Departmental Time Entry
Instructions for Learners
Rev. 9
10-17-2007

Approval of Time and Leave is set at the Administrative Level. Administrators may set up proxies in the event that they are unable to approve time or leave.
Log in to HR Banner. At the menu screen type in **PHATIME** and hit enter.

1. Top block of form: user name automatically populates.

2. **Proxy For:** If you are a proxy to enter time or leave entry the name of who you are proxy for.

3. **Superuser box:** leave unchecked

4. **Entry By:** This is always **Timesheet not** Leave Report

5. **Time Entry Method:** always select **Department**

6. **COA :** U defaults

7. **ORGN :** This is your home department code.

8. **Transaction Status:** When you haven't started to access time, at the beginning of each month it will say **Not Started**. Once you have extracted time the status will say **In Progress.** When you have submitted time for approval it will say **Pending.** If the time is sent back from the approver it will say **Return for Corrections.**

9. **Year :** Populates to the year automatically. You may need to change the year on the first payroll of each New Year.

10. **PA/LV ID: HX (hourly and semi-monthly non-benefited employees)**, **SA (benefited salaried employees), GA (employees on graduate assistantships).**

11. **Payroll Number – To view the current payroll number** click on the blue hourglass from the **Pay /LV/NO field to go to PTRCALN –** do a basic search here by using the F7 key to clear the form and then enter the year for example 2007 and type of payroll function for example SA. Then hit F8 to generate a query of all calendar dates for payroll for that year. On the search results you can see check dates, and web time entry deadlines. A pay period is open or closed based on the form PTRCALN. ***Please note the dates and TIMES established in the PTRCALN.***

12. **Control Page down or next Block Key Icon:** A Question will pop up: Do you want to extract time to begin time entry? Select Yes. You will receive a message saying how many records were processed with how many errors you can choose to view errors or continue. You may continue to do "not started" all month and any new hires will be extracted.

13. **ID, Name Block** Populated in alphabetical order once the time extraction is run. To see the other people in the department, use your keyboard's arrow keys. When your curser is in the A# field, you can also do a F7 to clear the line and either enter the A# (and F8 to search) of the employee you want to enter time for, or tab to the name field and enter the name (and F8 to search).

14. **Code: Click on the hour glass to view codes**

    - For leave (SA payroll)- You can just tab over and put the monthly total in the first box (1st day of the month) or you can enter the time on the day they took the leave.
      Make sure to always use the prior period earnings codes to record late leave slips or hours given to you after payroll had ran the previous pay period.

    - The leave system will only accept full hours – Banner will take 2 decimal points. It will automatically save when you ctrl page up or previous block.

    - You can click on options and List Leave Balances to see that person's available hours

    - For payroll (HX payroll) – Put weekly totals on the Friday fields. If using a prior period earnings code, you can enter the amount on the first day of the pay period.

    - You can go in and out of Banner and this screen until you are ready to submit time or leave for approval.

    - To make adjustments – if an employee took time that you do not find out about until after submission just enter those hours using the prior period earnings codes (HRP, VAP, SIP, etc)

    - To delete a line – shift F6.

    - If you need to change the account the hours are paid from, i.e., 8 hours from one account and 16 hours from another account, with **your cursor in the hours field of the online time sheet**, go to options, view/override labor distribution and the default labor distribution screen will appear. This is where you can change the accounts for the hours worked. Be sure to save after you make the account changes.

15. When all entries for the month are complete, Go to Options and select **Submit Time for Approval.** Each person's time needs to be submitted individually. The approver can send it back with corrections. **Be sure you are finished before submitting.**

Important: F**or Graduate Assistants that get paid a flat rate that is defaulted into PHATIME, it is not necessary to put a 1 or submit their time sheet unless you wish to pro-rate their hours and/or change the labor distribution.**