

PHADSUM

Use **PHADSUM** to Approve Time Entry & Leave

Department Approval Summary Form - The Department Approval Summary Form **PHADSUM** provides the administrative user with the ability to approve payroll and leave

Note: Proxies must have appropriate Banner Human Resources Organization Security set up to access or act upon the requested transactions.

Department Payroll Summary PHADSUM 9.0 (ZPPRD)

User ID: A01234567 Joe Navy

Proxy For:

Superuser:

Approval of: * Time Sheet

COA: * U

Organization: DPPERS

Transaction Status: * Pending

Year: * 2016

Payroll ID: SA

Payroll No: 4

Salaried Monthly Payroll

01-MAR-2016 to 31-MAR-2016

Go

Instructions for approving Leave and time in Banner **HR PHADSUM**

- **Your user name** defaults into the name field
- **Don't** use Proxy field **unless** you have been set up by your **Administrator** as a **proxy**.
- **Approval Of** = This defaults to Time Sheet
- **COA defaults** = U
- **ORGN** = Enter Department Code
- **Transaction Status** = Pending (pending your approval)
- **Year** = Enter current year
- **Payroll ID** = **HX** for Hourly (non benefited employees) Semi-monthly payroll
- **SA** Salaried (benefited employees) monthly payroll
- **GA** Graduate Assistants
- **Payroll NO** = enter the payroll number you need to approve

A01234567 Joe Navy

Superuser: Approval of: Time Sheet

COA: U Organization: DPPERS Human Resources Transaction

Payroll ID: SA Salaried Monthly Payroll Payroll No: 4 01-MAR-2016 to 31-MAR-2016

DEPARTMENT APPROVAL SUMMARY

D	Name	Position	Queue Status	Required Action	Approve or Acknowledge	Return for Correction
A02222222	Sherman T. Potter	994627-00	Pending	Approve	<input type="checkbox"/>	<input type="checkbox"/>
A03333333	'Hawkeye' Pierce	997536-00	Pending	Approve	<input type="checkbox"/>	<input type="checkbox"/>
A04444444	"Radar" O'Reilly	997547-00	Pending	Approve	<input type="checkbox"/>	<input type="checkbox"/>
A05555555	BJ Hunnicut	997545-00	Pending	Approve	<input type="checkbox"/>	<input type="checkbox"/>
A06666666	"Hot Lips" Houlihan	994759-00	Pending	Approve	<input type="checkbox"/>	<input type="checkbox"/>

As you highlight the employee, you will view the hours or leave you are approving for them in the fields below

Earnings *	Earnings Description	Shift *	Special Rate *	Hours	Units
SIC	Sick Pay		0.00000	8.00	8.00
				8.00	

Sign Out ?

RETRIEVE RELATED **TOOLS**

ACTIONS

- Refresh F5
- Export Shift+F1
- Print
- Clear Record Shift+F4
- Clear Data Shift+F5
- Item Properties
- Display ID Image
- OPTIONS
- Department Summary
- Transaction Summary
- 1 Approve or Acknowledge All
- 2 Apply All Actions
- View or Enter Comments
- View Routing Queue
- BANNER DOCUMENT MANAGEMENT

Approver has the following choices of boxes to check: Approve or Acknowledge, Return for Corrections, Comments Exist, and Errors Exist.

1. Select the appropriate boxes OR to mass approve/acknowledge, go to **“Tools”** and select **“Approve or Acknowledge All Transactions”**.
2. To save actions, go to **“Tools”** and select **“Apply All Actions”** Click the **“Save”** tab or press **F10**

ADD RETRIEVE RELATED **TOOLS** 2

status: Saved successfully (5 rows saved)

Query caused no records to be retrieved. Re-enter.

If you need to **Return Time or Leave for correction**, please follow the instructions below:

1. Click the box in the **“Returning for Corrections”** on employee that you want to return. Click the **“Save”** tab or press **F10**

Department Payroll Summary PHADSUM 9.0 (ZPPRD)

A01234567 Joe Navy Superuser: Approval of: Time Sheet COA: U Organization: DPPERS Human Resources

Transaction Status: All (except Not Started) Year: 2016 Payroll ID: SA Salaried Monthly Payroll Payroll No: 4 01-MAR-2016 to 31-MAR-2016

DEPARTMENT APPROVAL SUMMARY

ID	Name	Position	Queue Status	Required Action	Approve or Acknowledge	Return for Correction
A02222222	Sherman T. Potter	994669-00	Pending	Approve	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A03333333	'Hawkeye' Pierce	997543-00	Pending	Approve	<input type="checkbox"/>	<input type="checkbox"/>
A04444444	"Radar" O'Reilly	997548-00	In the Queue		<input type="checkbox"/>	<input type="checkbox"/>
A05555555	BJ Hunnicut	994646-00	In the Queue		<input type="checkbox"/>	<input type="checkbox"/>
A06666666	"Hot Lips" Houlihan	666662-00	In the Queue		<input type="checkbox"/>	<input type="checkbox"/>
A07777777	Father Mulcahy	994987-00	In the Queue		<input type="checkbox"/>	<input type="checkbox"/>
A08888888	Maxwell Klinger	997541-00	In the Queue		<input type="checkbox"/>	<input type="checkbox"/>

1 of 4 | 7 Per Page

DETAILS

Earnings *	Earnings Description	Shift *	Special Rate *	Hours	Units
SIC	Sick Pay	1		0.000000	16.00
Totals					16.00

1 of 1 | 7 Per Page

2. Click **“Tools”** and **“View and Enter Comments”** - Click into the Current Comments box and enter your comments
3. Click the **“Save”** tab or press **F10**

Department Payroll Summary PHADSUM 9.0 (ZPPRD)

A01234567 Joe Navy Superuser: Approval of: Time Sheet COA: U

Transaction Status: All (except Not Started) Year: 2016 Payroll ID: SA Salaried Monthly Payroll Payroll No: 4 01-MAR-2016 to 31-MAR-2016

COMMENTS

Previous Comments

Date and Time

Made By

Confidential

Current Comments

Sherman T Potter ended up working from home. Please Remove these hours.

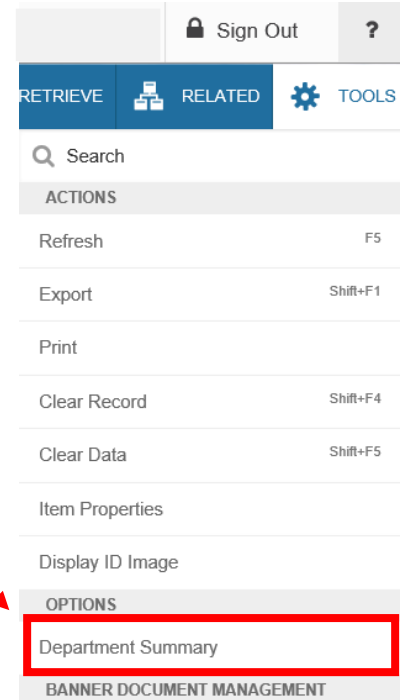
Confidential

Sign Out ?

VE RELATED **TOOLS** 1

- Refresh F5
- Export Shift+F1
- Print
- Clear Record Shift+F4
- Clear Data Shift+F5
- Item Properties
- Display ID Image
- OPTIONS
- Department Summary
- Transaction Summary
- Approve or Acknowledge All
- Apply All Actions
- View or Enter Comments**
- View Routing Queue

4. To exit the comments screen and return to the main PHADSUM screen, Click on **“Tools”** and **“Department Summary”**



Approvers and their proxies can go back to review prior months by keying previous payroll id/no and setting the Transaction Status to All.

To view detail by person, highlight the employee, and below It will show earning code, shift, flat rate and or hours/units to the right.

Labor Override Exists – A check mark appears in this box to indicate that a labor distribution override has been made for this employee.