

2012

***Michigan Tech***

**Michigan Technological University**  
Human Resources

# [PROCESSING DEPARTMENT TIME ENTRY]

What you need before you start: Complete Banner Access Form

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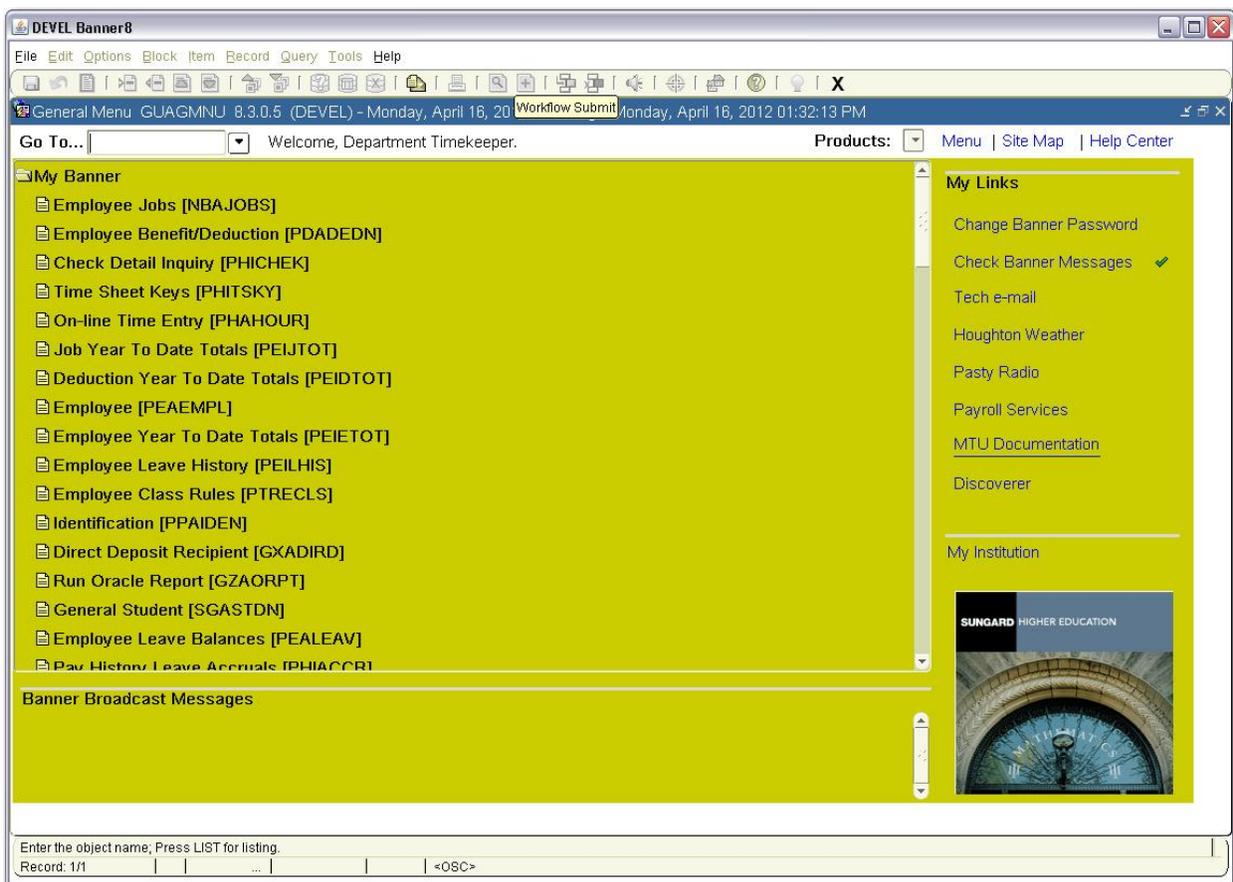
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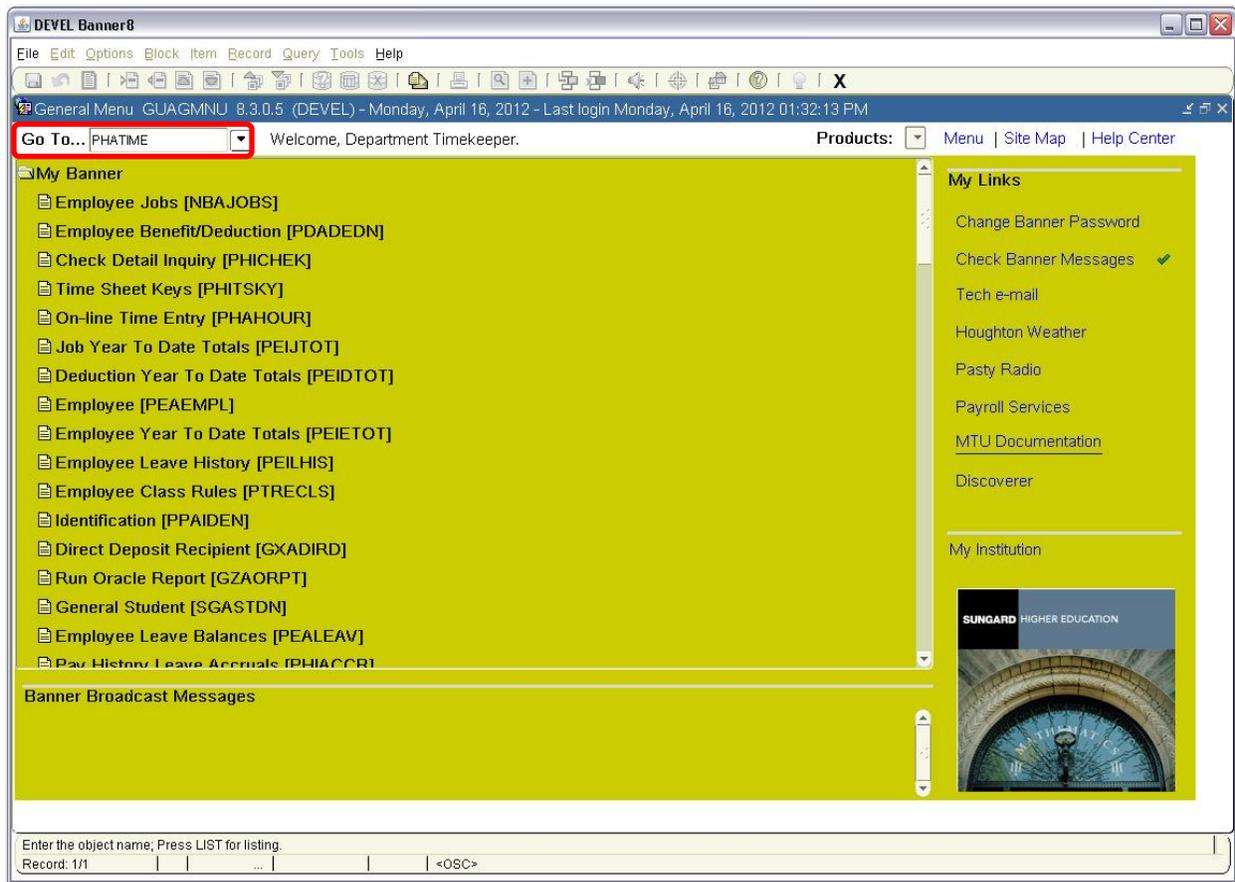
## Beginning the Process...

- Step 1. Begin departmental time entries by logging in to BANNER and reviewing the banner form PHATIME.

This BANNER form will allow you to generate time sheets for all employees in a department.



## Step 2. Run PHATIME in the “Go To...” section.



Step 3. You will be brought to the PHATIME entry form. The User ID, Entry by:, COA, Year, Time Entry Method and Transaction Status will automatically populate.

NOTE: If acting as a proxy, select the person you are acting for in the Proxy For dropdown list.

DEVEL Banner8: Open > PHATIME

File Edit Options Block Item Record Query Tools Help

Electronic Approvals of Time Entry PHATIME 8.4 (DEVEL)

User ID: [ ] Proxy For: [ ]  Superuser

Entry by: Time Sheet Time Entry Method: Department

COA: U Organization: [ ] Transaction Status: Not Started

Year: 2012 Payroll ID: [ ] Payroll Number: [ ]

**Jobs**

ID	Last Name	First Name	Position Suffix	Status	Method
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

**Time Entry**

Time In and Out	Shift	Special Rate	Hours or Units	Totals by Earn
[ ]	<input type="checkbox"/>	[ ]	[ ]	[ ]
[ ]	<input type="checkbox"/>	[ ]	[ ]	[ ]
[ ]	<input type="checkbox"/>	[ ]	[ ]	[ ]
[ ]	<input type="checkbox"/>	[ ]	[ ]	[ ]
[ ]	<input type="checkbox"/>	[ ]	[ ]	[ ]
[ ]	<input type="checkbox"/>	[ ]	[ ]	[ ]
[ ]	<input type="checkbox"/>	[ ]	[ ]	[ ]
[ ]	<input type="checkbox"/>	[ ]	[ ]	[ ]
[ ]	<input type="checkbox"/>	[ ]	[ ]	[ ]
[ ]	<input type="checkbox"/>	[ ]	[ ]	[ ]

Total Hours: [ ]

Total Units: [ ]

Orgn Code; press LIST for valid codes.

Record: 1/1 | ... | List of Valu... | <OSC>

Step 4. Enter the correct time sheet Organization Number. Select the Transaction Status that fits your needs. Enter the Year, Payroll ID (BW) and Payroll Number to work on. Press Enter.

The screenshot shows the PHATIME 8.4 (DEVEL) application window. The title bar reads "DEVEL Banner8: Open > PHATIME". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The main window title is "Electronic Approvals of Time Entry PHATIME 8.4 (DEVEL)".

The interface is divided into several sections:

- User Information:** Fields for "User ID", "Proxy For", and a "Superuser" checkbox.
- Entry Information:** "Entry by:" dropdown set to "Time Sheet", and "Time Entry Method:" dropdown set to "Department".
- Transaction Information (highlighted in red):**
  - "COA:" dropdown set to "U".
  - "Organization:" dropdown set to "University of Phoenix".
  - "Transaction Status:" dropdown set to "Not Started".
  - "Year:" text box containing "2012".
  - "Payroll ID:" dropdown set to "BW", with "Bi-Weekly" displayed next to it.
  - "Payroll Number:" dropdown set to "8", with "01-APR-2012 to 14-APR-2012" displayed next to it.
- Jobs Section:** A table with columns: ID, Last Name, First Name, Position Suffix, Status, and Method.
- Time Entry Section:** A table with columns: Time Entry Earn, Time In and Out, Shift, Special Rate, Hours or Units, and Totals by Earn. Below this table are "Total Hours:" and "Total Units:" labels with corresponding input fields.
- Footer:** A status bar with the text "Payroll Number, press LIST for valid Codes." and "Record: 1/1".

Step 5. The 'Time Entry Selection Criteria' screen will appear. You can enter in an individual to work on within the Time Sheet Org selected or you can leave the ID and Last Name blank to select all within the Time Sheet Org. Click 'OK'.

The screenshot shows the PHATIME 8.4 (DEVEL) application window. The main window has a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Help) and a toolbar. The main area is titled 'Electronic Approvals of Time Entry PHATIME 8.4 (DEVEL)'. It contains several input fields for user information, including 'User ID', 'Proxy For', 'Entry by' (set to 'Time Sheet'), 'COA' (set to 'U'), 'Year' (set to '2012'), 'Organization', 'Payroll ID' (set to 'BW'), 'Time Entry Method' (set to 'Department'), 'Transaction Status' (set to 'Not Started'), and 'Payroll Number' (set to '8').

A dialog box titled 'Time Entry Selection Criteria PHATIME 8.4 (DEVEL)' is open in the foreground. It has the following fields:

- Begin:** 01-APR-2012
- End:** 14-APR-2012
- Check:** 20-APR-2012
- Employee:**
  - ID:** (empty)
  - Last Name:** (empty)
- Buttons:** 'OK' (highlighted with a red box) and 'Cancel'.

The background window shows a 'Jobs' table with columns for 'ID' and 'Last', and a 'Time Entry Earn' table with columns for 'ID', 'Last', 'Date', 'Hours', and 'Units'. At the bottom, there are 'Total Hours' and 'Total Units' summary fields. The status bar at the bottom of the window reads 'Empl ID; press LIST for Name/Id search. Record: 1/1'.



Step 7. Click on 'Continue' to go to the electronic time sheets.

The screenshot displays the PHATIME software interface. At the top, the title bar reads "DEVEL Banner8: Open > PHATIME". Below the title bar is a menu bar with options: File, Edit, Options, Block, Item, Record, Query, Tools, Help. A toolbar with various icons is located below the menu bar. The main window title is "Electronic Approvals of Time Entry PHATIME 8.4 (DEVEL)".

The interface is divided into several sections:

- Form Fields:** Includes fields for User ID, Proxy For, Entry by (Time Sheet), COA (U), Year (2012), Organization, Payroll ID (BW, BI-Weekly), Time Entry Method (Department), Transaction Status (Not Started), and Payroll Number (8, 01-APR-2012 to 14-APR-2012). There is also a checkbox for Superuser.
- Jobs Table:** A table with columns: ID, Last Name, First Name, Position Suffix, Status, and Method.
- Time Entry Table:** A table with columns: Time Earn, Time and C, and a grid for data entry. A dropdown menu is visible next to the "Time Earn" header.
- Summary:** Fields for Total Hours and Total Units.

A "Forms" dialog box is open in the center, displaying a message: "3 time record(s) processed with no errors." Below the message is a "Continue" button, which is highlighted with a red rectangular border.

At the bottom of the window, there is a status bar with the text: "Orgn Code; press LIST for valid codes." and "Record: 1/1 | ... | List of Valu... | <OSC>".

Step 8. You are now in the PHATIME Jobs Block. You can now either select an individual from the Search button or you can start with the person already selected. To enter hours for this person, select the 'Next Block' button.

The screenshot shows the PHATIME software interface. At the top, there is a menu bar with 'File', 'Edit', 'Options', 'Block', 'Item', 'Record', 'Query', 'Tools', and 'Help'. Below the menu bar is a toolbar with various icons, including a red box around a search icon. The main window title is 'DEVEL Banner8: Open > PHATIME'. The interface is divided into several sections:

- User Information:** Fields for User ID, Proxy For, Entry by (Time Sheet), COA (U), Year (2012), Organization, Payroll ID (BW), Time Entry Method (Department), Transaction Status (In Progress), and Payroll Number (8).
- Jobs Section:** A table with columns for ID, Last Name, First Name, Position Suffix, Status, and Method. The first row is highlighted with a red box and contains the values: ID: M3333333, Last Name: Doe, First Name: James, Position Suffix: Z04001 00, Status: In Progress, Method: Department.
- Time Entry Grid:** A table with columns for Time In and Out, Shift, Special Rate, Hours or Units, Totals by Earn, and a calendar grid for dates from Sun Apr 01 to Sat Apr 07. The Special Rate is set to 0.000000.
- Total Hours and Units:** Fields for Total Hours and Total Units at the bottom of the grid.
- Footer:** Employee ID and Record: 1/3.

Step 9. You are now ready to enter time for the selected employee. You can either enter in the Earnings Code you want to enter in time for, or click on the Search button to see a list of enterable Earnings Codes.

DEVEL Banner8: Open > PHATIME

File Edit Options Block Item Record Query Tools Help

Electronic Approvals of Time Entry PHATIME 8.4 (DEVEL)

User ID: [ ] Proxy For: [ ]  Superuser

Entry by: Time Sheet Time Entry Method: Department

COA: U Organization: [ ] Transaction Status: In Progress

Year: 2012 Payroll ID: BW Bi-Weekly Payroll Number: 8 01-APR-2012 to 14-APR-2012

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**Jobs**

ID	Last Name	First Name	Position	Suffix	Status	Method
M33333333	Doe	James	Z04001	00	In Progress	Department

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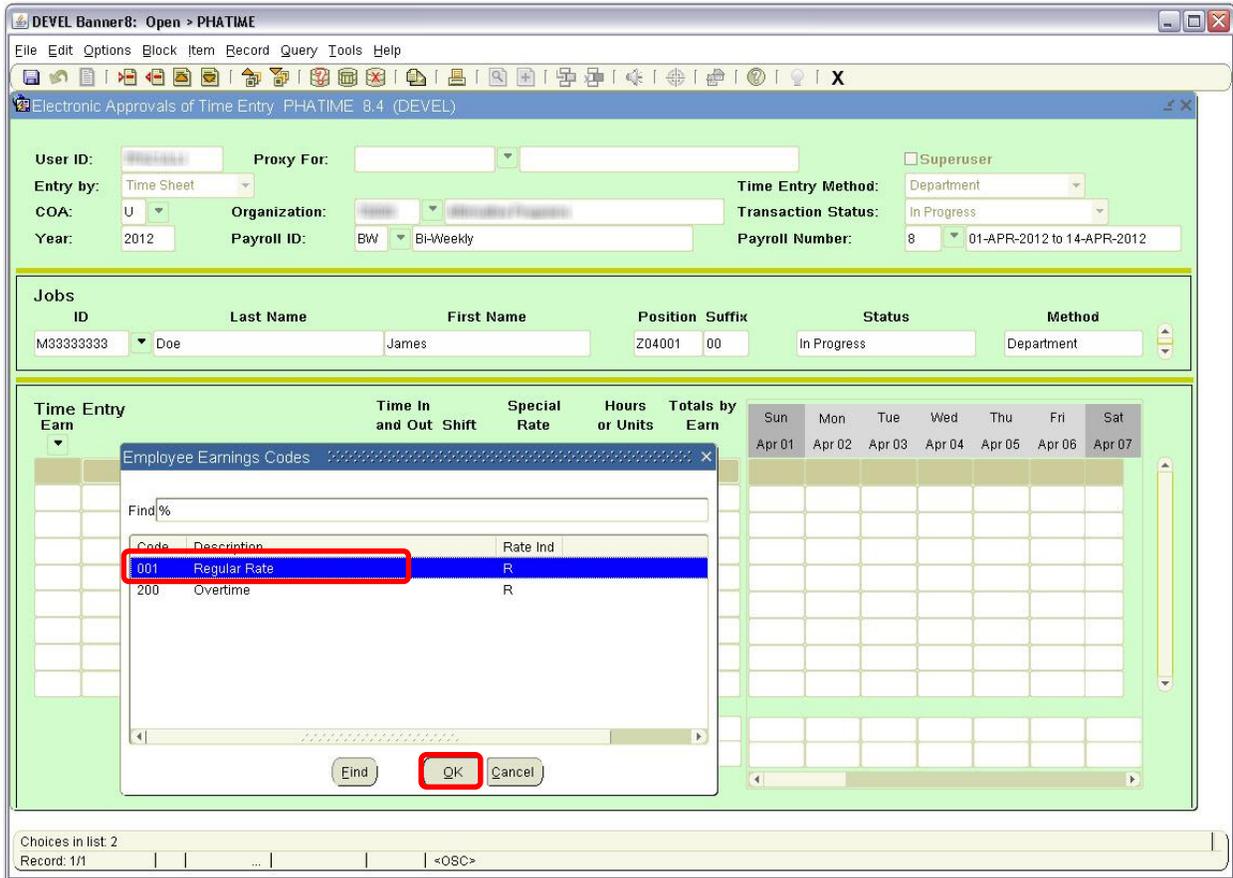
**Time Entry**

Time Entry Earn	Time In and Out	Shift	Special Rate	Hours or Units	Totals by Earn	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						Apr 01	Apr 02	Apr 03	Apr 04	Apr 05	Apr 06	Apr 07
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0.000000									
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>										
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>										
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>										
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>										
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>										
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>										
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>										
<b>Total Hours:</b>												
<b>Total Units:</b>												

Enter Earnings Code; List is available

Record: 1/1 | ... | <OSC>

Step 10. If you choose to search for eligible entry codes, highlight the appropriate code and click on 'OK'.







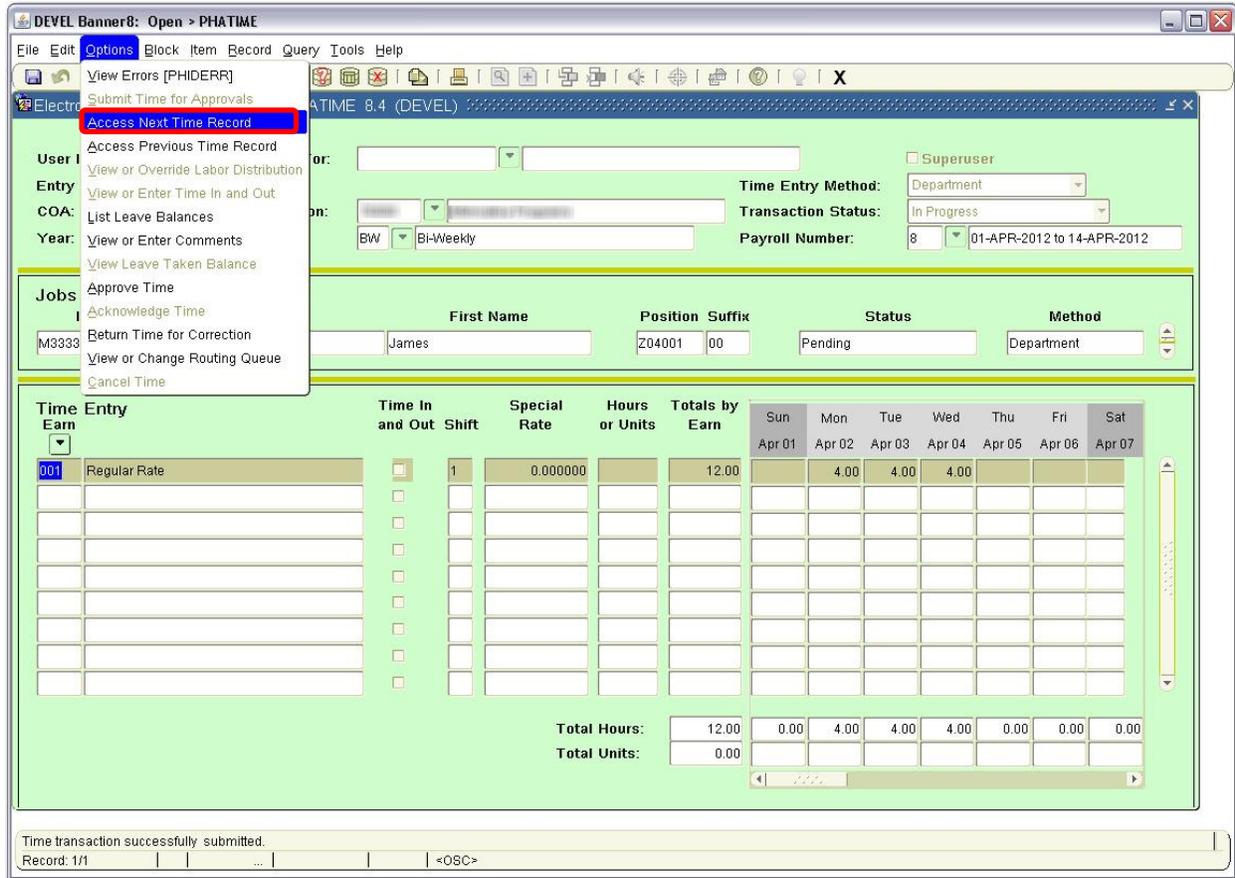






Step 16. Click on the 'Options' menu then click 'Access Next Time Record.'

NOTE: If you come to a Time Sheet that does not require any action, leave it blank and access the next time record.



The screenshot shows the PHATIME 8.4 (DEVEL) application window. The 'Options' menu is open, and 'Access Next Time Record' is highlighted in red. The main window displays a time entry form for user James. The form includes fields for 'First Name' (James), 'Position Suffix' (204001 00), 'Status' (Pending), and 'Method' (Department). The 'Time Entry Method' is set to 'Department', 'Transaction Status' is 'In Progress', and 'Payroll Number' is '8' for the period '01-APR-2012 to 14-APR-2012'. The 'Time Entry' table shows a single entry for 'Regular Rate' with a total of 12.00 hours. The status bar at the bottom indicates 'Time transaction successfully submitted.' and 'Record: 1/1'.

Time Entry	Time In and Out	Shift	Special Rate	Hours or Units	Totals by Earn	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						Apr 01	Apr 02	Apr 03	Apr 04	Apr 05	Apr 06	Apr 07
001 Regular Rate		1	0.000000		12.00		4.00	4.00	4.00			
					<b>Total Hours:</b>	0.00	4.00	4.00	4.00	0.00	0.00	0.00
					<b>Total Units:</b>							





Step 2. Click inside the **Current Comments** area to enter comments.

The screenshot displays the PHATIME 8.4 (DEVEL) application window. The title bar reads "DEVEL Banner8: Open > PHATIME". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The toolbar contains various icons for file operations and navigation. The main window title is "Electronic Approvals of Time Entry: PHATIME 8.4 (DEVEL)".

The form is divided into several sections:

- User Information:** Fields for "User ID:", "Proxy For:", "COA:", "Year:", "Organization:", "Payroll ID:", "Time Entry Method:", "Transaction Status:", and "Payroll Number:". A "Superuser" checkbox is also present.
- Previous Comments:** A large text area for viewing past comments.
- Date and Time:** Fields for "Date and Time:" and "Made By:". A "Confidential" checkbox is located to the right.
- Current Comments:** A large text area for entering new comments, which is highlighted with a red border.
- Footer:** A "Confidential" checkbox and a status bar with "Enter Comments" and "Record: 1/1".

Step 3. Type in your comment and click 'Save'.

DEVEL Banner8: Open > PHATIME

File Edit Options Block Item Record Query Tools Help

Electronic Approvals of Time Entry: PHATIME 8.4 (DEVEL)

User ID: [text] Proxy For: [text]  Superuser

Entry by: [text] Time Entry Method: Department

COA: U Organization: [text] Transaction Status: All (Except not Started)

Year: 2012 Payroll ID: BW BI-Weekly Payroll Number: 8 01-APR-2012 to 14-APR-2012

Comments PHATIME 8.4 (DEVEL)

Previous Comments

Date and Time: [text]

Made By: [text]  Confidential

Current Comments

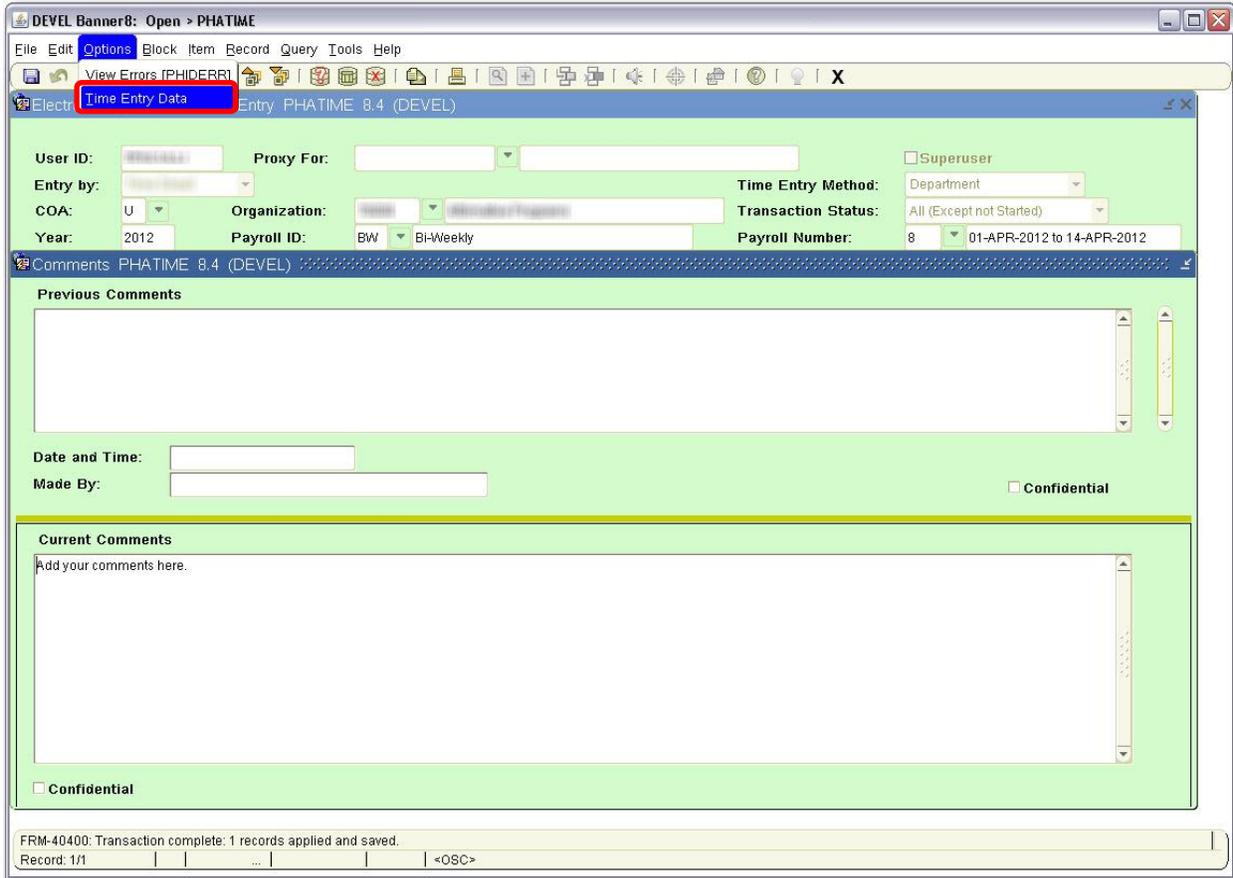
Add your comments here.

Confidential

FRM-40400: Transaction complete: 1 records applied and saved.

Record: 1/1 | ... | <OSC>

Step 4. Click on the 'Options' menu then select 'Time Entry Data' to return to the time sheet.





Step 2. Click on the 'Options' menu then select 'View or Override Labor Distribution'.

The screenshot shows the PHATIME software interface. The 'Options' menu is open, and 'View or Override Labor Distribution' is highlighted with a red box. The main window displays a form for user 'James' with position '204001 00' and status 'In Progress'. Below the form is a table showing time entry details for a regular rate job.

Time Entry	Time In and Out	Shift	Special Rate	Hours or Units	Totals by Earn	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						Apr 01	Apr 02	Apr 03	Apr 04	Apr 05	Apr 06	Apr 07
001 Regular Rate			0.000000	1	12.00		4.00	4.00	4.00			
					<b>Total Hours:</b>	0.00	4.00	4.00	4.00			
					<b>Total Units:</b>	0.00						

Enter Time or Doubleclick on a daily breakdown field for Time In/Out Entry.  
Record: 1/1 | ... | <OSC>

Step 3. You will be brought to the 'Override Labor Distribution' entry form where you can edit Labor Distributions.

DEVEL Banner8: Open > PHATIME

File Edit Options Block Item Record Query Tools Help

Override Labor Distribution PHATIME 8.4 (DEVEL)

Earn: 001 Regular Rate Shift: 1 COA: U

**Default Labor Distribution**

Percent	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost
100.00		G00000		P641	263				

**Override Labor Distribution**

Date: 02-APR-2012 Total Hours or Units entered for Date: 4.00

Hours or Units	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost

FRM-40350: Query caused no records to be retrieved.  
Record: 1/1 <OSC>





## Viewing Leave Balances

Step 1. In the 'Options' menu, select 'List Leave Balances' to see available balances.

The screenshot shows the PHATIME 8.4 (DEVEL) application window. The 'Options' menu is open, and 'List Leave Balances' is highlighted in red. The main window displays a form for user 'Jane' and a table of earnings for the week of April 1-7, 2012.

**Form Fields:**

- User: Jane
- Position: U04001 00
- Status: In Progress
- Method: Department
- Time Entry Method: Department
- Transaction Status: [Dropdown]
- Payroll Number: 8
- Payroll Period: 01-APR-2012 to 14-APR-2012

**Earnings Table:**

Time Entry	Time In and Out	Shift	Special Rate	Hours or Units	Totals by Earn	Sun Apr 01	Mon Apr 02	Tue Apr 03	Wed Apr 04	Thu Apr 05	Fri Apr 06	Sat Apr 07
001 Regular Rate		1	0.000000	72.00	60.00		8.00	8.00	8.00	8.00	4.00	
300 Holiday Pay		1	0.000000	8.00	4.00						4.00	
400 Vacation Time		1	0.000000		8.00							
500 Sick Time		1	0.000000		8.00							
<b>Total Hours:</b>					80.00		8.00	8.00	8.00	8.00	8.00	
<b>Total Units:</b>					0.00							

Record: 4/4

Step 2. Once you have finished viewing available Leave Balances, click on 'OK'.

The screenshot shows the DEVEL Banner8 PHATIME application interface. At the top, there is a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Help) and a toolbar. Below the menu is a title bar for the application window: "Electronic Approvals of Time Entry PHATIME 8.4 (DEVEL)".

The main interface is divided into several sections:

- User Information:** Includes fields for User ID, Proxy For, Entry by (Time Sheet), COA (U), Organization, Year (2012), Payroll ID (BW), Time Entry Method (Department), Transaction Status, and Payroll Number (8).
- Jobs Section:** A table with columns: ID, Last Name, First Name, Position Suffix, Status, and Method. The entry for ID M22222222, Last Name Smith, and First Name Jane is visible.
- Time Entry Section:** A grid for entering time. Columns include Time In and Out, Shift, Special Rate, Hours or Units, and Totals by Earn. A calendar view shows dates from Sun to Sat.
- Leave Balances Dialog Box:** A modal window titled "Leave Balances" is open, displaying a table of leave types:
 

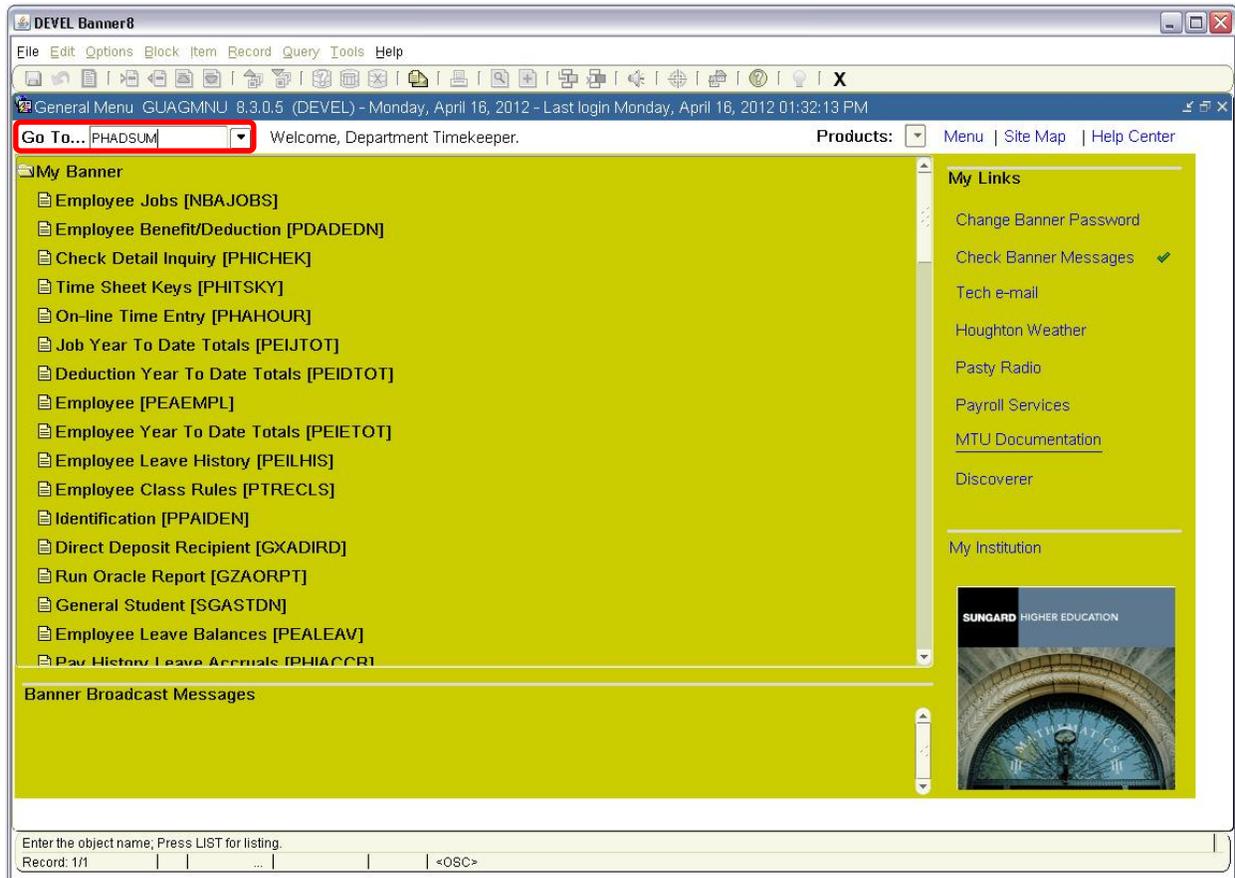
Code	Description	Current Available	Hours Accrued	Hours Banked
PERS	Personal Leave	8	0	0
SICK	Sick Leave	104	0	0
VACA	Vacation	10.78	10.78	0

 The dialog also includes a search field (Find %), an "End" button, and an "OK" button (highlighted with a red box).

At the bottom of the application window, there is a status bar showing "Choices in list: 3" and "Record: 4/4".

## Approving Department Time

Step 1. To approve your department's time sheets, log into BANNER and access the form PHADSUM.

















## Time Sheet Status Definitions

The following are definitions for each of the statuses of a time sheet, where they can be located, and what actions to take next.

<b>Time Sheet Status</b>	<b>Definition and Action</b>
<b>Not Started</b>	The time sheet has not been started.
<b>Error</b>	Something is wrong with the employee's record (contact payroll if necessary).
<b>In Progress</b>	The time sheet is extracted/ready for entry, but not submitted for approval.
<b>Pending</b>	The time sheet has been submitted and is waiting for approval.
<b>Return for Correction</b>	If submitted for approval and the approver disagrees with the time entered, the time sheet can be returned for correction, altered, and submitted again for approval.
<b>Approved</b>	The time sheet is approved and ready for Payroll. Once a time sheet reaches this status, you can no longer adjust the time. To make changes after this point, you will need to submit a paper timesheet to the Payroll department. You should contact Payroll and notify them of the change.
<b>Completed</b>	Payroll has pulled the information and is in the paycheck process.