

PHATIME

Use **PHATIME** Departmental Time and Leave entry for employees.

USU has three payroll types: **HX** – wage hourly; **GA** – graduate assistants; **SA** – salaried.

In order for **HX employees** to be paid, you must **enter** their hours in **PHATIME**. **GA** and **SA** employees are paid **automatically**, but any **leave taken** or **comp time earned/paid** for SA employees must be **entered** in **PHATIME**.

****We HIGHLY RECOMMEND that the main time entry and time approval people in the department set up at least one, preferably two, proxies so there is not delay/complication in time entry or approval. This can be done in NTRPROX – call the HR Banner Help Desk for assistance****

Time Entry for HX employees:

- 1. Organization:** enter the Departments DP Code
 - 2. Payroll ID:** Enter the Payroll ID or Use Search Ellipses to find payroll ID and Click Select.
 - 3. Payroll Number:** Enter the Payroll number or Use Search Ellipses to find payroll number and Click Select.
- Year:** Populates the year automatically. You will need to change it on the first payroll of the New Year.
Transaction Status: Your first time accessing time sheets for this payroll cycle, **Not Started**.

Once you extract time sheets for this payroll, **In Progress**.

When you have submitted time, **Pending**.

If any time sheets have been sent back for correction, **Return for Correction**.

If you received an error on a time sheet, **Error**.

After your DP Head/Director has approved the submitted time sheets and they're waiting for Payroll, **Approved**.

Once this payroll cycle is done, **Completed**.

Click GO

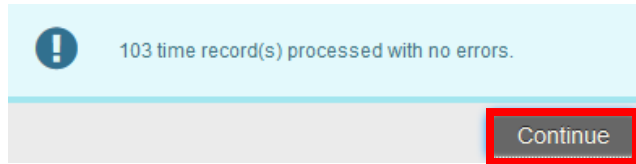
Click **YES** when asked if you want to extract time to begin time entry.

PHATIME

The first time you access time sheets for the pay period, you will be asked if you want to extract time to begin time entry.

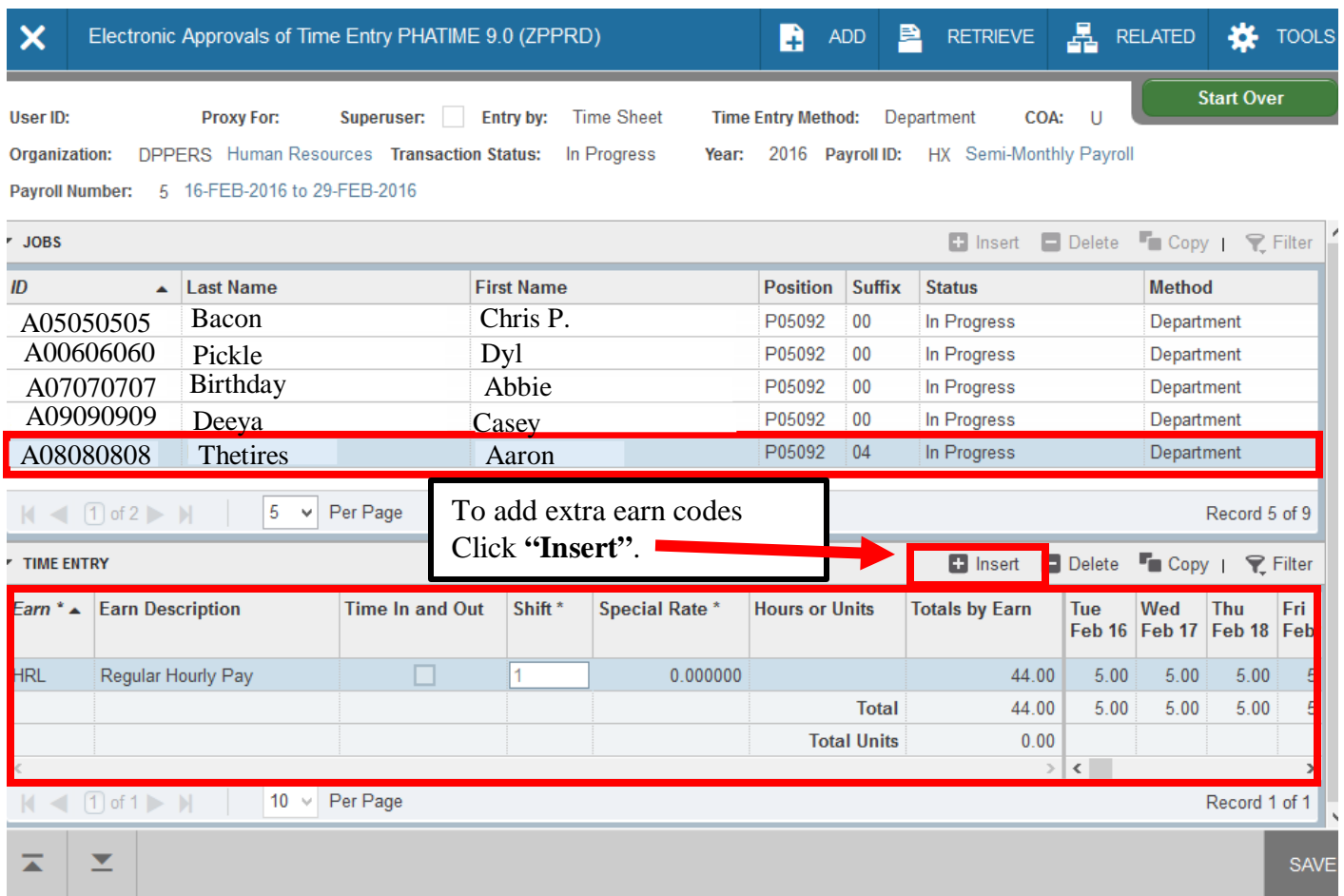
Only click “Yes” if you are the one to enter time for your department’s wage hourly employees. Once you extract time cards for a pay period, those time cards are locked under you, so only you and your proxies can enter time for that pay period.

Click Continue



Once time cards are extracted, all time sheets will move to In Progress.

To see your employees, you can either: - use the arrow keys on your keyboard (with your cursor in the ID field) to navigate through them one at a time. To search for a specific employee use F7 and choose the fields to filter and locate the specific employee.



Electronic Approvals of Time Entry PHATIME 9.0 (ZPPRD)

ADD RETRIEVE RELATED TOOLS

User ID: Proxy For: Superuser: Entry by: Time Sheet Time Entry Method: Department COA: U Start Over

Organization: DPPERS Human Resources Transaction Status: In Progress Year: 2016 Payroll ID: HX Semi-Monthly Payroll

Payroll Number: 5 16-FEB-2016 to 29-FEB-2016

ID	Last Name	First Name	Position	Suffix	Status	Method
A05050505	Bacon	Chris P.	P05092	00	In Progress	Department
A00606060	Pickle	Dyl	P05092	00	In Progress	Department
A07070707	Birthday	Abbie	P05092	00	In Progress	Department
A09090909	Deeya	Casey	P05092	00	In Progress	Department
A08080808	Thetires	Aaron	P05092	04	In Progress	Department

Record 5 of 9

Earn *	Earn Description	Time In and Out	Shift *	Special Rate *	Hours or Units	Totals by Earn	Tue Feb 16	Wed Feb 17	Thu Feb 18	Fri Feb
HRL	Regular Hourly Pay	<input type="checkbox"/>	1	0.000000		44.00	5.00	5.00	5.00	5.00
					Total	44.00	5.00	5.00	5.00	5.00
					Total Units	0.00				

Record 1 of 1

SAVE

When you find the employee you need to enter time on (just double-click on the A number or name to highlight it in blue).

Click in box below and enter the correct **earn code**: **HRL** – Regular Hourly Pay; **HRP** – Regular Hours Prior Period.

Tab over to enter hours on correct days worked. ****KEEP THE SIGNED TIME SHEET. Time cards must be kept for the duration of the employment and three years after termination date.****

Click the “**Save**” tab or press **F10** after adding time for each employee.

***For instructions on how to “**View or Override Labor Distribution**” or “**View or Enter Comments**” see **pages 7-9** of this PDF. ***

Click on the “**Tools**” tab and on the drop-down menu click **Submit Time for Approvals**.


Each employee must be submitted individually. Transaction status for submitted employees should change to **Pending**.

Organization: DPPERS Human Resources Transaction Status: In Progress
 Year: 2016 Payroll ID: HX Semi-Monthly Payroll Payroll Number: 5 16-FEB-2016 t


▼ JOBS

ID	Last Name	First Name	Posi
A05050505	Bacon	Chris P.	P050
A00606060	Pickle	Dyl	P050
A07070707	Birthday	Abbie	P050
A09090909	Deeya	Casey	P050
A08080808	Thetires	Aaron	P050

< 1 of 2 5 Per Page



- Clear Data Shift+F5
- Item Properties
- Display ID Image
- OPTIONS**
- Restart Time for Employee
- Submit Time for Approvals
- View or Change Routing Queue
- List Leave Balances



Leave Entry for SA employees:

Electronic Approvals of Time Entry PHATIME 9.0 (ZPPRD)

User ID: _____ Proxy For: _____

Superuser: Entry by: * Time Sheet

Time Entry Method: * Department COA: * U

1. Organization: DPPERS Transaction Status: * Not Started

Human Resources

2. Payroll ID: SA

Year: * 2016

3. Payroll Number: 3

01-FEB-2016 to 29-FEB-2016

Payroll ID **MUST be entered before entering Payroll Number.**

Go

Entry By: Defaults to Time Sheet and should not be changed

Time Entry Method: Defaults to Department and should not be changed

1. Organization: DP code

2. Payroll ID: SA

3. Payroll Number: Current payroll number can be found on the Payroll Deadline calendar on the HR Banner website.

Transaction Status: Your first time accessing time sheets for this payroll cycle, **Not Started**.

Once you extract time sheets for this payroll, **In Progress**.

When you have submitted time, **Pending**.

If any time sheets have been sent back for correction, **Return for Correction**.

If you received an error on a time sheet, **Error**.

After your DP Head/Director has approved the submitted time sheets and they're waiting for Payroll, **Approved**.

Once this payroll cycle is done, **Completed**.

COA: U

Year: Populates the year automatically. You will need to change it on the first payroll of the New Year.

Click GO

Click YES when asked if you want to extract time to begin time entry.

Extract Process
Do you want to extract time to begin time entry?

Yes No

The first time you access time sheets for the pay period, you will be asked if you want to extract time to begin time entry.

Only click “Yes” if you are the one to enter time for your department’s wage hourly employees. Once you extract time cards for a pay period, those time cards are locked under you, so only you and your proxies can enter time for that pay period.

Click Continue

! 103 time record(s) processed with no errors.

Continue

When you find the employee you need to enter time on (just double-click on the A number or name to highlight it in blue).

Electronic Approvals of Time Entry PHATIME 9.0 (ZPPRD)

User ID: Proxy For: Superuser: Entry by: Time Sheet Start Over

Time Entry Method: Department COA: U

Organization: DPPERS Human Resources Transaction Status: In Progress

Year: 2016 Payroll ID: SA Salaried Monthly Payroll Payroll Number: 4 01-MAR-2016 to 31-MAR-2016

ID	Last Name	First Name	Position	Suffix	Status	Method
A01010101	Ender	Bart	994627	00	Pending	Department
A00654321	Frapples	Bob	997536	00	Pending	Department
A03456789	Lope	Anne T.	997547	00	Pending	Department
A07777210	O’Drill	Ben	997545	00	Pending	Department
A06363636	Pardner	Howie	994759	00	Pending	Department

1 of 5 Per Page Record 3 of 22

Earn *	Earn Description	Time In and Out	Shift *	Special Rate *	Hours or Units	Totals by Earn	Mar 01	Mar 02
VAC	Vacation Pay	<input type="checkbox"/>	1	0.000000		16.00	8.00	8.00
					Total	16.00	8.00	8.00
					Total Units	0.00		

1 of 1 Per Page Record 1 of 1

SAVE

Click in box of the Earn column and enter the correct earn code:

- VAC – Vacation Pay - VAP – Vacation Pay Prior Period
- SIC – Sick Pay - SIC – Sick Pay for Prior Period
- LVS – Leave Settlement (at termination of position)

***For instructions on how to “View or Override Labor Distribution” or “View or Enter Comments” see pages 7-9 of this PDF. ***

Click the “Save” tab or press F10 after adding time for each employee.

Tab over to enter hours on correct days. You can either enter the hours each day or enter a weekly total on one day in that week. ****KEEP THE SIGNED TIME SHEET. Time cards must be kept for the duration of the employment and seven years after termination date. ****

The screenshot shows the PHATIME 9.0 (ZPPRD) interface. At the top, there is a blue header bar with a close button (X) on the left and a settings gear icon on the right, which is highlighted by a red arrow. Below the header, there are several input fields for user information: User ID, Proxy For, Superuser (with a checkbox), Entry by (set to Time Sheet), Time Entry Method, Department, COA (set to U), Organization (DPPERS Human Resources), Transaction Status, Year (2016), Payroll ID (SA Salaried Monthly Payroll), and Payroll Number (3 01-FEB-2016 to 29-FEB-2016). Below these fields is a section titled 'JOBS' containing a table of employee data. To the right of the table, a drop-down menu is open, listing several options: Clear Data (Shift+F5), Item Properties, Display ID Image, an 'OPTIONS' section, Restart Time for Employee, Submit Time for Approvals (highlighted with a red box), View or Change Routing Queue, and List Leave Balances. The table below has columns for ID, Last Name, First Name, and a status column with values like 997545 00 Not Started.

ID	Last Name	First Name			
A01010101	Ender	Bart			
A00654321	Frapples	Bob			
A03456789	Lope	Anne T.			
A07777210	O'Drill	Ben	997545	00	Not Started
A06363636	Pardner	Howie D.	994759	00	Not Started

Click on the “Tools” tab and on the drop-down menu click **Submit Time for Approvals**. **Each employee must be submitted individually.** Transaction status for submitted employees should change to **Pending**.

Time Entry for GA: Graduate Assistants are paid a flat rate automatically and it is not necessary to enter PHATIME for them. You would only enter PHATIME for them if you need to adjust their regular rate. To do this, contact the HR Banner Help Desk.

PHATIME

View or Override Labor Distribution

Electronic Approvals of Time Entry PHATIME 9.0 (ZPPRD)

User ID: Proxy For: Superuser: Entry by: Time Sheet

Time Entry Method: Department COA: U

Organization: DPPERS Human Resources Transaction

Year: 2016 Payroll ID: SA Salaried Monthly Payroll

29-FEB-2016 29-FEB-2016

1. Highlight the line of the desired employee.

3. After Highlighting the hours, **Click** on the **“Tools”** Menu and Click on **“View or Override Labor Distribution”**

2. After entering the hours and saving, Highlight the hours

ID	Last Name	First Name	994627	00	Not Started
A01010101	Ender	Bart	994627	00	Not Started
A00654321	Frapples	Bob	997536	00	Not Started
A03456789	Lope	Anne T.	997547	00	Not Started
A07777210	O’Drill	Ben			Not Started
A06363636	Pardner	Howie D.			Not Started

Earn *	Earn Description	Time In and Out	Shift *	Special Rate *	Hour	Earn	Tue Mar 01	Wed Mar
HRL	Regular Hourly Pay	<input type="checkbox"/>	1	0.000000		10.00	10.00	
Total						10.00	10.00	
Total Units						0.00		

10 Per Page Record 1 of 1

▼ DEFAULT LABOR DISTRIBUTION

Earn HRL Shift 1 COA U
Regular Hourly Pay

Percent	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost
100.00	A00351	101164	E00157	625300	1010				

1 of 1 Per Page Record 1 of 1

▼ OVERRIDE LABOR DISTRIBUTION


Date 03/01/2016 Total Hours or Units entered for Date 10.00

Hours or U...	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost
10.00	A00297	100206	E00056	615300	2020				
Total									

1 of 1 Per Page Record 1 of 1

4. Enter the number of hours and the new **Labor Distribution** and **Save** changes. (To add more than one row, click on the “insert” tab.)

*** These steps will need to be repeated for each line of time entry.***

Electronic Approvals of Time Entry PHATIME 9.0 (ZPPRD) 

User ID: Proxy For: Superuser: Entry by: Time Sheet

Time Entry Method: Department COA: U

Organization: DPPERS Human Resources Transaction

Year: 2016 Payroll ID: HX Semi-Monthly Payroll Pay

▼ DEFAULT LABOR DISTRIBUTION

Earn HRL
Regular Hourly Pay

Percent	Index	Fund	Orgn
100.00	A00351	101164	E00157

1 of 1 Per Page

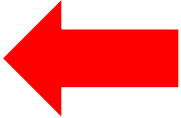
▼ OVERRIDE LABOR DISTRIBUTION

Date 03/01/2016 entered for date

5. To return to the Time Entry Data Screen, Click “Tools” and Click “Time Entry Data”. This will return you to the main PHATIME screen.

- Search
- ACTIONS
- Refresh F5
- Export Shift+F1
- Print
- Clear Record Shift+F4
- Clear Data Shift+F5
- Item Properties
- Display ID Image
- OPTIONS
- Time Entry Data
- BANNER DOCUMENT MANAGEMENT

View or Enter Comments



User ID: Proxy For: Superuser:

Time Entry Method: Department COA: U

Organization: DPPERS Human Resources Transaction

Year: 2016 Payroll ID: SA Salaried Monthly Payroll

FEB-2016

3. After Highlighting the hours, Click on the “Tools” Menu and Click on “View or Enter Comments”

- Access Next Time Record
- Access Previous Time Record
- View or Override Labor Distribution
- List Leave Balances
- View or Enter Time In and Out

1. Highlight the line of the desired employee.

ID	Last Name	First Name			
A06363636	Pardner	Howie D.			View or Enter Comments
A00654321	Frapples	Bob			View Leave Taken Balance
A03456789	Lope	Anne T.	997547	00	Not Started
A07777210	O’Drill	Ben	997545	00	Not Started
A01010101	Ender	Bart	994759	00	Not Started



View or Enter Comments

TIME ENTRY

+ Insert - Delete Copy | Filter

Earn *	Earn Description	Time In and Out	Shift *	Special Rate *	H	by Earn	Tue Mar 01	Wed Mar
HRL	Regular Hourly Pay	<input type="checkbox"/>	1	0.000000		10.00	10.00	
						10.00	10.00	
						0.00		

Record 1 of 1



2. After entering the hours and saving, Highlight the hours.

CURRENT COMMENTS

+ Insert - Delete Copy | Filter

Comment Howie D. Pardner worked 2 hours overtime on 3/1/2016.

4. After entering the comments in the “Current Comments” box, Save changes.

Electronic Approvals of Time Entry PHATIME 9.0 (ZPPRD)  


User ID: Proxy For: Superuser: Entry by: Time Entry Method: Department COA: U

Organization: DPPERS Human Resources Transaction Status: In Progress

Year: 2016 Payroll ID: HX Semi-Monthly

Payroll Number: 6 01-MAR-2016 to 01-MAR-2016

Date and Time Made By

Confidential 


5. To return to the Time Entry Data Screen, Click “Tools” and Click “Time Entry Data”. This will return you to the main PHATIME screen.

Search

ACTIONS

- Refresh F5
- Export Shift+F1
- Print
- Clear Record Shift+F4
- Clear Data Shift+F5
- Item Properties
- Display ID Image

OPTIONS

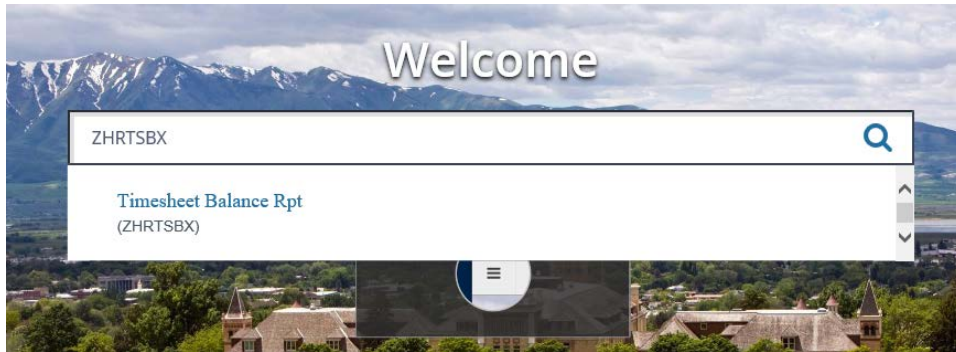
- Time Entry Data** 

BANNER DOCUMENT MANAGEMENT

ZHRTSBX

Timesheet Balance Report

Go to: ZHRTSBX



Click: GO

Process Submission Controls GJAPCTL 9.3.1 (ZPPRD)

Process: ...

Parameter Set: ...

Enter Report Information

Process Submission Controls GJAPCTL 9.0 (ZDEVL)

Process: ZHRTSBX Timesheet Balance Rpt Parameter Set:

Printer: ... Lines:

Special Print: Submit Time:

Num...	Parameters
01	Pict Code
02	Pay Number
03	Position Code
04	Payroll year

10 Per Page

LENGTH: 2 TYPE: Character O/R: Required M/S: Single
Enter the Payroll Pict code

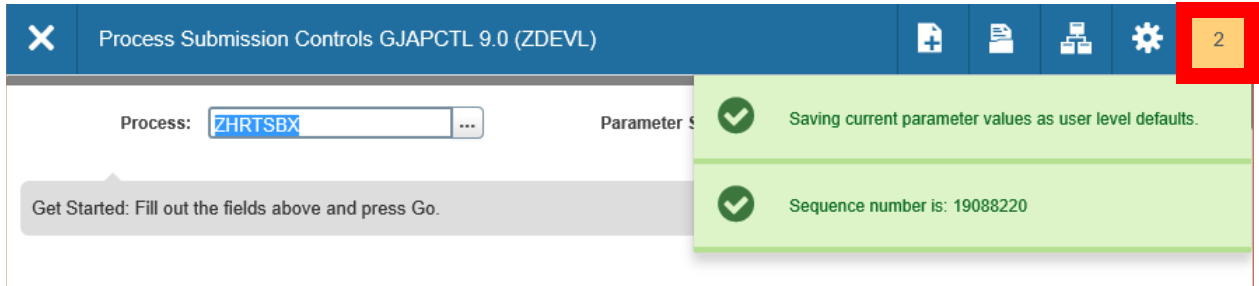
Save Parameter Set as Hold / Submit Hold Submit

Name: Description:

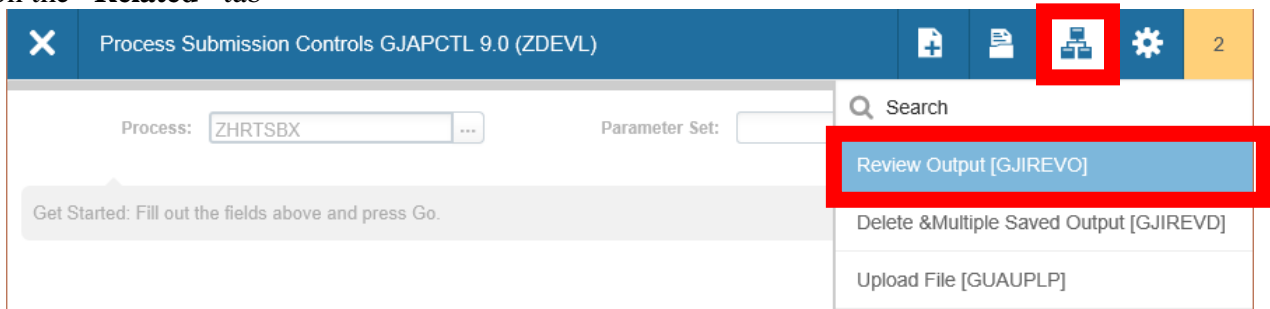
Pict Code: Payroll ID (HX, SA, or GA)
Pay Number: Payroll Number (found on the Payroll Deadline Calendar)
Position Code: Your department's position number
Payroll year: Year

Check the "Save Parameter Set as" box
Save (F10) or the save Icon

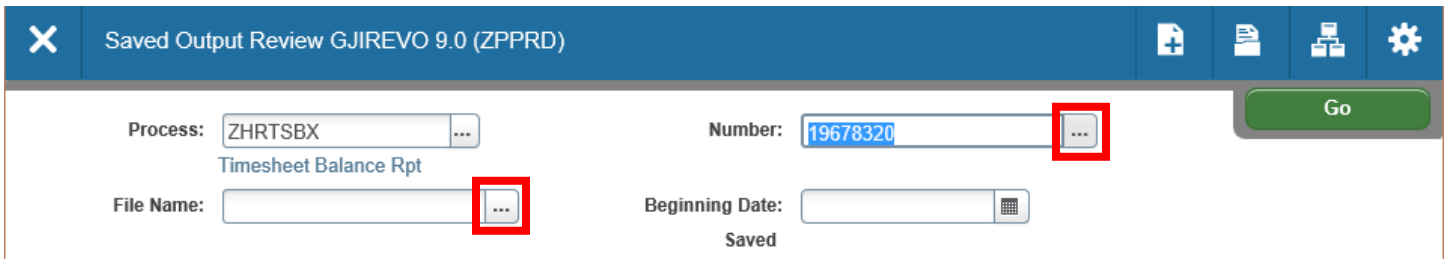
Click on the Highlighted Number Box to close the Messages



Click on the "Related" tab



Select "Review Output"



Click ellipsis box next to File Name box or Number box.

Output File Name	Record Count	Date Saved	Time
zhrtsbx_19678320.lis	18	12/20/2016	01:47
zhrtsbx_19678320.log	5	12/20/2016	01:47

Double-click on the line listing the report you ran. ****Remember to look at the page numbers and per page when locating your most recent report.**

Process: ZHRTSBX Timesheet Balance Rpt Number: 19678320
File Name: zhrtsbx_19678320.lis Beginning Date Saved: Lines: 18

ORA-0000:	Utah State University Banner System	Report
normal, successful completion	Human Resource System (ZPPRD)	Program
Date Run 20-DEC-2016		(Perjob
Time Run 13:47:34	Title:	
Organization:		

To view the report in a browser or to save it on your computer, click on **Tools** - and **Show Document** (print and save file).

Click Yes.

Process: ZHRTSBX Timesheet Balance Rpt Number: 19678320
File Name: zhrtsbx_19678320.lis Beginning Date Saved: Lines: 18

SAVED OUTPUT REVIEW

ORA-0000:	Utah State University Banner System	Report
normal, successful completion	Human Resource System (ZPPRD)	Program
Date Run 20-DEC-2016		(Perjob
Time Run 13:47:34	Title:	
Organization:		

- Print (Ctrl+P)
- Clear Record (Shift+F4)
- Clear Data (Shift+F5)
- Item Properties
- Display ID Image
- Exit Quickflow
- About Banner
- Show Document (Save and Print File)**
- Delete Output

