Detailed instructions are located in *Banner Navigation and Department Time Entry (PHATIME)*.

- Proxy assignment instructions using NTRPROX are located in **Section D**.
- Exercises using PHATIME are located in **Section H**.
- Exercises using PHADSUM are located in **Section I**.

### A. PHATIME – Extract & Re-Extract Time Records (Pages 20, 37)

1. **Proxies** must enter the primary timekeeper's myWSU ID in the **Proxy For:** box.
2. Enter the **Organization** code.
3. Select **Transaction Status** of **Not Started**.
4. Enter the calendar **Year**.
5. Enter BW (Bi-Weekly Payroll) in **Payroll ID**.
6. Enter the **Payroll Number** directly or Click on the **Search** drop down arrow to select the correct payroll number from PTRCALN.
7. **Next Block.** Note: If [Tab] or [Enter] is pressed, click "Cancel" or "OK" on the **Time Entry Selection Criteria** prompt.
8. Click "Yes" to the prompt **Do you want to extract time to begin time entry?**
9. Click "Continue" to the prompt **# time record(s) processed with no errors.**
10. **Transaction Status** is automatically changed to **In Progress**.

### B. PHATIME – Retrieve Previously Extracted Records (Pages 18, 38)

1. **Proxies** must enter the primary timekeeper's myWSU ID in the **Proxy For:** box.
2. Select **Transaction Status** of **In Progress** or **All (Except Not Started)**.
3. Verify/enter the remaining **Key** block information and **Next Block**.

### C. PHATIME – Enter Time (Sections G and H)

1. After completing steps in **A** or **B** above, employees are displayed in the **Jobs** block of PHATIME.
2. **Next Block** to navigate to the **Time Entry** block.
3. Review **List Leave Balance**.
4. Enter **Earn** code(s) and hour(s).
5. To enter time for employees with multiple positions, see page 53.

### D. PHATIME and PHIETIM – Audit – In Progress Time Entries (Page 57)

1. Audit time entries to verify **Earn** codes and hours were entered correctly. Complete this step PRIOR to taking the option **Submit Time for Approval.**

Continued on next page
E. PHATIME – Submit Time for Approval (Pages 55, 59)

1 Select **Transaction Status** of **In Progress** or **All (Except Not Started)**. Proxies must complete the **Proxy For** box.

2 Verify/enter the remaining **Key** block information and **Next Block**.

3 **Options > Submit Time for Approval** for each employee in PHATIME.

4 **Transaction Status** is automatically updated to **Pending**.

5 If time entry corrections are needed and the status is **Pending**, see Exercise: **Return Time for Correction** (page 59).

F. Audit Time Entries

Process errors and warnings are indicated on an individual employee’s record one of these ways:

1. **PHIETIM / PHATIME** – **Status** of **Error** or **Pending** (with 0 units/hours entered);
2. **PHADSUM** – **Errors Exist** (page 65).

To remove **Status** of **Error** or make corrections when in **Pending Status**, perform steps 1 – 5 below then complete the process using Option 1, 2 or 3.

**Option 1. Options > Return Time for Correction** if **Status** is **Pending**. (Page 59)

**Option 2. Options > Restart Time for Employee** if **Status** is **Error** (Page 60)

**Option 3. Record > Remove** (method of last resort)

1 **PHATIME** - In the **Key** block, select **Transaction Status** of **Pending**, **Error** or **All (Except Not Started)**. Proxies must complete the **Proxy For** box.

2 Verify/enter the remaining **Key** block information and **Next Block**.

3 Click on the **Search** drop down arrow in the **Jobs** ID block to access **PHIETIM**.

4 Locate **Status** of **Pending** or **Error** (typically, 0 units/hours were entered); double click on the **ID** number to return the employee’s record into **PHATIME**.

5 Verify the employee’s name is displayed in the **Jobs** block. Verify the cursor is located in the **Jobs** block (the ID number is highlighted).

F. Option 1: Make Corrections when status is **Pending**.

6 Select **Options > Return Time for Correction**.

7 Correct the Earn code(s) and hours.

8 Next steps: **Submit Time for Approval** and **Approve** the time records.

F. Option 2: Make Corrections when status is **Error** (Page 60)

6 Select **Options > Restart Time for Employee** and click “Yes” and “OK” to the prompts.

7 The employee’s time record is restarted, the **Transaction Status** is automatically reset to **In Progress** and the time entry records are removed.

8 Correct the Earn code(s) and hours.

9 Next steps: **Submit Time for Approval** and **Approve** the time records.
**F. Audit Time Entries** (continued)

<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| 6 | Verify the cursor is in the Jobs block and select Record > Remove. The employee’s time record is removed (deleted) from the time entry edit file and must be “re-extracted”.
| 7 | Perform a Rollback function to return to the Key block section of PHATIME.
| 8 | Follow the instructions located under A. Extract and Re-Extract Time Records of this document.
| 9 | The employee’s time record is “re-extracted”, the Transaction Status is automatically reset to In Progress and the time entry records are removed.
| 10 | Enter time and Submit Time For Approval.

**G. PHATIME – Individual Time Approval (Page 61)**

<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| 1 | Proxies must enter the primary timekeeper’s myWSU ID in the Proxy For: box.
| 2 | Select Transaction Status of Pending.
| 3 | Verify/enter the remaining Key block information and Next Block.
| 4 | Options > Approve Time.
| 5 | Transaction Status is automatically updated to Approved for the selected employee.
| 6 | If time entry corrections are needed when the status is Approved, refer to E-Mail Corrections to OHR on page 34.

**H. PHADSUM – Batch Time Approval (Section I)**

<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| 1 | Proxies must enter the primary timekeeper’s myWSU ID in the Proxy For: box.
| 2 | Select Transaction Status of Pending.
| 3 | Verify/enter the remaining Key block information and Next Block.
| 4 | Review the employee ID and Earnings block. If Errors Exist and the
  1. Status is Pending, refer to F. Audit Time Entries, Option 1 on page 2 of this guide or
  2. Status is In the Queue (In Progress), refer to F. Audit Time Entries, Option 2 of this guide.
| 5 | Options > Approve or Acknowledge All or
  Check the Approve or Acknowledge checkbox individually.
| 6 | Options > Apply All Actions.
| 7 | Click “OK” to the prompt Transaction Complete: # records applied and saved.
  The Queue Status (in PHADSUM) and Transaction Status (in PHATIME and PHIETIM) are automatically updated to Approved on each employee’s time record.

**I. Audit –Audit of Approved Records (Page 62)**

<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| 1 | Department timekeepers are to make a visual audit of time records prior to the completion deadline.

**J. Final Audit –Time Entry Verification (Page 63)**

<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| 1 | Someone other than the person that entered data into PHATIME is to review the completed payroll.
  Review the Exercise on page 65 for details.