Banner Human Resources
Web Time Entry Training Workbook
for Foothill – De Anza CCD

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SunGard Higher Education
4 Country View Road
Malvern, Pennsylvania 19355
United States of America
(800) 522 - 4827

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Revision History Log

Publication Date	Summary
4/30/08	New version that supports Human Resources Banner 8.0 software.

Think before you print.

Table of Contents

Introduction

Course goal

The goal of this workbook is to provide you with the knowledge and practice to set up and fully access the Web for time entry function at your institution.

Course objectives

In this course you will learn how to

- enter the appropriate data on the forms used to provide access to time entry on the Web
- describe the approval routing process
- enter time through the Web
- request a leave through the Web
- approve time through the Web
- approve a request through the Web
- set up proxy information through the Web.

Intended audience

Human Resources Office Administrators and Staff. Faculty, Supervisors, and Administrative Assistants.

Prerequisites

To complete this course, you should have

- completed the Education Practices computer-based training (CBT) tutorial *Banner 8 Fundamentals*, or have equivalent experience navigating in the Banner system

- administrative rights to create and perform the necessary set up in Banner (HR Staff only)

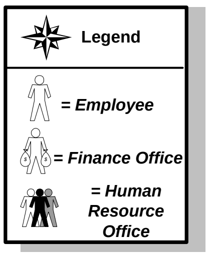
Process Introduction

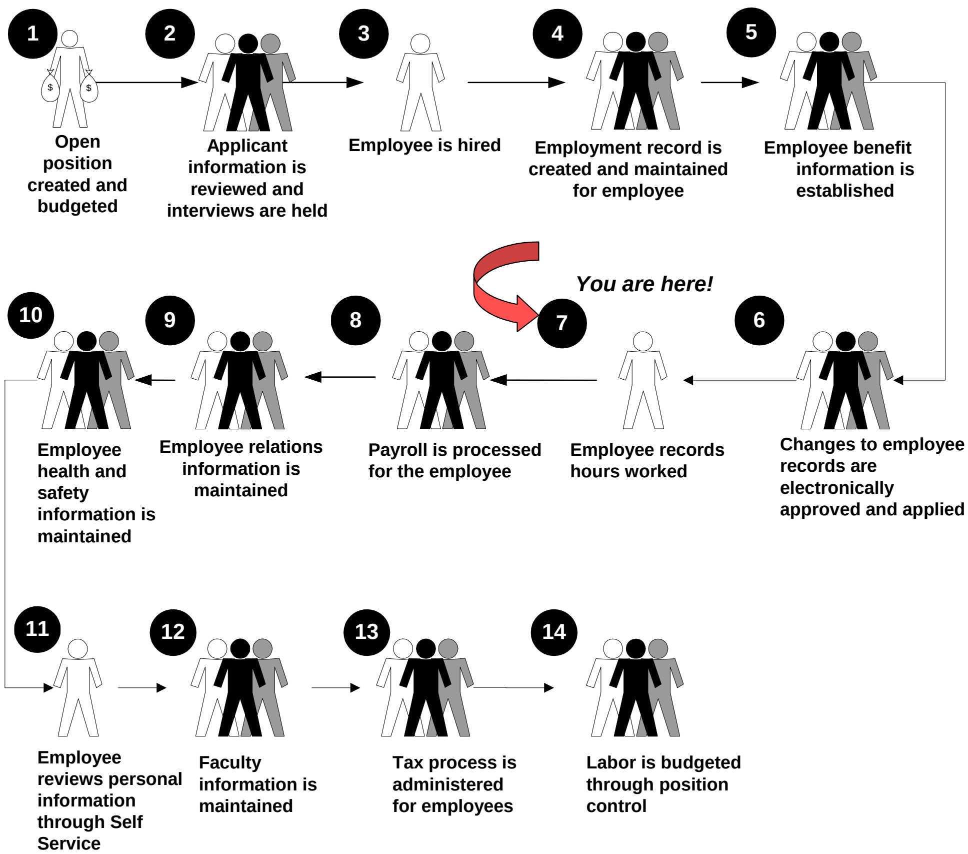
Introduction

The Banner Web Time Entry process is provided to allow employee's to enter their time on the Web. The Human Resources office is responsible for setting up the rules for entering time through the Web and then monitoring that function.

Flow diagram

This diagram highlights the processes used by employees to record their time over the Web within the overall Human Resources process.




1
Open position created and budgeted
2
Applicant information is reviewed and interviews are held
3
Employee is hired
4
Employment record is created and maintained for employee
5
Employee benefit information is established
You are here!
6
Changes to employee records are electronically approved and applied
7
Employee records hours worked
8
Payroll is processed for the employee
9
Employee relations information is maintained
10
Employee health and safety information is maintained
11
Employee reviews personal information through Self Service
12
Faculty information is maintained
13
Tax process is administered for employees
14
Labor is budgeted through position control

About the process

- Human Resources activate all the Banner forms to be displayed on the Web.
- Employees enter time through the Web.
- Supervisor approves time or sends it back for correction, if necessary.

Overview of Time Entry and Approvals Processing

Entering time for approval

Through the Web, an employee can start time entry or choose to continue entering data for a pay period that is in process. Once the system determines that a payroll requires entry, an initial extract process gathers the default information for the pay period. This extract process can be equated to an initial extract of the Pay Period Extract Process (PHPTIME). It does not, however, lock the employee's job and deduction records as the PHPTIME process does; that is, the records can still be updated after this process is complete. Each time a time sheet or leave request is subsequently accessed on the Web or PHATIME, it is automatically populated with any previously entered data.

An employee can enter time on a time sheet or request leave for a particular pay period any day during the time frame established for time entry for that period via the rules on PTRPICT and PTRCALN. During each time entry session, time can be reported or requested for a single day or for several days. Time can be entered throughout the time entry period. After completing a time sheet or leave request, the employee or departmental timekeeper can submit it for approval. Approvers can choose to update or change employee time.

Return for correction

If a time sheet was entered on the Web, the action taken depends on the setting of a rule on the Position Control Installation Rule Form (NTRINST). The time sheet either will be returned for correction to the employee on the Web or returned to the first approver in the queue. When there is only one approver in the queue and the rule specifies that time goes back to the first approver in the queue, the time sheet will remain with that approver for correction. Web leave requests always go back to the employee on the Web for correction. An approver can make changes to the hours entered by the employee and can then return the time sheet to the employee or department administrator.

Note: There is no notice to the employee or originator that the timesheet was returned for correction.

Note: If the approver believes the time sheet or leave request is incorrect and he/she is not authorized by organizational rules to change the time, he/she can then return the time sheet or leave request for correction.

Transaction status

Time entered over the Web is always associated with a transaction status. The transaction status represents the stage of a time transaction is as it moves from time entry through the approval process.

Processing of approved time sheets

All time sheet information entered via the Web is stored in time entry tables. An approval queue must be set up before time can be entered via the Web. After a time sheet is approved, the Mass Time Entry Process (PHPMTIM) moves the data from the Web time entry tables into the Mass Time Table (PHRMTIM) and processes the time (using various edits) and places it into the payroll history tables with the appropriate disposition. This data then continues through the normal payroll processing.

Processing of leave requests

A leave request can be entered by an employee on the Web. All leave requests must go through the approval process. When the pay period for which the leave has been requested is started and the requested time has not been returned for correction, the requested time is copied to the employee's time sheet. The employee can then make any necessary changes to the time information and submit the time sheet for approval.

Day-to-Day Operations

Section goal

The goal of this section is to explain the day-to-day procedures for entering time through the Web application at your institution.

Objectives

In this section you will learn how to

- describe the approval routing process
- enter time through the Web
- request a leave through the Web
- approve time through the Web
- approve a request through the Web
- set up proxy information through the Web.

Process Introduction

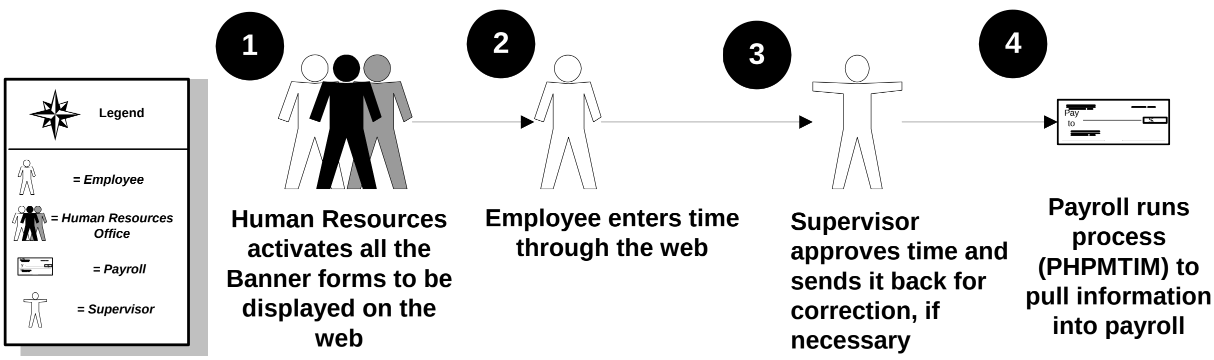
About the process

The Human Resource Office can

- activate all of the Banner forms to be displayed on the Web (See Section B – Set up)
- run the Payroll process.

Flow diagram

This diagram highlights the processes used to enter and approve time through the Web.



What happens

The stages of the process are described in this table.

Stage	Description
Human Resource Office	
1	Human Resources activates all the Banner forms to be displayed on the Web.
2	Employee enters time through the Web.
3	Supervisor approves time or sends it back for correction, if necessary.
4	Payroll runs the Mass Time Entry Process (PHPMTIM) to pull information into PHAHOUR, the On-Line Time Entry form.

Outline of Approval Routing Process

Approval process

Multiple routing processes can be set up within an employee class, organization code, position, and/or an employee's multiple jobs. The following table details how the approval process uses the multiple set up forms.

1. Originator submits time for approval through the Web.

2. A routing queue is established on NTRRQUE, NBAJQUE, or NBAPOSN. These forms list approvers assigned to approve time transactions belonging to a certain position or an organization at your institution. Approvers are listed in the sequence that they are notified to approve a time transaction.

System checks NBAJQUE for routing queue for the employee's position.

- If no values exist for the position on NBAJQUE, the system checks NTRRQUE for the employee's position.
- If no values exist for the position on NTRRQUE, the system checks NTRRQUE for an organization code set up.
- If no values exist on NTRRQUE for organization code, the system looks for a value in the **Reports To** field on NBAPOSN.
- If the **Reports To** field is not populated, the system displays an error message. A routing must be created before the entry can be submitted.

3. When an approver needs to approve transactions, he/she receives electronic notification during his/her sign on to Internet Native Banner (INB) to access the Human Resources forms. The message *You have Electronic Approvals Transactions. Do you wish to view?* appears. You select *Time Sheets/Leave* to view time transactions which takes you to the Department Approval Summary Form (PHADSUM) to approve time sheets and leave requests.

Note: There is no notification of pending approvals when a person logs onto Self Service Banner (SSB).

4. Once you approve the transactions, then the time moves down the queue to the next approver (he/she also receives the electronic message) until all the approvers have approved the transactions. Once the final approver takes action and approves the time transactions, the transaction status for all of the specified time sheets or leave requests on PHADSUM changes to *Approved*. When the system determines which approval queue is used, it prioritizes the existing approval queues in the following sequence.

- The Web uses the approval queue established on NBAJQUE.
- If no queue exists on NBAJQUE, then the Web uses the queue established with the employee's position on NTRRQUE.
- If no position queue exists on NTRRQUE, then the Web uses the queue established with the employee's time sheet organization code on NTRRQUE.
- If no organization queue exists on NTRRQUE, then the Web uses the **Reports To** field established for the employee's position on the Position Definition Form (NBAPOSN).
- If no routing queue is found during the extract process, error messages are generated. On the Web, the employee receives a message to contact the payroll office. The time transaction cannot be extracted without a routing queue. The error messages can be seen on the Payroll Error Display Report (PHRDERR) or the Pay History Display Errors Form (PHIDERR).
- Note: Extract processes can only occur via the Web after the close of the pay period.
- Once all approvers submit approved records, Payroll is able to run the Mass Time Entry Process (PHPMTIM).

Entering Time through the Web

Time reporting functions

Banner Web Time Entry enables employees to report their time on the Web and to submit the time transactions (time sheets or leave requests) directly from the Web to the Banner HR system.

The following functions are available for entry:

- Click on **Save** to enter the next value
- Click on **Copy** to copy the value to other days
- Click the **Account Distribution** button to allow labor distribution overrides (based on employee class)

Time In and Out functions:

- Time must be entered in 15-minute increments
- Both Time In and Out must be entered
- The Next Day option **Save**s your record and takes you to the next day for entry
- The Add New Line option adds another entry line to the page
- The Delete option removes the entry from the day
- The Previous Menu option displays the Time Sheet page; the hours entered on the Time In and Out page display in the Summary area; the hours are broken down by shift

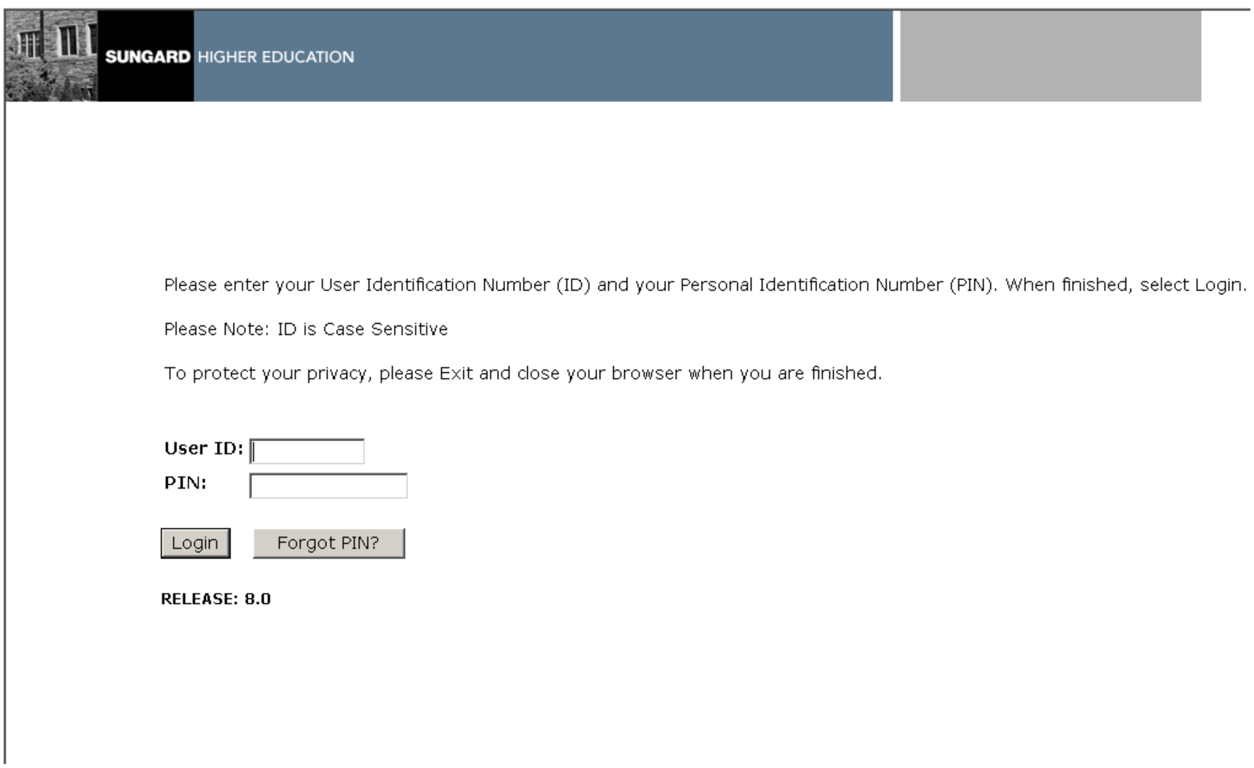
Superuser status

Superusers can submit any leave report or time sheet with an *In Progress* status when the time/leave entry period is open.

A superuser can also extract any leave report/time sheet when the leave/time entry period is open. If the entry period has not yet opened, then no one can extract a leave report/time sheet.

These capabilities allow superusers to have flexibility in handling time sheets when an employee is unable to extract or submit their timesheet on time. If the superuser knows that the employee won't be able to extract or submit their time sheet before the entry period closes, he/she won't have to wait for the entry period to close to process a time sheet for the employee.

Screen image



Steps

Follow these steps to complete the process.

1. Access Internet Explorer or Netscape and enter the URL as provided by your instructor.

2. Access the **Enter Secure Area** option.

3. Enter the User ID in the **User ID** field.

4. Enter the PIN in the **PIN** field.

5. Click the **Login** button.

6. From the Main Menu, select Employee.

7. From the Employee Services page, select **Time Sheet**.

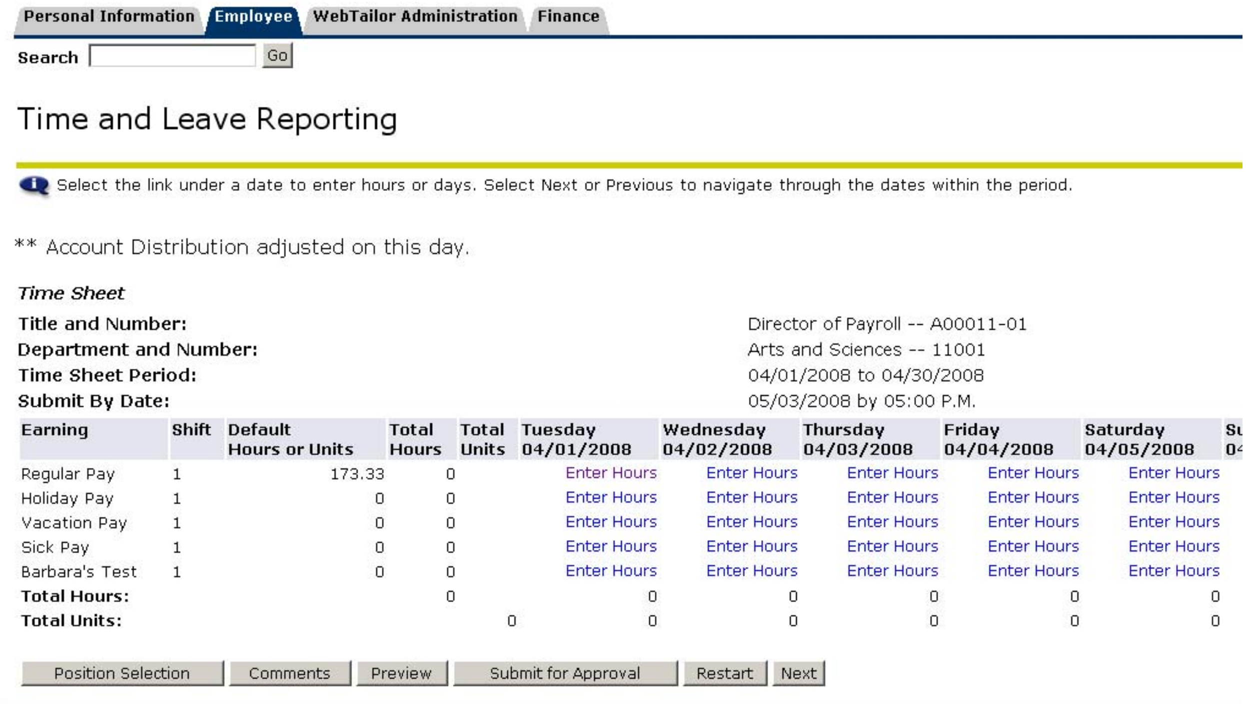
8. Select the radio button next to **Access my Time Sheet**.

9. Click on the **Select** button.

10. Select the radio button next to the position on which you want to enter time.

    Note: You can only select one position at a time. If you have multiple positions, enter time in one position, then return to this page to select the next position.

Screen image



Personal Information | Employee | WebTailor Administration | Finance

Search [ ] Go

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

** Account Distribution adjusted on this day.

Time Sheet

Title and Number:	Director of Payroll -- A00011-01
Department and Number:	Arts and Sciences -- 11001
Time Sheet Period:	04/01/2008 to 04/30/2008
Submit By Date:	05/03/2008 by 05:00 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday 04/01/2008	Wednesday 04/02/2008	Thursday 04/03/2008	Friday 04/04/2008	Saturday 04/05/2008	Su 04
Regular Pay	1	173.33	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Holiday Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Vacation Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Sick Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Barbara's Test	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Total Hours:			0		0	0	0	0	0	
Total Units:				0	0	0	0	0	0	

Position Selection | Comments | Preview | Submit for Approval | Restart | Next

11. Click on the **Time Sheet** button.

- The Time Sheet page displays. All days of the pay period are displayed regardless of the time entry period defined on PTRECLS. If the time period extends beyond the display area, click on the Next button to display information for the future days.

- If the record is set up as Pay Period Time Sheet entry method, all earnings codes with a Time Sheet Sequence code on PTRECLS are listed.

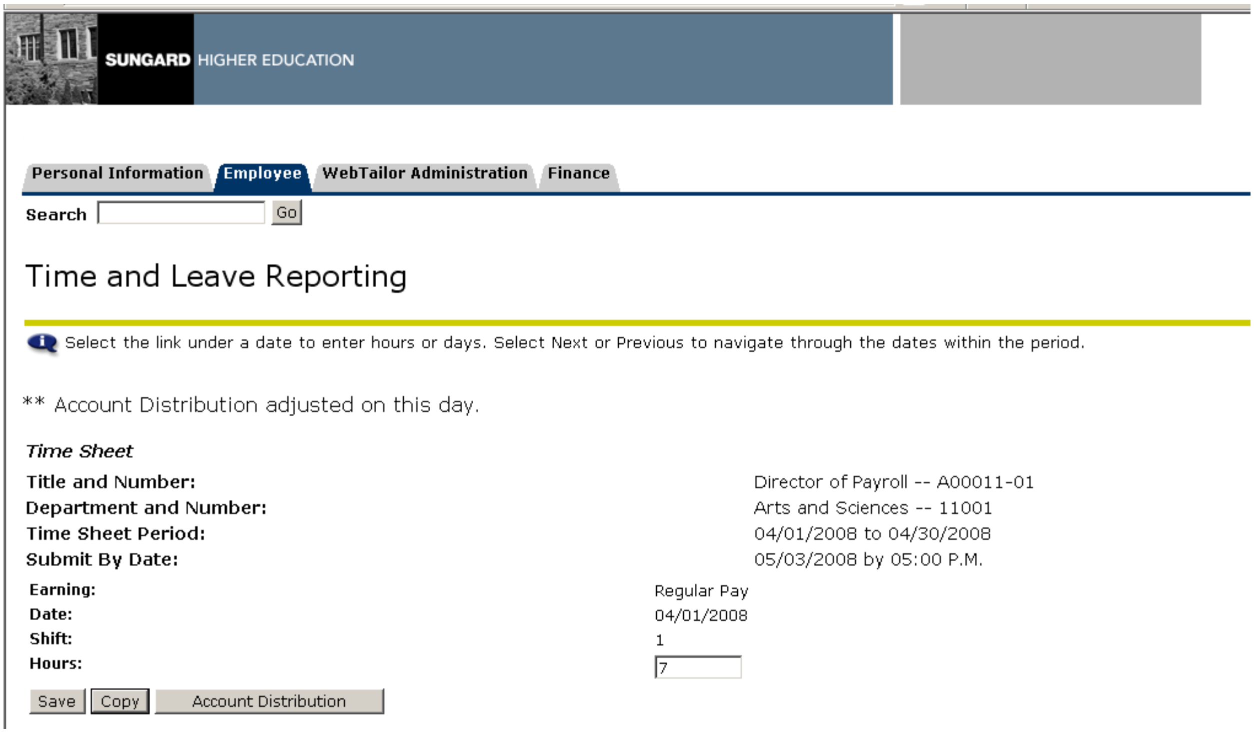
- If the record is set up as Exception Time Entry, all earnings codes with a time sheet sequence code on PTRECLS and with the **Reduce Base Pay** field populated on PTREARN are listed.

12. To begin, click an **Enter Hours** link under the date where you want to enter time. Click **Next/Previous** button for more dates within the period.

13. Enter the hour’s value in the **Hours** field.

14. Click the **Save** button.

Screen image



15. To copy hours to other days or to the end of the pay period, click the **Copy** button.

    Note: If you want to copy weekend dates, be sure to check **Include Saturday(s)** or **Include Sunday(s)**. To copy individual dates, click the check boxes under the dates.

    If you select the same date that you are copying from, your hours will be deleted.

16. Click the **Time Sheet** button at the bottom of the page to return to the Time Sheet page and review your hours entered.

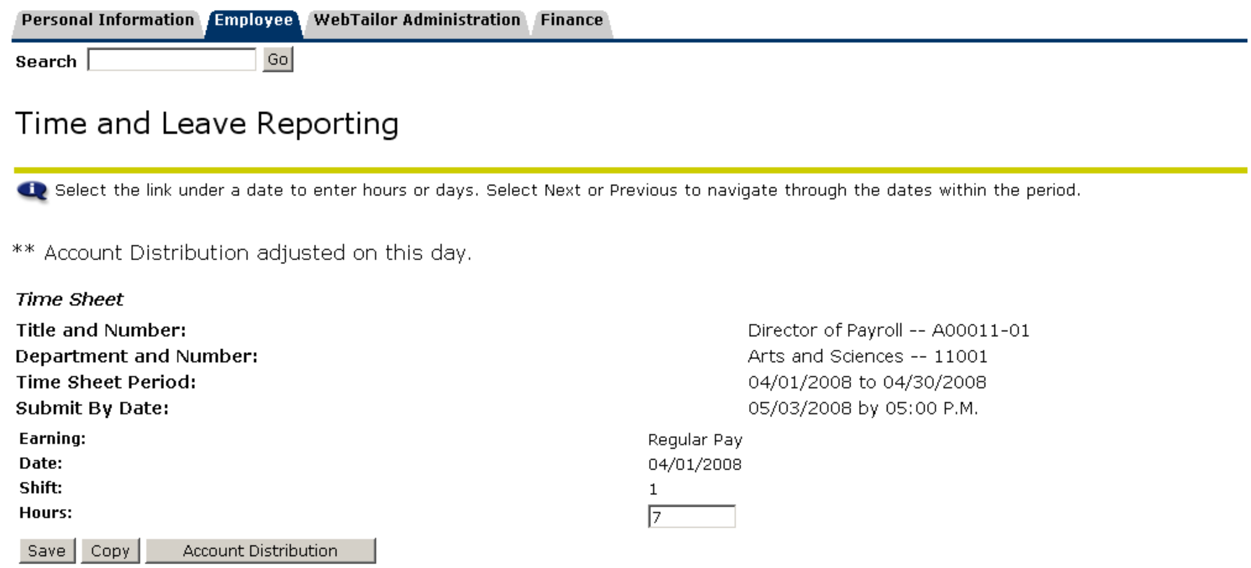
17. Click the **Comments** button to enter your comments in the text box.

    Note: As an option, you can enter Comments. Comments entered on the Web can be viewed on PHATIME PHADSUM, and when approving time via the Web.

18. Click the **Save** button.

19. Click the **Previous Menu** button to return to the Time Sheet page.

Screen image



20. Click the **Preview** button to access the Preview page to review your time entered.

    Note: The Preview page summarizes all of the information entered. You may want to print it if you would like a hard copy of what you entered.

21. Select the **Restart** button to remove all entry done on that day.

22. Click on the **Submit** button to submit the time for approval.

    Note: You can **Exit** without submitting time for approval. This leaves the record in an "In Progress" status and is not submitted for time.

    No updates can be done to the pay period once the record has been submitted.

23. If the time sheet must be certified, enter your PIN and click **OK** on the Certification page.

24. If you have additional positions or pay periods on which to enter time, click on the **Position Selection** button.

25. Click the **Exit** button when you have all time entered.

26. The status for the record is set to *Pending* when the employee exits the Time Entry page and places the data into the approval queues.

Approving Time Using PHADSUM

Introduction

The Department Approval Summary Form (PHADSUM) displays time that was entered through the Web.

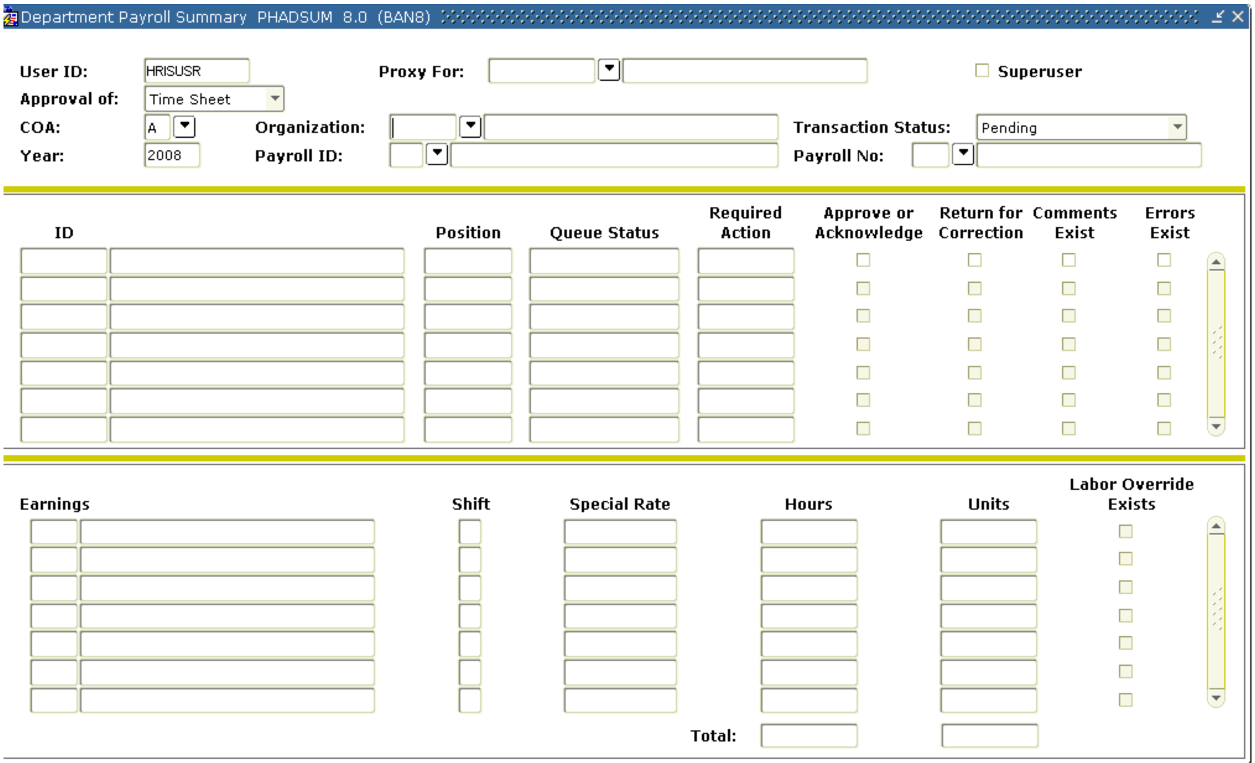
The form enables you to query on the transaction status. The records are sorted alphabetically within the queue status. The sort order for the queue status is:

- Pending
- In the queue
- Acknowledged
- Approved
- Auto approved
- Overridden

For a transaction to be approved, it must be in “pending” status. The record remains in pending until all approvers in the queue have approved the time transactions. The status moves to “approved” when all approvers have approved the transaction.

A user defined as part of a routing queue receives an alert message indicating that Electronic Approvals transactions exist for his/her approval. Selecting **Time Sheets/Leave** takes the approver to the PHADSUM form.

Banner form



Steps

Follow these steps to complete the process.

1. Access the Department Approval Summary Form (PHADSUM).
2. Select the **Search** function in the **Organization** field and select the organization code.
3. The **Transaction Status** field defaults to *pending*.
4. Select the **Search** function in the **Payroll ID** field and select the pay ID code.
5. Select the **Search** function in the **Payroll No** field and select the pay number.
6. Perform a **Next Block** function.

   Note: Use the vertical scroll bar to view more records.

7. For each record, click the **Approve or Acknowledge** checkbox to indicate the approval/acknowledgement of the time.

8. If a record is incorrect, click the **Return for Correction** checkbox.

   Note: This returns the record to the originator for correction and re-submission.

9. Click the **Save** icon.

10. Click the **Exit** icon.

Options list

- **View/Change Time Detail** – Accesses the PHATIME form. The approver can make changes here.
- **Approve/Acknowledge All** – Populates all of the **Approve or Acknowledge** indicators.
- **Apply All Actions** – Approver can mark each record as approved, or use this to mark all records at once.
- **View/Enter Comments** – If comment is marked as confidential, then an employee is not able to see the approver's comment on the Web.
- **View/Change Routing Queue** – Ability to change routing queue. Mandatory approvers defined on NTRRQUE cannot be changed or deleted.
- **View Errors/Warnings** – Goes to Pay History Display Errors Form (PHIDERR).
- **Transaction Summary** – Used by timekeepers to track totals for the timesheets.

Approve as a superuser

You are an approver acting as a Superuser and you want to approve all of the pending time sheets for a payroll except for a few of them. Follow the steps to complete the process.

1. Access the Department Approval Summary Form (PHADSUM).
2. Click the **Superuser** checkbox.
3. Select *Time Sheets* from the drop-down list in the **Approval of** field.
4. Select *Pending* from the drop-down list in the **Transactions Status** field.
5. Select the **Search** function in the **Payroll ID** field and select the Pay ID for the transaction you want to approve.
6. Select the **Search** function in the **Payroll No** field and select the Pay No for the transaction you want to approve.
7. Perform a **Next Block** function.
8. Select **Approve/Acknowledge All** from the **Options** menu.
9. Review the list and uncheck several items that should not be approved.
10. Select **Apply All Actions** from the **Options** menu.
11. Click the **Save** icon.
12. Click the **Exit** icon.

Return a time sheet

Follow the steps to complete the process.

1. Access the Department Approval Summary Form (PHADSUM).
2. Select *Time Sheets* from the drop-down list in the **Approval of** field.
3. Select *Pending* from the drop-down list in the **Transactions Status** field.
4. Select the **Search** function in the **Payroll ID** field and select the Pay ID for the transaction you want to approve.
5. Select the **Search** function in the **Payroll No** field and select the Pay No for the transaction you want to approve.
6. Perform a **Next Block** function.
7. Select any employee whose time sheet needs to be changed because of an error.
8. Click the **Return for Correction** checkbox.
9. Click the **Save** icon.
10. Click the **Exit** icon.

    Note: An approver can make the correction also. Select the **View/Change Time Detail** option from the **Options** menu to access the Electronic Approvals of Time Entry Form (PHATIME).

Approving Time through the Web

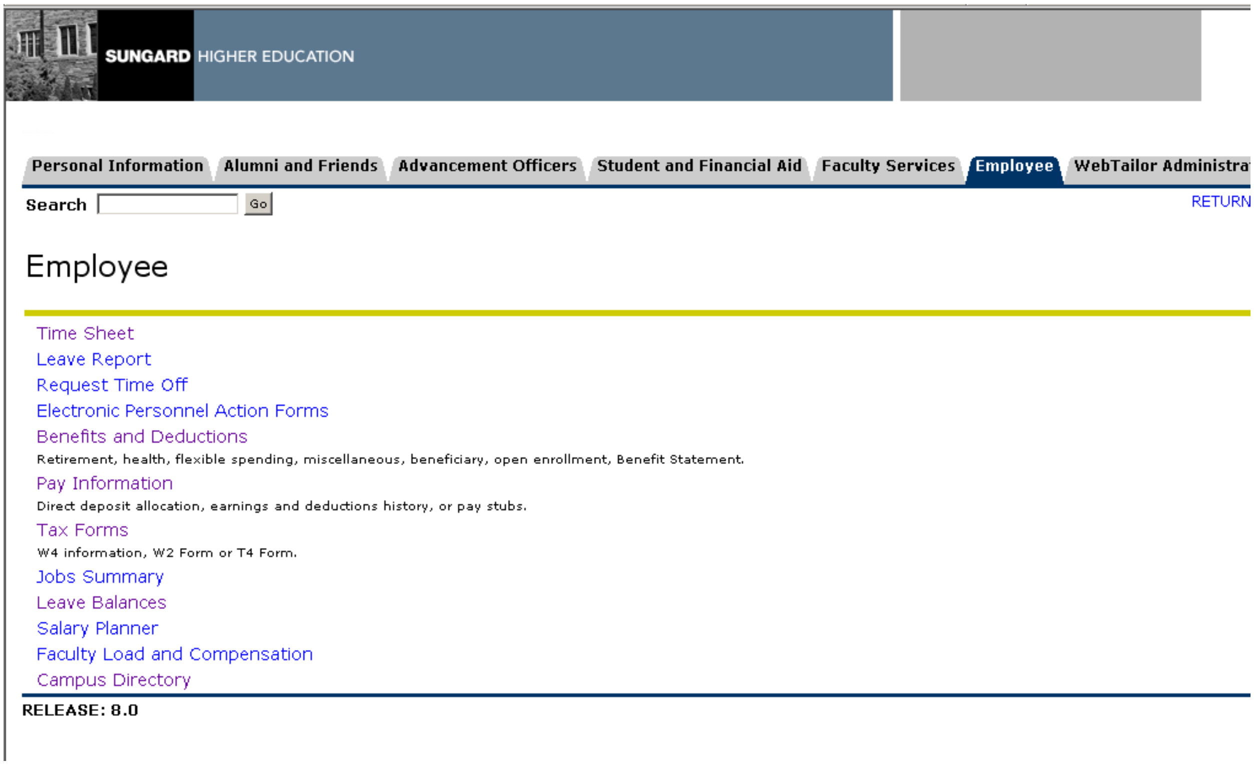
Introduction

Managers can approve employees' time sheets and leave requests from the Web in much the same manner as the approve time through Banner (PHADSUM).

The Web Time Approval pages are listed below:

- Time Sheet/Leave Request/Proxy
- Approver Selection
- Approver Summary
- Superuser Selection
- Superuser Summary
- Approver Detailed
- Approver Comments
- Approver Change Pages

Screen image

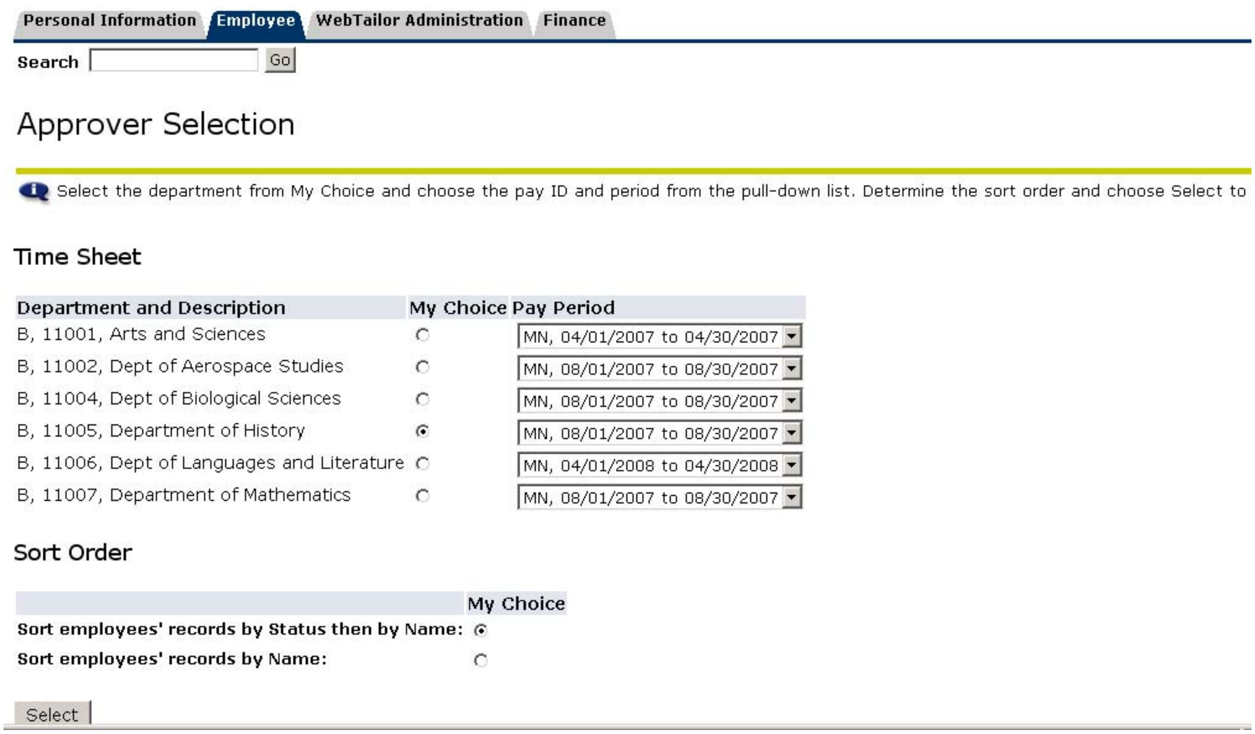


Steps

Follow these steps to complete the process.

1. Access Internet Explorer or Netscape and enter the URL as provided by your instructor.
2. Access the **Enter Secure Area** option.
3. Enter the User ID in the **User ID** field.
4. Enter the PIN in the **PIN** field.
5. Click the **Login** button.
6. From the Main Menu, select **Employee**.

Screen image



7. From the Employee Services page, select **Time Sheet**.

8. From the Time Sheet page, select the radio button for **Approve / Acknowledge Time Sheets or Leave Request**.

9. Click the **Select** button.

10. To approve time sheets for a department, select the **Department and Description** radio button next to that department.

11. Select a pay period from the drop-down list in the **Pay Period** field.

12. To determine the sort order, select the appropriate radio button.

13. Click the **Select** button.

14. On the Department Summary page, click the **Approve, or FYI** checkbox next to the employee(s)' time you want to approve. Select an employee's name to access additional details.

15. Scroll to the bottom of the screen and click the **Save** button to approve the time sheet(s).

16. **Exit** the Web.

Approve time as a superuser

Follow the steps to complete the process.

1. Access Internet Explorer or Netscape and enter the URL provided by your instructor.
2. Access the **Enter Secure Area** option.
3. Enter the user ID provided by your instructor in the **User ID** field.
4. Enter the PIN provided by your instructor in the **PIN** field.
5. Click the **Login** button.
6. From the Main Menu, select **Employee**.
7. From the Employee page, select **Time Sheet**.
8. From the Time Sheet page, select the radio button for **Approve/Acknowledge Time Sheets or Leave Request**.
9. Click the **Act as Superuser** check box.
10. Click **Select**.
11. Choose the appropriate combination of selection criteria and a sort order.
12. Click **Select**.
13. View transactions.
14. Approve/Acknowledge as appropriate.
15. **Exit** the Web.

Steps

Follow these steps to process an incorrect time sheet.

1. Access Internet Explorer or Netscape and enter the URL provided by your instructor.
2. Access the **Enter Secure Area** option.
3. Enter the user ID provided by your instructor in the **User ID** field.
4. Enter the PIN provided by your instructor in the **PIN** field.
5. Click the **Login** button.
6. From the Main Menu, select **Employee**.
7. From the Employee page, select **Time Sheet**.
8. From the Time Sheet page, select the radio button for **Approve/Acknowledge Time Sheets or Leave Request**.
9. Click on an employee name to view the details of their time sheet.
10. **Employee fix time sheet**:

    If their time is entered incorrectly, click the **Return for Correction** button.
11. **Approver fix time sheet:**

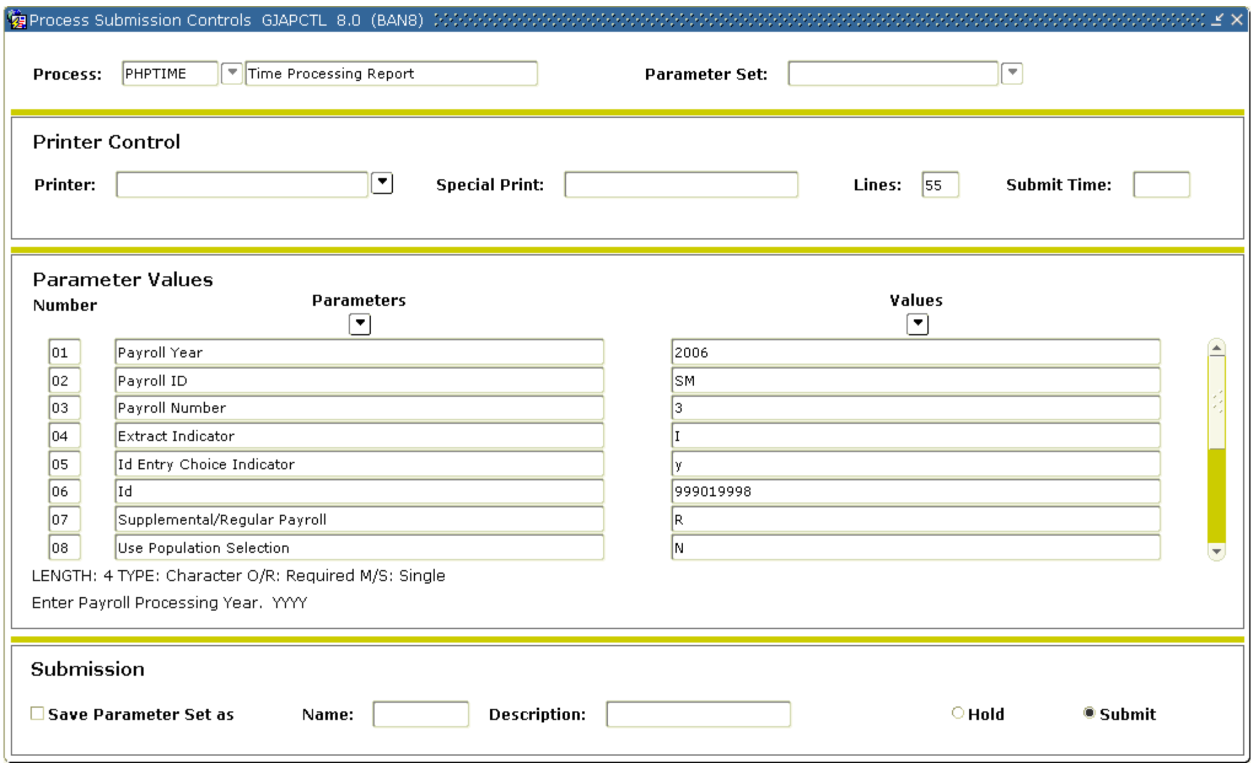
    Select the **Change** button to change time detail.
12. Make appropriate changes.
13. Select the **Submit** button.
14. **Exit** the Web.

Pulling Information into Payroll

Introduction

After time has been entered and approved on the Web, run PHPTIME to pull payroll information into Banner HR.

Banner form


Process Submission Controls GJAPCTL 8.0 (BAN8)

Process: PHPTIME Time Processing Report Parameter Set:

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Payroll Year	2006
02	Payroll ID	SM
03	Payroll Number	3
04	Extract Indicator	I
05	Id Entry Choice Indicator	y
06	Id	999019998
07	Supplemental/Regular Payroll	R
08	Use Population Selection	N

LENGTH: 4 TYPE: Character O/R: Required M/S: Single

Enter Payroll Processing Year. YYYY

Submission

Save Parameter Set as Name: Description: Hold Submit

Web Entry

A summary of the process for Web is:

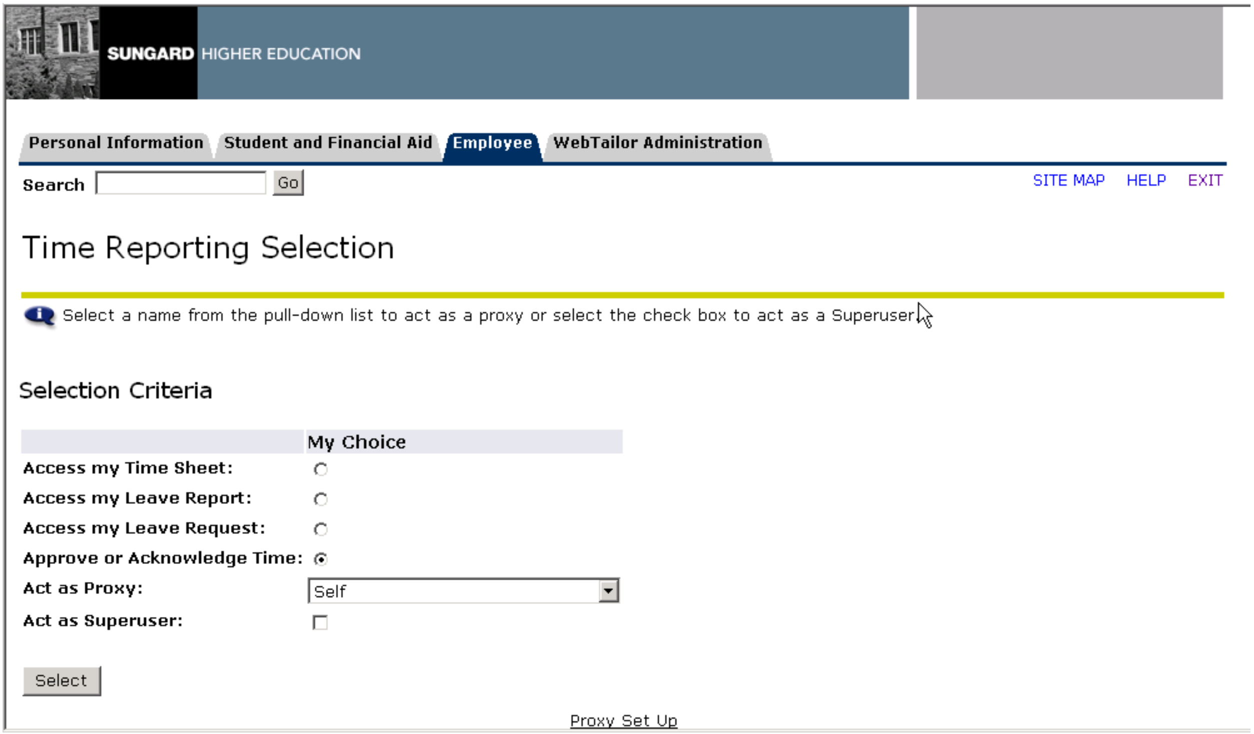
1. Enter time on the Web or on PHATIME.
2. Approve time on PHADSUM or the Web.
3. Run PHPTIME to populate PHAHOUR.
4. Run PHPMTIM to move the time into the Mass Time table and the Pay History tables. This populates PHAHOUR and PHAMTIM with the approved values from PHATIME or PHADSUM.
5. Continue with normal payroll process.

Web Leave Request: Enter or Approve

Introduction

Through the Web, you can enter or view requested leave time for a pay period.

Screen image

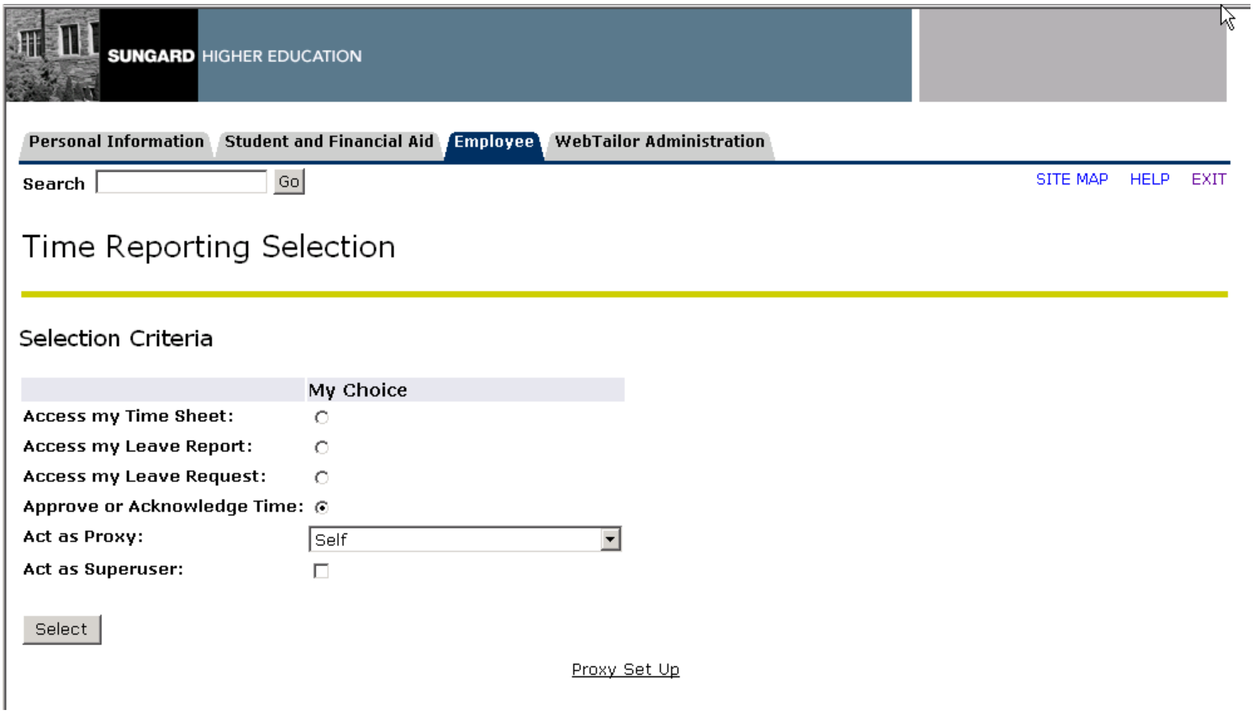


Steps

Follow these steps to complete the process.

1. Access Internet Explorer or Netscape and enter the URL provided by your instructor.
2. Access the **Enter Secure Area** option.
3. Enter the user ID in the **User ID** field.
4. Enter the PIN in the **PIN** field.
5. Click the **Login** button.
6. From the Main Menu, select **Employee**.
7. From the Employee page, select **Request Time Off**.
8. From the Time Sheet or Leave Request Selection page, select the radio button for **Access my Leave Request** or **Approve or Acknowledge Time**.
9. Click the **Select** button.

Screen image



Steps

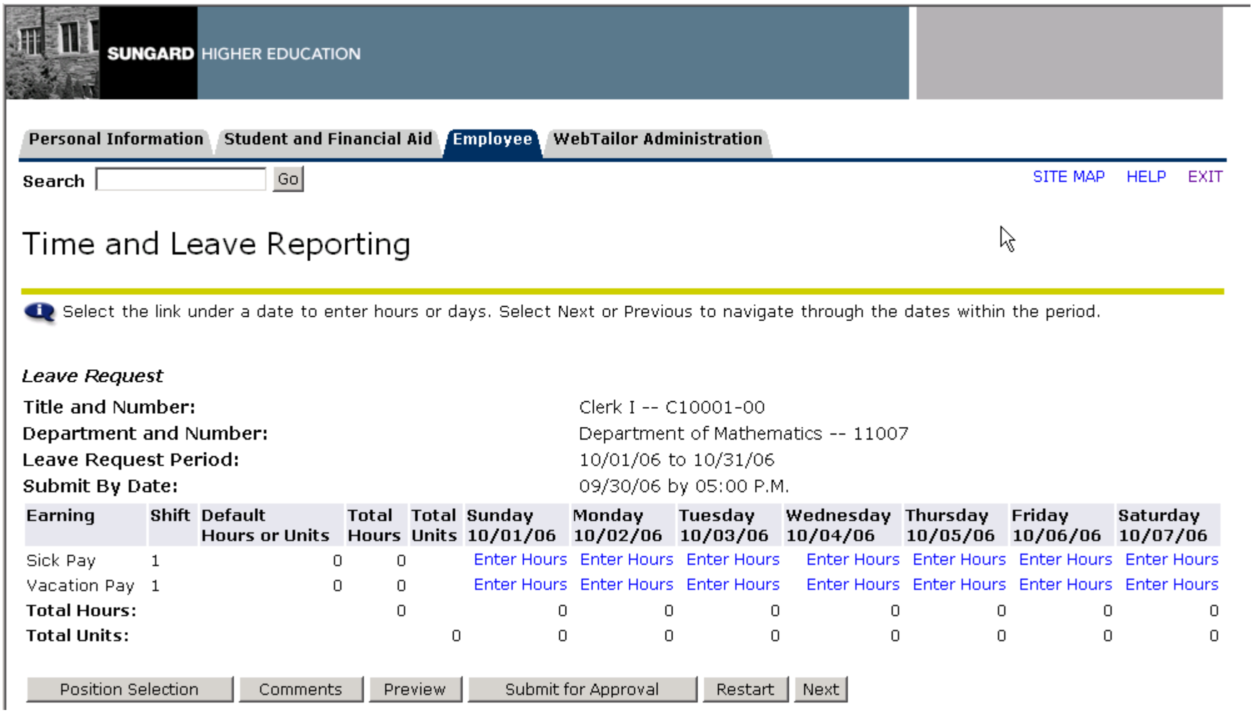
Follow these steps to enter a leave request.

1. On the Leave Request Selection page, make a selection from **My Choice**, choose a **Leave Request** period from the drop-down list, and click the **Leave Request** button.

2. Select the link under a date to enter hours. Select **Next** or **Previous** to navigate through the dates within the period.

3. Select Submit for Approval to submit the Leave Request.

Screen image



Steps

Follow these steps to Approve a leave request.

1. Select a pay period from the drop-down list in the **Pay Period** field.
2. To determine the sort order, select the appropriate radio button.
3. Click the **Select** button.
4. Select the employee's name to access additional details.
5. **Approve** their time.
6. **Exit** the Web.

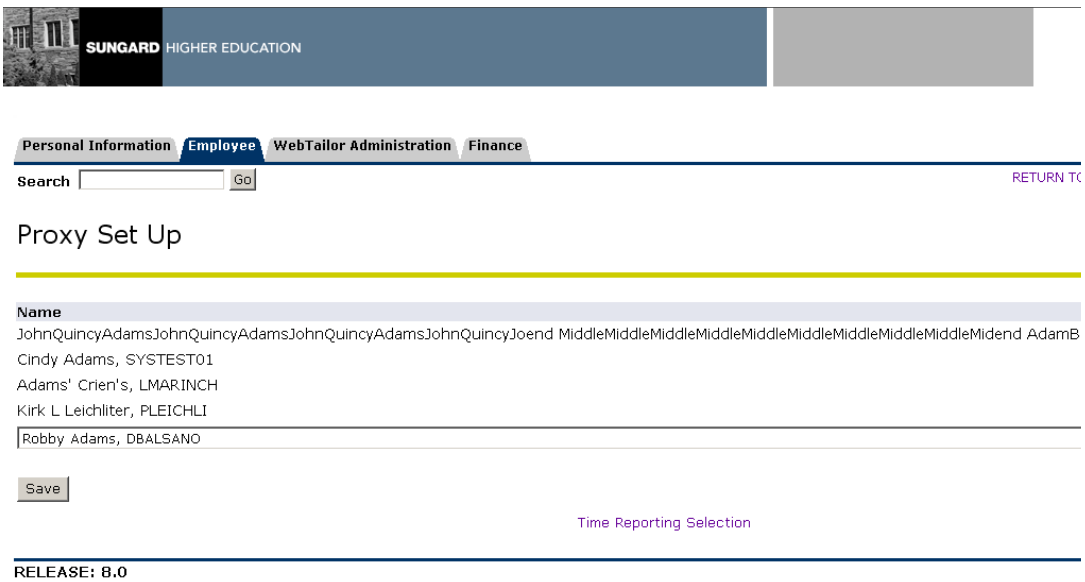
Proxy Set-Up through the Web

Introduction

The Proxy Set Up page is the Web-equivalent of the Time Entry Proxy Information window of the Electronic Approval Proxy Rule Form (NTRPROX). Approvers can set up one or more proxies to approve time sheets in their absence. They can also choose to remove proxies if required.

Note: This link is available to only those employees who are designated as approvers of Web Time Entry.

Screen image



Steps

Follow these steps to add a proxy.

1. Access the Time Reporting Selection window.
2. Click the **Proxy Set Up** link at the bottom of the window.
3. Choose a name from the **Name** selection list.

   Note: This list is comprised from those Oracle IDs entered on the Enterprise Access Control Form (GOAEACC).
4. Select the **Add** indicator.
5. Click the **Save** button.
6. The name is then alphabetically displayed under the **Name** column.

   Note: To *remove* a proxy, select the **Remove** indicator corresponding to a displayed proxy and then select the **Save** button.

Updates

Updates made on the Web will be accessible on the Electronic Approval Proxy Rule Form (NTRPROX).

Self Check

Directions

Use the information you have learned in this workbook to complete this self check activity.

Question 1

There is no way to fix your sheet if you entered your hours incorrectly.

True or False

Question 2

Changes to your record can be made after you submit it.

True or False

Question 3

The entry of Comments is required.

True or False

Question 4

Under timesheets in the employee section on the Web you can view the hours that you entered. For managers approving, they can use PHADSUM to view time.

True or False

Question 5

How can an approver on the Web adjust the routing queue?

a) The Department Approval Summary Form (PHADSUM).

b) The Position Definition Form (NBAPOSN).

c) The Override Routing Queue Form (NBAJQUE)

d) The Payroll Identification Rule Form (PTRPICT)

e) All of the Above

Question 6

You cannot enter comments on the Web.

True or False

Question 7

An employee can see the comments on the Web.

True or False

Answer Key

Question 1

There is no way to fix your sheet if you entered your hours incorrectly.

False. If time has not been submitted for approval, edit timesheet. If it has been submitted, contact the approver and he/she can adjust it or return it for correction

Question 2

Changes to your record can be made after you submit it.

False. Changes to your record can not be made after you submit it.

Question 3

The entry of Comments is required.

False. It is an optional feature. Employees and managers can use it when they have a special note about time entry or if the timesheet is being returned.

Question 4

Under timesheets in the employee section on the Web you can view the hours that you entered. For managers approving, they can use PHADSUM to view time.

True

Question 5

How can an approver on the Web adjust the routing queue?

a) The Department Approval Summary Form (PHADSUM).

b) The Position Definition Form (NBAPOSN).

c) The Override Routing Queue Form (NBAJQUE)

d) The Payroll Identification Rule Form (PTRPICT)

e) All of the Above

Question 6

You cannot enter comments on the Web.

False. Comments can be entered under the comments link on the timesheet page or leave requested page.

Question 7

An employee can see the comments on the Web.

True

Appendix

Section goal

The purpose of this section is to provide reference materials related to the workbook.

Forms Job Aid

Form	Full Name	Use this Form to...
GOAEACC	Enterprise Access Controls	used to associate an Oracle username with a PIDM. This is the only form that establishes a relationship between the Oracle username and the SPRIDEN record.
NBAJOBS	Employee Jobs Form	used to maintain information about an employee's assignments within the institution. This information defines when and how an employee is to be paid and the amounts and labor distributions account numbers to use when encumbering and expending with the Banner Finance system.
NBAJQUE	Override Routing Queue Form	allows user to override routing queues established on the Routing Queue Rule Form (NTRRQUE) or on the Position Description Form (NBAPOSN).
NBAPOSN	Position Definition Form	used to ensure that a routing queue reference has been defined.
NTRINST	Position Control Installation Rule Form	used to indicate whether an approver must return a time transaction to the employee who entered the time transaction on the Web.
NTRPROX	Electronic Approval Proxy Rule Form	enables the time entry user to establish proxies in order to approve time transactions in his/her absence. The proxies established on the Time Entry Proxy Information window are used exclusively with time transactions. Other proxies, used specifically for the Electronic Approvals module, can be established on the main window of NTRPROX.
NTRRQUE	Routing Queue Rule Form	allows the user to develop a routing queue for an approval category based on the position or time sheet organization of the employee. Routing queues should be created based on an organization's business hierarchy.

Form	Full Name	Use this Form to...
NTVACAT	Approvals Category Code Validation Form	used to create the various categories of approvals that are specific to your institution. In order to use Web Time Entry, a category code must be associated with Position Control Installation Rule form NTRINST.
PHADSUM	Department Approval Summary Form	used to displays time that was entered through the Web. The form enables you to query on the transaction status. The records are sorted alphabetically within the queue status.
PTRCALN	Payroll Calendar Rule Form	used to control time entry on the Web for pay period reporting. This form determines when an employee can enter, submit and/or view time records via the Web.
PTRECLS	Employee Class Rule Form	used to specify time entry rules for the employee class being defined, the Time Entry Rules window and Eligible Earnings Codes window.
PTRINST	Installation Rule Form	used to contain one field that controls time entry on the Web, the **Certification Required on the Web** field. This field indicates whether a Certification page is to be displayed after time report submission.
PTRPICT	Payroll Identification Rule Form	used to enter time on a time sheet or request leave for a particular pay period any day during the time frame established for time entry for that period via the rules on PTRPICT and PTRCALN.
PTRSHFT	Shift Premium Rule Form	used to specify the hours associated with the shift code whose premium information is being defined.
PTRUSER	User Codes Rule Form	used to identify security privileges in Banner.