Departmental Time Entry in My.Fordham

Purpose
This document is intended to provide an introduction to Departmental Time Entry in My.Fordham. Departmental Time Entry is the timesheet method for employees who do not report time themselves in Self Service. For HR designated employees, their timesheets are entered and submitted by a departmental representative every pay period. Once submitted, supervisors are responsible for approving the timesheet. Once the timesheet is approved, it is reviewed and processed by Payroll.

What is Banner and My.Fordham
Banner is a suite of integrated software systems designed for managing colleges and other institutions. Banner is an Enterprise Resource Planning (ERP) system, which is a single solution to Fordham’s Human Resources, Finance, Enrollment and Advancement systems.

Logging into My.Fordham
To log into My.Fordham, follow these steps:
1. Go to My.Fordham.edu
2. In the Secure Access Login area, type in your AccessIT ID and Password
3. Click on Login

Note: If you do not know your Access IT user account and password, please contact the University Help Desk at (XXX) XXX-XXXX or via email to: helpdesk@fordham.edu for assistance.
4. Once you have logged into My.Fordham, select the Employee Tab. On the Employee Tab in the XXXX channel, select the XXXX link, which should connect you to the Banner Welcome page.
Navigating to PHATIME
Enter PHATIME in the Search box on the Welcome page and select the displayed page name (Enter) to access the PHATIME (Electronic Approvals of Time Entry) page.

PHATIME Key Section

1. **Entry by, Time Entry Method and COA** fields auto-populates and should not be changed.
2. **Organization**: Enter the Departments XX Code.
3. **Payroll ID**: Enter the Payroll ID or click on the Search ellipses (F9) to identify the appropriate Payroll ID. With your cursor on the Payroll ID, click on Select (or double click on the ID) to return to the entry page. Payroll ID must be entered before Payroll Number.
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4. **Payroll Number**: Enter the Payroll Number for the pay period time is being entered for or click on the Search ellipses (F9) to identify the appropriate Payroll Number. With your cursor on the Payroll ID, click on Select (or double click on the ID) to return to the entry page.

5. **Year**: Year auto-populates. You may need to change it in the first payroll of the New Year.

6. **Transaction Status**: Timesheets have a Transaction Status throughout the time entry process. Transactions statuses include the following:
   a. **Not Started**: when timesheets are first accessed for the payroll cycle
   b. **In Progress**: timesheets that have been extracted
   c. **Pending**: timesheets that have been submitted
   d. **Return for Correction**: any timesheet that an Approver has sent back correction
   e. **Error**: any time sheet that has an error, which must be corrected before it can be processed
   f. **Approved**: timesheets which have been approved by designated Approver
   g. **Completed**: timesheet has been processed by payroll

**Positive Time Entry**

1. Click on **Go** (Enter or ALT+Page Down).

2. A message should appear in the upper right area of the page in the Notification section asking whether “you want to extract time to begin time entry?”. Click on **Yes**.

Note: When you click on Yes, the time entry will be “locked”, so only you, your designated proxies or a Time Entry SuperUser can enter time for the pay period.
3. A message should next appear in the Notification section indicating the number of timesheet records that were Extracted without errors and the status changes to In Progress. Click on Continue.

If any records are reported with errors, click on View Errors and contact the XXXXX Department for assistance.

4. The employees assigned to the entered Organization should be listed in the Jobs section.

5. You can begin time entry on the first record or scroll through your employee listing utilizing the arrow keys on your keyboard (with your cursor in the ID field). You can increase the number of records displaying per page by adjusting the Per Page indicator to “50” to maximize movement between pages. If you have more than 50 records, you can move between pages with the pagination controls by clicking on the arrows.

Note: You can also search for a specific employee by clicking on Filter (F7) to access the filter page. Enter fields as needed (partial names and wild cards, such as “%” can be utilized). The name fields are not case sensitive. After entering applicable name fields:
a. Click on **Go** to execute (F8).

b. Returns search based on filters.

c. Double click on the appropriate name or click on **Select**.

d. The selected employee record should be returned to the Time Entry page.

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6. Once you have an employee ID record highlighted in the **Jobs** section of the page, move to the Time Entry section of the page to enter time on the highlighted employee. For employees with assigned Default Earnings on NBAJOBS, earning records auto-populate. Tab on the keyboard or click to the days of the pay period area and enter hours worked as appropriate per day. Partial hours should be reported in quarter decimal increments (.25, .50, .75). As hours per day are entered, the **Totals by Earn** amount auto-increases.

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7. For employees without Default Earnings, click in the **Earn** field and enter the first earn code to be reported. You can click on the **Earn** search ellipses (F9) for a listing of Earn Codes available for time entry. **Shift** should auto-populate to “1”. Change the **Shift** code as needed. If an employee works multiple shifts in the same pay period, each Shift code must be entered on separate lines.
8. Tab on your keyboard or click to the days of the pay period area and enter hours worked each day. As hours per day are entered, the Totals by Earn amount auto-increases.

9. To add Earn Codes, click on Insert (F6) for a blank earnings row. Repeat hours worked for the Earn Code, as above.

10. Click on Save (F10).

11. Repeat above steps to enter time for all designated employees.

Exception Time Entry

1. Follow the same steps as above to start a timesheet for exception time entry.
2. Highlight the employee to report exception time for.
3. Enter the exception time Earn Code or click on the Earn search ellipses (F9) for a listing of exception Earn Codes available for time entry. Enter all exception time reported for the pay period.

4. Click on Save (F10).

5. Repeat above steps to enter exception time for all designated employees.

**View or Enter Comments**

To view or enter comments:

1. Highlight the employee in the Jobs section and the Earn code in the Time Entry section. Click on Tools and select View or Enter Comments.

2. Enter comments as appropriate.
To prevent the employee from viewing comments, click on the Confidential indicator.

3. Click on **Save** (F10).

4. To return to the Time Entry Data page, click on **Tools** and select **Time Entry Data**.

**View Approval Routing Que**

To view the Approval Routing Que for an employee:

1. Highlight the employee in the **Jobs** section.

Click on **Tools** and select **View or Change Routing Queue**.
1. The Routing Que for the selected employee’s job assignment should display. If the Routing Que needs to be adjusted, contact the XXX Department for follow-up. Do not make any changes to the Que.

2. To return to the Time Entry Data page, click on **Tools** and select **Time Entry Data**.

**Completing Time Entry**
If needed, you can exit PHATIME and return to finish time entry. To retrieve previously stated timesheets, return to PHATIME, enter the appropriate information in the Key section, change **Transaction Status** to **All (Except Not Started)**. Complete all time entry for the pay period prior to submitting timesheets for approval.

**Departmental Time Entry Proxies**
Once an employee’s timesheet has been started by another time entry person, that time entry person is labeled as the Originator. Only they have the ability to update, change, or submit that employee’s timesheet. In order for another person to perform those functions for previously started timesheets, the Originator must set up those employees as their **Proxy**.

**Adding and Removing Proxies**
Access My.Fordham as detailed at the beginning of this document. On the **Employee** tab, in the **Time Approval** channel, click on **Update Approval Proxies**.
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To add a Proxy

1. From the Time Entry Approvals page, click on Proxy Super User.

2. Click on **Add a new proxy** and click on the down arrow in the **Select Employee to add as Proxy** field.

   [Image: Employee names appear in alphabetical order by last name, with Home Organization listed after each name. From the list, select the employee that you want to setup as a Proxy, by clicking on your chosen Proxy’s name.]

3. Your chosen Proxy should now display on the page

To remove a Proxy

1. Follow the same steps as above to access the **Proxy or Super User** page.

   [Image: Click on the check box next to the Proxy to be removed. Click on **Delete proxies**.]
2. A message below should appear in the Communications Center.

Click on Yes. The selected Proxy name(s) should now be removed from your Existing Proxy list.

**Entering Timesheets as a Proxy**

Access My.Fordham, and the Banner Welcome page as detailed at the beginning of this document. Navigate to PHATIME (Electronic Approvals of Time Entry).

In the **Proxy For** field, enter the Originator’s User ID that you are performing for as a Proxy. Follow the same steps detailed for Time Entry as an Originator.

**Submit Time for Approval**

1. With a completed employee record highlighted in the **Jobs** section, click on **Tools** and select **Submit Time for Approval**. Each employee must be submitted individually. When submitted, the timesheet status should change to **Pending**. Timesheets in Pending status are ready for Approvers to access and approve.