

Banner Department Time/Leave Entry

Department time entry is used by Personnel Coordinators to enter Exception Time for full-time employees and Time Sheets for part-time employees designated, by Payroll, as Department Time Entry.

Entering Time/Leave Through Department Entry

The person who extracts a time transaction on PHATIME for a given department and pay period is considered the “Originator”. Once a transaction has been initialized, that is once the *Transaction Status* has changed from *Not Started* (refer to the following screen shot), only the “Originator” can change time at a later date on those time transactions.

1. Access Department Time Entry on the PHATIME form in Banner. Your Banner Oracle ID will display in the top left corner of the form. If you are acting as a proxy, you will need to indicate that in the section titled *Proxy For* next to your displayed ID (refer to [Figure 1](#)).
2. Select and enter the appropriate information for your department in the fields above the *Employee ID* block on PHATIME (refer to [Figure 1](#) & [Figure 2](#)). If you are unsure of what needs to be entered in each field, click on the “Drop Down Box” to see options. Double click on the option you want from the pop-up window to pull it into the field. (**Note:** If you are entering Exception Time or Time for the current pay period, select *Time Sheet* in the *Entry by:* field. If you are entering Exception Time in advance of the pay period it is to be taken, select *Leave Request* in the *Entry by:* field.
3. When entering in the *Pay Period* field, click on the “Drop Down Box” to see a list of pay periods and the dates Time or Exception Time can be entered for each pay period. The PTRCALN form will open, under the section titled “*Web & Departmental Pay Period Time Entry Dates*”, the *From* date indicates when the pay period is open for time entry and the *To* date indicates when the pay period is closed for Time or Exception Time entry. Double click on the pay period you want to enter Time for or *Click the “X” to get out* and enter the pay period number in the *Pay Period* field. (**Note:** All Exception Time and Time must be entered, approved, and waiting for Payroll processing in the pay period it was taken or worked. Exception Time can be entered in advance of the pay period, but both Exception Time and Time can not be entered for past pay periods. Exception Time for past pay periods will need to be submitted using a blue leave slip to enable Human Resource Services to adjust the employee’s leave balances.)
4. Once the fields have been populated, select *Next Block* (see [Figure 1](#)) or Ctrl-Page Down on your keyboard. A pop-up window titled *Extract Process* will be displayed with the message “Do you want to extract time to begin time entry? Yes or No” (As mentioned before, once you extract the time you are the only person that can modify the time for that time period and org code in the future).
5. Click “Yes”. Once the extract has been completed, a message displays indicating how many transactions processed with no errors. If there are no errors the *Transaction Status* should automatically change from *Not Started* to *In Progress*. If the message displays errors the *Transaction Status* will not change from *Not Started* to *In Progress*. If this happens, note the errors and contact the Payroll Department. To enter Exception Time or Time for those employees that did not have errors, use the arrow to the right of the *Transaction Status* field to change it to *In Progress*. (**Note:** If you do not finish entering time in one session, in subsequent sessions select *In Progress* instead of *Not Started* in the *Transaction Status* field.) (***Note:** If all employees had errors after clicking “Yes”, check to make sure you did not select *Leave Request* in the *Entry by:* field for a pay period that is currently open, or *Time Sheet* for a pay period that has not opened.)

6. Select an employee/position to enter Exception Time or Time for, by using the scroll arrow to the right of the *Employee ID* block or by clicking on *Option*, in the menu bar, and selecting *Access Next Time Record* or *Access Previous Time Record* (shown on the last screen shot in the training packet). To access a pop-up window with a list of extracted employees/positions ready for Exception Time or Time entry, click on the “Drop Down Box” in the *Employee ID* block. While in the pop-up window, double click on the employee you would like to enter Exception Time or Time for. (**Note:** when selecting an employee with multiple positions from the pop-up window, the first position listed will be the position to populate the *Employee ID* block. Scroll to the employee’s subsequent positions using the scroll arrow.)
7. Click into a line in the *Time Entry* block to enter time. Use the “Drop Down Box” above the *Time Entry* block to see a list of earn codes (vacation leave, sick leave, regular time, overtime, & etc.). (***Note:** When using Overtime and Comp. Time earn codes, enter the actual time worked, Banner will calculate time and one-half).
 Double click on the earn code you need and it will populate the *Code* field. The employee/position listed in the *Employee ID* block is the employee/position time will be entered for.

Figure 1

The screenshot displays the Oracle Developer Forms Runtime - Web interface for the PHATIME 7.1 (TRAIN) application. The interface includes a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Window, Help) and a toolbar. The main form contains several input fields and dropdown menus:

- User ID:** CALLAHCL
- Proxy For:** [Empty]
- Entry by:** Leave Request
- COA:** U
- Year:** 2005
- Organization:** 620001 Human Resources
- Payroll ID:** SF Semi-monthly Full-Time
- Time Entry Method:** Department
- Transaction Status:** Not Started
- Payroll Number:** 15 01-AUG-2005 to 15-AUG-2005

Below these fields is a **Jobs** table with columns: ID, Last Name, First Name, Position Suffix, Status, and Method. Below that is a **Time Entry** table with columns: Earn, Time In, Time Out, Shift, Special Rate, Hours or Units, and Total Earn. At the bottom right, there are **Total Hours:** and **Total Units:** fields.

Callouts in the image provide instructions for various fields:

- Must be "U":** Points to the COA field.
- Next Block:** Points to the Proxy For field.
- Select "Department":** Points to the Time Entry Method dropdown.
- Select Organization Code:** Points to the Organization dropdown.
- Leave at default of "Not Started":** Points to the Transaction Status dropdown.
- Enter the current Calendar Year:** Points to the Year field.
- Enter the pay period that time will be "entered" for:** Points to the Payroll Number field.
- Select "Time Sheet" or "Leave Request":** Points to the Entry by dropdown.
- Enter the Pay ID: "SF" for Full-Time Leave Entry and "SP" for Part-Time Time entry:** Points to the Payroll ID dropdown.

The status bar at the bottom shows "Time Entry Action. Record: 1/1" and a navigation button "<08C>".

8. To view leave balances for employees you are entering exception time for, select *Options* from the menu bar at the top of the screen. From the drop down menu, select *List Leave Balances* to view a pop-up window with the leave balances for the employee currently in *Employee ID* block.
9. Use a separate line to enter each different earn code. Enter the number of hours worked or Exception Time taken below the date it was worked, taken, or will be taken. (***Note:** Do not enter "0" in any of the time entry fields. Leave all time entry fields blank for dates not worked or that had no leave taken.)
10. To save time entered, so that you can add to or make changes at a later date, click on the disk button in the task bar (see **Figure 3**). (**Note:** If you save time or exception time you must come back and submit it for Approval. All Time and Exception Time must be approved before it can be processed on payroll.)

Figure 2

Oracle Developer Forms Runtime - Web

File Edit Options Block Item Record Query Tools Window Help

Electronic Approvals of Time Entry PHATIME 7.1 (TRAIN)

User ID: CALLAHCL Proxy For: Superuser
 Entry by: Time Sheet Time Entry Method: Web
 COA: U Organization: 620000 Misc Human Resources Transaction Status: Completed
 Year: 2005 Payroll ID: SP Semi-monthly Part-Time Payroll Number: 13 16-JUN-2005 to 30-JUN-2005

Employee ID Block

Jobs ID	Last Name	First Name	Position	Suffix	Status	Method
10104682	Finlinson	Cherri	G99628	01	Completed	Web

Time Entry Block

Earn	Time In and Out	Shift	Special Rate	Hours or Units	Totals by Earn	Thu Jun 16	Fri Jun 17	Sat Jun 18	Sun Jun 19	Mon Jun 20	Tue Jun 21	Wed Jun 22
011 Regular Pay Hourly		1	.000000	52.00	52.00					8.00	7.50	

Total Hours: 52.00
Total Units: .00

WARNING Pay Period not open for Time Entry.
Record: 1/1 <OSC>

11. To submit time for approval, click on *Option*, in the menu bar, and select *Submit Time for Approval* from the drop down menu. This action pushes the finished Time Sheet or Exception Time to the approvers routing queue so that they can approve the time. This will also change the *Transaction Status* from *In Progress* to *Pending*.

***Note: Transaction Status options are as follows:**

- Not Started:** The employee has not viewed or entered Time Sheet or Exception Time hours for the pay period you have selected.
- In Progress:** The employee has viewed or entered Time Sheet or Exception Time hours but has not submitted the hours for approval.
- Pending:** The employee has submitted Time Sheet or Exception Time for approval.
- Approved:** The approver has approved Time Sheet or Exception Time hours.
- Return for Correction:** The approver does not agree with Time Sheet or Exception Time hours submitted and has sent the hours back to the originator for correction. The originator needs to make changes and submit the hours for approval again.