Section I – When is Payroll Open?

1. Refer to the Payroll Calendar in Banner: PTRCALN

Section II – TIMEKEEPER

1. PHATIME

2. Entry By: Timesheet

3. Time Entry Method: Department

4. Enter Organization

5. Transaction Status: Not Started

6. Tab to Payroll ID:
   MO – Monthly

7. Enter Payroll Number

   NOTE: If you press the Tab or Enter key, a dialogue box pops up – DO NOT ENTER ID, just press Cancel.

   ➢ Enter Orgn Code
   ➢ Transaction Status should read “Not Started”
   ➢ Enter Payroll ID
   ➢ Enter Payroll Number
   ➢ Go to the Next Block of the form

If you see this box – press Cancel
NEXT BLOCK – “Do you want to Extract Time Entry” -Yes

There is an hourglass, wait until message appears – there will be a dialogue box that asks if you would like to continue.

8. Transaction Status (see step #e) is now changed from “Not Started” to “In Progress”

9. You may, or may not, want to make entries for every person in your payroll organization. Use your arrow keys ↑↓ to select the person you would like to make an entry for.

10. Check Position / Suffix for person

   ECLASS (Position # reflects ECLASS) determines:

   Most Monthly appointments are Exception Time Entry
11. Next Block

12. Code – click the drop-down arrow to see valid values for ECLASS

13. Enter time in day/date fields. Time should be entered in hour increments.
   a. If the position is Exception Time Entry, enter only vacation hours, sick hours.

NOTE: One Earn Code type per line

Enter Code
Enter hours in day/date fields
14. After entering hours for the person, from the Options Menu click “Submit Time for Approvals” – Transaction Status will change from “In Progress” to “Pending”

NOTE: You may also right-click your mouse (outside of the field) to retrieve the Options Menu

14. If you are a timekeeper and an approver, you may approve the time from the Options Menu at this time

15. NOTE: If the position is Exception Time Entry, and there are no exception hours to enter, just skip them – the person will still get paid their regular hours.
16. Select next person – use the Options Menu to “Access Next Time Record”

![Department Time Entry](image)

17. Repeat steps 13 → 17 for each person in organization
   Check status for each person in organization
   
   a. If you have not entered time the Status will be “In Progress”
   
   b. If you have entered time and submitted it for approval, the Status will be “Pending” if you are a “timekeeper”
   
   c. If you are a timekeeper and an approver and have approved the time the Status will be “Approved”

18. If there are additional organizations to enter time for:
   
   a. Rollback to the key block of the form – use the button or press Shift-F7
b. Repeat steps 4 → 19 for next organization

NOTE: Make sure to change the Transaction Status to *Not Started* after changing the Orgn #

**Section III –LONG TEMPORARY MONTHLY**

NOTE – the MBTH form must be submitted before payroll is open!

1. When Refer to the Payroll Calendar in Banner: PTRCALN is Payroll open?

2. TIMEKEEPER
   a. PHATIME
   b. Entry By: Timesheet
   c. Time Entry Method: Department
   d. Enter Organization
   e. Transaction Status: Not Started
   f. Tab to Pay ID:
      MO – Monthly
 Enter Orgn Code
 Transaction Status should read “Not Started”

 Enter Payroll ID
 Enter Payroll Number
 Go to the NEXT BLOCK of the form
Enter Pay Period #

NOTE: If you press the Tab or Enter key, a dialogue box pops up – DO NOT ENTER ID, just press Cancel.

If you see this box – press Cancel

---

g. **NEXT BLOCK** – “Do you want to Extract to begin Time Entry” – Yes

There is an hourglass, wait until message appears – there will be a dialogue box that asks if you would like to continue.

If you receive errors, please call Payroll, x2914.

---
h. Transaction Status (see step #e) is now changed from “Not Started” to “In Progress”

---
i. You may, or may not, want to make entries for every person on listed in your payroll organization. Use your arrow keys ↑↓ to select the person you would like to make an entry for.

---
j. Check Position / Suffix for person

ECLASS (Position # reflects ECLASS) determines:

Long Term Monthly E-Class is 77 which means their position number should begin with 800 …

➢ Long Term Monthly appointments are Positive Time Entry

---
k. **NEXT BLOCK**
1. Code – click the drop-down arrow to see valid values for ECLASS – for Long Term Monthly appointments, the code is “TMH”

For TMH, you will need to put in a dollar amount in the special rate field, and then “1 hour” in one of the day fields (if you put 2 hours, it will multiply hours * rate).

m. Enter time in day/date fields

For Long Term Monthly appointments only, you must enter a Special Rate – most likely this will be the amount that you will pay them for the month. You may enter the “unit” on any day that falls within the pay period.

You may change the FOAP distribution (ECLASS 77 only) – select from the Options Menu and enter new FOAP distribution.
n. Split pay amount from two or more FOAP’s

If you are paying from two (or more) separate FOAP’s, you could put the Special Rate / Unit for the first FOAP on the first line, and then continue with the Special Rate / Unit for the second FOAP on the second line, but you must enter the second Unit of Pay on a different day than the first Unit of Pay was entered.

➢ For ECLASS 77 only – it is possible to view/change the FOAP distribution if necessary. With cursor in the date field, select View/Override Labor Distribution. If unit is 1, and you need to split between 2 FOAP’s, indicate .5 for 1st FOAP in Hours/Units field for each FOAP. Be sure to SAVE before doing a PREVIOUS BLOCK to return to previous block of form – do not press EXIT.

o. When finished with entry for person, in the Options Window click “Submit Time for Approvals” – Transaction Status will change from “In Progress” to “Pending”

p. PREVIOUS BLOCK

q. Select next person – use NEXT RECORD, PREVIOUS RECORD, or use the  or  keys

r. Repeat steps k  r for each person in organization
   Check status for each person in organization – status should be “Pending”
s. If there are additional organizations to enter time for:

- Rollback to the header block

- Repeat steps d → t for next organization

3. APPROVER

a. If you try to access any HR Banner forms (they all begin with the letter P), you will get this dialogue box.

b. PHADSUM

   Time Sheets / Leave

c. Enter Organization Code

d. Change Transaction Status to “Pending”

e. Enter Pay ID:

   MO – Monthly, for Adjunct positions
Department Time Entry for Monthly Paid Employees Payroll Processing

- Transaction Status should be “Pending” or “All”
- Enter Organization Code
- Enter Pay ID – MO
- Enter Payroll Number
- Press Tab
- Press the Banner NEXT BLOCK button

**g. Enter Pay Period #**

| User ID: | PKAVANAG |
| Approval of: | Time Sheet |
| COA: | D |
| Year: | 2016 |
| Payroll ID: | MO |
| Organization: | 900001 |
| Payroll No: | 2 |
| Transaction Status: | Pending |
| Payroll ID: | MO |
| Payroll Number: | Monthly |
| Payroll Period: | 01-JAN-2016 TO 31-JAN-2016 |

**h. NEXT BLOCK**

i. If you’re sure that your Time Entry person did everything correctly, you may select “Approve/Acknowledge All” from the Options Menu.

You may APPROVE/ACKNOWLEDGE ALL from the Options Menu

If you choose to do this, continue with step j on page 25.
j. Scroll through list of employees in queue – use Next Record, Previous Record, or use the ↓ or ↑ keys

You may individually:

- Approve
- Return for Correction
- View/Change Time Detail

If you choose to View/Change Time Detail, Banner will take you to the PHATIME form where you can make any necessary corrections to the time entered for employee. See Step 2 – n in this document for more information.

Return for Correction will return to Timekeeper for corrections – there is no Banner notification connected with this. You must tell the person that they have corrections to make.
k. **Apply All Actions**

When you apply all actions, this dialogue box appears to inform you that the entries you have approved have now been submitted to Payroll.

**NOTE: YOU MUST APPLY ALL ACTIONS FOR EVERY PERSON**
Section V – PROXY

This process allows the Department Time Entry Approver to set up proxies so that other personnel can approve time entry during her/his absence. The proxies set up on the Time Entry Proxy Information window are used exclusively with time transactions. Only the Department Time Entry Approver has access to update this form.

1. Before you begin:
   a. You won’t need to set up proxies for doing Department Time Entry; you only need to set them up for Time Entry Approval.
   b. The person you assign to be your proxy must also be set up with Banner form security for Time Entry Approvals and HR organization code security for the areas you approve. If you are unsure if the person is set up correctly, you may check with Pat Kavanagh. Changes to security need to come from the budget officer for your area – complete the Banner Security Request and submit it to Pat Kavanagh.
   c. The person who you define as your proxy will not get the notifications that you normally get when Department Time Entry is submitted to you, but will be able to retrieve the entries submitted to you and approve time.

2. APPROVER:

   It is important to note that the person you are assigning this function to, must be set up with access to the Banner forms and HR/Payroll organization codes for your area(s). This process overrides the Banner “routing”, it does not override Banner form/organization code security.

   a. Add Proxy
   
   ➢ NTRPROX – Enter this form name in the Direct Access box on the Main Banner Menu.

   ➢ Your Username
   ➢ Click on Time Entry Proxy Information
   ➢ If this is the first time you have been to this form, you will get this message
Enter the Banner username (most of the time this is the same as the person’s email name) in the Proxy ID field.

Enter Banner username of person you would like to approve

Press the Banner SAVE button, or the F10 function key

This person will be able to approve time until you go back into this form and remove the Proxy ID.
b. Remove Proxy

- **NTRPROX** – Enter this form name in the Direct Access box on the Main Banner Menu.

- **Record Remove**
  - Click your mouse on the Banner username of person you would like to remove from the approval process
  - Press the DELETE RECORD button, or select Record Remove from the Menus, or press SHIFT-F6

- **Save & Exit**
3. **PROXY:**

You will not get the notifications that Department Time Approver normally gets, but you will be able to retrieve the entries submitted and approve the time.

a. Navigate to the Banner form PHADSUM:

- Select PHADSUM from the Menu
- Type PHADSUM in the Direct Access box and press Enter

You will find it on the Time Entry and Payroll Processing Menu, or enter the form name in the Direct Access Box.
NOTE: These instructions are for your Proxy!!!!!

b. Enter the Banner username of the person who usually approves time in the Proxy For: field, and then press Next Block.

c. Continue with Section 3, Step #9 found on page 7.