

Timekeeping Tips – Avoid Delays, Angry Employees, More Work, and Costly Fees

- Time files close promptly on the published dates (normally, 10 a.m.). Click [here](#) for the payroll processing schedule. Plan ahead to get all timekeeping keyed before the system locks you out.
 - Publish your departmental deadlines to all of your employees so they can give you leave or work hour records in time for keying.
 - Repeat those deadlines to your employees each pay period as a friendly reminder.
- Banish all weekly timesheets from your department!
 - Provide a daily or semi-monthly timesheet to all wage employees.
 - Consider asking wage employees to submit their time daily so you can key it daily. Remember, until you "submit," you can key and save time throughout the pay period.
- Do not "anticipate" or estimate time worked unless directed to do so by Payroll Services due to holiday processing schedules.
- If you know an employee has been out but you have not yet received an approved leave slip, ask the supervisor to tentatively submit the leave for the employee. If you are using the Lotus Notes leave system, key the pending leave request or ask the supervisor to approve it for submission before the deadline.
- Anyone with timekeeping access, whether primary or back-up, must assign a proxy with the same security access on the NTRPROX form. It is a one-for-one relationship; therefore, your proxy should set you up as his/her proxy. Click [here](#) for PHATIME user guide and detailed instructions.
- Periodically share "Timekeeping Roles and Responsibilities" with your departmental staff so they understand their accountability. Click [here](#) for a copy.

General Reminders When Submitting Time On-line

- Do not submit blank timesheets.
- Do not key "0" (zero) hours in a day. If you key a day in error, delete it entirely; don't change it to zero.
- No leave usage should be keyed on holidays (except for employees working shifts greater than 8 hours). You should NOT key annual, sick, or other leave types on a holiday.
- Do not submit records that did not have time entry (no hours or leave to report). The records will remain **In Progress!**
 - Enter only leave taken or additional hours worked for Classified or Faculty. Those with no time entry will remain as **In Progress** and they will be paid by default.
 - If a student or hourly employee did not work any hours, do not enter or submit anything for them. They will NOT get paid!
- You will not see the records for employees out on a VSDP claim. Leave for those employees is handled by HR while the claim is open.

Using the Transaction Status Drop-Down Box

- If you are starting to enter time in a new timesheet org for the FIRST time, the Transaction Status must be **Not Started**.
- You can choose transaction status **Not Started** multiple times to extract time records for NEW employees added after you opened the time files.
- Do not change the value in the "Shift" field in PHATIME; it **must ALWAYS be 1** (default).
Important: If you accidentally key anything other than 1 in this section, change it back to 1 or it will cause a payroll error that will result in non-payment if not caught in time (a labor-intensive process to correct)!
- If you are returning to PHATIME to complete time entry, the Transaction Status must be **ALL (Except Not Started)** to see the status of all the records.
- Choose **IN PROGRESS** to see records that have not been submitted.
- Choose **Pending** to see all time records that were submitted for approval.
- You MUST choose the **Return for Correction** transaction status to view and modify those time records that Payroll Services returns to you. **You MUST save and resubmit these records a SECOND time to Payroll!**
- If you are checking leave balances in PHATIME, the status must be **IN PROGRESS**.

Leave Plans & Leave Types: Know what your employees are eligible for

- Banner forms PEAEMPL and PEALEAV show employees' eligible leave category: Traditional or VSDP.
 - Employees in the Traditional leave plan are not eligible for personal (PFL) and family (FPF) leave.
 - Employees in the VSDP plan are not eligible for family sick leave (FSK).
- You can check your employees' leave balances in PHATIME by clicking on "Options" and then choosing "List Leave Balances."