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.
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.

To add extra earn codes
Click “Insert”. 
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.
Leave Entry for SA employees:

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

<table>
<thead>
<tr>
<th>1.</th>
<th>Organization:</th>
<th>DP code</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Payroll ID:</td>
<td>SA</td>
</tr>
<tr>
<td>3.</td>
<td>Payroll Number:</td>
<td>01-FEB-2016 to 29-FEB-2016</td>
</tr>
</tbody>
</table>

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

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

1. **Organization:**
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.

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**

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 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.**

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

1. Highlight the line of the desired employee.

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

3. After highlighting the hours, click on the “Tools” menu and click on “View or Override Labor Distribution”.

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<table>
<thead>
<tr>
<th>ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Entry Time</th>
<th>Time In and Out</th>
<th>Shift</th>
<th>Special Rate</th>
<th>Hours</th>
<th>Total</th>
<th>Total Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>A01010101</td>
<td>Ender</td>
<td>Bart</td>
<td>994627</td>
<td>00</td>
<td>Not Started</td>
<td>0.000000</td>
<td>10.00</td>
<td>10.00</td>
<td>0.00</td>
</tr>
<tr>
<td>A00654321</td>
<td>Frapples</td>
<td>Bob</td>
<td>997536</td>
<td>00</td>
<td>Not Started</td>
<td>0.000000</td>
<td>10.00</td>
<td>10.00</td>
<td>0.00</td>
</tr>
<tr>
<td>A03456789</td>
<td>Lope</td>
<td>Anne T.</td>
<td>997547</td>
<td>00</td>
<td>Not Started</td>
<td>0.000000</td>
<td>10.00</td>
<td>10.00</td>
<td>0.00</td>
</tr>
<tr>
<td>A07777210</td>
<td>O’Drill</td>
<td>Ben</td>
<td>999999</td>
<td>00</td>
<td>Started</td>
<td>0.000000</td>
<td>10.00</td>
<td>10.00</td>
<td>0.00</td>
</tr>
<tr>
<td>A06363636</td>
<td>Pardner</td>
<td>Howie D.</td>
<td>994949</td>
<td>00</td>
<td>Started</td>
<td>0.000000</td>
<td>10.00</td>
<td>10.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
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.***

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.

**View or Enter Comments**
1. Highlight the line of the desired employee.

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

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

4. After entering the comments in the “Current Comments” box, Save changes.
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.
Zhrtsbx Timesheet Balance Report

**Go to:** Zhrtsbx

**Click:** Go

Enter Report Information

- **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.
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.

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.