

MARIST COLLEGE

Banner Department Time Entry - Quick Reference Guide

Getting Start

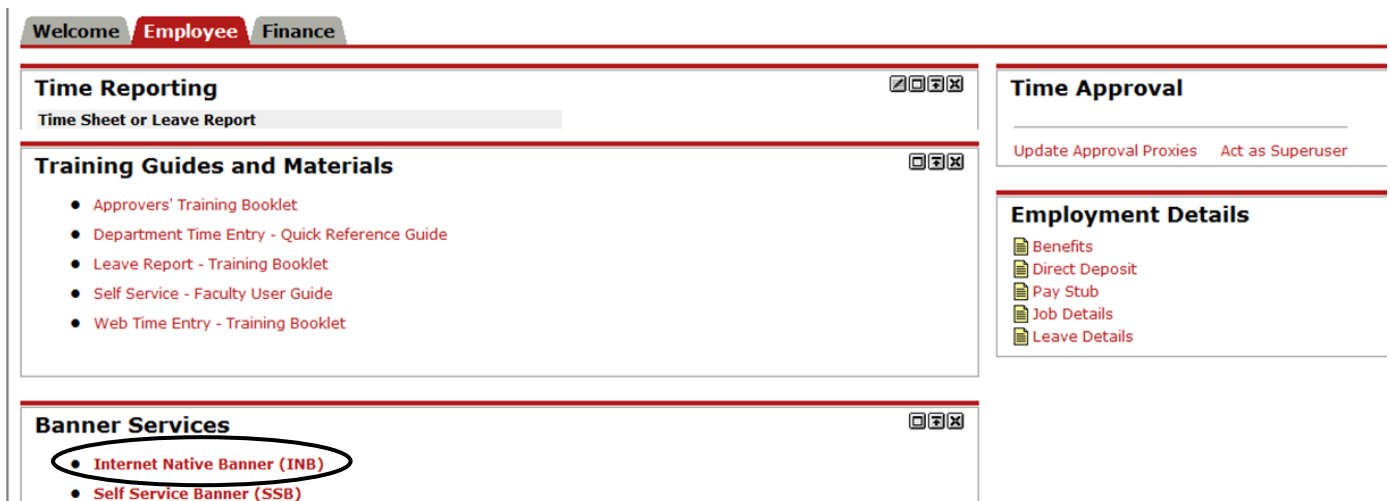
Banner Department Time Entry is a way to decentralize time entry and provide an electronic means to approve time sheets. Through Department Time Entry, the department timekeeper can submit time transactions to approvers and once these time transactions are approved, then they can be submitted for payroll processing. **Department Time Entry will begin in May 2009.**

You can access to the system through the Marist employee portal which is accessible from any computer on campus with Internet Access. You will use your Marist user account and password to log on to <http://my.marist.edu>. Because of the sensitive nature of payroll information, you should not share your ID or password with anyone. It is also important to log off of the system when you have finished. If you need to sign on to your account from off campus, please refer to Appendix 1.1 regarding VPN client Access.

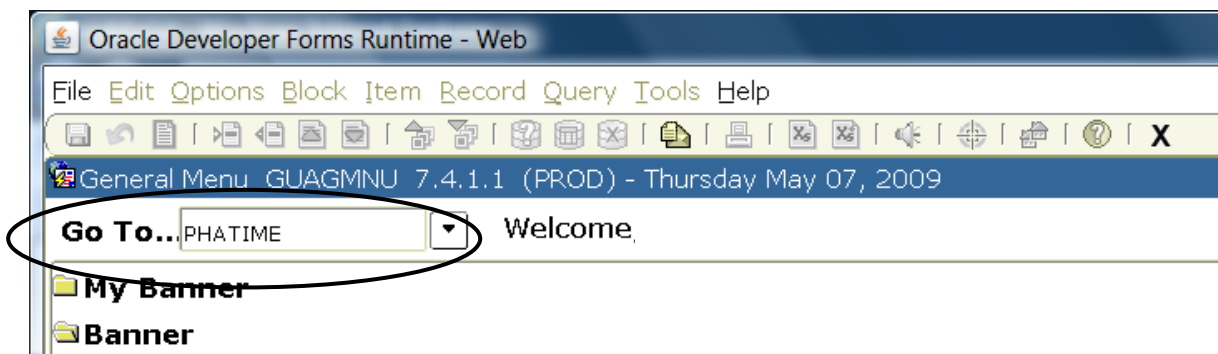
Logging On

Open a web browser, type <http://my.marist.edu>, and enter your Marist user account and password.

Next, click on the Internet Native Banner (INB) link under Marist Banner Services channel on the Employee tab.



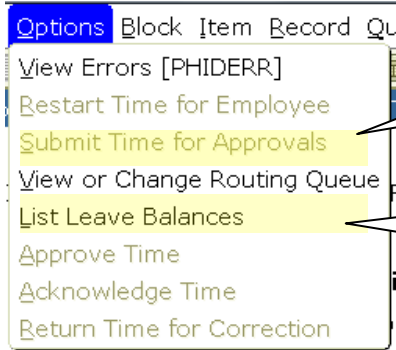
Type the specific table name in the Go To... box on the top left corner of the screen and press Enter key. (For example: type PHATIME and press Enter key)



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Save Button:

Use to save time entered to allow changes at a later date.



Use to submit time entered for "Approval".

View employee's leave balances to ensure sufficient balance for leave to be taken.

Enter Organization Code and Payroll ID.

Select the Transaction Status. Please refer to Appendix 1.4 for definitions.

Employee ID Block

Jobs ID	Last Name	First Name	Position Suffix	Status	Method
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Time Entry Block

Time Entry Earn	Time In and Out	Shift	Special Rate	Hours or Units	Totals by Earn
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Use to view Earn Codes.

Use to view an entire list of employees and associated position numbers.

Use to scroll through a list of employees.

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PHATIME

A. **Extract & Re-Extract Time Records**

Steps:

1. If you are acting as a proxy, you must enter the primary timekeeper's *Marist ID* in the **Proxy For:** box.
2. Select **Time Entry Method of Department**.
3. Enter the **Organization** code.
(For example: 2300 for Housekeeping, 2100 for Security, and etc.)
4. Select **Transaction Status of Not Started**.
5. Enter the calendar **Year**.
6. Enter **BW** (Bi-Weekly Payroll) in **Payroll ID**.
7. Enter the **Payroll Number** directly *or*
Click on the **Search** drop down arrow to select the correct payroll number from **PTRCALN**. (please refer to Appendix 1.2 for more information)
8. **Next Block**.
(Note: If [Tab] or [Enter] is pressed, click "Cancel" or "OK" on the *Time Entry*)
9. **Time Entry Selection Criteria** prompt.
10. Click "Yes" to the prompt *Do you want to extract time to begin time entry?*
11. Click "Continue" to the prompt *# time record(s) processed with no errors*.
12. **Transaction Status** is automatically changed to **In Progress**.

B. **Retrieve Previously Extracted Records**

Steps:

1. If you are acting as a proxy, you must enter the primary timekeeper's *Marist ID* in the **Proxy For:** box.
2. Select **Transaction Status** of **In Progress** or **All (Except Not Started)**.
3. Verify/enter the remaining **Key** block information and **Next Block**.

C. **Enter Time and Submit for Approval**

Steps:

1. After completing steps in A or B above, employees are displayed in the **Jobs** block of PHATIME. (You can only enter one employee's time at a time by entering his/her ID)
2. **Next Block** to navigate to the **Time Entry** block.
3. Review **List Leave Balance**.
4. Enter **Earn** code(s) and hour(s). Use a separate line to enter each different earn code.
(Please refer to Appendix 1.3 for the complete list of earn codes for each department.)
5. **Enter** the number of hours worked or taken below the date it was worked, taken, or will be taken. (Do not enter 0 in any of the time entry fields. Leave all time entry fields blank for dates not worked or that had no leave taken.)
6. Click on the **Save** button to save the hours entered for the individual's record.
7. To submit time for approval, click on **Option** on the top, in the menu bar, and select **Submit Time for Approval** from the drop down menu. The action pushes the finished time sheet to the approvers routing queue so that they can approve the time. This will also change the **Transaction Status** from **In Progress** to **Pending**.
8. To continue entering hours for other employees, **Option** on the top, in the menu bar, and select **Access Next Time Record** from the drop down menu. Or you can use up and down arrow key. **Continue with step 4-7 until all time sheets have been entered for the pay period.**

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Appendix

➤ 1.1 Virtual Private Network (VPN) Access

The purpose of the VPN is to provide a secure connection when connecting to Marist's wireless network or to provide a secure connection to the Marist network from off-campus. If you're connecting from off-campus, you must first be fully connected to the Internet via your Internet Service Provider (ISP).

For more information about VPN Client go to <http://www.marist.edu/it/network/vpn.html> or contact the Help Desk at extension 4357.

➤ 1.2 Bi-Weekly Payroll Calendar

2009 Complete Bi-Weekly Payroll Calendar				
Year	Start Date	End Date	Input Deadline	Check Date
2009	25-Apr-09	8-May-09	11-May-09	15-May-09
2009	9-May-09	22-May-09	22-May-09	29-May-09
2009	23-May-09	5-Jun-09	8-Jun-09	12-Jun-09
2009	6-Jun-09	19-Jun-09	22-Jun-09	26-Jun-09
2009	20-Jun-09	3-Jul-09	6-Jul-09	10-Jul-09
2009	4-Jul-09	17-Jul-09	20-Jul-09	24-Jul-09
2009	18-Jul-09	31-Jul-09	3-Aug-09	7-Aug-09
2009	1-Aug-09	14-Aug-09	17-Aug-09	21-Aug-09
2009	15-Aug-09	28-Aug-09	31-Aug-09	4-Sep-09
2009	29-Aug-09	11-Sep-09	14-Sep-09	18-Sep-09
2009	12-Sep-09	25-Sep-09	28-Sep-09	2-Oct-09
2009	26-Sep-09	9-Oct-09	9-Oct-09	16-Oct-09
2009	10-Oct-09	23-Oct-09	27-Oct-09	30-Oct-09
2009	24-Oct-09	6-Nov-09	9-Nov-09	13-Nov-09
2009	7-Nov-09	20-Nov-09	20-Nov-09	27-Nov-09
2009	21-Nov-09	4-Dec-09	7-Dec-09	11-Dec-09
2009	5-Dec-09	18-Dec-09	18-Dec-09	25-Dec-09
2010	19-Dec-09	1-Jan-10	4-Jan-10	8-Jan-10

* You may also go to Payroll website <http://www.marist.edu/payroll/formsschedules.html> for complete information or further updates.

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➤ 1.3 Eligible Earnings Codes

❖ Security

Earn Code	Long Description	Hours (H)/Units (U)	Special Rate Indicator
RBW	Regular Bi-weekly	H	
OT	Overtime Pay	H	
DOT	Doubletime Pay	H	
GSH	Security Shift Differential	U	
GST	Security Option2 Straight Time	H	
GHT	Security Option2 Half Time	H	
COS	Charge of Shift	H	
GMA	Meal Allowance	U	
HOL	Holiday Pay	H	
VAC	Vacation	H	
SIC	Sick Pay	H	
GHB	Holiday Bank Security	H	
BER	Bereavement Leave	H	
JDP	Jury Duty Pay	H	
PER	Personal Time	H	
GHP	Security Holiday Bank Payout	H	
OTS	Overtime Special Rate	H	Yes
GDS	Dispatch Special Rate	H	Yes
DTS	Double Time Special Rate	H	Yes
TRA	Travel Allowance	H	
GUA	Uniform Allowance	U	Yes

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❖ Local 200

Earn Code	Long Description	Hours (H)/Units (U)	Special Rate Indicator
RBW	Regular Bi-weekly	H	
OT	Overtime Pay	H	
DOT	Doubletime Pay	H	
LSH	Local 200 Shift Differential	U	
LLP	Local 200 Lead Pay	H	
LSC	L200 Snow Day Close STG Time	H	
LSD	L200 Snow Delay Half-Time	H	
HOL	Holiday Pay	H	
BIR	Birthday	H	
VAC	Vacation	H	
SIC	Sick Pay	H	
BER	Bereavement Leave	H	
TRA	Travel Allowance	H	
JDP	Jury Duty Pay	H	
PER	Personal Time	H	
LRD	Longevity Recognitions Days	H	
OTS	Overtime Special Rate	H	Yes
LOA	Operations Assistant Special	H	Yes

➤ 1.4 Transaction Status Definitions

- ❖ **Not Started:** The employee has not viewed or entered Time Sheet or Exception Time hours for the pay period you have selected.
- ❖ **In Progress:** The employee has viewed or entered Time Sheet or Exception Time hours but has not submitted the hours for approval.
- ❖ **Pending:** The employee has submitted Time Sheet or Exception Time hours for approval.
- ❖ **Approved:** The approver has approved Time Sheet or Exception Time hours.
- ❖ **Return for Correction:** The approver does not agree with Time Sheet or Exception Time hours submitted and has sent the hours back to the originator for correction. The originator needs to make changes and submit the hours for approval again.