

DEPARTMENTAL TIME ENTRY

Step by Step Guide to Submitting Departmental Timesheet via PHATIME

Things to Know

What is Departmental Time Entry?

- Departmental Time Entry is a timesheet entered through Banner via PHATIME.
- It is completed for the following employee types:
 - Student Employees (ST)
 - Wages of Labor Employees (WG)
 - Inactive Employees (as needed)

Who completes departmental time entry?

- The primary Timekeeper is designated to enter hours worked for Student and Wages of Labor employees a specific Organization/Budget Unit.
- A Proxy Timekeeper is designated to enter timesheets in the event of the primary timekeeper's absence.

**NOTE – If the proxy timekeeper extracts the record first, the primary timekeeper can not change or submit time entry.*

When is departmental time entry due?

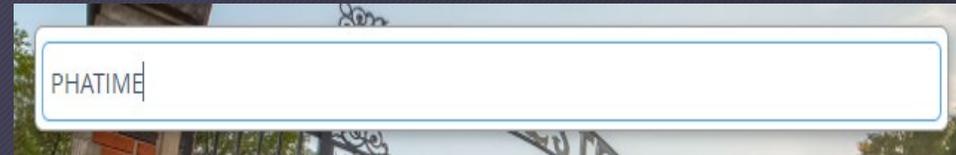
- Timesheets are submitted for every pay period according to the Web Time Policy.
 - All Payroll schedules are located on the [Payroll website](#)
- All documentation for student workers & wages of labor employees are to be kept in the department.

Entering Departmental Timesheets

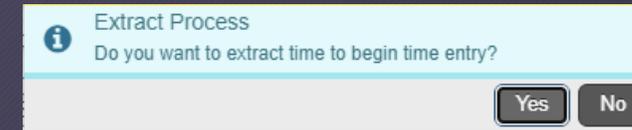
1. Log into Banner
2. Type **PHATIME** in the search field & **Enter**.
3. Enter the following fields:
 - Proxy For – (if applicable)
 - Organization – Enter the Timekeeping Org
 - Transaction Status – Not Started to extract timesheets
 - Payroll ID – BW or MN
 - Payroll Number – Enter the payroll number
4. Click Go to extract all records at once.

OR

Tab to extract one record.

A screenshot of the PHATIME 9.3.14 (PROD) application interface. The window title is "ellucian Electronic Approvals of Time Entry PHATIME 9.3.14 (PROD)". The interface shows various search criteria fields. The "Organization" field, "Transaction Status" dropdown (set to "Not Started"), and "Payroll Number" field are highlighted with red boxes. Other fields include "User ID" (SARPYC), "Proxy For" (Select who you are proxy for), "Entry by" (Time Sheet), "COA" (N), "Time Entry Method" (Department), "Year" (2021), and "Payroll ID". A "Go" button is visible in the top right corner. A footer message reads: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER."

5. Click Yes to extract timesheets on the pop-up in the right top corner.

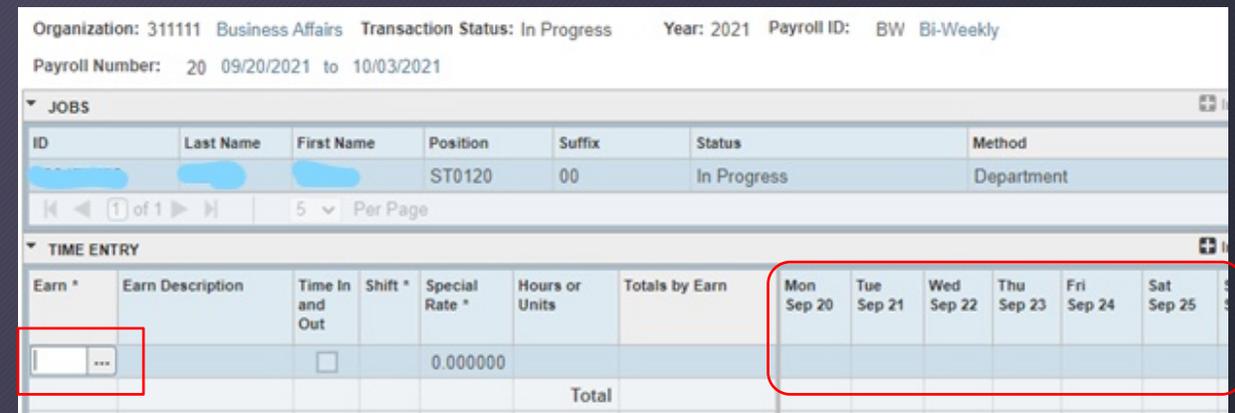


6. Jobs Section –

- a. Highlight the appropriate employee
- b. Alt+Pg Down to enter the Time Entry section.

7. Time Entry section –

- a. Enter the appropriate earn code or choose from the drop-down menu.
- b. Tab to the appropriate day & enter the hours for each day.
NOTE – Time should be entered in half hour increments.

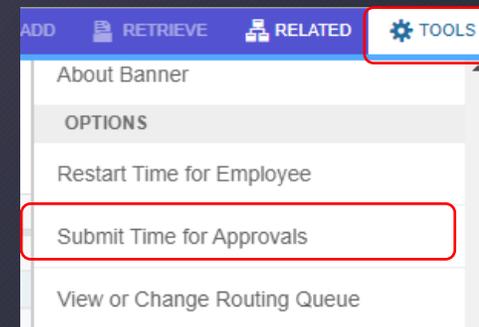


Organization: 311111 Business Affairs Transaction Status: In Progress Year: 2021 Payroll ID: BW Bi-Weekly
Payroll Number: 20 09/20/2021 to 10/03/2021

JOBS						
ID	Last Name	First Name	Position	Suffix	Status	Method
			ST0120	00	In Progress	Department

TIME ENTRY												
Earn *	Earn Description	Time In and Out	Shift *	Special Rate *	Hours or Units	Totals by Earn	Mon Sep 20	Tue Sep 21	Wed Sep 22	Thu Sep 23	Fri Sep 24	Sat Sep 25
				0.000000								
Total												

8. After all hours have been entered and the status is In Progress, click Tools, then Submit Time for Approvals.



9. Complete the steps above for each employee.

Other Options from TOOLS

Exit Without Submitting

Exit without submitting for approval.

This leaves the record in an “In Progress” status and is not submitted for approval.

Restart Time for Employee

Choose *Restart Time for Employee* to remove all entry done for the pay period and restart the timesheet.

View or Enter Comments

Comments should only be used to communicate posting time and attendance that did not meet payroll deadlines.

Example of Comments that may be entered:

“Entered x hrs from previous pay period”