

Banner

H/R

USING BANNER: H/R

Payroll



Payroll

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Banner H/R

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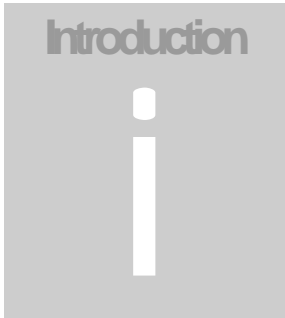
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About This Documentation

I C O N K E Y	
	Valuable information
	Test your knowledge
	Keyboard exercise
	Workbook review

The “icon key” at left displays commonly used icons that appear throughout this documentation.

The CIS Training Center has published this material to provide you, the user, with sufficient instructions to accomplish basic functions in Banner H/R. Examples and exercises used in this class have, whenever possible, been selected to represent practical, real-life examples of day-to-day operations. While we are providing information on the use of the application, we can not provide all pertinent information regarding policies and procedures of the University System of New Hampshire. Please consult the USNH H/R Policy Guide and/or contact the appropriate USNH office for any procedural questions not answered within this documentation.

Prerequisites

Before beginning to use these lessons, you should have a working knowledge of your computer and its operating system. Make sure you know how to use the mouse, standard menus and commands and also how to open, save, and close files. If you need to review these techniques, please contact the CIS Training Center for information on resources/training that may be available to you.

In addition to basic computer knowledge, you should have taken the Banner H/R Navigation class, have a Banner H/R Account and have installed the VPN client and JInitiator on your computer. If you do not already have your Banner H/R account, please contact the CIS Call & Dispatch Center at 862-4242 or request an account on-line at <http://usnhaccounts.unh.edu/bannerhr.html> . You can download a copy of the VPN client and JInitiator from the USNH Gateway at <http://www.usnhgateway.org> . The gateway also serves as the portal for Banner H/R.

Confidentiality

To provide an accurate facsimile of H/R data found in the Banner H/R environment, real data was used to create the training environment. You will have access to confidential information while in the training database. Due to the personal nature of this information, you may not relay any information you view during class to anyone else and you must treat all employee information with respect.

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Positive Time Entry

Positive time entry is accomplished through the use of Banner's "Electronic Approvals of Time Entry" form (PHATIME). Time entered includes all hours worked by hourly, student hourly or College Work Study employees.

In "Employee Management", we learned that when an employee is hired, an individual must have an identification record created before they can be added as an employee and before any employee related activity can take place. They also need a PEAEEMPL record entered, and a job assignment established by completing an EPAF document. (See EPAF entry documentation for procedures.)

Once an employee's job assignment is completed, time is entered in order to generate a paycheck.

Welcome to Banner H/R – Payroll. This series of 2 training sessions (chapters) will prepare you to use Banner H/R to enter payroll records for the different pay categories of employees at the University System of New Hampshire. Additional documentation is provided on approvals and query forms.



Today's Lesson

This lesson will teach participants the steps to processing time entries for hourly based employees. It will include extracting time records, entering time, submitting the entry for approvals and approving the entry. In addition, the lesson will cover the use of proxy to enter and/or approve and how to query banner tables to review the entry.

Example: Hourly Positive Pay

Tim Jones is an hourly employee working at "TSORG". He earns \$10.00 per hour and usually works 40 hours each week on first shift. For the current pay period, he has worked 30 hours during Week 1 and 44 hours during Week 2. Tim completed his time sheet and submitted it to his supervisor, who approved the document and submitted it to the BSC for entry to Banner payroll.

Time Worked	Wk 1	Wk 2	OT Generated by processes	No shift will be generated
S				
S				
M	8	8		
T	8	12	4	
W	8	8		
T	6	8		
F		8		
TOTAL	30	44		PP = 74 Hours

Positive Time Entry

Positive Time Entry is used to provide pay for “positive pay” hourly employees who are not paid via default regular pay functionality. Positive Pay requires the entry of hours worked.

Job assignments are necessary for an hourly-based employee (regular hourly, student hourly, and college work study) in order for a time record to be extracted to allow the employee’s time worked to be entered, processed, approved, and payment made.

In previous lessons we learned that when an hourly-based employee is hired, they need to have an identification record created using Banner form **PPAIDEN**. They also need a **PEAEMPL** record, and a job assignment established by completing an **EPAF** document. (See EPAF entry documentation for procedures).



Form Names (i.e. PPAIDEN)

Banner uses different tables, called forms, to complete transactions/processes. The name of a task can sometimes be synonymous with the name of the form used to perform it. Form names are 7 characters in length and follow a standard convention. To access any of the forms, you may type the 7 character name in the Direct Access Box in Banner H/R.

Summary of Policies and Procedures

After the job assignment has been created, a time record can be extracted into the payroll process for the entry of hours worked. Payment records are extracted based on “time sheet organization” (TSORG).



Banner’s Payroll Calendar

Pay period data along with the associated time entry parameters are controlled by Banner’s Payroll Calendar Rule Form (PTRCALN), which will be maintained by the USNH Payroll Office. All Banner H/R payroll users will have inquiry access to form PTRCALN.

Employees are responsible for completing biweekly time sheets (one for each job assignment) and recording the hours they work on a per-day basis (including in/out times associated with the work period). At the end of the payroll period, the employee must sign and date the time sheet and submit it to their supervisor. The supervisor is responsible for reviewing the time sheet for accuracy and, upon approval, signing/dating the form. The completed time sheet is then submitted to the individual and/or department responsible for data entry. Time sheets must be submitted to data entry unit prior to the deadline set by the unit. This ensures that they are able to perform time entry prior to payroll time entry deadline. **Initially, this deadline will be set at Monday following PPEnd at 4:00 p.m.**

“Positive Pay” based hourly staff records have not been set up to invoke any “defaulting” of hours or work schedules. **The appointments require the positive entry of all hours worked in order for wage payment to be generated.** Time worked is entered into the Banner Electronic Approvals of Time Entry Form (PHATIME) each pay period. Each day’s hours worked will need to be recorded according to the eligible earn code depicting the payment type (i.e., regular, stand-by, tip earnings, etc.).

Each BSC or data entry unit is responsible for setting deadlines for their hourly employees, being careful to maintain balance between Banner time entry, deadline and the Pay Period (PP) end date. This will ensure the employee is able to report all time worked in the pay period and the data entry site receives the document allowing time for the time entry. For example, if the Pay Period ends on Friday 7/4/03, the employee should complete time on Thursday 7/3 or Friday 7/4 (PP End date) and submit to their supervisor. The supervisor will review and approve, submitting the time sheet to the data entry unit by the deadline (most likely Monday morning). The data entry unit will have Monday to perform time entry.



Retaining Timesheets

Time sheets must be retained by the data entry unit for four (4) years. These documents must be available upon request for audit by USNH Payroll Office, USNH Controller’s Office, Campus H/R/Payroll, USNH Internal Audit or any authorized external auditing agency.

Banner H/R processes will assign the labor distribution and associated percent allocation of the job assignment to charge the payroll expenses. Changes to past labor expenses must be communicated to the USNH Payroll office via the **USNH Expense Redistribution Form**. An EPAF document, specifically designed to change a job’s future labor distribution, should be used to make changes to the future labor distribution.

If it is necessary to make an adjustment to the prior pay period's time entry, the employee and supervisor must complete a time sheet, clearly mark it "REVISED", and include the year and pay period number of the original pay period. An explanation for the adjustment is required. The data entry unit is responsible for verifying the adjustment and entering the time to a "retro/adj" earn code.

All time entered, across the employee's hourly-based appointments, will be analyzed by Banner processes to determine if the employee has worked more than **40 hours** in a week and thus should be paid a premium overtime payment per USNH policy and FLSA regulations. Banner processes will determine the appropriate "blended rate" to use for payment of the premium time. Banner assigns this premium payment to the employee's primary job. Following the payroll processes, USNH payroll staff will conduct a review of overtime premium assignment, working with departments to determine if Banner charged the proper job record with payment and coordinate any necessary changes.

If it is discovered that an employee has been overpaid, the BSC and the campus Payroll Office must be contacted immediately. Appropriate action will be determined and communicated to the parties involved.

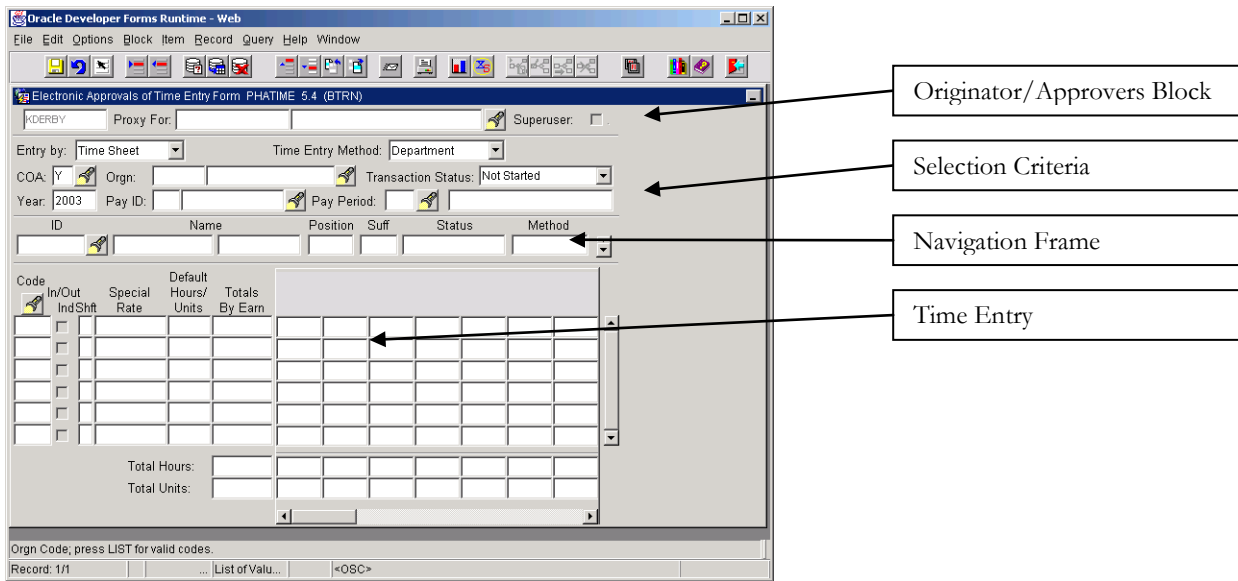
About PHATIME (Electronic Approvals of Time Entry Form)

The individual who initially extracts time transactions on the Electronic Approvals of Time Entry Form (**PHATIME**) for a given time sheet organization (TSORG), Year, Pay ID and Pay Period is considered the originator. Once a transaction has been initialized, only the originator or their proxy can enter employee time and/or change previously entered time.

Time can only be entered while the pay period is open as indicated on the Payroll Calendar Rule Form (**PTRCALN**). Anyone with security access to the time TSORG can view (but not update) information initialized by the originator in the Earnings block.

The 4 Components of PHATIME

The **PHATIME** form is broken into 4 sections/blocks, each with their own unique Options list which provides quick access to common functions such as changing the status of time entry transactions, accessing other Banner forms used to query, etc.



The Originator/Approvers Block

One of the most important things to consider when using **PHATIME** is the concept of the **originator**. The originator is the individual who initially extracts time transactions on the Electronic Approvals of Time Entry Form (**PHATIME**). Once a transaction has been initialized, **only the originator or their proxy can enter employee time and/or change previously entered time**. Anyone with security access to the time entry TSORG can view (but not update) information initialized by the originator in the Earnings block. Therefore, it is important the originator designate any necessary proxies prior to extracting time.



Originator

*The individual who initially extracts time transactions for any given pay period is the Originator. Only the Originator or their proxy(ies) can enter employee time and/or change previously entered time. Caution should be taken to designate appropriate proxies. Proxies are set by the individual in form **NTRPROX***

In the Originator/Approvers Block, the system displays the user's ID in the first field. The user may also enter the ID of a user they are performing time entry as a proxy for and/or check the "Superuser" box to take on Banner "Superuser" functionality. (See Proxy/Superuser document for additional information.)

Selection Criteria

The Selection Criteria Block allows the Originator/Proxy to extract a given time sheet organization (TSORG), Year, Pay ID and Pay Period. Time can only be entered while the time entry period is open as indicated on the Payroll Calendar Rule Form (**PTRCALN**). A Superuser may enter time beyond the end date/time provided the payroll process has not been run.

Navigation Frame

Once the criterion has been extracted, a list of employees is displayed in the Navigation Frame. Use the arrow keys or the scroll bar to view each employee. Select the flashlight icon to query for an individual in **PHIETIM**.

Once you have located the correct employee, select the name and perform a **Next Block** to navigate to the Time Entry Block.

Time Entry

The Time Entry Block allows users to query and select an earn code, enter the type of shift for the time worked, enter “Special Rate” if required and input the hours worked by the employee for each day within the pay period that they appointment is active.

Unique Options List

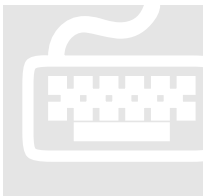
The options available to you will change as you navigate through the 4 different sections of **PHATIME**. The following table lists items/forms that may be found under the Options pull-down menu, depending on the block of the form your cursor is located.

PHATIME Options	DESCRIPTION
Access Next Time Record	Allows the user to move to the Next employee time record without having to return to the Navigation frame.
Access Previous Time Record	Allows the user to move to the Previous employee time record without having to return to the Navigation frame.
Approve Time	Available to approve time if the originator is also an approver and you are not using PHADSUM to approve.
Acknowledge Time	Available to an acknowledger only, if the originator is also an acknowledger.
List Leave Balances	Displays the current leave balances for the employee. <i>(At “Go Live”, KSC, PSC, CLL, System and UNH Famis/Kronos employee leave data will be available on-line.) Other UNH OS employee leave balances will not be available on-line.</i>
Restart Time for Employee	Removes all time entries and allows the user to start over. Available to the originator before entry has been “submitted for approval”. Once a transaction has been submitted for approval, the approver must a) return it for correction, or b) make the correction.
Return Time for Correction	Available to approvers only.
Submit Time for Approvals	Submits time for approval. Changes Transaction Status from “In Process” to “Pending”.

View/Change Routing Queue	Accesses the Routing Queue. All values, except mandatory records, can be deleted or modified.
View Errors	View all errors associated with the employee ID number in Pay History Display Errors Form PHIDERR .
View/Enter Time In and Out	Available only if the earnings code and/or employee class is set up for a Time In and Out entry (not in use at USNH).
View/Enter Comments	Use to view or enter comment text.
View/Override Labor Distribution	Option not available to USNH.

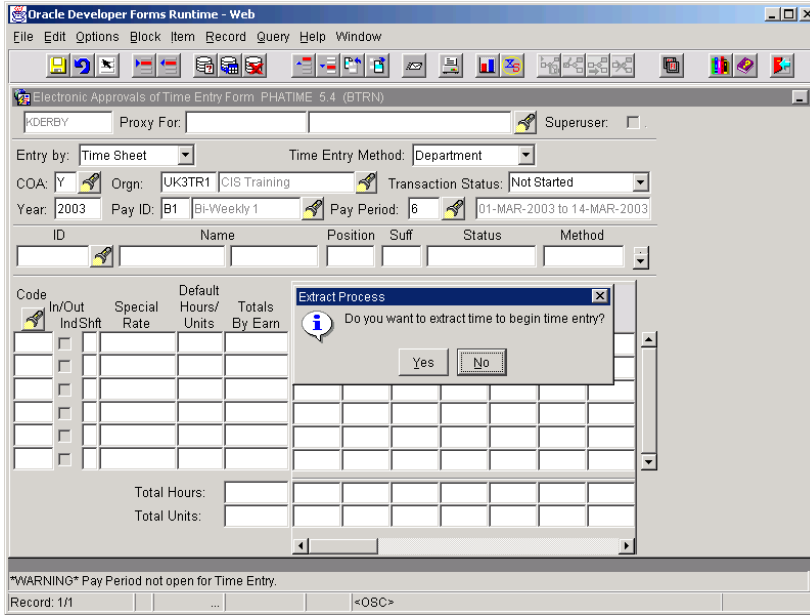
Extracting Time

The first step is to extract time for a payroll period. Banner’s extracting process creates a time entry record for the year-pay id-pay no for any employee who has an active appointment in **NBAJOBS**. It is recommended that the extract time process be run just prior to the user being ready to perform time entry. This will ensure as many time entry records are being selected as possible. If new appointments are processed after the extract process has run, the process may be run again to extract the new record(s). This is done by Time Sheet Orgn, while the pay period is open, in the form **PHATIME** (Electronic Approvals of Time Entry Form):



1. Log into the proper VPN client and open the Training Instance of Banner H/R to begin the lesson. *(Reminder: After “Go Live”, users will use BPRD instance.)*
2. Type **PHATIME** in the Direct Access box and press **ENTER**.
3. Once in **PHATIME**, you need to decide how you are completing time entry:
 - If for yourself, go to the *Orgn* field.
 - If as a proxy for another user, type the other user’s ID in the *Proxy For* field or select the flashlight icon to query in **GOAEACC** to obtain user’s ID.
 - If as a Superuser, type the Superuser’s ID in the *Proxy For* field or select the flashlight icon to query in **GOAEACC** and check the **Superuser** box. *See the Proxy/Superuser document for additional information.*
4. The fields, *Entry by*, *Time Entry Method* and *COA* will default in.
5. Enter the Time sheet Org in the *Orgn* field. *If unknown, select the flashlight icon to query in form **FTVORGN**.*
6. Select **Not Started** in the *Transaction Status* field from the pull-down list.
7. TAB past *Year* (*the current year will default*) and enter the *Pay ID*. (**B1** for salary or **B2** for labor.)
8. Type the pay # in *Pay Period*. *If unknown, select the flashlight icon to query using **PTRCALN**.*

9. **TAB** to extract time for an individual employee. Enter selection criteria in *ID* or *Name* field and select **OK** or...
10. Perform a **Next Block** to extract time for all employees associated with the TSORG.



11. Select **Yes** when the message “Do you want to extract time to begin time entry?” is displayed. *A message box is displayed when the extraction is complete. The number of transactions processed successfully and with errors is provided.*
12. If there are no errors, select **Continue**. *Employees with active **NBAJOBS** records have been extracted and are now awaiting time entry.*
13. If there are errors, review the errors and resolve.

Select **Options > View Errors** to access form **PHIDERR** (Pay History Display Errors).

Error and Warning message examples at time entry PHATIME.

PHIDERR Pay History Display Errors Form

Message	Comments
Error No approval routing queue established.	There is no routing queue established for the timesheet org or employee being extracted.
Error Approver's position is vacant for the pay period.	The approver's position is vacant for the time transaction.
Error You do not have security privileges to see the records.	You do not have Human Resources security privileges to see the records.
Error Hours or Units must be entered, or the records should be removed.	<p>The earn code record is partially created when the earn code is entered in PHATIME. The hours/units and days/special rate must be completed before you can exit the line in the Earnings block.</p> <p>If you do not want to enter time for that earn code, use Record Remove to delete the record.</p>
Error There were no employees available for extract.	<p>Four conditions can cause this error message:</p> <ol style="list-style-type: none"> 1. There are no NBAJOBS records with department time entry available for extract. 2. There are no PHATIME records for that payroll with a Transaction Status of <i>Not Started</i>. Query the Transaction Status of <i>All (Except Not Started)</i> to see if transactions exist already for this pay event. 3. The wrong time entry method has been entered in the selection criteria block. Verify that <i>Department</i> is selected as the Time Entry Method. 4. The wrong timesheet org has been selected for the pay event. Verify the Key block information is correct.
Error Approver's position has multiple incumbents.	The approver's position has multiple incumbents set in the approval routing queue.
Warning Pay Period is not open for time entry.	The pay period is not open or is closed. Check the Payroll Calendar Rule Form (PTRCALN) for the Pay Period Time Entry Dates.

Entering Positive Time

Now that records have been extracted, the time is now “In Progress” and is waiting for you to enter time worked.



1. To view each employee, navigate with the arrow keys or the scroll bar. You may also select the flashlight icon to query in form **PHIETIM**. *(See query documentation for more information.)*
2. Once the employee is selected, perform a **Next Block** to navigate to the Time Entry block.
3. Enter the *Earning Code* or use the flashlight icon to query. Once the earning code value is entered, the cursor will navigate to the appropriate fields that require values. *Note: only the eligible earn codes designated to be entered via **PHATIME** for this employee’s “employee class” will be available for selection.*
4. Enter the *Shift*: enter the appropriate value as defined in the table below.

Hourly employees		ASSOCIATED PREMIUM RATE
1	First Shift	n/a
2	Second Shift	.30
3	Third Shift	.35
W	Weekend First Shift	.25
X	Weekend Second shift	.55
Y	Weekend Third shift	.60
STUDENT HOURLY & COLLEGE WORK STUDY		
1	All Shifts (Policy does not permit shift premium pay.)	n/a

5. Enter the *Special Rate*, if required. *(Certain types of payments require a special rate other than the appointments regular rate.)*
6. **TAB** or use the mouse to navigate to the appropriate day and enter the total number of hours worked for each day.

7. To enter additional earn codes, enter a new record by selecting **Record > Next** (or, by using the Down Arrow on your keyboard) and repeat steps 3 – 6.
8. Select **File > Save**.



Removing Records

*To delete an Earn Code entry: select **Record > Clear** or **Record > Remove**.*

9. To enter or view comments, select **Options > Enter Comments** from the *Options* pull-down list. Comments entered can be viewed in **PHATIME** and **PHADSUM**.
10. Time Enterer is responsible for ensuring accuracy of entry, validating time to source time sheet that was submitted by the employee and supervisor. It is recommended that the total of time sheet documents be summed and reconciled to all entries made in Banner via **PHIETIM** form. Once reconciled, the entries are ready for approval.
11. To submit the time entry to approvals, select **Options > Submit Time for Approvals** from the pull-down list. The transaction status will change to “Pending” for that record.

If the time enterer is also the approver, they may approve individual records by selecting **Options > Approve Time** for that record, or the records may be approved as a group via **PHADSUM** as a separate activity.



Approvals

All time entry records must be approved.

12. To continue to enter or view time for the next transaction, either use the arrow keys to move to the next record or select **Options > Access Next Time Record** from the pull-down list.

Review



Extracting and Entering

- In order for hourly employees (whose appointments do not have an expected number of hours worked default from this appointment) to receive compensation, they must complete a biweekly time sheet for each job assignment with a record of the number of hours they work on a per-day basis.
- After the time records are collected, they are entered into Banner H/R using form **PHATIME** each pay period.
- The first step using **PHATIME** is to enter the selection criteria and extract time.
- After extraction, the originator/proxy will enter the Positive Time (shift worked, number of hours worked by day, and any special rate) for the employee(s).
- Approvals can occur on a transaction basis within **PHATIME**, or they can be applied via the **PHADSUM** form.

Approving Entries via PHADSUM



Approvals

See Chapter 4

Querying



Query Banner Forms

Please see Chapter 4 for a thorough list; however, the following forms are examples of query forms you may use frequently:

- **PHIETIM** – Web Dept Employee Time Inquiry Form
- **PTRCALN** – Payroll Calendar
- **PHIDERR** – Pay History Define Errors

Exception Time Entry – Operating Staff (OS)

In “Employee Management”, we learned that when an employee is hired, an individual must have an identification record created before they can be added as an employee and before any employee related activity can take place. They also need a PE/AEMPL record entered, and a job assignment established by completing an EPAF document. (See EPAF entry documentation for procedures.) Operating Staff appointments will be set to default regular earnings based on the position’s work schedule, and any deviations from the normal work schedule (either hours not worked or hours worked above the established work schedule) must be reported biweekly and entered into PHATIME as Exception Entries.



Today’s Lesson

We will learn how to enter Exception Time transactions for Operating Staff using the form **PHATIME**, and how to approve the entries.

Example: Exception Time Transactions

Sue Snow normally works from 8:00 a.m. to 5:00 p.m., Monday through Friday at an hourly rate of \$9.50. She worked an additional 4 hours on Tuesday and was on Standby for 5 hours on Wednesday. Sue completed her time slip and submitted it to her supervisor. Upon approval, the time slip was forwarded to the BSC so that 2 exception entries can be coded to **PHATIME**. The entries needed are:

- EC=310** for 4 additional hours worked on Tuesday
- EC=322** for 5 standby hours worked on Wednesday (special rate of \$2.50)

These must be completed before the PTRCALN end date and the stop time (i.e., Monday at 4:00 p.m.)

During the payroll processing, the 2 **PHATIME** entries will combine with the 40 hours of Regular pay that will default from Sue's appointment when the payroll calculation process runs. FLSA OT premium earnings will automatically generate, as well as the standby payment.

Summary of Policies and Procedures

Upon hiring an employee, an individual must have a person identification record (**PPAIDEN**) created before they can be added as an employee and before any employee related Banner activity can take place. A **PEAEMPL** record is also necessary. Once these Banner records are established, a job assignment is accomplished by completing an Employment Personnel Action Form (**EPAF**) which results in the establishment of an **NBAJOBS** record.

Operating Staff appointments will be set to default regular earnings based on the position's work schedule. An exception time entry record will need to be entered to reflect appropriate exceptions to the employee's regular hours. Any time worked above the established work schedule is considered an exception. Additionally, at the University of New Hampshire (UNH) (not Kronos/Famis), any leave use greater than the employee's accrued leave balance will need to be entered as a dock pay. (See Exception Entry by Campus attachment.) At Keene State College (KSC), Plymouth State College (PSC), College for Lifelong Learning (CLL) and University System of New Hampshire (USNH), any leave use is entered as an Exception Entry. At these locations, the system will reduce the employee's regular pay, process a payment from the Leave EC charged to the position budget, and reduce the employee's accrued leave balance.



Form Names (i.e. PEAEMPL)

Banner uses different tables, called forms, to complete transactions/processes. The name of a task can sometimes be synonymous with the name of the form used to perform it. Form names are 7 characters in length and follow a standard convention. To access any of the forms, you may type the 7 character name in the Direct Access Box in Banner H/ R.

Biweekly Procedure

Each biweekly payroll cycle, the Operating Staff employee's work schedule defaults to a payroll record consisting of the base regular daily hours worked (i.e., 7.5 hours per day, Monday through Friday). The base regular daily hours also reflect the shift the employee works, which enables Banner functionality to automatically generate shift premium pay for work on second, third and weekend shift. In a separate Banner function, changes or exception activity will be entered into a Banner Time Entry form (**PHATIME**) to facilitate changes to the employee's base regular work schedule. These exception entries will alter the earn code affiliated with hours (i.e., earned time use) or will create a dock pay when time reported as used is in excess of the employee's accrued leave balance.

**Banner's Payroll Calendar**

*Pay periods and the associated time entry parameters are controlled by Banner's Payroll Calendar Rule Form (**PTRCALN**), which will be maintained by the USNH Payroll Office. All Banner H/R users will have inquiry access to form **PTRCALN**.*

Employees are responsible for completing a biweekly time sheet reflecting the hours they work on a per day basis, any time they have taken off from work and type of absence (earned time, sick pool, FMLA, jury, etc.), and the shift when the hours were worked. At the end of the payroll period (defined in the Banner Payroll Calendar, **PTRCALN**), the employee signs/dates their timesheet and submits it to their supervisor. The supervisor is responsible for reviewing the time sheet for accuracy and, upon approval, the supervisor must sign and date the form. The time sheet must contain the original signature and date of both the employee and the supervisor. The supervisor submits the time sheet to the data entry unit according to their established deadlines. Exception data must be entered into the Banner time entry form (**PHATIME**) prior to the cut-off day and time for the payroll as indicated in **PTRCALN**. Only Banner Superusers will be provided access to enter Exception Time to **PHATIME** after this date and time. However, the Superuser must be finished prior to payroll production running. Initially, this deadline will be set for **Monday following PPEND at 4:00 p.m.**



Initial Deadline → Monday following PPEND at 4:00 p.m.

This day/time may change to allow less time or more time depending on the time necessary to run the Banner payroll production jobs. The goal is to allow the maximum amount of time for time entry, while allowing the time necessary to run payroll in order to meet direct deposit deadlines and check printing to accommodate the Friday payday. This is a delicate balance and will be monitored closely during the first several months.

The individual performing data entry needs to determine the employee's base regular hours and must process into **PHATIME** any exception entries required. If no exceptions occur, no entry is needed. Exception entries are coded to applicable earn codes which identify the change in time worked different from the employee's base or normal daily work schedule. See the Eligible Earn Code Chart for a listing of all eligible earn codes for Operating Staff employees. Based on the employee's campus or institution, **PHATIME** entries are needed to reflect absences due to earned time use, sick pool use, jury duty, traditional vacation/sick time use and absence without time. Exception entries are also needed to reflect additional time worked above the base work schedule for premium overtime pay, shift payments, longevity pay, stand-by hours, call back hours, etc. Once the hours are entered to the appropriate earnings code, calculations will be performed in a consistent manner. Banner processes will apply USNH policy and FLSA regulations to calculate the payment due based on rule tables, hours and/or the rate to be paid.

In most cases, the rate is used from the **NBAJOBS** record. However, some earn codes, like standby pay, use a table rate to calculate the payment amount, while other earn codes such as tip earnings require a "special" rate.

All time entered, across all hourly-based appointments (Operating staff, regular hourly, student hourly and College Work Study), will be analyzed by Banner generated processes to determine if the employee has worked more than **40 hours** in a week and thus should be paid a premium overtime payment per USNH policy and FLSA regulations, in compliance with FLSA regulations. Banner will also determine the appropriate “blended rate” to use for payment of the premium time. Banner functionality assigns this premium payment to the employee’s primary job. In some instances, this may not be the appointment that caused the overtime payment; therefore, after each payroll cycle, USNH payroll staff will conduct a review of overtime premium assignment, work with departments to determine if Banner charged the proper job record and coordinate any necessary changes.

Timeline of Activity

EVENT	DESCRIPTION
Pay Period (PP) Begins	Saturday week 1
PP Ends	Friday week 2
Employee submits time to supervisor	PP end or last day of work in PP, whichever is first (occasionally, a USNH or campus Holiday alters this date)
Supervisor to submit time to data entry site	Deadline set by data entry site
Time entry period begins	Normally on the Monday following PP end date, however it is recommended that time entry and approval occur after the Pay Period ends and before the deadline
Deadline for time entry	Monday at 4:00 p.m. following Pay Period end date <i>(subject to change, refer to PTRCALN for PP deadline)</i>
Payroll production begins	Monday following Pay Period end date
Payroll production ends	Wednesday following Pay Period end date



Obtaining Guidance on Policy Issues

It is important to consult the USNH/Campus policy and the Campus Human Resources Office for guidance associated with these types of payments and leave type.

Changes to Prior Pay Period Time Submission:

It is sometimes necessary to make an adjustment to a prior pay period’s time. While it is expected that time entry be accurate, when revisions are necessary, the employee and supervisor must complete a time sheet, clearly mark it “REVISED”, and include the year and pay period number of the original pay period, as well as an explanation for the adjustment.



Verifying and Entering Retroactive Time Adjustments

The data entry unit is responsible for verifying the adjustment and entering the time to a “retro/adjustment” earn code.

Overpayment

Adjustments must be handled immediately. The Campus Payroll Office must be notified. Payroll will assist by working with the BSC to review the status of the records, determining the action needed to process correction/adjustment, identifying the payment impacted and computing any overpayment. The BSC along with the department or supervisor will be responsible for contacting the employee to provide an explanation and to collect the overpayment from the employee. The employee is responsible to repay any overpayment.

Labor Distribution (separate training is being provided):

Banner processes will assign the labor distribution and associated percent allocation attached to the job assignment to charge the payroll expenses. An EPAF document designed to change a job’s future labor distribution should be used to make changes to the future labor distribution.

Changes to past labor expenses must be communicated to the USNH Payroll office via the **USNH Expense Redistribution Form**. Payroll staff will process the changes using the Banner **PHARED** document.



Record Retention

The data entry unit must retain time sheets for four years. These documents must be available upon request for audit by the USNH Payroll Office, USNH Controller’s Office, Campus H/R/Payroll, USNH Internal Audit or any authorized external auditing agency.

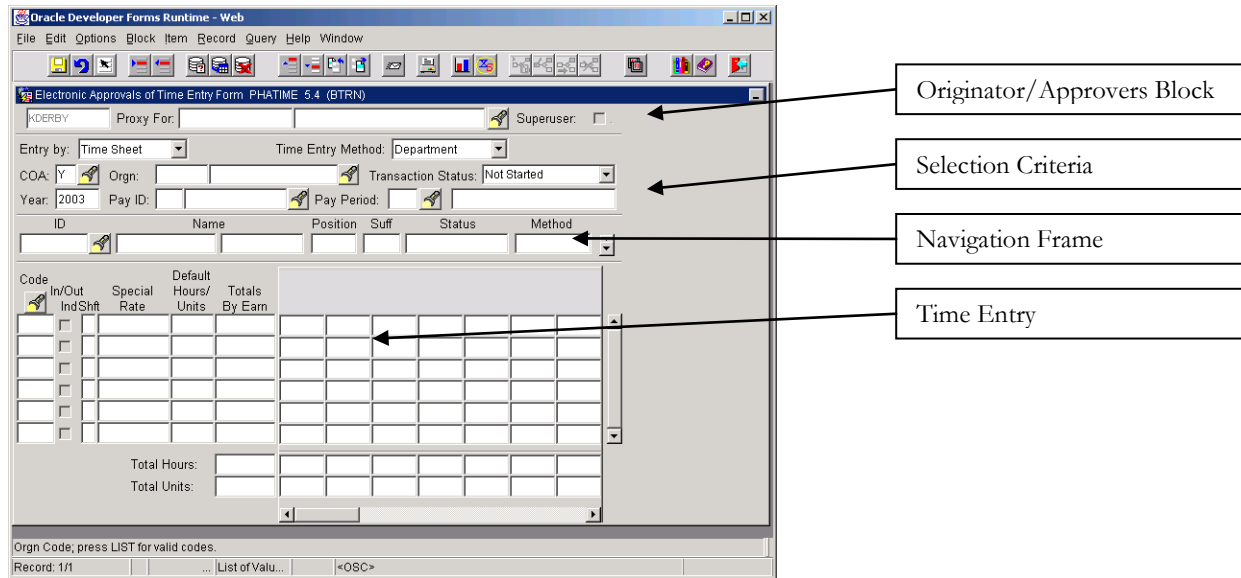
About PHATIME (Electronic Approvals of Time Entry Form)

The individual who initially extracts time transactions on the Electronic Approvals of Time Entry Form (**PHATIME**) for a given time sheet organization (TSORG), Year, Pay ID and Pay Period is considered the Originator. Once a transaction has been initialized, only the originator or their proxy can enter employee time and/or change previously entered time.

Time can only be entered while the pay period is open as indicated on the Payroll Calendar Rule Form (PTRCALN). Anyone with security access to the time TSORG can view but not update information initialized by the originator in the Earnings block.

The 4 Components of PHATIME

The PHATIME form is broken into 4 sections/blocks, each with their own unique Options list which provides quick access to common functions such as changing the status of time entry transactions, accessing other Banner forms used to query, etc.



The Originator/Approvers Block

One of the most important things to consider when using PHATIME is the concept of the **originator**. The originator is the individual who initially extracts time transactions on the Electronic Approvals of Time Entry Form (PHATIME). Once a transaction has been initialized, **only the originator or their proxy can enter employee time and/or change previously entered time**. Anyone with security access to the time entry TSORG can view (but not update) information initialized by the originator in the Earnings block. Therefore, it is important the originator designate any necessary proxies prior to extracting time.



Originator

The individual who initially extracts time transactions for any given pay period is the Originator. Only the Originator or their proxy(ies) can enter employee time and/or change previously entered time. Caution should be taken to designate appropriate proxies. Proxies are set by the individual in form NTRPROX.

In the Originator/Approvers Block, the system displays the user’s ID in the first field. The user may also enter the ID of a user they are performing time entry as a proxy for and/or check the “Superuser” box to take on Banner “Superuser” functionality. (See Proxy/Superuser document for additional information.)

Selection Criteria

The Selection Criteria block allows the originator or proxy to extract a given time sheet organization (TSORG), Year, Pay ID and Pay Period. Time can only be entered while the time entry period is open as indicated on the Payroll Calendar Rule Form (**PTRCALN**). A Superuser may enter time beyond the end date/time provided the payroll process has not been run.

Navigation Frame

Once the criterion has been extracted, a list of employees is displayed in the Navigation frame. Use the arrow keys or the scroll bar to view each employee. Select the flashlight icon to query for an individual in **PHIETIM**. Once you've located the correct employee, select the name and perform a **Next Block** to navigate to the Time Entry block.

Time Entry

The Time Entry block allows users to query and select an earn code, enter the type of shift for the time worked, enter "Special Rate" if required and the hours worked by the employee for each day within the pay period that they appointment is active.

Unique Options List

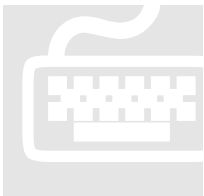
The options available to you will change as you navigate through the 4 different sections of **PHATIME**. The following table lists items/forms that may be found under the *Options* pull-down menu, depending on which block of the form your cursor is located.

PHATIME Options	DESCRIPTION
Access Next Time Record	Allows the user to move to the Next employee time record without having to return to the Navigation frame.
Access Previous Time Record	Allows the user to move to the Previous employee time record without having to return to the Navigation frame.
Approve Time	Available to approve time if the originator is also an approver and you are not using PHADSUM to approve.
Acknowledge Time	Available to an acknowledger only, if the originator is also an acknowledger.
List Leave Balances	Displays the current leave balances for the employee. <i>(At "Go Live", KSC, PSC, CLL, System and UNH Famis/Kronos employee leave data will be available on-line.) Other UNH OS employee leave balances will not be available on-line.</i>
Restart Time for Employee	Removes all time entries and allows the user to start over.

	Available to the originator before entry has been “submitted for approval”. Once a transaction has been submitted for approval, the approver must a) return it for correction, or b) make the correction.
Return Time for Correction	Available to approvers only.
Submit Time for Approvals	Submits time for approval. Changes Transaction Status from “In Process” to “Pending”.
View/Change Routing Queue	Accesses the Routing Queue. All values, except mandatory records can be deleted or modified.
View Errors	Use to view all errors associated with the employee ID number in Pay History Display Errors Form PHIDERR .
View/Enter Time In and Out	Available only if the earnings code and/or employee class is set up for a Time In and Out entry (not in use at USNH).
View/Enter Comments	Use to view or enter comment text.
View/Override Labor Distribution	Option not available to USNH.

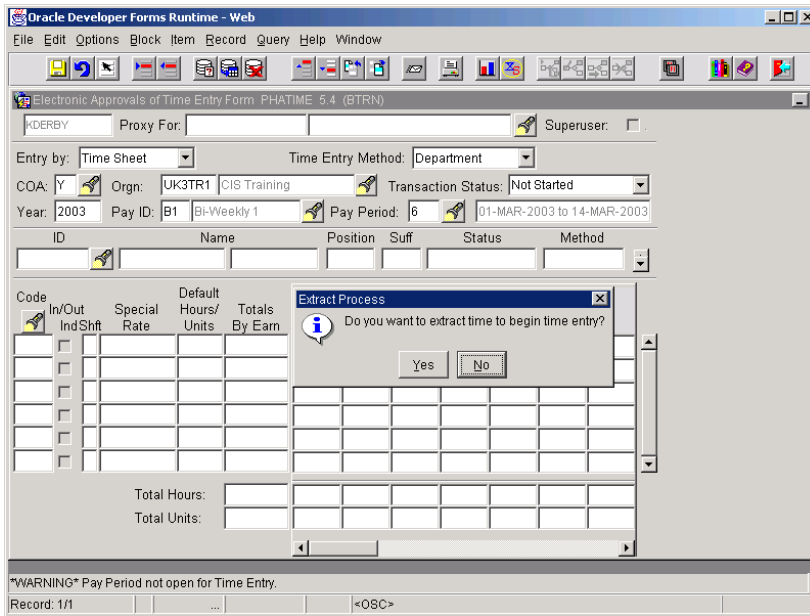
Extracting Time

The first step is to extract time for a payroll period. Banner’s extracting process creates a time entry record for the year-pay id-pay no for any employee who has an active appointment in **NBAJOBS**. It is recommended that the extract time process be run just prior to the user being ready to perform time entry. This will ensure as many time entry records are being selected, as possible. If new appointments are processed after the extract process has run, the process may be run again to extract the new record(s). This is done by Time Sheet Orgn, while the pay period is open, in the form **PHATIME** (Electronic Approvals of Time Entry Form):



1. Log into the proper VPN client and open the Training Instance of Banner HR to begin the lesson. *(Reminder: After “Go Live”, users will use BPRD instance.)*
2. Type **PHATIME** in the Direct Access box and press **ENTER**.
3. Once in **PHATIME**, you need to decide how you are completing time entry:
 - If for yourself, go to the *Orgn* field.
 - If as a proxy for another user, type the other user’s ID in the *Proxy For* field or select the flashlight icon to query in **GOAEACC** to obtain user’s ID.

- If as a Superuser, type the Superuser's ID in the *Proxy For* field or select the flashlight icon to query in **GOAEACC** and check the **Superuser** box. *See the Proxy/Superuser document for additional information.*
- 4. The fields, *Entry by*, *Time Entry Method* and *COA* will default in.
- 5. Enter the Time sheet Org in the *Orgn* field. *If unknown, select the flashlight icon to query in form FTVORGN.*
- 6. Select **Not Started** in the *Transaction Status* field from the pull-down list.
- 7. **TAB** past Year (*the current year will default*) and enter the *Pay ID*. (**B1** for salary or **B2** for labor.)
- 8. Type the pay # in *Pay Period*. If unknown, select the flashlight icon to query using **PTRCALN**.
- 9. **TAB** to extract time for an individual employee. Enter selection criteria in *ID* or *Name* field and select **OK** or...
- 10. Perform a **Next Block** to extract time for all employees associated with the TSORG.



- 11. Select **Yes** when the message “Do you want to extract time to begin time entry?” is displayed. *A message box is displayed when the extraction is complete. The number of transactions processed successfully and with errors is provided.*
- 12. If there are no errors, select **Continue**. *Employees with active NBAJOBS records have been extracted and are now awaiting time entry.*
- 13. If there are errors, review the errors and resolve.

Select **Options > View Errors** to access form **PHIDERR** (Pay History Display Errors).

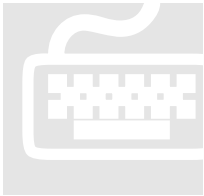
Error and Warning message examples at time entry PHATIME.

PHIDERR Pay History Display Errors Form

Message	Comments
Error No approval routing queue established.	There is no routing queue established for the timesheet org or employee being extracted.
Error Approver's position is vacant for the pay period.	The approver's position is vacant for the time transaction.
Error You do not have security privileges to see the records.	You do not have Human Resources security privileges to see the records.
Error Hours or Units must be entered, or the records should be removed.	<p>The earn code record is partially created when the earn code is entered in PHATIME. The hours/units and days/special rate must be completed before you can exit the line in the Earnings block.</p> <p>If you do not want to enter time for that earn code, use Record Remove to delete the record.</p>
Error There were no employees available for extract.	<p>Four conditions can cause this error message:</p> <ol style="list-style-type: none"> 1. There are no NBAJOBS records with department time entry available for extract. 2. There are no PHATIME records for that payroll with a Transaction Status of <i>Not Started</i>. Query the Transaction Status of <i>All (Except Not Started)</i> to see if transactions exist already for this pay event. 3. The wrong time entry method has been entered in the selection criteria block. Verify that <i>Department</i> is selected as the Time Entry Method. 4. The wrong timesheet org has been selected for the pay event. Verify the Key block information is correct.
Error Approver's position has multiple incumbents.	The approver's position has multiple incumbents set in the approval routing queue.
Warning Pay Period is not open for time entry.	The pay period is not open or is closed. Check the Payroll Calendar Rule Form (PTRCALN) for the Pay Period Time Entry Dates.

Entering Exception Time

Now that records have been extracted, the time is “In Progress” and waiting for you to enter time worked. The employee’s default regular time does **NOT** display in the **PHATIME** form. **PHATIME** should be used to record only the Exception Time Entries.



1. To view each employee, navigate with the arrow keys or the scroll bar. *You may also select the flashlight icon to query by ID number with the Query functions or you may use form **PHIETIM**.*
2. Once the employee is selected, perform a **Next Block** to navigate to the Time Entry block.
3. Enter the Earning Code or use the flashlight icon to query. Once the Earning Code value is entered, the cursor will navigate to the appropriate fields that require values.
4. Enter the Shift: enter the appropriate value as defined in the table below:

Operating and Hourly employees	
1	First Shift
2	Second Shift
3	Third Shift
W	Weekend First Shift
X	Weekend Second shift
Y	Weekend Third shift
STUDENT HOURLY & COLLEGE WORK STUDY	
1	All Shifts (Policy does not permit shift premium pay.)

5. Enter the “Special Rate”, if required. (Certain types of payments require a special rate other than the appointment regular rate.)
6. **TAB** or use the mouse to navigate to the appropriate day and enter the total number of hours worked for each day.
7. To enter additional Earn Codes, enter a new record by selecting **Record > Next** (or, by using the Down Arrow on your keyboard) and repeat steps 3 – 6.

8. Select **File > Save**.



Removing Records

*To delete an Earn Code entry: select **Record > Clear** or **Record > Remove**.*

9. To enter or view comments, select **Options > Enter Comments** from the *Options* pull-down list. Comments entered can be viewed in **PHATIME** and **PHADSUM**.
10. Time Enterer is responsible for ensuring accuracy of entry, validating Exception Time to source time sheet submitted by the employee and supervisor. It is recommended that the total of time sheet documents be summed and reconciled to all entries made in Banner via **PHIETIM** form. Once reconciled, the entries are ready for approval.
11. To submit the time entry to approvals, select **Options > Submit Time for Approvals** from the pull down list. The transaction status will change to “Pending” for that record.

If the time enterer is also the approver, they may approve individual records by selecting **Options > Approve Time** for that record.

12. To continue to enter or view time for the next transaction, either use the arrow keys to move to the next record, or select **Options > Access Next Time Record** from the pull-down list.

Review



Extracting and Entering for Operating Staff

- Operating Staff positions will be set to default regular earnings based on the position’s work schedule. This default regular will not be visible via **PHATIME**.
- Operating Staff will complete a biweekly time sheet with a record of the number of hours worked on a per day basis, any time they have taken off from work and type of absence (earned time, sick pool, FMLA, jury, etc.), and the shift when the hours were worked.
- If there are no exceptions, no further action is necessary. However, if changes (or exceptions) to the normal work schedule are reported by the employee/supervisor, those changes need to be entered using **PHATIME**.
- The first step using **PHATIME** is to enter the originator/proxy information and extract time.
- After extraction, the originator/proxy will enter the any changes.
- Entries must be approved before they are available to be pulled into payroll history for payment.

Example Results

Sue will be paid:

Summary

EC = 120	80 hours	Regular at	\$9.50	\$760.00
EC = 310	4 hours	Additional at	\$9.50	38.00
EC = 318	5 hours	Standby at	\$2.50	12.50
Gen EC = 330	4 hours	FLSA OT at	\$9.50 * .5	19.00
TOTAL PAY DUE				\$829.50

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Banner H/R

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Approval of Time Entry

In Chapters 1 and 2, we learned the associated steps with extracting and entering time. Before compensation can be given in the form of a check or ACH, approval must be applied. There may be several people in the Approval Routing Queue to process the transaction.



Today's Lesson

This chapter will outline the steps necessary to locate any transactions/records awaiting approval and how to approve them.

Department Approval Summary Form

The first step in approving transactions is locating those transactions in “pending” status.

The Department Approval Summary Form (**PHADSUM**) displays time that was entered through the Electronic Approvals of Time Entry Form (**PHATIME**) used in Chapters 1 - 2.

The form enables you to query on the transaction status. The records are sorted alphabetically by employee name within the queue status. The next page displays a table of the sort order for the queue status (Transaction Status and its Description).

Transaction status	DESCRIPTION
Not Started	Transactions that have not been extracted for time entry either on the Web or on the Electronic Approvals of Time Entry Form (PHATIME). To extract time sheets, “ <i>Not Started</i> ” must be chosen as the Transaction Status in PHATIME .
In Progress	Transactions that have been extracted and await time entry or completion of time entry.
Pending	Transactions that have been submitted to the routing queue for approval. Time entry has been completed for these time transactions.
Approved	Transactions that have been approved by all individuals in the routing queue for the Time Sheet Org.
Completed	Time sheets are given a “ <i>Completed</i> ” status when the Mass Time Process (PHPMTIM) is run to move the time records into the tables for normal payroll processing.
Error	“Error” transactions are those time transactions that have problems that need to be corrected. Time transactions can go into “Error” status when submitted for approval and also during the approvals process. All errors that are generated can be viewed using the “View Errors” option in the navigation frame of this form; the Pay History Display Errors Form (PHIDERR) will be the form accessed to see the errors.
Return for Correction	“Return for Correction” transactions are time transactions that have been returned by an approver during the approvals process. These transactions need to be corrected in PHATIME by the originator and resubmitted to the routing queue. Any approvals that had been previously applied must be reapplied.
All (except Not Started)	“All (Except Not Started)” includes all transactions that are in “Approved”, “Completed”, “Error”, “In Process”, “Pending” or “Return for Correction” status.

Pending Status

A transaction must be in “Pending” status to be approved. The record remains “Pending” until all approvers in the routing queue have approved the time transactions. The status moves to an “Approved” status when all the approvers have approved the transaction.



Routing Queue Notification

A user defined as part of a routing queue receives an alert message indicating that Electronic Approvals transactions exist for his/her approval. Message: *You have electronic approvals transactions. Do you wish to view them now? Select **YES** to be directed to the **PHADSUM**. Selecting the Time Sheets/Leave takes the approver to the **PHADSUM** form.*

About PHADSUM (Department Approval Summary Form)

The 4 Components of PHADSUM

The **PHADSUM** form is broken into 4 sections/blocks. Within each section/block, Banner: H/R has a varied Options list; each with their own unique lists that allow the user to take action such as changing the status of time entry transaction(s) or to accommodate inquiries to other Banner forms (i.e., leave balances, etc.).

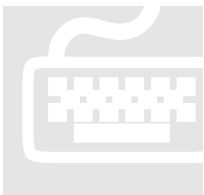
Unique Options List

The options available to you will change as you navigate through the 4 different sections of **PHADSUM**. The following table lists items/forms that may be found under the *Options* pull-down menu:

PHATIME Options	DESCRIPTION
View/Change Time Detail	Accesses the PHATIME form. The approver can make changes here.
Approve/Acknowledge All	Populates Appr/Ackn indicators for all employees. This option should be used only if approvers want to mark all records approved/acknowledged. Overrides any records marked "Return for Corr".
Apply All Actions	Use to apply all actions marked simultaneously: approve/acknowledge, return for correction and comments.
View/Enter Comments	For viewing/entering comment text. If comment is marked as confidential, an employee is not able to see the approver's comment on the Web.
View/Change Routing Queue	For modifying routing queue. Mandatory approvers cannot be modified or deleted.
View Errors/Warnings	Goes to Pay History Display Errors Form (PHIDERR).
Transaction Summary	Used by timekeepers to track totals for the time sheets.

Approving Time

Before compensation to the employee in the form of a paycheck can be accomplished, the extracted and entered time must be approved using form **PHADSUM** (Department Approval Summary Form) if it was not applied at time entry.



1. Log into the proper VPN client and open the Training Instance of Banner H/R to begin the lesson.
2. Type **PHADSUM** in the Direct Access box and press **ENTER**. Once in **PHADSUM** you need to decide how you are completing approvals:
 - If For Yourself: Enter the *ORGN* field.
 - If as Proxy for Another User: Type the other user's ID in the *Proxy For* field, or select the flashlight icon to query in **GOAEACC**.
 - If as a Superuser: Type the supervisor's ID in the *Proxy For* field, or select the flashlight icon to query in **GOAEACC** and check the **Superuser** box. See the proxy/supervisor document for additional information.

3. The fields, *Approval of* and *COA* will default in.
4. Enter the Time Sheet Org in the *ORGN* field. *If unknown, select the flashlight icon to query in form FTVORGN.*
5. Select **Pending** in the *Transaction Status* field from the pull-down list.
6. **TAB** past Year (*the current year will default*) and enter the *Pay ID*. (**B1** for salary or **B2** for labor.)
7. Enter the pay period # *Pay Period*. *If unknown, select the flashlight icon to query using PTRCALN.*
8. Perform a **Next > Block** to review a list of employees in the Department Summary block with a transaction status of “Pending”.
9. Review the time entered for each employee. *Use the scroll bar or the arrow keys to view more records.*
10. For each record, enter a check mark in the *Appr/Ackn* check box to indicate the approval/acknowledgement of the time.
11. If the record is incorrect, enter a check mark in the *Return for Corr* check box. This returns the record to the originator for correction and resubmission.
12. To apply approvals (individually or for the group), select **Options > Apply all actions**.
13. Approvals must be applied prior to payroll processing, otherwise the entry will be left in “Pending” status and the employee will not receive payment.
14. Select **File > Save** to save changes.
15. Select **File > Exit** to log out of the form and return to the Main Menu.

Review



Approving Time Entry

- After an employee's time has been extracted and entered, it is placed in the approval routing queue.
- If there are transactions pending your approval, you will receive an alert message indicating transactions exist for your approval.
- The form **PHADSUM** displays time that was entered through form **PHATIME**. **PHADSUM** allows you to query by transaction status.
- Transactions waiting for approval will be in the "Pending" transaction status.
- After reviewing time for each employee, the approver will place a check mark next to *Appr/Ackn* to indicate approval/acknowledgement, or next to *Return for Corr* to return the record to the originator for correction and resubmission.
- Transactions left in "Pending" status will not be paid.


Payroll Query Forms


This interactive demonstration of Banner H/R is designed to provide an overview of the General Query forms available for use to view Banner H/R Payroll data.


Welcome to Banner H/R – Payroll. This document is a reference tool to introduce you to the query tools available in Banner related to payroll activity.

These segments are more designed to provide information than to support an interactive classroom experience. Each chapter focuses on a different Banner form and should be self-explanatory.

ICON KEY

 Valuable information

 Test your knowledge

 Tips to take note

 Keyboard exercise

 Workbook review

How to Use This Manual

The “icon key” at left displays commonly used icons that appear through this documentation.

FORM A	PHIDERR	PAY HISTORY DEFINE ERRORS
FORM B	PHIETIM	WEB/DEPARTMENT EMPLOYEE TIME QUERY
FORM C	PHIJOBS	HISTORY JOBS INQUIRY FORM
FORM D	PHITSKY	TIME SHEET KEYS FORM
FORM E	PHITTOT	TIME SHEET TOTALS FORM
FORM F	POIDEN	EMPLOYEE SEARCH FORM
FORM G	PTRCALN	PAYROLL CALENDAR
FORM H	PTREARN	EARNINGS CODE RULE FORM
FORM I	PTRINST	INSTALLATION RULES FORM

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PHIDERR - Pay History Display Errors Form

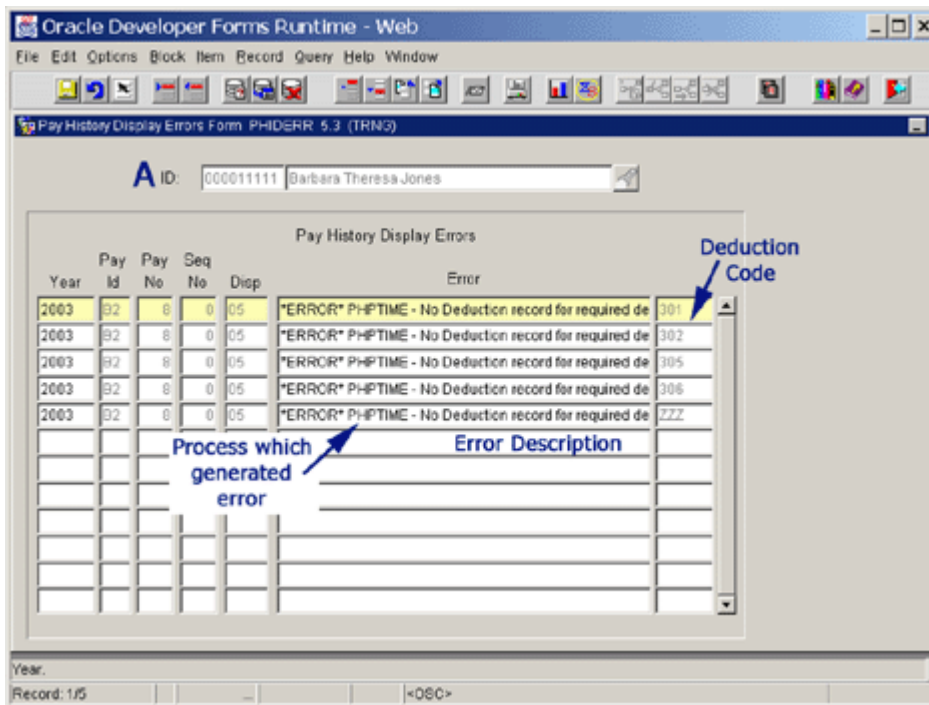
Descriptive summary of the form.

The Pay History Display Errors Form displays the errors encountered during payroll for a specified employee.

Summary data for error(s) is available on the initial window; more detail is available through the *Options* menu. This form is view only.

PHIDERR can be accessed directly and is also available through the *Options* menu from **PHATIME** and **PHAHOUR**.

Pay History Display Error Form (Window 1 of PHIDERR)

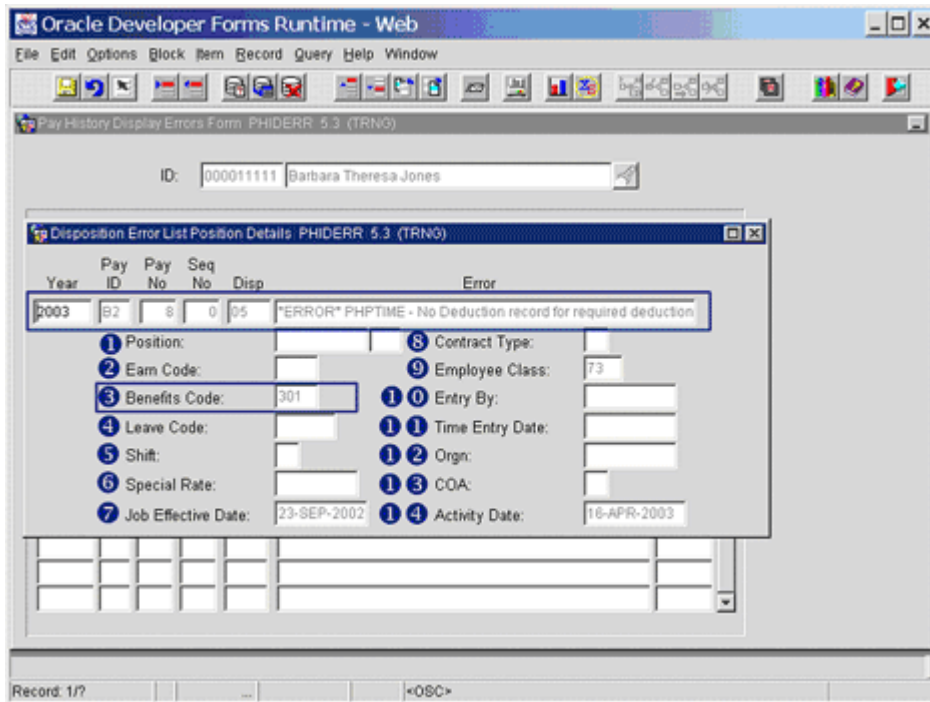
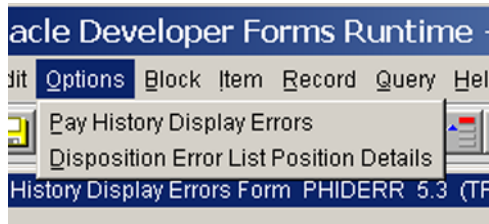


A Employee ID

The key to the query.

- Year Calendar year of time entry
- PayID Pay ID of entry. At USNH: B1 for Salary – B2 for Labor
- PayNo Pay number of entry
- SeqNo
- Disp Disposition of entry; dispositions indicate the point in the payroll process the entry has achieved.
- Error Error or Warning on the entry
 The first part of the error indicates the process that initially recorded the error.
 The second part of the error is a very brief description of the error.
- Code The code related to the error. This can be an Earnings Codes or Benefit/Deductions codes. In the example displayed – the errors are associated with required deductions, so the Benefit/Deduction codes are displayed.

Disposition Error List Position Details (Window 2 of PHIDERR)



The items enclosed in the outlined boxes are the data displayed in the first window on the first line. The detail displayed here is related to the line selected on the first window when this option was invoked.

- ① The position number and job suffix associated with the error. Helpful when errors are encountered and the employee has multiple positions and/or position-suffixes.
- ② The earn code associated with the error. A full list of earn codes is available on **PTREARN**.
- ③ The Benefit/Deduction code the error is related to. A full list of Benefit/Deduction codes is available on **PTRBDCA**.



Note: Generally either an Earnings code or a Benefit/Deduction code will be displayed.

- ④ Leave code the error is associated with. A complete list of Leave Codes is available on **PTRLEAV**.
- ⑤ Shift the error is associated with
- ⑥ Special Rate used for this record
- ⑦ Effective date of the Job
- ⑧ Contract type of this entry, if any
- ⑨ Employee Class (ECLS); a complete listing is available on **PTRECLS**
- ① ① UserID of entry, if any
- ① ① Date Time Entry occurred, if any
- ① ② Time Sheet Org
- ① ③ Time Sheet Chart of Accounts
- ① ④ Date of last activity to this record



PHIETIM – Web/Department Employee Time Inquiry Form

Descriptive summary of the form.

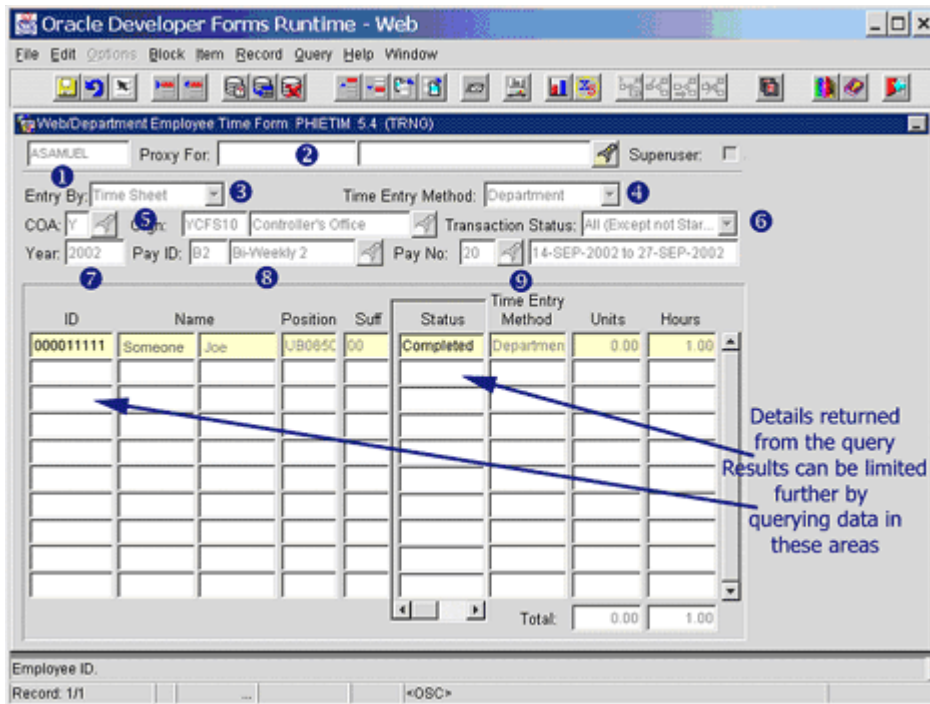
This form pulls data from the department time entry area (**PHATIME**). Departmental time entry can be viewed on this form to determine status of all entry required for specific time sheet orgs (TSOrg) and the status of each individual within that TSOrg. This form also displays totals for the data entry that has been performed providing the information needed by those performing the data entry and their managers to verify totals and reconcile payroll entry before approvals are applied.

Selection of data can be limited to a specific transaction status either in the header of the document or within the body. Managers of areas responsible for time entry should utilize this form to verify the status of all time entry required for their area(s) of responsibility.

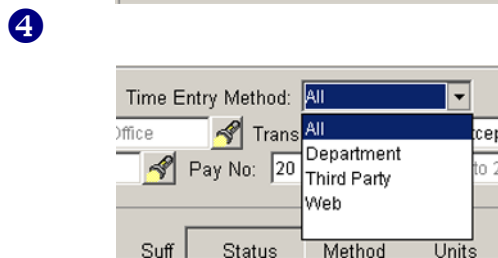
This form, used in conjunction with **PHIDERR**, can assist in determining any individuals with data entry errors to assure proper payment of all individuals within their area.

There is only one window to this form; the form is inquiry only.

- ① This is your user ID; it is displayed by the system and cannot be altered.
- ② When performing a query for data that was extracted and entered by another user for whom you can act as proxy, enter the user ID for the individual who was responsible for the extraction and data entry.



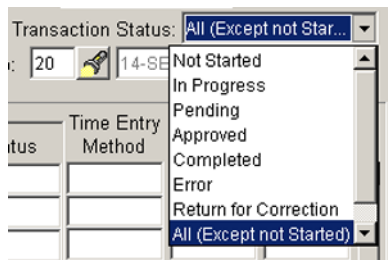
Time entry is performed for either Time Sheet entry or Leave Request. Select which type of entry is being reviewed. At USNH, Time Sheet will be the selection.



Select the method used for this data entry. The available methods are:
 All types
 Departmental
 Third Party – Feeds such as Kronos or Famis
 Web Time Entry – not currently in use

The Time Sheet Chart of Accounts at USNH is always Y. The Time Sheet Org (TSOrg) of query. This is the TSOrg used for data entry purposes and assigned to the employee's job assignment; not all Banner Finance Orgs are designated as TSOrgs. After the TSOrg is entered, the description associated with this Org from the finance FTVORGN table will be displayed.

6



Select the transaction status of entry to be reviewed. The options are:

Not Started – Transactions that have not been extracted for time entry either on the Web or on the Electronic Approvals of Time Entry Form (**PHATIME**). To extract time sheets, “Not Started” must be chosen as the Transaction Status in **PHATIME**.

In Progress – Transactions that have been extracted and await time entry or completion of time entry

Pending – Transactions that have been submitted to the routing queue for approval. Time entry has been completed for these time transactions.

Approved – Transactions that have been approved by all individuals in the routing queue for the Time Sheet Org.

Completed – Time sheets are given a “Completed” status when the Mass Time Process (**PHPMTIM**) is run to move the time records into the tables for normal payroll processing.

Error – “Error” transactions are those time transactions that have problems that need to be corrected. Time transactions can go into “Error” status when submitted for approval and also during the approvals process. All errors that are generated can be viewed using the “View Errors” option in the navigation frame of this form; the Pay History Display Errors Form (**PHIDERR**) will be the form accessed to see the errors.

Return for Correction – “Return for Correction” transactions are time transactions that have been returned by an approver during the approvals process. These transactions need to be corrected in **PHATIME** by the originator and resubmitted to the routing queue. Any approvals that had been previously applied must be reapplied.

All – “All (Except Not Started)” includes all transactions that are in “Approved”, “Completed”, “Error”, “In Process”, “Pending” or “Return for Correction” status.

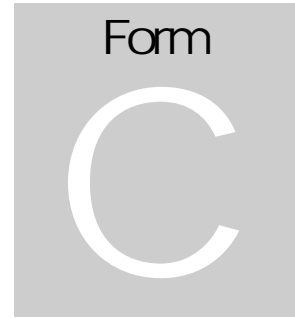
7

The calendar year for the pay period being queried.

- 8 The Pay ID being queried.
B1 = all salaried/exempt employees;
B2 = all OS and hourly based employees.
After the value has been entered, the description will be displayed.
- 9 The Pay number for this calendar year. Each Pay ID (B1/B2) has 26 payments, beginning in January. The first pay in January for the Salaried group would be B1-01.

Once all data has been selected, further queries can be performed in the body of the form. Using the Query functions within Banner forms, a group of IDs or specific statuses can be further selected in the main body.

Any field whose data is not grayed out and you can place your cursor in can be queried.



PHIJOBS – History Jobs Inquiry Form

Descriptive summary of the form.

Time entered for all staff within a specific Time Sheet Org (TSOrg) can be viewed in summary through the **PHIJOBS** form. If the TSOrg is entered in the header of the form, staff within that TSOrg will be displayed. If no entry is made to the TSOrg field, all TSOrgs will be displayed.



Org level security
Normal Banner Org level security will be supported on this form. This means, only those orgs a user has security to view will be available for view. If no TSOrg is entered, only those TSOrgs a user is authorized to view will be displayed.

This form draws information from baseline Banner.

There is only one window associated with this form and it is query only:

- 1 Year Calendar year the pay period is contained in.

Pay ID Pay ID to be viewed. For USNH:
 B1 = Salary
 B2 = Labor

Pay No Pay number for this Pay ID.
- 2 COA Chart of Accounts – For USNH, this is always Y.

Orgn Time Sheet Org (TSOrg) for which time is to be reviewed. If left blank, all TSOrgs will be returned.
- 3

T/S Method:	(None)
	Organization
	Roster
	Time Sheet
	(None)

Position

Select method through which time was entered.	
Roster	Used for Salary
Organization	Used for Operating Staff
Time Sheet	Positive Pay
None	Selects all Methods
- 4 Dates related to the pay ID. These dates are read-only and populate automatically as soon as the Year, Pay ID and Pay No are completed.

Oracle Developer Forms Runtime - Web

File Edit Options Block Item Record Query Help Window

History Jobs Inquiry Form PHJOBS 5.0 (TRNG)

Year: 2001 COA: Y

Pay ID: 01 ORGN: T/S Method: (None)

Begin Date: 23-JUN-2001

End Date: 06-JUL-2001

Check Date: 06-JUL-2001

5	6	7	8	9	10	11			
Id	Name	Position	Suff	Effective	Disp	Units	Hours		
444444444	Dezeno	Testing	CA2003	00	01-JUL-2001	60	8.00	0.00	
444444444	Dezeno	Testing	CA2003	01	01-JUL-2001	60	5.00	0.00	
777556666	Frost	Jack	JBZ796	00	01-JUL-2001	60	8.00	0.00	
659626400	Kmart	Martha	KNFZ01	00	01-JUL-2001	60	5.00	0.00	
						Total Units:	26.00	Total Hours:	0.00

Employee ID:

Record: 1/4 < > *OSC*

- 5 USID of the individual
- 6 Individual's name (Last name – First name)
- 7 Position and position suffix this time is being reported for.
- 8 Date the time was recorded. Generally, this will reflect the first day of the pay cycle.
- 9 Disposition of this record at the time this inquiry is made. The dispositions will continue to change until the payment is complete = Disposition 70. See below for a list of valid dispositions and their descriptions.
- 10 Either Units or Hours will display for each record. Units at USNH represent days, which are used for Salaried personnel. Hours are hours reported in a period, which are used for Operating Staff and positive pay personnel.
- 11 Total Units and Total Hours displayed on the form. If a single TSOrg is used, this represents the control total for all the time entered for this TSOrg.

Valid dispositions:

Code	Description
05	Awaiting Re-Extract
10	Awaiting Time Entry
15	Awaiting Correction
20	Awaiting Proof
22	Hours Correction
25	Awaiting Leave Process
27	Pre-Balance Calc
28	Pre-Approve Calc
30	Awaiting Calc
37	Pre-Balance Check
38	Pre-Approve Check
40	Awaiting Document
42	Awaiting Check/Direct Deposit Run
43	Awaiting Direct Deposit Run
44	Awaiting Check Run
47	Pre-Balance Update
48	Pre-Approve Update
50	Awaiting Update
60	Finance Extract
62	Finance Interface/Feed
70	Complete

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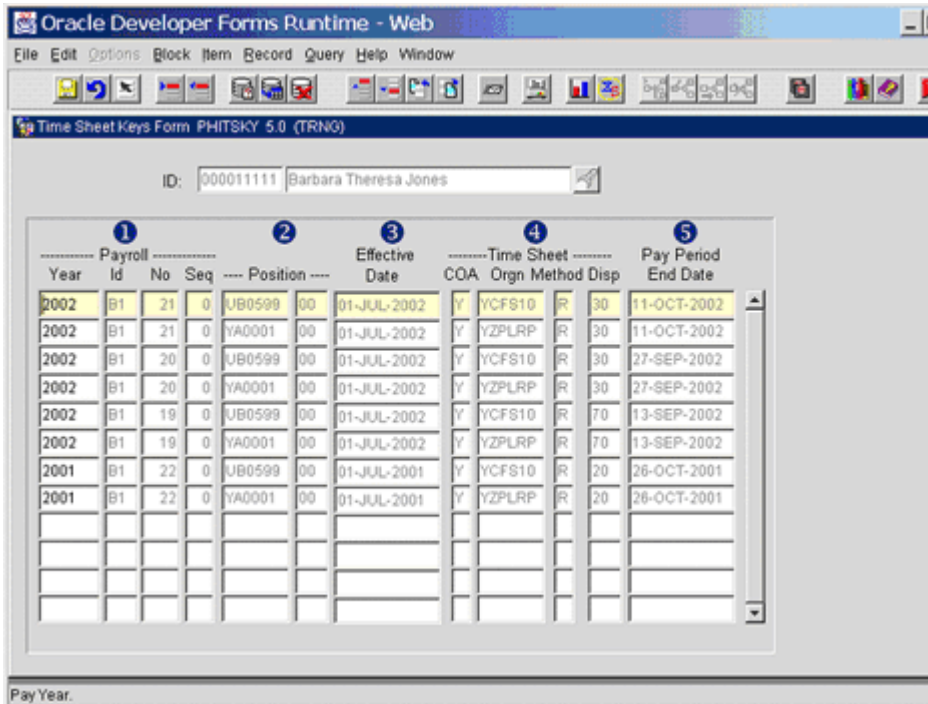
PHITSKY – Time Sheet Keys Form

Descriptive summary of the form.

Reviewing time is dependant upon the TSOrg. Each position/job has a TSOrg that may or may not be related to the organization of expense. This form will assist in determining the TSOrg used for data entry for each job an individual has time.

There is only one window related to this form and it is inquiry only.

This form draws information from baseline Banner.



- 1 Year Calendar year
ID Pay ID time entry is related to
B1 = Salary
B2 = Labor
No Number of the payment – numbers are 1 – 26
Seq
- 2 Position - The position number and suffix of the position this payment is related to.
- 3 Effective date of the position-suffix payment.
- 4 Time-Sheet Information
COA Chart of Accounts for this TSOrg
Org The time-sheet-org time is entered for
Method Method of entry :
R – Roster
O – Organizational
T – Time Sheet
Disposition – system-defined codes indicating the current status of a pay event in the payroll cycle. See table below for disposition values.
- 5 The date the pay period ends on.

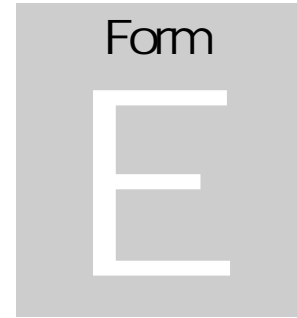
Valid dispositions:

Code	Description
05	Awaiting Re-Extract
10	Awaiting Time Entry
15	Awaiting Correction
20	Awaiting Proof
22	Hours Correction
25	Awaiting Leave Process
27	Pre-Balance Calc
28	Pre-Approve Calc
30	Awaiting Calc
37	Pre-Balance Check
38	Pre-Approve Check
40	Awaiting Document
42	Awaiting Check/Direct Deposit Run
43	Awaiting Direct Deposit Run
44	Awaiting Check Run
47	Pre-Balance Update
48	Pre-Approve Update
50	Awaiting Update
60	Finance Extract
62	Finance Interface/Feed
70	Complete

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PHITTOT- Time Sheet Totals Form

Descriptive summary of the form.

The total number of units and hours that have been reported for each TSOrg and method of reporting is summarized here. This is a very high summary-level review of the status of time entry by TSOrg. There is only one window to this form and it is inquiry only.

This form draws information from baseline Banner.

Oracle Developer Forms Runtime - Web

File Edit Sessions Block Item Record Query Help Window

Time Sheet Totals Form: PHITTOT 5.0 (TRNG)

Year: 2002 Payroll ID: 92 Bi-Weekly 2 Pay Number: 20

Begin Date: 14-SEP-2002 End Date: 27-SEP-2002 Check Date: 04-OCT-2002

COA	Time Sheet Organization	T/S Method	Total Units	Total Hours
Y	RUNHHC UNH Campus Distribution C	Organization	81.00	325.00
Y	YCF510 Controller's Office	Organization	50	230.00

Total Units: 81.50 Total Hours: 555.00

Chart of Accounts Code for the Time Sheet Organization.

Record: 1/2 <OSC>

- 1 Calendar year to review.

- ② Payroll ID to review.
For USNH B1 = Salary
 B2 = Labor
 - ③ Payment number to review; numbers are 1 – 26.
 - ④ Payroll begin date.
 - ⑤ Payroll end date.
 - ⑥ Date of check for this payment.
 - ⑦ Time Sheet information.
Chart of Accounts – at USNH will always be Y
Organization code and its description from the **FTVORGN** form.
 - ⑧ Time sheet entry Method.
Valid values are:
 Roster
 Organization
 Time Sheet
 - ⑨ Total Units reported for this TSOrg and pay period.
 - ⑩ Total Hours reported for this TSOrg and pay period.
 - ⑪ Total Units reported for this pay period over all TSOrgs.
 - ⑫ Total Hours reported for this pay period over all TSOrgs
-



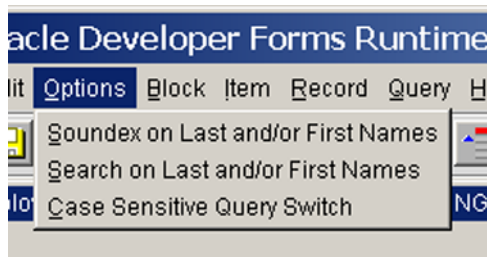
POIIDEN – Employee Search Form

Descriptive summary of the form.

Many forms within Banner H/R require a person’s USID in order to query any data. Although there are other forms used for this query, most forms will direct you to the **POIIDEN** form to perform a query for the particular employee you are looking for.

There are two windows associated with this form and it is inquiry only.

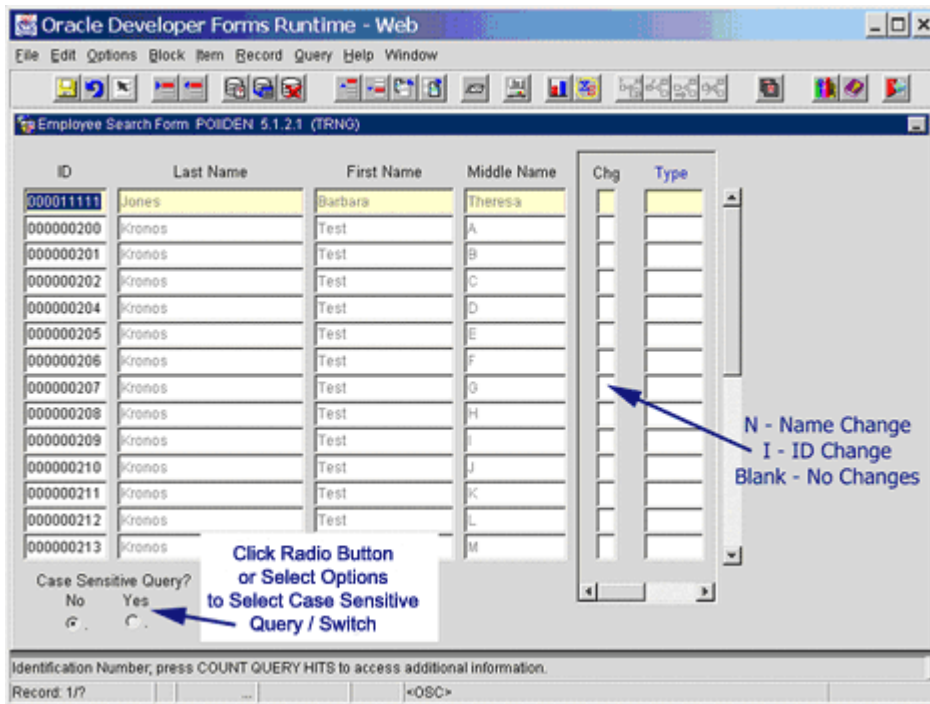
There are several ways to query through this form; they are discussed here.



Soundex – a search mechanism that allows a query where the exact spelling of a name is not known.

First and/or Last name search

Case Sensitive Query

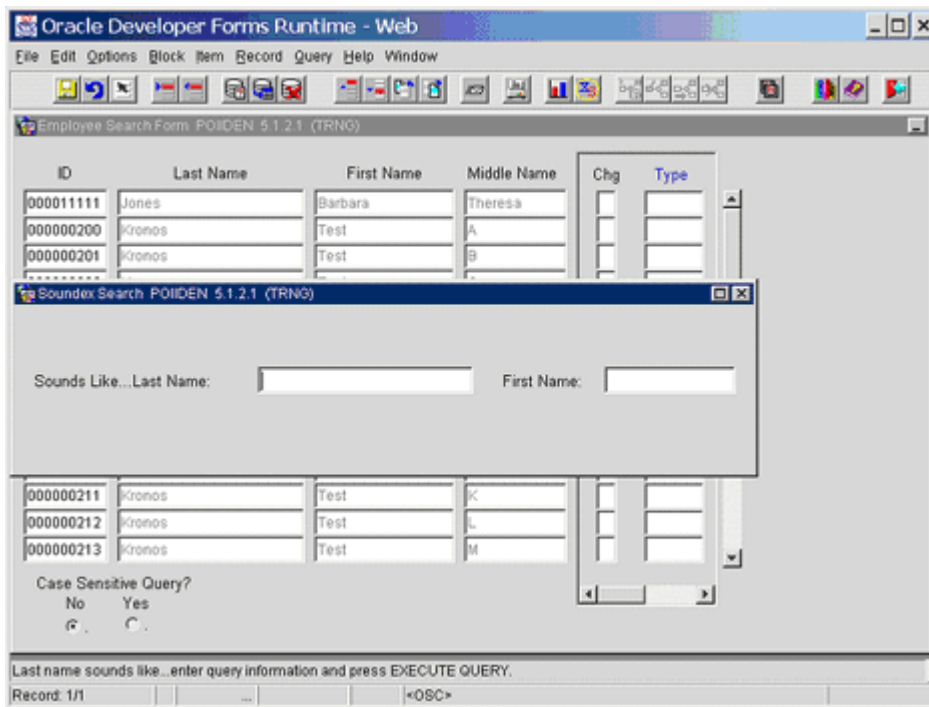


When the form is initially entered, the user is in ‘Search on Last and/or First Names’ mode, which is also the second option on the *Options* menu. In this mode, enter a name or a part of a name with a ‘%’ sign in any column on the form, then select the **Execute Query** icon. This will bring back any values meeting those criteria.

For example, enter ‘Jo%’ in the Last name column and select the **Execute Query** icon. You should have all persons with a last name that begins with Jo in your list. This would include names such as Jones, Johnston, Joy etc. that are in the database.

Searches are generally case sensitive in Banner. For example, if a name is entered as McPeter, the only way to find the name is to search for the full name typed correctly including upper and lower case. To make the system query regardless of case, try a search using the ‘%’ sign as a wildcard for the unknown portion of the query. In this example, you might try ‘Mc%’. This is accomplished by the radio buttons on the bottom of the screen, or through the *Options* menu. The radio button defaults to non-case sensitive searches. If you want to choose a case-sensitive search, click on the radio button that says **Yes**, or select **Options > Case Sensitive Query** in the pull-down menu. Case sensitivity can be toggled back and forth depending upon your needs.

Soundex Search (Window 2 – POIIDEN)



Soundex is a mathematical representation of what a word ‘sounds like’. Use of this function can bring results even when you do not know the exact spelling of the person’s name. Select **Soundex Search** from the *Options* menu. You can search by the first name, last name or both. Enter something resembling the way the name sounds or is spelled, and select the **Execute Query** icon. This should bring back any name that is close to the name entered.

For example, bring up the **Soundex Search** from the *Options* menu. Enter Jones in the last name field and select the **Execute Query** icon. This should bring back last names such as Jones, Johns, and James.

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PTRCALN – Payroll Calendar

Descriptive summary of the form.

PTRCALN displays and controls certain aspects of payroll processing and data entry timing. The dates within pay cycles and the date that is printed on the check are both controlled through this form.

Data entry for time within each payroll is also defined here.

This form has only one window, and it can be queried on all field values. It is inquiry only for the majority of USNH users.



Navigation Bars (bottom of form)



Banner sometimes does not have sufficient space on a single form to display all the data pertinent in the form. Sometimes this is managed by offering additional windows for view; otherwise, there are scroll bars along the bottom of parts of the data. In this form, there is a scroll bar along the bottom right portion of the form. This allows more data to be viewed on this single form.

There are 9 columns displayed within the scroll bar segment of the form. The first two screen shots on the next page are actual views of the form. For the purposes of documentation, another view of the form which contains all of the columns on this form is also displayed. This is not the way the form will actually appear; it is designed for convenience of documentation only.

PAYROLL QUERY FORMS

Oracle Developer Forms Runtime - Web
 File Edit Options Block Item Record Query Help Window

Payroll Calendar Rule Form PTRCALN 5.0 (BTST)

Year	Pay Id	Pay No	POM	Start Date	End Date	Check Date	Web & Dep Period Tim From
2003	B1	14	1	21-JUN-2003	04-JUL-2003	04-JUL-2003	21-JUN-2003
2003	B1	15	2	05-JUL-2003	18-JUL-2003	18-JUL-2003	05-JUL-2003
2003	B1	16	1	19-JUL-2003	01-AUG-2003	01-AUG-2003	19-JUL-2003
2003	B1	17	2	02-AUG-2003	15-AUG-2003	15-AUG-2003	02-AUG-2003
2003	B1	18	3	16-AUG-2003	29-AUG-2003	29-AUG-2003	16-AUG-2003
2003	B1	19	1	30-AUG-2003	12-SEP-2003	12-SEP-2003	30-AUG-2003
2003	B1	20	2	13-SEP-2003	26-SEP-2003	26-SEP-2003	13-SEP-2003
2003	B1	21	1	27-SEP-2003	10-OCT-2003	10-OCT-2003	27-SEP-2003
2003	B1	22	2	11-OCT-2003	24-OCT-2003	24-OCT-2003	11-OCT-2003
2003	B1	23	1	25-OCT-2003	07-NOV-2003	07-NOV-2003	25-OCT-2003
2003	B1	24	2	08-NOV-2003	21-NOV-2003	21-NOV-2003	08-NOV-2003
2003	B1	25	1	22-NOV-2003	05-DEC-2003	05-DEC-2003	22-NOV-2003
2003	B1	26	2	06-DEC-2003	19-DEC-2003	19-DEC-2003	06-DEC-2003
2003	B2	1	1	21-DEC-2002	03-JAN-2003	10-JAN-2003	21-DEC-2002

Calendar Year, format 'YYYY':
 Record: 14/?

• Figure 1: First two columns of Form

Oracle Developer Forms Runtime - Web
 File Edit Options Block Item Record Query Help Window

Payroll Calendar Rule Form PTRCALN 5.0 (BTST)

Year	Pay Id	Pay No	POM	Start Date	End Date	Departmental Pay Entry Dates	Time of Day to Stop Time Entry
2003	B1	14	1	21-JUN-2003	04-JUL-2003	30-JUN-2003	04:00 PM
2003	B1	15	2	05-JUL-2003	18-JUL-2003	14-JUL-2003	04:00 PM
2003	B1	16	1	19-JUL-2003	01-AUG-2003	28-JUL-2003	04:00 PM
2003	B1	17	2	02-AUG-2003	15-AUG-2003	11-AUG-2003	04:00 PM
2003	B1	18	3	16-AUG-2003	29-AUG-2003	25-AUG-2003	04:00 PM
2003	B1	19	1	30-AUG-2003	12-SEP-2003	08-SEP-2003	04:00 PM
2003	B1	20	2	13-SEP-2003	26-SEP-2003	22-SEP-2003	04:00 PM
2003	B1	21	1	27-SEP-2003	10-OCT-2003	06-OCT-2003	04:00 PM
2003	B1	22	2	11-OCT-2003	24-OCT-2003	20-OCT-2003	04:00 PM
2003	B1	23	1	25-OCT-2003	07-NOV-2003	03-NOV-2003	04:00 PM
2003	B1	24	2	08-NOV-2003	21-NOV-2003	17-NOV-2003	04:00 PM
2003	B1	25	1	22-NOV-2003	05-DEC-2003	01-DEC-2003	04:00 PM
2003	B1	26	2	06-DEC-2003	19-DEC-2003	15-DEC-2003	04:00 PM
2003	B2	1	1	21-DEC-2002	03-JAN-2003	06-JAN-2003	04:00 PM

Calendar Year, format 'YYYY':
 Record: 14/?

• Figure 2: Second two columns of Form

Oracle Developer Forms Runtime - Web
 File Edit Options Block Item Record Query Help Window

Payroll Calendar Rule Form PTRCALN 5.0 (BTST)

1	2	3	4	5	6	7	8A	8B	8C	9	10	11	12	
Year	Pay Id	Pay No	POM	Start Date	End Date	Check Date	Web & Departmental Pay Period Time Entry Dates From	To	Time of Day to Stop Time Entry	View on Web Until	Fisc Year	Stats Canada Year	Month	Activity Date
2003	B1	14	1	21-JUN-2003	04-JUL-2003	04-JUL-2003	21-JUN-2003	30-JUN-2003	04:00					12-JAN-2001
2003	B1	15	2	05-JUL-2003	18-JUL-2003	18-JUL-2003	05-JUL-2003	14-JUL-2003	04:00					12-JAN-2001
2003	B1	16	1	19-JUL-2003	01-AUG-2003	01-AUG-2003	19-JUL-2003	28-JUL-2003	04:00					12-JAN-2001
2003	B1	17	2	02-AUG-2003	15-AUG-2003	15-AUG-2003	02-AUG-2003	11-AUG-2003	04:00					12-JAN-2001
2003	B1	18	3	16-AUG-2003	29-AUG-2003	29-AUG-2003	16-AUG-2003	25-AUG-2003	04:00					12-JAN-2001
2003	B1	19	1	30-AUG-2003	12-SEP-2003	12-SEP-2003	30-AUG-2003	08-SEP-2003	04:00					12-JAN-2001
2003	B1	20	2	13-SEP-2003	28-SEP-2003	26-SEP-2003	13-SEP-2003	22-SEP-2003	04:00					12-JAN-2001
2003	B1	21	1	27-SEP-2003	10-OCT-2003	10-OCT-2003	27-SEP-2003	06-OCT-2003	04:00					12-JAN-2001
2003	B1	22	2	11-OCT-2003	24-OCT-2003	24-OCT-2003	11-OCT-2003	20-OCT-2003	04:00					12-JAN-2001
2003	B1	23	1	25-OCT-2003	07-NOV-2003	07-NOV-2003	25-OCT-2003	03-NOV-2003	04:00					12-JAN-2001
2003	B1	24	2	08-NOV-2003	21-NOV-2003	21-NOV-2003	08-NOV-2003	17-NOV-2003	04:00					12-JAN-2001
2003	B1	25	1	22-NOV-2003	05-DEC-2003	05-DEC-2003	22-NOV-2003	01-DEC-2003	04:00					12-JAN-2001
2003	B1	26	2	06-DEC-2003	19-DEC-2003	19-DEC-2003	06-DEC-2003	15-DEC-2003	04:00					12-JAN-2001
2003	B2	1	1	21-DEC-2002	03-JAN-2003	10-JAN-2003	21-DEC-2002	06-JAN-2003	04:00					12-JAN-2001

Calendar Year, format 'YYYY'.
 Record: 14/?

Figure 3: All Columns of the Form

- 1 The calendar year under review.
- 2 The Pay ID to be paid during this period.
B1 = Salary
B2 = Labor
- 3 Each Pay ID is paid every other week. Each of these is numbered 1 - 26. This indicates the payment number for this Pay ID, calendar year.
- 4 The number of this payment for this Pay ID in the current month.
- 5 The date this pay cycle begins.
- 6 The date this pay cycle ends.
- 7 The date this payment is to be issued.

This date is the date that will be printed on the check and will also determine the fiscal period this activity will be posted to in the finance system.



The next 3 columns define data entry periods related to the pay period displayed. These dates apply to all data entry for the pay period, regardless of the source.

- 8 A First date time entry is permitted for this pay period.
- 8 B Last date time entry is permitted for this pay period.
- 8 C Time of the day on the last date that time entry will be terminated.
- 9 The last date this data will be available for view on the web.
This relates to Web-Time-Entry, which USNH will not be implementing at Go-live, but will provide at a later date. If dates cross fiscal years and no specific fiscal year is indicated, a portion of expense will be charged to both fiscal years based on number of days in each.
- 10 The financial fiscal year this pay period is related to.
- 11 Both of these columns relate to Canadian payroll processed and are not applicable to USNH.
- 12 The date this record was last entered or updated.



The items in the B1 outlined box shows the time entry period of B1-20 begins on September 13th and ends on the 22nd with the check issued on the 26th. The pay period outlined is: the data entry period for B2-01 beginning on December 21st and ending on January 6th with the check issued on 10th. Once in the form, query can be performed on any of the columns. For example, it is possible to determine which months during the calendar year 2003 have 3 payments.

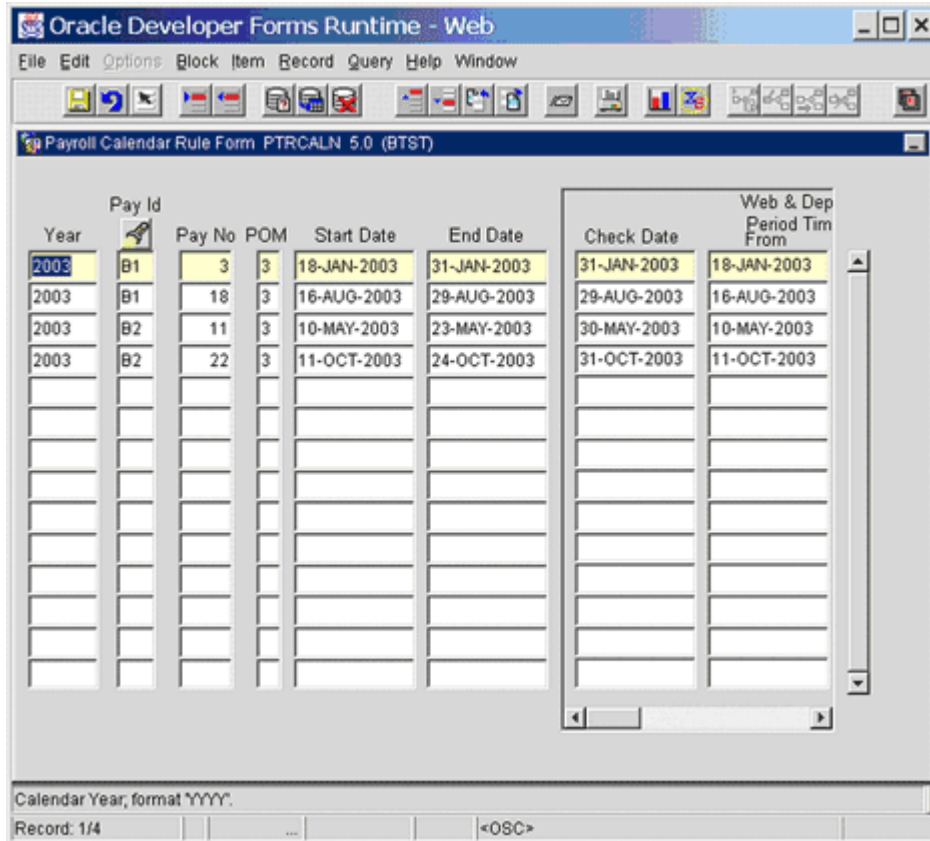


Select the **Enter Query** icon to clear the screen.

Enter **2003** in the *Year* column

Enter **3** in the *POM* column

Select the **Execute Query** icon

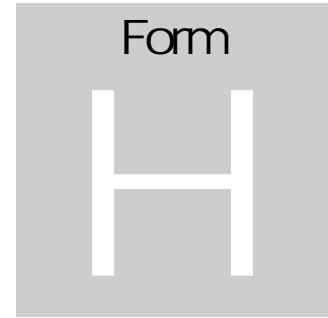


There are 2 months for each Pay ID in which 3 pays occur in 1 month.

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PTREARN – Earnings Code Rule Form

Descriptive summary of the form.

All earnings are recorded for each staff member by means of an Earnings Code. This code plays a significant role in determining the value of an individual’s check, availability for deductions, impact on a person’s taxation, and the accounting associated with the earnings.

There are 3 windows associated with this form. For most users it is inquiry only, and maintenance is held within the USNH Payroll Office.

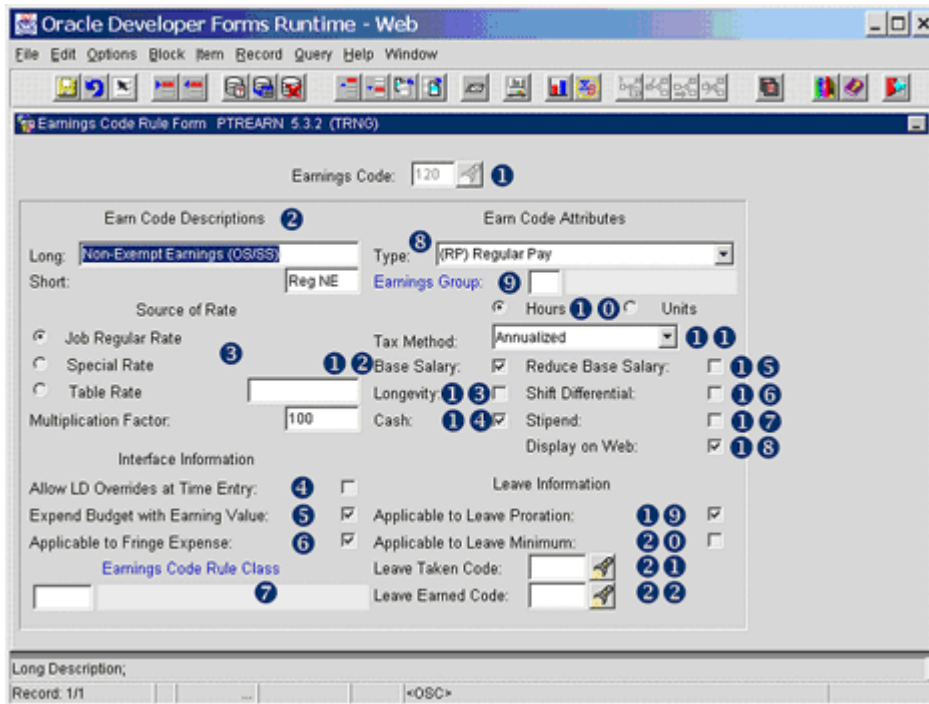


Earnings Code Rules is the first window.

Labor Distribution Overrides allows the finance accounting for this type of earnings to have one or more of its FOAPAL elements altered.

Regulatory Information supports FLSA, 1099-R and other regulatory requirements to be defined.

Earnings Code Rules (Window 1 – PTREARN)



- 1 The earnings code to be reviewed.
- 2 The long and short descriptions of the code. The Short description is displayed on the check and direct deposit notice. The Short description is limited to 8 characters.
- 3 The box that is checked here will determine what rate is used to calculate the amount to be paid based on the units/hours worked.

Job	Rate
Regular Rate	The rate associated with the job on NBAJOBS
Special Rate	The special rate associated with the job entry on NBAJOBS or PHATIME .
Table Rate	A factor that will be applied to the regular rate on the Jobs record. For example, if a staff member is paid 80% of their regular rate for being available on a holiday in stand-by mode, this would reflect.

Multiplication factor - This is generally 100%. For example, in the screen shot above, the earn code is for regular non-exempt earnings. It uses the regular Jobs record rate at 100%. For a leave at half pay, the earn code would reflect regular Jobs record earnings at 50%.

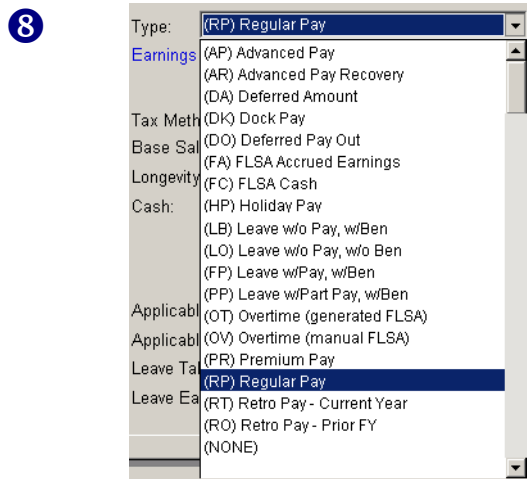
4 If this box is checked, the person entering time can override the labor distribution as the time is entered. When not checked, the labor distribution cannot be manipulated during data entry. At USNH, there are no earn codes in use that permit manipulation of the labor distribution at the time of entry.

5 When this box is checked, the earnings will reduce the budget available on the **NBAPOSN** record. This is true for all regularly budgeted earnings. For some supplemental types of earnings or other earnings that were not fully budgeted, this is not checked. When not checked, none of the earnings expended or budgeted will be reflected on the **NBAPOSN** or **NBAPBUD** forms.

Examples of earnings that would not be reflected against the position budget include bonuses or earn time payouts.

6 Indicates whether or not this type of earnings is eligible for fringe benefit charges.

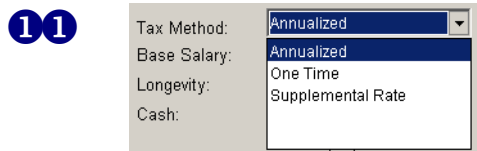
7 When this is completed, it will force the use of this finance rule code when the feed to finance is completed. When left blank the rule codes from the **NTRFINI** table will be used.



The type of earnings is denoted by a 2 character abbreviation as noted in the screen shot to the left. This allows related types of earnings to be grouped together. It is primarily related to reporting and what users will see via the Web.

9 Earnings Groups can be defined on **PTVERGR**. It allows grouping of certain earnings together for regulatory and reporting needs. USNH has not elected to use this functionality at this time.

10 Indicates if the time for this earn code is reported in Units or Hours. At USNH, Units is equivalent to days.



Indicates the method of calculating and withholding taxes from the earnings defined by this code.

Annualized	Calculates an annual earnings based on the current earnings times the number of pays for the year.
One Time	Calculates the taxes on this payment as a one-time event.
Supplemental Rate	Uses a rate established on the PXATXCD table to calculate taxation for each applicable taxing entity.

- 1 2** This box is checked if these earnings represent base salary.
- 1 3** This box is checked if these earnings represent longevity payments. USNH is not using this method to calculate longevity.
- 1 4** This box is checked if this is a cash payment. Some types of earnings are not cash payments, such as reported tip earnings. This would represent only amounts that an employee would see reflected in their paycheck.
- 1 5** When this box is checked, amounts accumulated under this earn code will be subtracted from the base; when left blank, they will be added to the base.
- 1 6** Earnings eligible for shift differential will have a check box in this field; all others will be blank.
- 1 7** A check in this box indicates these are stipend earnings; when left blank, they are not.
- 1 8** When checked, these earnings can be viewed on the Web; when left blank, the earnings will not be available on the web.
- 1 9** A check in this box indicates these earnings are counted when leave accrual is calculated.
- 2 0** A check in this box indicates these earnings are included when calculating accrued leave.
- 2 1** Any value entered here will impact the leave balance for that type of earning.
- 2 2** Any value entered here will impact the leave balance for that type of earning.

Earn Code Labor Distribution Override (Window 2 – PTREARN)

Any values entered in any of the fields on this form will override the related value of the labor distribution coming from the **NBAJOBS** record. For example: for an ECLS of XY, if a fund code of ABCDEF is entered on this form for this earn code, whenever this earn code is used for any person, the accounting in finance will impact fund ABCDEF rather than the fund that is currently on the **NBAJOBS** record.

- ① Chart of Accounts (COA) – at USNH this is always Y.
- ② Employee Class (ECLS) and its description. This will support the override being used for just the ECLS listed.
- ③ The finance Index code - If used, this will automatically populate certain fields of the FOAPAL (generally the fund, org and program codes).
- ④ The finance Fund code - If completed, this will be fund used for all earnings reported on this earn code, regardless of the distribution coming from the job record.
- ⑤ The finance Organization code - If completed, this will be the orgn code used for all earnings reported on this earn code regardless of the distribution used on the job record.
- ⑥ The finance Account code - If completed, this will be the account code used for all earnings reported on this earn code, regardless of the distribution used on the job record.

- 7 The finance Program code - At USNH there is only one program code in use, 020.
- 8 The finance Activity code - If this is completed, this activity code will be used on all earnings reported on this earn code, regardless of the distribution used on the job record.



There are additional fields on this form, which can be seen via the bottom scrollbar. All of the following fields are currently not in use at USNH:

- Location Code
- Project Code
- Cost Code

Regulatory Information (Window 3 – PTREARN)

The screenshot shows the 'Regulatory Information' window for 'PTREARN 5.3.2 (TRNG)'. The 'Earnings Code' is set to '120'. The window is divided into several sections:

- FLSA Information:** Contains two dropdown menus labeled '1 Add' and '2 Add' for 'FLSA Eligible Hours' and 'FLSA Eligible Dollars' respectively.
- Other Regulatory (3):** Includes checkboxes for 'OSHA Reportable Hours', 'Pensionable Hours', and 'California Special Compensation'.
- 1099-R Information:** Features a text field for '1099-R Code' (4) and a date field for 'Activity Date' (6) set to '04-NOV-2002'. There is also a checkbox for 'Taxable Amount not Determined from Earn Code' (5).
- Leave Information:** Contains checkboxes for 'Allow LD Overrides at Time Entry', 'Expend Budget with Earning Value', and 'Applicable to Fringe Expense'. It also has checkboxes for 'Applicable to Leave Proration' and 'Applicable to Leave Minimum', along with text fields for 'Leave Taken Code' and 'Leave Earned Code'.

At the bottom, there is a status bar with 'Record: 1/1' and '<OSC>'.

1

Indicates the action any hours worked have on the total hours worked in the FLSA work period.

Add	Adds the hours to the total worked during this FLSA work period.
Reduce	Reduces the number of hours worked during this FLSA work period.
No Effect	Any hours reported have no impact on the total hours worked during this FLSA work period.

2

Indicates the effect of earnings in this category on the dollar amount used to determine average hourly rate in the automatic calculation of overtime pay as dictated by the Fair Labor Standards Act (FLSA).

Add	Adds to the total number of FLSA eligible dollars earned during this work period.
Reduce	Reduces the number of FLSA eligible dollars earned during this work period.
No Effect	Any dollars reported have no impact on the total number of FLSA eligible dollars earned during this work period.

3

Other Regulatory notations

OSHA Hours	Indicates if hours associated with this earn code are included in calculation for the OSHA Form 300A.
Pension Hours	Values are (Y)es, Hours worked for earn code count towards yearly pensionable service; or, (N)o, Hours do not count towards pensionable service. The field is only required for California and Canadian clients.
CA Spec Comp	For use by California clients only

4

For earnings that are to be reported via 1099-R, the appropriate IRS code should be entered here. If not reported via 1099-R, this will be blank.

5

Designates this particular earnings code as income for which the taxable amount is not determined when processing 1099-Rs. This includes IRA distributions except for the Roth IRA and the Ed IRA.

6

The date this record was last changed.

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PTRINST – Installation Rule Form

Descriptive summary of the form.

The Installation Rule Form enables identification of rules that apply throughout your installation and establish them in the database at an installation level.

The main window collects payroll, regulatory, finance interface, and security activation rules.

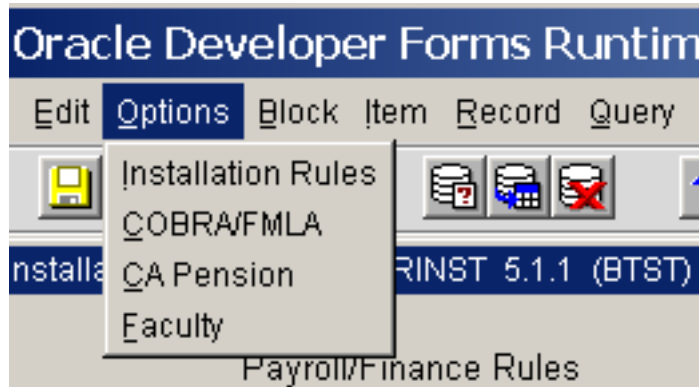
This form is read-only for most USNH users; update of this data is held centrally.



Form Names (i.e. PTRINST)

Banner uses different views, called forms, to enter information or rules required to complete transactions/processes. The name of the form can assist in identifying what the form is used for. In this form, the first character P indicates this is an H/R form and the third character R indicates it is a Rule form.

There are four windows associated with this form:



1. The Installation Rules is the main form that appears on entry.
2. COBRA/FMLA Information – defines general rules applied to the COBRA and FMLA programs at USNH

3. CA Pension – relates to special rules applicable to California Pension plans. This is not used by USNH and not reviewed here.
4. Faculty Action Rules – Displays general rules applied to Faculty actions. This is displayed here, but USNH has currently not enabled all the functionality associated with faculty actions.

Installation Rule Form (Window 1 of PTRINST)

The screenshot shows the 'Installation Rule Form PTRINST 5.1.1 (BTST)' window. It is divided into four main sections:

- A Payroll/Finance Rules:**
 - Display Amount/Rate at Time Rules: 1
 - Leave Processing Order: 2
 - Accrue Then Take:
 - Take Then Accrue:
 - Generate Records for Non-Scheduled Work Days: 3
 - Payroll Interface Date: 4
- B Regulatory Rules:**
 - Temporary I-9 Limit Days: 1
 - Tax Free Life Insurance: 2
 - Employee:
 - Dependent:
 - SIN Validation: 3
- C Web Information:**
 - Latest Year-End Statement to Display W2 or T4: 1
 - Certification Required on the Web: 2
- D Security Level Activation Rules:**
 - Employer Security: 1
 - Salary Security: 2
 - Organization Security: 3
 - Employee Class Security: 4

At the bottom, there is a status bar with the text 'Display Rate/Amount at time entry indicator.' and 'Record: 1/1'.

A Payroll/Finance Rules

- 1 If this is checked, an employee's rate/amount should display when time entry is done on **PHAHOUR**. If not checked, **PHAHOUR** will display asterisks instead of a rate/amount.
- 2 Only one button can be selected:
 - a. Accrue Then Take – any time to be accrued is calculated before any time used reduces leave amounts.
 - b. Take Then Accrue – amounts being used reduce available balances before current amounts are added to accruals.



Note: Option a. will result in allowing leave time to be taken as it is accrued. This is the option USNH has elected.

- 3 If this check box is selected, the system will create a new split timesheet for an employee *whenever* a payroll change goes into effect for the employee. In this case, the split timesheet is created even if the employee is not scheduled to work from the time of the payroll

change to the end of the pay period. Leave the checkbox blank if a split timesheet is to be created only when workdays are scheduled for the employee from the time the payroll change occurs to the end of the pay period.



Note: If a split timesheet is created for an employee on a day when the employee is not scheduled to work and no hours are entered for the employee, you must manually delete the timesheet record must be manually deleted.

- 4** Indicates the transaction date to be used on items interfaced to the Finance System and on the Finance Interface Report. Two values are available:

- Check Date
- Pay Period End Date

USNH has elected the Check Date. The implications of this should only impact the system when a pay period bridges a fiscal period. This date is consistent with the dates used in HUM.

B Regulatory Rules

- 1** Temporary I-9 Limit Days – the number of days a temporary I-9 is valid.
- 2** Tax Free Life Insurance – amounts of life insurance that are not taxable by both employee and their dependent.
- 3** SIN Validation – Validation for Canadian tax ID is not in use at USNH

C Web Information

- 1** The year of the most recent W2 data that is available for review on the Web. As USNH has not yet completed a year under Banner, there will be no data available for review for this functionality until after W-2s are completed in January 2004.
- 2** Used in conjunction with Web time entry, USNH has not yet implemented this capability. This option determines if a confirmation page must be completed when time is entered via the Web.

D Security Level Activation Rules (*Value Based Security*)

There are a variety of security levels Banner can support within the application. These levels impact the data that can be viewed as well as any update capability.

The rules in this area determine what ‘value’ based security is invoked. ‘Value’ based means that certain data can be viewed or manipulated within the system. If in place, this impacts all forms in the H/R system. Additional security is in place which determines those forms a user may view or update data; however, if ‘value’ base security is in place, only data of the value(s) a user is authorized for is available in any form the user has access to.

- 1** Banner can support multiple employer’s using a single H/R system. USNH is one employer; therefore this option is not used as USNH.

- 2 Banner can support access to staff whose salaries are within certain dollar ranges. USNH has not elected to use this option.
- 3 In most SCT Banner forms, organization code security is linked to an employee’s home organization; that is, the organization on the employee’s Employee Form (**PEAEMPL**).

Forms that show sensitive salary and job information, however, do look at time sheet organizations. The time sheet organization is defined on the Payroll Default Information window of the Employee Jobs Form (**NBAJOBS**) and can differ for each of the employee’s jobs.

Forms that include time sheet organization security are listed below:

Form	Description
NBAJOBS	Employee Jobs Form
NBIJLHS	Labor Distribution Change History Form
NBIWKSH	Work Schedule Hours Inquiry Form
NOAEPAF	Electronic Personnel Action Form
PEADADJ	Deferred Pay Adjustment List Form
PEAESCH	Employee Status Change Form
PEAFACL	Faculty Load Form
PEAFACT	Faculty Action Tracking Form
PEAJACT	Employee Job Activity Form
PEIELFA	Employee List by Faculty Action Inquiry Form
PEIFACT	Faculty Information Inquiry Form
PEJJHIS	Employee Jobs History Form
PEIJTOT	Job Year to Date Totals Form
PHAHOUR	Online Time Entry Form

In forms that use time sheet security, access to job information is controlled as follows:

- When entering the position and suffix for a job in the key block of a form (for example, in **NBAJOBS**), if you do not have organization access for that job, the system does not display the information for the job. Instead, when attempting to move the cursor to a data block, the system displays an error message indicating that you cannot access the job information.
- When querying jobs in the detail block of a form (for example, in the Employee Status Change Form, **PEAESCH**), the system displays information only for the jobs for which you have security access. On this type of form, the system displays an error message when you do not have access to one or more of the jobs.

There are three exceptions to the job-access control described above:

1. When faculty members are tracked by employee name, home organization security is used to control access to job information on the Faculty Action Tracking Form (**PEAFACT**), the Faculty Information Inquiry Form (**PEIFACT**), or the Employee List by Faculty Action Inquiry Form (**PEIELFA**). When faculty members are tracked by position/suffix or by organization code, however, time sheet organization security is used to control access to job information on these forms. (The faculty tracking method is specified in the This Installation Will Track Faculty Actions By field on the Faculty Action Rules window of the Installation Rule Form, **PTRINST**.)

2. When a job record is first created for an employee via the Employee Jobs Form (**NBAJOBS**), the Employee New Hire Form (**PEAHIRE**), or the Electronic Personnel Action Form (**NOAEPAF**), organization security is not used. After the employee is hired, however, time sheet organization security is used to control access to the employee's job information.
 3. If you have access to a particular time sheet organization, you can see information for a job that is currently in the organization or that will be in the organization in the future. You cannot see job information for a job that was in the organization in the past. For example, if you only have organization access to the Chemistry Department and today's date is August 28, 1999, your current organization access to job information for past, present, and future employees in that department is shown in the following chart.
- 4** Controls value-based security at an Employee-Class (ECLS) level. This means that certain users would be authorized to view or edit only certain groups of employees.

USNH has not elected to use ECLS security.

COBRA/FMLA Information (Window 2 of PTRINST)

The USNH COBRA administrator and USNH-wide rules relating to COBRA and FMLA coverage are defined here.

E COBRA Administration Information

Name: Pat Noseworthy
 Title: Personnel/HR Assistant
 Installation: E USNH
 Address: 25 Concord Road, Dunlap Center
 City: Durham
 State/Prov: NH ZIP/PC: 03842 Telephone Number: 603-862-0969

F COBRA Coverage/Bill Information

of Months Granted for Extended Coverage: 1 36
 # of Grace Days before First Payment Is Due: 2 45
 Make Checks Payable to: 3 Univ. System of New Hampshire

G FMLA Information

FMLA Year Indicator: 1 Qualifying Event
 FMLA Units Indicator: 2 Days

COBRA Administrator's Name;
 Record: 1/1 <-OSC>

E COBRA/FMLA Administrator Information

Displays the name, title, address and phone number of the USNH administrator for these programs.

F COBRA Coverage and Bill information

- 1** Number of months that coverage can be extended due to a secondary qualifying event.
- 2** Number of days allowed for payment of the first COBRA bill.
- 3** Entity payments should be made payable to.

G FMLA Information

- 1** Defines when the qualifying 12 month period begins.
- 2** Identifies the units used in calculating FMLA usage. USNH is using Days.

Faculty Action Rules – (Window 3 of PTRINST)

These rules define how activity is managed for faculty on the **PEAFACT** form.

H Faculty Action Rules

- 1 USNH has elected to Track Actions by Faculty member. This will associate actions to the faculty member, not their position or organizational department.
- 2 Determines if records can be inserted without effective date validations.

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Appendices

The following appendices are essential tools and references for Payroll. They include

1. **PHATIME Cheat Sheet**
2. **PHADSUM Cheat Sheet**
3. **Eligible Earn Codes by Employee Class** – description.
4. **Leave Use & Payout Earn Codes** – by campus
5. **Approvers, Proxies and Superusers** description
6. **Distribution Org Chart**



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PHATIME Cheat Sheet – Extracting Time

What you do...	Comments / Prompts
Enter form PHATIME	Electronic Approvals of Time Entry Form
Decide the role you will function as to complete the entry and if necessary, enter additional ID information.	<ul style="list-style-type: none"> • If For Yourself: enter TSORG in the <i>Orgn</i> field • If as a proxy for another user, type the other user’s ID in the <i>Proxy For</i> field • If as Superuser, type the Superuser’s ID in the <i>Proxy For</i> field and check the Superuser box. (See proxy/superuser documentation for additional information.)
<i>Entry by, Time Entry Method and COA</i>	Accept default values.
Enter <i>Orgn</i> (Time Sheet Org)	If unknown, select the flashlight icon to query in form FTVORGN .
Select Not Started in the <i>Transaction Status</i> field	
TAB past <i>Year</i>	The current year will default.
Enter <i>Pay ID</i>	<ul style="list-style-type: none"> • B1 for salary • B2 for labor or hourly
Enter <i>Pay Period Number</i>	Enter 2 character number of the pay period (i.e., 01...26). If unknown, select the flashlight icon to query using PTRCALN .
<p>Select Next > Block to extract time for TSORG.</p> <p>OR...</p> <p>TAB to extract time for individual employee.</p>	
Select Yes at the message, “Do you want to extract time to begin time entry?”	A message box is displayed when the extraction is complete. The number of transactions processed successfully and/or the number of transactions with errors is provided.
Select Continue if there are no errors, OR	Employees with active NBAJOBS records have been extracted and are now awaiting time entry.
Select View Errors if there are errors, and correct them	This will allow you to access form PHIDERR (Pay History Display Errors). All errors for that Pay ID and Number will be displayed.
Employees with active NBAJOBS records have now been extracted. You may now begin to enter time.	<p>The <i>Transaction Status</i> for the newly extracted time is now “In Progress”.</p> <p><i>See Next Page: Entering Exception Time</i></p>



PHATIME Cheat Sheet – Entering Exception Time

What you do...	Comments / Prompts
	The <i>Transaction Status</i> for the newly extracted time is now “In Progress”
View employees by navigating with the arrow keys or the scroll bar	You may also select the flashlight icon to query by ID number with the query functions, or you may query using form PHIETIM .
Highlight to choose an employee, then select Next > Block to navigate to the Time Entry block.	
Enter <i>Earn Code</i>	If unknown, select the flashlight icon to query the list of eligible earn codes for employees ECLS.
TAB to next field	Once the Earn Code value is entered the cursor will navigate to the appropriate fields that require values which may include <i>Shift</i> , <i>Special Rate</i> , and <i>Hours</i> .
Enter <i>Shift</i>	<p>Hourly Employees</p> <ul style="list-style-type: none"> • 1 – First Shift • 2 – Second Shift • 3 – Third Shift • W – Weekend First Shift • X – Weekend Second Shift • Y – Weekend Third Shift <p>Student Hourly & College Work Study</p> <ul style="list-style-type: none"> • 1 – All Shifts (Policy does not permit shift premium pay)
Enter <i>Special Rate</i> , if required	This rate is entered for Tip Earning, Additional Duties Pay, etc.
TAB or use the mouse to navigate to the appropriate day and enter the total number of <i>Hours</i> worked each day	TAB or use the mouse to navigate to the appropriate day. (Note: To go backwards, use Shift + Tab)
Select Record > Next and enter information as necessary (<i>Earn Code</i> , <i>Shift</i> , <i>Special Rate</i> , and <i>Hours</i>) if entering additional Earn Codes	<p>You can also create a new record by using the Down Arrow on your keyboard.</p> <p>To remove a record (Earn Code entry), select Record > Clear or Record > Remove.</p>
Select File > Save	Saves transaction records when done
Select Options > Enter Comments to enter or view comments	Comments entered can be viewed in PHATIME and PHADSUM
Select Options > Submit Time for Approvals to submit time entry to approvals	The <i>Transaction Status</i> will change to “Pending” for that record
Select Options > Access Next Time Record to continue to enter or view time for the next transaction(s)	You may also use the arrow keys to move to the next record
Select File > Exit	To exit form



PHATIME Cheat Sheet — Options

As you navigate through the different frames in form PHATIME, you will notice the list of options available to you under the Options pull down menu will change. The following table is a list of these options available for your use and their descriptions.

PHATIME Options	Description
Access Next Time Record	Allows the user to move to the Next employee time record without having to return to the Navigation frame.
Access Previous Time Record	Allows the user to move to the Previous employee time record without having to return to the Navigation frame.
Approve Time	Available to approve time if the Originator is also the Approver and is not using PHADSUM to approve.
Acknowledge Time	Available to an Acknowledger only if the Originator is also an Acknowledger.
List Leave Balances	Displays the current leave balances for the employee.
Restart Time for Employee	Removes all time entries and allows the user to start over. Available to the originator before entry has been “Submitted for Approval”. Once a transaction has been submitted for approval, the approver must a) return it for correction, or b) make the correction.
Return Time for Correction	Available to Approvers only.
Submit Time for Approvals	Submits time for approval. Changes <i>Transaction Status</i> from “In Progress” to “Pending”.
View/Change Routing Queue	Accesses the Routing Queue. All values, except mandatory records can be deleted or modified.
View Errors	View all errors associated with the employee ID number in Pay History Display Errors form PHIDERR .
View/Enter Time In and Out	Available only if the earnings code and/or employee class is set up for a Time In and Out entry. (Not in use at USNH.)
View/Enter Comments	Use to view or enter comment text.
View/Override Labor Distribution	Option not available at USNH.



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PHADSUM Cheat Sheet – Approving Time

What you do...	Comments / Prompts
Enter form PHADSUM	Department Approval Summary Form
Decide how you will complete the form.	<ul style="list-style-type: none"> • If for yourself: TAB to the <i>Orgn</i> field • If as a proxy for another user, type the other user's ID in the <i>Proxy For</i> field • If as superuser, type the superuser's ID in the <i>Proxy For</i> field and check the Superuser box. (See proxy/superuser documentation for additional information.)
TAB past <i>Approval of</i> and <i>COA</i>	Accept default values
Enter <i>Orgn</i> (Time Sheet Org)	If unknown, select the flashlight icon to query in form FTVORGN
View <i>Transaction Status</i> field.	Select "Pending" to view all records requiring approval
TAB past <i>Year</i>	The current year will default
Enter <i>Pay ID</i>	<ul style="list-style-type: none"> • B1 for salary • B2 for labor
Enter <i>Pay Period Number</i>	Enter 2 character pay period numbers (i.e. 01...26). If unknown, select the flashlight icon to query using PTRCALN .
Select Next > Block	This will allow you to review a list of employees in the Department Summary block
Review the time entered for each employee/record and as you review, decide whether to approve or return.	You may also use the arrow keys to move to the next record. You may use options to view record detail, view errors, view or enter comments, etc.
To approve record, place a check mark in the <i>Appr/Ackn</i> field.	This will indicate the approval/acknowledgement of the time
OR, place a check mark in the <i>Return for Corr</i> field.	This will return the record to the Originator for correction and resubmission
Select Options > Apply all Actions	
Select File > Save	Saves any changes to the records
Select File > Exit	To exit form



PHADSUM Cheat Sheet — Sort order for the queue status / transaction status

The Department Approval Form (**PHADSUM**) displays time that was entered through the Electronic Approvals of Time Entry Form (**PHATIME**). The form enables you to query on the transaction status. The records are sorted alphabetically by employee name within the chosen queue status. A table for the sort order for each queue status (Transaction Status and its Description) follows.

Transaction Status	Description
Not Started	Transactions that have not been extracted for time entry either on the Web or on the Electronic Approvals of Time Entry Form (PHATIME). To extract time sheets, “Not Started” must be chosen as the Transaction Status in PHATIME , and not via PHADSUM .
In Progress	Transactions that have been extracted and await time entry or completion of time entry.
Pending	Transactions that have been submitted to the routing queue for approval. Time entry has been completed for these time transactions.
Approved	Transactions that have been approved by all individuals in the routing queue for the Time Sheet Org.
Completed	Time sheets are given a “Completed” status when the Mass Time Process (PHPMTIM) is run to move the time records into the tables for normal payroll processing
Error	“Error” transactions are those time transactions with problems that need correction. Time transactions can go into “Error” status when submitted for approval, and also during the approvals process. All errors generated can be viewed using the “View Errors” option in the Navigation frame of this form; the Pay History Display Errors Form (PHIDERR) is the form accessed to see the errors.
Return for Correction	“Return for Correction” transactions are time transactions that have been returned by an approver during the approvals process. These transactions need to be corrected in PHATIME by the Originator and resubmitted to the routing queue. Any approvals previously applied must be reapplied.
All (except Not Started)	“All (Except Not Started)” includes all transactions that are in “Approved”, “Completed”, “Error”, “In Progress”, “Pending” or “Return for Correction” status.



PHADSUM Cheat Sheet — Options

As you navigate through the different frames in form **PHADSUM**, you will notice the list available to you under the *Options* pull-down menu will change. The following table is a list of these options available for your use and their descriptions.

PHADSUM Options	Description
View/Change Time Detail	Accesses the PHATIME form. The approver can make changes here.
Approve/Acknowledge All	Populates all Appr/Ackn indicators for all employees. An approver can mark each record as approve, or use this option to mark all records as approve/acknowledge at once.
Apply All Actions	This selection will apply all actions marked simultaneously, Approve/Acknowledge, Return for Correction and Comments.
View/Enter Comments	Able to view or enter comment text. If comment is marked as confidential, an employee is not able to see the approver's comment on Web for Employee.
View/Change Routing Queue	Ability to modify routing queue. Mandatory approvers cannot be modified or deleted.
View Errors/Warnings	Goes to the Pay History Display Errors Form (PHIDERR).
Transactions Summary	Used by timekeepers to track totals for the time sheets.





Eligible Earn Codes by Employee Class - Complementary Hourly & Student
5/20/2003

Casual and Student Employee Class Codes	
ECIS CODE	Description
CH	Non-Exemption-status casual
SH	Student Hourly - not CWTS
SW	Student - College Work Study on Campus
SX	Student - College Work Study off Campus

Key Code	Key Description
3F	2nd Party Fed. - FANBS
3K	2nd Party Fed. - Kronos
C	Camp Mod generated
D	Default earnings from NEAJOB5
E	EPAF entry to NEAJOB5
G	Generated via payroll processes
P	entry via PHALTIME
Z	By USNH PR to PHAHOUR / EPAF

CH	SH	SW	SX	Exam Code	Exam Code Des	Regular Special Table Rate	Reduce Base	ECIS re date Region	Expend Budget	Leave Prorata	Reg COAcct code	Cash
----	----	----	----	-----------	---------------	----------------------------	-------------	---------------------	---------------	---------------	-----------------	------

PHALTIME ENTRY OR FANBS KRONOS FEED:

3R,3K,P	3R,3K,P	3R,3K,P	3R,3K,P,Z	131	Complem entry	R			yes			
3R,3K,P	3R,3K,P	3R,3K,P	3R,3K,P,Z	136	Retro HRS - 1N	R			yes	yes		
E,P,Z	E,P,Z	E,P,Z		930	Tip Earnings - A	S						no
E,P,Z	E,P,Z	E,P,Z		931	Tip Earnings	S						no
NA	E,P,Z	E,P,Z		932	Tip Earnings - J	S						no

OTHER ENTRY METHOD or GENERATION:

G	G	G	G	132	Dock Pay/NEJ	R		yes				no
G	G	G	G	330	OT FLSA Rate	R						
G	NA	NA	NA	342	Stnd-Second .	S						61CPHS
G	NA	NA	NA	343	Stnd-Third - 1R	S						61CPHS
G	NA	NA	NA	344	Stnd-1/2 ebend	S						61CPHS
G	NA	NA	NA	345	Stnd-1/2 ebend	S						61CPHS
G	NA	NA	NA	346	Stnd-1/2 ebend	S						61CPHS
E	NA	NA	NA	410	Acting Agpt Pay	S						
E	NA	NA	NA	920	Domestic Patr	S						no

LEGACY HISTORY OR FY03 WAGE ACCRUAL:

G	G	G	G	201	Hum Regular B	S						
G	G	G	G	211	Hum NonStnd	S						
G	G	G	G	221	OtherNon-cas	S						
G	G	G	G	231	OtherNon-cas	S						

NOT AVAILABLE AT GO-LIVE

3K	3K	3K	P,Z	330	REC CTR Ben	T						61CPHD
----	----	----	-----	-----	-------------	---	--	--	--	--	--	--------



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Leave Use and Payout Earn Codes – by Campus (OS Hourly)

Leave Use and Payout Earn Codes by Campus via PHATIME

	Key	Exempt			Operating Staff						
		Vac Use	Vac Payout	Sick Use	ET Use	ET Payout	Sick Pool Use	Vac Trad Use	Vac Trad Pay	Sick Trad Use	
Exempt - CLL	*	*	*	*	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Exempt - KSC	*	*	*	*	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Exempt - PSC	*	*	*	*	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Exempt - System	*	*	*	*	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Exempt - UNH	*	*	*	*	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Exempt - UNH; FAMIS	*	456	450	440	n/a	n/a	n/a	n/a	n/a	n/a	n/a
OS - CLL		n/a	n/a	n/a	420	421	442	457	451	441	
OS - KSC		n/a	n/a	n/a	420	421	442	457	451	441	
OS - PSC		n/a	n/a	n/a	420	421	442	457	451	441	
OS - System		n/a	n/a	n/a	420	421	442	457	451	441	
OS - UNH; FAMIS		n/a	n/a	n/a	520	421	542	557	451	541	
OS - UNH; Kronos		n/a	n/a	n/a	520	421	542	557	451	541	
OS - UNH; Other	#	n/a	n/a	n/a	#	620	#	#	657	#	

Key Code * Leave reporting processed directly into employee leave records via PEAEMPL
leave adjustments will be coordinated through campus HR.

Leave reporting processed on bi-weekly timesheets until Banner 6.0 release.



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Approvers, Proxies, and Superusers

Transaction Status	Not Started	In Progress	Returned for Correction	Pending	Pending	Approved
	Extract Time in PHATIME	Restart, Update or Submit Time in PHATIME	Correct Time and Resubmit for Approval in PHATIME	Approve, Update or Return for Correction	Acknowledge Time in PHADSUM	Approved and waiting for Payroll run
Originator	X	X	X			
Proxy/Originator	X	X	X			
Acknowledger					X	
Approver				X		
Proxy/Approver				X		
*Superuser	X	X	X	X		
*Proxy/Superuser	X	X	X	X		

ORIGINATOR	<ul style="list-style-type: none"> An individual that extracts the initial time records in PHATIME. The individual who extracts time is the only “user” who can enter time for those extracted records.
ACKNOWLEDGER	<ul style="list-style-type: none"> An individual marked as FYI in the routing queue. Cannot enter comments on PHATIME or PHADSUM, nor can the acknowledger change the time sheet on PHATIME. Action by the acknowledger is not required for time entered on the Electronic Approvals of Time Entry (PHATIME) to be fed to the Mass Time Entry Form (PHAMTIM).
APPROVER	<ul style="list-style-type: none"> An individual who has the ability to update, change, return, or approve the time submitted by the originator. An approver’s action is required for the time entered on the Electronic Approvals of Time Entry Form (PHATIME) to be fed to the Mass Time Entry Form (PHAMTIM). There can be multiple approvers in each routing queue.
PROXY	<ul style="list-style-type: none"> An individual who can act on another person’s behalf to access a time sheet to enter time or approve the time entries. The time entry proxy has access to the Electronic Approvals of Time Entry Form (PHATIME), the Departmental Approval Summary Form (PHADSUM), and the Web/Department Employee Time Form (PHIETIM). If the proxy is acting on behalf of a Superuser, then the proxy also has Superuser privileges and can therefore change or approve all time transactions within the TSORG.
SUPERUSER	<ul style="list-style-type: none"> An individual who can change time transactions if they are the Originator. Able to act as an approver of time transactions. A Superuser has access to the Electronic Approvals of Time Entry Form (PHATIME) and the Departmental Approval Summary Form (PHADSUM) once a pay period is closed.



Originator

- **NOTE:** The ability exists for anyone with TSORG security in place to extract time via **PHATIME**. Once time has been extracted, that individual is the originator and solely responsible for time entry.
- No simultaneous time entry can occur; only the originator can enter the time.

Approver

- When an approver has transactions pending, they receive electronic notification during their Banner session.
 - Message: *“You have Electronic Approvals Transactions. Do you wish to view them now?”*
 - Select **Yes** to view time transactions in the Department Approval Summary Form (**PHADSUM**), or
 - Select **No** to access **PHADSUM** at a later time.
- Messages will appear during the user’s Banner session, notifying the user that additional transactions are ready for approval or acknowledgement.
 - Message: *“Do you wish to be notified of new transactions during the current session?”*
 - Select **Yes** to be notified of new transactions during the current Banner session.
- Approvers are listed in the sequence that the system notifies the approver of a time transaction. The order in which the approvers receive the message to approve or acknowledge the transaction is determined by the routing queue in **NTRRQUE**. The time transaction will route through the queue to the next approver until all of the approvers have approved the transactions.
- A Mandatory Approver cannot be removed from the routing queue.
- Once the final approver approves the time transactions, the *Transaction Status* changes to “Approved”.
- Approvers can be added to the Routing Queue window if the *Transaction Status* is “In Progress” (the originator adds) or “Pending” (the approver adds).

Proxy

- Proxies are set by the individual in **NTRPROX** and not at a System Administrator level.
- To set a proxy, access the Electronic Approval Proxy Rule Form **NTRPROX**.
 - Select **Options > Time Entry Proxy Information**, then enter the user login or use the search function to query the individual(s).
 - **Save**.
- A proxy may change time in **PHATIME** if querying a record started by someone else only if the person they are proxying for is the originator for that record.
- Proxies need to be established with the same profile and ORGN security as the user ID.
- A user can proxy approval authority but not access TSORGS for which they have security and the proxy does not.

Superuser

- To act as a Superuser, enter a check mark in the *Superuser* field of the Electronic Approvals of Time Entry Form (**PHATIME**), the Departmental Approval Summary Form (**PHADSUM**), and the Web/Department Employee Time Form (**PHIETIM**).
- Superusers do not have to enter a time sheet organization in the key of **PHATIME**, **PHADSUM**, or **PHIETIM**, unless they wish to work with records in only one organization. However, Superusers can still only see the organization(s) they have been given access to based on the security set up in **PSAORGN**.
 - **NOTE:** If a Superuser extracts time for all TSORG(s), they remove the ability of others to originate the time extract and are solely responsible for the time entry.



- A Superuser as an originator may change time after the time entry period is closed as indicated on the Calendar Rule Form (**PTRCALN**).
- If a time entry period is closed, the Superuser can extract and enter the Electronic Approvals of Time Entry Form (**PHATIME**) to submit all outstanding time (in the “In Progress” status) to the approval queue in order to push it through the payroll process.

Notes:

- If a routing queue has not been created for a particular TSORG at the point when the time transactions are extracted for a pay period, the department timekeeper (originator) receives an error message. The approval(s) and routing queue then needs to be established **NTRRQUE**.
- A Mandatory Approver can never be removed from the routing queue.
- Actions are restricted to the TSORG established for the user.



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Distribution Org Chart

USNH Check Distribution

The *Check Distribution ORGN* represents the code used to inform the check production process of the employee's campus and which address type to select when printing pay checks or direct deposit notices. This code is located on the Banner Employee Form (**PEAEMPL**). It is very important that the appropriate *Check Distribution ORGN* be entered when an EPAF is processed. If the appropriate code is not entered, the USNH check or direct deposit notice will be sent to the USNH Payroll Office. This will result in an unnecessary delay in payment while the USNH Payroll Office researches the correct code, contacts the Campus Payroll Office or the UNH BSC to route the check or direct deposit notice to the employee.

Check Distribution Code (X*CK):** Use when the employee requests that their check be mailed to a different address than their campus mailing or postal mailing address. Checks/notices will be distributed through the Campus Mail Services via either campus mail or U.S. Mail, depending on the address contents.

Campus Check Distribution Code (X*CM):** Every employee will have a campus address. The campus address is the USNH preferred address choice and will be used unless the employee completes the Check Distribution Form to select a different address for check distribution. Checks/notices will be disbursed through the Campus Mail Services via campus mail.

Postal Mailing Address (X*PM):** Every employee will have a postal mailing address that will be used to mail the employee's annual IRS Form W2. Employees who are not located on campus can choose to use their Postal Mailing address for check distribution by completing the Check Distribution Form. Checks/notices will be disbursed through the Campus Mail Services via U.S. Mail.

Org	Definition
XCLLCK	CLL Check Distribution Code
XCLLCM	CLL Campus Check Distribution Code
XCLLPM	CLL Postal Mailing Address Distribution Code
XKSCCK	KSC Check Distribution Code
XKSCCM	KSC Campus Check Distribution Code
XKSCPM	KSC Postal Mailing Address Distribution Code
XPSCCK	PSC Check Distribution Code



XPSCCM	PSC Campus Check Distribution Code
XPSCPM	PSC Postal Mailing Address Distribution Code
XSYSCK	System Check Distribution Code
XSYSCM	System Campus Check Distribution Code
XSYSPM	System Postal Mailing Address Distribution Code
XUNHCK	UNH Check Distribution Code
XUNHCM	UNH Campus Check Distribution Code
XUNHPM	UNH Postal Mailing Address Distribution Code

For example, if Dist Org is XUNHCM, the employee's campus address would be selected and printed on their check/notice. The check/notice will be grouped with UNH's checks and disbursed via "campus" mail.

Important: The Check Distribution ORGN code defaults from the **PEAEMPL** record to the Employee's Time Sheet ORGN in their **NBAJOBS** record. Therefore, it is very important to be certain to enter the correct Time Sheet ORGN for the employee when completing EPAF documents. An incorrect Time Sheet ORGN will prevent the ability to do **PHATIME** time entry for positive pay for hourly and student employees or exception time for Operating Staff.

Questions? Contact your Campus Payroll Office or Campus H/R Office.