Attendance Management Training Guide





Revision History

Version	Date	Description
Version 1.0	November 7, 2018	Initial Draft
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1. Introduction

1.1. Course Objectives

Upon completion of this manual, a Timekeeper will be able to:

- Understand the Attendance Management Entry Components.
- Successfully complete their Attendance in Banner.



Figure 1: Attendance Entry Business Process



2. Complete Attendance Entry in the Banner form PHATIME

Before completing the steps below, the timekeeper should:

• Gather all of the leave taken for each employee in their respective areas for the previous month.

	Steps to Execute	Example
1	Timekeeper receives email to start attendance entry.	
2	Open up an internet browser and navigate to <u>https://banner.mycampus.ca</u> .	Image: Construction of the state of th
		UNDERGRADUATEGRADUATEAdmissionsApplication process and requirementsBlogDoctoral ProgramsStudent Awards and Financial AidGraduate diploma programsInternational applicantsGraduate student awards and fundingEnglish Language CentreGraduate student researchProgramsInternational applicantsTours and eventsMaster's programsTransfer creditTours and events
3	Enter your Banner ID and Network password and select the " Sign In " button.	<image/> <image/>



	Steps to Execute	Example							
4	Type the form name "PHATIME " into the search bar and hit enter on your keyboard.	Image: Contract the set of the set							
5	Once PHATIME opens, you will need to fill out the key fields to begin attendance entry.	Description of the lance of the lan							
6	Time Entry Method should be	User ID: HRADM9							
	set to " Department ".	Superuser:							
		Time Entry Method: * Department							
		Organization: HR1708 Time Sheet-Human Resources UOIT							
		Year: * 2018							
		Leave Number: 09							
7	Entry by should be set to "Leave Report".	Proxy For: Entry by: * Leave Report COA: * U Transaction Status: * Not Started Leave ID: UA UOIT Admin + Academic Monthly							



	Steps to Execute	Example
8	Organization should be set to your individual timesheet organization. For a list of timesheet organizations, see Appendix A.	User ID: HRADM9 Superuser: Time Entry Method: * Department Organization: HR1708 Time Sheet-Human Resources UOIT Year: * 2018 Leave Number: 09
9	COA should be set to "U".	Proxy For: Entry by: * Leave Report COA: * U Transaction Status: * Not Started Leave ID: UA UOIT Admin + Academic Monthly
10	Year should be the current year your entering attendance for.	User ID: HRADM9 Superuser: Time Entry Method: * Department Organization: HR1708 Time Sheet-Human Resources UOIT Year: * 2018 Leave Number: 09
11	Transaction Status should be set to "Not Started" the first time you go to do your attendance for that month. If you stop half way through completing your PHATIME entry and restart at a later time, this status will need to be changed to "In progress" to see the records.	Proxy For: Entry by: * Leave Report COA: * U Transaction Status: * Not Started Leave ID: UA UOIT Admin + Academic Monthly
12	Leave ID should be set to "UA".	Proxy For: Entry by: * Leave Report COA: * U Transaction Status: * Not Started Leave ID: UA UOIT Admin + Academic Monthly



	Steps to Execute	Example
13	Leave Number should be set to the corresponding number associated with the month you are entering attendance for.	User ID: HRADM9 Superuser: Time Entry Method: * Department Organization: HR1708 Time Sheet-Human Resources UOIT Year: * 2018
	Ex/ September = 09 WARNING: The Leave ID field must be completed prior to entering the Leave Number field.	Leave Number: 09
14	Now that all of the required fields are complete, you can select the green " Go " button.	X Exclusion Approximate Theme Schy Post/2016 (\$3.1 (Abb/00/2020)(30/1)) Price of post of po
15	A message will appear in the top right corner of the screen asking: "Do you want to extract time to begin time entry?". Select " Yes ".	Image: Section (Section (Sectio
16	Another message will now appear telling you how many records were processed and if there are any errors. Select " Continue ".	X Account Agree of all The Copy Not XLE (X) All (XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
17	Select the drop down beside Per Page and select " 50 " to see all of your employees listed on one page.	X Dectronic Approvals of Time Entry PHATIME 9.37 (BAN9USR2) (UOIT) User ID: HRADMS Proxy For: Supruser: Entry by: Leave Report Time Entry Method: Department COA: U Organization: HR1708 Time Sheet-Human Resources UDIT Transee * ver: 2018 Leave ID: UA UOIT Admin + Academic Monthly Leave Number: 7 01-Jul-2018 Time Sheet-Human Resources UDIT Transee * Jobs ID Leave ID: UA UOIT Admin + Academic Monthly Leave Number: 7 01-Jul-2018 Transee * Jobs ID Leave Roll Leave Roll Addition Suffax Poleabe 100795992 Bobby Fun 1149726 000 1009999984 Bunch Susan 146676 00 149726 00 100999984 Bunch Susan 146676 00 149955 00 IM ID P Page Time Entry Med Jul 03 Jul 04 Jul 03 ID Job ID ID ID ID ID ID ID Jul 03 Jul 04 <



	Steps to Execute					Exar	nple				
18	With the first ID selected, click in the empty field below Earn .	≡ «	X Electronic App User ID: HRADM9 Pr Year: 2018 Leave ID:	provals of Time roxy For: UA UOIT Ac	e Entry PHATIME 9.3.7 (BAN9USR Superuser: Entry by: Leave R dmin + Academic Monthly Leave 1	2) (VOIT) Report Time Number: 7 01-J	Entry Method: ul-2018 to 31-	Department CC Jul-2018	DA: U Organization: HR	1708 Time Sheet-H	uman Resources
			• JOBS ID 100999996		Last Name Bing		First I Char	Name Idler		Position 2A9806	
		ଫ ୁ ।	100999992 100999998 100999984 100999987		Bobby Buffay Bunch Burke		Fun Phoe Susa Richi	be n		1A9746 1A9726 1A9676 1A9955	
		?	1009999986 1009999991 1009999990		Cat Friends Geller		Smel Gunt Moni	ly her ca		2A9887 1A9952 2A9853	
		•	100999997 100999999 100999982		Geller Green Hannigan		Ross Rach Mike	el		1A9686 2A9672 1A9907	
		 ● 	100999994 100999993 100999989 100999995		Hosenstein Jr. Leonard Tribbiani		Franl Estel Joey	k k le		1A9775 1A9910 2A9937 1A9748	
		<u> </u>	100999985	d 50	Villick Per Page Perceitle teor#inited teory below		Caro	Sur.	Max	1A9787	West
			Earn · Earn Descrip	nion		Total	Totais by Earn	Jul 01	Jul 02	Jul 03	Jul 04
19	If you know the Earn code you		TIME ENTR	Y LEAVE	BY DAYS			1			
	the field.		Earn *	Earn Desc	cription	Possible	Insufficier	nt Leave Indi	cator	Totals by Ea	irn .
			VAC						Total		
			 Image: Image: Im	of 1 🕨		Per Page			Total Units		•
20	If you do not know the Earn code, select the ellipsis button		TIME ENTRY LEAVE BY Earn * Earn Descrip	f DAYS	Possible Insufficient Leave Indic	ator	Totals by Earn	Sun Jul 01	Mon Jul 02	Tue Jul 03	Wed Jul 04
	and a list of available codes will populate.					Total					
21	Select the code you want to use and then select " OK ".	≡ **	K Electronic Approve User ID: HRADM9 Proxy Year: 2018 Leave ID: UA	als of Time Entry For: Superu UOIT Admin + .	PHATIME 9.3.7 (BAN9USR2) (UOIT) Jser: Entry by: Leave Report A Academic Monthly Leave Number: 7	Time Entry Method: 01-Jul-2018 to 31	Department	COA: U Organization	: HR1708 Time Sheet-Huma	n Resources UOIT Tra	nsaction Status: Ir
		∎ α	* JOBS ID 100999996 100999992	Last Na Bing Bobby	ame	First Cha Fun	Name ndler		Position 2A9806 1A9746	Si 0 0	offix
		?	100999984 100999987 100999986 100999991	Bunch Burke Cat	y h e	Rich Gun	an and elly the Employee L	eave Earnings Code	1A9720 1A9676 1A9955 2A0997	0	×
		a	100999990 100999997 100999999 100999999	Geller Geller Green Hanni	r r n	Mon Ros Rac Mike	s Criteria	Q Description			
		© 1	100999994 100999993 100999993 100999985 100999985	Hoser Jr. Leona Tribbia Willick	san stein ani k r Page	Jani Frar Este Joen Carr	BLV CC LDB LDT LDA V MPA PDD PEP	Bereavement Leave Lieu Days Banked Lieu Day Taken Leave of Absence with Maternity/Parental Lea Professional Developm Research Day	out Pay rve (HR) nent Day		
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			4 4 ● ① of 1 ▶ ▶		Total Uni	tal			- jit or t ugd	Cancel	ок



	Steps to Execute				Exam	nple			
22	Enter in a 1 for a full day	TIME EN	TRY LEAVE BY DAYS	, v					
	taken or 0.5 for a half day taken on each day the employee selected was off on leave with that particular Earn code.	Earn * VAC	Earn Description	Possible Insufficient	Leave Indicator	Totals by Earn 1.50 1.50 0.00 →	Mon Jul 02 0.0	Tue Jul 03	Wed Jul 04 Ti Ji 0 0.50 0 0.50
	Ex/ Chandler Bing was on vacation for a full day on July 3, and a half day on July 4.								
23	Once you have completed all of one type of leave for an employee you can move on to the next type of leave for that particular employee by selecting the Insert button.	 THE EXPENSION LINE C Gan⁺ and test WC Vacable i i	If parts Preside leadform (a	een hidudir Tolin hy Gan Tolin hy Gan Tolin Tolin Tolin Tolin Tolin Tolin Tolin Tolin Tolin Tolin Tolin Tolin Tolin Tolin hy Gan Tolin T	n 12 Auto 12 A	nd 100 2000 0.00 0.00 0.00 0.00 0.00 0.00 0.	745 00 And 57 240 00 And 57 0.00 0.00	540 Autor 0.00 0.00	Based Based Based Arts
24	Repeat steps 19 -23 for each type of leave the employee took that month.								
25	When you have entered all	E K Electronic User ID: HRADM9	Approvals of Time Entry PHATIME 9.3.7 (Proxy For: Superuser: Entry by	BANSUSR2) (UOIT) 9: Leave Report Time Entry Method: Depart	nent COA: U Organization: HR17(8	Time Sheet-Human Resources UOI	Transaction Status: In Progress	🖪 AGO 📓 RE	TRIEVE 👗 RELATED 🔅 TOOLS 1
	leave taken for that particular	Year: 2018 Leave JOBS	ID: UA UOIT Admin + Academic Monthly	y Leave Number: 7 01-Jul-2018 to 31-Jul-20	8				🖬 insert 🔲 Delete 🧖 Copy 🏾 Ϋ Filter
	employee or if the employee	100999996	Last Name Bing	First Name Chandler		Position 2A9805	Suffix 00	Status In Progress	Method Department
	employee of it the employee	Q 100999992 100999998	Bobby Bufføy	Fun Phoebe		1A9746 1A9726	00	In Progress In Progress	Department Department
	did not take any time that	P 10099984 10099987	Bunch Burke	Susan Richard		1A9676 1A9965	00	In Progress In Progress	Department Department
	month and you are ready to	? 100999906 100999991	Cat Friends	Smally Gunther		2A9887 1A9952	00	In Progress In Progress	Department Department
		100999990	Geller Geller	Monica Ross		2A9853 1A9686	00	In Progress In Progress	Department Department
	move onto the next	100999999 100999902	Green Hannigan	Rachel Mike		2A9672 1A9907	00	In Progress In Progress	Department Department
	employee, click the Save	100999994	Hosenstein Jr.	Janice Frank		1A9775 1A9910	00	In Progress In Progress	Department Department
	button located in the bottom	100999989	Leonard Tribbiani	Estelle Joey		2A9937 1A9748	00	In Progress In Progress	Department Department
	which a fith a new	100999985	Willick • H 50 * Per Page	Carol		149787	00	In Progress	Department Record 1 of 16
	right of the screen.	* TIME ENTRY LEAV	E BY DAYS cription Possible Insufficient	Leave Indicator Totals by Earn Mo	n Tue We	d Thu	Fri Set	Sun Mon	Tee Wed
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		PER Person Sic Picking	al Day	1.50	1.00	0.50	1.00		
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		K d Torib	N 10 * Per Page	Total Units 0.00					Record 3 of 3
									_
		N 14							SAC



	Steps to Execute	Example									
26	A green message will appear					ADD		VE A	RELATED	🗱 TOOLS	1
	informing you that the record saved successfully.	tesources UOIT Tra	ansaction Status: r	n Progress		Save	d successfully	(4 rows sa	aved)		
	,							Inser	rt 🗖 Delete	Copy S	7. Filter
	Select the vellow highlighted	5	uffix		Status			Me	ethod		
	select the yellow highlighted	(00		In Progress			De	epartment		
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	hide the message.	(00		In Progress			De	epartment		
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			00		In Progress			De	epartment		
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			10		In Progress			De	epartment		
		(0		In Progress			De	epartment		
		(00		In Progress			De	epartment		
		(00		In Progress			De	epartment		
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27	Select the Tools menu located	Electronic Approvals of Tir	= Entry PHATIME 9.3.7 (BANJUSR2) (UOI	ŋ					B ADD B		TOOLS 1
21	in the ten right of the screen	Viser ID: HRADM9 Proxy For: Year: 2018 Leave ID: UA UOIT /	Superuser: Entry by: Leave Report Idmin + Academic Monthly Leave Number	Time Entry Method: Department 1.8 01-Aug-2018 to 31-Aug-2018	COA: U Organization: HR	1708 Time Sheet-Human Resource	es UOIT Transaction Status: /	ill (Except not Starte	ed)	Q, Bearch ACTIONS	- î
	in the top light of the screen.	* JOBS	Last Norro	First Name			Suffix			Refresh	75
		Q 100999952 100999996		Fun Phoebe						Print	ChinP
	Then select Submit Time for	10099984 10099987								Clear Record	Shit-F4
	Approvals.	TIME ENTRY LEAVE BY DAYS Earn * Earn Description		Totals by Earn Wed		Fri Sat		Mon		Item Properties	
	••	PER Personal Day		2.00	Aug 12	Aug 03 Aug 04	Aug (6	Aug 05	Aug 07	Display ID Image	
		VAC Vacation								Exit Quickflow About Banner	- 1
		±	Tota	al Units 0.00						OPTIONS Submit All for Approval	
		R H OWIE H D								Restart Time for Employee	
									L	Submit Time for Approvals View of Change Routil Solim	it Time for Approvals
										List Leave Balances	
										Approve Time	- 1
										Return Time for Correction	
										Cancel Time BANNER DOCUMENT MANAG	EMENT
		* *								Retrieve Documents	AB+R +
20	Solast the ID of the pout	= × Electronic Approvals of Tir	ne Entry PHATIME 9.3.7 (BAN9USR2) (UOI	m)					B	ADD 🚨 RETRIEVE 👗 REL	ATED 💠 TOOLS
28	Select the ID of the next	User ID: HRADMS Proxy For: Year: 2018 Leave ID: UA UOIT	Superuser: Entry by: Loave Report Idmin + Academic Monthly Leave Number	Time Entry Method: Department 7 01-Jul-2018 to 31-Jul-2018	COA: U Organization: HR	11708 Time Sheet-Human Resour	ces UOIT Transaction Status:	in Progress			Start Over
	employee listed and repeat	* Joes	Last Nome	First Name		Position	Suffix	51	Ratus	Insert Delete	R Copy Y Filter
	steps 19-27 until you have	Q 100999998	Bobby Buttay	Fun Phoebe		249806 1A9746 1A9726	00	in in	n Progress n Progress n Progress	Department Department Department	
	completed all employees in	P 10099904 100999087	Bunch Burke	Susan Richard		1A9676 1A9955	00	in In	n Progress n Progress	Department	
	your timesheet organization.	? 100999986 100999991 100999990	Cat Friends Geller	Gunther Monica		2A9887 1A9952 2A9853	00 00 00 00	in In In	n Progress n Progress n Progress	Department Department	
		100999997 100999999	Geller Green	Ross Rachel		1A9686 2A9672	00	in In	n Progress n Progress	Department	
		100999962 100999994 100999993	Hannigan Hosenstein Jr.	Mika Janice Frank		1A9907 1A9775 1A9910	00	in In In	n Progress n Progress n Progress	Department Department	
		100999969 100999995	Leonard Tribbiani	Estelle Jory		249937 149748	00	lin In	n Progress n Progress	Department Department	
		100999855 H ≪ ① of 1 ► H 50 * TWE ENTRY I FAVE RY Dave	vrmck • Per Page	Carol		149787	00	in	n Progress	Department	Record 2 of 16
		Earn * Earn Description	Possible Insufficient Leave Indicator	Totals by Earn Jul 02	Tue Jul 03	Wed Thu Jul 05	Frii Jul 06	Sat Jul 07	Sun Jul 06	Mon Jul 09 Jul 10	Wed Jul 11
				Total							
			* Per Page	al Units	_						Record 1 of 1

Table 1: PHATIME Attendance Entry



3. Validating Information Entered in PHATIME

Before proceeding to the next step in the process, timekeepers should ensure that their entry in PHATIME is accurate. Any errors are impossible to completely correct once approvals have been submitted in PHADSUM. Accuracy upon initial entry is of the utmost importance.

	Steps to Execute	Example
1	Open up an internet browser and navigate to <u>https://banner.mycampus.ca/</u> <u>hruoit time entry.html</u> .	★ → C ↓ ★
2	Select the Time Sheet report.	Department Time Entry Reports Time Sheet Leave Balances Employee Vacation Leave Balance Employee Attendance Report
3	In the User name field enter your Banner Username.	Database User Authentication User name: HRTEST Password: Database: PROD Submit Cancel REP-51018: Database user authentication is missing.



	Steps to Execute	Example
4	In the Password field, enter you Banner Password.	Database User Authentication User name: HRTEST Password: Database: PROD Submit Cancel REP-51018: Database user authentication is missing.
5	In the Database field, enter "Prod".	Database User Authentication User name: HRTEST Password: Database: PROD Submit Cancel REP-51018: Database user authentication is missing.
		Help
6	Select the Submit button.	Database User Authentication User name: HRTEST Password: Database: PROD Submit Cancel REP-51018: Database user authentication is missing.
7	Select the Time Sheet you are trying to validate.	Submit Reset Time Sheet Please Enter Values Time Sheet HR1708 • Year 2018 Pay Id UA • Pay No. 07



	Steps to Execute	Example
8	Type the Year you are trying to validate.	Submit Reset
		Time Sheet Please Enter Values
		Time Sheet HR1708 •
		Year 2018
		Pay No. 07
9	Select "UA" as the Pay Id.	Submit Reset
		Time Sheet
		Please Enter Values
		Time Sheet HR1708 •
		Pay Id UA V
		Pay No. 07
10	Pay No. should be set to the	Submit Decet
	corresponding number associated with the month	oddnink Resek
	you are validating the attendance entry for.	Time Sheet Please Enter Values
	Ex/ July = 07	Time Sheet HR1708 • 2018
	,,	Pav Id UA V
		Pay No. 07
11	Select the Submit button.	
		Time Sheet Please Enter Values
		Time Sheet HR1708 •
		Year 2018
		Pay No. 07



	Steps to Execute	Example
12	Use this report to double check your entry.	
	If all entries are correct, proceed to Section 5 - Approving Attendance Entry in PHADSUM.	
	If you find an error, please follow the instructions in Section 4 – Correcting Errors in PHATIME.	

Table 2: Validating Information Entered in PHATIME



4. Correcting Errors in PHATIME

After you have completed your validation, you may notice that you made an error when initially entering leave information into PHATIME. Follow the steps below to correct any errors found.

	Steps to Execute	Example
1	Type the form name " PHADSUM " into the search bar and hit enter on your keyboard.	Welcome PHOSIM Department Argels homose PHOSIM
2	Once PHADSUM opens, you will need to fill out the key fields to begin attendance entry.	X Orgenhandl Provid Sciences PHAGEARE 327 (BANDCRED) (SOTI) En En A strategy of a strat
3	COA should be set to "U".	User ID: HRADM9
		Superuser:
		COA: * U
		Transaction Status: * Pending
		Payroll ID: UA UOIT Admin + Academic Monthly
		Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID fields
4	Transaction Status should be	User ID: HRADM9
	set to Pending .	Superuser:
		COA: * U
	TIP: If you do not see the	Transaction Status: * Pending
	employee you want to fix, then this means that their	Payroll ID: UA UOIT Admin + Academic Monthly
	status is not "Pending". Go directly to PHATIME and edit their record at any time	Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID fields
	then record at any time.	



	Steps to Execute	Example
5	Payroll ID should be set to "UA".	User ID: HRADM9 Superuser: COA: * U Transaction Status: * Pending Payroll ID: UA UOIT Admin + Academic Monthly Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID fie
6	If you are the main Timekeeper, leave the Proxy For field blank. If you are acting in place of the original Timekeeper, you will need to enter the original Timekeeper's Banner Username in the Proxy For field.	Proxy For: HRADM9 Approval of: * Leave Report Organization: HR1708 Time Sheet-Human Resources UOIT Year: * 2018 Payroll No: 7 01-Jul-2018 to 31-Jul-2018
7	Approval of should be set to "Leave Report".	Proxy For: Approval of: * Leave Report Organization: HR1708 Time Sheet-Human Resources UOIT Year: * 2018 Payroll No: 7 01-Jul-2018 to 31-Jul-2018 s ENTER.
8	Organization should be set to your individual timesheet organization. For a list of timesheet organizations, see Appendix A.	Proxy For: Approval of: * Leave Report Organization: HR1708 Time Sheet-Human Resources UOIT Year: * 2018 Payroll No: 7 01-Jul-2018 to 31-Jul-2018 s ENTER.
9	Year should be the current year your entering attendance for.	Proxy For: Approval of: * Leave Report Organization: HR1708 Time Sheet-Human Resources UOIT Year: * 2018 Payroll No: 7 01-Jul-2018 to 31-Jul-2018 s ENTER.



	Steps to Execute	Example
10	Payroll Number should be set to the corresponding number associated with the month you are entering attendance for.	Proxy For: Approval of: * Leave Report Organization: HR1708 Time Sheet-Human Resources UOIT Year: * 2018 Payroll No: 7 01-Jul-2018 to 31-Jul-2018
	Ex/ July = 7	s ENTER.
	WARNING: The Payroll ID field must be completed prior to entering the Payroll Number field.	
11	Now that all of the required fields are complete, you can select the green " Go " button.	X Dependence Pyerd Romany Pytholox 9.1 / 2010/0000 (0.001) Image: An annual of a state of
12	Select the Return for Correction checkbox beside the employee you want to correct.	X Dependent Payment Automation Payment Results State States
13	Select the Tools menu located in the top right of the screen. Then select Apply All Actions .	Image: Second
14	Exit out of PHADSUM by selecting the X in the top left corner of the screen.	According to the second Payed Sciences PMOSEND (SUCT) Ore Constrained Payed P



	Steps to Execute	Example
15	Type the form name " PHATIME " into the search bar and hit enter on your keyboard.	<complex-block><complex-block></complex-block></complex-block>
16	Change the Transaction Status to "Return For Correction".	Image: State of Complex State S
17	Now that all of the required fields are complete, you can select the green " Go " button.	X Exclusion: Approximation of Time Constraints of Time C
18	You can now make any changes to the employee as required by following steps 19-27 in Table 1.	

Table 3: Correcting Errors in PHATIME



5. Approving Attendance Entry in PHADSUM

Ensure that your entry is 100% accurate before completing the steps below. Was the approval has been completed, it is very difficult to correct records in the system.

	Steps to Execute	Example
1	Type the form name "PHADSUM" into the search bar and hit enter on your keyboard.	Welcome PHOSIM Performer Reyris homosy Procession
2	Once PHADSUM opens, you will need to fill out the key fields to begin attendance entry.	Cogeneral Parent Summer Physics 8137 (AMMORR) (SAT1) User (1: 100000) Summer (
3	COA should be set to "U".	User ID: HRADM9
		Superuser:
		COA: * U
		Transaction Status: * Pending
		Payroll ID: UA UOIT Admin + Academic Monthly
		Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID fields
4	Transaction Status should be	User ID: HRADM9
	set to "Pending".	Superuser:
		COA: * U
	TIP: If you do not see the	Transaction Status: * Pending
	employee you want to fix, then this means that their	Payroll ID: UA UOIT Admin + Academic Monthly
	status is not "Pending". Go directly to PHATIME and edit	Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID fields
	their record at any time.	



	Steps to Execute	Example
5	Payroll ID should be set to "UA".	User ID: HRADM9 Superuser: COA: * U Transaction Status: * Pending Payroll ID: UA UOIT Admin + Academic Monthly Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID fie
6	If you are the main Timekeeper, leave the Proxy For field blank. If you are acting in place of the original Timekeeper, you will need to enter the original Timekeeper's Banner Username in the Proxy For field.	Proxy For: HRADM9 Approval of: * Leave Report Organization: HR1708 Year: * 2018 Payroll No: 7 O1-Jul-2018 31-Jul-2018
7	Approval of should be set to "Leave Report".	Proxy For: Approval of: * Leave Report Organization: HR1708 Time Sheet-Human Resources UOIT Year: * 2018 Payroll No: 7 01-Jul-2018 to 31-Jul-2018 s ENTER.
8	Organization should be set to your individual timesheet organization. For a list of timesheet organizations, see Appendix A.	Proxy For:
9	Year should be the current year your entering attendance for.	Proxy For: Approval of: * Leave Report Organization: HR1708 Time Sheet-Human Resources UOIT Year: * 2018 Payroll No: 7 01-Jul-2018 to 31-Jul-2018 s ENTER.



	Steps to Execute	Example
10	Payroll Number should be set to the corresponding number associated with the month you are entering attendance for. Ex/ July = 7	Proxy For: Approval of: * Leave Report Organization: HR1708 Time Sheet-Human Resources UOIT Year: * 2018 Payroll No: 7 01-Jul-2018 to 31-Jul-2018 s ENTER.
	WARNING: The Payroll ID field must be completed prior to entering the Payroll Number field.	
11	Now that all of the required fields are complete, you can select the green " Go " button.	X Departure Payoral homesay NAUDUM 23.17 (AMADERIU) (DOIT) Image: Amatematic A
12	Select the Tools menu located in the top right of the screen. Then select Approve or Acknowledge All.	Image: Source of the second
13	Select the Tools menu located in the top right of the screen again. Then select Apply All Actions.	

Table 4: Approving Attendance Entry in PHADSUM



6. Running Leave Balance Reports

Timekeepers should save a monthly leave balance report after completing attendance to ensure that they have ample documentation to refer back to in the event of a discrepancy.

	Steps to Execute	Example
1	Open up an internet browser and navigate to <u>https://banner.mycampus.ca/</u> <u>hruoit time entry.html</u> .	H Report
2	Select the Leave Balances report.	Department Time Entry Reports Time Sheet Leave Balances Employee Vacation Leave Balance Employee Attendance Report
3	In the User name field enter your Banner Username.	Database User Authentication User name: HRTEST Password: Database: PROD Submit Cancel REP-51018: Database user authentication is missing.



	Steps to Execute	Example
4	In the Password field, enter you Banner Password.	Database User Authentication User name: HRTEST Password: Database: PROD Submit Cancel REP-51018: Database user authentication is missing.
5	In the Database field, enter "Prod".	Database User Authentication User name: HRTEST Password: Database: PROD Submit Cancel REP-51018: Database user authentication is missing.
6	Select the Submit button.	Database User Authentication User name: HRTEST Password: Database: PROD Submit Cancel REP-51018: Database user authentication is missing.
7	Select the Time Sheet you finished attendance for.	Submit Reset Leave Balances Time Sheet : HR1708 • Leav Code : VACA •



	Steps to Execute	Example
8	Select VACA as the Leav Code.	Submit Reset
		Leave Balances
		Time Sheet : HR1708 ▼ Leav Code : VACA ▼
9	Select the Submit button.	Submit Reset
		Leave Balances
		Time Sheet : HR1708 V
		Leav Code : VACA V
10	Save a copy of this report for your records.	

Table 5: Running Leave Balance Reports



7. Appendix A – Timesheet Organization Codes

Organization Code	Department/Faculty
HR4100	ACE
HRADVC	Advancement
HR1751	Campus Library
HR3511	Career Centre – Student Life
HR1719	Communications & Marketing
HR4140	Planning and Analysis
HR3305	ESL
HR1718	External Relations
HR2200	FBIT
HR2600	FEAS
HR2400	FEDU
HR2100	FESNS
HR2500	FHS
HR1725	Finance
HR3420	Financial Aid & Awards - Registrar
HR2700	FSC
HR2300	FSSH
HR2850	Grad Studies
HR1708	Human Resources
HR3801	IT Mobile
HR1401	IT UOIT
HR1240	OCIS
HR1702	President's Office
HR2000	Provost's Office
HR1780	Recruitment/Admissions - Registrar
HR1777	Registrar's Office
HR1781	Registration/ Scheduling - Registrar
HR2800	Research Services
HR3500	Planning and Communication – Student Life
HR3504	Student Accessibility Services – Student Life
HR3501	Student Experience Centre – Student Life
HR 3301	Student Learning Centre – Student Life
HR3510	Student Life
HR3520	Student Mental Health – Student Life
HR2001	Teaching and Learning
HR1100	University Secretariat
HR3541	UOIT Varsity – Student Life