



Double click on the WWIS icon on your desktop.



Double click on the Banner WWIS icon

The Login box opens

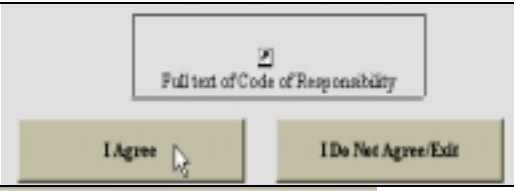
Enter:

Username: This is your Banner ID, it is the same as your Hydra login. **TAB**.
Password: Your Banner password, it is the same as your Hydra password. **TAB**
Database: WWIS
Click Connect

If you get the error message below. Click OK and try again.



Make sure that you **TAB** to move between fields and that your Username and Password are correct.



Click I Agree on the Code of Responsibility.

Direct Access: PHADSUM

Type PHADSUM in the Direct Access Field.

PHADSUM opens.
If you are a Proxy enter the Proxy ID in the Proxy For field.
Enter:
COA: 1
ORGN.: *Your Orgn number*
Transaction Status: Pending
Pay ID: SM
Pay NO.: *Current Pay No.*

Ctrl + Page Down

ID	Name	Position	Queue Status	Required Action	Appr/ Ackn for Cost	Return	Comments	Errors
w0005026	Flate, Roger	998204-00	Pending	Approve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
w00357118	Furtado, Michael	998100-00	Pending	Approve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
w0038857	Hanusson, Elizabeth	997374-00	Pending	Approve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Earnings	Shift	Special Rate	Hours	Units	Labor Override
CTT Compensatory Time Take	<input type="checkbox"/>	0.00	8.00		<input type="checkbox"/>
LMN Leave No Pay, No Benefit	<input type="checkbox"/>	0.00	16.00		<input type="checkbox"/>
PER Personal Holiday	<input type="checkbox"/>	0.00	8.00		<input type="checkbox"/>
SIC Sick Leave	<input type="checkbox"/>	0.00	4.00		<input type="checkbox"/>
Total:			36.00		

Pending time sheets display. Use the arrow up/arrow down keys to view entries for each employee.
To see/enter comments:

- In the Options menu click View/Enter Comments.
- In the Options menu click Department Summary to return to PHADSUM.

To see errors:

- In the Options menu click View Errors/Warnings.
- Click Exit to return to PHADSUM.

ID	Name	Position	Queue Status	Required Action	Appr/ Ackn for Corr	Return Exist	Comments Exist	Errors Exist
W00005026	Flotre, Roger	998204-00	Pending	Approve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
W00357118	Furtado, Michael	998100-00	Pending	Approve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
W00038857	Rasmussen, Elizabeth	997974-00	Pending	Approve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Earnings	Shift	Special Rate	Hours	Units	Labor Override Exists
CTT Compensatory Time Take	1	0.00	8.00		<input type="checkbox"/>
LNN Leave No Pay, No Benefit	1	0.00	16.00		<input type="checkbox"/>
PER Personal Holiday	1	0.00	8.00		<input type="checkbox"/>
SIC Sick Leave	1	0.00	4.00		<input type="checkbox"/>
Total:			56.00		










- To approve specific time sheets:
- Click the Appr/Ackn field for each person(s) time sheet you want to approve.
 - In the Options menu click **Apply All Actions**
 - Exit Banner

Or

- To approve all Pending time sheets.
- In the Options menu click Approve/Acknowledge All
 - In the Options menu click **Apply All Actions**
 - Exit Banner

Refer to the Approvals document to approve time as a superuser or to handle error correction.

Banner Icons and key stroke equivalent

	Save. F10		Rollback. Shift F7
	Previous Block. Ctrl+Page Up		Next Block. Ctrl+Page Down
	Delete Row Shift + F6		Insert Row F6
	Exit		Look-Up F9
	Calculator Calendar		

Resource Available	PHADSUM	PHATIME
Enter Comments	✓	✓
View Time Entry Summary	✓	
View Time Detail		✓
Edit Time Entries		✓
View Routing queue	✓	✓
View Errors	✓	✓
View Leave balances		✓
Submit time for approval		✓
Approve time	✓	✓
Return time for correction	✓	✓
Restart time sheet		✓