Departmental Time Entry
User Guide
Contents

Cheat Sheet Summary – Department Direct Time Entry ................................. 1

Introduction........................................................................................................ 2
  Glossary ............................................................................................................. 2
  Departmental Time Entry Overview ............................................................. 3
  Key Banner Forms .......................................................................................... 4
  Sample of Common Earnings Codes ............................................................. 4
  Step by Step Process ....................................................................................... 4

Step 1: Review Departmental Position Listing for Missing Employees ........ 5

Step 2: Extracting Timesheets – Department Originator ............................. 7
  Extracting All Timesheets in an Organization for Time Entry .................. 8
  Extracting Individual Employee Timesheets for Time Entry .................... 11

Step 3: Entering and Submitting Time Worked ............................................ 14
  Labor Redistribution Override ..................................................................... 17
  Entering Time for a Closed Pay Period ......................................................... 19
  Reviewing Time Entry Records .................................................................. 20
  Restarting a Timesheet .................................................................................... 22

Step 4: Reviewing and Approving Timesheets – Department Approver ...... 24
  Approving Timesheets .................................................................................... 25
  Reviewing Approved Time Records ............................................................... 29
  Reviewing Employee Attendance Records ................................................... 31

Step 5 – Reviewing the PWRTIME report .................................................... 32

Managing Proxies - Department Originator/Approver ................................. 33
  Adding a Proxy ............................................................................................... 33
  Removing a Proxy .......................................................................................... 36
  Acting as Proxy for Another Employee .......................................................... 38

Frequently Asked Questions (FAQs) .............................................................. 39

PHATIME Time Entry
Last updated: September 6, 2017 CW
Information in this document is subject to change without notice.
Please visit www.mun.ca/hr/administrators for the most current copy.
**Ensure HR documentation is submitted as soon as an employee has begun employment – no later than first shift.**

**Step 1 – Generate the Departmental Position Listing Report – B1/B2 (PWRRDPL)**
- Ensure that the employees you intend to pay for this pay period are showing on the report.
- If employees are missing, contact MyHR explaining the issue (e.g. employee name that is missing and the ORG where they should be and whether the employee shows on the PWRRDPL).

**Step 2 – Extract Time Sheets for Time Entry – B1/B2 (PHATIME)**
- Status needs to show “Not Started”.
- Extract all employees (B2/B1) for the pay period (as needed).

**Step 3 – Enter Hours Worked for each Employee (PHATIME)**
- Status needs to show “In Progress”.
- Select the correct job-suffix combo for the employee, confirm selection using PWRRDPL report.
- For B2s, enter the hours worked in the appropriate ‘date’ based on when the hours were worked.
  - If late time sheets are being keyed, enter a comment [Options>View/Enter Comments]
  - E.g. “STU 10 hours (keyed on June 10) relate to hours worked on May 12, 2017.
- For B1s, the dates appearing in Banner will not agree to when the hours were worked. Enter the hours worked and add a comment detailing what the time relates to [Options>View/Enter Comments]
  - E.g. “OTA 5 hours (keyed on June 10) relate to hours worked on June 23, 2017.
- If the hours entered need to be charged to a different FOAPAL, perform a labor distribution [Options>View/Override Labor Distribution]. This must be done for hours under each date where an override is required.
- Once all hours are entered for the pay period, they must be submitted for approval [Options>Submit for Approval].
- Review PHIETIM or PWRTIME to ensure all employees with time have “PENDING” status.
- Provide supporting documentation to the Approver for review.

**Step 4 – Review Hours Entered and Approve by 5pm deadline (PHADSUM/PHATIME)**
- Obtain supporting documentation from the Time Keeper.
- Review “PENDING” time awaiting approval in your queue on PHADSUM.
  - Ensure earning code is accurate.
  - Ensure correct job has been selected (will impact rate of pay).
  - Ensure total hours are accurate.
  - Review for tick box to indicate “Comments Exist” or “Labor Override Exists”, ensure details are appropriate.
  - Tick “Approve” or “Return for Correction” box, and apply [Options>Apply all actions].
  - Advise Time Keeper if timesheets were returned for correction.

**Step 5 – Generate PWRTIME report (csv version)**
- Once all time entries have been approved, generate PWRTIME for the respective pay period.
- Confirm that all entries have an “APPROVED” status.
- Review comments and FOAPAL overrides.
- Print a copy of the report and attach to supporting documentation.
- File as your pay period documentation (maintain for 7 years).

**Time which has been approved prior to 5pm on the Wednesday deadline will be paid out on the following payday.**
**Introduction**

Departmental Time Entry allows the Departmental Unit to enter and approve hourly-based time worked for employees in BannerHR, thus replacing the manual Time Report submission process currently in use at Memorial University. Responsibility for the accuracy of time entered and approved rests with the Departmental Unit.

**Glossary**

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approver</td>
<td>An individual who has the ability to update, change, return, or approve the time submitted by the Originator. An approver’s action is required for the time entered via (PHATIME). Multiple approvers can exist in each routing queue.</td>
</tr>
<tr>
<td>Departmental Entry</td>
<td>Time entry by departmental timekeeper(s) on the Electronic Approvals of Time Entry Form (PHATIME).</td>
</tr>
<tr>
<td>Departmental Unit</td>
<td>A Faculty, School, Department or Administrative Unit of Memorial University.</td>
</tr>
<tr>
<td>Earning Code</td>
<td>The code used on the Earn Code Rule Form (PTREARN) to identify a kind of pay, for example regular earnings, overtime, or shift differential.</td>
</tr>
<tr>
<td>Originator (Time Keeper)</td>
<td>The person who extracts the timesheets to enter hours worked on the Electronic Approvals of Time Entry Form (PHATIME).</td>
</tr>
<tr>
<td>Pay Period Time Sheet Employees</td>
<td>Time Submit Employees who must have all hours worked (or positive time) entered on their time sheets. Records created by these employees do not usually have default hours. Therefore all hours must be entered.</td>
</tr>
<tr>
<td>Payroll Time Entry</td>
<td>Time entry on the On-line Time Entry Form (PHAHOUR).</td>
</tr>
<tr>
<td>Proxy</td>
<td>Someone who can act on another person’s behalf to approve or access a time sheet previously extracted. The time entry proxy has access to the Electronic Approvals of Time Entry Form (PHATIME) and the approval proxy has access to Departmental Approval Summary Form (PHADSUM).</td>
</tr>
<tr>
<td>Pending Transaction Status</td>
<td>The transaction status for timesheets submitted for approval by a Department Originator. The timesheets remain in the Pending transaction status throughout the approval process, until the timesheets have been fully approved or returned for correction.</td>
</tr>
<tr>
<td>Queue Status</td>
<td>Status of a time transaction while the transaction is in the approval queue.</td>
</tr>
<tr>
<td>Routing Queue</td>
<td>A specification of one or more individuals to whom time sheets must go for approval.</td>
</tr>
<tr>
<td>Submit for Approval</td>
<td>The approval process for timesheets after the Department Originator submits a timesheet for approval. The transaction status changes from In Progress to Pending.</td>
</tr>
<tr>
<td>Transaction Status</td>
<td>An indication telling the departmental timekeeper, or the approver, the current status of a particular time sheet.</td>
</tr>
</tbody>
</table>
Departmental Time Entry Overview

Departmental Units will enter hourly-based time worked for employees based on Payroll ID (B1/B2). Employees with payroll ID of B2 are hourly position. Employees with payroll ID of B1 have a salaried position. If an employee has multiple job types (hourly and salary), the employee will be a B1.

The following gives a high level overview of how time worked is keyed using departmental time entry (each step is described in more detail throughout the manual):

1) Employees will track time worked on a daily basis in an electronic format or using paper timesheets/timecards (as determined by the Departmental Unit) and submit to their supervisor.

2) Supervisors review and, if accurate, sign employee timesheets and submit to the Departmental Time Keeper for entry into BannerHR.

3) In BannerHR, the Departmental Time Keeper inputs daily hours worked for employees on the PHATIME form. (Hourly positions are paid two weeks in arrears. Salaried positions are paid in advance). With PHATIME, the time worked can be keyed at the start of the period right up to the end of that two week period. All time worked must be entered and approved for the corresponding pay period no later than 5pm Wednesday.

4) Designated Departmental Approvers review and approve time worked in BannerHR on the PHADSUM or PHATIME form.

Some important things to note:

- Departmental Units must make sure to have all paperwork (New Hires, Rehires, New Contracts, etc.) submitted to MyHR prior to the cutoff deadlines in order to ensure that the position is available for entry in PHATIME.
- Each Departmental Unit must have an employee designated to key timesheets, and a designated employee to validate/approve the data entered.
- Time must be entered to correspond with the day when hours were worked. If that date has past, a comment must be added to explain when hours were worked for tracking purposes and for the purpose of ROE generation.
- It is important for Departmental Units to provide time worked to the Time Keeper within the designated time entry period. If time worked is not entered in a timely manner, employees will not be paid in a timely manner.
- Approvers are responsible for approving all time entered. Once they have approved time entered in BannerHR, hours are uploaded for payroll processing.
Key Banner Forms

Departmental Time Entry uses the following key forms:

- **Electronic Approvals of Time Entry form (PHATIME)** - primary form used by the Departmental Time Keeper to enter time for employees. Can also be used by approvers for approving time.

- **Department Employee Time Inquiry form (PHIETIM)** – used for inquiry purposes to see a summary of all the time approved.

- **Department Payroll Summary form (PHADSUM)** – primary form used by approvers to approve time sheets. This form contains summarized versions of the time entry records. Approvers can access PHATIME from PHADSUM to see a detailed timesheet. Approvers can also return time entered to originators for correction from this form.

- **Electronic Approval Proxy Rules form (NTRPROX)** - This form is where both originators and approvers can designate proxies for their time entry/approval tasks. Proxies are users that have been granted permissions to act on behalf of originators or approvers when they are unavailable to key/approve time worked.

Sample of Common Earnings Codes

The following earnings codes are commonly used in BannerHR for hourly-based earnings types:

<table>
<thead>
<tr>
<th>Regular Hours</th>
<th>Exception Hours (Rate-defined)</th>
</tr>
</thead>
<tbody>
<tr>
<td>STU</td>
<td>Student Assistance - undergrad</td>
</tr>
<tr>
<td>STR</td>
<td>Straight Time</td>
</tr>
<tr>
<td>OTA</td>
<td>Overtime (Regular) - 1.5X</td>
</tr>
<tr>
<td>DBL</td>
<td>Double Time - 2.0X</td>
</tr>
<tr>
<td>CEP</td>
<td>Career Employment Program – MUCEP</td>
</tr>
<tr>
<td>REN</td>
<td>Regular Pay (No Pension)</td>
</tr>
<tr>
<td>RGN</td>
<td>Regular Pay (Hourly)</td>
</tr>
</tbody>
</table>

(Note - this list is only a sample of codes; available earning codes are dependent upon Ee class)

Step by Step Process

Departmental Time Entry uses the following steps:

<table>
<thead>
<tr>
<th>Process</th>
<th>User Guide Page Ref</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Check Departmental Position Listing (PWRRDPL) for missing employees</td>
<td>4-5</td>
</tr>
<tr>
<td>2. Extract Timesheets</td>
<td>6-12</td>
</tr>
<tr>
<td>3. Enter Time Worked by Employee</td>
<td>13-22</td>
</tr>
<tr>
<td>4. Approve Time Entered</td>
<td>23-29</td>
</tr>
<tr>
<td>5. Review PWRTIME report to ensure all time is Approved</td>
<td>31</td>
</tr>
</tbody>
</table>
Step 1: Review Departmental Position Listing for Missing Employees

Early each pay period, before starting to key time, it is important to ensure the employee listing is complete. A Departmental Position Listing (PWRDPL) should be generated for the current payperiod.

1. In the Go To Box type PWRDPL. This takes you to the Process Submission screen.
2. Click Next Block to go to the Printer Control Block. In the printer field, type in DATABASE
3. Click Next Block to go to the Parameter Values Block. Change the parameters based on the information you want. A Departmental Position Listing is run for a specific Time Sheet Department, Calendar Year, Pay ID (B1 or B2) and Payroll Pay Period Number.

<table>
<thead>
<tr>
<th>Parameter Values</th>
<th>Parameters</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>D1</td>
<td>Year</td>
<td>2016</td>
</tr>
<tr>
<td>D2</td>
<td>Pay ID</td>
<td>B2</td>
</tr>
<tr>
<td>D3</td>
<td>Pay Number</td>
<td>24</td>
</tr>
<tr>
<td>D4</td>
<td>Time Sheet Organization From</td>
<td>45706</td>
</tr>
<tr>
<td>D5</td>
<td>Time Sheet Organization To</td>
<td>48706</td>
</tr>
<tr>
<td>D6</td>
<td>Create CSV</td>
<td>N</td>
</tr>
</tbody>
</table>

4. Click Next Block to go to the Submission Block. Check the Save Parameter Set As.
5. Click Save button.
6. A message will appear in the bottom left corner of the screen to tell the report name.
7. To view the report, select Options from the menu.

<table>
<thead>
<tr>
<th>Report Title</th>
<th>Filename</th>
<th>Created On</th>
<th>Last Viewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave Status Report</td>
<td>pwrlvst_ext_3180886.csv</td>
<td>30-APR-2015</td>
<td></td>
</tr>
<tr>
<td>Leave Status Report</td>
<td>pwrlvst_ext_3180886.lst</td>
<td>30-APR-2015</td>
<td></td>
</tr>
<tr>
<td>Leave Status Report</td>
<td>pwrlvst_ext_3180886.log</td>
<td>30-APR-2015</td>
<td></td>
</tr>
<tr>
<td>Leave Status Report</td>
<td>uhurs074.pwrlvst_3180886.lst</td>
<td>30-APR-2015</td>
<td></td>
</tr>
</tbody>
</table>

9. PDF files will open in an internet window. CSV format files will open in excel – follow prompts on the screen to open the file.
The PWRDPL report will show the following information:

- Employee Name
- BannerID
- Position# - Suffix
- Job Title
- Effective Date
- Status
- Employee Class
- Accrued Leave Indicator
- FOAPAL
- Percent
- Hourly Rate

The Departmental Unit can use the Departmental Position Listing to ensure paperwork has been processed for new hires, contract extensions, etc.

If an employee doesn't appear on the listing, hours cannot be keyed for the employee. MyHR should be contacted at MyHR@mun.ca immediately to reduce time constraints.
Step 2: Extracting Timesheets – Department Originator

The first step to recording time worked in BannerHR is to extract a timesheet for each employee that has reported time worked. By extracting a timesheet, you are initiating the time entry process for the employee(s) that you have selected in the extraction process.

Once a timesheet is extracted, the Transaction Status field on PHATIME changes to “In Progress”. This allows timesheets to be available for further processing.

There are two ways to extract timesheets in Banner:

- You can extract all timesheets in an organization at once. This is the easiest way to extract time for a group as you are only required to do this one time in a pay period for each organization that you are entering time. See “Extracting All Timesheets in an Organization” for details on how to do this.

- You can extract one timesheet at a time for each individual that has submitted time in the current period. This method takes longer as you have to process each time entry individually. See “Extracting Individual Timesheets for Time Entry” for details on how to do this.

**NOTE:** You can only extract timesheets for employees that fall into organizations that you have permission to view. Once timesheets have been extracted for a pay period, only the person who extracted them initially or their proxy can access the timesheets to update time information. In certain cases, a super user may also be able to access the timesheets (super users are currently limited to HR staff).

If the Department Approver erroneously extracts the timesheets, the Department Approver will need to remove the records so they can be extracted again by the Department Originator. To remove a timesheet, place your cursor in the ID Field in the Employee ID Block on PHATIME, select Record from the menu bar at the top of the form, and select Remove. This action completely removes the time record from PHATIME. The Department Originator will then go into PHATIME, status Not Started, and run the extract process again.
Extracting All Timesheets in an Organization for Time Entry

The fastest way to initiate time entry for employees is to extract all timesheets in an organization at once.

► To extract all timesheets in an organization:

1. In the Go To... box, type PHATIME and press ENTER.

This opens the Electronic Approvals of Time Entry (PHATIME) Form.
2. In the “Entry By” field, ensure **Time Sheet** is selected (default).

3. Verify that the Time Entry Method field is **Department**.

4. Verify that the COA field is **M**.

5. In the Organization field, type the department code for the organization in which you plan to enter time. Once you click in another field, the organization name will appear in the adjacent text box.
6. Verify that the Transaction Status field is Not Started.

7. Verify that the correct calendar year is in the Year field. The current year is displayed by default. If this is incorrect, you can override it.

8. In the Payroll ID field, enter B2 or B1 (as required).

9. In the Payroll Number field, type the pay period. The pay period corresponds to the current payroll. **NOTE:** The pay period must be open in order to extract timesheets.

10. Click the **Next Block** button.

A dialog box displays the message: Do you want to extract time to begin time entry?

11. Click the **Yes** button.

Data displays in the ID, Last Name, First Name, Position, Suffix, Status and Method fields. A dialog box displays the message: XX time records processed with no errors.

**NOTE:** This extracts the timesheets, moving the transaction status to In Progress, and ensuring that all timesheets for the pay period are available for further processing.
12. Click the **Continue** button.

   The timesheets are extracted, and they are ready for completion. Click Page Up/Down to change the employee that you are viewing/updating.

**NOTE:** If errors, please read the message carefully and check the FAQ’s at the back of this document.

**Extracting Individual Employee Timesheets for Time Entry**

This procedure describes how you can extract timesheets one employee at a time.

**NOTE:** Do not perform this procedure if you have already extracted timesheets using the previous procedure “Extracting All Timesheets in an Organization”.

► **To extract a timesheet for an individual employee:**

1. In the Go To... box, type **PHATIME** and press **ENTER**.

   ![Image of Electronic Approvals of Time Entry (PHATIME) form]

   This opens the Electronic Approvals of Time Entry (PHATIME) form.
2. In the Entry By field, select **Time Sheet**.

3. Verify that the Time Entry Method field is **Department**.

4. Verify that the COA field is **M**.

5. In the Organization field, type the department code for the organization in which you plan to enter time. Once you click in another field, the organization name will appear in the adjacent text box.

   ![Organization](image)

6. Verify that the value of the Transaction Status field is **Not Started**.

7. Verify that the correct year is in the Year field. The current year is displayed by default. If this is incorrect, you can overtype it.

8. In the Payroll ID field, enter the **B2 or B1 (as required)**.

9. In the Payroll Number field, type the pay period.

   The pay period corresponds to the current payroll number. You can click the Search button if you are not sure of the correct pay Number.

   **NOTE:** The pay period must be open in order to extract timesheets.

10. Click the **Tab** key. The Time Entry Selection Criteria dialog will appear. This form allows you to enter an employee ID or name in order to extract a specific employee.
11. Enter the employees ID. If you do not know the employee ID, click the Search button to open the inquiry form and search for the employee.

**Note:** If you choose not to enter an ID on this dialog and you click OK, you will initiate timesheets for all employees in the organization. If you do so, all of these employees will have a Transaction Status of In Progress but you only need to complete and submit timesheets for users that have submitted time worked. **Same as extracting all employees for a ORG.**

12. Click **OK**.
You will be asked to confirm if you wish to extract time to begin time entry for the employee.

![Extract Process dialog box](image)

13. Click the **Yes** button.
Data displays in the ID, Last Name, First Name, Position, Suffix, Status and Method fields. A dialog box displays the message: XX time records processed with no errors.

![Forms dialog box](image)

**NOTE:** This extracts the timesheet, moving the transaction status to In Progress. The timesheet is now available for further processing.

14. Click the **Continue** button.
You can now proceed to enter time for the employee.

**NOTE:** If you are acting as a proxy for one of your coworkers, enter the login ID for the person you are acting on behalf of in the “Proxy For” box on PHATIME and then follow the same steps as if you were doing the action yourself. You will need the login information for the USER you are acting on behalf of.
Step 3: Entering and Submitting Time Worked

Once timesheets are extracted, you can begin entering time for employees. Time entry involves entering earning codes based on the type of position worked, entering the quantity of hours worked, modifying the FOAPAL in exceptional circumstances, and submitting timesheets for approval.

NOTE: If you just extracted time, you can start at step 11 below. Steps 1 through 10 describe how you can find a record that you extracted in a previous session.

► To enter time for employees:
   1. In the Go To… box, type PHATIME and press ENTER.
   2. In the Entry By field, select Time Sheet.
   3. Verify that the COA is M.
   4. In the Organization field, type the unit’s timesheet Organization code in the Organization field for which you wish to make time entries.
   5. Verify that the value of the Transaction Status field is In Progress.
   6. In the Year field, type the year for the time entry.
   7. In the Payroll ID field, type B2 or B1.
   8. In the Pay Number field, type the pay period number.
      NOTE: The pay period must be open in order to extract timesheets.
   9. Click the Next Block button. The first “In Progress” timesheet displays.
10. If the correct employee is not listed, use your up/down arrow keys to choose the correct employee. You can also click the Search button associated with the ID field to search for an employee.

**NOTE:** Only “In Progress” employees that you have already extracted for the specified organization will be available for selection.

11. One employee may be listed more than once depending on the number of positions for that employee, please ensure you are selecting not only the correct employee but the correct position.

12. Type the appropriate earnings code in the Earn field, or click the Search button to display a list of values. Please note you cannot enter the same earnings code for an employee twice.

13. Type the number of hours worked, on the same line as its corresponding earnings code, for each day under the appropriate date. You will notice that the total hours worked is automatically calculated and displayed in the ‘Totals by Earn’ field. Ensure this total agrees to the source document.

14. If the employee reported more than one earnings type for the pay period, repeat steps 12 and 13 for each earnings code and hours worked.

The following is an example of a completed time form.

15. Click the Save button.
   The changes you have made are saved. The Auto Hint/Auto Help line (located bottom left hand corner of your screen) indicates the transaction is complete and the number of records that were applied and saved.

16. Verify that all of the employee’s hours worked has been entered. This should be completed by your departmental validator using PHIETIM (see next page).
NOTE: You do not have to enter/submit all time worked for an employee in one session. You can start entering time for an employee, click Save, and then come back at a later time to complete/submit for approval. Just remember that you need to look for employees with a Transaction Status of “In Progress” if you want to look at records that you previously started but did not submit.

17. Once you are satisfied with the data entry, from the Options menu, select Submit Time for Approvals. The Auto Hint/Auto Help line displays the message: Time transaction successfully submitted.

18. If you have more employees to enter earnings for, you can:
   a. Left click in the ID field of the Employee ID block and use the Arrow up/down keys to find the next employee to enter. Then repeats the above steps starting at step 11.
   OR
   b. Click the Rollback button if you need to enter time for members of a different organization and repeat the extraction steps above.
Labor Redistribution Override

You may need to override labor distribution for certain earnings types that you are submitting for payment, PHATIME allows you to override as required.

Please note that certain earning codes have pre-defined FOAPAL overrides that occur after the time entry process, during payroll processing. These include:

<table>
<thead>
<tr>
<th>Earning Code</th>
<th>FOAPAL (ACCOUNT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SH3/SH4</td>
<td>63508 – Shift Differential</td>
</tr>
<tr>
<td>OTA/DBL</td>
<td>63509 – Regular Overtime</td>
</tr>
<tr>
<td>TAS/TPS</td>
<td>63028 – Temporary Assignments</td>
</tr>
</tbody>
</table>

If you perform an additional Labor Redistribution Override at time entry, it will be overwritten during payroll processing to the account identified above!

Once you have completed the entry for time, go to the earnings line and select the daily entry you wish to charge differently than the default. Click in the day/hours you wish to make the change for and go to the options menu, select View/Override Labor Distribution.
This will bring up the view/override form.

It will show you the earnings you have selected and the total hours entered for the date in question. You would then simply key on the lower portion of the form to make your changes:

- Enter the hours being overridden;
- Enter the new FOAPAL; and save. Close the screen to return to time entry.
Entering Time for a Closed Pay Period

Late Time

Occasionally time will get submitted to the Time Keeper late. BannerHR closes pay periods once they have been processed. Therefore late hours will have to be keyed to a subsequent pay period.

In order to enable the identification of time keyed to incorrect pay periods, the Time keeper should select a date which has no actual hours worked (preferable the first Saturday or Sunday) and must add a comment detailing the actual date hours entered were worked. Click SAVE.

Enter the hours worked on the date selected for the late timesheet. To add a comment, click on the hours entered and go to the options menu, select View/Enter Comments. Add a comment which clearly defines the late hours (e.g. STU 5 hours (keyed on Oct 19, 2016) relates to hours worked Sept 10, 2016).

B1 – Exception Time

Salaried employees (B1) are currently paid in advance. Therefore the dates showing in PHATIME will be different from hourly employees. Occasionally salaried employees will have to be paid for exception time (overtime, shift differentials, etc.). Such time will be submitted to the Time Keeper after the employee has worked the shifts and therefore the dates in PHATIME will not agree to the dates worked as BannerHR closes pay periods once they have been processed. Therefore these exceptional hours will have to be keyed to a subsequent pay period.

In order to enable the identification of time keyed to incorrect pay periods, the Time keeper should select a date which has no actual hours worked (preferable the first Saturday or Sunday) and must add a comment detailing the actual date hours entered were worked.

Enter the hours worked on the date selected for the late timesheet. To add a comment, click on the hours entered and go to the options menu, select View/Enter Comments. Add a comment which clearly defines the exceptional hours (e.g. OTA 5 hours (keyed on Sept 16, 2016) relates to hours worked Sept 3, 2016). Click SAVE.
Reviewing Time Entry Records

The Department Employee Time Inquiry form (PHIETIM) is a read-only form that you can access in order to look at current or previous time entries that have been made for organizations that you are assigned to. Using this form, you can review time entry details. **No changes can be made on this form.**

► To review timesheets on PHIETIM:

1. In the Go to… box type PHIETIM and press ENTER. This opens the Web/Department Employee Time Inquiry form.
2. Verify that the In the Entry By field is set to Time Sheet.
3. Verify that the value of the Time Entry Method field is Department.
4. Verify that the value of the COA is M.
5. In the Organization field, type the department code for the organization in which you plan to view time worked entries. Once you click in another field, the organization name will appear in the adjacent text box.
   
   Organization: 65002 Department of Human Resources

6. From the Transaction Status field select the type of time entries that you wish to view. For example, if you want to view the status of all extracted timesheets for a pay period, select All (Except Not Started).

   - **Not Started** – Time sheets that have not been extracted for time entry on the Electronic Approvals of Time Entry (PHATIME) form. If the Department Originator needs to extract timesheets, “Not Started” must be the value in the Transaction Status field.
   - **In Progress** – Time sheets that have been extracted and are ready to be edited or are in the process of being edited.
   - **Pending** – Time sheets that have been submitted to the Department Approver. Time entry has been completed. A Department Originator cannot make changes unless time sheets are returned for correction.
   - **Approved** – Time transactions have been approved by all Department Approvers in the routing queue. Time sheets cannot be changed once they are approved.
   - **Completed** – The time entered is updated in the system to the applicable holding table until ready to be processed by Payroll.
   - **Error** – Timesheets that have problems and may need to be corrected. Time transactions can go into Error status when submitted for approval and during the approval process. All errors that are generated can be viewed using the “View Errors” option on PHATIME.
   - **Return for Correction** – Time transactions that have been returned to the Department Originator by a Department Approver during the approval process. These transactions need to be corrected by the Department Originator and resubmitted to the Department Approver.
   - **All (Except Not Started)** – All timesheets that are in Approved, Completed, Error, In Progress, Pending, or Return for Correction status.

7. In the Year field, enter the calendar year that you wish to view time entry records in. The current year is displayed by default. If this is incorrect, you can override it.
8. In the Payroll ID field, enter the B2 or B1.
9. In the Payroll Number field, type the pay period that you wish to review.
10. Click the Next Block button. This displays a summary of all time records meeting the criteria you entered.

NOTE: If the users entering time have chosen to extract all employees in an organization for a specific pay period, it is quite possible that many employees will be listed with an In Progress status and no hours.
Restarting a Timesheet

If you start entering time worked for an employee and realize that it was in error, restarting the timesheet may be more efficient than correcting the timesheet.

**NOTE:** If you have initiated a timesheet for an employee that did not have hours worked in a period, you should delete the timesheet instead of correcting it. Restarting a timesheet is a way to clear the current values but leave it available for completion.

**To delete an extracted timesheet and remove it entirely from the payroll process:**
1. Click in the ID field of the Employee ID block,
2. Select Remove Record  from menu bar at the top of the form.

**To restart a timesheet:**
1. In the Go to… box type PHATIME and press **ENTER**.
   This opens the Electronic Approvals of Time Entry form.
2. Verify that the In the Entry By field is set to **Time Sheet**.
3. Verify that the value of the unit’s timesheet COA is **M**.
4. In the Organization field, type the unit’s timesheet Organization code in the Organization field for which you wish to make time entries.
5. Verify that the value of the Transaction Status field is **In Progress**.
6. In the Payroll ID field, type **B2** or **B1**.
7. In the Payroll Number field type the pay period number.
8. Click the **Next Block** button.
   In Progress timesheets display.
9. In the ID field, type the employee’s ID.
   The employee’s timesheet is available to correct.
   **NOTE:** Timesheets that have a status of In Progress or Return for Correction need to have time entered or corrections made.

10. From the **Options** menu, select **Restart Time for Employee**.
    A dialog box prompts you to confirm your action.
    By clicking Yes you are confirming in the restart. Any time that was entered for this employee prior to restarting the timesheet will be deleted and will need to be re-entered.

11. Click the **Yes** button. A dialog box displays the message: Re-extracting Time Entry.
12. Click **OK** to confirm the restart option.  
   Process is complete displays on the status line.

13. Type the time information to restart.  
   Once the employee’s timesheet restarts, the message Process is complete displays in the Auto Hint/Auto Help line at the bottom of the screen. Any time that was entered prior to the restart is deleted and must be reentered.

14. Click the **Save** button.  
   The changes you have made are saved. The Auto Hint/Auto Help line indicates the transaction is complete and the number of records that were applied and saved. If no changes were made, clicking the Save button is not necessary.
Step 4: Reviewing and Approving Timesheets – Department Approver

At the end of a pay period, Department Approvers must review all time entered reports for which they are responsible to either approve or correct them. At this point, the TimeKeeper has submitted timesheets for approval. The transaction status of the timesheets has changed from In Progress to Pending. The Department Approver follows these steps in the approval process:

1. Checks the transaction statuses for all his/her time sheets for the current pay period to ensure each timesheet is in a status that will allow it to be approved. Available statuses are:
   - **Not Started** – Time sheets that have not been extracted for time entry on the Electronic Approvals of Time Entry (PHATIME) form. If the Department Originator needs to extract timesheets, "Not Started" must be the value in the Transaction Status field.
   - **In Progress** – Time sheets that have been extracted and are ready to be edited or are in the process of being edited.
   - **Pending** – Time sheets that have been submitted to the Department Approver. Time entry has been completed. A Department Originator cannot make changes unless time sheets are returned for correction.
   - **Approved** – Time transactions have been approved by all Department Approvers in the routing queue. Time sheets cannot be changed once they are approved.
   - **Completed** – The time entered is updated in the system to the applicable holding table until ready to be processed by Payroll.
   - **Error** – Timesheets that have problems and may need to be corrected. Time transactions can go into Error status when submitted for approval and during the approval process. All errors that are generated can be viewed using the "View Errors” option on PHATIME.
   - **Return for Correction** – Time transactions that have been returned to the Department Originator by a Department Approver during the approval process. These transactions need to be corrected by the Department Originator and resubmitted to the Department Approver.
   - **All (Except Not Started)** – All timesheets that are in Approved, Completed, Error, In Progress, Pending, or Return for Correction status.

   
   Access the time reports in the Pending and Error statuses.
   
   Review time reports individually to identify editing needs.
   
   Revise time information as necessary.
   
   Approve time reports.

The Department Approver (or their Proxy) cannot start the approval process until the time entry period is open and originators have submitted time.

**NOTE:** If changes are required to an employee’s time worked after it has been approved or after the time entry period has closed, the department will have to request Human Resources to make these changes subject to time restrictions.
Approving Timesheets

To approve time entered:

1. In the Go To... box, type PHADSUM and press ENTER.

2. If this is the first form you have opened in your Banner session and you have time approvals pending, you will be prompted to view these. Click Yes.

3. If prompted with this message, click yes if you would like to be notified on any other time requests that are submitted by your department while you are logged onto Banner.

If a Department Approver has transactions awaiting approval, when they log on to Banner and select a form to open, a pop-up message will appear.

<table>
<thead>
<tr>
<th>Options</th>
<th>Descriptions</th>
</tr>
</thead>
</table>
| Click YES. | A second pop-up message appears: “Do you wish to be notified of new transactions during the current session?”  
  - Click the YES button and the Department Payroll Summary (PHADSUM) form displays all Pending timesheets awaiting approval.  
  - Click the NO button and the Department Payroll Summary (PHADSUM) form displays, but no new timesheets are added during your session display. |
| Click NO. | The Banner Main Menu displays. If you wish to review timesheets, you must navigate to the Department Payroll Summary (PHADSUM) form. |
If a timesheet goes into an Error status while being approved, the Department Approver must access the Pay History Display Errors form (PHIDERR) to determine what caused the error. Once the errors are corrected, the Department Approver approves the timesheet.

The Department Approver can use two forms to review, edit and approve timesheets.

- Use the Department Payroll Summary (PHADSUM) form to approve timesheets individually or to approve all timesheets at once.
- Use the Electronic Approvals of Time Entry (PHATIME) form to approve timesheets individually.

The Department Payroll Summary Form will appear.

4. In the Approval of field, select Time Sheet.

5. In the Organization field, type the unit’s timesheet Organization code in the Organization field for which you wish to approve time entries.
6. In the Transaction Status field, verify that **Pending** is selected.

7. Press the **TAB** key to advance to the Year field, and type the calendar year if the appropriate year does not automatically populate the field.

8. In the Payroll ID field, type **B2 or B1**.

9. In the Payroll Number field, type the pay period number. For assistance in entering in the correct pay period number, click the Search button, and select the appropriate number form the list.

10. Click the **Next Block** button. The cursor appears in the ID field in the next block, on the first record.

11. Press your Page Up/Page Down keys to review each employee listed.

Multiple timesheets can be approved on the same screen at once using the Department Payroll Summary form (PHADSUM). The Department Approver has two options to approve the timesheet:

- **Approve a specific set of timesheets**: Select the Approve/Acknowledge checkbox for each employee to approve and then click **Save**. Then go to the Options menu and click **Apply All Actions**.

- **A tick mark will show under “Labor Override Exists” if there was a FOAPAL change.”**
- **Approve all timesheets at the same time**: Select Approve/Acknowledge All from the Options menu and then select Apply All Actions.

12. Select the **Approve/Acknowledge** checkbox associated with all records that you wish to approve. If you wish to return a record to the originator for correction, select the **Return for Correction** checkbox associated with the record.

13. Click **Options** and then **Apply All Actions**.

**CAUTION**: If you go to **Options** and click **Approve/Acknowledge All** - This selects all records. Then go to **Options** and select **Apply All Actions**. This will approve all the selected employees.
**Reviewing Approved Time Records**

The Department Employee Time Inquiry form (PHIETIM) is a read-only form that you can access in order to look at current or previous time entries that have been made for organizations that you are assigned to. Using this form, you can review time entry details which have been approved. **No changes can be made on this form.**

► **To review timesheets on PHIETIM:**

1. In the Go to… box type *PHIETIM* and press **ENTER**.
   
   This opens the Web/Department Employee Time Inquiry form.
2. Verify that the In the Entry By field is set to **Time Sheet**.
3. Verify that the value of the Time Entry Method field is **Department**.
4. Verify that the value of the **COA** is **M**.
5. In the **Organization** field, type the department code for the organization in which you plan to view time worked entries.

   Once you click in another field, the organization name will appear in the adjacent text box.

6. From the **Transaction Status** field select the type of time entries that you wish to view. For example, if you want to view the status of all extracted timesheets for a pay period, select **All (Except Not Started)**.

   - **Not Started** – Time sheets that have not been extracted for time entry on the Electronic Approvals of Time Entry (PHATIME) form. If the Department Originator needs to extract timesheets, "Not Started" must be the value in the Transaction Status field.
   
   - **In Progress** – Time sheets that have been extracted and are ready to be edited or are in the process of being edited.
   
   - **Pending** – Time sheets that have been submitted to the Department Approver. Time entry has been completed. A Department Originator cannot make changes unless time sheets are returned for correction.
   
   - **Approved** – Time transactions have been approved by all Department Approvers in the routing queue. Time sheets cannot be changed once they are approved.
   
   - **Completed** – The time entered is updated in the system to the applicable holding table until ready to be processed by Payroll.
   
   - **Error** – Timesheets that have problems and may need to be corrected. Time transactions can go into Error status when submitted for approval and during the approval process. All errors that are generated can be viewed using the “View Errors” option on PHATIME.
   
   - **Return for Correction** – Time transactions that have been returned to the Department Originator by a Department Approver during the approval process. These transactions need to be corrected by the Department Originator and resubmitted to the Department Approver.
   
   - **All (Except Not Started)** – All timesheets that are in Approved, Completed, Error, In Progress, Pending, or Return for Correction status.

   - Access the time reports in the Pending and Error statuses.
   - Review time reports individually to identify editing needs.
   - Revise time information as necessary.
   - Approve time reports.
To view full summary and total go to PHIETIM.

IMPORTANT: You can also utilize this screen to ensure that there is nothing left in the category “In progress” that was not submitted for approval.

NOTE: If you wish to update a specific record, follow the procedure to return the record for correction to be keyed and resubmitted for approval.
Reviewing Employee Attendance Records

The Employee Attendance Inquiry form (PEIATND) is a managerial form that enables managers/supervisors to view all time submitted for an employee for a designated time period.

► To review employee attendance records:

1. In the Go To… box, type PEIATND and press ENTER.

2. Enter the ID for the employee that you wish to view.

3. (Optional) Enter Begin Date, End Date, and/or Earn Code to further filter for the pay period and type to report. i.e. you can enter one Earn Code to see just that particular earnings displayed or leave the Earn Code field blank to see all time entered/complete for the time frame selected.

4. Click the Next Block button.

Notice that the form displays all time for an employee. Also notice that you can see the total number of hours worked for each day of the week.

5. Click the Rollback button to add further filtering or to modify your search criteria.
Step 5 – Reviewing the PWRTIME report

PWRTIME - This report provides a summary of time keyed in PHATIME. It should be run prior to and after approvals are completed to ensure all time has been processed accurately. If there are any hours “in progress” or “in error” this will give you the opportunity to correct prior to cut off for the pay period.

1. In the Go To Box type PWRTIME. This takes you to the Process Submission screen.
2. Click Next Block to go to the Printer Control Block. In the printer field, type in DATABASE
3. Click Next Block to go to the Parameter Values Block. Change the parameters based on the information you want. The Report is run for a specific Calendar Year, and Payroll Pay Period Number based on the TS Orgs you have access to.
4. Select “Y” for Create CSV as only the excel version of the report gives you the comments which were entered.

```
<table>
<thead>
<tr>
<th>Parameter Values</th>
<th>Parameters</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 Year</td>
<td></td>
<td>2016</td>
</tr>
<tr>
<td>02 Pay No</td>
<td></td>
<td>24</td>
</tr>
<tr>
<td>03 Create CSV</td>
<td></td>
<td>Y</td>
</tr>
</tbody>
</table>
```

5. Click Next Block to go to the Submission Block. Check the Save Parameter Set As.
6. Click Save button.
7. A message will appear in the bottom left corner of the screen to tell the report name.
8. To view the report, select Options from the menu.
9. Select PDF Review Output. A list of report will appear. Click on SEL for the report you want to open. (4 files will be created, Select the “.csv” file for the excel file with comments).

```
<table>
<thead>
<tr>
<th>Sel</th>
<th>Report</th>
<th>Title</th>
<th>Filename</th>
<th>Created On</th>
<th>Last Viewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sel</td>
<td>PWRTIME</td>
<td>Time keyed in PHATIME.</td>
<td>pwrtime_extr_3695879.csv</td>
<td>17-NOV-2016</td>
<td></td>
</tr>
<tr>
<td>Sel</td>
<td>PWRTIME</td>
<td>Time keyed in PHATIME.</td>
<td>uhours153,pwrtime_3695879.lst</td>
<td>17-NOV-2016</td>
<td></td>
</tr>
<tr>
<td>Sel</td>
<td>PWRTIME</td>
<td>Time keyed in PHATIME.</td>
<td>pwrtime_extr_3695879.log</td>
<td>17-NOV-2016</td>
<td></td>
</tr>
<tr>
<td>Sel</td>
<td>PWRTIME</td>
<td>Time keyed in PHATIME.</td>
<td>pwrtime_extr_3695879.lst</td>
<td>17-NOV-2016</td>
<td></td>
</tr>
</tbody>
</table>
```

10. PDF files will open in an internet window. CSV format files will open in excel – follow prompts on the screen to open the file.

This report will give you the following information:

- Year
- Pay Number
- Status (status of entry)
- ID
- Employee Name
- Pic (Payroll ID)
- Position
- Suffix
- Job Title
- Timesheet ORG
- Earnings code
- Shift
- Time Date
- Hours
- Originator Name (the person who keyed entry)
- Comments
- FOAP (if there were labour distribution overrides made)
PWRLHAC – This report provides a leave taken and accrual history for a specified employee for a specified type of leave for a specified period. It can be useful in answering employee leave queries.

1. In the Go To Box type PWRLHAC. This takes you to the Process Submission screen.
2. Click Next Block to go to the Printer Control Block. In the printer field, type in DATABASE
3. Click Next Block to go to the Parameter Values Block. Change the parameters based on the information you want. The Report is run for a specific Employee ID, and Leave Code Type. You can enter a range of dates, or leave blank for a full history.

   Leave code options include:

<table>
<thead>
<tr>
<th>Leave Code</th>
<th>Description</th>
<th>Leave Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AL</td>
<td>Annual leave</td>
<td>PD</td>
<td>Professional Development Taken</td>
</tr>
<tr>
<td>AO</td>
<td>Accrued Overtime</td>
<td>PP</td>
<td>Pending Payment</td>
</tr>
<tr>
<td>CP</td>
<td>Compassionate Leave</td>
<td>RL</td>
<td>Research Leave</td>
</tr>
<tr>
<td>FM</td>
<td>Family Leave Taken</td>
<td>SK</td>
<td>Sick Leave</td>
</tr>
<tr>
<td>JD</td>
<td>Jury Duty</td>
<td>TR</td>
<td>Training</td>
</tr>
<tr>
<td>PA</td>
<td>Pending Accrual</td>
<td>UB</td>
<td>Union Business</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WC</td>
<td>Workers Compensation Leave</td>
</tr>
</tbody>
</table>

4. Select “Y” for Create CSV for the excel version of the report which is easier to manipulate.

5. Click Next Block to go to the Submission Block. Check the Save Parameter Set As.
6. Click Save button.
7. A message will appear in the bottom left corner of the screen to tell the report name.
8. To view the report, select Options from the menu.
9. Select PDF Review Output. A list of report will appear. Click on SEL for the report you want to open. (4 files will be created, Select the “.csv” file for the excel file with comments).
10. PDF files will open in an internet window. CSV format files will open in excel – follow prompts on the screen to open the file.

This report will give you the following information for the identified Employee ID:

<table>
<thead>
<tr>
<th>Year</th>
<th>Pay Period</th>
<th>Accrual</th>
<th>Leave Code</th>
<th>Effective Date</th>
<th>Begin Balance</th>
<th>Accrued</th>
<th>Taken</th>
<th>Current Available</th>
<th>Change Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>20</td>
<td>AL</td>
<td>21-Sep-16</td>
<td>150.55</td>
<td>47.67</td>
<td>63.5</td>
<td></td>
<td>134.12</td>
<td>Leave Report process updated hours taken.</td>
</tr>
<tr>
<td>2010</td>
<td>19</td>
<td>AL</td>
<td>09-Sep-10</td>
<td>150.33</td>
<td>47.67</td>
<td>49.5</td>
<td></td>
<td>148.12</td>
<td>PMP/DPT program updated hours accrued, taken</td>
</tr>
<tr>
<td>2016</td>
<td>19</td>
<td>AL</td>
<td>02-Sep-16</td>
<td>150.44</td>
<td>47.67</td>
<td>49.5</td>
<td></td>
<td>148.12</td>
<td>Leave Report process updated hours taken.</td>
</tr>
</tbody>
</table>
Managing Proxies - Department Originator/Approver

The Electronic Approval Proxy Rules Form (NTRPROX) is used to establish a Proxy for Department Originators. A proxy is a person that you wish to designate to act on your behalf with regards to time entry. Prior to establishing a Proxy, the Proxy security access must be confirmed (HR must set this up). Once security access is established, the process for creating a Proxy is simple.

Adding a Proxy

**To add a proxy:**

1. In the Go To… field, type *NTRPROX* and press **ENTER**.

This opens the Electronic Approval Proxy Rules form.

**NOTE:** The ID of the employee accessing the form will be displayed in the User ID field. This field cannot be changed. Therefore, **Department Originators must establish their own Proxies**.
2. Click the **Next Block** button.

3. The cursor moves to the Level Code field.

4. Click the **Other Modules** tab to see any current Proxies and to set up a new Proxy.

5. Enter the ID(s) of each appropriate Proxy in the Proxy ID field and press TAB after each. Their name(s) default in the Name field.

6. Click the **Next Block** button. The cursor moves to the Proxy Modules block.

7. In the Modules field, enter **TIME**.

8. Click the **Save** button to add the Proxies when the Proxy list is complete.
The Auto Hint/Auto Help line indicates the transaction is complete and the number of records that were applied and saved.

9. Click the **Exit** button to return to the Banner main menu.
Removing a Proxy

► To remove a proxy:

1. In the Go To… field, type NTRPROX and press ENTER.

   ![Electronic Approval Proxy Rules form](image)

   This opens the Electronic Approval Proxy Rules form.

   ![Proxy ID list](image)

   **NOTE:** The ID of the employee accessing the form will be displayed in the User ID field. This field cannot be changed.

2. Click the Next Block button.
   The cursor moves to the Level Code field.

3. Click the Other Modules tab to see the current Proxies.

4. Click on the Proxy ID for the user that you wish to remove.
5. Click on the Time module entry to place your cursor in this box.

6. Click the Remove Record button. This removes the proxy module.

7. Click the Save button.

8. Click the proxy ID that you wish to remove.

9. Click the Remove Record button. This removes the proxy ID.

10. Click the Save button.

11. Click the Exit button to return to the Banner main menu.
Acting as Proxy for Another Employee

You can act on behalf of a fellow employee when entering (PHATIME) or approving (PHADSUM) time if they have designated you as their proxy. If you are designated as a proxy and you need to act on behalf of one of your coworkers, you only need to enter the Banner login ID for the person you are acting on behalf of in the “Proxy For” box and then follow the same steps as if you were doing the action yourself.
Frequently Asked Questions (FAQs)

Q: I am trying to extract an employee for time entry but I cannot find them. What should I do?
A: Several things can happen that can make it difficult to find a user. Verify that:
  - You have completed PHATIME correctly. The Entry By field is set to “Time Sheet”; Time Entry Method is set to “Department”, you have specified the correct organization code which corresponds to your department, the Transaction Status field is set to “Not Started”, the calendar Year is correct, the Payroll ID field (B1/B2) is correct for the employee, and that the Payroll Number is correct.
  - You have not already extracted the employee in this pay period. Change the Transaction Status to “In Progress” to confirm this.
  - The organization you are entering for the employee is correct. Employees are organized on PHATIME based on the timesheet organization specified on their Employee Jobs (NBAJOBS) form in Banner. Step 1 is to run the report PWRDPL before starting time entry to ensure all required employees are listed. This report will give you all the information that is currently setup on NBAJOBS and you can verify the information is correct and available before starting. If you have an employee that is missing a position, first verify that the necessary paperwork was submitted to HR prior to current cutoff dates. If you have missed a cutoff, time will have to be entered in the next pay period. If submitted prior to cut off, please contact MyHR (ext. 2434).

Q: I have extracted a user for time entry. When I go to select this employee to start entering time, I notice that they have two positions available. How do I know which record to select?
A: This is because the employee has multiple positions in BannerHR. If you see the employee listed more than once, ensure that you are selecting the correct position number. You can determine the correct position by running PWRDPL and reviewing the FOAPAL each position is being charged to. Based on the FOAPAL, ensure that you select the appropriate job-suffix.

Q: When I try to enter time for an employee, I get a message that says “Field protected against update”. How can I finish the time entry?
A: This may be because you are trying to enter time for an employee that was extracted by another user. If you did not originally extract an employee in a specific pay period, you can only enter time for that employee if you log in as proxy for the originator that extracted the employee in this pay period.

Q: Why did only a partial pay period display on PHATIME?
A: The dates displayed for entry on PHATIME are based the effective dates on the Employee Jobs Form (NBAJOBS). If the job has a status of terminated, any dates beyond the termination date will not display. Also, if the job begins halfway through the pay period, time may not be keyed prior to the start date. Additionally, if a payroll ID change took place in the middle of a pay period, two separate time sheets for each pay period also display only partial dates of a pay period.

Q: Why won't my report open?
A: The pop-up blocker may be enabled on your internet browser. Disable the pop-up blocker for this site and try again. You may be required to exit and log back into Banner for changes to take effect.
Q: If I am the originator of the transaction, why am I unable to enter time for employees now when I could enter it earlier in the day and yesterday?
A: Verify that the time entry period is not closed for time entry. Once the time deadline has passed, time cannot be entered in PHATIME. If the time entry period is open but you are still encountering issues, try logging off of Banner and then on again before contacting MyHR.

Q: Why can’t I rollback when I am on an empty time entry line on PHATIME?
A: The system reserves a blank record when you access a new record in this block. This blank record must be deleted before you can continue. Use the Record Remove function to delete the record.

Q: As an approver, I reviewed employee’s records that I needed to approve. Why did nothing happen when I selected save?
A: Employees are only approved when the Approve/Acknowledge check box is checked for approval and the Apply All Action is selected from the navigation frame.

Q: When I sign on to Banner and navigate to a Human Resources form, why do I get the message, “You have Electronic Approvals Transactions. Do you wish to view them now?”
A: You have been added to the Time Entry with Approvals routing queue as an approver and an action has been submitted to your queue that requires your approval or review. The system takes you directly to the Department Approval Summary Form (PHADSUM) when you select yes.

Q: What is the difference between “You have Electronic Approvals Transaction’s; do you wish to view them now?” and “Do you wish to be notified of new transactions during the current session”? 
A: The first message notifies you that some action has been submitted for your approval or review and allows you to navigate directly to PHADSUM for approvals. The second message gives you the option to have a notification message appear if any new transactions are submitted to your approver/acknowledger queue during the current Banner session. This message appears when you move in and out of Human Resource forms.

Q: I need to override labor distributions for some earnings being submitted, but when I enter the applicable FUND/ORG I receive an error and I am unable to save, why?
A: The Override Labor Distribution process has restrictions in place depending upon the Employee class and FOAPAL. The code being entered must be active and marked for data entry. A further restriction is there are defaults setup within Banner Finance for FUND and ORG combinations. If you receive an error please check with your approver. It may be necessary to check with financial services to confirm the information. If you are unable to confirm the information within the timeframe for submission to HR it will be necessary to allow to default. You may submit labor redistributions at a later date if necessary to HR.

Please remember that during payroll processing, certain FOAPAL overrides will occur automatically and will overwrite Override Labor Distributions performed in PHATIME. These include earning codes:

<table>
<thead>
<tr>
<th>Earning Code</th>
<th>FOAPAL (ACCOUNT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SH3/SH4</td>
<td>63508 – Shift Differential</td>
</tr>
<tr>
<td>OTA/DBL</td>
<td>63509 – Regular Overtime</td>
</tr>
<tr>
<td>TAS/TPS</td>
<td>63028 – Temporary Assignments</td>
</tr>
</tbody>
</table>