

# PHADSUM Electronic Approval for Time Entry & Leave

## Instructions 03-05-08

### Department Approval Summary Form

The Department Approval Summary Form PHADSUM provides the administrative user with the ability to approve payroll and leave

From Main menu access this form by typing in PHADSUM and hit Enter.

**Note: Proxies must have appropriate Banner Human Resources Organization Security set up to access or act upon the requested transactions.**

File Edit Options Block Item Record Query Tools Help

Department Payroll Summary PHADSUM 7.1.5.1 (RDZDEVL)

User ID: JODI\_MORGAN Proxy For:   Superuser

Approval of: Time Sheet

COA: U Organization: DPPERS Human Resources Transaction Status: Pending

Year: 2008 Payroll ID: SA Salaried Monthly Payroll Payroll No: 2 01-JAN-2008 TO 31-JAN-2008

Required Approve or Return for Comments Errors

### Step by Step Instructions for *approving Leave and time in Banner HR PHADSUM*

1. Your user name defaults into the name field
2. Don't use Proxy field unless you have been set up by your Administrator as a proxy.
3. Approval Of = This defaults to Time Sheet
4. COA defaults = U
5. ORGN = Enter Department Code
6. Transaction Status = Pending (pending your approval)
7. Year = Enter current year
8. Pay ID = HX for Hourly (non benefited employees) Semi-monthly payroll  
SA Salaried (benefited employees) monthly payroll  
GA Graduate Assistants
9. Pay NO = enter the payroll number you need to approve

**Click on hour glass by Pay No to see PTRCALN for payroll dates/deadlines.**

File Edit Options Block Item Record Query

Department Payroll Summary PHADSUM 7.1.5.1 (RDZDEVL)

User ID: JODI\_MORGAN Proxy For:

Approval of: Time Sheet

Click on the next block icon to continue in the form.

File Edit **Options** Block Item Record Query Tools Help

Department Payroll Summary PHADSUM 7.1.5.1 (RDZDEVL)

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Year: 2008 Payroll ID: SA Salaried Monthly Payroll Payroll No: 2 01-JAN-2008 TO 31-JAN-2008

ID	Position	Queue Status	Required Action	Approve or Acknowledge	Return for Correction	Comments Exist	Errors Exist
A	Marla Boyer	997548-00	Pending	Approve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A	Dee Christensen	997540-00	Pending	Approve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A	Lane Christensen	997553-00	Pending	Approve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A	Kay Dasu	997550-00	Pending	Approve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Earnings	Shift	Special Rate	Hours	Units	Labor Override Exists
SIC Sick Pay	1	.000000	8.00		<input type="checkbox"/>
VAC Vacation Pay			8.00		<input type="checkbox"/>
			<b>Total:</b>		

Id number.

As you highlight the employee, you will view the hours or leave you are approving for them in the fields below

10. Approver has the following choices of boxes to check; Appr/Ackn (approve/acknowledge), Return for Corrections, Comments Exist, and Errors Exist.
11. Select the appropriate boxes OR **to mass approve/acknowledge, go to Options and select approve/acknowledge all transactions**
12. **To save actions, go to Options and select apply all actions**

Oracle Developer Forms Runtime - Web: Open > PHADSUM

File Edit **Options** Block Item Record Query Tools Help

Department Summary  
Transaction Summary  
View or Change Time Detail [PHATIME]

User ID: JODI\_MORGAN Proxy For: Superuser

Approval of: Time Sheet

COA: U Organization: DPPERS Human Resources Transaction Status: Pending

Year: 2008 Payroll ID: SA Salaried Monthly Payroll Payroll No: 2 01-JAN-2008 TO 31-JAN-2008

ID	Position	Queue Status	Required Action	Approve or Acknowledge	Return for Correction	Comments Exist	Errors Exist
A00348837	Marla Boyer	997548-00	Pending	Approve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Tip:** Remember to attach a comment if returning for corrections by going to the Option Screen and selecting Transaction Comments. Remember to initial and date your comment. Hit SAVE to attach the comment to the returned leave and time.

13. Approvers and their proxies can go back to **review prior months** by keying previous payroll id/no and setting the Transaction Status to All.
14. To view detail by person, hi-light the employee, Next Block or CTRL Page Down – It will show earning code, shift, flat rate and or hours/units to the right.
15. Labor Override Exists – A check mark appears in this box to indicate that a labor distribution override has been made for this employee.

### **Comments Window**

The Comments window on the Department Approval Summary Form PHADSUM allows the administrative user to enter or access comments concerning an employee's time sheet or leave request. This is a free-form comments area. To access the Comments window, select *View/Enter Comments* from the Options menu. To SAVE either F10 or Save icon.

### **Errors Window**

The view errors option takes you to the Pay History Display Errors Form PHIDERR where existing payroll errors and leave requests may accessed. To access errors, select *View Errors or Warnings* from the Options menu.