

For managers, to...

Approve HR Time Cards and Leave in Banner

(WHICH YOUR ASSISTANT HAS INPUT IN PHATIME.)

Acronym(s):

PHADSUM

ZHRTSBX—Time Sheet Balance Report...a report to help you and your operational assistant verify that the hours input into Banner correspond to the hard-copy time-card hours.

(Remember: First Principles for Managers always apply)

How to do it:

Managers log into [Banner](#) .

- Enter **PHADSUM** into first Banner screen Hit **ENTER**. Banner will take you to your personal PHADSUM screen.
- In **Organization**, type **department code** (DP code, such as DPPERS, DPMAE, DPCHPC) (Transaction Status should be **PENDING** (documents waiting for *your* approval))
- Tab to **Payroll ID**. Type in your **2-letter code**. Scroll down for list...
 - HX semi-monthly student
 - SA salaried employee,
 - GA graduate
 - Others
- Go to **Payroll No**. Input **2-digit Pay period** (i.e. Period 07 for March 16-31). (Question? You can arrow down for calendar or refer to [calendar](#))
- On Toolbar, click **NEXT BLOCK** (List of all students, employees, etc. who require approval will appear.) With mouse
 - click **each Approve** or **Acknowledge** box OR click **Return for Correction** box (if applicable)
 - click **SAVE**
- On Toolbar, click **OPTIONS**
- Under OPTIONS, do **ALL** of the following:
 - Click **Save and approve**
 - Click **apply all actions**. (Document will not forward to next approver without both actions.)
- On Toolbar click **ROLLBACK**, then click **NEXT BLOCK** to repeat approval process with next group
- For more detail, go to [PHADSUM](#) .