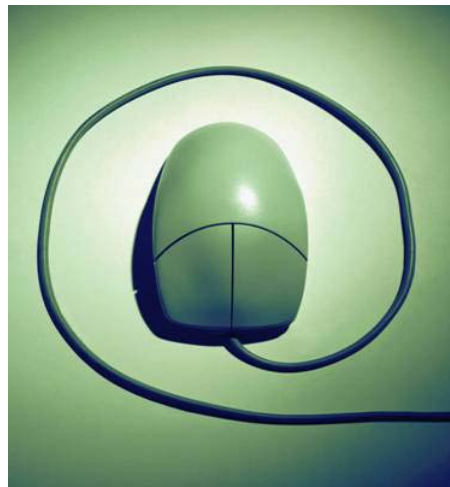




Human Resources: Banner Web Time Entry View Leave Balances



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Introduction: Welcome to Web Time Entry – Leave Balances

The Banner Human Resources System provides Electronic Approvals of Time Entry to support all faculty and staff who are required to report time worked and/or exception time taken. The following is a guide on how to access WebSTAR and how to view current leave balances. Welcome to WebSTAR: Web Time Entry Viewing Leave Balance. This guide is designed to provide you with information you need to successfully navigate in WebSTAR and view your current leave balances.

In addition, the IVC WebSTAR system is a secure way for you to see your personal information. By simply logging onto WebSTAR you and only you will have access to your information. From anywhere in the world, at any time, you will be able to access your personal information.

1. How do I login to get access to WebSTAR?

- Double click on your windows desktop Internet web browser: Internet Explorer or Mozilla Firefox
 - For Macs, use Safari or Mozilla Firefox web browser.
2. To Access WebSTAR from the Imperial Valley College home page: Go to <http://www.imperial.edu> and click on the right hand side logo **Student Portal**.



3. What is my IVC ID and PIN? In the IVC ID (Identification) text box, type in your G# for example: G00348500 or your social security number, and in the PIN (textbox) type your six-digit birth date, mmddyy. For example, **090771** then click **Agree and Continue**. All PINs are initially set to your six-digit birth date when you are hired. If you forgot your PIN, click on the **Forgot Your Pin** link and follow the instructions to recover your PIN.

A screenshot of the Imperial Valley College Student Portal login page. The header says 'IMPERIAL VALLEY COLLEGE student portal' with a lock icon. A red box contains 'Login Instructions: IVC ID: Use your Social Security Number or user ID (also known as the G number) provided by the Admissions and Records Office or through the admission application process. First-Time Users: if you've never logged into WebSTAR or the Student Portal your first PIN is your 6-digit birth date in mmddyy order (August 4, 1980 will be 080400). After logging in you may access WebSTAR by clicking the WebSTAR button in the top menu. The first time you access WebSTAR, you will be asked to change your PIN. The PIN you choose will be your permanent login PIN. Do not forget it.' Below this is a statistics line: 'Statistics: (Total Users: 19586, Online Users: 88, Total Listings: 248)'. The login form has two text boxes: 'IVC ID:' and 'PIN:'. There are buttons for 'Agree and Continue' and 'Forgot Your PIN?'. At the bottom, a small disclaimer reads: 'By signing onto this portal, you agree to abide by its Terms of Use and the Imperial Valley College Student Code of Conduct. Violations could result in restriction of portal privileges and/or disciplinary action.'

4. If you forget your PIN, how do I access my security question to help me remember my PIN? Go to www.imperial.edu then click on Student Portal link on the right hand side, then scroll down and in the middle click on link (**Forgot your PIN?**).

5. How do I recover my PIN using my security question?
 Click on the First tab labeled (**Recover PIN using Security Question**) In the IVC ID text box: Type in your G# Sample: G00348500 then click **Retrieve Security Question** button
 You will then type in the security answer, then press

6. How do I recover my PIN using my personal information?

Click on the Second tab labeled **(Recover PIN using Personal Information)**

In the text boxes, type in your G# Sample: G00348500 Type Date of Birth (YYYY-MM-DD) and Last 4 digits of SS# then click on **Recover Pin** button.

The PIN will be displayed at the top **highlighted in blue**.

The screenshot shows a web form titled "Recover your PIN" with three tabs: "Recover PIN using Security Question", "Recover PIN using Personal Information" (selected), and "Recover ID Number". Below the tabs is a section titled "Please fill out the form below to recover your PIN:" containing three input fields: "IVC ID:" with the value "G00348584", "Date of Birth (format: YYYY-MM-DD):" with the value "1970-09-07", and "Last 4 Digits of SSN:" with the value "6987". A "Recover PIN" button is at the bottom left. To the right, a smaller screenshot shows the result: "Your PIN is: 901100" displayed in blue text above a "Recover your PIN" button.

7. How do I recover my ID Number?

Click on the third tab labeled **(Recover ID Number)**

In the text boxes, type in your full social security number with no dashes, then type your Date of Birth (YYYY-MM-DD) then click on **Recover ID** button.

The **ID Number** will be displayed at the top, **highlighted in blue**.

The screenshot shows the same "Recover your PIN" form, but with the "Recover ID Number" tab selected. The section "Please fill out the form below to recover your ID number:" contains two input fields: "Full Social Security Number (all numbers with no dashes):" and "Date of Birth (format: YYYY-MM-DD):". A "Recover ID" button is at the bottom left. To the right, a smaller screenshot shows the result: "Your ID number is: G00348584" displayed in blue text above a "Recover your PIN" button.

8. Click - WebSTAR button.

The screenshot shows the top navigation bar of the Imperial Valley College student portal. At the top, there are links: "Start Here", "Suggestions", "Help & How-tos", "Movie Showtimes", "Register to Vote", "Student Email Login", "Site Updates", and "Logout". Below these is the main header "IMPERIAL VALLEY COLLEGE student portal". The navigation bar contains several menu items: "Home" (Student Portal Home), "Students" (Links you need), "Community" (Connect with Classmates), "WebSTAR" (Class Registration), "Etudes" (Distance Education), and "Student Email" (Create your free account). A search box is on the right. A "Fall 2009" dropdown menu is visible below the navigation bar.

9. **Click - Employee link.**

- Time Sheet
- Request Time Off
- Benefits and Deductions
Update or view your retirement plans, Health insurance information, Flex spending accounts, miscellaneous deductions;
- Pay Information
View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs.
- Tax Forms
Change W-4 information; View your W-2 Form or T4 Form.
- Current and Past Jobs
- Time Off Current Balances and History

10. **How do I view my current leave balances in WebSTAR online?**

Click - Time off Current Balances and History.

- Time Sheet
- Request Time Off
- Benefits and Deductions
Update or view your retirement plans, Health insurance information, Flex spending accounts, miscellaneous deductions;
- Pay Information
View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs.
- Tax Forms
Change W-4 information; View your W-2 Form or T4 Form.
- Current and Past Jobs
- Time Off Current Balances and History

11. **Below is a list of leave times: Compensatory Time, Sick Leave Time, and Vacation Time.** To view the pay period breakdown for a particular type of leave, click on the underlined type of leave (see sample below). **Note: The leave balances shown below are current as of June 15, 2010.**

View Leave Balances

To view the pay period breakdown for a particular type of leave, click on the underlined type of leave.

List of Leave Types

TYPE of Leave	Hours or Days Available	Beginning Balance	Earned as of Aug 09, 2010	Taken as of Aug 09, 2010	Available Balance as of Aug 09, 2010
<u>Compensatory Time</u>	Hours	11.41	.00	.00	11.41
<u>Sick Leave</u>	Hours	397.50	.00	.00	397.50
<u>Vacation</u>	Hours	260.00	.00	.00	260.00

RELEASE: 7.0

12. Note: If there is no activity by you in WebSTAR for 30 minutes, your web session will timeout. See sample below.

 30 minute inactivity caused web session timeout.

User ID:
PIN:

13. How do I exit out of WebSTAR? Click on **Exit**.

Imperial Valley College - WebSTAR

[Personal Information](#) [Student Services](#) [Faculty Services](#) [Employee](#) [Main Menu](#)

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

14. Who do I contact for help?

Faculty:

For questions regarding the Web Time Entry - view leave balances, please contact Sheila Dorsey-Freeman in Human Resources at ext. 6413 or sheila.freeman@imperial.edu

Staff:

For questions regarding the Web Time Entry - view leave balances, please contact Martha P. Garcia in Human Resources at ext. 6208 or marthap.garcia@imperial.edu

For technical support regarding how to use and navigate in WebSTAR, please contact Larry Valenzuela in the Technology Training Center at ext. 6189 or larry.valenzuela@imperial.edu

15. How do I access the technical support video to view my current leave balances in WebSTAR online? The video is located in the Technology Training Center website: Go to www.imperial.edu then click on **Faculty and Staff link tab**, then scroll down and on the left hand side, click on the **Technology Training Center link**, then click on **Technical Support Videos**, then click on the link that say's **"How do I view my current leave balances in WebSTAR"?** See sample below.

Technical Support Training Videos
2010-2011



1. **New!** - [How do I view my current leave balances in WebSTAR?](#)

View Leave Balances

 To view the pay period breakdown for a particular type of leave, click on the underlined type of leave.

List of Leave Types

TYPE of Leave	Hours or Days Available	Beginning Balance Earned as of Aug 09, 2010	Taken as of Aug 09, 2010	Available Balance as of Aug 09, 2010
<u>Compensatory Time</u> Hours		11.41	.00	11.41
<u>Sick Leave</u> Hours		337.50	.00	337.50
<u>Vacation</u> Hours		260.00	.00	260.00

RELEASE: 7/8

16. Where can I download the Web Time Entry - Leave Balances Handout in PDF format? Go to www.imperial.edu, then click on **Faculty and Staff link tab**, then scroll down and on the left hand side, click on the **Technology Training Center link**, and then click on the link that say's **"Web Time Entry – Leave Balances Handout"** or go to the Human Resources website, by clicking on the **Faculty and Staff link**, then click on **Human Resources**, then on the left hand side click on the link that says **"Leave Balances Handout"**.