.0 or higher to access BannerWeb on the MIIS web site (www.miis.edu).

1. Click the link to BannerWeb (in the gray bar). The **User Login** page opens.

2. Enter your **User ID** and **PIN** in the fields indicated and click **Login**.
   - **User ID** = eight-digit number; your Banner ID number padded with preceding zeros.
   - **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 (Regular, Vacation, or Sick).

7. In the **Time In** and **Time Out** fields, record time-in and time-out for the day.

8. Click **Save** to complete your transaction.
   **Note:** You must enter **Regular** hours worked and **Holiday Pay** in order to get paid for them! Remember to enter **Regular** hours on days for which you have claimed a partial day of leave.

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.

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**Note:** If you are eligible for vacation or sick leave, click **Employee** tab, then click the **Time Off Current Balances and History** link to check your Vacation and Sick Leave balances.

- 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.