Department Time Entry on PHATIME

In Banner, go to **PHATIME**

In the key blocks on the main screen, select the following:

Entry by:	Time Sheet	Transaction Status:	Not Started
Time Entry Method:	Department (default)	Year:	2022
COA:	C	Payroll ID:	SM
Organization:	Your Time Sheet Org Code	Payroll Number:	13, 14 etc.

To enter an **Individual Employee's time**: Press TAB key once the Payroll Number (ex: 14) is entered. A new box will pop up.

ID Box: Enter in S-Number of the employee   Last Name Box: Enter in the last name of the employee

To enter an **Entire Department time**: Select **Go** in the top right corner from the main screen.

- A popup message displays "Do you want to extract time to begin time entry?"
  - Click on **YES**

This will extract for all Dept Time Entry employees in the selected Time Sheet Org.

Once the extract has been completed, a message will display indicating how many transactions were successful. (ex: 189 extracted successfully) Click one the **Continue** button.

Warning:

Only the person who extracted time can enter/edit time and submit the timesheets for approval!

Department Time Entry on PHATIME

The transaction status of all timesheets will change from "Not Started" to "In Progress". If you do not finish entering time at this point, when you re-enter PHATIME, select "**In Progress**" in the Transaction Status Box.

The employee's information should now be in the transaction and the time can be entered.

Under Time Entry Section:

Enter on the blank box under Earn column and enter in the Earn code for the employee. (PTE, STE, VAC, SIC … etc.)

- Enter in the hours to the corresponding days to the right.
  - Banner will automatically calculate the total hours worked.
- Save the changes with the Save box in the bottom right corner of the screen.

To Submit Timesheet for Approval:

Go to "**Tools**" in top right corner of the screen,
Under "**Options**", Select "**Submit Time for Approvals**"
Once time is submitted for approval, the transaction status has been changed to Pending.
Go back to the main screen and change the Transaction Status to Pending