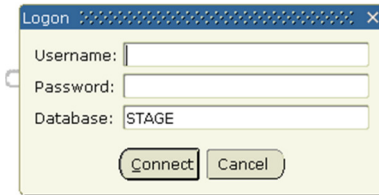


Banner Department Time Entry

1. Log in to Banner. Go to this web address: <http://tifton.winthrop.edu:9090/>
Then select: **FAST Banner 8 Production Database - [PROD]**
2. Username: W12346789 and Password: initially set to the last 6 digits of the Username



Logon

Username:

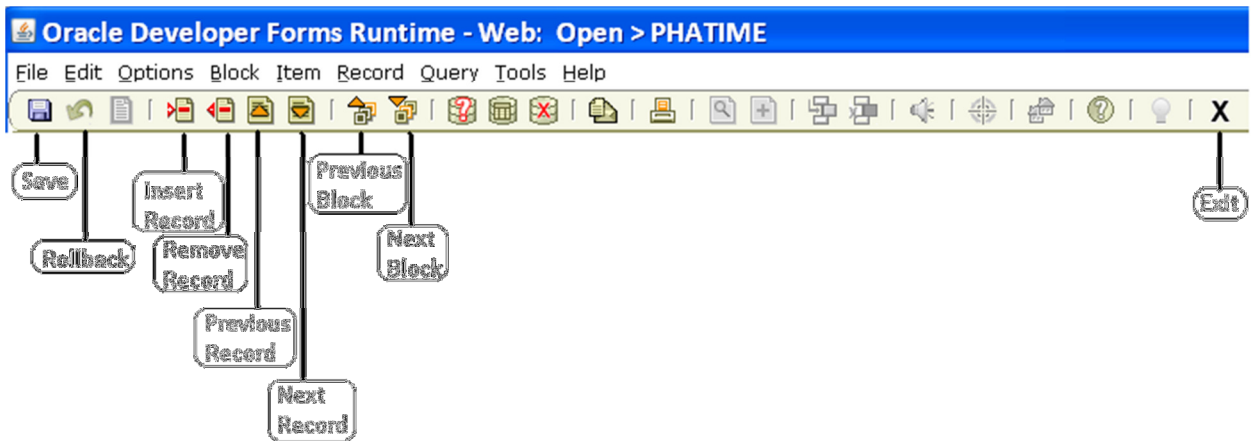
Password:

Database: STAGE

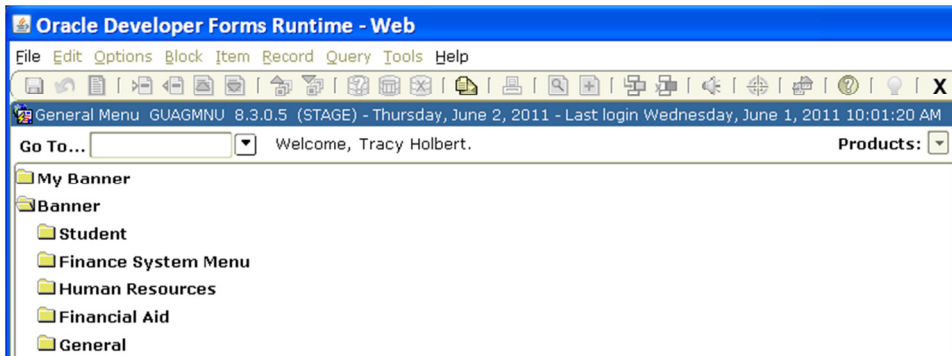
Connect Cancel

Note: Password change link on right bar

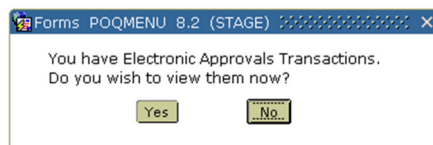
3. Tool bar:



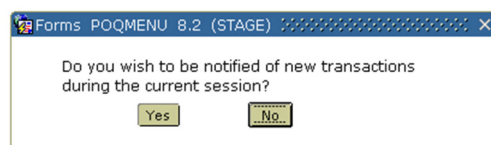
4. At the GoTo field, type PHATIME and press enter to access the department time entry form



5. If you are prompted to approve transactions, select NO, as time will be approved on the web.



6. If you are prompted to be notified, select NO, same as above.



7. The PHATIME form, is broken into three separate blocks. The top block specifies the payroll number (which defines the pay period-see Payroll Calendar for details), payroll type (TH only), department, and status. The criteria selected in this block determines the list of employees that will show in the middle block.

The screenshot shows the Oracle Developer Forms Runtime interface for PHATIME. The title bar reads "Oracle Developer Forms Runtime - Web: Open > PHATIME". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The toolbar contains various icons for navigation and actions. The main form area is titled "Electronic Approvals of Time Entry PHATIME 8.4 (STAGE)".

The form is divided into three main sections:

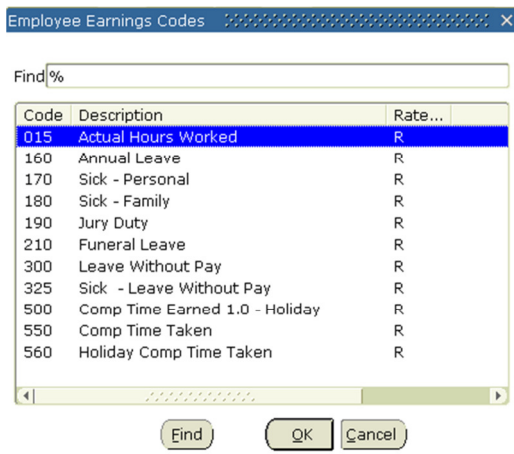
- Header Section:** Contains fields for "User ID" (W10256294), "Proxy For", "Entry by" (Time Sheet), "COA" (W), "Year" (2011), "Organization" (6715 Facilities Management), "Payroll ID" (TH Hourly Employees), "Time Entry Method" (Department), "Transaction Status" (Not Started), and "Payroll Number" (15 01-JUL-2011 to 15-JUL-2011). There is also a "Superuser" checkbox.
- Jobs Section:** A table with columns: ID, Last Name, First Name, Position Suffix, Status, and Method.
- Time Entry Section:** A table with columns: Time In and Out Shift, Special Rate, Hours or Units, Totals by Earn, and a grid for data entry. Below the grid are "Total Hours:" and "Total Units:" fields.

At the bottom, there is a "Transaction Status" field and a "Record: 1/1" indicator.

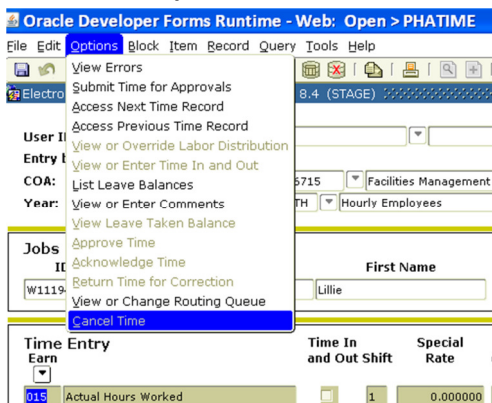
Complete the fields listed below, then proceed to the Next Block (Ctl+PgDwn or click on the Next Block icon on the tool bar, or select Block-Next from the menu bar):

- Organization: Department #
- Payroll ID: TH (always)
- Payroll Number (from the payroll calendar)
- Transaction Status (see final sheet of document for detailed descriptions):
 - First run through for the pay period select "Not Started"
 - Any time thereafter, select as follows:
 - **In Progress** – the time sheet has already been opened/extracted
 - Pending – awaiting approval of supervisor on web
 - Approved – approved by supervisor
 - Completed – completed run through payroll (too late for changes)
 - Error
 - Return for Correction
 - **All (except not started)**
 - Cancelled

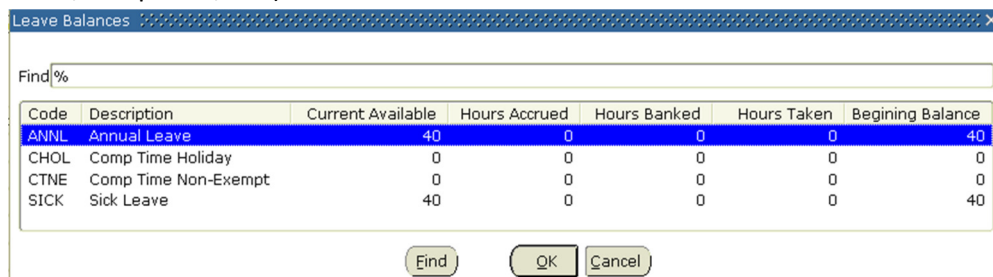
- For Earn code, select from the following list, accessed by clicking on the down-arrow below the word Earn, or manually type the 3-digit number:



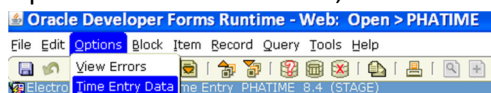
- The shift will auto-fill as "1" by default (Use tab key or mouse to maneuver through the fields)
- Enter hours in the appropriate day slot in .25 hour increments
- Click SAVE (diskette on toolbar, File-Save on the menu bar,
- Some other **Options** from the file menu, while in the bottom or middle block:



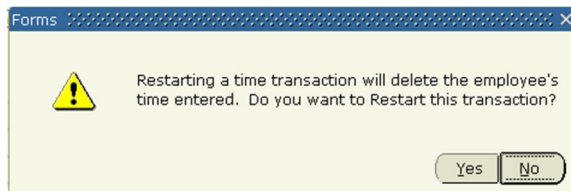
- Access Next Time Record – goes to next person in the list for this status
- Access Previous Time Record – goes to previous person in the list for this status
- List Leave balances – to verify that sufficient leave is available (i.e. Annual leave, sick personal leave, comp time, etc.)



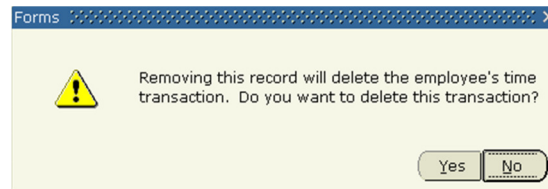
- View or Enter Comments – enter comment about the time, to close comment window, select **Options** from the menu bar, then **Time Entry Data**



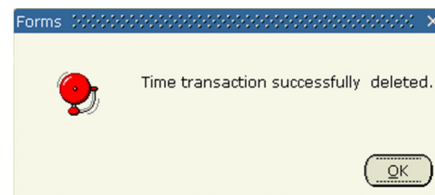
- Submit Time for Approvals – submits the completed time sheet for approval by the supervisor. The status will change to “Pending”.
- Restart Time for Employee – will clear out all entries in the time sheet and return it to a status of “In Progress” and prompt you to re-extract their blank time sheet.



- View or Change Routing Queue – the queue status (to return select Options-Time Entry Data). Use this option if you are unable to update the bottom block to see who originated (extracted) the initial time sheets for the ORG.
- To remove a record from Payroll - place the cursor in the middle block on the ID field and select Record Remove from the Options menu. The status will return to “Not Started”. You cannot remove an approved or completed time sheet. You also, must be the Originator to remove the record.



Select YES, to remove the record:



Select OK, to return to PHATIME:

- Note: Do not enter time for Holidays, unless actually worked that day. The payroll calendar will automatically pay for Holidays.

16. Click in the middle block to select next employee (or use options menu explained above)

17. To select a different ORG, select File - Rollback from the menu bar or select the Rollback icon on the tool bar.

Exit from Banner screens by clicking the [X] in the upper right corner of the window. Select YES, to exit Banner. You can also close the Internet Explorer browser window that must remain open while using the Banner application.

Statuses:

- "Not Started" transactions are those that have not been extracted for time entry either on the Web or on the Electronic Approvals of Time Entry Form (PHATIME). If the department administrator needs to extract time sheets, "Not Started" must be chosen as the "Transaction Status."
- "In Progress" transactions are those time transactions that have been extracted and time entry has begun on them.
- "Pending" transactions are time transactions that have been submitted to the routing queue for approval. Time entry has been completed for these time transactions.
- "Approved" transactions are time transactions that have been approved by all managers/supervisors in the routing queue.
- "Completed" transactions are related to time sheet transactions. Time sheets are given a "Completed" status when the Mass Time Process (PHPMTIM) is run to move the time records into the tables for normal payroll processing.
- "Error" transactions are those time transactions that have problems that need to be corrected. Time transactions can go into "Error" status when submitted for approval and during the approvals process. If errors are encountered in the time sheet extract process, the status will remain as "Not Started." All errors that are generated can be viewed using the "View Errors" option in the navigation frame of this form; the Pay History Display Errors Form (PHIDERR) will be the form accessed to see the errors.
- "Return for Correction" transactions are time transactions that have been returned by an approver during the approvals process. These transactions need to be corrected and resubmitted to the routing queue.
- "All (Except Not Started)" transactions includes all transactions that are in "Approved," "Completed," "Error," "In Progress," "Pending," or "Return for Correction" status.