Payroll Department Time Entry (DTE)

Department Time Entry Process

- Department Time Entry is a process used by department timekeepers, of (BW) biweekly employees and (ST) student workers, to enter electronic timesheets into Banner.

- All hours submitted should be verified by a supervisor and/or fiscal officer.

Who can enter time?

- Time Enterers are designated by the departmental Fiscal Officers.
- The following may be appointed to enter time or serve as a Proxy:
  - Status Employees
  - Extra Help Employees
  - Graduate Assistants

  Note: An employee may enter their own time, but ***cannot*** approve their time. Student Workers ***cannot*** enter time.

What is a Proxy?

- A proxy is someone who can act on behalf of the department's primary time enterer in their absence or with their permission.
- Proxies must be approved by the fiscal officers.
- Time Enterers and their proxies will only have access to enter time within their specific organization numbers.
- Note: A Time Enterer ***may not*** be a proxy for a Time Approver and vice versa.

How to designate a Proxy?

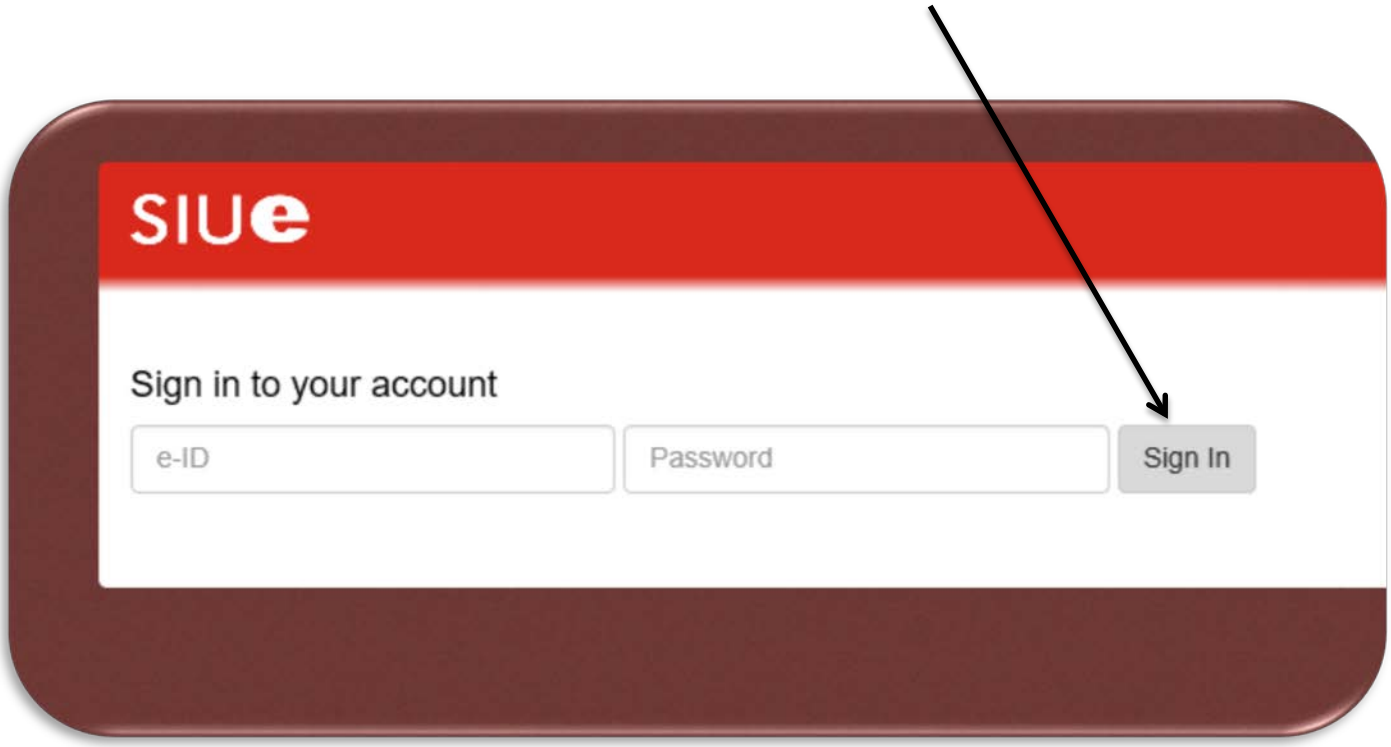
- Complete and submit a *Payroll Time Entry Authorization/Removal Form or Payroll Time Approver Authorization/Removal Form* to the Office of Human Resources.

- Both forms can be found at www.siue.edu/humanresources via the *Forms* link.

- Payroll will set up all authorized proxies.

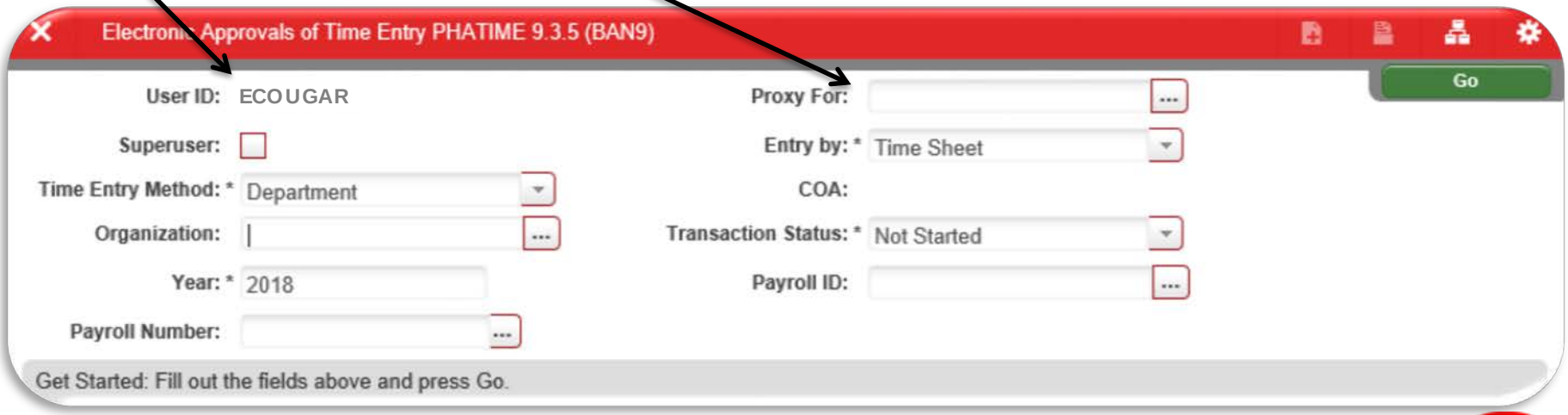
Entering Time

- Login into Banner; enter your e-ID and Password and select “Sign In”



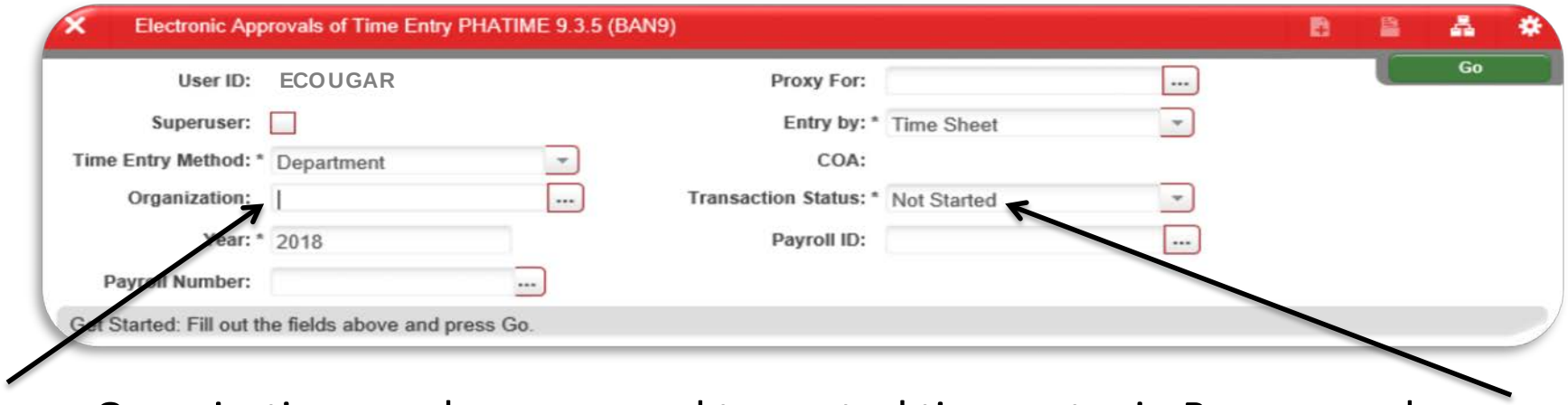
Entering Time

- Key in PHATIME in the Search field
- Press Enter key
- User ID auto-populates.
- If entering time as proxy, input their username.



Select Organization Number

- Enter the Organization Number.
  - Note: Organization number access is maintained via DTE/DTA Authorization forms within HR.
- Select the “Not Started” Transaction status. *



- Organization numbers are used to control time entry in Banner, and these numbers may be shared by users within a department.
- If the time has already been opened by another user the transaction status may be “In Progress”
  - In this case, communication between users is critical to perform time entry functions.

Transaction Status

The Transaction Status field represents the status of a time transaction as it moves from time entry through the approvals process.

- "**Not Started**" – transactions are those that have not been extracted for time entry on the Electronic Approvals of Time Entry Form (PHATIME). If the department administrator needs to extract time sheets, "Not Started" must be chosen as the Transaction Status.

- "**In Progress**" –time transactions that have been extracted and time entry has begun on them.

- "**Pending**" –time transactions that have been submitted to the routing queue for approval. Time entry has been completed for these time transactions.

- "**Approved**" –time transactions that have been approved by all managers/supervisors in the routing queue.

Transaction Status (cont.)

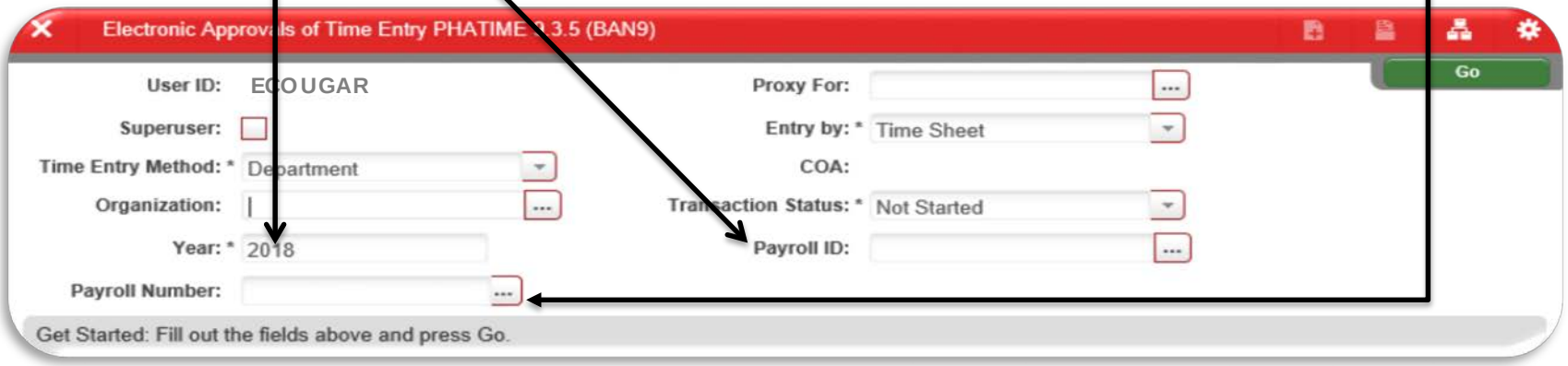
- "**Completed**" –when the Mass Time Process (PHPMTIM) is run to move the time records into the tables for normal payroll processing.

- "**Error**" –time transactions that have problems may go into error status. If this occurs please contact the Payroll Office.

- "**Return for Correction**" –time transactions that have been returned by an approver during the approvals process. These transactions need to be corrected and re-submitted to the routing queue. It is important once the time has been resubmitted that the Time Enterer communicates with the Time Approver to ensure the transaction gets approved.

- "**All (Except Not Started)**" –all transactions that are in "Approved," "Completed," "Error," "In Progress," "Pending," or "Return for Corrections" status.

- Enter the Year, Payroll ID (ST) Student or (BW) Bi-weekly and Payroll Number.*



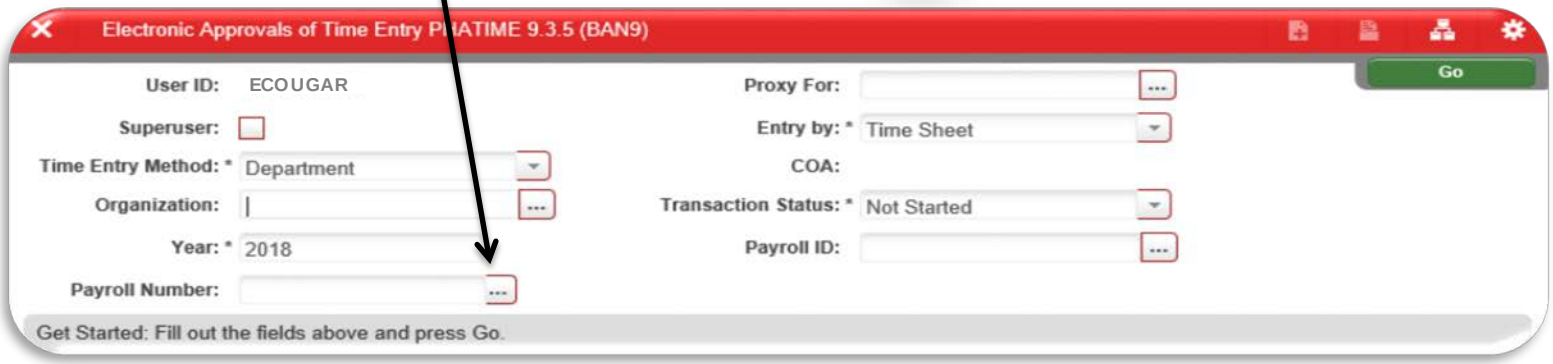
- This can also be done by clicking the Payroll Number [...] drop down box and double clicking the appropriate payroll number.

Year *	Payroll ID *	Number *	Pay of Month *	Start Date *	End Date *	Check Date *	Employee Time Entry Start Date
2018	BW	1	1	12/11/2017	12/24/2017	01/05/2018	12/13/2017
2018	BW	2	2	12/25/2017	01/07/2018	01/19/2018	12/27/2017
2018	BW	3	1	01/08/2018	01/21/2018	02/02/2018	01/10/2018
2018	BW	4	2	01/22/2018	02/04/2018	02/16/2018	01/24/2018
2018	BW	5	1	02/05/2018	02/18/2018	03/02/2018	02/07/2018

If you do not need to use the search function for Payroll Number, please proceed to slide number 15.

To search for a specific Payroll Number.

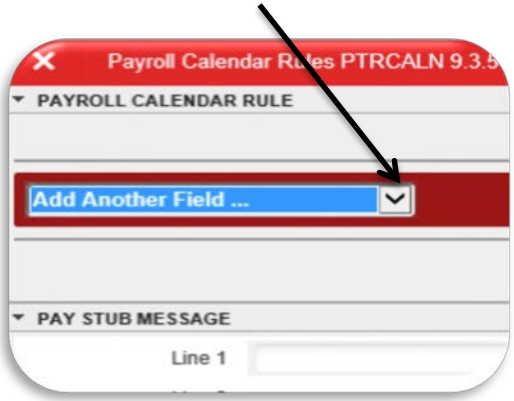
- Click the Payroll Number drop down box [...] .



- Then select Filter.

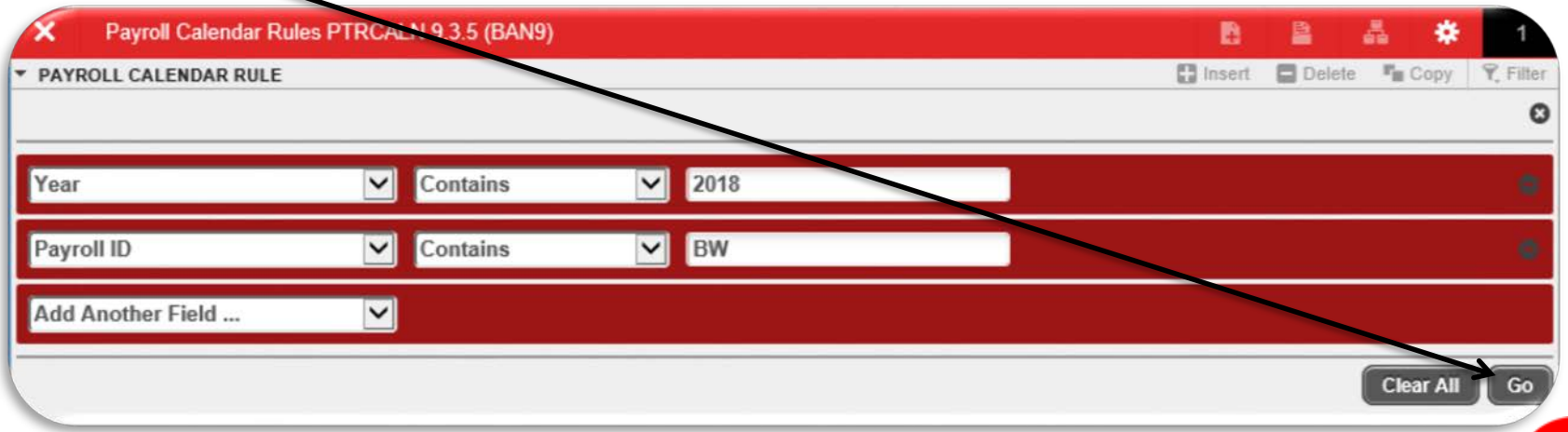
Year *	Payroll ID *	Number *	Pay of Month *	Start Date *	End Date *	Check Date *	Employee Time Entry Start Date
2021	BW	1	3	12/07/2020	12/20/2020	12/20/2020	12/07/2020
2021	BW	2	1	12/21/2020	01/03/2021	01/03/2021	12/21/2020
2021	BW	3	2	01/04/2021	01/17/2021	01/17/2021	01/04/2021
2021	BW	4	3	01/18/2021	01/31/2021	01/31/2021	01/18/2021
2021	BW	5	1	02/01/2021	02/14/2021	02/14/2021	02/01/2021

- Click the Add Another Field… drop down box to select your search criteria. Multiple criteria can be entered simultaneously.



Enter specific search criteria

- Click Go or F8 on keyboard when all criteria has been entered.



- Select the information in the row of information needed.
- Once selection is highlighted, click Select. (Or Double click Year, ID, or Number)
- If the results span multiple pages, use the Next Page and Last Page icons located in the lower left corner.

Double click Year, ID, or Number

Next Page

Last Page

Select

Payroll Calendar Rules PTRCALN 9.3.5 (BAN9)

PAYROLL CALENDAR RULE

Insert Delete Copy Filter

Filter Again

Year *	Payroll ID *	Number *	Pay of Month *	Start Date *	End Date *	Check Date *	Employee Time Entry Start Date
2018	BW	1	1	12/11/2017	12/24/2017	01/05/2018	12/13/2017
2018	BW	2	2	12/25/2017	01/07/2018	01/19/2018	12/27/2017
2018	BW	3	1	01/08/2018	01/21/2018	02/02/2018	01/10/2018
2018	BW	4	2	01/22/2018	02/04/2018	02/16/2018	01/24/2018
2018	BW	5	1	02/05/2018	02/18/2018	03/02/2018	02/07/2018
2018	BW	6	2	02/19/2018	03/04/2018	03/16/2018	02/21/2018
2018	BW	7	3	03/05/2018	03/18/2018	03/30/2018	03/07/2018
2018	BW	8	1	03/19/2018	04/01/2018	04/13/2018	03/21/2018
2018	BW	9	2	04/02/2018	04/15/2018	04/27/2018	04/04/2018
2018	BW	10	1	04/16/2018	04/29/2018	05/11/2018	04/18/2018
2018	BW	11	2	04/30/2018	05/13/2018	05/25/2018	05/02/2018
2018	BW	12	1	05/14/2018	05/27/2018	06/08/2018	05/16/2018
2018	BW	13	2	05/28/2018	06/10/2018	06/22/2018	05/30/2018
2018	BW	14	1	06/11/2018	06/24/2018	07/06/2018	06/13/2018
2018	BW	15	2	06/25/2018	07/08/2018	07/20/2018	06/27/2018
2018	BW	16	1	07/09/2018	07/22/2018	08/03/2018	07/11/2018
2018	BW	17	2	07/23/2018	08/05/2018	08/17/2018	07/25/2018
2018	BW	18	3	08/06/2018	08/19/2018	08/31/2018	08/08/2018
2018	BW	19	1	08/20/2018	09/02/2018	09/14/2018	08/22/2018
2018	BW	20	2	09/03/2018	09/16/2018	09/28/2018	09/05/2018

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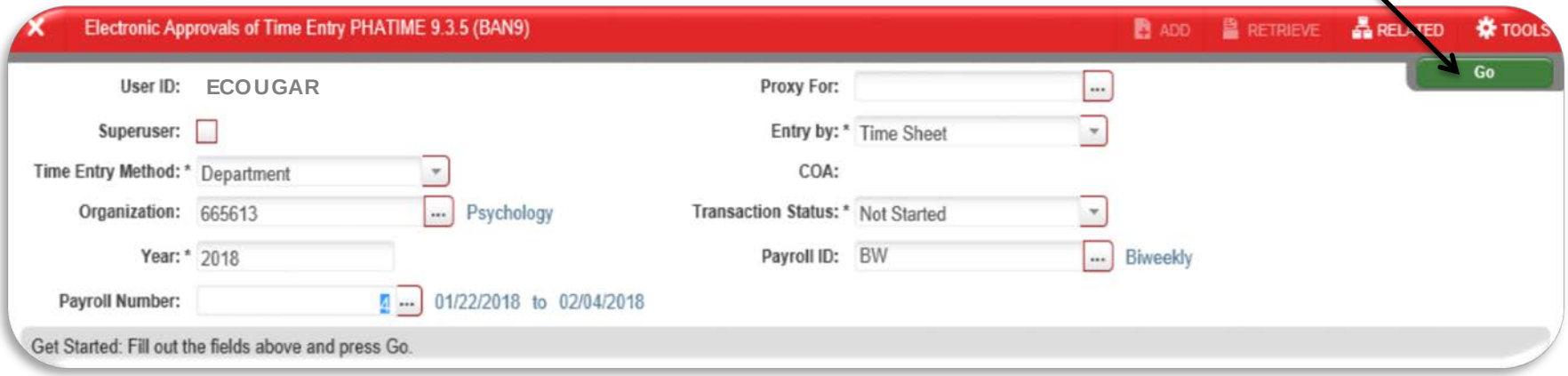
PAY STUB MESSAGE

Insert Delete Copy Filter

Line 1 Line 2 Line 3 Line 4 Line 5 Line 6 Line 7 Line 8

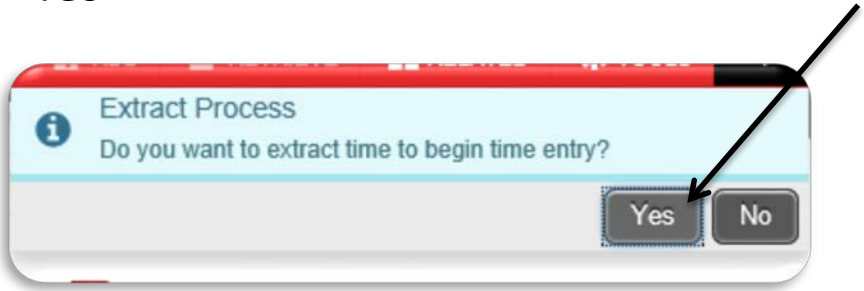
Activity Date 12/22/2017 12:00:00 AM CANCEL SELECT

- After the following fields have been entered, click Go.
  - Organization
  - Transaction Status
  - Year
  - Payroll ID
  - Payroll Number
  - Proxy For (optional)

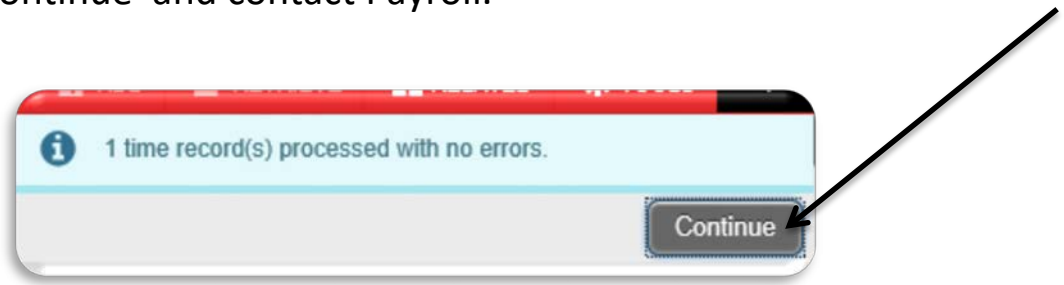


NOTE: Payroll Number can only be searched or entered only *AFTER* the Payroll ID has been entered or selected.

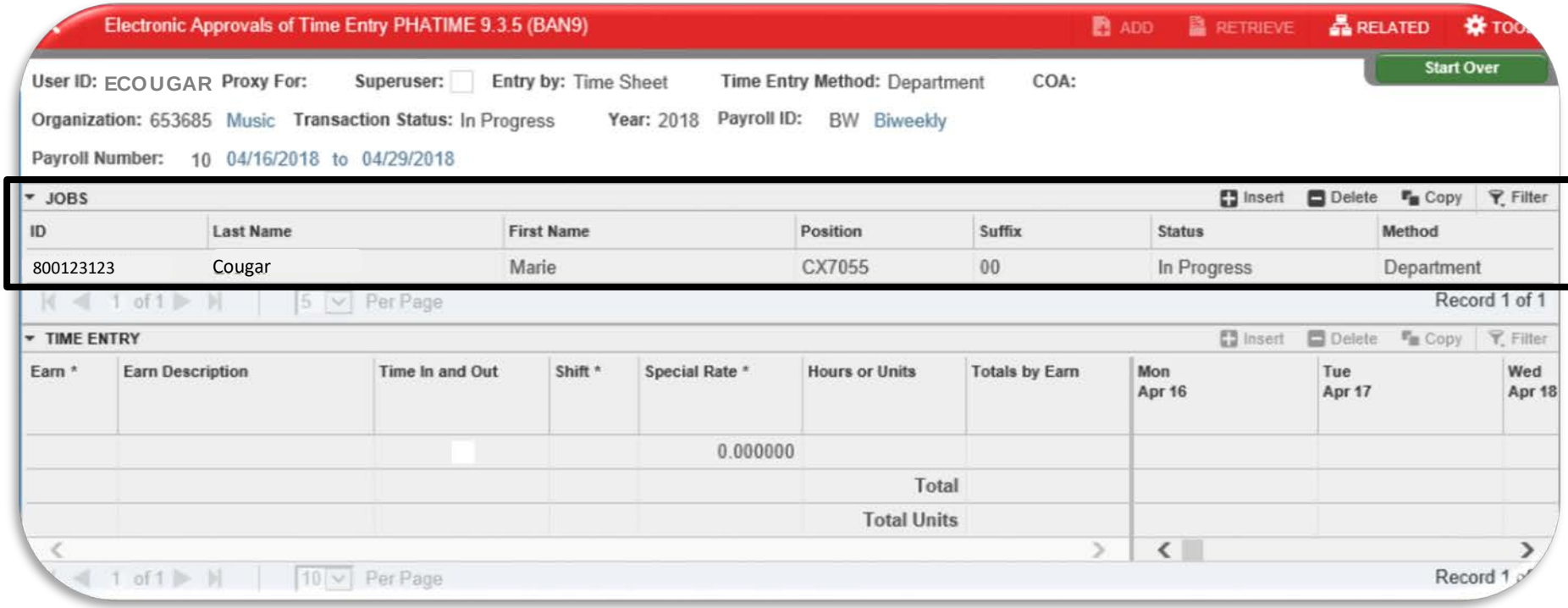
- The ‘pop-up’ screen will ask “Do you want to extract time to begin time entry?” Click “Yes”



- Click Continue when ‘X time record(s) processed with no error’ appears.
  - If message received is ‘X time record(s) had errors; X time record(s) processed with no errors’, click Continue and contact Payroll.



- The list of employees or employee will populate under the **Jobs Information Block**.
  - If multiple pages of employees populate, use the Next Page and Last Page icons, located below the last name on each page.
- Select the employees ID number to enter hours worked.



If an employee, student worker or a second job for a person does not appear or an unknown name appears in the **Jobs Information Block**, please contact Employment staff within the Office of Human Resources for employee issues or the Student Employment Office for student issues.

JOBS

Insert Delete Copy Filter

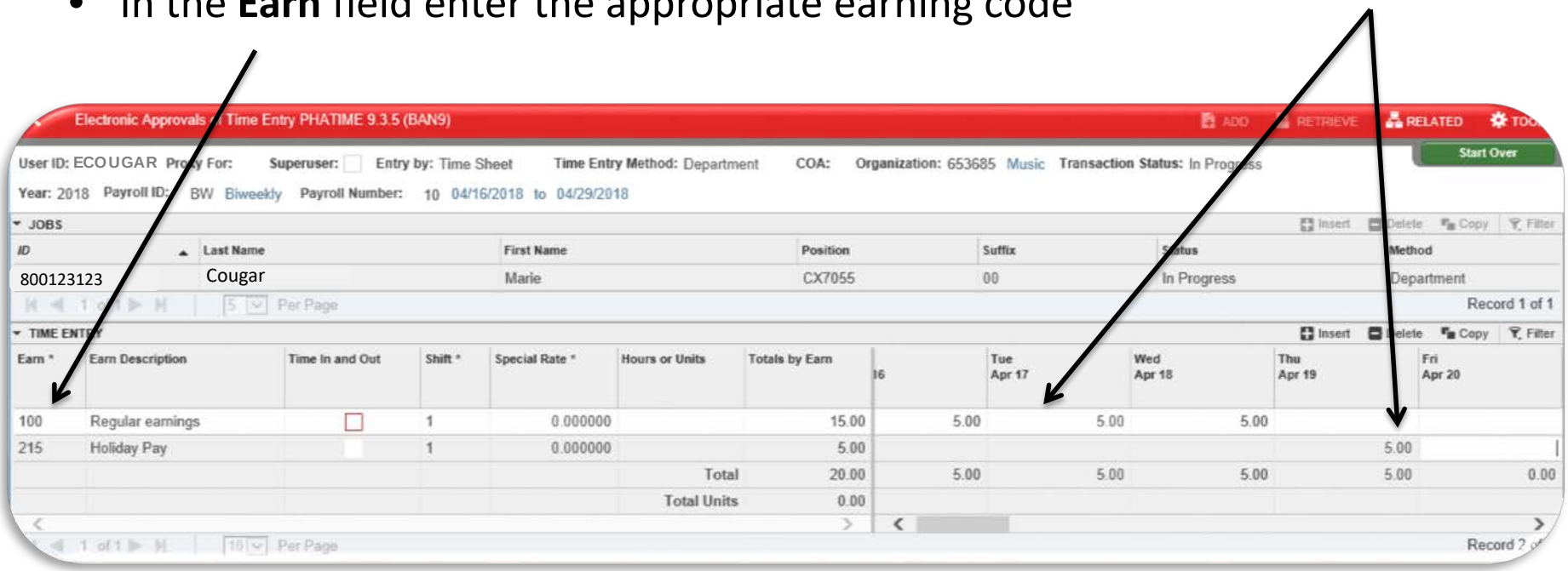
ID	Last Name	First Name	Position	Suffix	Status	Method
800123123	Cougar	Marie	CX7055	00	In Progress	Department

1 of 1 5 Per Page Record 1 of 1

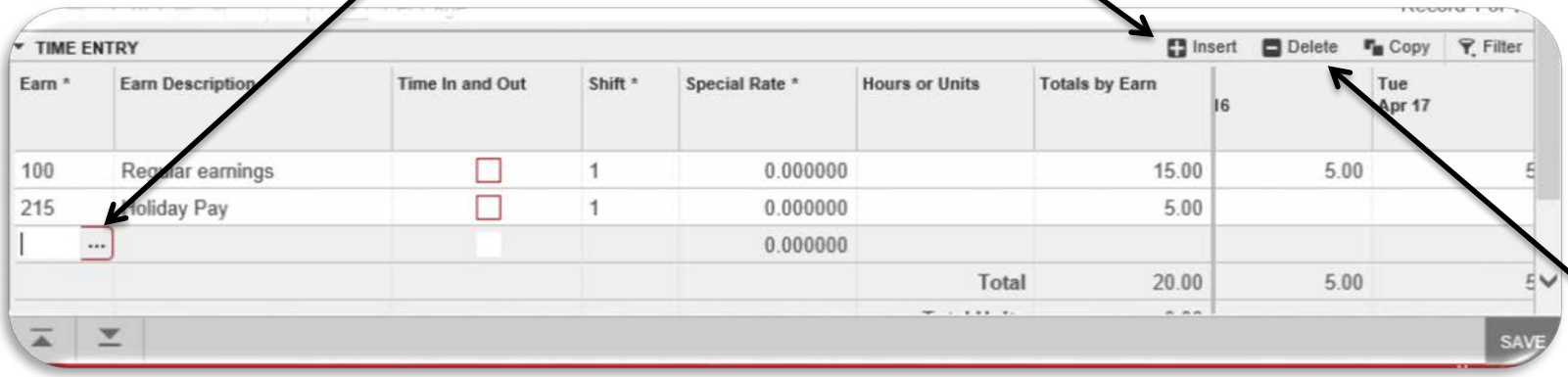
Note: Missing names or jobs may be the result of late paperwork or a data entry error.

Entering Time

- The hours worked will be entered in the **Time Entry Information Block,** below the **Jobs Information Block** and should be posted day-by-day
- Each Earning **Code** will be on a separate line.
- Earning Codes are specific to the employee or student worker
- In the **Earn** field enter the appropriate earning code



Earning Codes

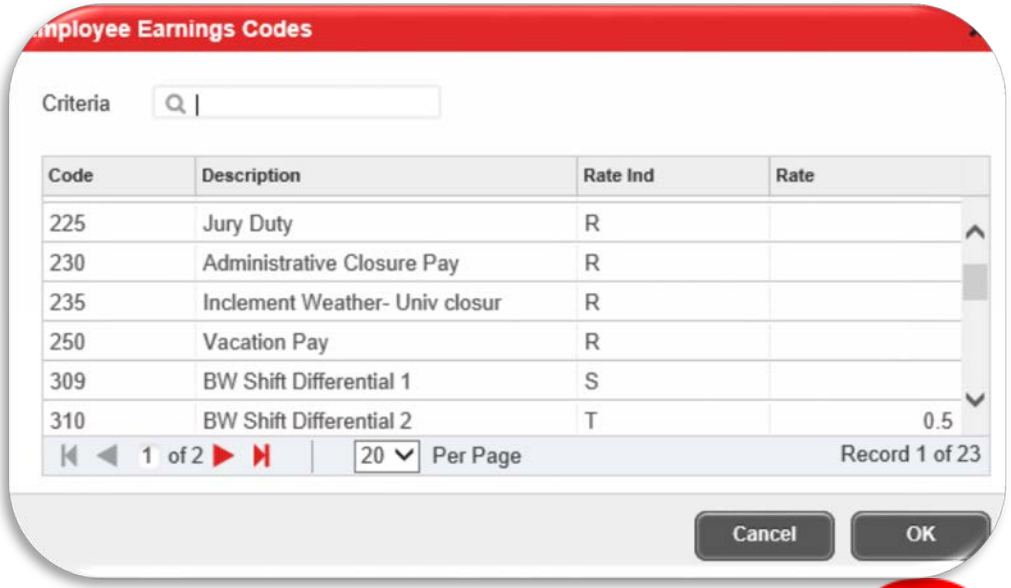


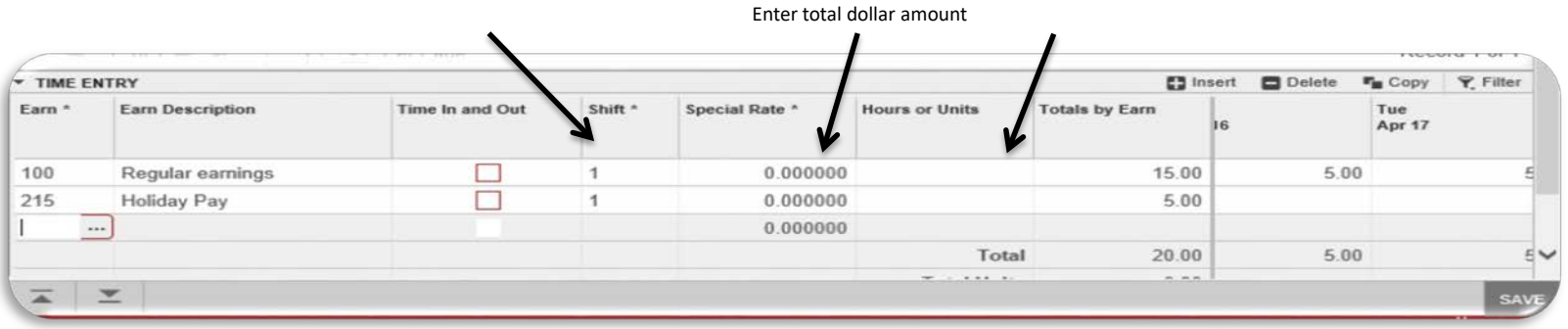
Search for an Earning Code

- First select Insert.
- Then click the drop down icon ... .
- Select an earn code and click OK.

Remove an Earning Code

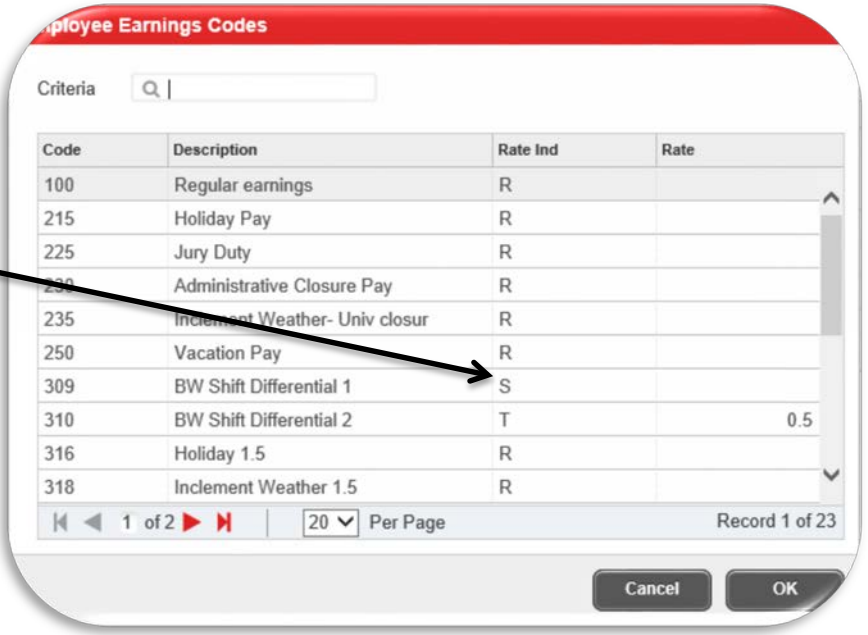
- Select the earn code that should be removed.
- Click Delete.





Additional Fields

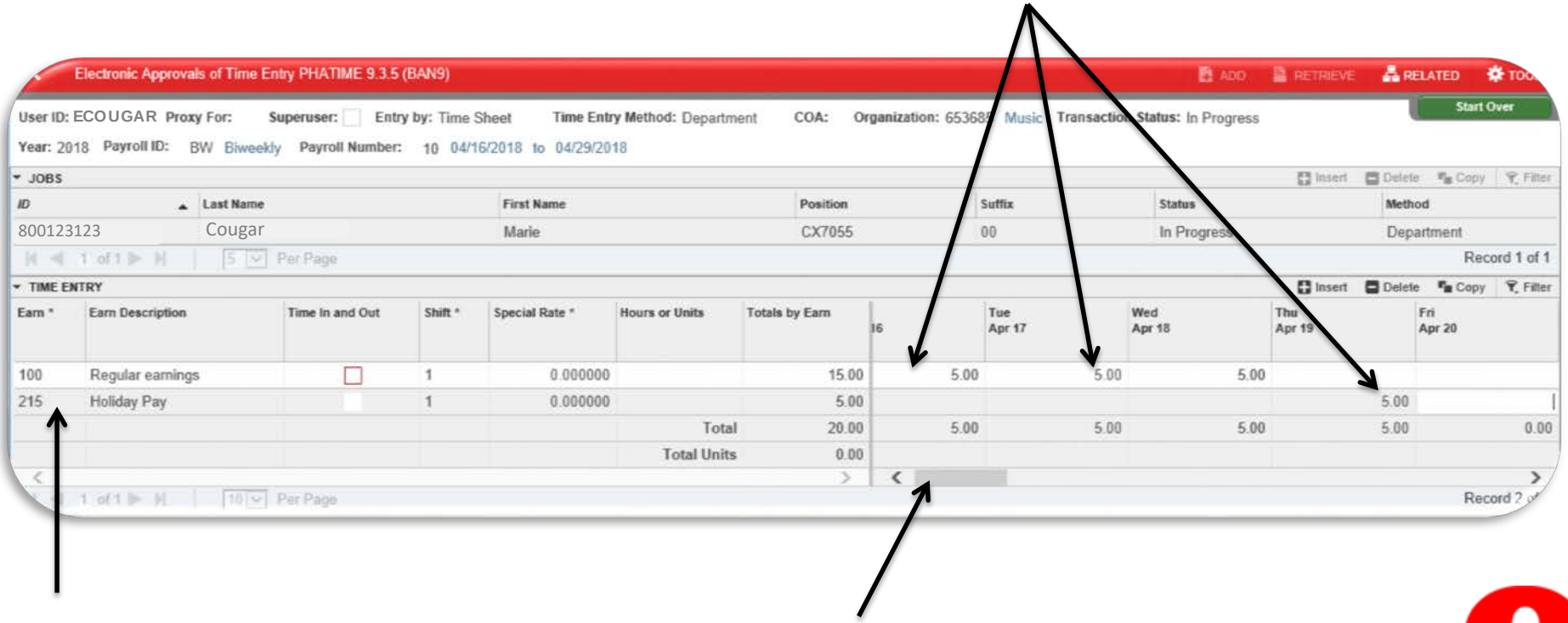
- **Shift**- Not used, leave at default value (1).
- **Special Rate**- Use field when Rate Type is '**S**' (see Code 120).
- Enter one of the following:
  - Total dollar amount of additional earnings.
    - Enter a '1' in Hours or Units
  - Hourly dollar amount.
    - Enter hours in appropriate field.
    - Example: Out of class pay



Note: If an earning code is missing please contact the Payroll Office.

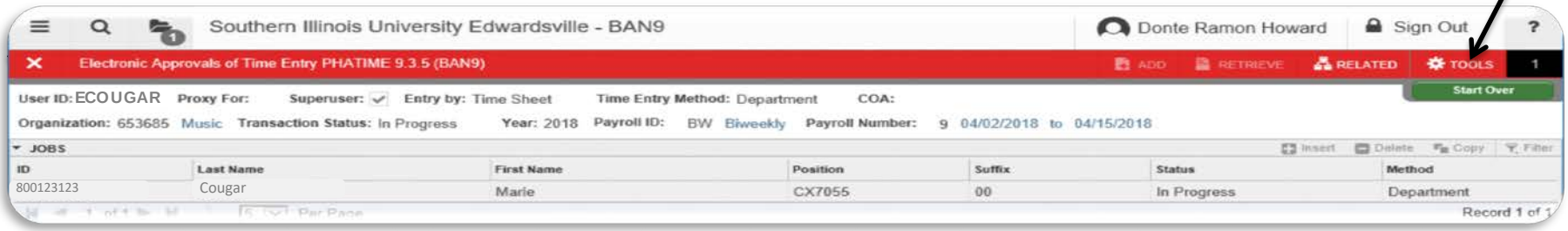
Entering Time (cont.)

- Once the Earn Code has been entered or selected.
- Press the Tab key (on the keyboard) to navigate data entry fields and enter hours
  - Hours should be entered daily
  - Use the scroll bar to view the second week
- Repeat the process for vacation, sick leave, shift differential, overtime, etc.

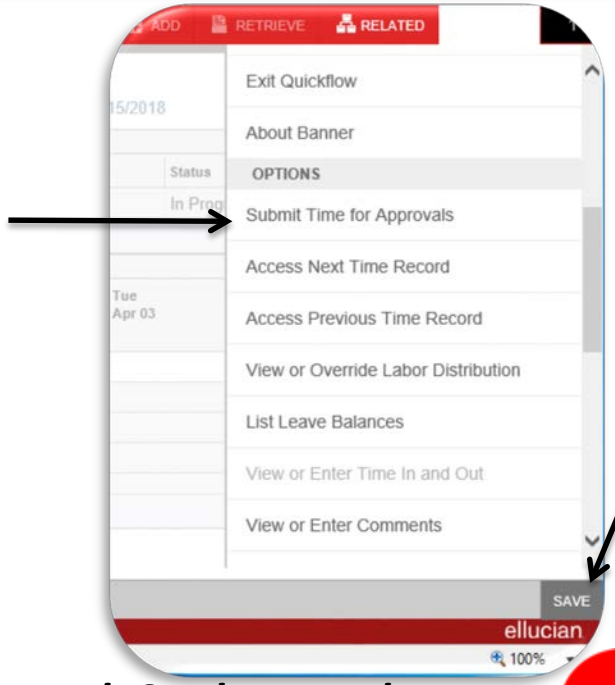


Submitting Time

- When all the earn codes and hours have been entered for the selected employee, click on **Tools**, select **Submit Time for Approvals.**



- This will save the time entered and submit the time to the approver in one step.
- Banner requires that each position's time be submitted individually.



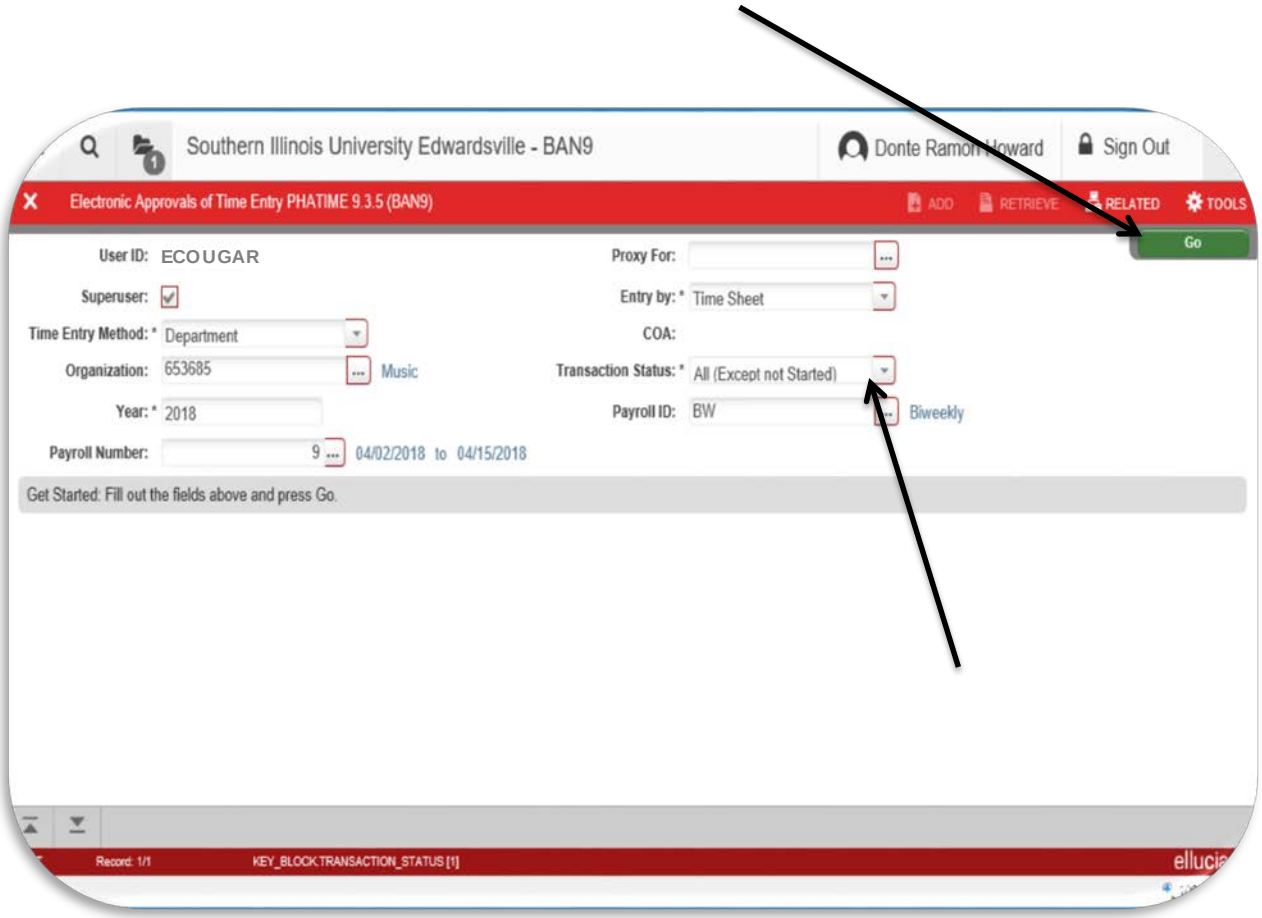
Save Time Entry

- Click Save (located in the lower right corner of the Banner screen) if record is not ready **to Submit for Approval.**
- Once a record is submitted for approval only the approver can make changes.

Note: Repeat above process, beginning at slide 17, for each Student worker or Biweekly employee.

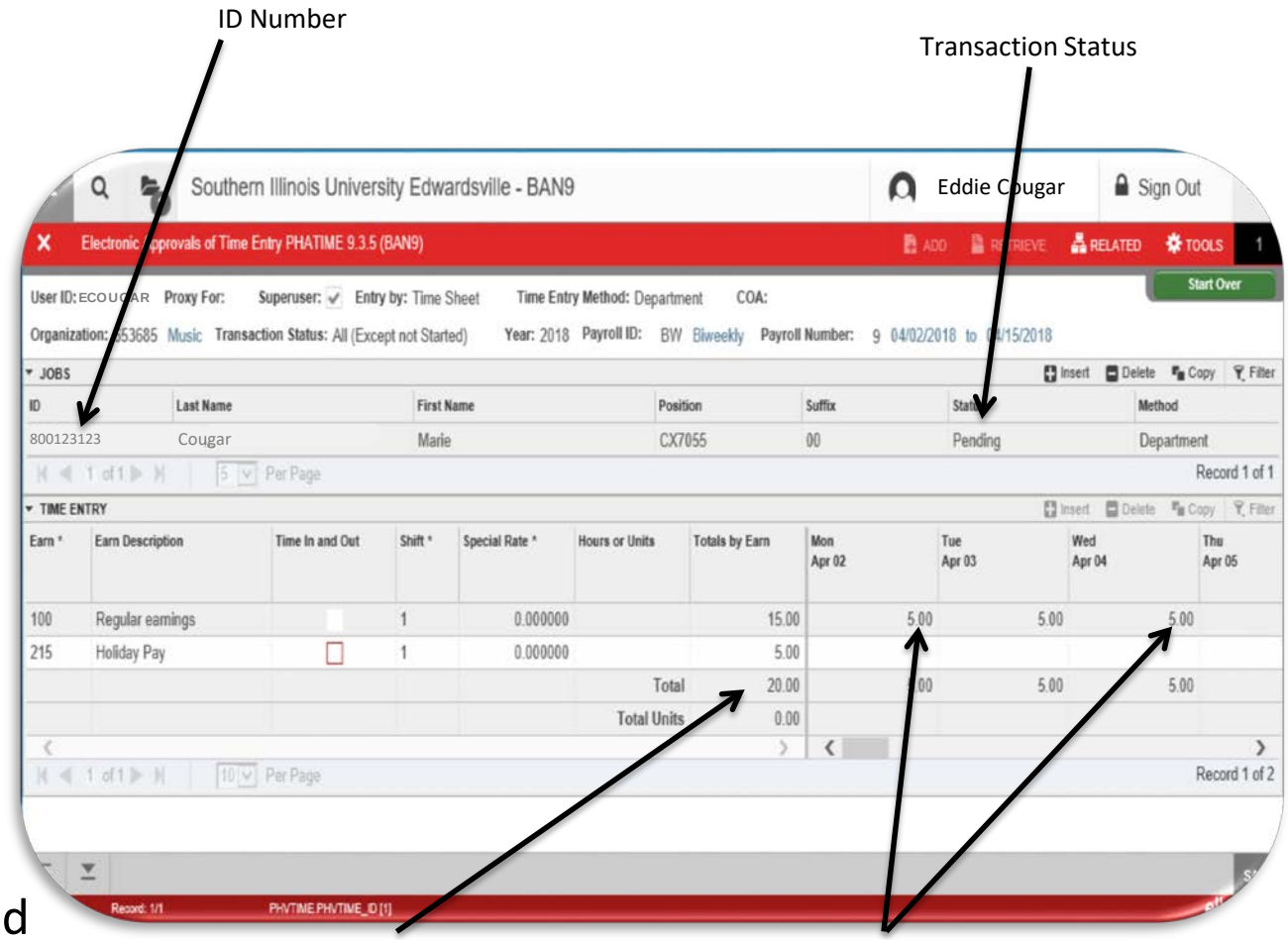
How to Review Records

- Open PHATIME
- Enter Organization, Payroll ID and Payroll Number.
- Change the Transaction Status from ‘In Progress’ to ‘ALL (Except not Started)’.
- Click **Go** to move to the **Jobs Information Block**
- Click (Search) next to ID field to open PHIETIM



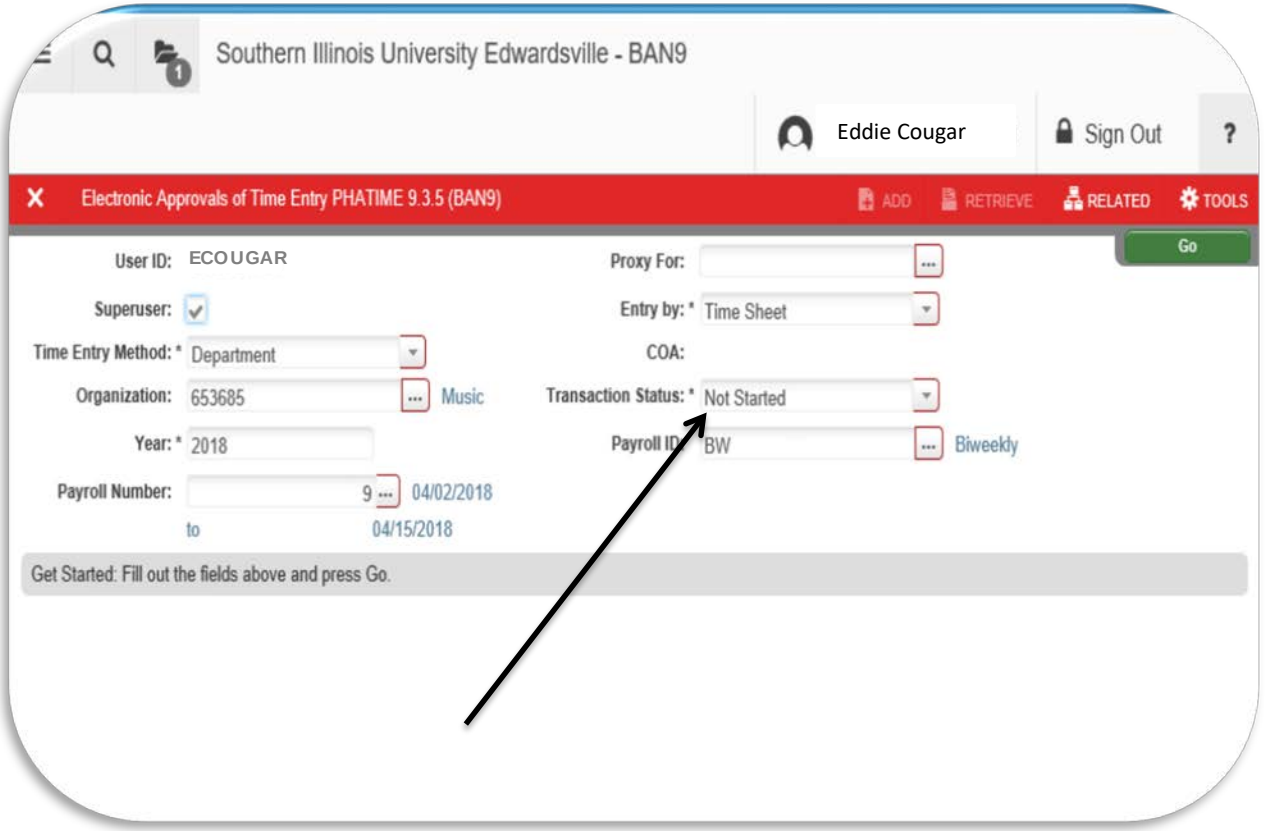
How to Review Records (cont.)

- Select an employees ID number within the Jobs Information Block.
- Confirm the employee's status moved from 'In Progress' to 'Pending.'
  - Once in Pending status, the enterer can no longer update the record.
- Review the hours entered with the Time Entry Information Block (Totals by Earn and daily hours entered.
- Click **X** (Exit) to close PHATIME and return to Banner Main Menu.



How to add a new Employee into Banner during current Payroll

- Repeat steps from slides 15-19.
  - Ensure that the transaction status has been returned to ‘Not Started’
- Select new employee from list under the **Jobs Information Block** and enter hours and Submit for Approvals as explained on slides 22 & 23.



Fiscal Year (FY) Split

- The fiscal year is from 7/1 to 6/30
- Each year there is a biweekly (BW) and student (ST) payroll that cross the fiscal year. (pay period include dates in June and July)
- It is very important that the hours are entered day-by-day in the proper fiscal years.
- The changes in the department time entry process for the (BW) Biweekly and (ST) Student payroll that crosses the fiscal year (July-June) are as follows:
  --The hours worked for June must be entered on June dates and the hours worked in July must be entered on July dates.

  *(**Note**: This is to ensure earnings will be distributed to the proper fiscal year for budgetary purposes).*

What do I do if I cannot get my time entered?

The Payroll Office understands that there may be unforeseen circumstances that may prevent a department from meeting the establish deadlines. If this occurs, please contact the Payroll Office as soon as possible to discuss an alternate method.

Payroll may serve as a backup to departments to enter and/or approve time only when it is absolutely necessary. This is not encouraged but may be an option.

Who can I call for help?

For assistance or additional information about Payroll Department Time Entry (DTE) contact the Payroll Department in the Office of Human Resources at X2190.

Helpful Links

http://www.siue.edu/humanresources/payroll/index.shtml

The following information can be found at this address.

- Banner Payroll Documents
- Payroll Calendars
- Time Sheets
- Direct Deposit
- General Payroll information