

TIME ENTRY – USES BANNER, NOT GENIE

1. PHIETIM

Entry by- Leave Report	Time Entry Method- Department
COA – G	Organization – 12224
	Transaction Status – Not started (use 1 st time each month, then In Progress)
Year – 2008 (calendar Yr.)	Payroll ID - ***
	Payroll # - no. of month when you get the paycheck
*** NE – SPA Non-exempt	
HR – Hourly	
EX - Exempt	

2. Next Block – Make sure that everyone we have time sheets for is listed.

- You can use the roll back to switch between NE and HR

3. Now X and go back to main menu – type PHATIME

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4. Question box pops up – “Do you want to retrieve?” YES

5. New box – “2 records processed with no errors (then continue)

- If we have errors – call payroll

6. Status – says “in progress” when we are working on it

7. Put in your time entry

CODE

Enter hours on the 1st day block regardless of
Which day you actually used them.

SAVE AFTER EACH ENTRY