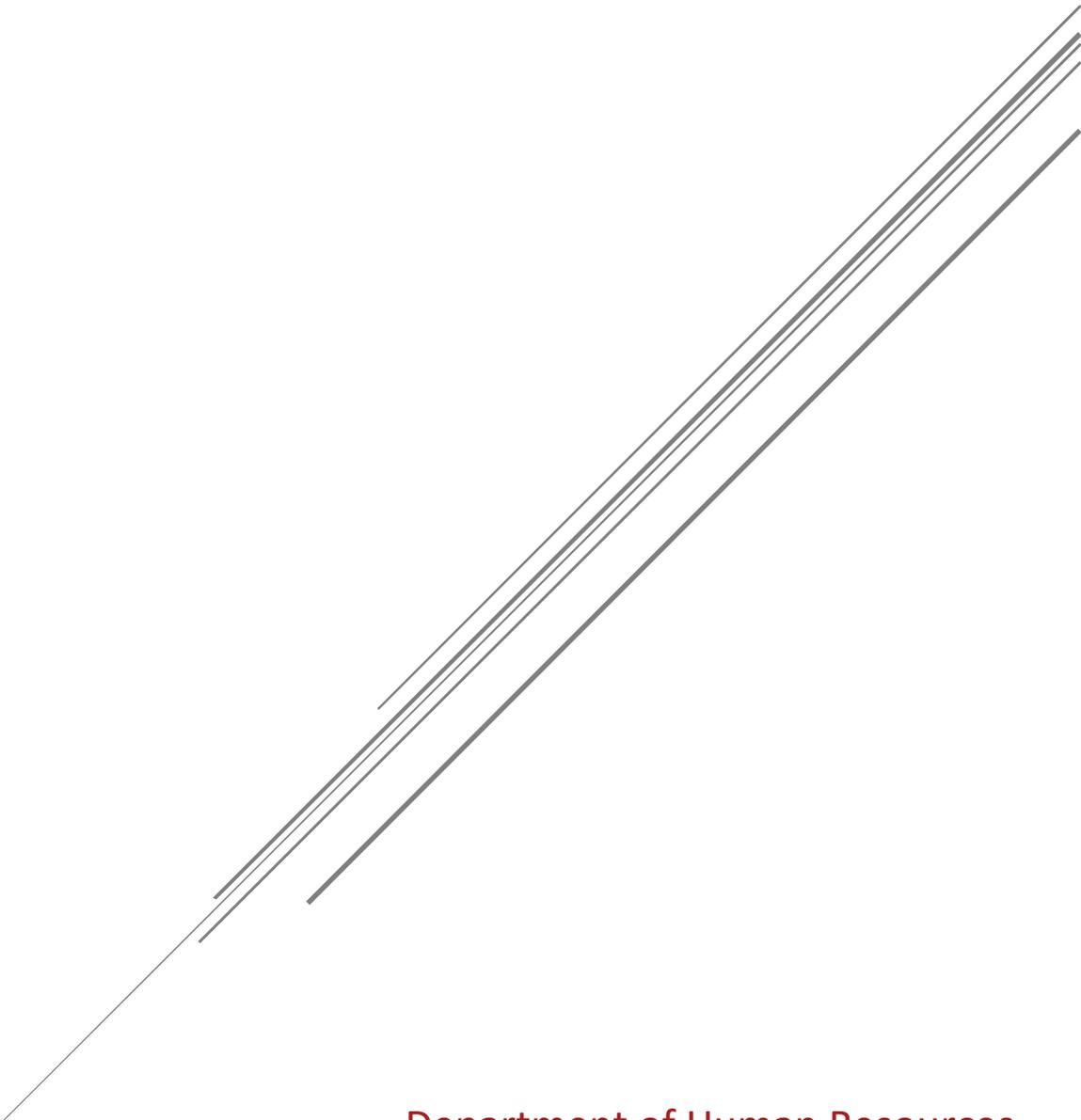


# TIME ENTRY USER GUIDE



Department of Human Resources  
Banner 9

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## Introduction

Departmental Time Entry allows the Departmental Unit to enter and approve hourly-based time worked for employees in Banner HR, thus replacing 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

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 PHATIME. Multiple approvers can exist in each routing queue.
Departmental Entry	Time entry by departmental timekeeper(s) on the Electronic Approvals of Time Entry Form. PHATIME
Departmental Unit	A faculty, school, department or administrative unit of Memorial University.
Earning Code	The code used on the Earn Code rule Form PTREARN to identify a kind of pay, for example regular earnings, overtime or shift differential
Originator (Time Keeper)	The person who enters information on the Electronics Approvals of Time Entry Form. PHATIME
Pay Period Time Sheet Employees	Employees who enter all hours worked on their time sheets. Records created by these employees do not usually have default hours. Therefore all hours must be entered.
Payroll Time Entry	Time entry on the On-line Time Entry Form PHAHOURL.
Proxy	Someone who can act on another person's behalf to approve or access a time sheet. T
Pending Transaction Status	The transaction status for timesheets submitted for approval by a Departmental Originator. The timesheets remain in the Pending transaction status throughout the approval process, until the timesheets have been fully approved or returned for correction.
Queue Status	Status of a time transaction while the transaction is in the approval queue.

Routing Queue	Status of a time transaction while the transaction is in the approval queue.
Submit for Approval	The approval process for timesheets after the Departmental Originator submits a timesheet for approval. The transaction status changes from In Progress to Pending
Transaction Status	An indication telling the departmental timekeeper or the approver, the current status of a particular time sheet.

**Departmental Time Entry Overview**

Departmental Units will enter hourly-based time worked by their employees (employees with payroll ID of B1 or B2) in Banner HR. 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).
2. Supervisors review and, if accurate, sign employee timesheets and submit to the Departmental Time Keeper for entry into Banner HR.
3. In Banner HR, 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 up to date). 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**. This is to ensure that all time entered will be paid on the correct pay period.
4. Designated Departmental Approvers review and approve time worked in Banner HR on the PHADSUM 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 of the week worked.
- It is important for Departmental Units to submit and approve 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. Further, if time is submitted late, comments must be entered for tracking purposes and for the purpose of ROE generation.
- Approvers are responsible for approving all time entered. Once they have approved time entered in Banner HR, 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 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.
- **Department Employee Time Inquiry form (PHIETIM)** – used for inquiry purposes to see a summary of all the time approved.
- **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.

### Samples of Common Earnings codes

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

#### Regular Hours

STU	Student Assistance – undergrad	CEP	Career Employment Program - MUCEP
STR	Straight Time	REN	Regular Pay No Pension
OTA	Overtime (Regular) 1.5X	DBL	Double Time – 2.0X

#### Exception Hours (Rate-defined)

SH1	Shift Differential .36	SH2	Shift Differential \$2.55
SH2	Shift Differential .50	SH5	Shift Differential \$2.80
SH3	Shift Differential \$2.30	SH6	Shift Differential .75
MLA	Meal Allowance \$14.50		

**Please note – this is only a sample of codes**

### Step by Step Process

Departmental Time Entry uses the following steps:

Process	User Guide Page Ref
1.Review Departmental Listing PWRRPL for missing employees	6-8
2.Extract Timesheets	9-12
3.Enter Time Worked by Employee	13-21
4.approve Time Entered	22-28
5.Review Reports for Errors	28-29

## Step 1: Review Departmental Position Listing for Missing Employees

Before starting to key time, it is important to ensure the employee listing is complete. A Departmental Position Listing (PWRRDPL) should be generated for the current pay period.

1. In the Search box on the Welcome page of Banner's home page; type PWRRDPL and enter.
  - This will bring you to the Process Submission Controls Form GJAPCTL
  - In the process field, PWRRDPL should be displayed.
  - Parameter Set should be blank
2. Click on the Go button
  - DATABASE should be displayed in the Printer Control block.
  - All other fields can be left blank
3. Move to the Parameter Values block by clicking in the Year Values field.
  - Enter the year
  - Enter the Pay ID (B1, B2 or M1)
  - Enter the current Pay Number
  - Enter the Time Sheet Organization From
  - Enter the Time Sheet Organization To
  - Create CSV – Y for Yes; N for No

Number	Parameters	Values
01	Year	2018
02	Pay ID	b1
03	Pay Number	20
04	Time Sheet Organization From	63000
05	Time Sheet Organization To	63017
06	Create CSV	N

4. Check the **Save Parameter Set as** to save your changes
5. Click the Save button in the bottom right hand corner

Process: PWRRDPL Parameter Set:

Get Started. Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Saving current parameter values as user level defaults.

Log file: pwrmdp\_4525094.log List file: pwrmdp\_4525094.lis

After the parameters have been saved, you will notice messages in the upper right hand corner.

These messages confirm that the parameters have been saved and a log file was generated for the report. Click on the number (of messages) just above the messages to remove them.

**Reviewing the Report:**

1. Click on the Related Menu
2. Click on PDF Review Output (GWAVRPT)
3. Click on the report you want to view and click on the SEL button (top left hand corner) to display your report. The .lst is the PDF format and CVS format is the Excel version.
4. If your report isn't displayed when you arrive on this page, click F5 on any report name to refresh until the report name is displayed.

Below is a sample of the report

18-OCT-2018	Memorial University	Page: 1
	PWRDPL - Departmental Position Listing	
Time Sheet Department: 63000 - Financial Services		
Year:	2018	
Pay ID:	B1	
Payroll Number:	20 15-SEP-2018 to 28-SEP-2018	

Employee Name	Posn/Suff Job Title	Eff Date	Stat	ECLS	Acc/Ind	Fund	Orgn	Acct	Prog	Pct Hour
Arendale, Alise	S00430-00 Accounting Clerk	11-AUG-2018	A	EC	Y	100001	63002	62002	4103	100.00
Balandran, Felice	S00419-00 Accounting Clerk	01-APR-2018	A	EC	Y	100001	63002	62002	4103	100.00
Beecroft, Iraida	S03198-00 Computer Systems Assistant	01-APR-2018	A	EC	Y	100001	63002	62002	4103	100.00
Bloxom, Cammy	S00442-00 Manager, Research Acct	01-APR-2018	A	M3	Y	100001	63002	62001	4103	100.00
Bowersox, Otelia	S01449-00 Tendering Clerk	03-SEP-2018	A	EC	Y	100001	63002	63028	4103	100.00
	S03316-00 Accounting Clerk	03-SEP-2018	L	EC	N	100001	63002	62002	4103	100.00
Cartin, Karena	S01041-00 Computer Systems Officer	01-APR-2018	A	M3	Y	100001	63002	62001	4103	100.00
Cleere, Tyree	S02589-00 Accounting Clerk	01-APR-2018	A	EC	Y	100001	63002	62002	4103	100.00
Dillingham, Tamela	S00705-00 Revenue Cashier	01-APR-2018	A	EC	Y	100001	63002	62002	4103	100.00
Farrens, Aurelia	S03476-00 Senior Financial Analyst	01-APR-2018	A	M3	Y	100001	63002	62001	4103	100.00
Fuerstenberg, Cammy	S02011-00 Staff Accountant-Research A	01-APR-2018	A	M3	Y	100001	63002	62001	4103	100.00
Gerhardt, Porfirio	008210098 S02190-00 Mgr, Fin Reporting & Anal	01-APR-2018	A	M3	Y	100001	63002	62001	4103	100.00
										49.18

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](mailto:MyHR@mun.ca) immediately to reduce time constraints.

## Step 2: Extracting Timesheets – Department Originator

The first step to recording time worked in Banner HR 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 Department Originator or the Department Originator’s Proxy can access the timesheets to update time information. In certain cases, a super user may also be able to update 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 Search box on the Welcome page of Banner's home page; type PHATIME and enter.
2. Enter the Organization number
3. Tab to the Transaction Status and select Not Started
4. Tab to the Year field and enter the year
5. Payroll ID should be B1 or B2
6. Enter the Payroll number. Note: the pay period must be opened in order to extract timesheets.
7. Click the Go Button
8. A dialog box displays the message: Do you want to extract time to begin time entry? Click Yes.
9. Another message will be displayed – xx time record(s) processed with no errors, click Continue
  - **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.
10. In the Jobs Block, the employee's name and ID along with their position, suffix, status and method will be displayed. This means that the timesheet was extracted and has now moved from Not Started to In Progress. They are ready for completion. Click on the employee ID or Page Up or Page Down to move from one employee to another.
  - **NOTE:** If errors occur, please read the message carefully and check the FAQ's at the back of this document.
  - **NOTE:** Banner 9 does not give you the option to double click on the employee's name to open the list to view all employees in the org. You will have to page down to find the employee. You can change the number of records you have per page or click on the next page button.

## Extracting Individual Employee Timesheets for Time Entry

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

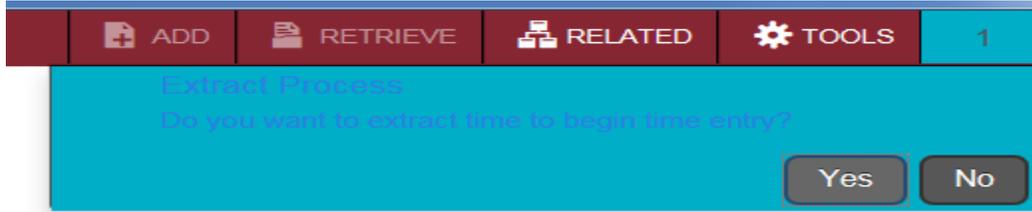
**NOTE:** Do not perform this procedure if you have already extracted timesheets using the previous procedure “Extracting All Timesheets in an Organization”.

1. In the Search box on the Welcome page of Banner’s home page; type PHATIME and enter.
2. Enter the Organization number
3. Tab to the Transaction Status and select Not Started
4. Tab to the Year field and enter the year
5. Payroll ID should be B1 or B2
6. Enter the Payroll number. Note: the pay period must be opened in order to extract timesheets.
7. TAB not the Go Button
  - The Time Entry Selection Criteria dialog box will open. This form allows you to enter an employee ID or name in order to extract a specific employee.

The screenshot displays the PHATIME 9.3.7 interface. The main window is titled "Electronic Approvals of Time Entry PHATIME 9.3.7 (banhrst)". It contains several input fields: "User ID", "Superuser", "Time Entry Method" (set to "Department"), "Organization" (65092), "Year" (2018), "Payroll Number" (21), "Proxy For", "Entry by" (Time Sheet), "COA" (M), "Transaction Status" (Not Started), and "Payroll ID" (B2). A "Go" button is visible. Below the main form, a "Time Entry Selection Criteria PHATIME 9.3.7 (banhrst)" dialog box is open. This dialog box has fields for "Begin" (15-SEP-2018), "End" (28-SEP-2018), and "Check" (11-OCT-2018). It also has fields for "Employee ID" and "Last Name", and "OK" and "Cancel" buttons.

8. 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 an ORG.

9. Click ok. You will be asked to confirm if you wish to extract time to begin time entry?



10. Click the yes button. Another message box displays, 1 time record processed with no errors.

11. Click Continue. 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 user 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 8 below. Steps 1 through 7 describe how you can find a record that you extracted in a previous session.

### To enter time for employees:

1. In the Search box on the Welcome page of Banner's home page; type PHATIME and enter.
2. Enter the Organization number
3. Tab to the Transaction Status and select In Progress
4. Tab to the Year field and enter the year
5. Payroll ID should be B1 or B2
6. Enter the Payroll number. Note: the pay period must be opened in order to extract timesheets.
7. Click the Go Button

The screenshot displays the PHATIME application interface. At the top, there is a navigation bar with a search icon and the title "Electronic Approvals of Time Entry PHATIME 9.3.7 (banhrst)". Below this, there are several fields for user information and search criteria, including "User ID", "Proxy For", "Superuser", "Entry by: Time Sheet", "Time Entry Method: Department", "COA: M", "Organization: 40109", "Department of Folklore", and "Transaction Status: In Progress". A "Start Over" button is also present.

The main content area is divided into two sections: "JOBS" and "TIME ENTRY".

**JOBS Section:** This section contains a table with the following columns: ID, Last Name, First Name, Position, Suffix, Status, and Method. The data rows are:

ID	Last Name	First Name	Position	Suffix	Status	Method
[Redacted]	Maraia	Wei	U10016	00	In Progress	Department
[Redacted]	Marcelli	Jenell	U10016	00	In Progress	Department
[Redacted]	Pantaleo	Willene	U10016	00	In Progress	Department

Below the table, there are navigation controls including "Record 1 of 3" and "5 Per Page".

**TIME ENTRY Section:** This section contains a table with the following columns: Earn \*, Earn Description, Time In and Out, Shift \*, Special Rate \*, Hours or Units, Totals by Earn, and days of the week (Sat Oct 13, Sun Oct 14, Mon Oct 15, Tue Oct 16, Wed Oct 17, Thu Oct 18). The data rows are:

Earn *	Earn Description	Time In and Out	Shift *	Special Rate *	Hours or Units	Totals by Earn	Sat Oct 13	Sun Oct 14	Mon Oct 15	Tue Oct 16	Wed Oct 17	Thu Oct 18
				0.000000								
					Total							
					Total Units							

Below the table, there are navigation controls including "Record 1 of 1" and "10 Per Page".

8. If the correct employee is not listed, you can use your up/down arrow to choose the correct employee. If you are still not seeing the employee in question, you can arrow to the next page or you can change the number of records you see per page.
  - **NOTE: ONLY "In Progress" employees that you have already extracted for the specified organization will be available for selection.**
9. 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.** You can check the report **PWRRDPL** to ensure the correct position.
10. Once you have selected the correct employee and position, type the earnings code in the **Earn Field** or click the more information button  to display a list of values. Please note, you cannot enter the same earnings code for an employee twice.
11. Tab over to the appropriate date and enter the hours works that day. 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.
12. If there is more than one earn type for the employee, you can double click in the Earn Field under the first code or click on the insert button  to add another code.
  - If you make a mistake and need to delete an earn code and hours, click on the delete button 

The following is an example of a completed time form.

X Electronic Approvals of Time Entry PHATIME 9.3.7 (banhrst)

 ADD
  RETRIEVE
  RELATED
  TOOLS

User ID:  Proxy For:  Superuser:  Entry by: Time Sheet    Time Entry Method: Department    COA: M    Start Over

Organization:  Department of Folklore    Transaction Status: In Progress    Year: 2018    Payroll ID: B2 Bi-weekly Payroll (Hourly)

Payroll Number: 23 13-Oct-2018 to 26-Oct-2018

JOBS

 Insert
  Delete
  Copy
  Filter

ID	Last Name	First Name	Position	Suffix	Status	Method
<input type="text"/>	Maraia	Wei	U10016	00	In Progress	Department
	Marcelli	Jenell	U10016	00	In Progress	Department
	Pantaleo	Willene	U10016	00	In Progress	Department

Record 2 of 3

TIME ENTRY

 Insert
  Delete
  Copy
  Filter

Earn *	Earn Description	Time In and Out	Shift *	Special Rate *	Hours or Units	Totals by Earn	Sat Oct 13	Sun Oct 14	Mon Oct 15	Tue Oct 16
STU	Student Assistance	<input type="checkbox"/>	1	0.000000		10.00				5.00
CEP	Career Employment Program	<input type="checkbox"/>	1	0.000000		6.00				
<b>Total</b>						16.00	0.00	0.00		5.00
<b>Total Units</b>						0.00				

Record 2 of 2

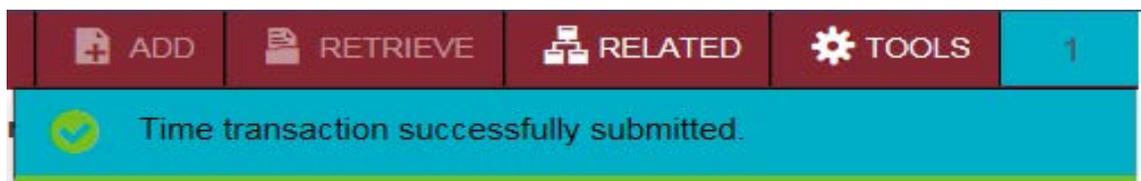
13. Click the Save button.

The changes you have made are saved. The message in the top right hand corner indicated the transaction has been saved.



**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.

14. Once you are satisfied with the data entry, from the TOOLS menu, select **Submit Time for Approvals**.



*Notice the status in the Jobs block has changed from In Progress to Pending*

Electronic Approvals of Time Entry PHATIME 9.3.7 (banhrst)

User ID: UHJRS074 Proxy For: Superuser:  Entry by: Time Sheet Time Entry Method: Department COA: M Organization: 40109 Department of Folklore Transaction Status: In Progress Start Over

Year: 2018 Payroll ID: B2 Bi-weekly Payroll (Hourly) Payroll Number: 23 13-Oct-2018 to 26-Oct-2018

ID	Last Name	First Name	Position	Suffix	Status	Method
	Marais	Wei	U10016	00	Pending	Department
	Marcelli	Jenell	U10016	00	In Progress	Department
	Pantaloo	Willene	U10016	00	In Progress	Department

Record 1 of 3

15. If you have more employees to enter earnings, click on the employee’s name in the Jobs Block or click on any employee’s name and use your arrow key to locate those employees to key their time.

## 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:

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

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 TOOLS menu and select View/Override Labor Distribution.

This will bring you to the view/override form.

The screenshot shows the PHATIME 9.3.7 interface. At the top, there is a header with the title "Electronic Approvals of Time Entry PHATIME 9.3.7 (banhrfst)" and a toolbar with buttons for ADD, RETRIEVE, RELATED, and TOOLS. Below the header, there is a navigation bar with fields for User ID, Proxy For, Superuser, Entry by, Time Entry Method, Department, COA, M, Organization, and Department of Folklore. A status bar indicates "Saved successfully (1 rows saved)".

The main content area is divided into two sections: "DEFAULT LABOR DISTRIBUTION" and "OVERRIDE LABOR DISTRIBUTION".

The "DEFAULT LABOR DISTRIBUTION" section shows a table with columns: Earn, STU, Student Assistance, Shift, COA, M, Percent, Index, Fund, Orgn, Account, Program, Activity, Location, Project, and Cost. The table contains one row with the following values: Earn: 100.00, Index: 100001, Fund: 40109, Account: 66005, Program: 1001. The "Record 1 of 1" indicator is visible at the bottom right.

The "OVERRIDE LABOR DISTRIBUTION" section shows a table with columns: Date, Total Hours or Units entered for Date, Hours or Units, Index, Fund, Orgn, Account, Program, Activity, Location, Project, and Cost. The table contains one row with the following values: Date: 16-Oct-2018, Total Hours or Units entered for Date: 6.00, Hours or Units: 6.00, Index: 100001, Fund: 40109, Account: 63509, Program: 1001. The "Hours or Units" column is highlighted with an orange arrow. The "Record 1 of 1" indicator is visible at the bottom right.

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. Banner HR 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.

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 29, 2018) relates to hours worked Oct 10, 2018**). Once the comment has been entered, click save and close the comments form by clicking on TOOLS and select Time Entry Data. This will bring you back to PHATIME page.

### 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 Banner HR 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 Oct 29, 2018) relates to hours worked Oct 10, 2018**). Click SAVE. To close this form, click on TOOLS and select Time Entry Data. This will bring you back to PHATIME page.

## 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 Search box on the Welcome page of Banner's home page; type PHIETIM and enter.
2. Enter the Organization number
3. Tab to the Transaction Status and select the transaction
  - **Not Started** – Time sheets that have not been extracted for time entry on PHATIME
  - **In Progress** – Time sheets that have extracted and are ready to be edited or in the process of being edited.
  - **Pending** – Time sheets that have been submitted to the Department Approver. Time entry has been completed. A Time Keeper cannot make changes unless time sheets are returned for correction.
  - **Approved** – Time transactions have been approved by the Department Approver(s). Time sheets cannot be changed was once approved.
  - **Completed** – The time entered is updated in the system to the applicable holding table until ready to be processed by Payroll.
  - **Error** – Time sheets 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 by using the "View Errors" found in the RELATED menu.
  - **Return for Correction** – Time transactions that have been returned to the Department Originator (Time Keeper) by a Department Approver during the approval process. These transactions need to be corrected by the Time Keeper 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.
4. Tab to the Year field and enter the year
5. Payroll ID should be B1 or B2
6. Enter the Payroll number
7. Click the Go Button

The example below shows the Transaction Status of All (Except not Started) for the criteria entered.

Web/Department Employee Time Inquiry PHITIM 9.3.4 (banhrst)

Proxy For: Superuser:  Entry By: Time Sheet Time Entry Method: Department COA: M Start Over

Organization: 40109 Department of Folklore Transaction Status: All (Except not Started) Year: 2018 Payroll ID: B2 Bi weekly Payroll (Hourly) Payroll Number: 23 13 Oct 2018 to 26 Oct 2018

ID	Last Name	First Name	Position	Suffix	Days	Units	Hours	Status	Time Sheet Organization	Time Entry Method
	Maraisa	Wei	U10016	00			4.00	Pending	40109	Department
	Marcelli	Jenell	U10016	00			7.00	Pending	40109	Department
	Pantaloo	Willone	U10016	00			10.00	In Progress	40109	Department
<b>Total</b>							21.00			

Record 1 of 3

**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.

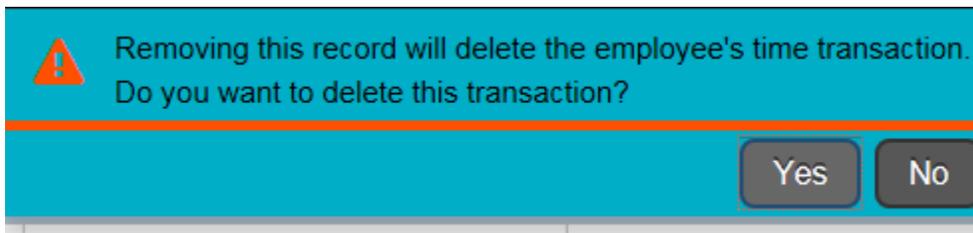
**NOTE:** If you have initiated a time sheet for an employee that did not have hours worked in a period, you should delete the timesheet instead of correcting it. Restarting a timesheet is a way to clear the current values but leave it available for completion.

## Deleting an extracted timesheet and remove it entirely from the payroll process:

1. Click in the ID field of the Jobs Block and click on the delete button

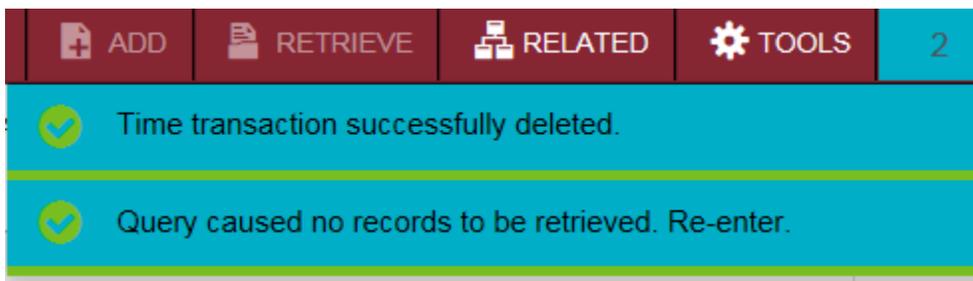


You will get the following message



2. Click Yes

Followed by another message



You have successfully deleted an employee from the time sheet.

**NOTE:** When an employee's time sheet has been deleted, the employee returns back to the **Not Started** transaction status.

### To restart a timesheet:

1. Right after you have deleted the time sheet and are still on the page, click the Start Over button.
2. Double check the parameters and change the Transaction Status to “Not Started”
3. Click the Go button
4. Click “Yes” to the message, “Do you want to extract time to begin time entry?”
5. Click Continue
6. Enter the correct earn code and hours for the employee
7. Click Save
8. Click TOOLS and select Submit Time for Approvals

## 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 **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 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 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 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: 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:

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