

<i>A Brief Note on Transaction Statuses</i>	2
<i>PHADSUM – Department Approval Summary Form</i>	2
Retrieving Time Sheets	2
Pay Numbers	2
<i>Approve Time</i>	3
<i>Special Rates</i>	4
<i>Handling Incorrect Time Sheets.</i>	6
Return Time Sheet for Correction	6
Correct a Time Sheet for an employee	7
<i>Superuser – Override mode</i>	8
<i>Assign a Proxy</i>	8
<i>Approve Time as a Proxy</i>	9
<i>Reports</i>	10
Banner Job Submission	10
How to tell when your job is ready	11
<i>Web Time Entry Reports</i>	12
<i>How to look up an employee’s web time entry approver</i>	12
<i>PWRTIME Web Time Entry List</i>	12
<i>PWRETIM Status of Electronic Time Entry Input</i>	15
<i>PWRNSAL Non-Salaried Employees</i>	16
<i>PWRLEVA – Leave Entered in Advance by Pay Period</i>	18
<i>PWRSTHR - Student Hours Worked by Position</i>	19
<i>Transaction and Queue Statuses</i>	20
<i>Responsibility for Hours and Leave Approved on Electronic Timesheets</i>	21

A Brief Note on Transaction Statuses

Transaction Statuses are a useful tool to help approvers monitor the progression of a time sheet through the electronic time entry and approval process. When in PHADSUM the Pending and Approved statuses are the two most important Transaction Statuses. A time sheet must be in Pending status in order to be Approved. Time Sheets remain in Pending status until all mandatory approvers have approved the time transaction. Approvers may edit, return for correction or approve a Pending time sheet. Time Sheets with statuses of In Progress, Approved or Completed are view only. An Approved time sheet is ready for upload into the Payroll system. For a complete listing of Transaction statuses refer to the Transaction and Queue Statuses section at the end of this document.

PHADSUM – Department Approval Summary Form

Retrieving Time Sheets

The Department Approval Summary Form PHADSUM opens. The user ID of the approver accessing PHADSUM is displayed in the upper corner of the form. Proxy and Superuser information is entered here also, these special approval methods are addressed later in this document.

The screenshot shows the top section of the PHADSUM form. On the left, a yellow callout box points to the text "User ID is displayed here". The form contains a text box with "FURTADM", a "Proxy For:" label followed by two empty text boxes, a "Superuser:" label with an unchecked checkbox, and a small icon of a hand pointing to a document.

Enter the Orgn for which you are an approver, the Pay ID and Pay No. The default value in the Transaction Status field is Pending

The screenshot shows the main data entry fields of the PHADSUM form. A yellow callout box points to the "Orgn:" field (value: 5410) with the text "Enter the Organization code you are approving time for." Another yellow callout box points to the "Transaction Status:" dropdown (value: Pending) with the text "The default transaction status is Pending. Pending time sheets are awaiting approval;". A third yellow callout box points to the "Pay ID:" field (value: SM) with the text "Pay ID is always SM for Semi Monthly". The form also includes fields for "Approval of:" (Time Sheet), "COA:" (1), "Year:" (2001), "Pay No:" (20), and a date range "01-OCT-2001 TO 15-OCT-2001".

Pay Numbers

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

Control + page down to retrieve all Pending time sheets. Employees are listed alphabetically, the first employee record is highlighted and summary time information for that employee is displayed below. You can view more employees and their summary information by using the slide bar on the right or arrow up and arrow down keys.

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

Use the slide bar to view summary time information for each employee.

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		

Approve Time

Verify that all time submitted is accurate before approval. **Caution:** once time is approved you have view access only, any changes you will need to contact Payroll Services.

A Queue status of **Pending** and Required Action of **Approve** inform the approver that time sheets are ready for approval.

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

Select Approve/Acknowledge All from the Options menu.

The screenshot shows a menu with 'Approve/Acknowledge All' and 'Apply All Actions' options. Below it is a table with columns: ID, Name, Position, Queue Status, Required Action, and Appr/Ackn. The first row shows ID 'W00005026', Name 'Flotre, Roger', Position '998204-00', Queue Status 'Pending', Required Action 'Approve', and a checked box in the Appr/Ackn field. A yellow callout box points to the checked box with the text: 'A check mark in the Appr/Ackn field indicates that a time sheet is selected for approval.'

Next Select Apply All Actions from the Options menu the Queue status changes from Pending to Approved and the Required Action field is empty.

The screenshot shows a menu with 'Approve/Acknowledge All' and 'Apply All Actions' options. Below it is a table with columns: ID, Name, Position, Queue Status, Required Action, and Appr/Ackn. The first row shows ID 'W00005026', Name 'Flotre, Roger', Position '998204-00', Queue Status 'Approved', Required Action (empty), and an unchecked box in the Appr/Ackn field. A yellow callout box points to the 'Required Action' field with the text: 'Queue Status is now Approved and the Required Action field is empty.'

These time sheets are now approved and ready for upload into the Payroll system.

Special Rates

The special rate field will now autofill for the earn codes OVT, HOA, CBK and HPP by using one of the methods described below. Any non-uniform timesheets still require the special rate to be entered because these employees do not have an hourly rate in the system.

PHATIME: If you approve timesheets directly from PHATIME, the special rate field will autofill for the earn codes OVT, HOA, CBK and HPP when you approve an employee's timesheet.

PHADSUM: If you approve timesheets in PHADSUM, you can choose one of the two ways described below to have the special rate field autofill for OVT, HOA, CBK and HPP.

To review your work when you have completed approvals, select the status of 'all except not started' and check that all timesheets have the 'approved' status or print the report PWRETIM to review status codes.

1) Go to PHADSUM

Choose 'pending' status timesheets: review and approve time for all (unless you have corrections to make first).

This will put anyone with a special rate in 'error' status.

Rollback and choose 'error' status, then control-page down

Click on the 'view/change time detail' to go to the PHATIME screen

Click on 'approve' in Options – the special rate field will autofill at this time.

Return to PHADSUM, select next employee and repeat until all are approved.

OR

2) Go to PHADSUM

Choose 'pending' status timesheets.

As you review timesheets, watch for the 4 codes: OVT, HOA, CBK, HPP.

If an employee has one of these codes, click 'view/change time detail' to go to the PHATIME screen

Click on 'approve' in Options – the special rate field will autofill at this time.

Return to PHADSUM to continue reviewing timesheets.

Handling Incorrect Time Sheets.

Occasionally an employee submits a time sheet that was filled out incorrectly. An approver has the option to either return the time sheet to the employee for correction or correct the time sheet on behalf of the employee. Please note, currently there is no mechanism to alert an employee that a time sheet was returned for correction an approver would need to notify the employee verbally or via email of a returned time sheet. Additionally the error correction must be expeditious and the time resubmitted before the Payroll deadline.

Return Time Sheet for Correction

To return a time sheet to an employee for correction, the Queue Status field must be Pending and Required Action must be Approve, click in the Return for Corr field.

ID	Name	Position	Queue Status	Required Action	Appr/ Return Ackn for Corr
W00357118	Furtado, Michael	998100-00	Pending	Approve	<input type="checkbox"/> <input checked="" type="checkbox"/>

Select Apply All Actions from the Options Menu. The Queue Status changes to In the Queue and the Required Action field is empty. Notify the employee that you have returned the time sheet for correction.

ID	Name	Position	Queue Status	Required Action	Appr/ Return	Appn for Corr
W00357118	Furtado, Michael	998100-00	In the Queue		<input type="checkbox"/>	<input type="checkbox"/>

Correct a Time Sheet for an employee

An approver can make changes to any time sheet with a Queue Status of Pending. Click once on the employee then select View/Change Time Detail from the Options Menu.

Select View/Change Time Detail to edit a Pending time sheet.

View/Change Time Detail
Year: 2001 Pay ID: SM SemiMonthly Pay No: 20

ID	Name	Position	Queue Status	Required Action	Appr/ Return
W00357118	Furtado, Michael	998100-00	Pending	Approve	<input type="checkbox"/>

The Banner form PHATIME opens which displays detailed time entry information. Control + Page Down to move to the time entry portion of the form.

PHATIME displays detailed time entry information. Ctrl + pg down to begin editing time.

ID	Name	Position	Suff	Status	Method
W00357118	Furtado, Michael	998100	00	Pending	Web

Code	In/Out	Special	Default	Totals	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	Ind	Rate	Hours/	By Earn	Oct 01	Oct 02	Oct 03	Oct 04	Oct 05	Oct 06	Oct 07
SIC	1	.00	.00	8.00	8.00						
VAC	1	.00	.00	80.00		8.00	8.00	8.00	8.00		
Total Hours:				88.00	8.00	8.00	8.00	8.00	8.00		
Total Units:				0.00							

To correct time for a salaried employee type over an existing entry. To correct time for an hourly employee double click on an existing entry, the Time In/Out page opens.

View/Override Labor Distribution
List Leave Balances
View/Enter Time In and Out

Code	In/Out	Special	Default	Totals	Mon	Tue
	Ind	Rate	Hours/	By Earn	Oct 01	Oct 02
YR	<input checked="" type="checkbox"/>	1	.00	67.25	7.75	8.50

Double click or select View/Enter Time In and Out to make a correction.

Correct the time select OK. Select Approve Time from the Options Menu. The status Changes from Pending to Approved. Time is approved and ready for upload into the payroll system.

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Rev. 11/29/2004

Time Entry Approvals

7

Superuser – Override mode

Time sheets requiring approval that do not get submitted before the time entry deadline may be approved by a superuser. After the time entry deadline and before the payroll upload at noon an superuser may initiate, complete and approve time sheets. Always start or submit a web timesheet using [Web4U https://www.admin.wvu.edu/pls/wwis/twbkwbis.P_WWWLogin](https://www.admin.wvu.edu/pls/wwis/twbkwbis.P_WWWLogin) .

Assign a Proxy

Approvers must assign at least one person to act as a Proxy to approve time in their absence. Proxies will need to have the same Banner access as the approver they are a proxy for, in addition they must also be authorized to sign for employee's time.

To set up a proxy access the Banner form NTRPROX. Select Time Entry Proxy Information from the left side Options Menu

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. Press save and exit or the arrow down key to enter another proxy.

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

Approve Time as a Proxy

A proxy approves time in an Approver's absence. Proxies will have the same approver authority including Superuser functions as the Approver they are proxying for. To approve time as a proxy access the Banner for PHADSUM. The user ID of the person accessing PHADSUM is displayed in the upper corner.

The screenshot shows a horizontal bar with a yellow callout box on the left pointing to the 'FURTADM' text. To the right of 'FURTADM' is the text 'Proxy For:' followed by two empty input fields. Further right is a pencil icon and the text 'Superuser:' with an unchecked checkbox.

In the Proxy For box enter the user ID of the person you are acting as Proxy.

The screenshot shows the same horizontal bar as above, but the first 'Proxy For' input field now contains the text 'JOHNSON'. A yellow callout box above the field contains the text 'Enter the user ID of the person you are a Proxy for here.' with an arrow pointing down to the 'JOHNSON' text. The second 'Proxy For' input field now contains the text 'Ms. Marilyn Marie Johnson'. The 'Superuser' checkbox is now checked.

Follow the instructions for approving time which begins with the section PHADSUM – Department Approval Summary Form on page 3 of this document.

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:

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

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 our 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**.

The Print Control dialog box contains the following fields and buttons:

- Print? : (Y/N)
- Paper Choice :
- Copies : (1-9)
- 1-Sided or 2-Sided printing : (1/2)
- Printer :
- Buttons: Run Job, Exit

How to tell when your job is ready


The screenshot shows the 'Process Submission Control Form' with a sidebar menu. The 'Job Submission Status (GWISTAT)' option is circled in blue. The main window displays 'Printer Control' and 'Parameter Values' sections.

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.

The Job Submission Status (GWISTAT) window displays the following job details:

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	zprint -xnm1 -l2 -slineprinter -dhold -J User=furtadm -Job=pwretim
Printer	default

A blue arrow points to the blank 'End Time' field.

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.




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 Cmnnd	zprnt -xnmi1 -t2 -slineprinter -dhold -J User=furtadm_Job=pwretim
Printer	default

The report is ready when the **Output File Name, Output File Size and Output File Lines** fields have values in them.

Web Time Entry Reports

How to look up an employee's web time entry approver.

In Banner open NBAJQUE

ID: W00697078 Buzz Lightyear	ID: W ID number												
Position: 999638 Suffix: TZ	Position click the search icon  to look up the position and suffix number.												
Approval Category: WTE E/A of Time Entry	Ctrl + pg down  . Approval Category: WTE												
<table border="1"> <thead> <tr> <th>Approver Sequence</th> <th>Approver Position</th> <th>Approver/Incumbent</th> <th>Approver Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>998100 Information Tech Syst Spec</td> <td>W00357118 Michael K Furtado</td> <td>FYI</td> </tr> <tr> <td>2</td> <td>998657 Mgr Payroll</td> <td>W00004690 Ms. Marilyn Marie Jot</td> <td>Approve</td> </tr> </tbody> </table>	Approver Sequence	Approver Position	Approver/Incumbent	Approver Action	1	998100 Information Tech Syst Spec	W00357118 Michael K Furtado	FYI	2	998657 Mgr Payroll	W00004690 Ms. Marilyn Marie Jot	Approve	Ctrl + pg down  . The bottom third of the form will list approver and/or FYI for the selected employee.
Approver Sequence	Approver Position	Approver/Incumbent	Approver Action										
1	998100 Information Tech Syst Spec	W00357118 Michael K Furtado	FYI										
2	998657 Mgr Payroll	W00004690 Ms. Marilyn Marie Jot	Approve										

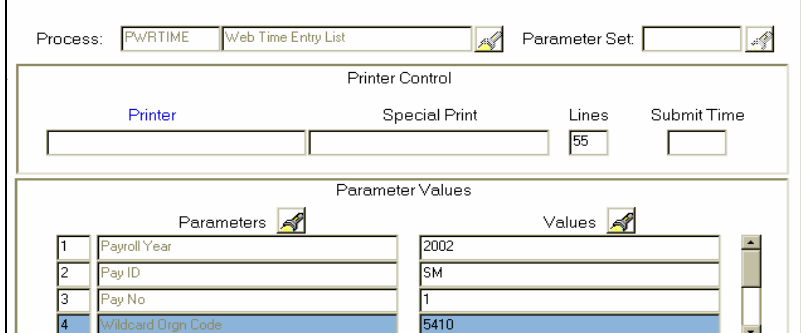

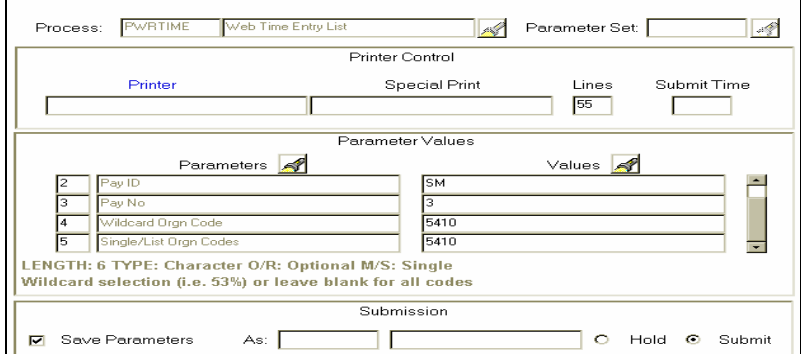


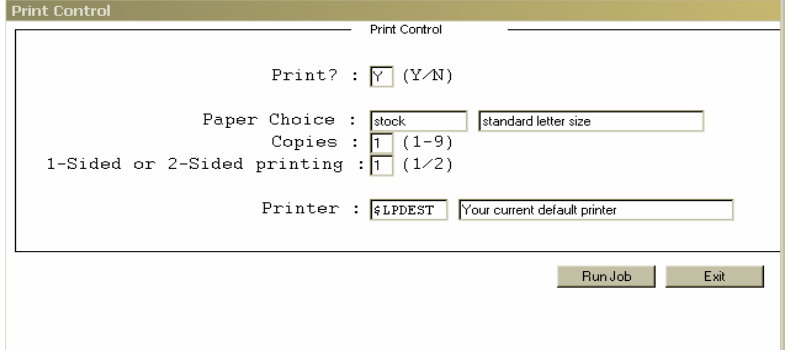
PWRTIME Web Time Entry List

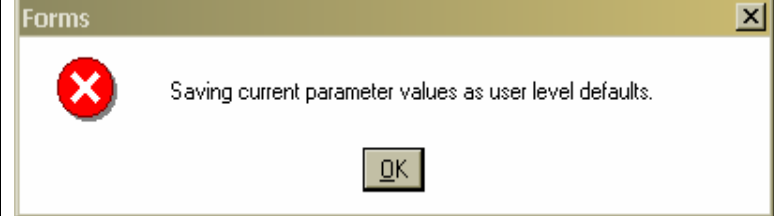
Alphabetical listing of employees with active jobs by department with posn/suffix, labor distribution, Fund% and eclas. This report may be ran multiple times for the current or previous pay period(s). *Tip: run this report once each pay period, report any employee with a blank **Entry Method** to payroll.*

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 Exemp	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 Payroll Year: 4 digit year Pay ID: SM Pay No: 1 –24 Orgn Code: <i>Your Orgn. code. Skip wildcard orgn code.</i></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.</p> <p>Click on GWISTAT to monitor progress of the job.</p>
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PWRETIM Status of Electronic Time Entry Input

Alphabetical listing of employees with active jobs by department with posn/suffix, labor distribution, Fund% in an orgn. The Transaction status, leave/earn codes and hours break down is listed for each position. This report may be run multiple times for the current or previous pay period(s). A Transaction status key and authorized signature and date field is included at the end of the report.

Column Headings	Values	Description
Status	Entered Submitted Returned Approved Completed	Actions performed on a time sheet. Time sheet had been opened. Time sheet submitted, pending approval. Returned for Correction. Approved ready for payroll upload. Uploaded into the payroll system.
Employee Name	Varies	Name of the employee associated with a status.
Date/Time	Varies	The date time stamp when the actions took place.

Run PWRETIM

Direct Access: <input type="text" value="PWRETIM"/>	Type PWRETIM in the Direct Access field on the Banner Main Menu										
Process: <input type="text" value="PWRETIM"/> <input type="text" value="WWU Web Time Status History"/> Parameter Set: <input type="text"/> Printer Control Printer <input type="text"/> Special Print <input type="text"/> Lines <input type="text"/> Submit Time <input type="text"/> Parameter Values <table border="1"> <thead> <tr> <th>Parameters</th> <th>Values</th> </tr> </thead> <tbody> <tr> <td>1 Year</td> <td>2002</td> </tr> <tr> <td>2 Payroll ID</td> <td>SM</td> </tr> <tr> <td>3 Pay No</td> <td>11</td> </tr> <tr> <td>4 Single/List Orgn Codes</td> <td></td> </tr> </tbody> </table>	Parameters	Values	1 Year	2002	2 Payroll ID	SM	3 Pay No	11	4 Single/List Orgn Codes		Ctrl + Page down twice to enter parameters Payroll Year: 4 digit year Pay ID: SM Pay No: 1 –24 List all time sheets in a orgn: Enter a value for Orgn Code . Otherwise leave blank and arrow down to the next parameter.
Parameters	Values										
1 Year	2002										
2 Payroll ID	SM										
3 Pay No	11										
4 Single/List Orgn Codes											
Parameter Values <table border="1"> <thead> <tr> <th>Parameters</th> <th>Values</th> </tr> </thead> <tbody> <tr> <td>2 Payroll ID</td> <td>SM</td> </tr> <tr> <td>3 Pay No</td> <td>11</td> </tr> <tr> <td>4 Single/List Orgn Codes</td> <td></td> </tr> <tr> <td>5 Approver's Banner Username</td> <td>Furtadm</td> </tr> </tbody> </table>	Parameters	Values	2 Payroll ID	SM	3 Pay No	11	4 Single/List Orgn Codes		5 Approver's Banner Username	Furtadm	List only the time sheets you approve: Enter your Banner username in Approver's Banner Username . Leave blank if an orgn. code was previously entered.
Parameters	Values										
2 Payroll ID	SM										
3 Pay No	11										
4 Single/List Orgn Codes											
5 Approver's Banner Username	Furtadm										

<p>Process: PWRRETIM WWU Web Time Status History Parameter Set: []</p> <p>Printer Control Printer: [] Special Print: [] Lines: [] Submit Time: []</p> <p>Parameter Values Parameters: [] Values: []</p> <table border="1"> <tr><td>1</td><td>Year</td><td>2002</td></tr> <tr><td>2</td><td>Payroll ID</td><td>SM</td></tr> <tr><td>3</td><td>Pay No</td><td>15</td></tr> <tr><td>4</td><td>Single/List Orgn Codes</td><td>5410</td></tr> </table> <p>LENGTH: 4 TYPE: Character O/R: Required M/S: Single Payroll Year format (YYYY)</p> <p>Submission <input checked="" type="checkbox"/> Save Parameters As: [] [] <input type="radio"/> Hold <input type="radio"/> Submit</p>	1	Year	2002	2	Payroll ID	SM	3	Pay No	15	4	Single/List Orgn Codes	5410	<p>Ctrl + Page down . Click Save Parameters.</p> <p>Then click the save icon in the upper left corner or F10.</p>
1	Year	2002											
2	Payroll ID	SM											
3	Pay No	15											
4	Single/List Orgn Codes	5410											
<p>Print Control</p> <p>Print? : <input checked="" type="checkbox"/> (Y/N)</p> <p>Paper Choice : <input type="text" value="stock"/> <input type="text" value="standard letter size"/></p> <p>Copies : <input type="text" value="1"/> (1-9)</p> <p>1-Sided or 2-Sided printing : <input type="text" value="1"/> (1/2)</p> <p>Printer : <input type="text" value="6LPDEST"/> <input type="text" value="Your current default printer"/></p> <p><input type="button" value="Run Job"/> <input type="button" value="Exit"/></p>	<p>Verify Print Control settings are correct and that 'Your current default printer' is displayed. Click Run Job.</p>												
<p>Forms</p> <p> Saving current parameter values as user level defaults.</p> <p><input type="button" value="OK"/></p>	<p>Click OK.</p> <p>Click on GWISTAT to monitor progress of the job.</p>												




PWRNSAL Non-Salaried Employees

Alphabetical list of non-salaried employees by department with ID, posn-suff.
 PWRNSAL can be run multiple times for the current or previous pay period(s). Wait until two business days before pay day to run for the current pay period.

Column Headings	Values	Description
Hours Paid	Varies	Actual hours to be paid. Will not include emergency checks
Percent, Labor Distribution	Varies	FOPAL and Posn %
Check or Deposit	C, D	Method of Payment C= check D= deposit

Run PWRNSAL

<p>Direct Access: <input type="text" value="PWRNSAL"/></p>	<p>Type PWRNSAL in the Direct Access field on the Banner Main Menu</p>
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	<p>Ctrl + Page down  twice to enter parameters Payroll Year: 4 digit year Pay ID: SM Pay No: 1 –24 Orgn Code: <i>Your Orgn. code.</i> Download [Y/N]: Y if you want a download file (otherwise N or leave blank) Download File Name: Enter a filename if “Download [Y/N]” was “Y” otherwise leave blank</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>

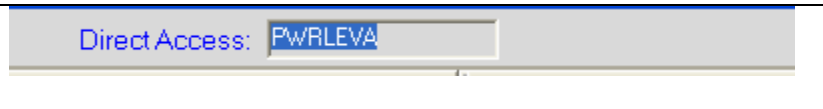
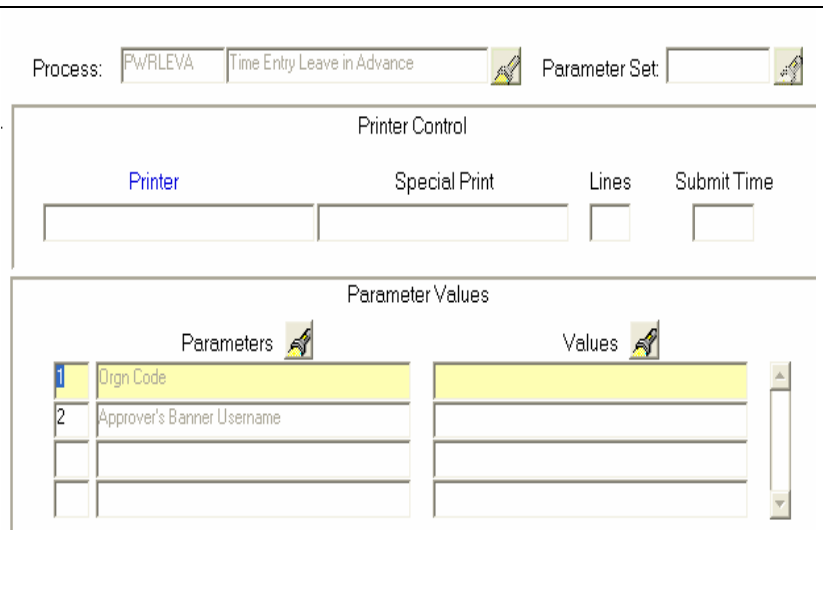

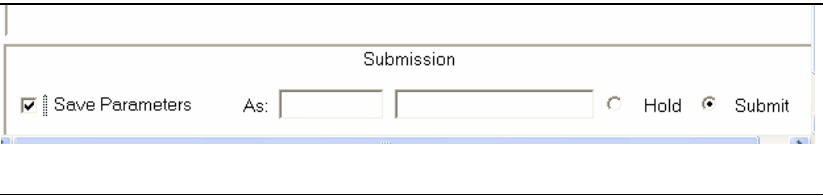


PWRLEVA – Leave Entered in Advance by Pay Period

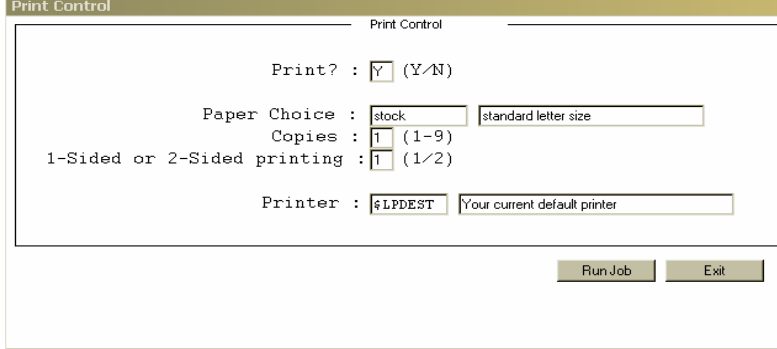
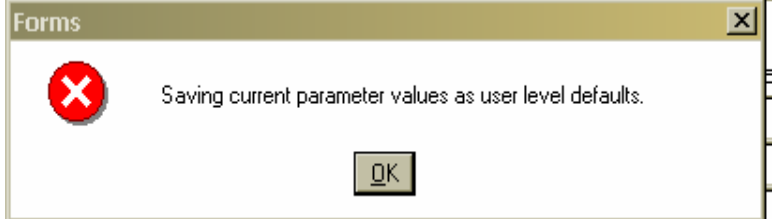

Purpose of report: To provide information on leave entered from the current date up to six pay periods (3 months) in advance. Will not contain leave information if the employee also has an opened time sheet in the same pay period. Will not display information keyed in by Payroll office after electronic upload to payroll.

Alphabetical listing of employees with active jobs by pay period. Includes posn/suffix, labor distribution, Fund% in an orgn., the Transaction status and hours break-down for leave codes electronically submitted, for each position. This report may be run multiple times.

Column Headings	Values	Description
Status	Entered	Actions performed on a leave sheet. Leave sheet had been opened.
Employee Name	Varies	Name of the employee associated with a status.
Date/Time	Varies	The date time stamp when the actions took place.

Run PWRLEVA

	<p>Type PWRLEVA in the Direct Access field on the Banner Main Menu</p>
	<p>Ctrl + Page down  twice to enter parameters</p> <p>List all leave sheets in a orgn: Enter a value for Orgn Code. Otherwise leave blank and arrow down to the next parameter. ~ or ~</p> <p>List only the leave sheets you approve: Enter your Banner username in Approver's Banner Username. Leave blank if an orgn. code was previously entered.</p>
	<p>Ctrl + Page down  . Click Save Parameters.</p> <p>Then click the save icon  in the upper left corner or F10.</p>

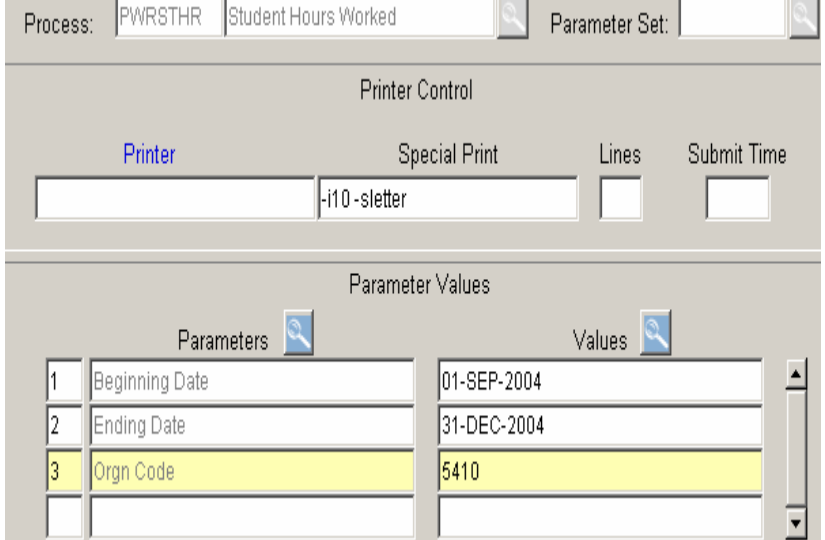

 <p>Print Control</p> <p>Print? : <input checked="" type="checkbox"/> (Y/N)</p> <p>Paper Choice : <input type="text" value="stock"/> <input type="text" value="standard letter size"/></p> <p>Copies : <input type="text" value="1"/> (1-9)</p> <p>1-Sided or 2-Sided printing : <input type="text" value="1"/> (1/2)</p> <p>Printer : <input type="text" value="LPDEST"/> <input type="text" value="Your current default printer"/></p> <p><input type="button" value="Run Job"/> <input type="button" value="Exit"/></p>	<p>Verify Print Control settings are correct and that 'Your current default printer' is displayed. Click Run Job.</p>
 <p>Forms</p> <p> Saving current parameter values as user level defaults.</p> <p><input type="button" value="OK"/></p>	<p>Click OK.</p> <p>Click on GWISTAT to monitor progress of the job.</p>




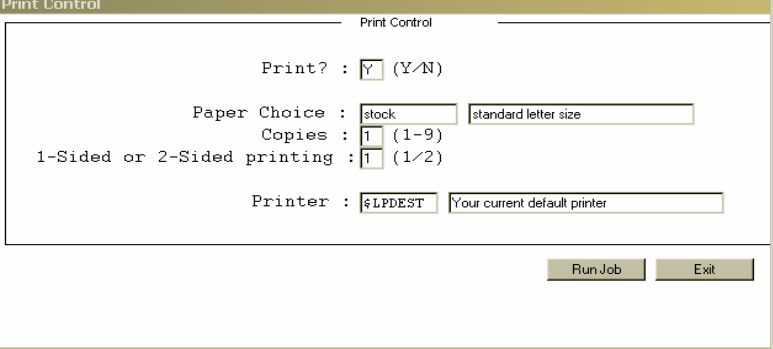
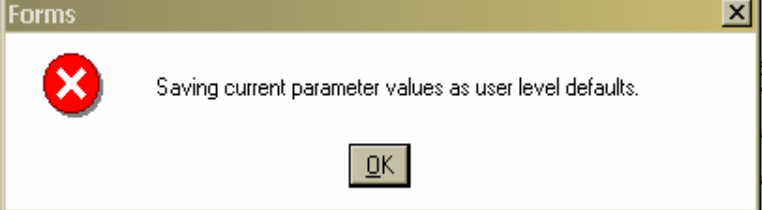
PWRSTHR - Student Hours Worked by Position

Alphabetical listing of student employees hours worked within a specified date range and org code. This report is used to determine when a student qualifies for an hourly increase based on hours worked within a specified date range.

Column Headings	Values	Description
ECLS	S1-S5	Employee Class
Hours		Total hours worked within specified date range.

Run PWRSTHR

 <p>Process: <input type="text" value="PWRSTHR"/> <input type="text" value="Student Hours Worked"/> <input type="button" value="Search"/> Parameter Set: <input type="text"/> <input type="button" value="Search"/></p> <p>Printer Control</p> <p><input type="text" value="Printer"/> <input type="text" value="Special Print"/> <input type="text" value="Lines"/> <input type="text" value="Submit Time"/></p> <p><input type="text" value=""/> <input type="text" value="-i10 -sletter"/> <input type="text" value=""/> <input type="text" value=""/></p> <p>Parameter Values</p> <table border="1"> <thead> <tr> <th>Parameters</th> <th>Values</th> </tr> </thead> <tbody> <tr> <td>1 Beginning Date</td> <td>01-SEP-2004</td> </tr> <tr> <td>2 Ending Date</td> <td>31-DEC-2004</td> </tr> <tr> <td>3 Orgn Code</td> <td>5410</td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	Parameters	Values	1 Beginning Date	01-SEP-2004	2 Ending Date	31-DEC-2004	3 Orgn Code	5410			<p>Ctrl + Page down  twice to enter parameters</p>
Parameters	Values										
1 Beginning Date	01-SEP-2004										
2 Ending Date	31-DEC-2004										
3 Orgn Code	5410										

	<p>Ctrl + Page down . Click Save Parameters.</p> <p>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.</p> <p>Click on GWISTAT to monitor progress of the job.</p>

Transaction and Queue Statuses

Transaction Statuses and Queue Statuses are helpful tools to inform approvers at what stage a particular time sheet is at in the time entry/approval process. A Transaction Status relates to a time sheet it tells the approver where a specific time sheet is at in the approval queue. The Queue Status advises the approver where the time sheet is in the approver's own approval queue it also tells the approver what action is required to move the time sheet to the next status.

Transaction Status	Queue Status	Available Action
Not Started – A web time sheet or Departmental PHATIME time sheet has not been extracted by the employee.	None	None.
In Progress Web or Department time sheet has been accessed but the employee has not completed time entry	In the Queue	None. The approver have view only access to the time sheet.
Pending Time submitted for approval.	Acknowledge	An FYI can acknowledge the time sheet.
Pending	In the Queue	None.
Pending	Pending	Approver can edit, return for correction or approve a time sheet.

Returned for Correction	In the Queue	None
Approved The time sheet has been approved.	Approved	None
Completed Time has been uploaded into the payroll system.	Approved	None

Responsibility for Hours and Leave Approved on Electronic Timesheets

As an approver, you are responsible to review and approve hours and leave in your ORGN. You may or may not be a direct supervisor, but as the approver you are responsible for all time you approve. You may also be approving your own time electronically if your supervisor reviews and authorizes your hours outside of the electronic time entry system. This authorization is important to keep on file.

When there is an audit of a timesheet, an auditor will require proof that both the employee and supervisor have approved any hours worked for hourly employees or any leave taken or extra hours worked by salaried employees. If a timesheet is not submitted electronically by an employee, you must take additional steps to obtain their written signature.

Retain these records in your area for six years. A simple method is to create a yearly folder to keep the PWRETIM reports in. Approved leave slips are also a good audit document.

These are ways you can ensure that you will be in compliance in the event of an audit:

- 1) If you submit hours or leave for an employee, print out the PWRETIM report and have the employee sign by the time submitted for them.
- 2) If you approve your own time electronically, print out the PWRETIM report and have your supervisor sign by the time you submitted and/or retain your approved leave slips.
- 3) If you approve time for employees for whom you are not the supervisor, obtain confirmation of the hours submitted from the supervisor. This can be done in the following ways
 - a. Have the employee print out their electronic timesheet, have it signed by their supervisor and give it to you by your internal deadline.
 - b. Print out the PWRETIM report for the supervisor; have them review and sign beside the employees they supervise. This can be done before you approve the time by the noon deadline. You can also have the supervisors review the list after you have approved time, sign and return it to you before payday. This allows you time to contact Payroll Services to avoid an overpayment.
- 4) If departmental keyer enters employee's time to the electronic timesheet, a daily record of hours worked or leave taken should be signed by the employee and supervisor and kept on file.