Frequently Asked Questions Time Entry (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.
  - o **The Time Entry Method** is set to **Department**
  - o **Entry By** should be **Time Sheet**
  - o **Organization** is an organization that you can access
  - o **COA** should always be M
  - o **Payroll ID** should be B1/B2 for time entry
  - o **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: run the report **PWRRDPL** 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
  Step 2: 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 Banner HR. 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 **PWRRDPL** 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 the originator's proxy. If you know the originator's user ID, key their user ID in the Proxy For field in PHATIME or PHADSUM. You should be able to key the employee's time.

If you still cannot enter the employee's time, please call Kim Slaney at 864-2072.

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: 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:

Earnings Code	FOAPAL (account)
SH3/SH4	63508- Shift Differential
OTA/DBL	63509- Regular Overtime
TAS/TPS	63028 – Temporary Assignments