

Department Time Entry  
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## Banner Access

Time keyers need a Banner Username, password and Banner/HR access to process Department Time Entry.

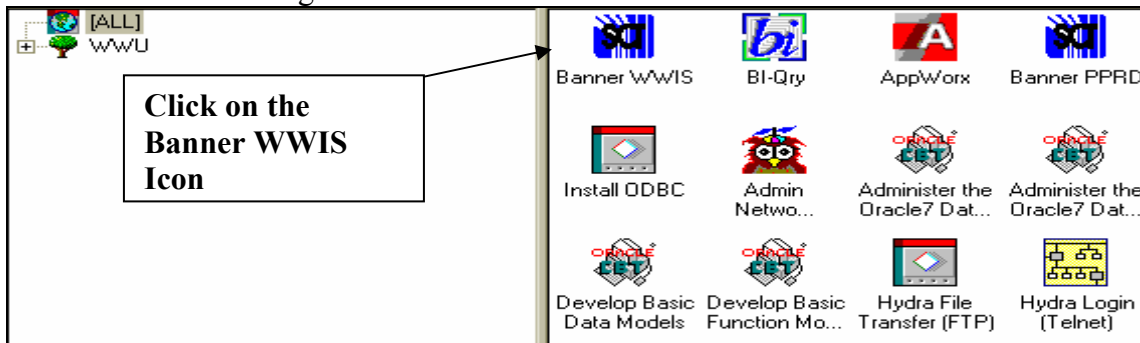
If you do not have a Banner Username complete an [Hydra/Banner Login Request Form](#). Contact Administrative Computing Help desk at x2853 for assistance or questions regarding this form.

If you already have Banner Access but forgot your Banner User ID or password please call Administrative Computing Help desk at x2853.

Once you have a Banner Username complete an [HR/Banner Request Form](#) to get access to the necessary Banner forms and reports for department time entry .

## Log into Banner

1. From the Novell login window click on the Banner WWIS Icon.



2. A logon pop-up box appears, in the pop-up box, enter:

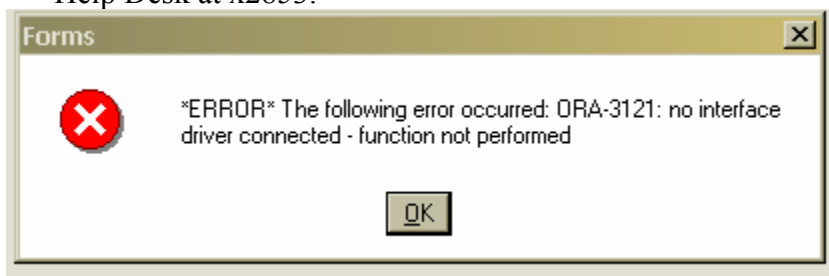
The screenshot shows a "Logon" dialog box with three input fields: "Username:", "Password:", and "Database:". Below the fields are two buttons: "Connect" and "Cancel".

**Username:** This is your Banner ID, it is the same as your Hydra login. **TAB** to the next field.

**Password:** Your Banner password, it is the same as your Hydra password.

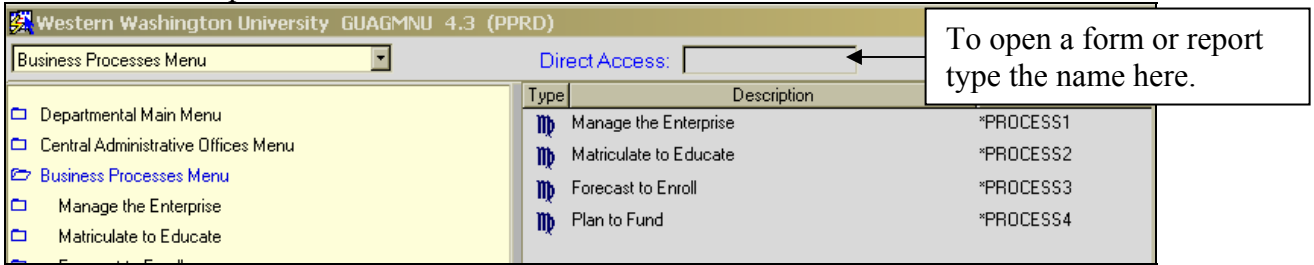
**Database: WWIS**

3. 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. If you need assistance with your Username and/or Password contact Admin. Computing Help Desk at x2853.



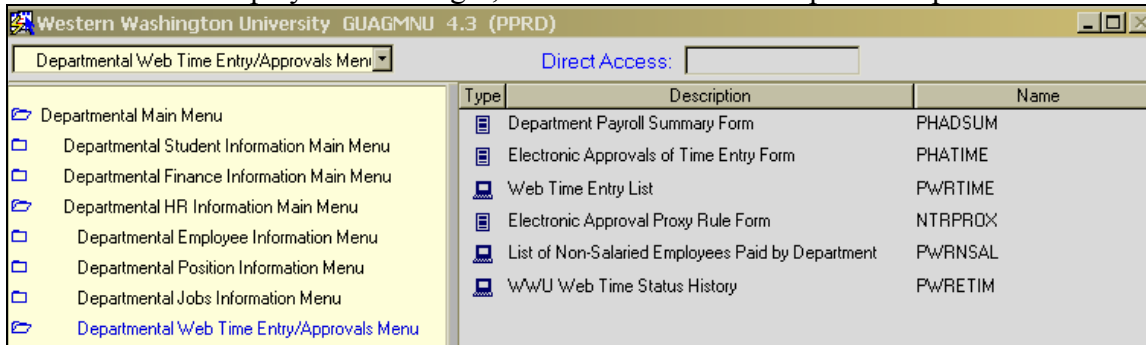
4. Click **I Agree** on the Code of Responsibility

- Banner Main Menu (GUAGMNU) opens. All forms and reports are accessed by typing the form or report name in the Direct Access field.












### Web Time Entry Menu

An alternate method to the direct access field is Departmental Main menus. All web time entry forms and reports are found in the Departmental/Web Time Entry/Approvals Menu. Access this by selecting Departmental Menus, Departmental HR Information Menu . Menu items are displayed on the right, click once on the description to open.



### 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		

## Overview of Department Time Entry

Department time entry is done in three steps; extract time, enter time and submit time for approval.

**Extract Time:** A process that opens time sheets for time entry by changing the status from ‘Not Started’ to ‘In Progress.’ Extract Time also associates time sheets to an individual keyer. Only the person who extracted time or that person’s proxy(ies) can enter time or submit the time sheet for approval.

**Enter Time:** Time sheets in the current pay period with a status of ‘In Progress’ are open for time entry. Depending on employee type, time entry methods differ:

*Hourly & Student Employees:* Record total hours worked per day. A Time sheet must be submitted in order for hourly and student employees to be paid.

*Salaried staff:* Record only exception hours earned and leave hours taken. A time sheet is not submitted for salaried staff if there are no exception or leave hours to report. They are automatically paid regular hours.

*Non-Uniform Staff:* This is a specialized type of time entry for contractual temporary staff. Complete instructions for non-uniform time entry is handled in the Non-Uniform Time Entry section of this document.

**Submit Time:** The deadline for submitting a department time sheet is midnight the last day of the pay period or as otherwise noted by payroll. Submitting a time sheet for approval changes the time sheet status from ‘In Progress’ to ‘Pending.’ If changes need to be made to a ‘Pending’ time sheet contact the time sheet’s approver. The approver can make corrections or return the time sheet to you for correction. Oftentimes the department time keyer is also the approver. If this is the case then the keyer is able to make changes while the time sheet is in ‘Pending’ status.

## Audit Requirement

The paper timesheet used for department keying must be signed by the employee and supervisor and maintained on file in the department for 6 years.

## Time Sheet Statuses

The table below lists time sheet status and the actions available for the department time keyer

<i>Status</i>	<i>Status Description</i>	<i>Available Action</i>
Not Started	Time sheets are not available for time entry.	Extract Time Sheets
In Progress	Time sheets ready for time entry. Only the keyer that extracted time or their proxy(ies) can enter time.	Enter/edit time: Submit for approval.
Pending	Submitted time sheet is waiting approval	View only. Time sheet is Pending approval
Return for correction	Time must be corrected and the time sheet resubmitted	Correct time entry. Submit for approval.

**Tips for Department Time Entry**

- Each Department Time keyer needs at least 1 proxy It is best that all keyers in a department be set up as each others proxy
- Run PWRTIME report at least once a pay period and have on hand when doing time entry. See the section titled Reports for detailed information on the PWRTIME report.

**Electronic Approvals of Time Entry Form – PHATIME**

All of department time entry is done on the Banner form PHATIME.

The PHATIME form is separated into four areas or blocks:

FURTADM    Proxy For: <input type="text"/> Superuser: <input type="checkbox"/>							<b>Information Block</b>					
Entry by: Time Sheet		Time Entry Method: Department					<b>Key Block</b>					
COA: 1	Orgn: 5410 Human Resources	Transaction Status: Not Started										
Year: 2001	Pay ID: SM SemiMonthly	Pay Period: 21	16-OCT-2001 to 31-OCT-2001									
ID: W00004638	Name: Wolfe-Lee Chyerl	Position: 998737	Suff: 00	Status: In Progress	Method: Department	<b>Employee Block</b>						
Code	In/Out Ind Sht	Special Rate	Default Hours/Units	Totals By Earn	Tue Oct 16	Wed Oct 17	Thu Oct 18	Fri Oct 19	Sat Oct 20	Sun Oct 21	Mon Oct 22	<b>Time Block</b>
<input type="text"/>	<input type="checkbox"/>	.00	<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="checkbox"/>		<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="checkbox"/>		<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="checkbox"/>		<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="checkbox"/>		<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="checkbox"/>		<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"/>	
Total Hours:					<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total Units:					<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

**Information Block:** The Information block displays your Banner Username. If applicable enter the proxy ID in the Proxy For field.

**Key Block:** The **Time Entry Method** field defaults to Department, **COA** defaults to 1 and **Year** defaults to the current year. You enter values in the **ORGN**, **Transaction Status**, **Pay ID** and **Pay Period** fields.

**Employee Block:** Employee block displays the Employee ID, Name, Posn and suffix based on the values entered in the Key Block. With your cursor in the ID field you can move to next or previous records using the up and down arrow keys. To see a roster of time sheets click on the flashlight icon next to the ID field.

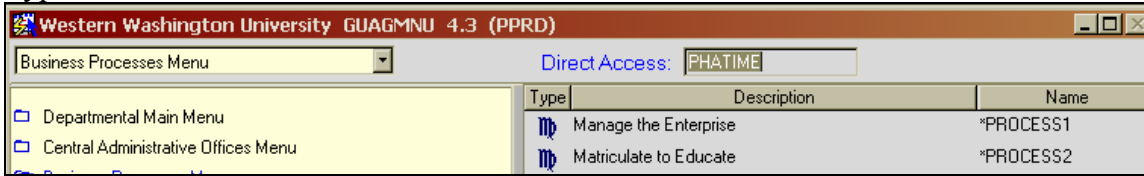
**Time Block:** While a time sheet's status is in 'In Progress' time is entered in the Time Block.

## Department Time Entry

### Extract Time Sheets

The first step in Department Time Entry is to extract time sheets. A time sheet can only be extracted once per pay period. The extract opens time sheets for time entry by changing the status from 'Not Started' to 'In Progress.' It also associates the time sheet to a specific keyer, only the keyer or their proxy(ies) who did the extract can enter time on that time sheet.

Type PHATIME in the Direct Access field of Banner Main Menu.



When PHATIME opens the cursor is in the ORGN field. Enter:

Entry by: Time Sheet      Time Entry Method: Department

COA: 1      Orgn: 5410 Human Resources      Transaction Status: Not Started

Year: 2001      Pay ID: SM SemiMonthly      Pay Period: 21 16-OCT-2001 to 31-OCT-2001

**ORGN:** *Your orgn number. TAB*

**Transaction Status:** Not Started

**PAY ID:** SM. TAB

**Pay period:** *Refer to the table below for pay period dates and numbers. TAB.*

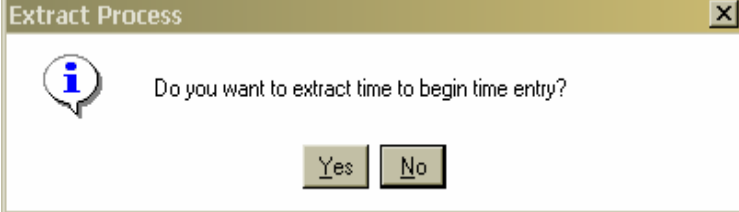
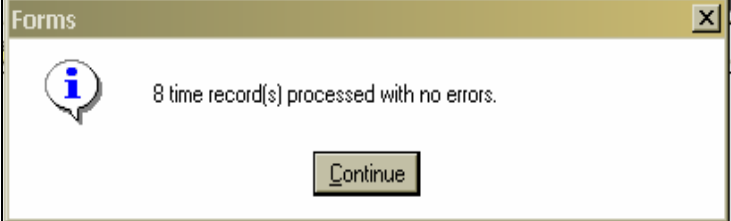
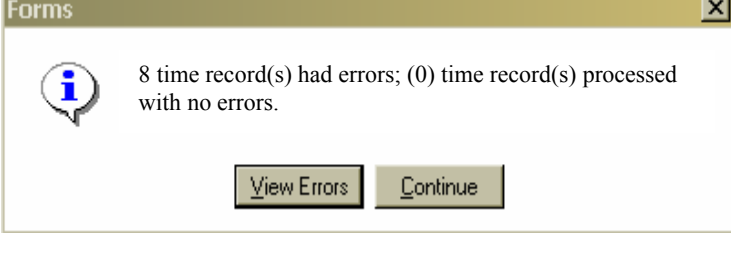
### Pay Numbers and Dates

Pay No	Dates	Pay No	Dates	Pay No	Dates	Pay No	Dates
1	Dec 16-31	7	Mar 16-31	13	Jun 16-30	19	Sep 16-30
2	Jan 1-15	8	Apr 1-15	14	Jul 1-15	20	Oct 1-15
3	Jan 16-31	9	Apr 16-30	15	Jul 16-31	21	Oct 16-31
4	Feb 1-15	10	May 1-15	16	Aug 1-15	22	Nov 1-15
5	Feb 16-28	11	May 16-31	17	Aug 16-31	23	Nov 16-30
6	Mar 1-15	12	Jun 1-15	18	Sep 1-15	24	Dec 1-15

Enter an ID to extract a single time sheet.

*Or*

Press Ctrl +Page Down to extract all Non-Started time sheets for your orgn.

	<p>Click <b>Yes</b> in the pop-up box asking if you want to extract time to begin time entry.</p>
	<p>Click Continue</p>
	<p>If you receive an error message that zero records were extracted click Continue. Check that Pay No = Current Pay Period and Superuser is unchecked. Then try again.</p>

Time sheet(s) now have a transaction status of In Progress and ready for time entry.

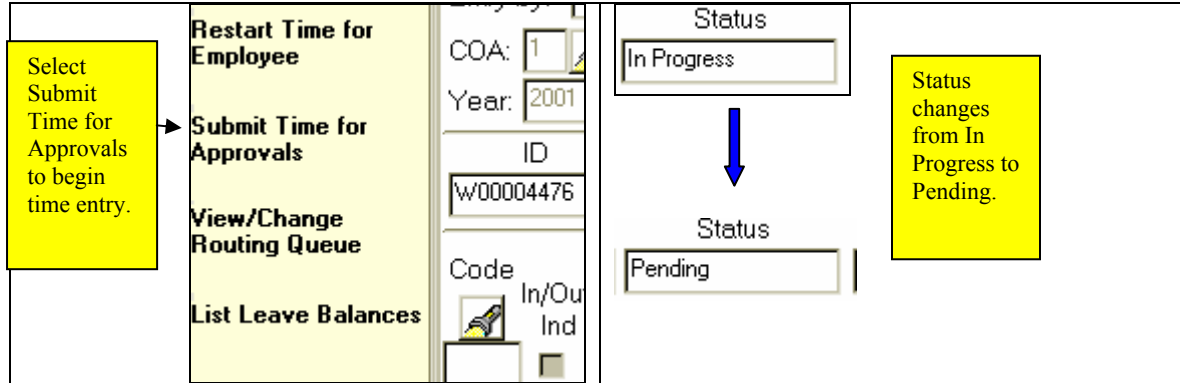
**Enter Time**

PHATIME displays one time sheet at a time, sorted alphabetically by last name.

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 10%;">ID</th> <th style="width: 15%;">Name</th> <th style="width: 15%;">Position</th> <th style="width: 10%;">Suff</th> <th style="width: 15%;">Status</th> <th style="width: 35%;">Method</th> </tr> <tr> <td>W00298315</td> <td>Priest</td> <td>Calvin</td> <td>999074</td> <td>00</td> <td>In Progress</td> </tr> </table>	ID	Name	Position	Suff	Status	Method	W00298315	Priest	Calvin	999074	00	In Progress	<p>The ID field of the first extracted record is highlighted.</p>																																																																	
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<p><b>Note:</b> Overtime (OVT), Call Back (CBK), Hours Over Appointment Per Cent (HOA) and Holiday Premium Pay (HPP) earn codes will automatically fill the base pay amount in the Special Rate field. The Special rate field is left intentionally blank for all other earn /leave codes.</p>																																																																														
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Code	In/Out	Special	Default	Hours/	Totals	Sat	Sun	Mon	Tue	Wed																																																																				
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Code	In/Out	Special	Default	Hours/	Totals	Sat	Sun	Mon	Tue	Wed																																																																				
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Total Hours:					18.00	.00	.00	2.00	8.00	8.00																																																																				

**Submit Time Sheet for Approval**

After all time is entered the time sheet is ready to submit for approval. Caution: Once time is submitted for approval it is view only, no more time may be entered. Select 'Submit Time for Approvals' from the Option bar on the left. The status changes from 'In Progress' to 'Pending.' If you find that corrections need to be made on a 'Pending' time sheet these can be done by the approver or the approver can return the time sheet to you for correction.



\*If you are an approver for this time sheet you can approve time here. Click on 'Approve Time' in the Options menu. The status changes from 'Pending' to 'Approve', the time sheet is ready for upload into the payroll system. Refer to the *Web and Electronic Approvals* document for detailed approval instructions.

To enter time on another time sheet click once in the ID field of the Employee Information block. Use the arrow up/arrow down keys to move to the next record or click on the flashlight icon to view a roster. Select a time sheet from the roster by clicking twice on the ID field. The time sheet opens in PHATIME . Repeat above steps to enter and submit time.

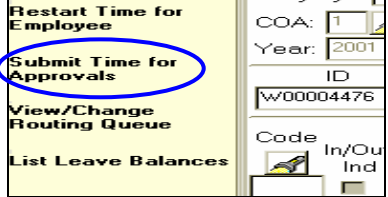

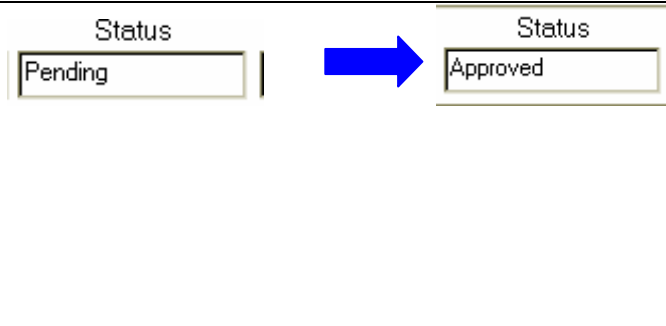
### Non-Uniform Time Entry

This specialized type of time entry is reserved for contractual temporary staff. When payment is due, the department calculates an estimated number of hours worked and the hourly rate to arrive at the correct gross pay based on the contract.

Example: A visiting lecturer is paid once a quarter a gross amount of \$5,000.

Follow the directions to Extract Time Sheets. The time sheet must be 'In Progress' for time entry.

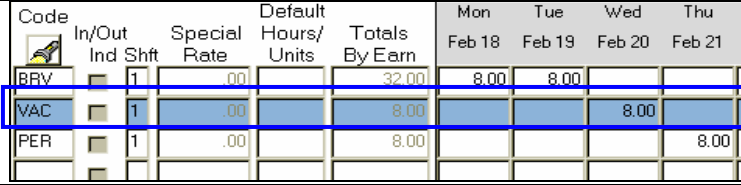

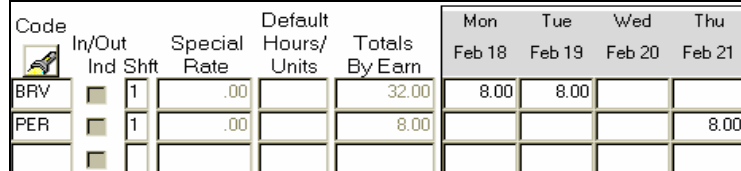
Click in the Code field in the Enter YN. TAB.	<table border="1"> <thead> <tr> <th>Code</th> <th>In/Out</th> <th>Special</th> <th>Default</th> <th>Totals</th> <th>Sun</th> <th>Mon</th> <th>Tue</th> </tr> <tr> <th></th> <th>Ind Shft</th> <th>Rate</th> <th>Hours/Units</th> <th>By Earn</th> <th>Dec 16</th> <th>Dec 17</th> <th>Dec 18</th> </tr> </thead> <tbody> <tr> <td>YN</td> <td></td> <td>.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Code	In/Out	Special	Default	Totals	Sun	Mon	Tue		Ind Shft	Rate	Hours/Units	By Earn	Dec 16	Dec 17	Dec 18	YN		.00					
Code	In/Out	Special	Default	Totals	Sun	Mon	Tue																		
	Ind Shft	Rate	Hours/Units	By Earn	Dec 16	Dec 17	Dec 18																		
YN		.00																							
Enter dollar amount in Special Rate field. TAB	<table border="1"> <thead> <tr> <th>Code</th> <th>In/Out</th> <th>Special</th> <th>Default</th> <th>Totals</th> <th>Sun</th> <th>Mon</th> <th>Tue</th> </tr> <tr> <th></th> <th>Ind Shft</th> <th>Rate</th> <th>Hours/Units</th> <th>By Earn</th> <th>Dec 16</th> <th>Dec 17</th> <th>Dec 18</th> </tr> </thead> <tbody> <tr> <td>YN</td> <td>1</td> <td>50.00</td> <td></td> <td>0.00</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Code	In/Out	Special	Default	Totals	Sun	Mon	Tue		Ind Shft	Rate	Hours/Units	By Earn	Dec 16	Dec 17	Dec 18	YN	1	50.00		0.00			
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	Ind Shft	Rate	Hours/Units	By Earn	Dec 16	Dec 17	Dec 18																		
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Enter total hours in the first day of the pay period.	<table border="1"> <thead> <tr> <th>Code</th> <th>In/Out</th> <th>Special</th> <th>Default</th> <th>Totals</th> <th>Sun</th> <th>Mon</th> <th>Tue</th> </tr> <tr> <th></th> <th>Ind Shft</th> <th>Rate</th> <th>Hours/Units</th> <th>By Earn</th> <th>Dec 16</th> <th>Dec 17</th> <th>Dec 18</th> </tr> </thead> <tbody> <tr> <td>YN</td> <td>1</td> <td>50.00</td> <td></td> <td>100.00</td> <td>100.00</td> <td></td> <td></td> </tr> </tbody> </table>	Code	In/Out	Special	Default	Totals	Sun	Mon	Tue		Ind Shft	Rate	Hours/Units	By Earn	Dec 16	Dec 17	Dec 18	YN	1	50.00		100.00	100.00		
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YN	1	50.00		100.00	100.00																				

<p>When time entry is complete select Submit Time for Approvals in the Options Menu.</p>	
<p>The Status changes from 'In Progress' to 'Pending.'</p>	
<p>If keyer is also the approver, select Approve Time. The status changes from 'Pending' to 'Approved.' The time sheet is now ready for upload into the payroll system.</p>	

### Other Functions



#### Delete an Earn/Leave Code.

Once an earn code is entered it can not be changed. The entire row, including any time entries is deleted.

	<p>To delete an earn code click once on the Code to be deleted. The entire row is highlighted.</p>
<p>Click the Record Remove Icon  (shift F6).</p>	
	<p>The earn code and any time entered is deleted.</p>

### Restart Time Sheet

If there are numerous errors on a time sheet there is an option to erase all entries and restart from scratch. Time sheet restart is done while the status is 'In Progress.' Only the person who originally extracted the time sheet can restart. A superuser can not restart a time sheet.

<p>Restart Time for Employee</p> <p>Submit Time for Approvals</p> <p>View/Change Routing Queue</p> <p>List Leave Balances</p> <p>Approve Time</p> <p>Acknowledge Time</p>	<p>COA: 1    Orgn: 5410 Human Resources    Transact</p> <p>Year: 2002    Pay ID: SM    SemiMonthly    Pay Period: 7</p> <p>ID: w00039691    Name: Becker, Michael    Position: 999601    Suff: 00    In</p> <table border="1"> <thead> <tr> <th>Code</th> <th>In/Out</th> <th>Special</th> <th>Default</th> <th>Totals</th> <th>Sat</th> <th>Sun</th> <th>Mon</th> </tr> <tr> <th></th> <th>Ind</th> <th>Rate</th> <th>Hours/</th> <th>By Earn</th> <th>Mar 16</th> <th>Mar 17</th> <th>Mar 18</th> </tr> </thead> <tbody> <tr> <td>CTT</td> <td><input type="checkbox"/></td> <td>1</td> <td>.00</td> <td></td> <td>4.00</td> <td></td> <td></td> </tr> <tr> <td>DVT</td> <td><input type="checkbox"/></td> <td>1</td> <td>13.95</td> <td></td> <td>2.00</td> <td></td> <td>2.00</td> </tr> <tr> <td>PER</td> <td><input type="checkbox"/></td> <td>1</td> <td>.00</td> <td></td> <td>4.00</td> <td></td> <td></td> </tr> <tr> <td>VAC</td> <td><input type="checkbox"/></td> <td>1</td> <td>.00</td> <td></td> <td>8.00</td> <td></td> <td></td> </tr> </tbody> </table>	Code	In/Out	Special	Default	Totals	Sat	Sun	Mon		Ind	Rate	Hours/	By Earn	Mar 16	Mar 17	Mar 18	CTT	<input type="checkbox"/>	1	.00		4.00			DVT	<input type="checkbox"/>	1	13.95		2.00		2.00	PER	<input type="checkbox"/>	1	.00		4.00			VAC	<input type="checkbox"/>	1	.00		8.00			<p>In the Options Menu click Restart Time for Employee.</p> <hr/> <p><i>If this option is grayed out then you did not extract this time sheet. Click View/Change Routing Queue. The person in the Originator ID field can do the Restart.</i></p>
Code	In/Out	Special	Default	Totals	Sat	Sun	Mon																																											
	Ind	Rate	Hours/	By Earn	Mar 16	Mar 17	Mar 18																																											
CTT	<input type="checkbox"/>	1	.00		4.00																																													
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VAC	<input type="checkbox"/>	1	.00		8.00																																													
	<p>Routing Queue Window PHATIME 4.3.0.1T3 (PPRD)</p> <p>Originator Id: w00357118    Furtado, Michael</p>																																																	
<p>Forms</p> <p></p> <p>Restarting a time transaction will delete the employee's time entered. Do you want to Restart this transaction?</p> <p><input type="button" value="Yes"/> <input type="button" value="No"/></p>		<p>Click Yes to continue</p>																																																
<p>Forms</p> <p></p> <p>Reextracting Time Entry ...</p> <p><input type="button" value="OK"/></p>		<p>Click OK.</p>																																																
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Code	In/Out	Special	Default	Totals	Sat	Sun	Mon	Tu																																										
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	<input type="checkbox"/>		.00																																															
	<input type="checkbox"/>																																																	
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### Enter Comments

Comments can be entered and viewed when the cursor is in the Time section of PHATIME

<p>View/Override Labor Distribution</p> <p>List Leave Balances</p> <p>View/Enter Time In and Out</p> <p><b>View/Enter Comments</b></p>	<table border="1"> <thead> <tr> <th>Code</th> <th>In/Out</th> <th>Special</th> <th>Default</th> <th>Total</th> </tr> <tr> <th></th> <th>Ind</th> <th>Shft</th> <th>Rate</th> <th>Hours/</th> </tr> </thead> <tbody> <tr> <td>VAC</td> <td><input type="checkbox"/></td> <td>1</td> <td>.00</td> <td></td> </tr> <tr> <td></td> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Code	In/Out	Special	Default	Total		Ind	Shft	Rate	Hours/	VAC	<input type="checkbox"/>	1	.00			<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>				<p>In the Options Menu click View/Enter Comments.</p>
Code	In/Out	Special	Default	Total																												
	Ind	Shft	Rate	Hours/																												
VAC	<input type="checkbox"/>	1	.00																													
	<input type="checkbox"/>																															
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	<p>Enter comments in the comments field. Select Comments Confidential if the employee should not see your remarks.</p> <p><i>Employees with Department Time Entry are able to view their time cards on the Employee Web.</i></p>
	<p>In the Options Menu select Time Entry Data to save your comments and return to PHATIME.</p>

**View Leave Balances**

<table border="1"> <thead> <tr> <th>Code</th> <th>In/Out</th> <th>Special</th> <th>Hours/</th> <th>Totals</th> </tr> <tr> <th></th> <th>Ind</th> <th>Rate</th> <th>Units</th> <th>By Earn</th> </tr> </thead> <tbody> <tr> <td>VAC</td> <td>1</td> <td>.00</td> <td></td> <td>8.00</td> </tr> </tbody> </table>	Code	In/Out	Special	Hours/	Totals		Ind	Rate	Units	By Earn	VAC	1	.00		8.00	<p>In the Options Menu select List Leave Balances.</p>													
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Code	Description	Curr Avail	Hrs Accrued	Hrs Banked	Hrs Taken	Beg Bal																							
COMP	Compensatory Time	0	0	0	0	0																							
PER	Personal Holiday	8	8	0	0	0																							
VAC	Vacation	105.59	144	0	241																								

**Assign a Proxy**

- Department keyers should assign at least one person to act as a Proxy to key time in their absence, all time keyers in a department should be each others proxy.
- Your Proxy needs to have the same type of Banner permissions as you. Call Liz Rasmussen x2991 if you need to verify your proxy’s Banner permissions.


Type NTRPROX in the Direct Access field of the Banner Main Menu. Select **Time Entry Proxy Information**.

User ID: FURTADM		
Level Code	Description	Approval Level

Enter the User ID of your proxy in the Proxy ID section then press tab. The name of the user will appear on the left. Arrow down to enter another proxy or press save and exit the form.


User ID:

Time Entry Proxy Information

Proxy ID 	Name
MBECKER	Dr. Michael Kelleher Becker
JOHNSON	Ms. Marilyn Marie Johnson
WOLFE	Ms. Cheryl G Wolfe-Lee


### Open PHATIME as a Proxy

Type PHATIME in the Direct Access field on the Banner Main Menu. PHATIME opens, your Banner UserID is displayed in the left corner.

User ID is displayed here →  Proxy For:   Superuser:

In the Proxy for field enter the Banner Username of the person for whom you are to be a proxy

Enter the user ID of the person you are a Proxy for here. ↓





Proxy For:    Superuser:

## Reports

### Banner Job Submission

Banner Job submission is the way to run reports from the Banner system. In Banner the term *running a report* is called *submitting a job* or *submitting a print job*.

To submit a job, type the report name in the Direct Access field on Banner's Main Menu. The process submission control form GJAPCTL, or simply called the job submit form, opens. Job submit has four main blocks or areas:

<p>Select Printer Options</p>	<p>Process: <input type="text" value="PWRETIM"/> <input type="text" value="WWU Web Time Status History"/>  Parameter Set: <input type="text"/> </p>	<p>Key</p>												
<p>Review Output Job Submission Status (GWISTAT)</p>	<p>Printer Control</p> <p>Printer <input type="text"/> Special Print <input type="text"/> Lines <input type="text"/> Submit Time <input type="text"/></p>	<p>Printer Control</p>												
	<p>Parameter Values</p> <p>Parameters  Values </p> <table border="1"> <tr><td><input type="checkbox"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> </table>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<p>Parameter Values</p>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>												
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>												
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>												
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>												
	<p>Submission</p> <p><input type="checkbox"/> Save Parameters As: <input type="text"/> <input type="text"/> <input type="radio"/> Hold <input checked="" type="radio"/> Submit</p>	<p>Submission</p>												

**Key Block** - the Key Block contains the name of the report and the report title.

**Printer Control Block** –leave blank. A separate Printer Control Box will prompt you for printer settings.

**Parameter Values Block** – This is where you input the report specifications. Some reports may include a **Download [Y/N]** option. The default is “N.” You may change this to “Y” to download a report. Then provide a download name, and import the file into Excel or Access using FTP.

**Submission Block** - Click once in the Save Parameters box to save your report specifications. Next click on the Save button (top left toolbar) or press F10 and you will be navigated to the Print Control Box.

- *Before saving you can make changes to your report parameters. Click **Previous Block**, navigate back to the parameter containing the error and correct it. Or press **rollback** to start over.*

**Print Control** – the print control box prompts you if you want to print, the default is “Yes”. If you chose to download this report select “No” then click **Run Job**.


If the report does not have a download file option select the other print options as required. The most important selection in the print control box is the name of the printer. The printer name must say **“Your current default printer.”** The majority of jobsubmit errors involve incorrect default printer designation. Select **Run Job**.

*How to tell when your job is ready*

Parameters	Values
1 Year	2002
2 Payroll ID	SM

Use GWISTAT in the options menu of the job submission form. GWISTAT will display all jobs ran under your Login ID for the past 7 days ordered from the most recent.

User	FURTADM
Job	pwretim
One Up No	871451
Output File Name	
Output File Size	
Output File Lines	
Start Time	13:32:02 06-MAR-2002
End Time	
Print Cmnd	zprnt -xnm1 -t2 -slineprinter -dhold J User=furtadm_Job=pwretim
Printer	default

Open GWISTAT, then click **rollback**  to refresh the screen and display the current job.

If the **End Time** field is blank then your report is still processing.

<table border="1"> <tr><td>User</td><td>FURTADM</td></tr> <tr><td>Job</td><td>pwretim</td></tr> <tr><td>One Up No</td><td>871559</td></tr> <tr><td>Output File Name</td><td>/www/tmp/utl_file/pwretim_871559.lis</td></tr> <tr><td>Output File Size</td><td>13431</td></tr> <tr><td>Output File Lines</td><td>131</td></tr> <tr><td>Start Time</td><td>14:09:35 06-MAR-2002</td></tr> <tr><td>End Time</td><td>14:09:51 06-MAR-2002</td></tr> <tr><td>Print Cmnd</td><td>zprnt -xnmi1 -t2 -slineprinter -dhold -J User=furtadm_Job=pwretim</td></tr> <tr><td>Printer</td><td>default</td></tr> </table>	User	FURTADM	Job	pwretim	One Up No	871559	Output File Name	/www/tmp/utl_file/pwretim_871559.lis	Output File Size	13431	Output File Lines	131	Start Time	14:09:35 06-MAR-2002	End Time	14:09:51 06-MAR-2002	Print Cmnd	zprnt -xnmi1 -t2 -slineprinter -dhold -J User=furtadm_Job=pwretim	Printer	default	<p>The report is ready when the <b>Output File Name, Output File Size and Output File Lines</b> fields have values in them.</p>
User	FURTADM																				
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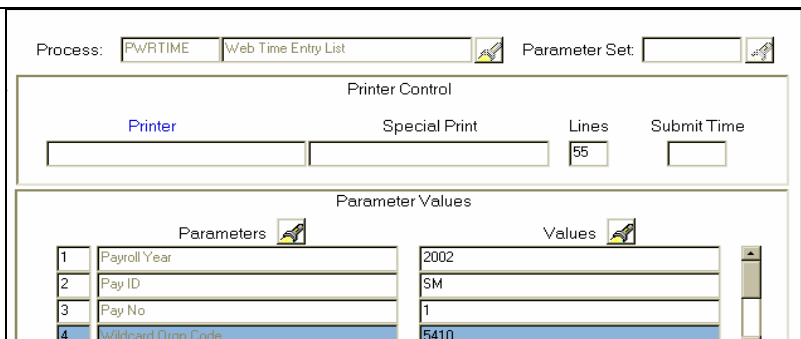

## Department Time Entry Reports

### PWRTIME Web Time Entry List

Alphabetical listing of employees with active jobs by department with posn/suffix, labor distribution, Fund% and eclas. This report may be ran multiple times for the current or previous pay period(s). *Tip: run this report once each pay period, report any employee with a blank **Entry Method** to payroll.*

Column Heading	Values	Description
Rate	Annualized hourly rate or blank.	Used in PHATIME for earn codes requiring a special rate. If blank employee is non-uniform.
Entry Method	Web, Department, blank	If blank employee is not set up for electronic time entry. Contact Payroll.
Trans Status	Not Started, In Progress, Pending, Approved, Error or Completed.	At what stage of time entry the time sheet is at.
Leave	Med, SIC, or blank	What type of sick leave the employee is eligible for. If blank employee does not accrue sick leave.
OVT Exempt	Yes, No	Yes –position is not eligible for overtime. No –position is eligible for overtime

### Run PWRTIME:

<p>Direct Access: <input type="text" value="PWRTIME"/></p>	<p>Type PWRTIME in the Direct Access field on the Banner Main Menu</p>
	<p>Ctrl + Page down  twice to enter parameters</p> <p><b>Payroll Year:</b> 4 digit year  <b>Pay ID:</b> SM  <b>Pay No:</b> 1 –24  <b>Orgn Code:</b> Your Orgn. code.          Skip wildcard orgn code.</p>

	<p>Ctrl + Page down . Click Save Parameters. Then click the save icon  in the upper left corner or F10.</p>
	<p>Verify Print Control settings are correct and that 'Your current default printer' is displayed. Click Run Job.</p>
	<p>Click OK. Click on GWISTAT to monitor progress of the job.</p>

### Error Messages/Troubleshooting

Error Message	Description	Solution
Record Protected Against Update.	<p>The time sheet was extracted by another department time keyer.</p> <p style="text-align: center;">- or -</p> <p>The time sheet is in Pending status.</p>	<p>Click <u>View/Change Routing Queue</u> in the options menu to see who extracted time.</p> <hr/> <p>Only an approver can edit the time sheet.</p>
Field Protected Against Update	<p><i>While in the <u>Code</u> field:</i> You are trying to type over a code.</p> <p style="text-align: center;">- or -</p> <p><i>While attempting to enter time on a particular date:</i> The field is expecting time in/out be entered</p>	<p>To change an earn code you must use Record Remove  to delete the entire row of entry. Then use the correct code and enter time.</p> <p>This is most likely a set-up issue, contact the payroll department.</p>

<p>You Cannot Create Records Here.</p>	<p>You are trying to add an earn code to a time sheet extracted by another user.  <b>-or-</b>                  The Time sheet status is 'Pending.'  <b>-or-</b>                  The pay period is open but the Superuser box is checked.</p>	<p>Click on <u>View/Change Routing Queue</u> in the options menu to see who extracted time                   If the status is 'Pending' have the approver make changes.                   Rollback, and uncheck Superuser.</p>
<p>Warning: Special Rate Required</p>	<p>Hours are being entered for one of the following earn codes:                  YN, OVT, HOA, CBK or HPP</p>	<p>Enter rate from PWRTIME report in the Special Rate field.</p>

### Transaction Statuses

A complete list of Transaction Statuses.

<b>Transaction Status</b>	<b>Description</b>	<b>Available Action</b>
Not Started	Time Sheets have not been extracted	Extract Time Sheets.
In Progress	Time Sheets are extracted and ready for data entry.	Enter, Edit and submit time for approval.
Pending	Completed time sheets are submitted and awaiting approval.	View Only.
Error	An Error has occurred during time entry.	Select View Errors in the Options Menu. Correct error(s), re-submit time sheet for approval.
Return for Correction	Approver returned time for error correction.	Correct errors, re-submit time sheet for approval.
Approved	Time Sheet is approved and ready for upload into the Payroll system.	View Only.
Completed	Approved time sheet has been uploaded into Payroll	View Only