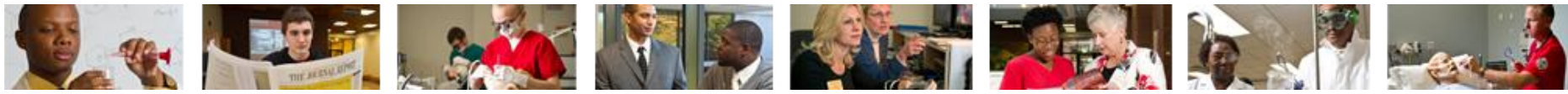




# **Payroll Department Time Entry (DTE) Approving Time**





# Department Time Entry Process

- Department Time Entry is a process used by department timekeepers, of biweekly employees and student workers, to enter electronic timesheets into Banner.
- The hours submitted are verified by a supervisor and/or fiscal officer.



# Who can approve time?

- Time Approvers are designated by the departmental Fiscal Officers.
- A Time Approver or Time Approver Proxy must be a status employee, and cannot be an extra-help employee or a graduate assistant.
- Only one employee may be designated as Time Approver
- An employee who enters time may not also approve time, and cannot serve as a Time Approver Proxy, unless the department only enters and approves time for student workers.

**Note:** Extra-help, graduate assistants or student workers ***cannot*** approve time.



# What is a Proxy?

- A proxy is someone who can act on behalf of the departments primary approver in the their absence or with their permission.
- Proxies must be approved by the fiscal officers.
- Time Approvers and their proxies will only have access to approve time within their specific organization codes.
- **Note:** A Time Enterer *may not* be a proxy for a Time Approver and vice versa, unless the department only enters and approves time for student workers.



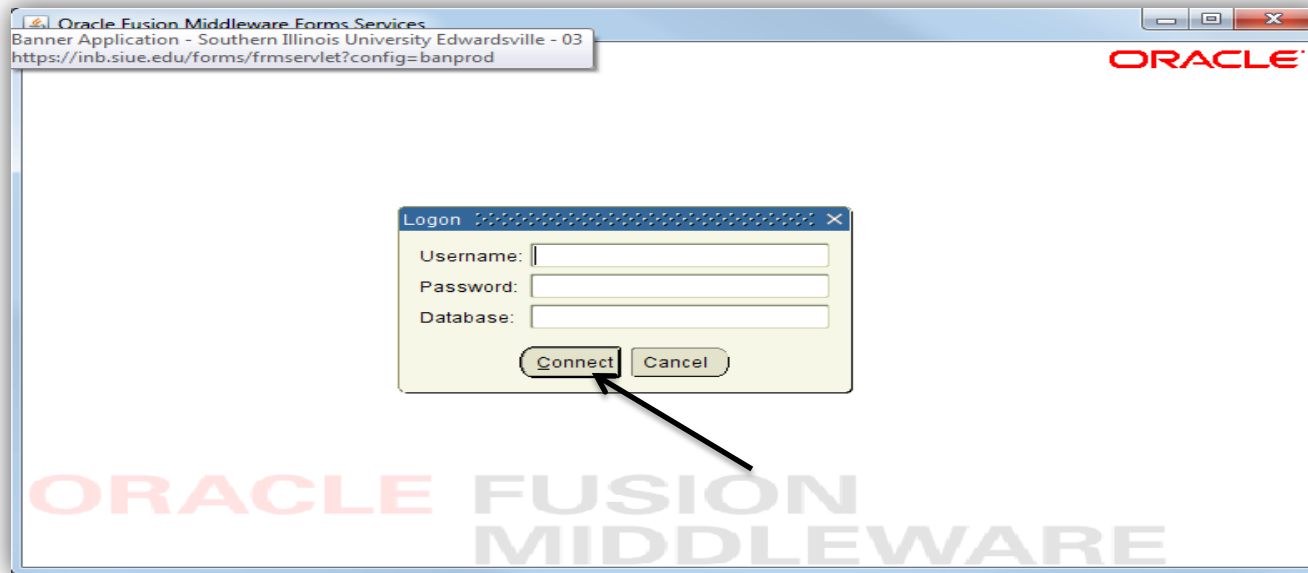
# How to designate a Proxy?

- Complete and submit a *Payroll Time Entry Authorization/Removal Form* or *Payroll Time Approver Authorization/Removal Form* to the Office of Human Resources.
- Both forms can be found at [www.siue.edu/humanresources](http://www.siue.edu/humanresources) via the Forms link.
- Payroll will set up all authorized proxies.

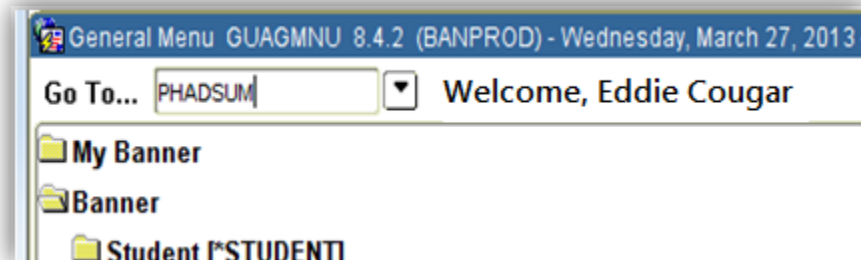


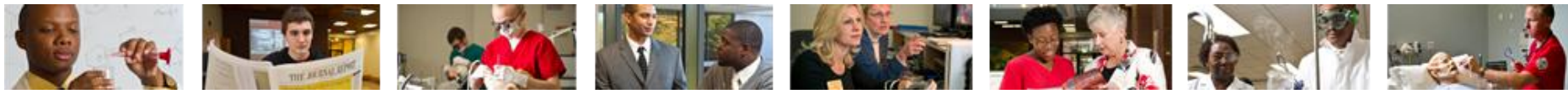
# Approving Time

- Login into Banner; enter your username, password and select “Connect.”



- Key in PHADSUM in the object search field (Go To...)
- Press Enter



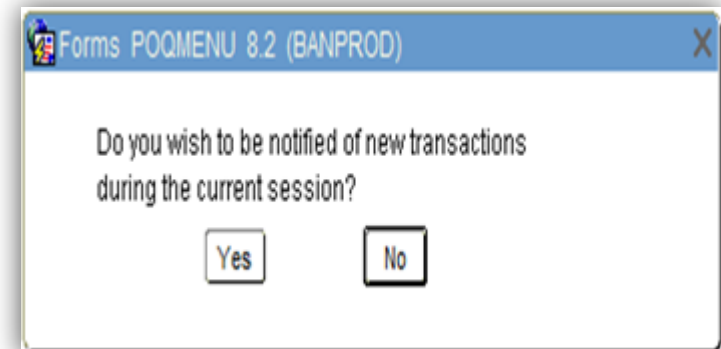
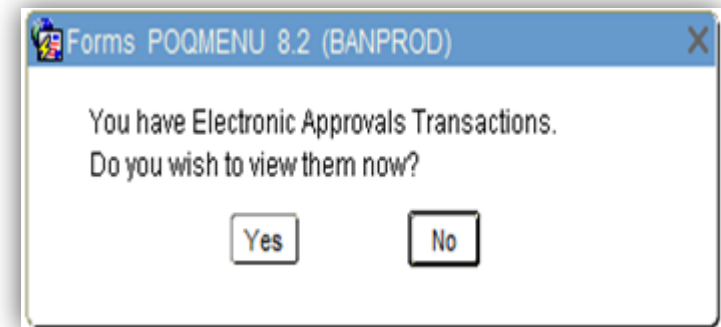


# Approving Time (cont.)

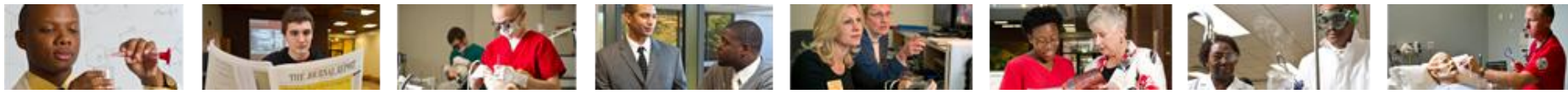
## Notifications

- Notifications do not open if the first form is a Student form.
- **First Notice**- 'You have Electronic Approvals Transactions. Do you wish to view them now?'
  - Click  to go directly to PHADSUM and approve time.
- **Second Notice**- 'Do you wish to be notified of new transactions during the current session?'
  - Click  to receive the first notice again if you have any additional new time entered to be approved during your session.

**Note:** Proxies do not get these notifications. If you are a proxy approver go to PHADSUM to approve time.







# PHADSUM-Department Payroll Summary

- On PHADSUM enter the Organization number, Payroll ID and Number
- Status should display as “Pending”.

Oracle Fusion Middleware Forms Services: Open > PHADSUM

File Edit Options Block Item Record Query Tools Help

Department Payroll Summary PHADSUM 8.7 (BANF ROD)

User ID: ECOUGAR Proxy For:

Approval of: Time Sheet

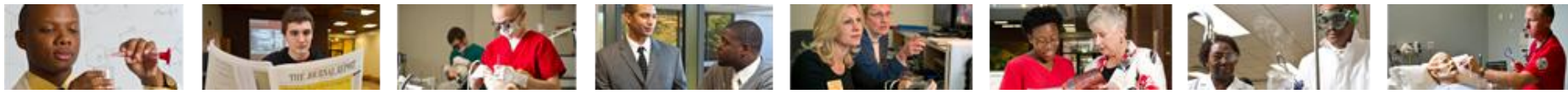
COA:  Organization:  Transaction Status: Pending

Year: 2013 Payroll ID:  Payroll No:


ID	Position	Queue Status	Required Action	Approve or Acknowledge	Return for Correction	Cancel	Comments Exist	Errors Exist
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Note:** Only one Time Approver can work on a Payroll at a time.





# Approve Time

- Click  (Next Block) to move to the Employee time approval Information Block.
- To view earnings detail for each employee use up or down arrows to scroll through the list of employees and/or student worker positions.

ID	Position	Queue Status	Required Action	Approve or Acknowledge	Return for Correction	Cancel	Comments Exist	Errors Exist
800111222	Betty Cougar	SR9829-00	Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
800222333	Debby Cougar	SR9835-00	Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
800333444	Freddie Cougar	SR9829-00	Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
800444555	Giddy Cougar	SR9831-00	Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
800555666	Howdy Cougar	SR9836-00	Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
800666777	Manny Cougar	SR9829-00	Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
800777888	Nanny Cougar	SR9829-00	Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Earnings	Shift	Special Rate	Hours	Units	Labor Override Exists
100 Regular earnings	1	.000000	20.50		<input type="checkbox"/>
					<input type="checkbox"/>

- Time and earn codes entered for each position is displayed at the bottom.

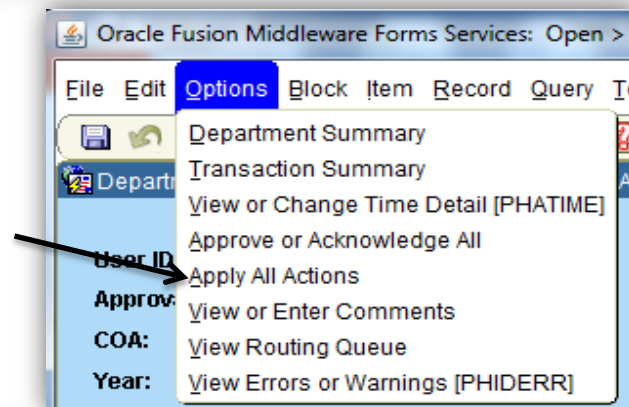


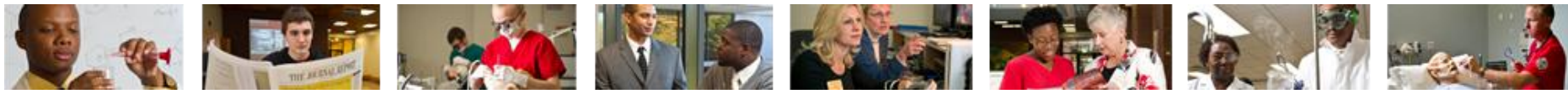
# Approve Time

- Check box for **Approve or Acknowledge** for each position to approve.

ID	Position	Queue Status	Required Action	Approve or Acknowledge	Return for Correction	Cancel	Comments Exist	Errors Exist
800111222	Betty Cougar	SR9829-00	Pending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
800222333	Debby Cougar	SR9835-00	Pending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
800333444	Freddie Cougar	SR9829-00	Pending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Click Options (Menu Bar), select **Apply All Actions**.
- Do not submit time for employees with 0 (zero) hours.
- Click **X** to close PHADSUM and return to Banner Main Menu.





- Checking the “**Approve or Acknowledge**” box indicates that the Time Approver is agreeing with the time entered by or for the employee.

ID	Position	Queue Status	Required Action	Approve or Acknowledge	Return for Correction	Cancel	Comments Exist	Errors Exist
800111222	Betty Cougar	SR9915-00	In the Queue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
800222333	Freddie Cougar	SR9915-00	In the Queue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- “**Approve or Acknowledge**” –check if time is correct.
- “**Return for Correction**” –check if the time entered is *incorrect* and needs to be returned to the Time Enterer for correction. Please contact the Time Enterer to make adjustments and resubmit time through the routing queue for approval.
- “**Cancel**” – currently not in use, please contact the Payroll Office if someone needs to be removed.
- “**Comments Exists**” –currently not in use.
- “**Errors Exists**” –if checked, an error has occurred with the time entry. Please Contact Payroll Office.



# What do I do if I cannot get my time approved?

The Payroll Office understands that there may be unforeseen circumstances that may prevent a department from meeting the established deadlines. If this occurs, please contact the Payroll Office as soon as possible to discuss an alternate method.

Payroll may serve as a backup to departments to enter and/or approve time only when it is absolutely necessary. This is not encouraged but may be an option.



# Who can I call for help?

For assistance or additional information about Payroll Department Time Entry (DTE) contact the Payroll Department in the Office of Human Resources at X2190.



# Helpful Links

<http://www.siue.edu/humanresources/payroll/index.shtml>

The following information can be found at this address.

- Banner Payroll Notes
- Payroll Calendars
- Time Sheets
- Direct Deposit
- General Payroll information