

Processing Department Time Entry

Human Resources

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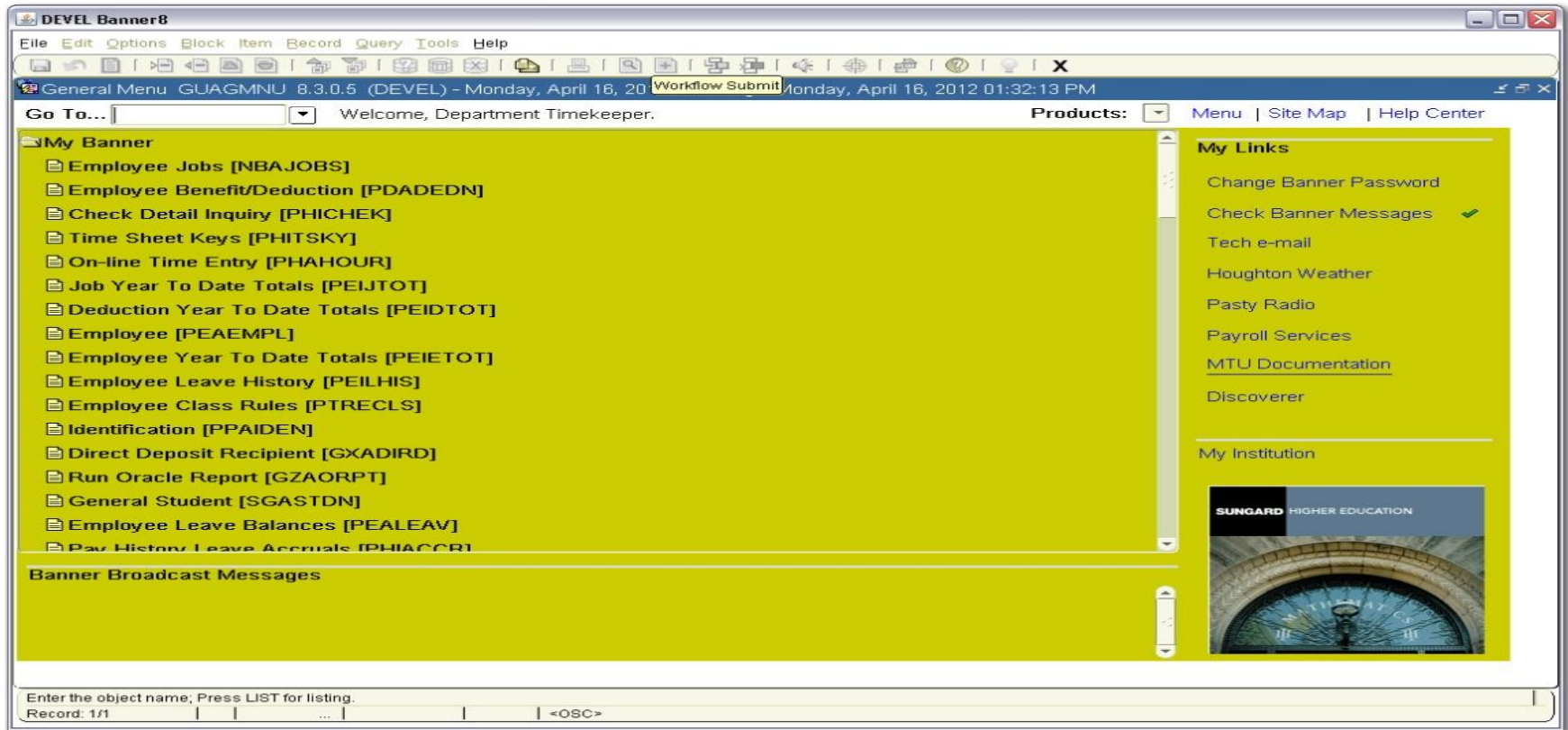
Beginning the Process

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

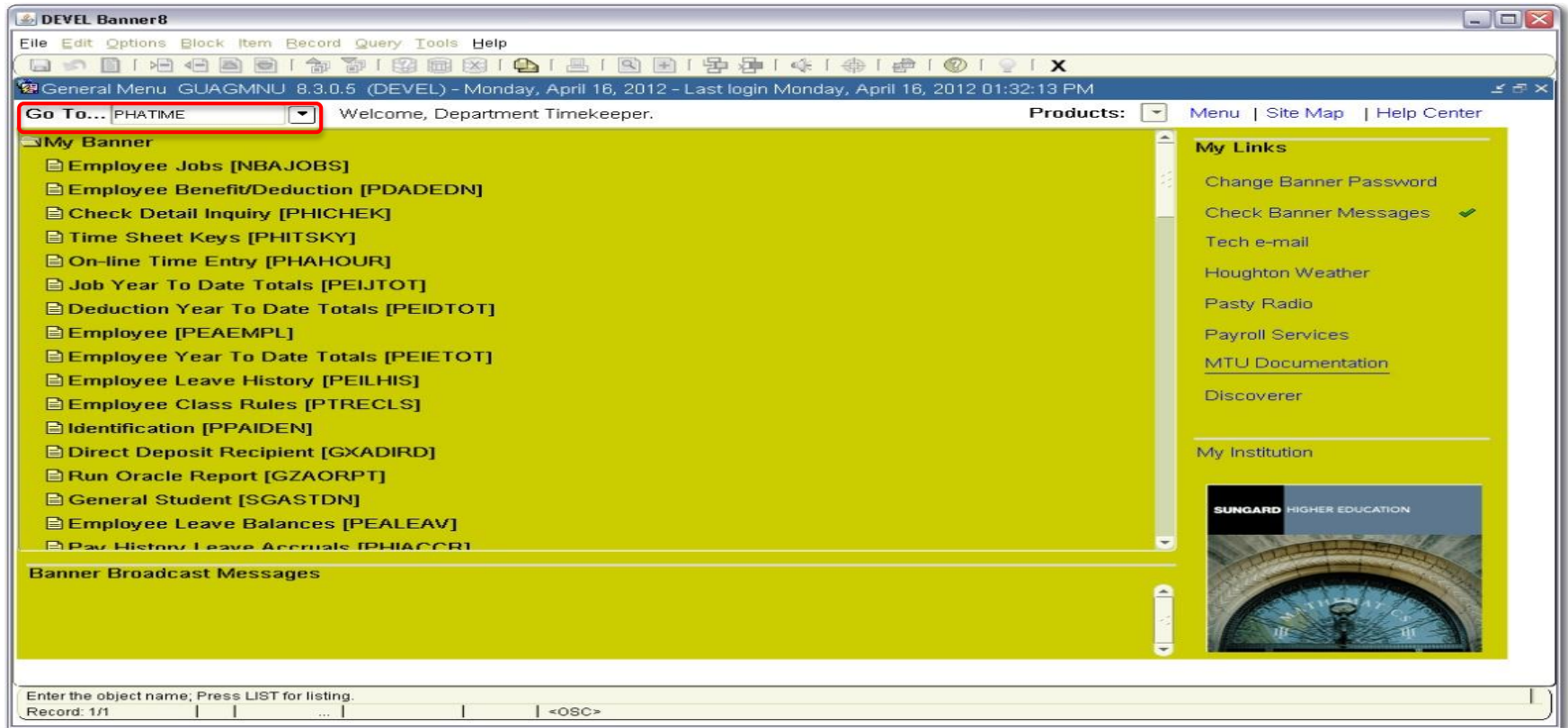


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Run PHATIME in the “Go To...” section.



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The screenshot shows the PHATIME 8.4 (DEVEL) software interface. The main window is titled "DEVEL Banner8: Open > PHATIME" and contains a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Help) and a toolbar. The main area is divided into several sections:

- User Information:** User ID, Proxy For, Superuser checkbox, Entry by (Time Sheet), Time Entry Method (Department), COA (U), Organization, Transaction Status (Not Started), Year (2012), Payroll ID (BW, BI-Weekly), and Payroll Number (01-APR-2012 to 14-APR-2012).
- Jobs:** A table with columns for ID, Last Name, and Method.
- Time Entry Earn:** A table with columns for Employee ID, Last Name, and other details.
- Total Hours and Total Units:** Summary fields at the bottom.

A dialog box titled "Time Entry Selection Criteria PHATIME 8.4 (DEVEL)" is open in the foreground. It contains the following fields:

- Begin:** 01-APR-2012
- End:** 14-APR-2012
- Check:** 20-APR-2012
- Employee:** ID (dropdown), Last Name (text field)
- Buttons:** OK (highlighted with a red box) and Cancel

At the bottom of the main window, there is a status bar with the text "Empl ID; press LIST for Name/Id search." and "Record: 1/1".

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'.

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Select 'Yes' to start the electronic time sheets.

The screenshot displays the PHATIME 8.4 (DEVEL) application window. The interface includes a header bar with the title 'Electronic Approvals of Time Entry PHATIME 8.4 (DEVEL)'. Below the header, there are several input fields and dropdown menus for user configuration, including 'User ID', 'Proxy For', 'Entry by' (set to 'Time Sheet'), 'COA' (set to 'U'), 'Year' (set to '2012'), 'Organization', 'Payroll ID' (set to 'BW'), 'Time Entry Method', 'Transaction Status' (set to 'Not Started'), and 'Payroll Number' (set to '8'). A 'Superuser' checkbox is also present. Below these fields is a 'Jobs' table with columns for 'ID', 'Last Name', 'First Name', 'Position Suffix', 'Status', and 'Method'. The main area of the application is a 'Time Entry Earn' table with multiple columns and rows. A dialog box titled 'Extract Process' is overlaid on the table, asking 'Do you want to extract time to begin time entry?' with 'Yes' and 'No' buttons. The 'Yes' button is highlighted with a red box. At the bottom of the application window, there is a status bar with the text 'Empl ID; press LIST for Name/Id search.' and 'Record: 1/1'.

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

The screenshot displays the PHATIME 8.4 (DEVEL) software interface. The main window is titled "Electronic Approvals of Time Entry PHATIME 8.4 (DEVEL)". It features a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Help) and a toolbar. The interface is divided into several sections:

- User Information:** Includes fields for User ID, Proxy For, Entry by (Time Sheet), COA (U), Year (2012), Organization, Payroll ID (BW, Bi-Weekly), Time Entry Method (Department), Transaction Status (Not Started), and Payroll Number (8, 01-APR-2012 to 14-APR-2012). A Superuser checkbox is also present.
- Jobs Table:** A table with columns for ID, Last Name, First Name, Position Suffix, Status, and Method.
- Time Entry Section:** Contains a "Time Entry Earn" dropdown and a large grid for entering time records. Below the grid are fields for "Total Hours" and "Total Units".
- Forms Dialog Box:** A modal dialog box titled "Forms" is open, displaying a message: "3 time record(s) processed with no errors." A "Continue" button is highlighted with a red rectangle.

At the bottom of the window, there is a status bar with the text: "Orgn Code; press LIST for valid codes. Record: 1/1 | ... | List of Valu... | <OSC>".

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

The screenshot shows the PHATIME software interface. At the top, there is a menu bar with options: File, Edit, Options, Block, Item, Record, Query, Tools, Help. Below the menu bar is a toolbar with various icons. The main window title is "DEVEL Banner8: Open > PHATIME".

The interface is divided into several sections:

- User Information:** User ID, Proxy For, Entry by (Time Sheet), COA (U), Organization, Year (2012), Payroll ID (BW), Time Entry Method (Department), Transaction Status (In Progress), Payroll Number (8).
- Jobs Table:** A table with columns: ID, Last Name, First Name, Position, Suffix, Status, Method. The first row shows ID M33333333, Last Name Doe, First Name James, Position Z04001, Suffix 00, Status In Progress, Method Department.
- Time Entry Earn:** A table with columns: Time In and Out, Shift, Special Rate, Hours or Units, Totals by Earn. A calendar grid is visible to the right, showing dates from Sun Apr 01 to Sat Apr 07.
- Employee Earnings Codes Dialog:** A dialog box with a search field (Find %), a table of codes, and buttons for Find, OK, and Cancel. The table has columns: Code, Description, Rate Ind. The first row is 001 Regular Rate R, and the second row is 200 Overtime R. The first row is highlighted in blue.

At the bottom of the window, there is a status bar showing "Choices in list: 2" and "Record: 1/1".

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

The screenshot shows the PHATIME software interface. At the top, there is a menu bar with options: File, Edit, Options, Block, Item, Record, Query, Tools, Help. Below the menu bar is a toolbar with various icons. The main window title is "Electronic Approvals of Time Entry PHATIME 8.4 (DEVEL)".

The form is divided into several sections:

- User Information:** User ID, Proxy For, Superuser checkbox, Entry by (Time Sheet), Time Entry Method (Department), COA (U), Organization, Transaction Status (In Progress), Year (2012), Payroll ID (BW), Bi-Weekly, Payroll Number (8), and Payroll Period (01-APR-2012 to 14-APR-2012).
- Jobs:** A table with columns: ID, Last Name, First Name, Position, Suffix, Status, Method. The entry for James Doe is shown.
- Time Entry Earn:** A table with columns: Time In and Out, Shift, Special Rate, Hours or Units, Totals by Earn, and a calendar grid for days from Sun to Sat. The first row is highlighted, and the 'Shift' field is circled in red.
- Totals:** Total Hours: 0.00, Total Units: 0.00.

At the bottom, there is a status bar with the text "Enter Shift Record: 1/1" and a "<OSC>" button.

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In the correct days, enter hours claimed. Repeat entering hours until all days have been filled out.

The screenshot shows the PHATIME 8.4 (DEVEL) software interface. The window title is "DEVEL Banner8: Open > PHATIME". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The toolbar contains various icons for file operations and navigation.

The main interface is divided into several sections:

- User Information:** Includes fields for "User ID", "Proxy For", "Entry by:" (set to "Time Sheet"), "COA:" (set to "U"), "Year:" (set to "2012"), "Organization:", "Payroll ID:" (set to "BW" and "Bi-Weekly"), "Time Entry Method:" (set to "Department"), "Transaction Status:" (set to "In Progress"), and "Payroll Number:" (set to "8" and "01-APR-2012 to 14-APR-2012"). There is also a "Superuser" checkbox.
- Jobs:** A table with columns: "ID", "Last Name", "First Name", "Position", "Suffix", "Status", and "Method". The entry shown is: ID: M33333333, Last Name: Doe, First Name: James, Position: Z04001, Suffix: 00, Status: In Progress, Method: Department.
- Time Entry Earn:** A table with columns: "Time In and Out", "Shift", "Special Rate", "Hours or Units", "Totals by Earn", and a grid for days of the week (Sun Apr 01 to Sat Apr 07). The first row is: 001, Regular Rate, [checkbox], 1, 0.000000, [checkbox], [checkbox], [checkbox], [checkbox], [checkbox], [checkbox], [checkbox].
- Totals:** "Total Hours:" 0.00, "Total Units:" 0.00.

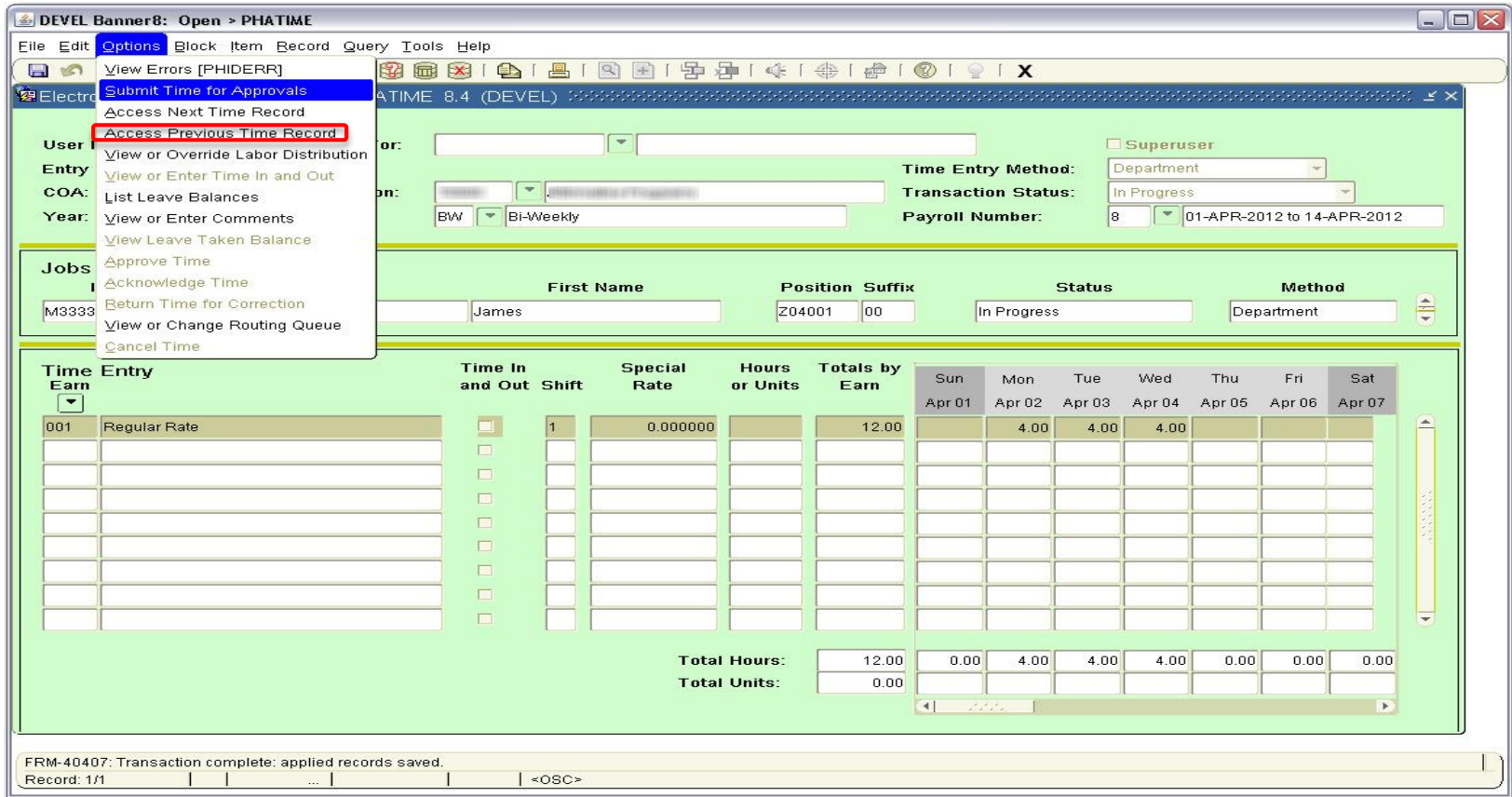
At the bottom, there is a status bar with the text: "Enter Time or Doubleclick on a daily breakdown field for Time In/Out Entry." and "Record: 1/1".

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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.

The screenshot displays the PHATIME software interface. At the top, the window title is "DEVEL Banner8: Open > PHATIME". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The toolbar contains various icons for file operations and navigation. The main window title is "Electronic Approvals of Time Entry PHATIME 8.4 (DEVEL)".

The interface is divided into several sections:

- User Information:** Includes fields for "User ID", "Proxy For", "COA" (set to "U"), "Year" (set to "2012"), "Organization", "Payroll ID" (set to "BW" and "Bi-Weekly"), "Time Entry Method" (set to "Department"), "Transaction Status" (set to "In Progress"), and "Payroll Number" (set to "8" and "01-APR-2012 to 14-APR-2012"). There is also a "Superuser" checkbox.
- Jobs Section:** A table with columns: "Jobs ID", "Last Name", "First Name", "Position", "Suffix", "Status", and "Method". The entry for "M33333333" shows "Doe", "James", "Z04001", "00", "Pending", and "Department".
- Time Entry Table:** A table with columns: "Time Entry Earn", "Time In and Out", "Shift", "Special Rate", "Hours or Units", "Totals by Earn", and a grid for days of the week (Sun to Sat). The first row shows "001 Regular Rate" with a shift of "1", a special rate of "0.000000", and a total of "12.00". The grid shows 4.00 hours for Monday, Tuesday, and Wednesday, and 0.00 for the other days.
- Totals:** A summary row at the bottom of the table showing "Total Hours: 12.00" and "Total Units: 0.00".
- Status Bar:** At the bottom, it displays "Time transaction successfully submitted." and "Record: 1/1".

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

DEVEL Banner8: Open > PHATIME

File Edit Options Block Item Record Query Tools Help

View Errors [PHIDERR]

Submit Time for Approvals

Access Next Time Record

Access Previous Time Record

View or Override Labor Distribution

Entry View or Enter Time In and Out

COA: List Leave Balances

Year: View or Enter Comments

View Leave Taken Balance

Jobs Approve Time

Acknowledge Time

Return Time for Correction

View or Change Routing Queue

Cancel Time

PHATIME 8.4 (DEVEL)

Superuser

Time Entry Method: Department

Transaction Status: In Progress

Payroll Number: 8 01-APR-2012 to 14-APR-2012

First Name	Position	Suffix	Status	Method
James	Z04001	00	Pending	Department

Time In and Out	Shift	Special Rate	Hours or Units	Totals by Earn							
				Sun	Mon	Tue	Wed	Thu	Fri	Sat	
				Apr 01	Apr 02	Apr 03	Apr 04	Apr 05	Apr 06	Apr 07	
001	Regular Rate		1	0.000000		4.00	4.00	4.00			
Total Hours:				12.00	0.00	4.00	4.00	0.00	0.00	0.00	
Total Units:				0.00							

Time transaction successfully submitted.

Record: 1/1 | ... | <OSC>

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

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Adding Comments

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

DEVEL Banner8: Open > PHATIME

File Edit Options Block Item Record Query Tools Help

Electronic Approvals of Time Entry PHATIME 8.4 (DEVEL)

User ID: [text] Proxy For: [text] Superuser

Entry by: [text] Time Entry Method: Department

COA: U Organization: [text] Transaction Status: All (Except not Started)

Year: 2012 Payroll ID: BW BI-Weekly Payroll Number: 8 01-APR-2012 to 14-APR-2012

Comments PHATIME 8.4 (DEVEL)

Previous Comments

Date and Time: [text]

Made By: [text] Confidential

Current Comments

Confidential

Enter Comments

Record: 1/1 <OSC>

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Type in your comment and click 'Save'.

DEVEL Banner8: Open > PHATIME

File Edit Options Block Item Record Query Tools Help

Electronic Approvals of Time Entry PHATIME 8.4 (DEVEL)

User ID: [] Proxy For: [] Superuser

Entry by: [] Time Entry Method: Department

COA: U Organization: [] Transaction Status: All (Except not Started)

Year: 2012 Payroll ID: BW Bi-Weekly Payroll Number: 8 01-APR-2012 to 14-APR-2012

Comments PHATIME 8.4 (DEVEL)

Previous Comments

Date and Time: []

Made By: [] Confidential

Current Comments

Add your comments here. []

Confidential

FRM-40400: Transaction complete: 1 records applied and saved.
Record: 1/1 <OSC>

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

DEVEL Banner8: Open > PHATIME

File Edit **Options** Block Item Record Query Tools Help

View Errors (PHIDERR)

Time Entry Data

Entry PHATIME 8.4 (DEVEL)

User ID: [] Proxy For: [] Superuser

Entry by: [] Time Entry Method: Department

COA: U Organization: [] Transaction Status: All (Except not Started)

Year: 2012 Payroll ID: BW Bi-Weekly Payroll Number: 8 01-APR-2012 to 14-APR-2012

Comments PHATIME 8.4 (DEVEL)

Previous Comments

Date and Time: []

Made By: [] Confidential

Current Comments

Add your comments here.

Confidential

FRM-40400: Transaction complete: 1 records applied and saved.
Record: 1/1 <OSC>

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Overriding Labor Distributions

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

The screenshot shows the PHATIME software interface. At the top, the title bar reads "DEVEL Banner8: Open > PHATIME". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The main window title is "Electronic Approvals of Time Entry PHATIME 8.4 (DEVEL)".

The interface is divided into several sections:

- User Information:** Includes fields for "User ID", "Proxy For", "Entry by:" (set to "Time Sheet"), "COA:" (set to "U"), "Year:" (set to "2012"), "Organization:", "Payroll ID:" (set to "BW" and "Bi-Weekly"), "Time Entry Method:" (set to "Department"), "Transaction Status:" (set to "In Progress"), "Payroll Number:" (set to "8"), and "01-APR-2012 to 14-APR-2012". There is also a "Superuser" checkbox.
- Jobs:** A table with columns: "ID", "Last Name", "First Name", "Position", "Suffix", "Status", and "Method". One entry is visible: ID "M3333333", Last Name "Doe", First Name "James", Position "Z04001", Suffix "00", Status "In Progress", and Method "Department".
- Time Entry Earn:** A grid with columns: "Time In and Out", "Shift", "Special Rate", "Hours or Units", "Totals by Earn", and a weekly breakdown (Sun Apr 01 to Sat Apr 07). The first row shows "001 Regular Rate" with a shift of "1", a special rate of "0.000000", and a total of "12.00". The weekly breakdown shows "4.00" for Monday (Apr 02), Tuesday (Apr 03), and Wednesday (Apr 04). A "Total Hours:" row shows "12.00" and a "Total Units:" row shows "0.00".

At the bottom, there is a status bar with the text "Enter Time or Doubleclick on a daily breakdown field for Time In/Out Entry." and "Record: 1/1".

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

DEVEL Banner8: Open > PHATIME

File Edit Options Block Item Record Query Tools Help

Override Labor Distribution PHATIME 8.4 (DEVEL)

Earn: 001 Regular Rate Shift: 1 COA: U

Default Labor Distribution	Percent	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost
	100.00		G00000		P641	263				

Override Labor Distribution

Date: 02-APR-2012 Total Hours or Units entered for Date: 4.00

Hours or Units	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost

FRM-40350: Query caused no records to be retrieved.
Record: 1/1 <OSC>

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

DEVEL Banner8: Open > PHATIME

File Edit Options Block Item Record Query Tools Help

Override Labor Distribution PHATIME 8.4 (DEVEL)

Earn: 001 Regular Rate Shift: 1 COA: U

Default Labor Distribution	Percent	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost
	100.00		G00000			263				

Override Labor Distribution

Date: 02-APR-2012 Total Hours or Units entered for Date: 4.00

Override Labor Distribution	Hours or Units	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost
	2.00		G00000		P641	280				
	2.00									

FRM-40400: Transaction complete: 1 records applied and saved.
Record: 1/1 <OSC>

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To return to the time sheet, click on the 'Options' menu then select 'Time Entry Data'.

The screenshot displays the DEVEL Banner8 PHATIME application window. The menu bar includes 'File', 'Edit', 'Options', 'Block Item', 'Record', 'Query', 'Tools', and 'Help'. The 'Options' menu is open, and 'Time Entry Data' is highlighted. The main interface is divided into two sections: 'Default Labor Distribution' and 'Override Labor Distribution'.

Default Labor Distribution

Percent	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost
100.00		G00000		P641	263				

Override Labor Distribution

Date: 02-APR-2012 Total Hours or Units entered for Date: 4.00

Hours or Units	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost
2.00		G00000		P641	280				
2.00									

FRM-40400: Transaction complete: 1 records applied and saved.
Record: 1/1 | ... | <OSC>

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Viewing Leave Balances

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

The screenshot shows the PHATIME 8.4 (DEVEL) software interface. The 'Options' menu is open, and 'List Leave Balances' is highlighted. The main window displays a form for user information and a table for time entry records.

User Information:

- First Name: Jane
- Position: U04001
- Suffix: 00
- Status: In Progress
- Method: Department

Time Entry Table:

Time Entry	Time In and Out	Shift	Special Rate	Hours or Units	Totals by Earn	Sun Apr 01	Mon Apr 02	Tue Apr 03	Wed Apr 04	Thu Apr 05	Fri Apr 06	Sat Apr 07
001 Regular Rate			0.000000	72.00	60.00		8.00	8.00	8.00	8.00	4.00	
300 Holiday Pay			0.000000	8.00	4.00						4.00	
400 Vacation Time			0.000000		8.00							
500 Sick Time			0.000000		8.00							
Total Hours:					80.00		8.00	8.00	8.00	8.00	8.00	
Total Units:					0.00							

Enter Earnings Code; List is available
Record: 4/4

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

The screenshot shows the PHATIME 8.4 (DEVEL) software interface. The main window displays various fields for user information, entry method, and payroll details. A 'Leave Balances' dialog box is open, showing a table of leave types and their balances. The 'OK' button is highlighted with a red circle.

Code	Description	Current Available	Hours Accrued	Hours Banked
PERS	Personal Leave	8	0	0
SICK	Sick Leave	104	0	0
VACA	Vacation	10.78	10.78	0

Buttons: Find, **OK**, Cancel

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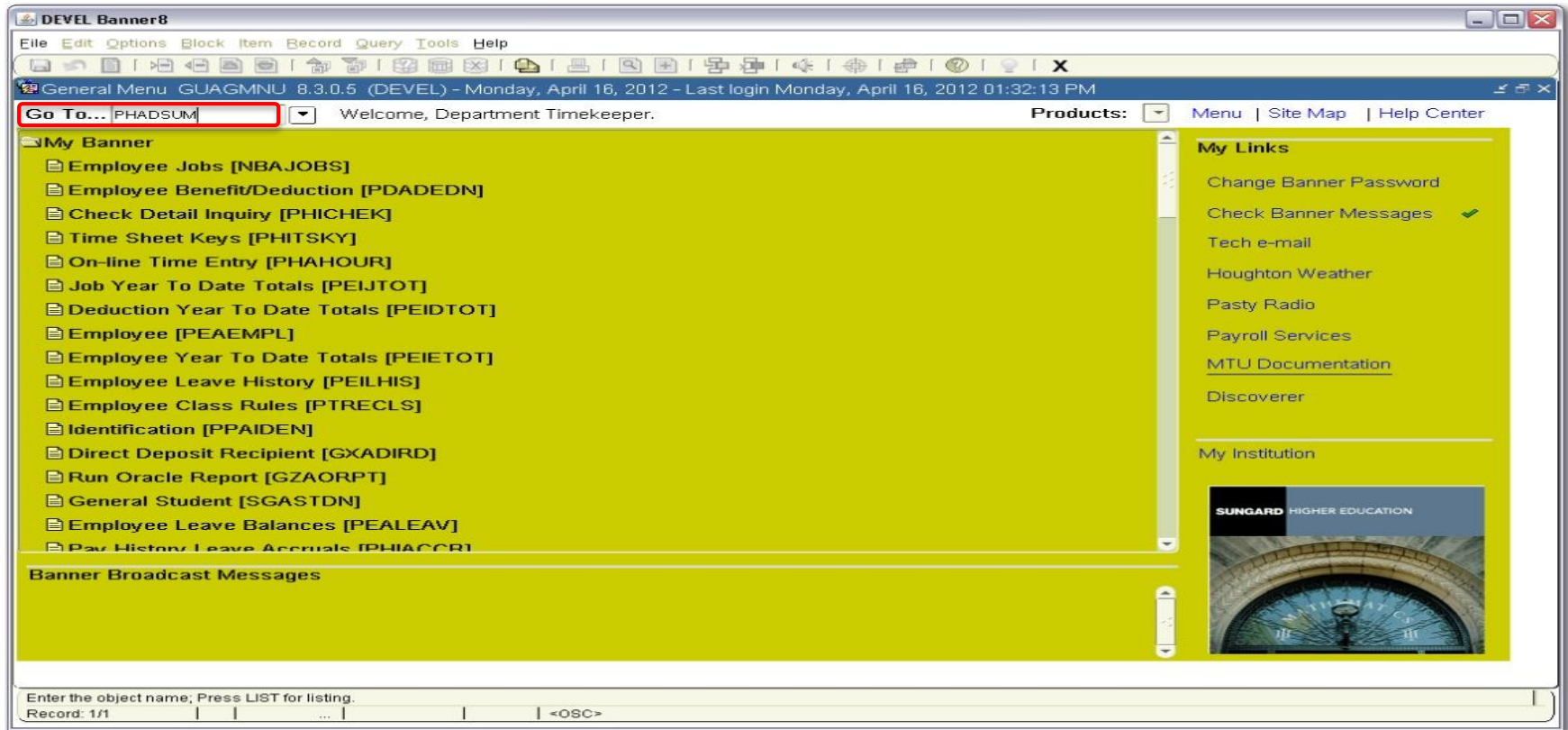
Approving Department Time

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



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