

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.

The screenshot shows the main screen of the PHATIME system. It features several input fields and dropdown menus. The 'Entry by' field is set to 'Time Sheet', 'COA' is 'C', and 'Transaction Status' is 'Not Started'. The 'Payroll ID' is 'SM' and the 'Payroll Number' is '14'. The 'Year' is '2023' and the 'Organization' is 'Political Science'. A 'Go' button is located in the top right corner. A green banner at the bottom reads: '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.'

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

The screenshot shows a dialog box titled 'Time Entry Selection Criteria PHATIME 9.3.23 (SLCC)'. It contains several input fields: 'Begin' (07/01/2023), 'End' (07/15/2023), and 'Check' (07/21/2023). There is an 'Employee' section with an 'ID' field and a 'Last Name' field. At the bottom, there are 'OK' and 'Cancel' buttons.

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 screenshot is identical to the one above, but the 'Go' button in the top right corner is highlighted in yellow.

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 on the **Continue** button.

Warning:

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



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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.

Electronic Approvals of Time Entry PHATIME 9.3.14 (SLCC)

User ID: Proxy For: Superuser: Entry by: Time Sheet Time Entry Method: Department COA: C Organization: IACAD Academic Computing Transaction Status: Approved Start Over

Year: 2022 Payroll ID: SM SLCC Semi-Monthly Payroll Payroll Number: 13 06/16/2022 to 06/30/2022

JOBS

ID	Last Name	First Name	Position	Suffix	Status	Method
					Approved	Department

Record 1 of 1

TIME ENTRY

Earn *	Earn Description	Time In and Out	Shift *	Special Rate *	Hours or Units	Totals by Earn	Thu Jun 16	Fri Jun 17	Sat Jun 18	Sun Jun 19	Mon Jun 20	Tue Jun 21
SIC	Sick Leave	<input type="checkbox"/>	1	0.000000		112.00		8.00	8.00	8.00	8.00	0.00
					Total	112.00		8.00	8.00	8.00	8.00	0.00
					Total Units	0.00						

Record 1 of 1

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

RETRIEVE RELATED TOOLS

Search

ACTIONS

OPTIONS

Restart Time for Employee

Submit Time for Approvals

View or Change Routing Queue

List Leave Balances

Approve Time

Acknowledge Time

Return Time for Correction

Cancel Time