



Departmental Time Entry Cheat Sheet

Internet Native Banner (INB) - PHATIME

Electronic Approvals of Time Entry PHATIME 7.2 (PROD)

User ID: MJTOBERMAN Proxy For: Superuser

Entry by: Time Sheet Time Entry Method: Department

COA: E Organization: 234104 Campus Card Office Transaction Status: All (Except not Started)

Year: 2007 Payroll ID: BW Biweekly Payroll Number: 22 01-OCT-2007 to 14-OCT-2007

Entry by: Select "Time Sheet"

Time Entry Method: Select "Department"

COA: Enter E

Organization: Enter the timesheet organization number _____

Transaction Status: Use the drop down button to select **Not Started**

Year: Enter current Calendar Year

Payroll ID: Enter MN for monthly or **BW** for bi-weekly

Payroll Number: Enter corresponding payroll number (see chart below) **DO NOT HIT ENTER KEY**

2008/2009		
No.	Begin Date	End Date
15	07-01-08	07-06-08
16	07-07-08	07-20-08
17	07-21-08	08-03-08
18	08-04-08	08-17-08
19	08-18-08	08-31-08
20	09-01-08	09-14-08
21	09-15-08	09-28-08
22	09-29-08	10-12-08
23	10-13-08	10-26-08
24	10-27-08	11-09-08
25	11-10-08	11-23-08
26	11-24-08	12-07-08
27	12-08-08	12-21-08
1	12-22-08	01-04-09
2	01-05-09	01-18-09
3	01-19-09	02-01-09
4	02-02-09	02-15-09
5	02-16-09	03-01-09
6	03-02-09	03-15-09
7	03-16-09	03-29-09
8	03-30-09	04-12-09
9	04-13-09	04-26-09
10	04-27-09	05-10-09
11	05-11-09	05-24-09
12	05-25-09	06-07-09
13	06-08-09	06-21-09
14	06-22-09	06-30-09

Jobs	ID	Last Name	First Name	Position Suffix	Status	Method
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2nd block: Click in the job ID box of the 2nd block. A pop-up window will ask if you want to extract time to begin time entry. Select **Yes**. Using your computer keyboard, arrow up or down to select the employee for time entry.

Time Entry Earn	Time In and Out	Shift	Special Rate	Hours or Units	Totals by Earn
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3rd block: Click on Earnings Code box in the 3rd block. Select the type of earnings from the drop down box or enter the code directly. Enter the daily hours for each earnings code used during the pay period. Use scroll bar at the bottom right to access all the days in the pay period. Note: Only the codes eligible for the employee will appear in the drop down selection.

050 – Regular Earnings

When done click on the **SAVE** icon in the upper left corner of the screen.

To submit timesheet to payroll, drag down on the **OPTIONS** menu and select **SUBMIT FOR APPROVAL**.