Processing Department Time Entry

Human Resources



Index

Beginning the Process

Adding Comments

Overriding Labor Distributions

Viewing Leave Balances

Approving Department Time

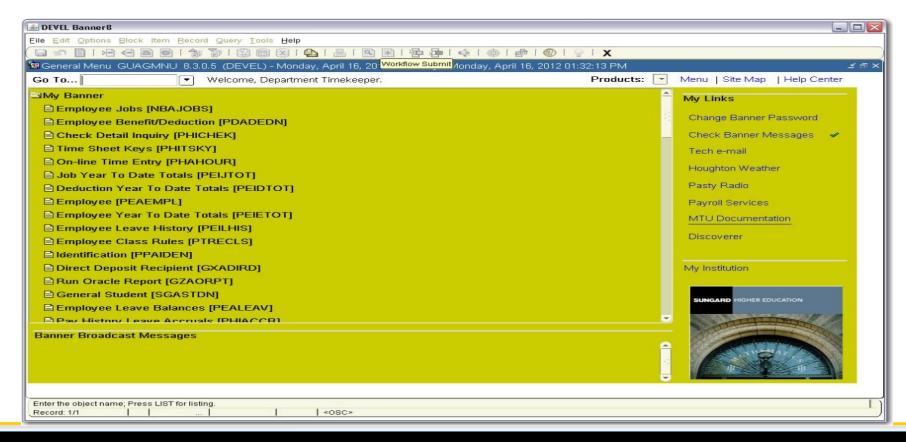


Beginning the Process

Michigan Tech

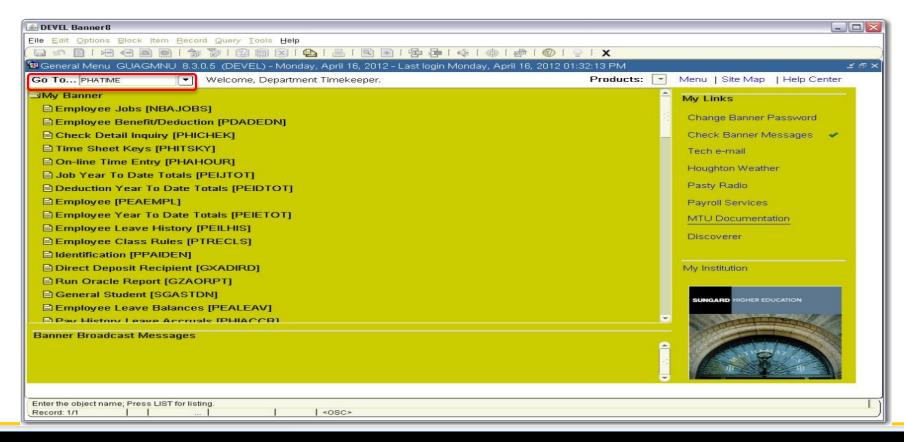
Celebrating 125 Years

Begin departmental time entries by logging in to BANNER and reviewing the banner form PHATIME.





Run PHATIME in the "Go To..." section.

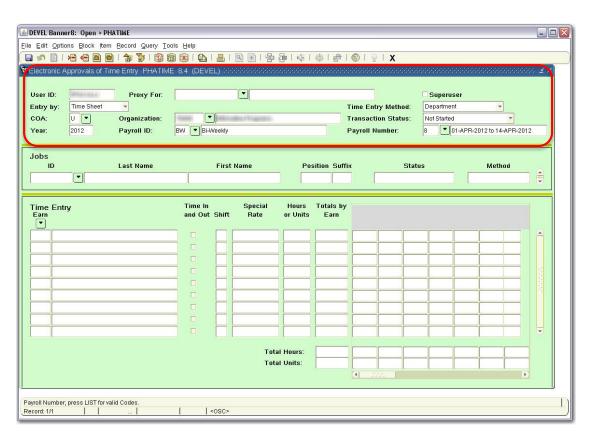




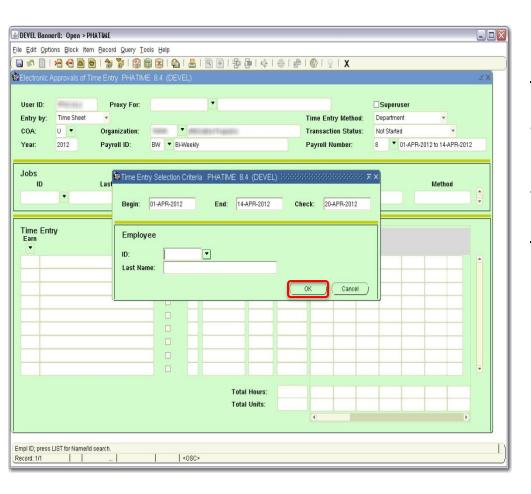
You will be brought to the PHATIME entry form. The User ID, Entry by:, COA, Year, Time Entry Method and Transaction Status will automatically populate.

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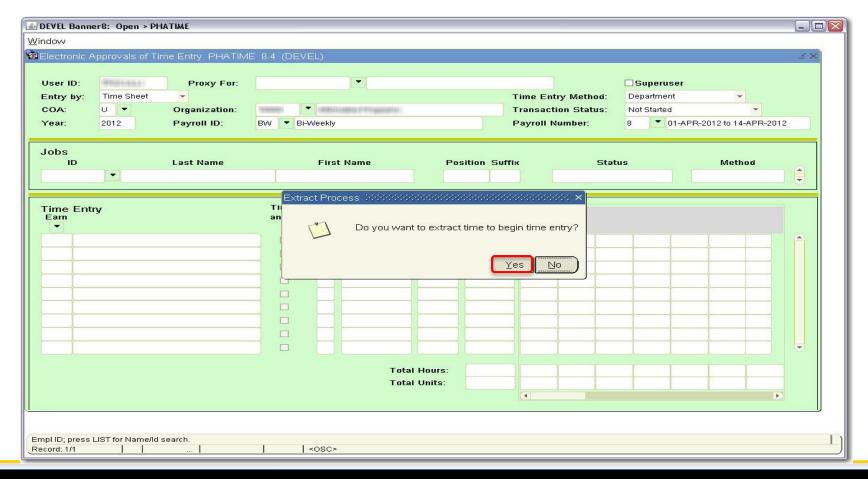


Enter the correct time sheet Organization Number. Select the Transaction Status that fits your needs. Enter the Year, Payroll ID (BW) and Payroll Number to work on. Press Enter.



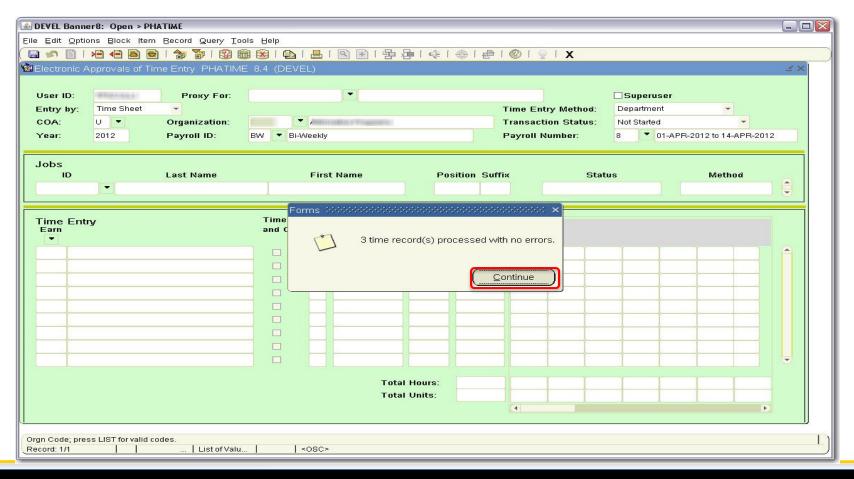
The 'Time Entry Selection Criteria' screen will appear. You can enter in an individual to work on in the Time Sheet Org or you can leave the ID and Last Name blank to select all with the Time Sheet Org. Click 'OK'.

Select 'Yes' to start the electronic time sheets.

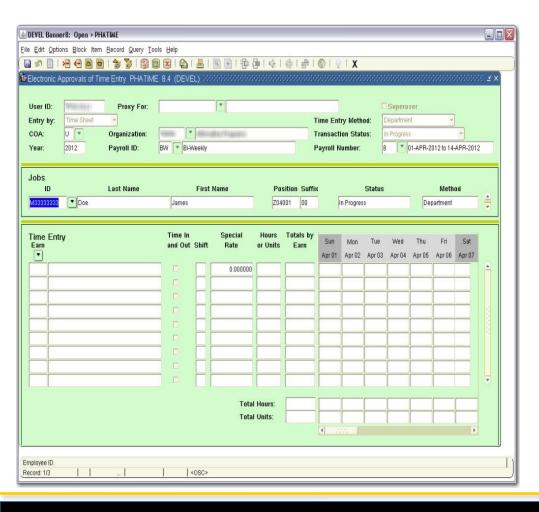




Click on 'Continue' to go to the electronic time sheets.

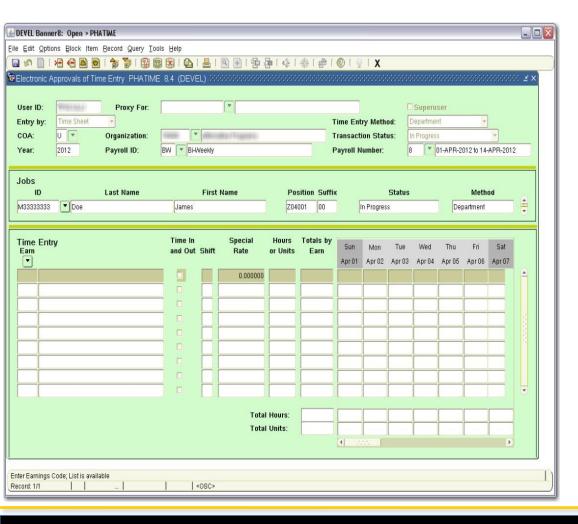






You are now in the PHATIME Jobs Block. You can now either select an individual from the Search button or you can start with the person already selected. To enter hours for this person, select the 'Next' block button.





You are now ready to enter time for the selected employee. You can either enter in the Earnings Code you want to enter in time for, or click on the Search button to see a list of enterable Earnings Codes.



If you choose to search for eligible entry codes, highlight the appropriate code and click on 'OK'.

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If necessary, enter the Shift Number in the 'Shift' field and press Enter.

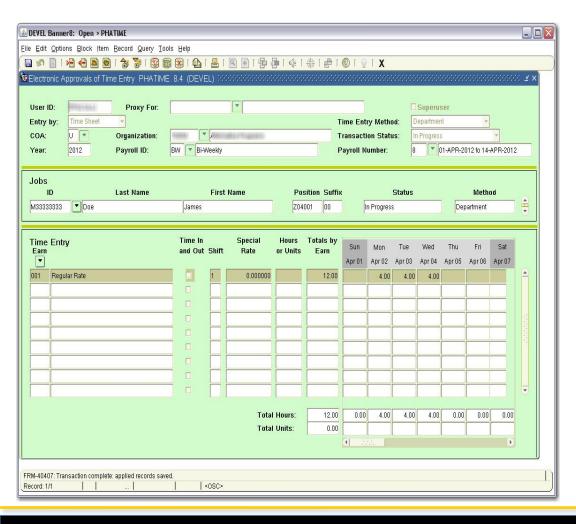
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After entering hours, click 'Save' to save the time transaction. The **Total Hours:** and **Totals by Earn** fields will automatically populate. Repeat previous steps for additional earn code lines.



When finished entering time, click on the 'Options' menu then click on 'Submit Time for Approvals.'

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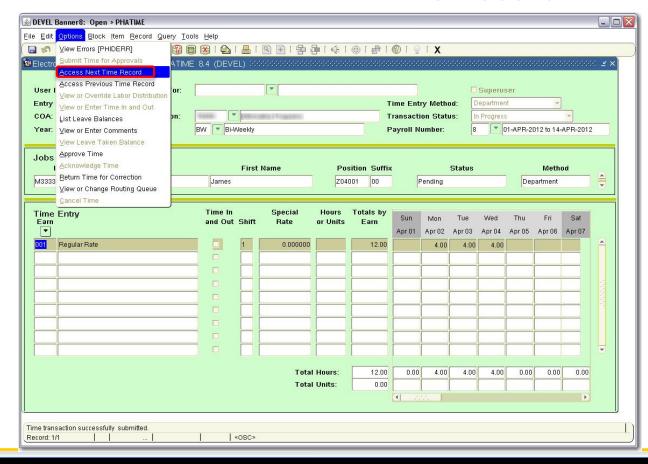


Your time transaction has been successfully submitted, the Transaction Status should change to Pending. You can now access other time sheets.

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Click on the 'Options' menu then click 'Access Next Time Record.'



NOTE: If you come to a Time Sheet that does not require any action, leave it blank and access the next time record.



Repeat the previous steps to add time entries for remaining employees.

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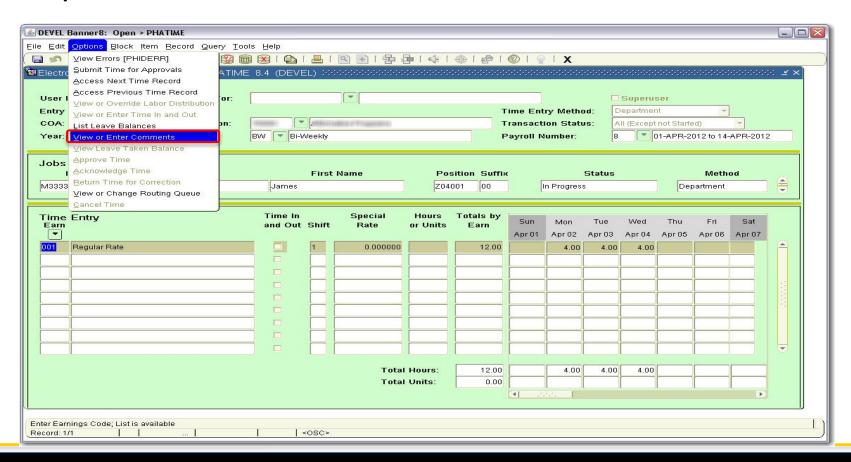
Adding Comments

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Michigan Tech

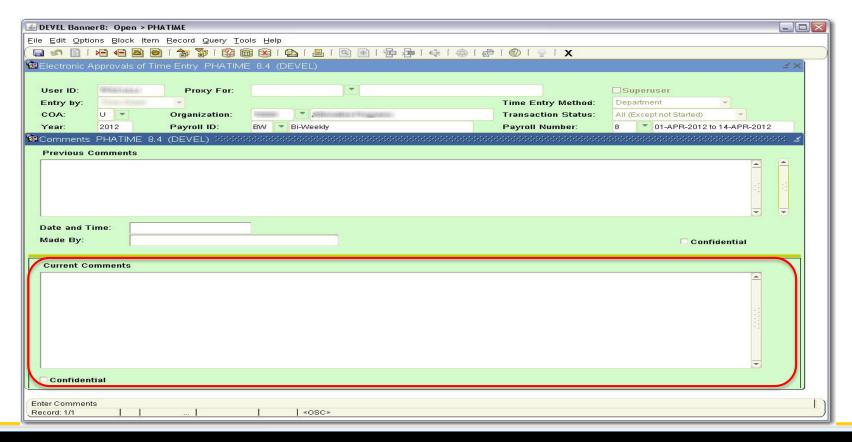
CELEBRATING 125 YEARS

Before you submit time for approval, click on the 'Options' menu then click 'View or Enter Comments.'



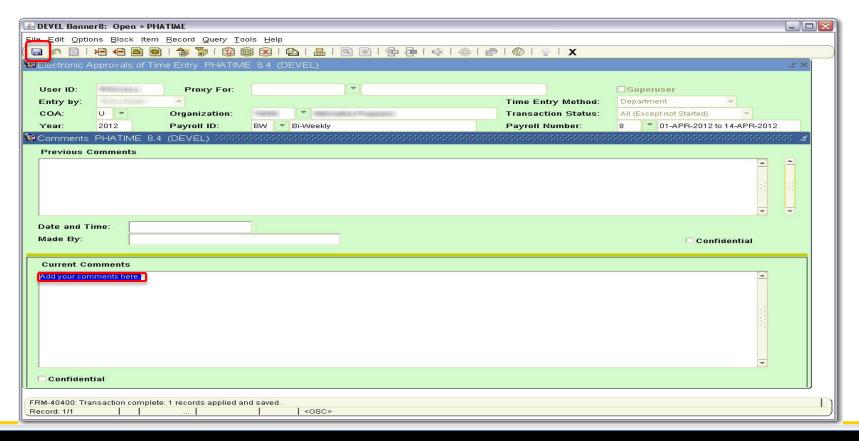


Click inside the **Current Comments** area to enter comments.





Type in your comment and click 'Save'.





Click on the 'Options' menu then select 'Time Entry Data' to return to the time sheet.

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Overriding Labor Distributions

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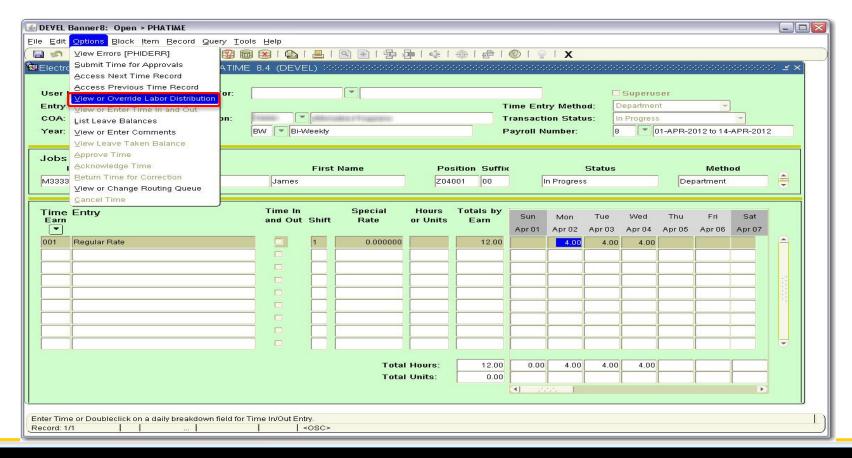
Celebrating 125 Years

After you have saved your hours entered, select the appropriate day that you would like to override the labor distribution for.

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Click on the 'Options' menu then select 'View or Override Labor Distribution'.





You will be brought to the 'Override Labor Distribution' entry form where you can edit Labor Distributions.

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In the 'Override Labor Distribution' section, enter new labor information. When finished entering, click 'Save'.

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Date: 02-APR-Hours or Units	2012 Index	Fund			Program	Activity	Location	Project	Cost	
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To return to the time sheet, click on the 'Options' menu then select 'Time Entry Data'.

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Eile Edit Options E	Block Item Recor	d Query Tools	Help							
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Date: 02-APR-	2012 Index	Fund			Program	Activity	Location	Project	4.00 Cost	
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Date: 02-APR-	2012 Index	Fund			Program	Activity	Location	Project	4.00 Cost	
Date: 02-APR-	2012 Index	Fund			Program	Activity	Location	Project	4.00 Cost	
Date: 02-APR-	2012 Index	Fund			Program	Activity	Location	Project	4.00 Cost	
Date: 02-APR-	2012 Index	Fund			Program	Activity	Location	Project	4.00 Cost	
Date: 02-APR-Hours or Units	2012 Index	Fund			Program	Activity	Location	Project	4.00 Cost	
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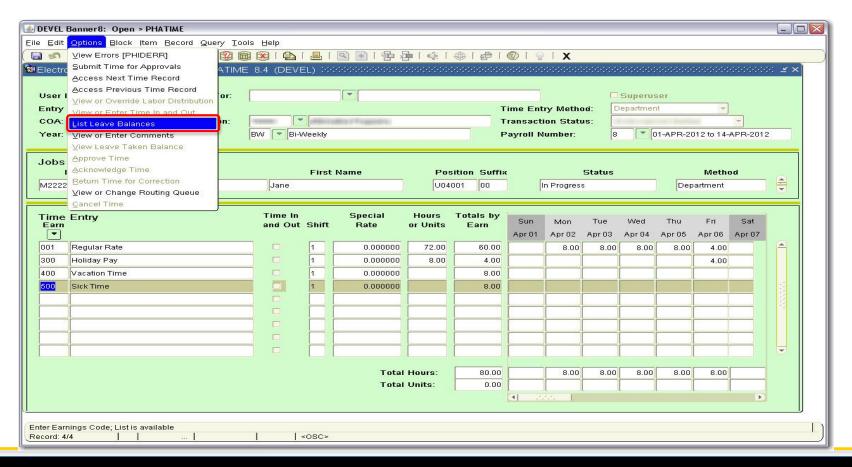
Viewing Leave Balances

1885 – 2010

Michigan Tech

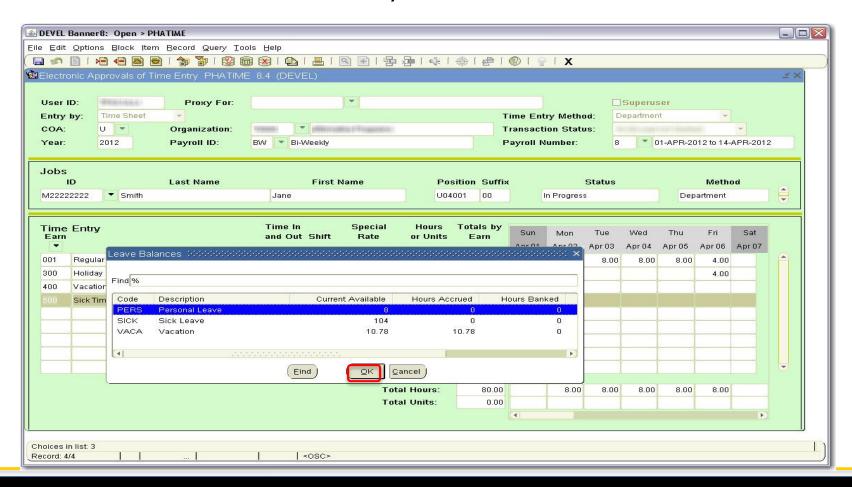
Celebrating 125 Years

In the 'Options' menu, select 'List Leave Balances' to see available balances.





Once you have finished viewing available Leave Balances, click on 'OK'.

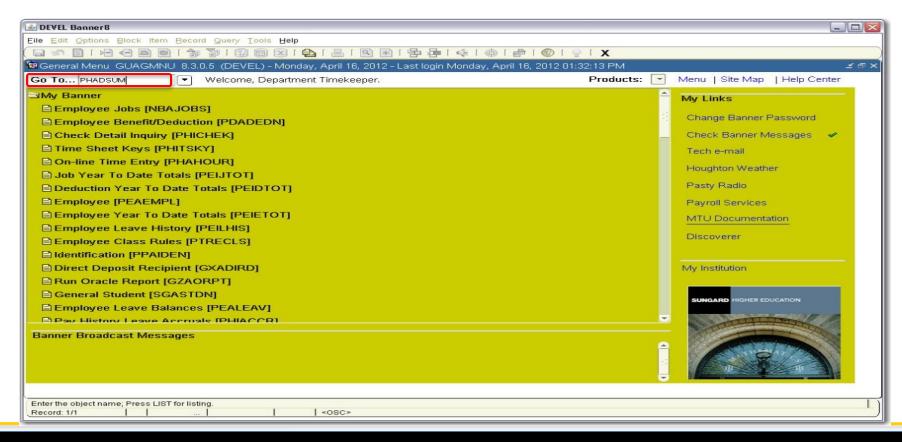




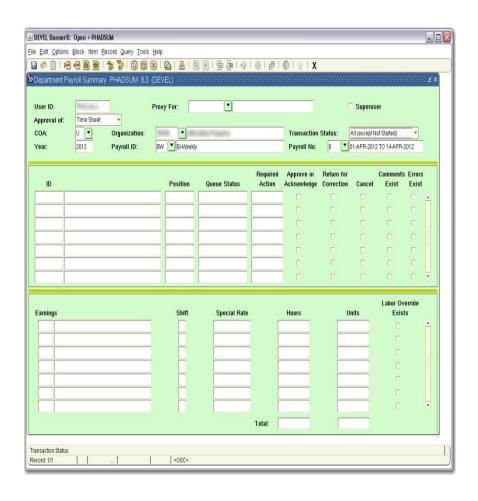
Approving Department Time



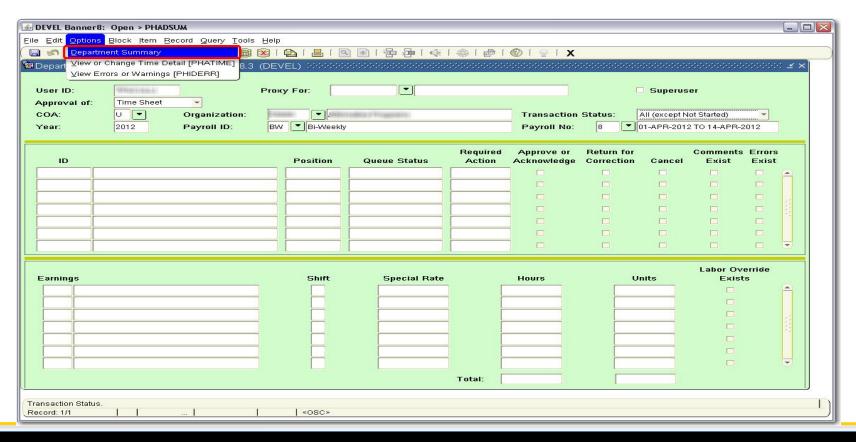
To approve your department's time sheets, log into BANNER and access the form PHADSUM.







Fill in all necessary fields and select the appropriate Transaction Status. If acting as a proxy, search for or enter in the approver's User ID that you are acting for in the "Proxy For:" area. In the 'Options' menu, select 'Department Summary' to see all available time sheets.

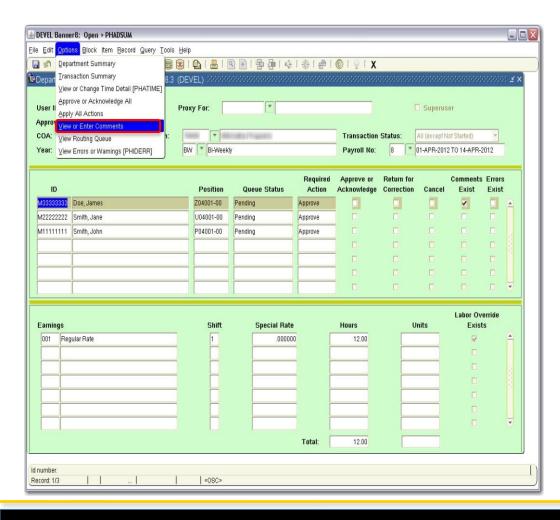




Select an employee's ID to see a summary of their hours entered.

☑ DEVEL Banner8: Open > PHADSUM									
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Department Payroll Summary PHADSUM 8.3					0+0+0+0+0+0+0+0+0+0+0+	0-0-0-0-0-0-0-0-0	-0-0-0-0-0-0-0-0-0-0-0	00000000 <u>≤</u> ×	
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Approval of: Time Sheet									
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			Required	Approve or	Return for		Comments	Errors	
ID	Position	Queue Status	Action	Acknowledge	Correction	Cancel	Exist	Exist	
M33383333 Doe, James	Z04001-00	Pending	Approve				~		
M22222222 Smith, Jane	U04001-00	Pending	Approve						
M11111111 Smith, John	P04001-00	Pending	Approve						
							200200000000000000000000000000000000000		
Earnings	Shift	Special Rate	•	Hours	11	Labor Override Units Exists			
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To enter or view comments, click on the 'Options' menu and select 'View or Enter Comments'. When finished viewing or entering comments, click on 'Options' and select 'Department Summary' to return to PHADSUM.

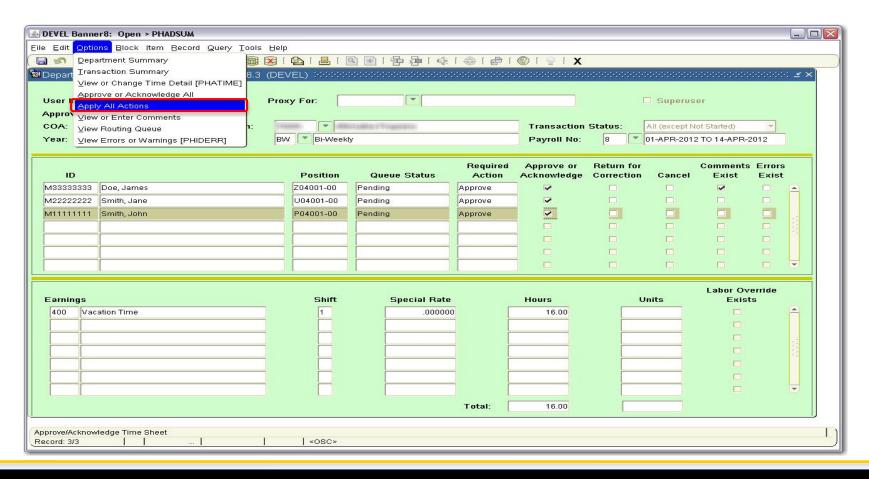


To approve, return for correction or cancel a time sheet, place a checkmark in the appropriate section.

⚠ DEVEL Banner8: Open > PHADSUM								
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ID .	Position	Queue Status	Action	Acknowledge	Correction	Cancel	Exist	Exist
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M2222222 Smith, Jane	U04001-00	Pending	Approve					
M11111111 Smith, John	P04001-00	Pending	Approve					
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Approve/Acknowledge Time Sheet								
Record: 3/3	<osc></osc>							



In the 'Options' menu, select 'Apply All Actions'





The transaction is complete and all records have been saved. The Queue Status should now be changed accordingly.

■ DEVEL Banner8: Open > PHADSUM								
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ID	Position	Queue Status	Action	Acknowledge	Correction	Cancel	Exist	Exist
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M22222222 Smith, Jane	U04001-00	Approved						
M11111111 Smith, John	P04001-00	Approved						
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