LEAVE APPROVER USER GUIDE
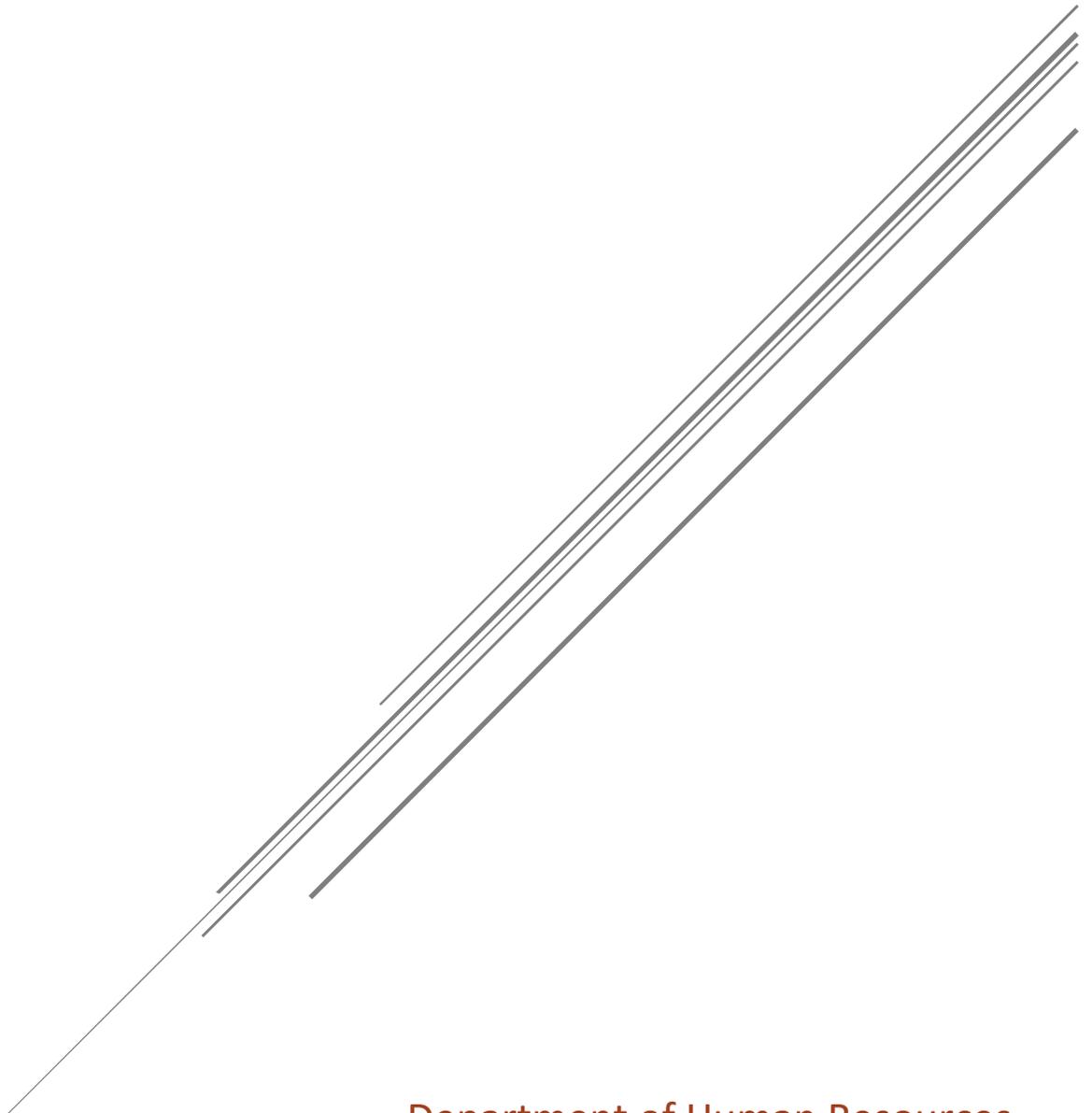
Department of Human Resources

Banner 9

Contents

Leave Overview

Departments are responsible for entering all leave taken by their biweekly salaried employees (employees with payroll ID of B1) in Banner. The following gives a high level overview of how leave time is tracked using departmental leave time entry:

1) Employees submit their leave forms and these are tracked by their department in an electronic format or using paper timesheets/timecards.
2) Managers/Supervisors review and, if accurate, sign employee leave sheets and submit to the Department Originator for entry into Banner.
3) In Banner HR, the Department Originator extracts the leave time sheets for employees and keys their leave (PHATIME form). This can be started on Friday of a pay week (last day of pay period). Time should be entered for the corresponding pay period ending in this week.
4) Designated Departmental approvers review and approve leave in Banner HR (PHADSUM form).
5) Once approved, leave balances are instantly updated in Banner and can be viewed by employees using Banner Self Service.

Some important things to note:

- Leave time entry happens on a biweekly basis. The leave time entry/approval period is from the last day in a pay period to the following Thursday. Leave is always entered for the most recently past pay period. For example, if employees are paid on June 13th, this if for the period from June 1st to June 14th. Leave for this period should be both entered and approved in the period from June 14th to June 20th.
- Approvers are responsible for approving all submitted leave. Once they have approved leave in Banner, the employees leave balances will be immediately updated.
- It is important for Departments to submit and approve leave within the designated time entry period. If leave is not entered in a timely manner, employees will not be able to rely on their posted balances on Banner Self Service. Further, if time is submitted late, it is possible that the actual dates for leave will not be accurately displayed in the HR system. In such cases, departments will be responsible for communicating actual leave history to their employees.

Key Banner Forms

When working with Departmental Leave in Banner there are some key forms to keep in mind. These include:

- **Electronic Approvals of Time Entry form (PHATIME)** - primary form used for leave entry by originators (users that key leave). Can also be used by approvers for approving leave.
- **Department Employee Time Inquiry form (PHIETIM)** – Similar to PHATIME form but it is used for inquiry purposes only (no leave records can be updated on this form).
- **Department Payroll Summary form (PHADSUM)** – primary form used by approvers for mass approving leave submissions. Approvers can also return leave to originators for correction from this form.
- **Employee Leave Balances form (PEALEAV)** – Lists employee leave details for all leave types.
- **Employee Attendance Inquiry form (PEIATND)** – Lists employee leave details broken down by leave type and day. Form can also be filtered to show a specific type of employee leave for a specific period of time.
- **Electronic Approval Proxy Rules form (NTRPROX)** - This form is where both originators and approvers can designate proxies for their Leave tasks. Proxies are users that have been granted permissions to act on behalf of originators or approvers (who designated them) when they are unavailable to key/approve leave.

Approving Leave

Reviewing and Approving Timesheets

At the end of a leave period, Department Approvers must review all leave reports for which they are responsible and approve or correct them. At this point, the Department Originator (timekeeper) has submitted timesheets for approval and the transaction status of the timesheets has changed from "In Progress" to "Pending".

The Department Approver follows these steps in the approval process:

1. Ensuring that they have a **proxy** set up. This is a very important step, this will be a one-time set up unless your proxy changes.

    - In the Welcome box, type NTRPROX

    - Your User ID will be displayed, click the Go button

    - Click on the "Other Modules" tab

    - In the "Proxy ID" type in your proxy's user ID

    - Click the "Save" button bottom right hand corner

    - In the "Proxy Modules" block, in the Modules box, type in TIME (Note: the modules description will be Time Entry this is correct, even though it's leave entry)

2. Checks the transaction status for all his/her time sheets for the current pay period to ensure each timesheet is in the status of "Pending".
3. Access the leave reports in the Pending and Error statuses.
4. Review leave reports individually to identify editing needs.
5. Revise leave information as necessary.
6. Approve leave reports.

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

NOTE: If changes are required to an employee's leave after it has been approved or after the leave entry period has closed, the approver or timekeeper will have to complete an adjustment form (found on the MUN Portal in Self-Service) and send it to HR for keying.

Approving Leave Timesheets

In PHADSUM complete the following:

COA: M

Transaction Status: Pending

Payroll ID: B1 (This will always be B1 for leave)

Approval of: Leave Report

Organization: 5 digit org number

Year: current year for the schedule you are keying

Payroll No: the number of the leave schedule you are approving

Click the Go button

PHADSUM is the form the approver can approve multiple timesheets at one time. This form displays the earnings and the number of hours taken for that particular earn code, it does not show the dates the leave was taken. Before approving multiple records, the approver will have to click on the RELATED button (right hand corner) and select PHATIME. PHATIME allows the approver to view the hours and the days the leave was taken. *NOTE: The approver can approve the leave in this form (PHATIME) or they can review all the leaves and then go back to PHADSUM and approve all the one time.*

Approve Individual Leave in PHATIME

Once in PHADSUM, in the DEPARTMENT APPROVAL SUMMARY block, you will notice the employee records waiting to be approved. If you click on the employee ID, you will notice in the DETAIL block, the earnings and hours are displayed for that particular employee, but not the dates the leave was taken.

Now, you will need to view the dates of this leave. This is done in PHATIME.

In the top right hand corner, click on the RELATED button, then select View/Change Time Detail (PHATIME). This will bring you to the PHATIME form.

You will notice the below warning message.
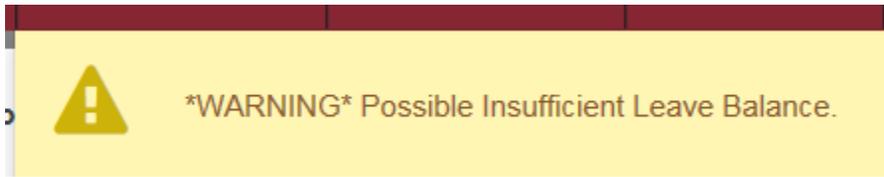
NOTE: When you are entering/approving leave, earn codes such as, family leave and sick leave will highlight the check box under the "Possible insufficient Leave Indicator". There is no draw down balance for sick or family leave. You will have to check the employee's leave balances to make sure they have not overdrawn. It is the approver's responsibility to ensure employees do not exceed their entitlement. Please note, family and sick leave balances are displayed as negative numbers. The negative number represents the number of hours the employee has taken, not the number of hours they have overdrawn.

Check employee's leave balances

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- Click on the Tools and select List Leave Balances.

Sick Leave will also appear as negative meaning those are the hours that were taken.

Family leave will have to be monitored by your department as different unions have different family leave entitlements.

In the JOBS block, click on the employee ID and you will notice in the TIME ENTRY LEAVE BY HOUR block, the leave detail is displayed.

As the approver, you will verify that the leave code, days and hours are correct.

If you want to approve in PHATIME, you have to do each employee individually.

Click on the Tools button (top right hand corner)

Click on "Approve Time"

A green message box will display – Time Transaction successfully approved. Also, "Completed" will be displayed in the Status Box in the JOBS block.

You have successfully approved that employee's leave

If you have more employees to approve, click on the "X" to exit this form and return to PHADSUM and repeat the above steps.

Approve Multiple Leaves in PHADSUM

As the approver, you will have to view and verify the leave is correct for all employees.

- From PHADSUM, click on the RELATED button and select View/Change Time Detail (PHATIME)
- Click on the first employee in the JOBS block
- Verify the leave codes, hours and dates are correct.
- If all are correct, close out of PHATIME, then in PHADSUM click the next employee and repeat the above steps to verify all entries are correct. Do this until you have verified all employees.

- When all employees are verified correct, in PHADSUM, click on Tools and select Approve/ Acknowledge All. Notice the check box Approve or Acknowledge has automatically checked all employees, in the DEPARTMENT APPROVAL SUMMARY block. You can also manually check these boxes if you want.
- Now, back to Tools, select Apply all Actions, this command is the command that approves all leaves. A message will display letting you know the leave has been successful.
- You have successfully approved leave.

Incorrect Leave Entries

Return for Correction

- If there is incorrect leave key for an employee, in PHADSUM, check the Return for Correction checkbox for that employee.
- Click Tools from the menu, select Apply all Actions
- A green message box will appear – Saved successfully. The record has been returned to the timekeeper for correction or deletion. The timekeeper will get no notification, it's up to the approver to inform the timekeeper that a record has been returned back to them.
- The timekeeper will change the status to "Returned for Correction" in PHATIME and make the corrections. Once the corrections are made, the timekeeper will send the record back to the approver for approval. The approver will review and approve if correct.

Error Status Records

Sometimes a record will go into error status. If the employee has leave and the status is in error, the approver can clear the record.

- To clear the record, click Tools, select Clear Record.
- If the record needs to go back to the timekeeper, select Return for Correction and Apply all Actions from the Tools menu.
- Notify the timekeeper that the record was in error and you returned it to them.
- If the record is in error and there is no leave, the approver can clear the record to remove the error status. Nothing else needs to be done.

Reviewing Leave Balances PEALEAV

If an employee requests their leave balance, you can direct the employee to the Employee Self Service site, or the timekeeper or approver can review the employee's leave balances in the Employee Leave Balances form (PEALEAV)

► **To review leave balances:**

In the Welcome box, type *PEALEAV* and **ENTER**

This Opens the Employee Leave Balance form.

Enter the employee's ID and click the GO button

The below screen displays the employee's:

- Begin Balance – Begin balance as of the current fiscal year
- Accrued Hours- Hours accrued during the current fiscal year
- Taken Hours – The amount of hours taken
- Current Available Hours – The amount of hours that you can take
- Banked Hours – N/A

NOTICE the arrow at the bottom of the form? There can be more than one page to display leaves.
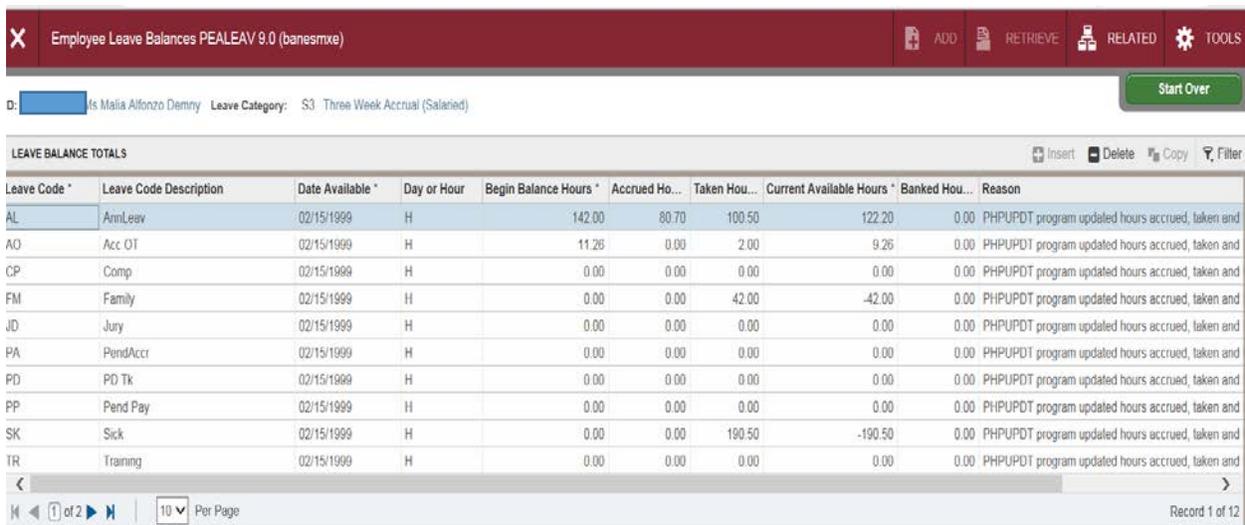
Leave Code *	Leave Code Description	Date Available *	Day or Hour	Begin Balance Hours *	Accrued Ho...	Taken Hou...	Current Available Hours *	Banked Hou...	Reason
AL	AnnLeav	02/15/1999	H	142.00	80.70	100.50	122.20	0.00	PHPUPDT program updated hours accrued, taken and
AO	Acc OT	02/15/1999	H	11.26	0.00	2.00	9.26	0.00	PHPUPDT program updated hours accrued, taken and
CP	Comp	02/15/1999	H	0.00	0.00	0.00	0.00	0.00	PHPUPDT program updated hours accrued, taken and
FM	Family	02/15/1999	H	0.00	0.00	42.00	-42.00	0.00	PHPUPDT program updated hours accrued, taken and
JD	Jury	02/15/1999	H	0.00	0.00	0.00	0.00	0.00	PHPUPDT program updated hours accrued, taken and
PA	PendAccr	02/15/1999	H	0.00	0.00	0.00	0.00	0.00	PHPUPDT program updated hours accrued, taken and
PD	PD Tk	02/15/1999	H	0.00	0.00	0.00	0.00	0.00	PHPUPDT program updated hours accrued, taken and
PP	Pend Pay	02/15/1999	H	0.00	0.00	0.00	0.00	0.00	PHPUPDT program updated hours accrued, taken and
SK	Sick	02/15/1999	H	0.00	0.00	190.50	-190.50	0.00	PHPUPDT program updated hours accrued, taken and
TR	Training	02/15/1999	H	0.00	0.00	0.00	0.00	0.00	PHPUPDT program updated hours accrued, taken and

Reviewing Employee Attendance Records PEIATND

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

To review employee attendance records:

► In the Welcome box type *PEIATND* and ENTER

| ≡ | Q | 📁 | Memorial University | | | | | 🔵 Ms Malia Alfonzo Demny | 🔒 Sign Out |

| ✕ | Employee Attendance Inquiry PEIATND 9.0 (banesmxe) | | 📄 ADD | 📄 RETRIEVE | 🔧 RELATED | ⚙ TO |

ID: [redacted] ... Ms Malia Alfonzo Demny   Begin Date: [   ] 📅
End Date: [   ] 📅   Earn Code: [   ] ...
                                                                        Go

Get Started: Fill out the fields above and press Go.
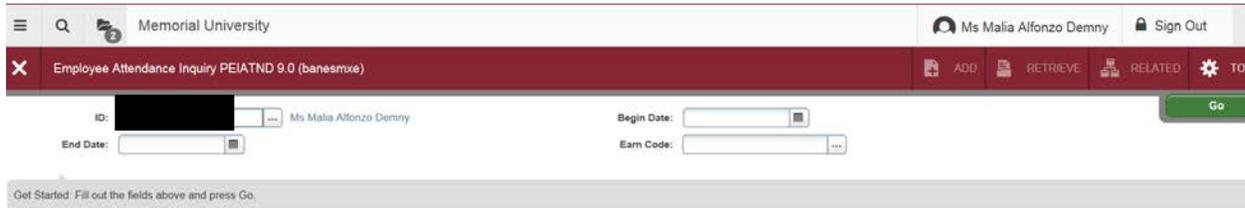
► Enter the ID for the employee that you wish to view.

► (Optional) Enter Begin Date, End Date, and/or Earn Code to further filter the leave period and type to report. If you are looking for Annual leave from April 1 to March 31 enter the dates and the Leave Code ANN. You can do this for all other leaves as well.

► Click the GO button

| ✕ | Employee Attendance Inquiry PEIATND 9.0 (banesmxe) | | 📄 ADD | 📄 RETRIEVE | 🔧 RELATED | ⚙ TOO |

ID: [redacted]   Ms Malia Alfonzo Demny **Begin Date:** 04/01/2017   **End Date:** 03/31/2018   **Earn Code:** ANN Annual Leave

Start Over

EMPLOYEE ATTENDANCE INQUIRY   ➕ Insert 🗑 Delete 🗐 Copy ▼ Filter
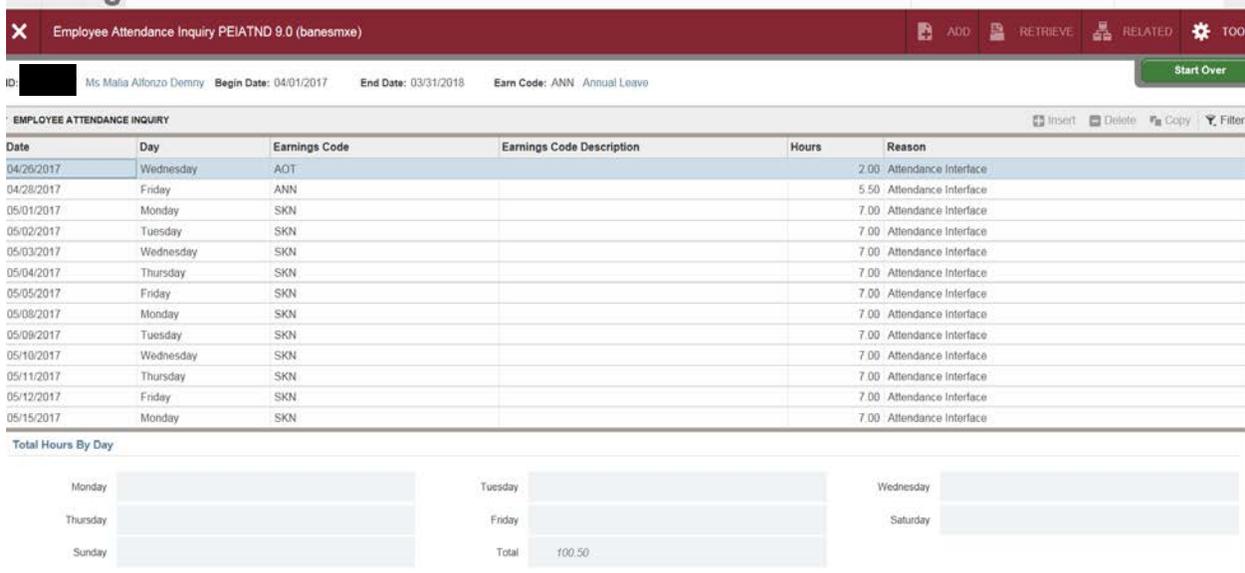
Date	Day	Earnings Code	Earnings Code Description	Hours	Reason
04/26/2017	Wednesday	AOT		2.00	Attendance Interface
04/28/2017	Friday	ANN		5.50	Attendance Interface
05/01/2017	Monday	SKN		7.00	Attendance Interface
05/02/2017	Tuesday	SKN		7.00	Attendance Interface
05/03/2017	Wednesday	SKN		7.00	Attendance Interface
05/04/2017	Thursday	SKN		7.00	Attendance Interface
05/05/2017	Friday	SKN		7.00	Attendance Interface
05/08/2017	Monday	SKN		7.00	Attendance Interface
05/09/2017	Tuesday	SKN		7.00	Attendance Interface
05/10/2017	Wednesday	SKN		7.00	Attendance Interface
05/11/2017	Thursday	SKN		7.00	Attendance Interface
05/12/2017	Friday	SKN		7.00	Attendance Interface
05/15/2017	Monday	SKN		7.00	Attendance Interface

Total Hours By Day

Monday	[ ]	Tuesday	[ ]	Wednesday	[ ]
Thursday	[ ]	Friday	[ ]	Saturday	[ ]
Sunday	[ ]	Total	100.50		

1. Click the Start Over button to add further filtering. This can include:
   a. Changing the ID to another employee's.
   b. Entering a Begin and End Date to filter a specific leave period for an employee (e.g. maybe you want to only show leave for the current year).
   c. Entering a specific leave type to filter by in the Earn Code (e.g. SKN for Sick with Note).

Managing Proxies - Department Originator/Approver

The Electronic Approval Proxy Rules Form (NTRPROX) is used to establish Proxies 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 Proxies, the Proxies' security access must be confirmed (HR must set this up). Once security access is established, the process for creating Proxies is simple.

Adding a proxy

- In the Welcome box, type NTRPROX

- Your User ID will be displayed, click the Go button

- Click on the "Other Modules" tab

- In the "Proxy ID" type in your proxy's user ID

- Click the "Save" button bottom right hand corner

- In the "Proxy Modules" block, in the Modules box, type in TIME (Note: the modules description will be Time Entry this is correct, even though it's leave entry)

Removing a Proxy

- In the Welcome box, type NTRPROX

- Your User ID will be displayed, click the Go button

- Click on the "Other Modules" tab

- In the Modules block, click on TIME
- Click on the delete button found in the right hand corner of the Modules block
- Save
- In the Proxy block, click on the proxy's ID
- Click on the delete button found in the right hand corner of the Proxy block

NOTE: When removing a proxy, you have delete the Modules block first and then the Proxy block

Acting as Proxy

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.

Glossary

Term	Definition
Approver	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 the Electronic Approvals of Time Entry Form (PHATIME).
Earnings Code	The code used on the Earn Code Rule Form (PTREARN) to identify a kind of pay or leave, for example regular earnings, sick pay, or vacation pay
Leave Report	A method to collect actual leave time taken that is sent through approvals and posted to leave balances.
Originator	The originator of the time transaction is the department timekeeper who extracts and begins time entry on the Electronic Approvals of Time Entry Form (PHATIME). Only an originator of a time transaction may update information in the daily breakdown area of the form once time entry has begun and the status displayed is In Progress. Other department timekeepers may access this information, but cannot change it as long as they have similar security privileges. There are two exceptions to this rule. A proxy may change time if querying a record started by someone else or a Super user may change time at any time.
Proxy	Someone who can act on another person's behalf to approve or access a time sheet. The time entry proxy has access to the Electronic Approvals of Time Entry Form (PHATIME) and the Departmental Approval Summary Form (PHADSUM). If the proxy is acting on behalf of a Super user, then the proxy also has Super user privileges and can, therefore, change or approve all time transactions, not just those for the person for whom he/she is acting.
Super user	An individual who can change or approve all time transactions. A Super user has access to the Electronic Approvals of Time Entry Form (PHATIME) and the Departmental Approval Summary Form (PHADSUM) once a pay period has closed. As a Super user, you do not have to enter a time sheet organization in the key of PHATIME, PHADSUM, or PHIETIM, unless you wish to work with records in only one organization. When you move into the detail blocks of each of these forms you'll see all employees in the pay event regardless of the time sheet organization. Super users can interact with a time entry transaction at any time, except when the transaction is completely approved. If a super user has originated the time transaction then they must complete it and submit it for approval. On PHATIME, time transactions that are In Progress attain a Pending transaction status when the Super user submits them. The approver then determines if the incomplete time is correct. If the Super user were to submit time that goes into Error status (instead of Pending), the approver and/or the Super user has the power to correct the time and approve it so it moves forward.
Pending Transaction Status	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.

Term	Definition
Submit for Approval	The approval process for timesheets after the Department Originator submits a timesheet for approval. The transaction status changes from In Progress to Pending.