PROCESSING DEPARTMENT TIME ENTRY

What you need before you start: Complete Banner Access Form
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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.
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.
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’.
Step 6. If you selected ‘Not Started’, this will allow you to start the electronic time sheets. Select ‘Yes’ to start the electronic time sheets.
Step 7. Click on ‘Continue’ to go to the electronic time sheets.
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.
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.
Step 10. If you choose to search for eligible entry codes, highlight the appropriate code and click on ‘OK’.
Step 11. If necessary, enter the Shift Number in the ‘Shift’ field and press Enter.
Step 12. In the correct days, enter hours claimed. Repeat entering hours until all days have been filled out.
Step 13. After entering hours, click ‘Save’ to save the time transaction. The **Total Hours:** and **Totals by Earn** fields will automatically populate. Repeat Steps 9 -13 for additional earn code lines.
Step 14. When finished entering time, click on the ‘Options’ menu then click on ‘Submit Time for Approvals.’
Step 15. Your time transaction has been successfully submitted, the Transaction Status should change to Pending. You can now access other time sheets.
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.
Step 17. Repeat Steps 8 – 16 to add time entries for remaining employees.
Adding Comments

Step 1. Before you submit time for approval, click on the ‘Options’ menu then click ‘View or Enter Comments.’
Step 2. Click inside the **Current Comments** area to enter comments.
Step 3. Type in your comment and click ‘Save’.
Step 4. Click on the ‘Options’ menu then select ‘Time Entry Data’ to return to the time sheet.
Overriding Labor Distributions

Step 1. After you have saved your hours entered, select the appropriate day that you would like to override the labor distribution for.
Step 2. Click on the ‘Options’ menu then select ‘View or Override Labor Distribution’.
Step 3. You will be brought to the ‘Override Labor Distribution’ entry form where you can edit Labor Distributions.
Step 4. In the ‘Override Labor Distribution’ section, enter new labor information. When finished entering, click ‘Save’.

![Override Labor Distribution interface](image-url)
Step 5. To return to the time sheet, click on the 'Options' menu then select 'Time Entry Data'.
Viewing Leave Balances

Step 1. In the ‘Options’ menu, select ‘List Leave Balances’ to see available balances.
Step 2. Once you have finished viewing available Leave Balances, click on 'OK'.
Approving Department Time

Step 1. To approve your department’s time sheets, log into BANNER and access the form PHADSUM.
Step 2. Fill in all necessary fields and select the appropriate Transaction Status. If acting as a proxy, search for or enter in the approver's User ID that you are acting for in the “Proxy For:” area.
Step 3. In the ‘Options’ menu, select ‘Department Summary’ to see all available time sheets.
Step 4. Select an employee’s ID to see a summary of their hours entered.
Step 5. To enter or view comments, click on the ‘Options’ menu and select ‘View or Enter Comments’. When finished viewing or entering comments, click on ‘Options’ and select ‘Department Summary’ to return to PHADSUM.
Step 6. To approve, return for correction or cancel a time sheet, place a checkmark in the appropriate section.
Step 7. In the ‘Options’ menu, select ‘Apply All Actions’.
Step 8. The transactions are complete and all records have been saved. The Queue Status should now be changed accordingly.
## 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.

<table>
<thead>
<tr>
<th>Time Sheet Status</th>
<th>Definition and Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Started</td>
<td>The time sheet has not been started.</td>
</tr>
<tr>
<td>Error</td>
<td>Something is wrong with the employee’s record (contact payroll if necessary).</td>
</tr>
<tr>
<td>In Progress</td>
<td>The time sheet is extracted/ready for entry, but not submitted for approval.</td>
</tr>
<tr>
<td>Pending</td>
<td>The time sheet has been submitted and is waiting for approval.</td>
</tr>
<tr>
<td>Return for Correction</td>
<td>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.</td>
</tr>
<tr>
<td>Approved</td>
<td>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.</td>
</tr>
<tr>
<td>Completed</td>
<td>Payroll has pulled the information and is in the paycheck process.</td>
</tr>
</tbody>
</table>