Internet-Native Banner Department Time Certification

Action Items:

- Use Internet-Native Banner to extract and approve time sheets for specific working groups of employees: Faculty, Graduate Assistants, Supplemental Pay positions, and/or Housestaff personnel who are assigned to your organization

1. In order to log into internet-native banner, go to [myslu.slu.edu](https://myslu.slu.edu) and click on the Login button

![Login Screen](https://example.com/login_screen.png)

2. Enter your **SLU Net ID** and **Password** and click the Login button

![Login Screen](https://example.com/login_screen.png)
3. The view will default to the **Home tab**. You will want to click on the **Tools tab**.

4. Click on **Internet Native Banner icon**

5. Type in **PHATIME** at the **GO TO field** and hit **Enter**
Internet-Native Banner Department Time Certification

6. The cursor placement on the screen will default to the **Organization field** and the **User ID** will default to the first name in the list.

7. In the general block, the goal is to start or initiate timesheets for faculty, graduate assistants, supplemental pay positions and/or house staff personnel who are assigned to your organization.

**Fields should pre-populate:**
- **Year** - (should reflect the current calendar year)
- **Entry By** - (should default to timesheet)
- **Time Entry Method** - (should default to department)
- **Transaction Status** - (should default to not started)

*if any of these are not as indicated, use the drop down box next to each to make the correct selection*

**Fields to be completed:**
- **Proxy For field** - type in the approver’s name you are filling in for or search for the name (if applicable)
- **Organization field** - enter the number of the department you are certifying
- **Payroll ID field** - enter MN (for monthly) or BW (for bi-weekly)
- **Payroll Number field** – the month for salaried employees,
8. One the Payroll Number field has been entered, hit the TAB button in order for the pop up box to appear that will provide the BEGIN and END dates for the payroll number entered. If the dates are accurate, click OK.

9. An Extract Process Popup will appear on the form asking “do you want to extract time to begin time entry”. Click YES. At this point, Internet-Native Banner will start the extraction for the selected departments, faculty, supplemental pay positions, graduate assistants and house staff. When banner completes the extraction, you will be informed as to how many records were extracted. On rare occasions, the message could include time records with errors and you will be asked if you would like to view those errors. If this occurs, please contact Payroll Services.

10. Click on the Continue button.
11. Next, you will be dropped into the JOBS block of the PHATIME screen. Each person listed in the department needs to have exception time entered, if applicable, and a timesheet submitted similar to a web time sheet but by using internet-native banner instead. The list of employees will show up alphabetically one at a time in the JOBS block. If there is a certain employee that should no longer be active on payroll please contact hris@slu.edu and Payroll@list.slu.edu to correct immediately. Review record for changes and if there needs to be exception time entered.

12. In order to add exception time for a specific employee and position number displayed, press control button and page down button simultaneously. This will drop you into the time entry block. Next click on the Time Entry Earn drop down button for a list of valid earnings codes listed for the employee.
13. Select the appropriate earnings code from the window and click on OK.

14. Using the Tab key, move to the appropriate dates involved in the leave of absence. The form will scroll automatically when you use the tab option in this way. You will go to the correct absence field to enter in time, hitting tab to each day until all absences have been recorded.

15. When you have finished entering in leave recorded, hit F10 or Save button.
16. Once saved, the message “Transaction Complete: applied records saved” will appear at the bottom of the screen.

If more than one type of leave needs to be recorded, press the down arrow on the keyboard to move to the next line of the time entry block and repeat the earlier steps.

17. After all absences are reported for the displayed employee, press control button and page up button simultaneously to return to the JOBS block. Next, submit the timesheet by clicking on **Options > Submit Time for Approvals**. Use the down arrow key again to proceed to the next employee’s JOB block. Repeat these steps until you get to the last employee.

18. Once completed, exit PHATIME screen by clicking on the **EXIT button** to return to the general menu screen.
Certifying Continued Eligibility for Pay

1. In order to certify continued eligibility for pay login into internet-native banner by going to [myslu.slu.edu](https://myslu.slu.edu) and click on the Login button

2. Enter your **SLU Net ID** and **Password** and click the Login button
3. The view will default to the **Home tab**. You will want to click on the **Tools tab**.

4. Click on **Internet Native Banner icon**

5. Type in **PHADSUM** at the **GO TO field** and hit **Enter**
6. If you go to this screen directly after being on PHATIME, then many of the fields will default.

Note: If you do not go directly to PHADSUM screen from PHATIME, then the following fields will need to be reviewed and possibly updated:

- **User ID** - (should default)
- **Proxy For field** - (may need to be populated)
- **Approval of** - should always be timesheet (if not, click on drop down to change)
- **COA** - (will always be 1)
- **Organization field** - should default or can be changed)
- **Transaction Status** - (change to reflect ALL)
- **Year** - (should reflect the current calendar year)
- **Payroll ID field** – enter MN (for monthly) or BW (for bi-weekly)
- **Payroll Number field** – the month for salaried employees
7. Press control button and page down button simultaneously to go to the Summary Block.

Fields in Summary Block:
- **ID** - Employee’s Banner ID Number and Employee Name to the right of number
- **Position** - Employee Position Number
- **Queue Status** - will show if timesheet is in process, pending, in error, returned for correction or approved
- **Required Action** – tells what needs to be done on timesheet to advance in the process
- **Approve or Acknowledge** – checked if timesheet is in pending status. This will not cause the record to be approved unless you select by all actions from the Options drop down menu after checking the boxes
- **Return for Correction** – should not be used
- **Comments Exist** – shows comments were added to a timesheet during the PHATIME process
- **Errors Exist** – there is an error message appearing on the timesheet

Please note: If there error is “No Time Entered” then this would be acceptable as no leave was taken

Navigation in the PHADSUM summary block is accomplished by using the up and down arrow keys on your keyboard. As you scroll through the names, make sure any absences reported on PHATIME appear on this form in total
8. Click on **Options > Apply All Actions** which will apply any timesheet to the approve status if the Approve or Acknowledge box was checked in the Summary Block. Any timesheets that were not approved will be shown first on the form.

9. Once completed, exit PHADSUM screen by clicking on the **EXIT button** to return to the general menu screen.
Internet-Native Banner Department Time Certification

10. Exit Internet-Native Banner by clicking on the **Exit Button**

*Please feel free to contact payroll@list.slu.edu with additional questions*