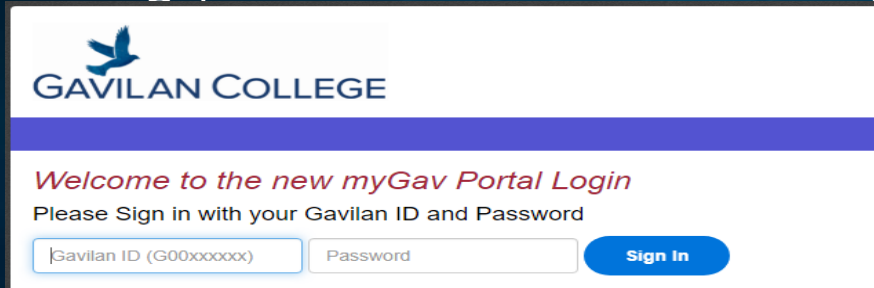


**GAVILAN COLLEGE**  
**Self-Service Banner-9**  
**WebTime Entry**  
**Instructions for entering hours**

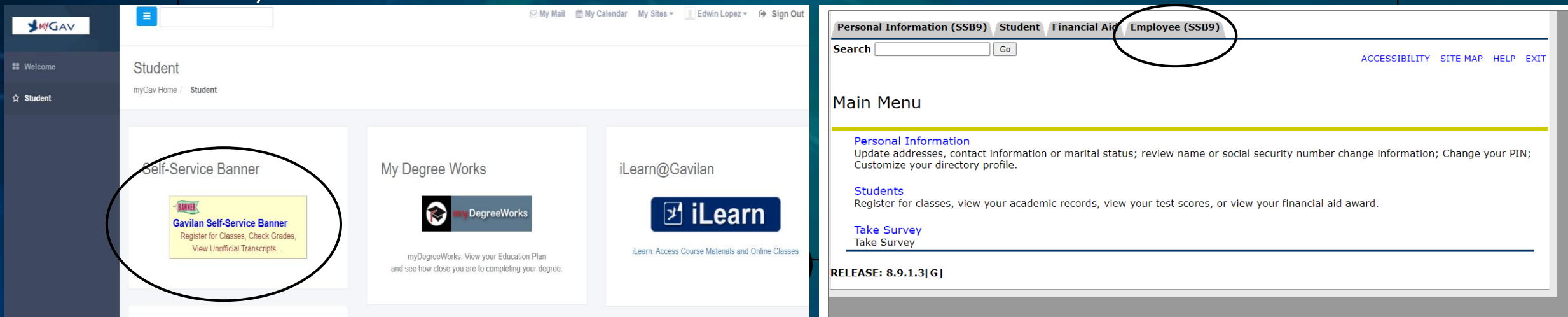
# WebTime Entry in Self-Service Banner 9

- Access Self-Service Banner 9 by opening Gavilan College's home page
- Using your Gavilan ID number log in to you MyGav portal



The image shows the login page for the MyGav portal. At the top is the Gavilan College logo. Below it, a purple banner contains the text "Welcome to the new myGav Portal Login" and "Please Sign in with your Gavilan ID and Password". There are two input fields: "Gavilan ID (G00xxxxxx)" and "Password". A blue "Sign In" button is positioned to the right of the password field.

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



The screenshot displays the MyGav portal interface. On the left, a navigation sidebar includes a "Self-Service Banner" link, which is circled in black. The main content area features three tiles: "Self-Service Banner" (circled in black), "My Degree Works", and "iLearn@Gavilan". The "Self-Service Banner" tile contains a yellow box with the text "Gavilan Self-Service Banner" and "Register for Classes, Check Grades, View Unofficial Transcripts ...". The top right of the page shows a navigation menu with "Personal Information (SSB9)", "Student", "Financial Aid", and "Employee (SSB9)", where "Employee (SSB9)" is circled in black. Below the menu is a search bar and a "Main Menu" section with links for "Personal Information", "Students", and "Take Survey". The bottom of the page displays the release version "RELEASE: 8.9.1.3[G]".

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](#)

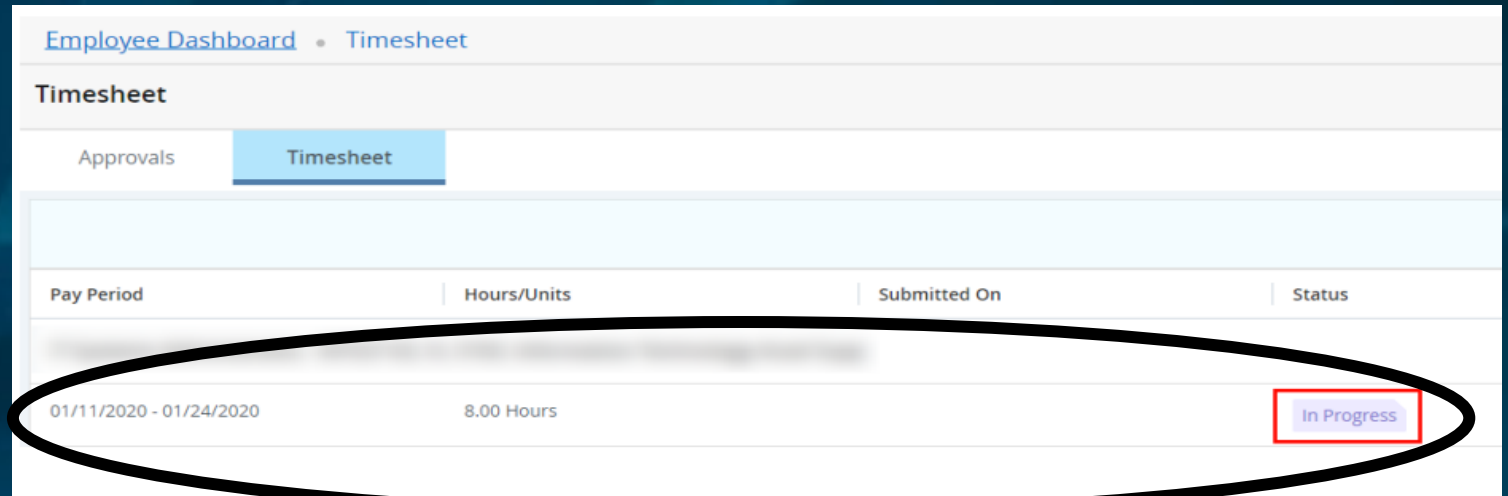
[Direct Deposit Information](#)   [Deductions History](#)

**My Activities**

[Enter Time](#)

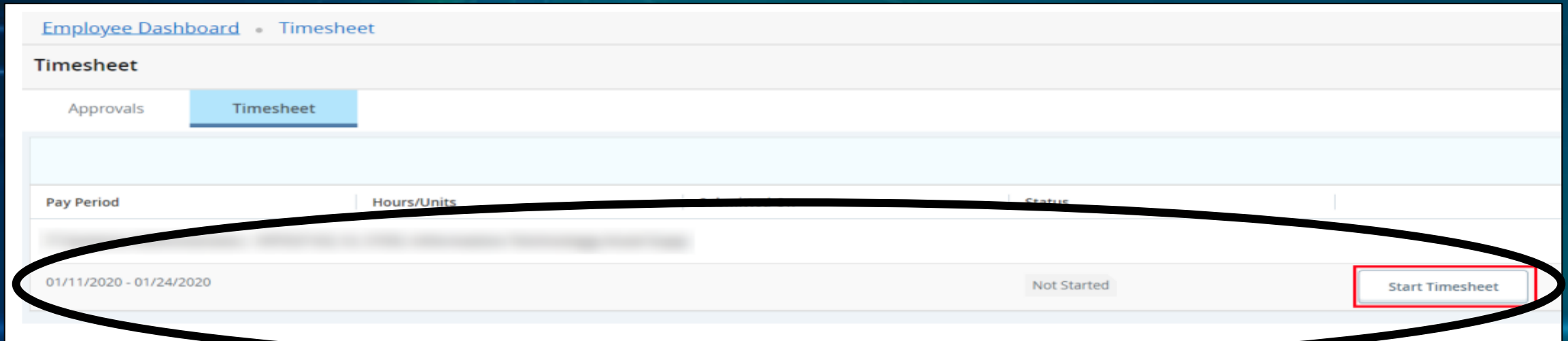
# Choosing the job and pay period you're reporting hours for.

- 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".



The screenshot shows the 'Employee Dashboard' with a 'Timesheet' sub-page. The 'Timesheet' tab is active. Below the navigation tabs, there is a table with columns for 'Pay Period', 'Hours/Units', 'Submitted On', and 'Status'. A single row is visible, representing a timesheet entry for the pay period '01/11/2020 - 01/24/2020' with '8.00 Hours'. The status of this entry is 'In Progress', which is highlighted with a red box. A large black oval is drawn around the entire table area.

Pay Period	Hours/Units	Submitted On	Status
01/11/2020 - 01/24/2020	8.00 Hours		In Progress



The screenshot shows the 'Employee Dashboard' with a 'Timesheet' sub-page. The 'Timesheet' tab is active. Below the navigation tabs, there is a table with columns for 'Pay Period', 'Hours/Units', 'Submitted On', and 'Status'. A single row is visible, representing a timesheet entry for the pay period '01/11/2020 - 01/24/2020' with '8.00 Hours'. The status of this entry is 'Not Started', and there is a 'Start Timesheet' button next to it, which is highlighted with a red box. A large black oval is drawn around the entire table area.

Pay Period	Hours/Units	Submitted On	Status
01/11/2020 - 01/24/2020	8.00 Hours		Not Started

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.

The screenshot shows an 'Employee Dashboard' with a 'Timesheet' section. The date range is '01/25/2020 - 02/07/2020'. A 'Submit By 02/11/2020, 06:30 PM' deadline is circled in red. The timesheet grid shows days from Sunday to Saturday with dates 26 through 1. A left arrow is circled in red on the left side of the grid. Below the grid is an 'Add Earn Code' button and a dropdown menu labeled 'Earn Code' with the text 'Select Earn Code' and a downward arrow, also circled in red. At the top right, there are links for 'Restart Time' and 'Leave Balances'.

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

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.

The screenshot shows a web form for time entry. It includes the following fields:

- Earn Code:** A dropdown menu with "Sick Leave" selected.
- Start Time:** A text input field containing "08:00 AM" with a clock icon to its right.
- End Time:** A text input field containing "hh:mm a" with a clock icon to its right. This clock icon is highlighted with a red square.
- Hours:** A text input field containing "0.00" with a minus sign icon to its right.

A time picker modal is open over the End Time field. It displays a 12-hour clock with the following options:

- Hours: 11, 12, 15
- Minutes: 00, 15
- Period: PM (highlighted with a blue box), AM

At the bottom of the modal are two buttons: "CANCEL" and "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.

Earn Code	Start Time	End Time	Hours
Sick Leave	08:00 AM	12:00 PM	4.00
	12:30 PM	04:30 PM	4.00

[+ Add More Time](#)

[Exit Page](#) [Cancel](#) [Save](#) [Preview](#)



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.

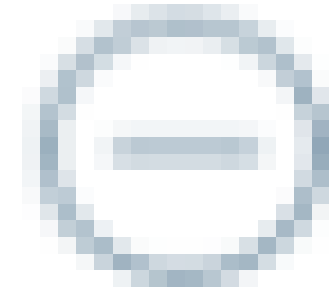
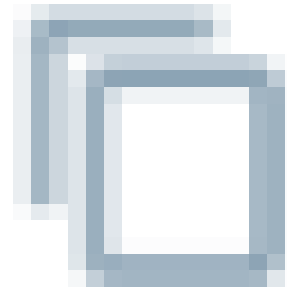
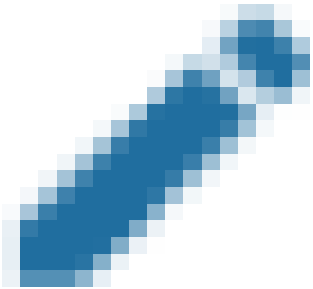
The screenshot displays a user interface for managing time entries. At the top, under the heading "Sick Leave", there are two entries: "08:00 AM - 12:00 PM | 4.00 Hours" and "12:30 PM - 04:30 PM | 4.00 Hours". Below these is a dashed box containing a button labeled "Add More Time". In the bottom right corner of this section, it says "Total: 8.00 Hours | Account Distribution". Below this is a section titled "Earn Code" with a dropdown menu. The dropdown menu is open, showing a list of options: "Select Earn Code", "Annual Leave", "Sick Leave", "Comp 1.0 taken", "Closure Pay", and "Board Leave". The "Sick Leave" option is circled in red.



**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 your cursor 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.

01/25/2020 - 02/07/2020 | 24.00 Hours ⓘ ☰

[Restart Time](#) [Leave Balances](#)

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28 8.00 Hours	29 8.00 Hours	30	31	1

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

In Progress Submit By 04/05/2022, 11:59 PM

TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8	9 1.50 Hours	10	11	12

➕ Add Earn Code

✎ 📄 ⌵

Total: 1.50 Hours

Cancel Save 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.**

