Processing Department Time Entry

Human Resources
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Beginning the Process
Begin departmental time entries by logging in to BANNER and reviewing the banner form PHATIME.
Run PHATIME in the “Go To...” section.
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.
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 ‘Time Entry Selection Criteria’ screen will appear. You can enter in an individual to work on in the Time Sheet Org or you can leave the ID and Last Name blank to select all with the Time Sheet Org. Click ‘OK’.
Select ‘Yes’ to start the electronic time sheets.
Click on ‘Continue’ to go to the electronic time sheets.
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.
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.
If you choose to search for eligible entry codes, highlight the appropriate code and click on ‘OK’.
If necessary, enter the Shift Number in the ‘Shift’ field and press Enter.
In the correct days, enter hours claimed. Repeat entering hours until all days have been filled out.
After entering hours, click ‘Save’ to save the time transaction. The **Total Hours:** and **Totals by Earn** fields will automatically populate. Repeat previous steps for additional earn code lines.
When finished entering time, click on the ‘Options’ menu then click on ‘Submit Time for Approvals.’
Your time transaction has been successfully submitted, the Transaction Status should change to Pending. You can now access other time sheets.
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.
Repeat the previous steps to add time entries for remaining employees.
Adding Comments
Before you submit time for approval, click on the ‘Options’ menu then click ‘View or Enter Comments.’
Click inside the **Current Comments** area to enter comments.
Type in your comment and click ‘Save’.
Click on the ‘Options’ menu then select ‘Time Entry Data’ to return to the time sheet.
Overriding Labor Distributions
After you have saved your hours entered, select the appropriate day that you would like to override the labor distribution for.
Click on the ‘Options’ menu then select ‘View or Override Labor Distribution’.
You will be brought to the ‘Override Labor Distribution’ entry form where you can edit Labor Distributions.
In the ‘Override Labor Distribution’ section, enter new labor information. When finished entering, click ‘Save’.
To return to the time sheet, click on the ‘Options’ menu then select ‘Time Entry Data’.
Viewing Leave Balances
In the ‘Options’ menu, select ‘List Leave Balances’ to see available balances.
Once you have finished viewing available Leave Balances, click on ‘OK’.
Approving Department Time
To approve your department’s time sheets, log into BANNER and access the form PHADSUM.
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.
In the ‘Options’ menu, select ‘Department Summary’ to see all available time sheets.
Select an employee’s ID to see a summary of their hours entered.
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.
To approve, return for correction or cancel a time sheet, place a checkmark in the appropriate section.
In the ‘Options’ menu, select ‘Apply All Actions’
The transaction is complete and all records have been saved. The Queue Status should now be changed accordingly.