



Web Time Entry (WTE)

**TRAINING MANUAL
FOR STUDENT WORKERS**

- Click on MyGav from Gavilan's home page

- Log in to MyGav with your G# and Password

GAVILAN COLLEGE

ACADEMICS
Degrees & Programs

ADMISSIONS
Apply & Register

FINANCIAL AID
Pay for College

STUDENT SERVICES
Guidance & Support

LIBRARY
Research & Resources

ABOUT GAVILAN
Now & History

Gavilan College turns 100 this year!
[Read More](#)

GAVILAN COLLEGE
1919 2019

Students and Staff Login to **MYGAV**

Apply and Enroll
Steps for NEW STUDENTS

Schedule of Classes
[Search Spring Classes](#)

Financial Aid
[Financial Aid](#)

Resources
[Resources](#)

MYGAV

Secure Access Login

Gavilan ID:

Password:

Welcome to myGav Portal

If you have been using **Self-Service Banner**, then you know how convenient it is to register, check your schedule, and view your transcript online. Now, **myGav** brings your Self-Service Banner, iLearn, and other services into one place! Simply sign on **once** for access to Gavilan College online.

- **How do I get my ID and PIN?** [Watch this video!](#)
- **New Student/Instructor?** [Get your Gavilan ID and PIN to access the myGav Portal and SSB](#)
- **Forgot PIN?** [Reset your PIN by answering your security question](#)

What's Inside?

- **Gavilan Self-Service Banner:** Register for classes, Check Grades, View Un-Official Transcripts.
- **Financial Aid:** Check Financial Aid requirements, status, awards and Financial Aid academic progress (SAP).
- **myDegreeWorks:** View your Education Plan and see how close you are to completing your degree.
- **iLearn:** Access iLearn from myGav.
- **Communities and Collaboration:** Create, manage and join group homepages for clubs, affiliations and interests.
- **and much more...**

Quick Links:

- [View Class Schedule / Download Class Schedule](#)
- [View Class Catalog / Download Class Catalog](#)

- Click on Student

- Then click on the yellow box "Gavilan Self-Service Banner"

The screenshot shows the myGAV home page. The left sidebar contains a menu with the following items: Welcome, Student (circled in red), Employee, and Intranet. The main content area is titled "Welcome" and includes "Gavilan Announcements" and "Gavilan College Spotlight".

myGAV

Welcome

myGav Home / Welcome

Gavilan Announcements

Announcements

All

Subject

- > [FREE CBEST Training -- sign up by January 15](#)
- > [Prestigious \\$20,000 UCSC Karl S. Pister Leadership Opportunity Program - Deadline February 7](#)
- > [Register for tutoring for Spring 2020](#)

Show Hidden

Gavilan College Spotlight

MyPath

Customized step-by-step guide to get started at Gavilan College.
(Must use Chrome as a web browser)

The screenshot shows the myGAV Student page. The left sidebar contains a menu with the following items: Welcome, Student, Employee, and Intranet. The main content area is titled "Student" and includes a "Gavilan Self-Service Banner" and a "Student Checklist".

myGAV

Welcome

Student

Employee

Intranet

Student

myGav Home / Student

Gavilan Self-Service Banner

BANNER

Gavilan Self-Service Banner
Register for Classes, Check Grades,
View Unofficial Transcripts ...

Student Checklist

✓ Requirements
× Declare Major: BUS_ACCT_CA
× Placement
× Orientation Session
× Educational Plan
No Academic Standing
No Progress Evaluation
Standing Under 100 Earned Units
6 Registration Date: 12/5/2019
P5

Definitions

- Click on the tab "Employee"
- Click on "Time Sheet"

Personal Information **Employee**

Search

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

Employee

[Time Sheet](#)

[Leave Balances](#)
View sick leave, vacation, etc.

[Request for Leave](#)
Request for Leave for vacation, personal business, jury duty, etc.

[Submit Leave Report](#)
Submit Leave Report for vacation, sick leave, personal necessity, personal business leave, jury duty, etc.

[Pay Information](#)
Direct deposit allocation, earnings and deductions history, or pay stubs.

[Benefits and Deductions](#)
Retirement, health, flexible spending, miscellaneous, beneficiary, benefits enrollment, Benefit Summary.

[Tax Forms](#)
W4 information, W2 Form.

[Jobs Summary](#)

[Campus Directory](#)

[Effort Certification](#)
Allows faculty and staff to certify their own effort and administrative staff to review and certify effort for others.

[Labor Redistribution](#)
Allows administrative staff to create and approve labor redistribution transactions.

All of your positions held will display here on the Time Sheet Selection screen.

If you have multiple jobs, your supervisors will tell you which position to use.

- **Choose one job at a time to enter your hours. You'll need to enter hours separately for each position.**
- **Select the correct Pay Period**
- **Click Time Sheet**

If you get an error message, please contact the Payroll Department at 408-852-2899. You must fill out a paper timesheet. Updates will take affect the following pay period.

Gavilan College
Self-Service
Banner

Personal Information Employee

Search Go [SITE MAP](#) [HELP](#) [EXIT](#)

Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice Pay Period and Status
Student Worker Instructional, SW0001-01 Business Services, 670110	Dec 21, 2019 to Jan 20, 2020 Not Started ▼

Be sure you're on the Regular Pay line and the correct date, then click on the blue link labeled Enter Hours

If you need to report sick time use the Hourly Sick Pay AB1522 line and click on Enter Hours.

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within

Time Sheet

Title and Number: Student Worker Instructional -- SW0001-01
Department and Number: Business Services -- 670110
Time Sheet Period: Dec 21, 2019 to Jan 20, 2020
Submit By Date: Jan 21, 2020 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Dec 21, 2019	Sunday Dec 22, 2019	Monday Dec 23, 2019	Tuesday Dec 24, 2019	Wednesday Dec 25, 2019	Thursday Dec 26, 2019
Regular Pay	1	0	6		3	Enter Hours	Enter Hours	3	Enter Hours	Enter Hours
Hourly Sick Pay AB1522	1	0	2		Enter Hours	2	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			8		3	2	0	3	0	0
Total Units:				0	0	0	0	0	0	0

Position Selection

Comments

Preview

Submit for Approval

Restart

Next



- Enter your time in and out using 2 digit hours and 2 digit minutes, rounded to the nearest quarter of an hour. Change AM/PM if necessary. Click Save and go on to the next day.

- If you work more than 6 hours you must take a 30 minute unpaid meal break. If you take a meal break, show it by reporting your time in and out.

- Don't enter hours on holidays or campus closure days

- Even if you use sick time, select report the hours you were scheduled to work that day.

- Please make sure your hours don't overlap between multiple positions.

- Click Save then Next Day

Personal Information **Employee**

Search [SITE MAP](#) [HELP](#)

Time In and Out

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.

Date: Monday, Dec 23, 2019
Earnings Code: Regular Pay

Shift	Time In	Time Out	Total Hours
1	08:00 AM ▾	12:00 PM ▾	0
1	12:30 PM ▾	05:00 PM ▾	0
1	AM ▾	AM ▾	0
1	AM ▾	AM ▾	0
1	AM ▾	AM ▾	0
			0

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number: Student Worker Instructional -- SW0001-01

Department and Number: Business Services -- 670110

Time Sheet Period: Dec 21, 2019 to Jan 20, 2020

Submit By Date: Jan 21, 2020 by 11:59 PM

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Regular Pay	1	0	6		3 Enter Hours	Enter Hours	Enter Hours	3	Enter Hours	Enter Hours	Enter Hours
Hourly Sick Pay AB1522	1	0	2		Enter Hours	2	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			8		3	2	0	3	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Position Selection

Comments

Preview

Submit for Approval

Restart

Next

Submitted for Approval By:

Approved By:

Waiting for Approval From:

Once you've entered all of your hours, click "Submit for Approval".

Using the "Preview" button allows you to view the whole time sheet and print.

Students must submit their WTE by the 21st of the month.

If you're past the due date, please fill out a paper time sheet.

If you've already submitted for approval and you need to change your WTE, you must fill out a paper time sheet and write "WTE Amendment" on it.

- Students' payday is on the 10th of the month. If it lands on a weekend or holiday, payday is the day before. "Live" checks (not direct deposits) are available for pick up on payday at the Business Office MP118 from 10am -3pm. Checks that aren't picked up are mailed at 3pm

- Blank Student Worker timesheets are available from the Gavilan website . Click on Faculty & Staff, then Payroll Services, then Student Worker Timesheet.

- Direct Deposit forms are available at the Business Office MP118. Direct Deposits take 2 pay cycles to process. Deposit stubs are available to view in Self Service Banner under "Pay Information".

- Students who claim "Exempt" on their W-4, must fill out a new W-4 every year by 2/15.

For additional questions

Lisa Zanella 408.852.2899

lzanella@gavilan.edu

Margie Mastrini 408.848.4718

mmastrini@gavilan.edu

Laura Hagan 408.852.2896

lhagan@Gavilan.edu

