

City College of San Francisco

Department Time Entry of Payroll 'Exceptions'

- 1) Department Time Entry in Banner
 - a) Classified Employee with regular schedules
 - b) Payroll will default the standard hours based on Form 3
 - c) Please notify Payroll on latest Form 3 changes immediately
 - d) Employees sign-in/sign-out in their departments
 - e) Department time clerk enters and approves 'Exception Time'.
 - f) Exception time earn code list:
 - i) AWL-Leave w/o Pay
 - ii) BER-Bereavement Pay
 - iii) BTO-Bonus Paid Time Off
 - iv) CTP-Comp Time Paid
 - v) FHP-Floating Holiday Pay
 - vi) JUR-Jury Duty
 - vii) LHP-Holiday Pay
 - viii) PLL-Personal Leave w/o Pay
 - ix) PTP-Parent Teacher Leave w/ Pay
 - x) RGG-Reg Pay Classified Grant Funded
 - xi) RWW-Reduced Work Week Pay
 - xii) S08-Shift 2 w/ Premium Pay
 - xiii) S10-Shift Differential 10%
 - xiv) SLL-Sick Leave w/o Pay
 - xv) SPP-Sick Leave w/ Pay
 - xvi) STL-School Term Employee No Pay
 - xvii) VAC-Vacation Pay
- 2) Log on to Banner to use PHATIME
 - a) If you have not previously been approved for use of Banner Payroll, you will need to fill out an 'ITS-Request for computer Account Form'
 - b) On PHATIME, select Timesheet=Department; COA=5
 - c) Enter ORGN code for your department, e.g. T1530
 - d) Enter Pay Event: e.g., 2006/BW/25
 - e) Select: Not Started from Transaction Status
 - f) Go to next block:
 - i) Answer NO to verify names
 - ii) Answer YES to begin payroll
 - iii) If errors, contact payroll.
- 3) In PHATIME: go to 'Jobs' block with ID/Name
 - a) Use arrow keys to choose names to enter time
 - b) Go to 'Time Entry' block (next block) to enter exception earn codes
 - c) Select earn code from drop-down list
 - d) Enter hours for each day that apply.
 - e) You only need to enter 'exception' time

City College of San Francisco
Department Time Entry of Payroll 'Exceptions'

- 4) In PHATIME: when you have finished entering hours for person for pay period
- a) Select 'Save' from 'File' on menu bar; Or press 'F10' for save
 - b) Select 'Submit Time for Approval' from 'Options' on menu bar; Press 'Ok' to save.
 - c) Status of employee should be 'approved'
 - d) You are done.
 - e) Employee will be paid default hours and exception 'banks' will be reduced.
- 5) In PHATIME:
- a) Use options to select 'Leave Balances'
 - b) Verify that there is sufficient leave for the exceptions
 - c) Without sufficient leave, employee pay will be 'docked'!

City College of San Francisco

Department Time Entry of Payroll 'Exceptions'

Following are list of navigation keys or commands that you might use for PHATIME:

Banner works in blocks. On PHATIME there are 3 major blocks. In order to enter data, you need to go from block to block using 'Next Block' and 'Previous Block'. 'Enter' key on the keyboard will not work in Banner.

Previous block –

- press 'Ctrl' key and 'Page Up' key together,
- or go to 'Block' on menu bar and select 'Previous',
- or click on 'Previous Block' icon on the icon bar

Next block –

- Press 'Ctrl' key and 'Page Down' key together,
- or go to 'Block' on menu bar and select 'Next',
- or click on 'Next Block' icon on the icon bar

To navigate within a block:

- Use 'Arrow Up' and 'Arrow Down' key to go through each record in the block

To add a time record in "Time Entry" block for the employee:

- Go to a new line
- Select an exception earn code from drop-down list
- Go and enter the hours under the date that the exception time was taken
- Press 'F10' key to save the action

To change a time record in "Time Entry" block for the employee:

- Go to the line item that you want time changed
- Tab to the text box with the incorrect time
- Use 'Delete' key on keyboard to remove hours entered
- Enter new hours
- Press 'F10' key to save the action

To delete a time record entered in "Time Entry" block for the employee:

- Go to that line item of time record
- Press 'Shift' key and 'F6' key together, line item will disappear,
- or go to 'Record' on menu bar and select 'Remove',
- or click 'Remove Record' on the icon bar
- press 'F10' to save your action

City College of San Francisco

Department Time Entry of Payroll 'Exceptions'

Banner 6 INB

File Edit Options Block Item Record Query Tools Help Window

Electronic Approvals of Time Entry PHATIME 6.1 (banner)

DSTJOHN Proxy For: Superuser:

Entry by: Timesheet Time Entry Method: Department

COA: 5 Orgn: 1530 Payroll Transaction Status: In Progress

Year: 2006 Pay/Lv ID: BW (BW) Classified B Pay/Lv No: 12 20-MAY-2006 to 02-JUN-2006

| ID | Name | Position | Suff | Status | Method |
|-----------|----------------|----------|------|-----------|-------------------------|
| W00001560 | Casserty, Rose | CR989f | 00 | In Progre | Employee Earnings Codes |

| Code | In / Out | Special | Default | Totals | Sat | Sun | Mon | Tue |
|--------------|----------|---------|--------------|---------|--------|--------|--------|--------|
| | Ind Shft | Rate | Hours/ Units | By Earn | May 20 | May 21 | May 22 | May 23 |
| | | .000000 | | | | | | |
| Total Hours: | | | | | | | | |
| Total Units: | | | | | | | | |

Find %

| Code | Description |
|------|-----------------------|
| BER | Bereavement Pay |
| BTO | Bonus Paid Time Off |
| FHP | Floating Holiday Pay |
| JUR | Jury Duty/Legal |
| RWW | Reduced Work Week Pay |
| SPP | Sick Leave With Pay |
| VAC | Vacation Pay |

Find OK Cancel

Choices in list: 7

Record: 1/1 <OSC>

Banner 6 INB

File Edit Options Block Item Record Query Tools Help Window

Electronic Approvals of Time Entry PHATIME 6.1 (banner)

DSTJOHN Proxy For: Superuser:

Entry by: Timesheet Time Entry Method: Department

COA: 5 Orgn: 1530 Payroll Transaction Status: In Progress

Year: 2006 Pay/Lv ID: BW (BW) Classified B Pay/Lv No: 12 20-MAY-2006 to 02-JUN-2006

| ID | Name | Position | Suff | Status | Method |
|-----------|----------------|----------|------|-------------|------------|
| W00001560 | Casserty, Rose | CR989f | 00 | In Progress | Department |

| Code | In / Out | Special | Default | Totals | Sat | Sun | Mon | Tue | Wed | Thu | Fri |
|--------------|----------|---------|--------------|---------|--------|--------|--------|--------|--------|--------|--------|
| | Ind Shft | Rate | Hours/ Units | By Earn | May 20 | May 21 | May 22 | May 23 | May 24 | May 25 | May 26 |
| BER | 1 | .000000 | | 7.50 | | | 7.50 | | | | |
| RWW | 1 | .000000 | | .50 | | | .50 | | | | |
| Total Hours: | | | | | 8.00 | .00 | .00 | 8.00 | .00 | .00 | .00 |
| Total Units: | | | | | 0.00 | | | | | | |

FRM-40407: Transaction complete: applied records saved.

Record: 2/2 <OSC>

City College of San Francisco

Department Time Entry of Payroll 'Exceptions'

Banner 6 INB

File Edit Options Block Item Record Query Tools Help Window

View Errors [PHIDERR]
Submit Time for Approvals

Electro Access Next Time Record
DSTJOHN Access Previous Time Record
View/Override Labor Distribution

Entry by: List Leave Balances
COA: 5 View/Enter Time In and Out
Year: 20 View/Enter Comments
View Leave Taken Balance

ID W00001: Approve Time
Acknowledge Time

Code In Return Time for Correction
Ou View/Change Routing Queue

Ind Smt Rate Units By Earn

| | Ind | Smt | Rate | Units | By Earn | Sat May 20 | Sun May 21 | Mon May 22 | Tue May 23 | Wed May 24 | Thu May 25 | Fri May 26 |
|--------------|-----|-----|---------|-------|---------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| BER | 1 | | .000000 | | 7.50 | | | 7.50 | | | | |
| RWW | 1 | | .000000 | | .50 | | | .50 | | | | |
| Total Hours: | | | | | | 8.00 | .00 | .00 | 8.00 | .00 | .00 | .00 |
| Total Units: | | | | | | 0.00 | | | | | | |

FRM-40407: Transaction complete: applied records saved.

Record: 2/2 ... <OSC>

Banner 6 INB

File Edit Options Block Item Record Query Tools Help Window

View Errors [PHIDERR]
Submit Time for Approvals

Electro Access Next Time Record
DSTJOHN Access Previous Time Record
View/Override Labor Distribution

Entry by: List Leave Balances
COA: 5 View/Enter Time In and Out
Year: 20 View/Enter Comments
View Leave Taken Balance

ID W00001: Approve Time
Acknowledge Time

Code In Return Time for Correction
Ou View/Change Routing Queue

Ind Smt Rate Units By Earn

| | Ind | Smt | Rate | Units | By Earn | Sat May 20 | Sun May 21 | Mon May 22 | Tue May 23 | Wed May 24 | Thu May 25 | Fri May 26 |
|--------------|-----|-----|---------|-------|---------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| BER | 1 | | .000000 | | 7.50 | | | 7.50 | | | | |
| RWW | 1 | | .000000 | | .50 | | | .50 | | | | |
| Total Hours: | | | | | | 8.00 | .00 | .00 | 8.00 | .00 | .00 | .00 |
| Total Units: | | | | | | 0.00 | | | | | | |

Time transaction successfully submitted.

Record: 1/2 ... <OSC>

City College of San Francisco Department Time Entry of Payroll 'Exceptions'

Banner 6 INB

File Edit Options Block Item Record Query Tools Help Window

Employee Jobs NBAJOBS 6.1.0.3SF (barr)

ID: W00001560 Rose Casserly Last Paid: 05-MAY-2006
 Posn: CR9895 Suffix: 00 Query Date: 06-MAY-2006

Default Earnings Code NBAJOBS 6.1.0.3SF (barr)

Query Date: 01-JUL-1995

| Effective | Earnings Code | Hrs/Units | Special Rate | Shift | Ended As Of |
|-------------|-------------------|-----------|--------------|-------|-------------|
| 01-JUL-1995 | LNG Longevity Pay | 80.00 | | 1 | |
| 01-JUL-1995 | REG Regular Pay | 80.00 | | 1 | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Leave Category: Annual Salary: 60216.00
 Change Reason: COLA Cost of Living Adjustment
 Employer Code: CCSF City College of San Francisco

Ended As Of Date; Press SAVE to make this earn code inactive.
 Record: 1/2 <OSC>

Banner 6 INB

File Edit Options Block Item Record Query Tools Help Window

Online Time Entry Form PHAHOUR 6.1 (barr)

Year: 2006 Payroll ID: BW Payroll Number: 12

History Jobs

ID: W00001560 Casserly, Rose Org: 1530 Disp: 20 Proof
 Posn: CR9895 00 Status: A Eff Date: 06-MAY-2006 Rate: 28.95 Method: D

History Earnings

Total Units: 80.00 Total Hours: 80.00

| Code | Shift | Hr/Unit | Gen | Sp Rate | Amount | Atnd | May20 | Jun02 |
|------|-------|---------|-----|---------|--------|------|-------|-------|
| REG | 1 | 72.00 | N | | | N | 72.00 | |
| LNG | 1 | 80.00 | N | | | | 80.00 | |
| LHP | 1 | 8.00 | N | | | | 8.00 | |

Time Distribution

| Hours | Percent | COA Index | Fund | Orgn | Acct | Prog | Actv | Locn |
|-------|---------|-----------|------|------|------|------|------|------|
| 8.00 | 100 | 5 | U | 1530 | 2110 | 6720 | S | |
| 8.00 | 100 | Totals | | | | | | |

Record: 3/3 <OSC>

City College of San Francisco Department Time Entry of Payroll 'Exceptions'

Banner 6 INB

File Edit Options Block Item Record Query Tools Help Window

Online Time Entry Form PHAHOUR 6.1 (banr)

Year: 2006 Payroll ID: BW Payroll Number: 12

History Jobs

ID: W00001560 Casserly, Rose Org: 1530 Disp: 20 Proof
 Posn: CR9895 00 Status: A Eff Date: 06-MAY-2006 Rate: 28.95 Method: D

History Earnings

Total Units: 80.00 Total Hours: 80.00

| Code | Shift | Hr/Unit | Gen | Sp Rate | Amount | Atnd | May20 | Jun02 |
|------|-------|---------|-----|---------|--------|------|-------|-------|
| BER | 1 | 7.50 | N | | | Y | 7.50 | |
| LHP | 1 | 8.00 | N | | | | 8.00 | |
| RWW | 1 | .50 | N | | | Y | .50 | |

Time Distribution

| Hours | Percent | COA Index | Fund | Orgn | Acct | Prog | Actv | Locn |
|-------|---------|-----------|------|------|------|------|------|------|
| .50 | 100 | 5 | U | 1530 | 2110 | 6720 | S | |
| .50 | 100 | Totals | | | | | | |

Record: 5/5 <OSC>

Banner 6 INB

File Edit Options Block Item Record Query Tools Help Window

Electronic Approvals of Time Entry PHATIME 6.1 (banr)

DSTJOHN Proxy For: Superuser:

Entr: Timeclock Time Entry Method: Department

Leave Balances

COA

Year Find %

| WOC | Code | Description | Curr Avail | Hrs Accrued | Hrs Banked | Hrs Taken | Beg Balance |
|------|------|---------------------|------------|-------------|------------|-----------|-------------|
| | BPTO | Bonus Paid Tim... | 40 | 0 | 0 | 0 | 40 |
| Code | CMPZ | Comp time Earn... | 35.1 | 0 | 0 | 0 | 35.1 |
| | FHOL | Floating Holiday | 0 | 24 | 0 | 24 | 0 |
| | RWWL | Reduced Work ... | 57 | 105.5 | 0 | 95 | 46.5 |
| | SICK | Sick Pay-Hours | 1119.5 | 42.75 | 0 | 35.5 | 1112.25 |
| | SICV | Sick Pay Vested,... | 56 | 0 | 0 | 0 | 56 |
| | VACA | Vacation-Hours,... | 466.92 | 88.4 | 0 | 48 | 426.52 |

Find OK Cancel

Total Hours: Total Units:

Choices in list: 7

Record: 1/1 <OSC>