PHATIME – Time Entry

1. Log in to Banner.
2. Key PHATIME in the Go To box and press “Enter”
3. Your VCU eID displays in the top left corner of the form.
   a. If you are acting as a proxy for someone, indicate their VCU eID in the Proxy For: field.
4. Enter/select the following in the Key block:
   a. Entry by: Time Sheet (default)
   b. Time Entry Method: Department (default)
   c. COA: V (default)
   d. Organization: Enter the time sheet organization code
   e. Transaction Status: Not Started
   f. Year: Current Calendar Year (default)
   g. Payroll ID: SM
   h. Payroll Number: view Payroll Calendar info by clicking the Search (▼) icon.
5. Next Block, ( or Ctrl/PgDn).
6. The message displays “Do you want to extract time to begin time entry? Click Yes.
7. Once the extract is complete, a message displays that indicates how many transactions/employees processed successfully and number of any errors.
8. Click Continue in the pop-up message window to begin time entry and move to the Jobs block.
9. **Select**/click desired employee ID in the **Jobs block**. Use arrows on right side to scroll through employees.

10. **Next Block**, ( or Ctrl/PgDn), to move to **Time Entry block**.

11. **Enter** appropriate **Earn** code and **hours by day**.

12. **Save** ( or F10).

13. Click **Options>Submit Time for Approvals** for **each employee**.

14. To **exit**, click **X** or Ctrl + Q

15. Time keeping is **complete**.

16. Check **Submit status** of time records on the **PHIETIM** form.

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