



# 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**

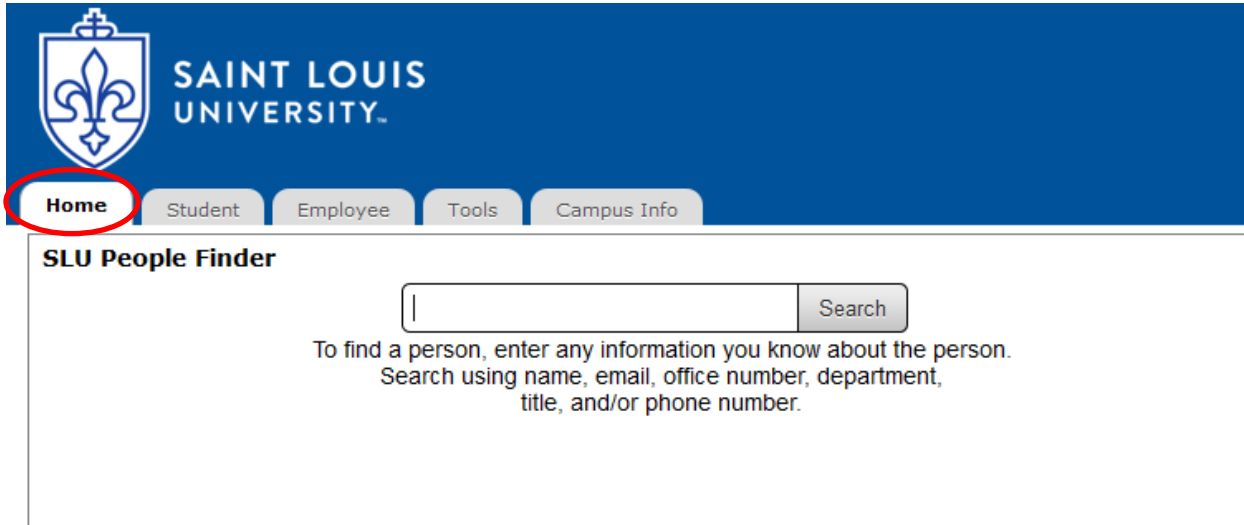
The screenshot shows a web browser window with the URL <https://myslu.slu.edu> in the address bar, which is circled in red. The page header features the Saint Louis University logo and the text "SAINT LOUIS UNIVERSITY" and "mySLU". Below the header, there is a "Login" button circled in red. To the right of the button, there is a "Welcome to mySLU" section with instructions on how to login and a "What's inside" section with links for Students, Staff, and Faculty. At the bottom left, there are links for "Go to Google Apps" and "Learn More".

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

The screenshot shows the Saint Louis University login page. The header reads "SAINT LOUIS UNIVERSITY". Below the header, there is a large blue fleur-de-lis logo with a yellow padlock in front of it. To the right of the logo, the text "Login to Saint Louis University:" is displayed. Below this text, there are two input fields: "SLU Net ID:" and "Password:". The "SLU Net ID:" field has a "Don't Know your Username?" link below it. The "Password:" field has a "Forgotten Password?" link below it. Both input fields and the "Login" button below them are circled in red. At the bottom of the page, there is a message: "Please logout and close your browser after using secure websites" and a link: "Questions about login.slu.edu?".

## Internet-Native Banner Department Time Certification

3. The view will default to the **Home** tab. You will want to click on the **Tools** tab.



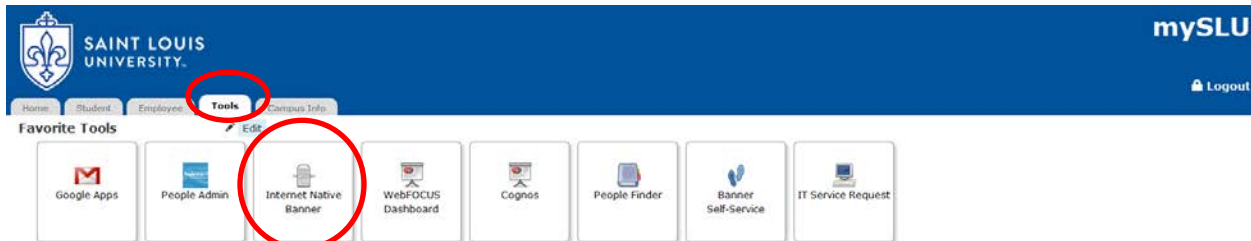
SAINT LOUIS UNIVERSITY

Home Student Employee Tools Campus Info

### SLU People Finder

To find a person, enter any information you know about the person.  
Search using name, email, office number, department,  
title, and/or phone number.

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



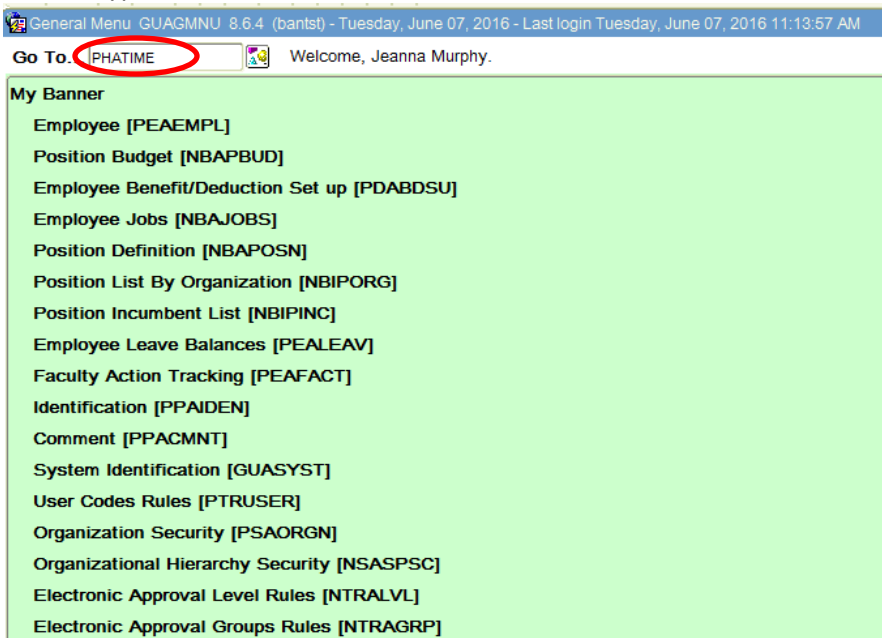
SAINT LOUIS UNIVERSITY mySLU

Home Student Employee Tools Campus Info Logout

Favorite Tools

- Google Apps
- People Admin
- Internet Native Banner
- WebFOCUS Dashboard
- Cognos
- People Finder
- Banner Self-Service
- IT Service Request

5. Type in **PHATIME** at the **GO TO** field and hit **Enter**



General Menu GUAGMNU 8.6.4 (bantst) - Tuesday, June 07, 2016 - Last login Tuesday, June 07, 2016 11:13:57 AM

Go To. PHATIME Welcome, Jeanna Murphy.

### My Banner

- Employee [PEAEMPL]
- Position Budget [NBAPBUD]
- Employee Benefit/Deduction Set up [PDABDSU]
- Employee Jobs [NBAJOBS]
- Position Definition [NBAPOSN]
- Position List By Organization [NBIPORG]
- Position Incumbent List [NBIPINC]
- Employee Leave Balances [PEALEAV]
- Faculty Action Tracking [PEAFACIT]
- Identification [PPAIDEN]
- Comment [PPACMNT]
- System Identification [GUASYST]
- User Codes Rules [PTRUSER]
- Organization Security [PSAORGN]
- Organizational Hierarchy Security [NSASPSC]
- Electronic Approval Level Rules [NTRALVL]
- Electronic Approval Groups Rules [NTRAGRP]



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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,



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8. Once 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**

Time Entry Selection Criteria PHATIME 8.4 (bantst)

Begin: 01-MAY-2016 End: 31-MAY-2016 Check: 31-MAY-2016

Employee

ID: [dropdown]

Last Name: [text field]

OK Cancel

9. An Extract Process Popup will appear on the form asking “do you want to extract time to begin time entry”. Click YES.

Extract Process

Do you want to extract time to begin time entry?

Yes No

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

Forms

13 time record(s) processed with no errors.

Continue



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11. Next, you will be dropped into the JOBS block of the PHATIME screen.

Electronic Approvals of Time Entry PHATIME 8.4 (bantst)

User ID: MURPHYJMA Proxy For:   Superuser

Entry by: Time Sheet Time Entry Method: Department

COA: 1 Organization: D574 Physics Transaction Status: In Progress

Year: 2016 Payroll ID: MN Monthly Payroll Number: 6 01-JUN-2016 to 30-JUN-2016

Jobs ID	Last Name	First Name	Position Suffix	Status	Method
000311096	Comer	Gregory	999970 00	In Progress	Department

Time Entry Earn	Time In and Out Shift	Special Rate	Hours or Units	Totals by Earn	Wed Jun 01	Thu Jun 02	Fri Jun 03	Sat Jun 04	Sun Jun 05	Mon Jun 06	Tue Jun 07
		0.000000									

Total Hours:   
Total Units:

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 [hريس@slu.edu](mailto:hريس@slu.edu) and [Payroll@list.slu.edu](mailto: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.

Time Entry Earn

Time In and Out Shift	Special Rate	Hours or Units	Totals by Earn	Wed Jun 01	Thu Jun 02	Fri Jun 03	Sat Jun 04	Sun Jun 05	Mon Jun 06	Tue Jun 07
	0.000000									

Total Hours:   
Total Units:



## Internet-Native Banner Department Time Certification

13. Select the appropriate earnings code from the window and click on OK

Employed Earnings Codes

Find(UPLM%)

Code	Description	Rate Ind
UPLM	Unpaid Leave	R

Find OK Cancel

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.

Time Entry Earn

Code	Description	Time In and Out Shift	Special Rate	Hours or Units	Totals by Earn	Wed Jun 01	Thu Jun 02	Fri Jun 03	Sat Jun 04	Sun Jun 05	Mon Jun 06	Tue Jun 07
UPLM	Unpaid Leave	<input checked="" type="checkbox"/>	1	0.000000	8.00		8.00					

Total Hours: 8.00 0.00 8.00 0.00 0.00 0.00 0.00 0.00  
Total Units: 0.00

15. When you have finished entering in leave recorded, hit **F10** or **Save** button.

Electronic Approvals of Time Entry PHATIME 8.4 (bantst)

User ID: MURPHYJMA Proxy For:  Superuser

Entry by: Time Sheet Time Entry Method: Department

COA: 1 Organization: D674 Physics Transaction Status: In Progress

Year: 2016 Payroll ID: MN Monthly Payroll Number: 6 01-JUN-2016 to 30-JUN-2016

Jobs ID	Last Name	First Name	Position Suffix	Status	Method
000311096	Comer	Gregory	999970 00	In Progress	Department

Time Entry Earn

Code	Description	Time In and Out Shift	Special Rate	Hours or Units	Totals by Earn	Wed Jun 01	Thu Jun 02	Fri Jun 03	Sat Jun 04	Sun Jun 05	Mon Jun 06	Tue Jun 07
UPLM	Unpaid Leave	<input checked="" type="checkbox"/>	1	0.000000	8.00		8.00					

Total Hours: 8.00 0.00 8.00 0.00 0.00 0.00 0.00 0.00  
Total Units: 0.00



## Internet-Native Banner Department Time Certification

16. Once saved, the message “Transaction Complete: applied records saved” will appear at the bottom of the screen.

FRM-40407: Transaction complete: applied records saved.

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.

**Options** Block Item Record (

- View Errors [PHIDERR]
- Restart Time for Employee
- Submit Time for Approvals**
- View or Change Routing Queue
- List Leave Balances
- Approve Time
- Acknowledge Time
- Return Time for Correction
- Cancel Time

18. Once completed, exit PHATIME screen by clicking on the **EXIT button** to return to the general menu screen

Time Entry Earn		Time In and Out	Shift	Special Rate	Hours or Units	Totals by Earn	Wed Jun 01	Thu Jun 02	Fri Jun 03	Sat Jun 04	Sun Jun 05	Mon Jun 06	Tue Jun 07
UPM	Unpaid Leave			1	0.000000	8.00		8.00					
						<b>Total Hours:</b>	0.00	8.00	0.00	0.00	0.00	0.00	0.00
						<b>Total Units:</b>	0.00						



SAINT LOUIS  
UNIVERSITY  
— EST. 1818 —

## Internet-Native Banner Department Time Certification

### 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**

The screenshot shows a web browser window with the URL <https://myslu.slu.edu> in the address bar, which is circled in red. The page header features the Saint Louis University logo and the text "mySLU". Below the header, there is a "Login" button circled in red. To the right of the button, the text reads: "Welcome to mySLU", "mySLU is a central hub for online tools here at Saint Louis University.", "mySLU recently relaunched with a new look and feel, but the same features you've come to depend on.", "To login, click the login button to the left", "mySLU is one of the applications on campus using Central Authentication Service. When you click on the login button, you'll be redirected to https://login.slu.edu to login.", and "What's inside" with a list of user roles: Students, Staff, and Faculty. At the bottom of the page, there are links for "Go to Google Apps" and "Learn More".

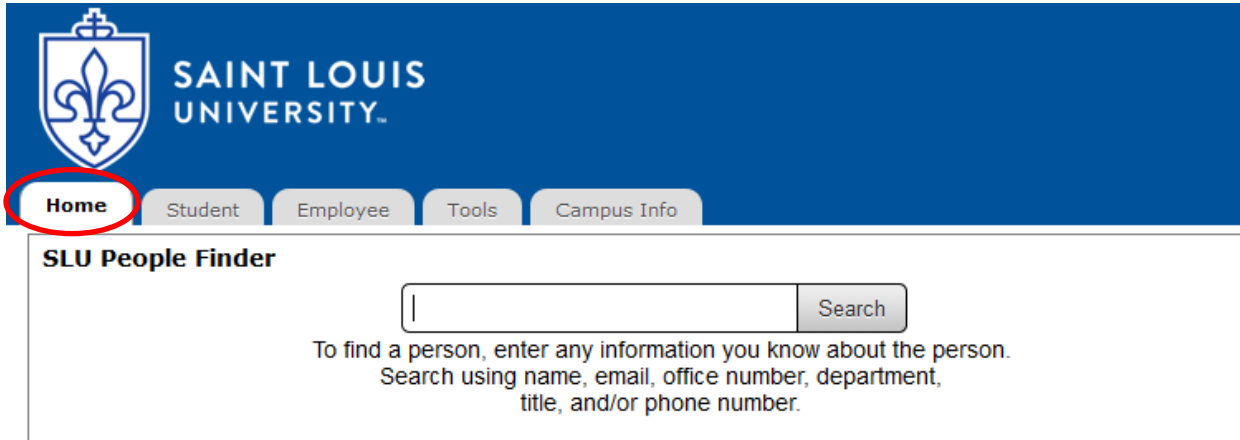
2. Enter your **SLU Net ID** and **Password** and click the Login button

The screenshot shows the Saint Louis University login page. The header features the text "SAINT LOUIS UNIVERSITY". Below the header, there is a large blue and gold logo of the university. To the right of the logo, the text reads: "Login to Saint Louis University:", "SLU Net ID:", "Password:", and "Login". The input fields for "SLU Net ID:" and "Password:" are circled in red, as is the "Login" button. Below the input fields, there are links for "Don't Know your Username?" and "Forgotten Password?". At the bottom of the page, there is a message: "Please logout and close your browser after using secure websites" and a link for "Questions about login.slu.edu?".



## Internet-Native Banner Department Time Certification

3. The view will default to the **Home tab**. You will want to click on the **Tools tab**.



SAINT LOUIS UNIVERSITY

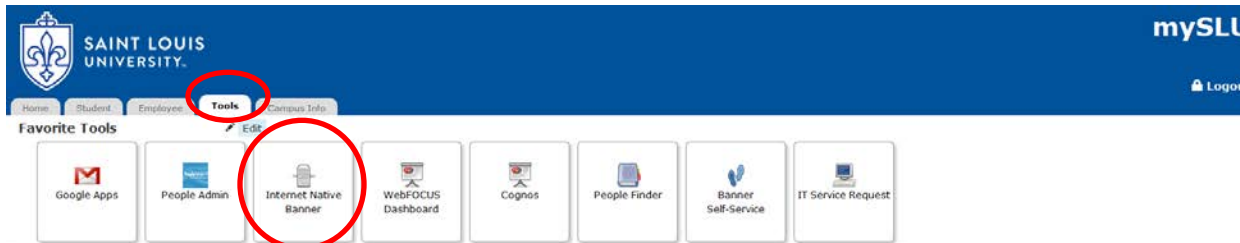
Home Student Employee Tools Campus Info

**SLU People Finder**

Search

To find a person, enter any information you know about the person.  
Search using name, email, office number, department, title, and/or phone number.

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



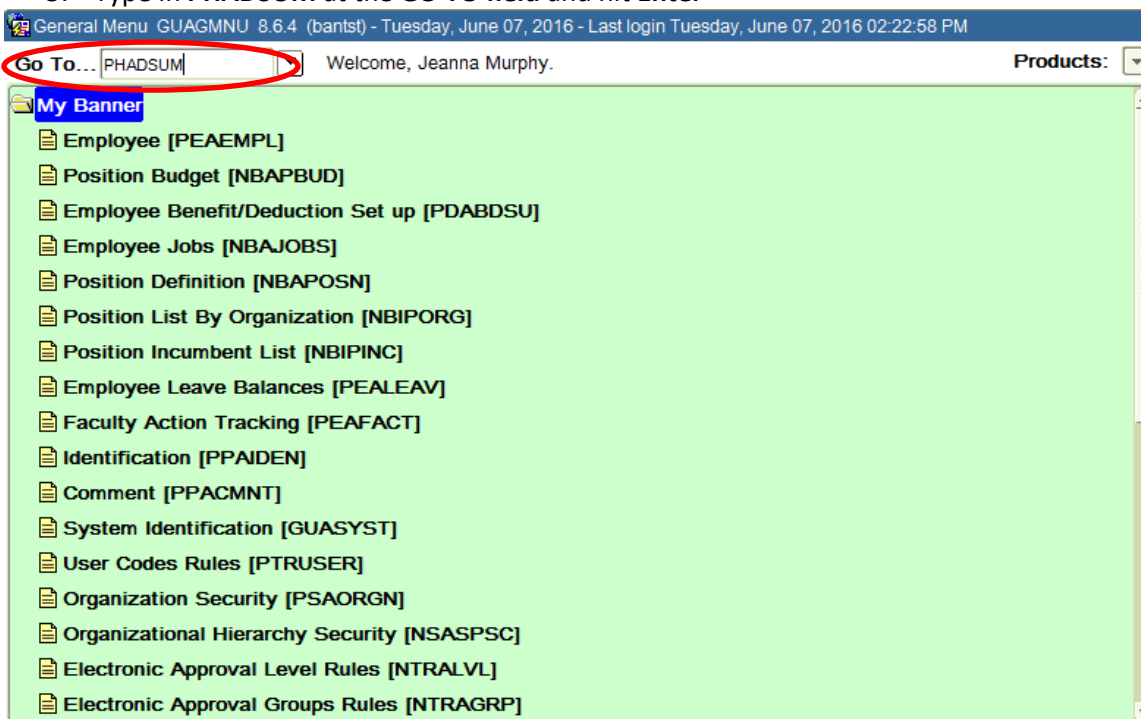
SAINT LOUIS UNIVERSITY mySLU

Home Student Employee Tools Campus Info Logout

Favorite Tools

Google Apps People Admin **Internet Native Banner** WebFOCUS Dashboard Cognos People Finder Banner Self-Service IT Service Request

5. Type in **PHADSUM** at the **GO TO** field and hit **Enter**



General Menu GUAGMNU 8.6.4 (bantst) - Tuesday, June 07, 2016 - Last login Tuesday, June 07, 2016 02:22:58 PM

Go To... PHADSUM Welcome, Jeanna Murphy. Products: ▾

**My Banner**

- Employee [PEAEMPL]
- Position Budget [NBAPBUD]
- Employee Benefit/Deduction Set up [PDABDSU]
- Employee Jobs [NBAJOBS]
- Position Definition [NBAPOSN]
- Position List By Organization [NBIPORG]
- Position Incumbent List [NBIPINC]
- Employee Leave Balances [PEALEAV]
- Faculty Action Tracking [PEAFACT]
- Identification [PPAIDEN]
- Comment [PPACMNT]
- System Identification [GUASYST]
- User Codes Rules [PTRUSER]
- Organization Security [PSAORGN]
- Organizational Hierarchy Security [NSASPSC]
- Electronic Approval Level Rules [NTRALVL]
- Electronic Approval Groups Rules [NTRAGRP]



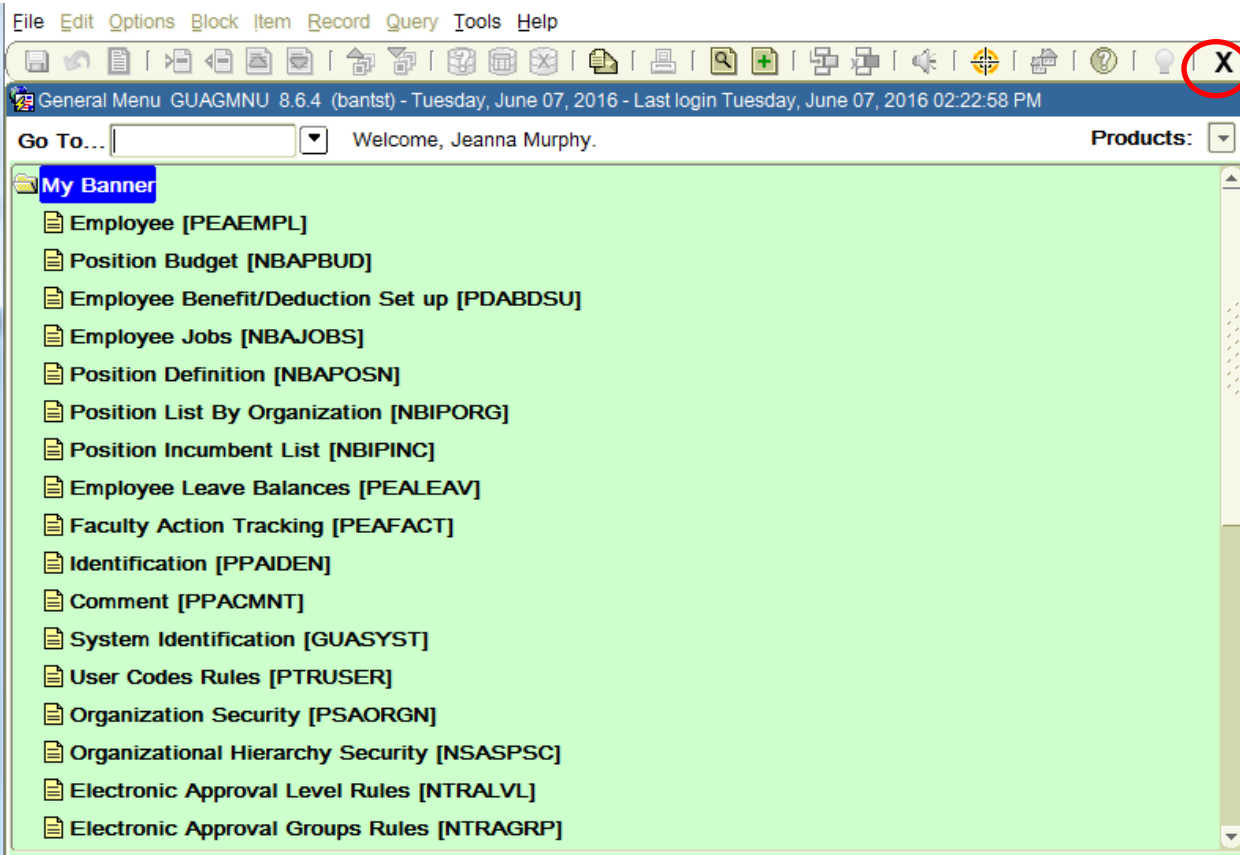






## Internet-Native Banner Department Time Certification

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



*Please feel free to contact [payroll@list.slu.edu](mailto:payroll@list.slu.edu) with additional questions*