

# Attendance Management Training Guide



## Revision History

Version	Date	Description
Version 1.0	November 7, 2018	Initial Draft
Version 1.0	November 9, 2018	Finalized
Version 1.1	May 3, 2019	Updated logo and edited Step 25 on Page 11

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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.

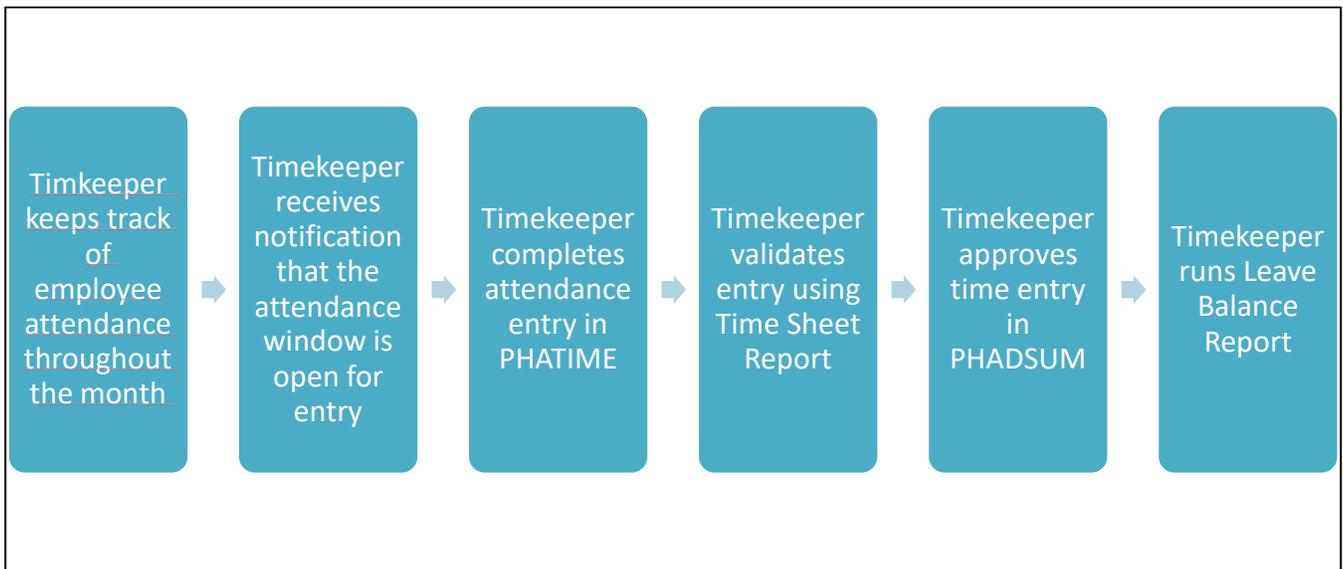


Figure 1: Attendance Entry Business Process

## 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 <a href="https://banner.mycampus.ca">https://banner.mycampus.ca</a> .	
3	Enter your Banner ID and Network password and select the "Sign In" button.	

Steps to Execute	Example
<p>4 Type the form name “<b>PHATIME</b>” into the search bar and hit <b>enter</b> on your keyboard.</p>	
<p>5 Once PHATIME opens, you will need to fill out the key fields to begin attendance entry.</p>	
<p>6 <b>Time Entry Method</b> should be set to “<b>Department</b>”.</p>	<p>User ID: <i>HRADM9</i></p> <p>Superuser: <input type="checkbox"/></p> <p><b>Time Entry Method: *</b> <input type="text" value="Department"/></p> <p>Organization: <input type="text" value="HR1708"/> Time Sheet-Human Resources UOIT</p> <p>Year: * <input type="text" value="2018"/></p> <p>Leave Number: <input type="text" value="09"/></p>
<p>7 <b>Entry by</b> should be set to “<b>Leave Report</b>”.</p>	<p>Proxy For: <input type="text"/></p> <p><b>Entry by: *</b> <input type="text" value="Leave Report"/></p> <p>COA: * <input type="text" value="U"/></p> <p>Transaction Status: * <input type="text" value="Not Started"/></p> <p>Leave ID: <input type="text" value="UA"/> UOIT Admin + Academic Monthly</p>

Steps to Execute	Example
<p>8 <b>Organization</b> should be set to your individual timesheet organization. For a list of timesheet organizations, see Appendix A.</p>	<p>User ID: <i>HRADM9</i></p> <p>Superuser: <input type="checkbox"/></p> <p>Time Entry Method: * Department</p> <p><b>Organization: HR1708</b> ... Time Sheet-Human Resources UOIT</p> <p>Year: * 2018</p> <p>Leave Number: 09 ...</p>
<p>9 <b>COA</b> should be set to “U”.</p>	<p>Proxy For: ...</p> <p>Entry by: * Leave Report</p> <p><b>COA: * U</b> ...</p> <p>Transaction Status: * Not Started</p> <p>Leave ID: UA ... UOIT Admin + Academic Monthly</p>
<p>10 <b>Year</b> should be the current year your entering attendance for.</p>	<p>User ID: <i>HRADM9</i></p> <p>Superuser: <input type="checkbox"/></p> <p>Time Entry Method: * Department</p> <p>Organization: HR1708 ... Time Sheet-Human Resources UOIT</p> <p><b>Year: * 2018</b></p> <p>Leave Number: 09 ...</p>
<p>11 <b>Transaction Status</b> should be set to “Not Started” the first time you go to do your attendance for that month.</p> <p>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.</p>	<p>Proxy For: ...</p> <p>Entry by: * Leave Report</p> <p>COA: * U ...</p> <p><b>Transaction Status: * Not Started</b></p> <p>Leave ID: UA ... UOIT Admin + Academic Monthly</p>
<p>12 <b>Leave ID</b> should be set to “UA”.</p>	<p>Proxy For: ...</p> <p>Entry by: * Leave Report</p> <p>COA: * U ...</p> <p>Transaction Status: * Not Started</p> <p><b>Leave ID: UA</b> ... UOIT Admin + Academic Monthly</p>

Steps to Execute	Example																														
<p>13 <b>Leave Number</b> should be set to the corresponding number associated with the month you are entering attendance for.</p> <p>Ex/ September = 09</p> <p><b>WARNING:</b> The <b>Leave ID</b> field must be completed prior to entering the <b>Leave Number</b> field.</p>																															
<p>14 Now that all of the required fields are complete, you can select the green “Go” button.</p>																															
<p>15 A message will appear in the top right corner of the screen asking: “Do you want to extract time to begin time entry?”.</p> <p>Select “Yes”.</p>																															
<p>16 Another message will now appear telling you how many records were processed and if there are any errors.</p> <p>Select “Continue”.</p>																															
<p>17 Select the drop down beside <b>Per Page</b> and select “50” to see all of your employees listed on one page.</p>	<table border="1"> <thead> <tr> <th>ID</th> <th>Last Name</th> <th>First Name</th> <th>Position</th> <th>Suffix</th> </tr> </thead> <tbody> <tr> <td>100999996</td> <td>Bling</td> <td>Chandler</td> <td>2A9806</td> <td>00</td> </tr> <tr> <td>100999992</td> <td>Bobby</td> <td>Fun</td> <td>1A9746</td> <td>00</td> </tr> <tr> <td>100999998</td> <td>Buffay</td> <td>Phoebe</td> <td>1A9726</td> <td>00</td> </tr> <tr> <td>100999984</td> <td>Bunch</td> <td>Susan</td> <td>1A9676</td> <td>00</td> </tr> <tr> <td>100999987</td> <td>Richard</td> <td>Richard</td> <td>1A9955</td> <td>00</td> </tr> </tbody> </table>	ID	Last Name	First Name	Position	Suffix	100999996	Bling	Chandler	2A9806	00	100999992	Bobby	Fun	1A9746	00	100999998	Buffay	Phoebe	1A9726	00	100999984	Bunch	Susan	1A9676	00	100999987	Richard	Richard	1A9955	00
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Steps to Execute	Example
<p>18 With the first ID selected, click in the empty field below Earn.</p>	
<p>19 If you know the Earn code you want to use you can type it in the field.</p>	
<p>20 If you do not know the Earn code, select the ellipsis button and a list of available codes will populate.</p>	
<p>21 Select the code you want to use and then select "OK".</p>	

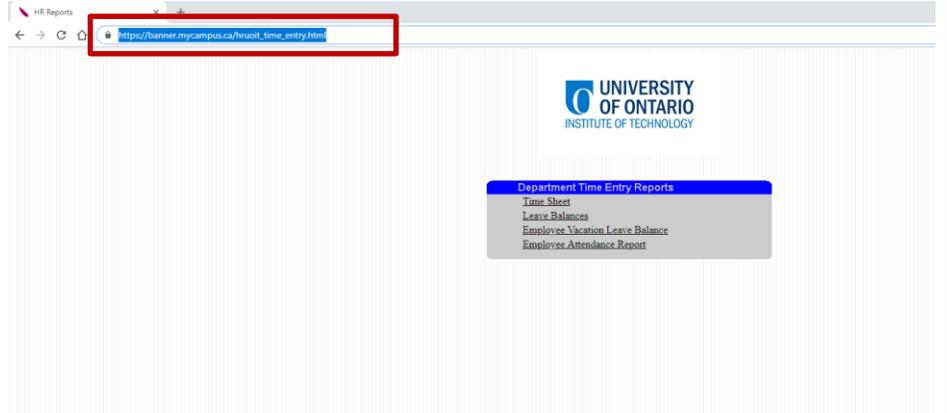
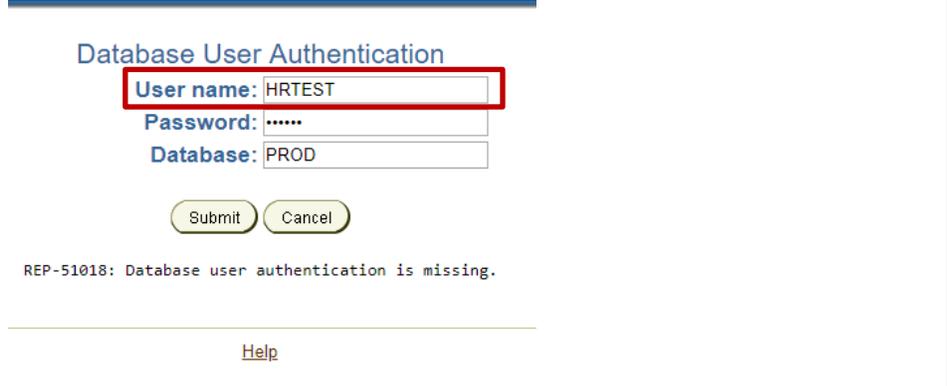
Steps to Execute		Example																																																																																				
22	<p>Enter in a 1 for a full day taken or 0.5 for a half day taken on each day the employee selected was off on leave with that particular Earn code.</p> <p>Ex/ Chandler Bing was on vacation for a full day on July 3, and a half day on July 4.</p>	<table border="1"> <thead> <tr> <th>Earn *</th> <th>Earn Description</th> <th>Possible Insufficient Leave Indicator</th> <th>Totals by Earn</th> <th>Mon Jul 02</th> <th>Tue Jul 03</th> <th>Wed Jul 04</th> <th>Tu</th> </tr> </thead> <tbody> <tr> <td>VAC</td> <td>Vacation</td> <td><input type="checkbox"/></td> <td>1.50</td> <td></td> <td>1.00</td> <td>0.50</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>Total</td> <td>1.50</td> <td>0.00</td> <td>1.00</td> <td>0.50</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Total Units</td> <td>0.00</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Earn *	Earn Description	Possible Insufficient Leave Indicator	Totals by Earn	Mon Jul 02	Tue Jul 03	Wed Jul 04	Tu	VAC	Vacation	<input type="checkbox"/>	1.50		1.00	0.50					Total	1.50	0.00	1.00	0.50				Total Units	0.00																																																							
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23	<p>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 <b>Insert</b> button.</p>																																																																																					
24	<p>Repeat steps 19 -23 for each type of leave the employee took that month.</p>																																																																																					
25	<p>When you have entered all leave taken for that particular employee or if the employee did not take any time that month and you are ready to move onto the next employee, click the Save button located in the bottom right of the screen.</p>	<table border="1"> <thead> <tr> <th>Earn *</th> <th>Earn Description</th> <th>Possible Insufficient Leave Indicator</th> <th>Totals by Earn</th> <th>Mon Jul 02</th> <th>Tue Jul 03</th> <th>Wed Jul 04</th> <th>Thu Jul 05</th> <th>Fri Jul 06</th> <th>Sat Jul 07</th> <th>Sun Jul 08</th> <th>Mon Jul 09</th> <th>Tue Jul 10</th> <th>Wed Jul 11</th> </tr> </thead> <tbody> <tr> <td>VAC</td> <td>Vacation</td> <td><input type="checkbox"/></td> <td>1.50</td> <td></td> <td>1.00</td> <td>0.50</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PCR</td> <td>Personal Day</td> <td><input type="checkbox"/></td> <td>1.00</td> <td></td> <td></td> <td></td> <td>1.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>SIC</td> <td>Sick Leave</td> <td><input type="checkbox"/></td> <td>0.50</td> <td></td> <td></td> <td></td> <td></td> <td>0.50</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>Total</td> <td>3.50</td> <td>0.00</td> <td>1.00</td> <td>0.50</td> <td>1.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Total Units</td> <td>0.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Earn *	Earn Description	Possible Insufficient Leave Indicator	Totals by Earn	Mon Jul 02	Tue Jul 03	Wed Jul 04	Thu Jul 05	Fri Jul 06	Sat Jul 07	Sun Jul 08	Mon Jul 09	Tue Jul 10	Wed Jul 11	VAC	Vacation	<input type="checkbox"/>	1.50		1.00	0.50								PCR	Personal Day	<input type="checkbox"/>	1.00				1.00							SIC	Sick Leave	<input type="checkbox"/>	0.50					0.50									Total	3.50	0.00	1.00	0.50	1.00	0.00	0.00	0.00	0.00	0.00				Total Units	0.00									
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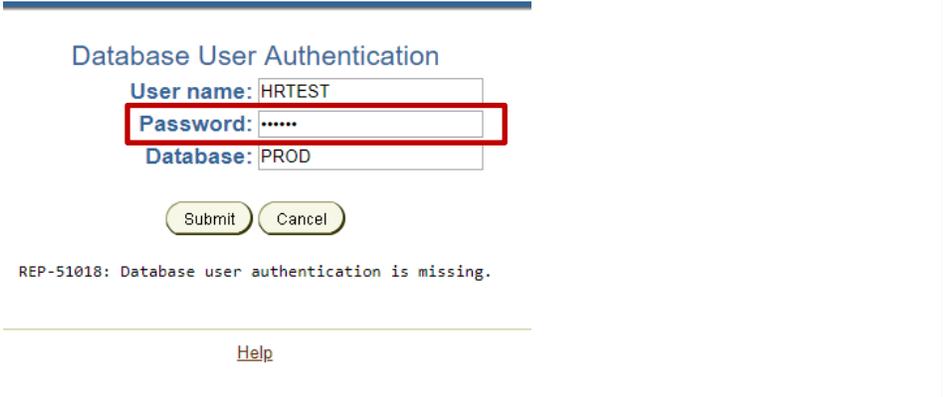
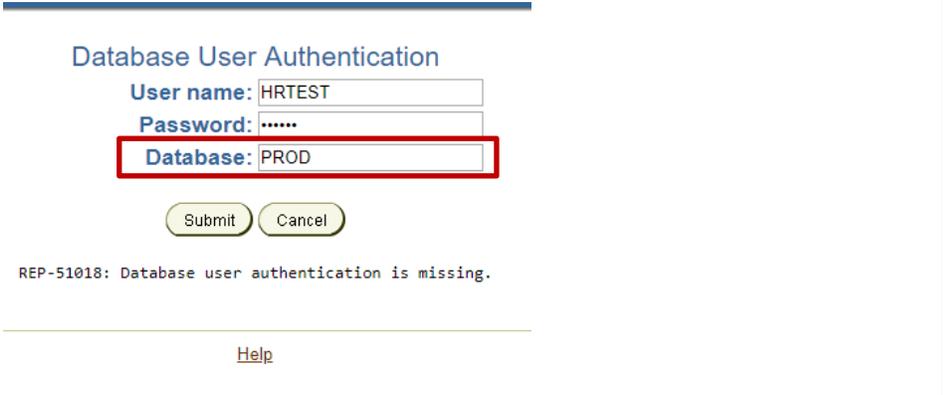
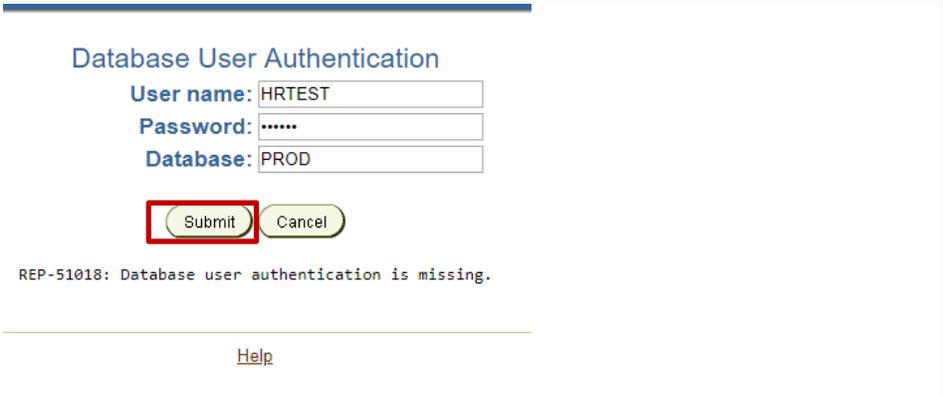
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<p>26 A green message will appear informing you that the record saved successfully.</p> <p>Select the yellow highlighted number above the message to hide the message.</p>	<p>resources UOIT Transaction Status: In Progress</p> <p>1</p> <p>✓ Saved successfully (4 rows saved)</p> <table border="1"> <thead> <tr> <th>Suffix</th> <th>Status</th> <th>Method</th> </tr> </thead> <tbody> <tr><td>00</td><td>In Progress</td><td>Department</td></tr> </tbody> </table>	Suffix	Status	Method	00	In Progress	Department	00	In Progress	Department	00	In Progress	Department	00	In Progress	Department	00	In Progress	Department	00	In Progress	Department	00	In Progress	Department	00	In Progress	Department	00	In Progress	Department	00	In Progress	Department	00	In Progress	Department	00	In Progress	Department	00	In Progress	Department	00	In Progress	Department	00	In Progress	Department	00	In Progress	Department	00	In Progress	Department	00	In Progress	Department	00	In Progress	Department	00	In Progress	Department	00	In Progress	Department	00	In Progress	Department																																	
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<p>28 Select the ID of the next employee listed and repeat steps 19-27 until you have completed all employees in your timesheet organization.</p>	<p>Electronic Approvals of Time Entry PHATIME 5.3.7 (UNAPPROVED) (UOIT)</p> <p>15099990</p> <table border="1"> <thead> <tr> <th>Last Name</th> <th>First Name</th> <th>Position</th> <th>Suffix</th> <th>Status</th> <th>Method</th> </tr> </thead> <tbody> <tr><td>Bing</td><td>Chandler</td><td>240006</td><td>00</td><td>In Progress</td><td>Department</td></tr> <tr><td>Bobby</td><td>Fan</td><td>148746</td><td>00</td><td>In Progress</td><td>Department</td></tr> <tr><td>Buffy</td><td>Phoebus</td><td>148726</td><td>00</td><td>In Progress</td><td>Department</td></tr> <tr><td>Burch</td><td>Susan</td><td>148476</td><td>00</td><td>In Progress</td><td>Department</td></tr> <tr><td>Burke</td><td>Richard</td><td>148955</td><td>00</td><td>In Progress</td><td>Department</td></tr> <tr><td>Caf</td><td>Smelly</td><td>240887</td><td>00</td><td>In Progress</td><td>Department</td></tr> <tr><td>Francis</td><td>Guillermo</td><td>148962</td><td>00</td><td>In Progress</td><td>Department</td></tr> <tr><td>Geller</td><td>Monica</td><td>240853</td><td>00</td><td>In Progress</td><td>Department</td></tr> <tr><td>Geller</td><td>Ross</td><td>148686</td><td>00</td><td>In Progress</td><td>Department</td></tr> <tr><td>Green</td><td>Rachel</td><td>240872</td><td>00</td><td>In Progress</td><td>Department</td></tr> <tr><td>Hanigan</td><td>Stella</td><td>148967</td><td>00</td><td>In Progress</td><td>Department</td></tr> <tr><td>Hoselstein</td><td>Janice</td><td>148775</td><td>00</td><td>In Progress</td><td>Department</td></tr> <tr><td>J.</td><td>Frank</td><td>148910</td><td>00</td><td>In Progress</td><td>Department</td></tr> <tr><td>Leonard</td><td>Evelyn</td><td>240937</td><td>00</td><td>In Progress</td><td>Department</td></tr> <tr><td>Talbot</td><td>Zoe</td><td>148746</td><td>00</td><td>In Progress</td><td>Department</td></tr> <tr><td>Wilcox</td><td>Carol</td><td>148787</td><td>00</td><td>In Progress</td><td>Department</td></tr> </tbody> </table>	Last Name	First Name	Position	Suffix	Status	Method	Bing	Chandler	240006	00	In Progress	Department	Bobby	Fan	148746	00	In Progress	Department	Buffy	Phoebus	148726	00	In Progress	Department	Burch	Susan	148476	00	In Progress	Department	Burke	Richard	148955	00	In Progress	Department	Caf	Smelly	240887	00	In Progress	Department	Francis	Guillermo	148962	00	In Progress	Department	Geller	Monica	240853	00	In Progress	Department	Geller	Ross	148686	00	In Progress	Department	Green	Rachel	240872	00	In Progress	Department	Hanigan	Stella	148967	00	In Progress	Department	Hoselstein	Janice	148775	00	In Progress	Department	J.	Frank	148910	00	In Progress	Department	Leonard	Evelyn	240937	00	In Progress	Department	Talbot	Zoe	148746	00	In Progress	Department	Wilcox	Carol	148787	00	In Progress	Department
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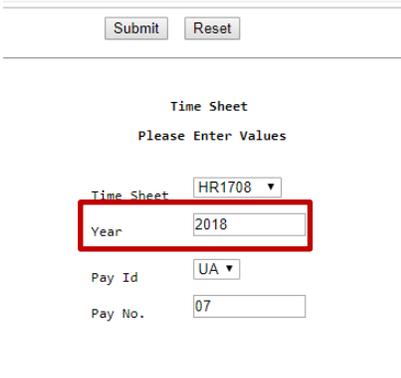
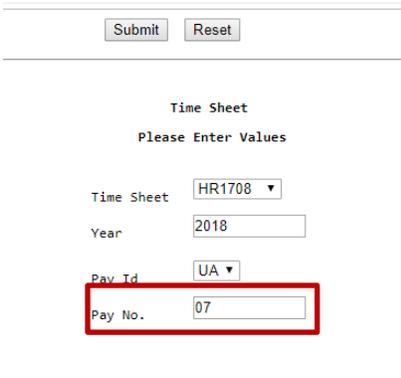
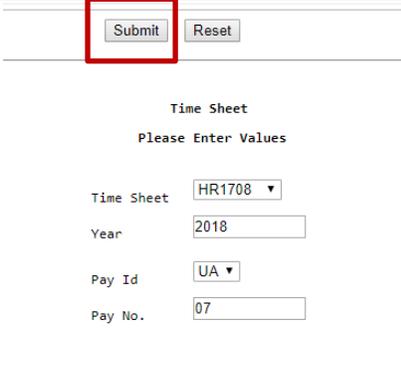
Table 1: PHATIME Attendance Entry

### 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
<p>1 Open up an internet browser and navigate to <a href="https://banner.mycampus.ca/hruoit_time_entry.html">https://banner.mycampus.ca/hruoit_time_entry.html</a>.</p>	
<p>2 Select the <b>Time Sheet</b> report.</p>	
<p>3 In the <b>User name</b> field enter your Banner Username.</p>	

Steps to Execute	Example
<p>4 In the <b>Password</b> field, enter you Banner Password.</p>	
<p>5 In the <b>Database</b> field, enter "Prod".</p>	
<p>6 Select the <b>Submit</b> button.</p>	
<p>7 Select the <b>Time Sheet</b> you are trying to validate.</p>	

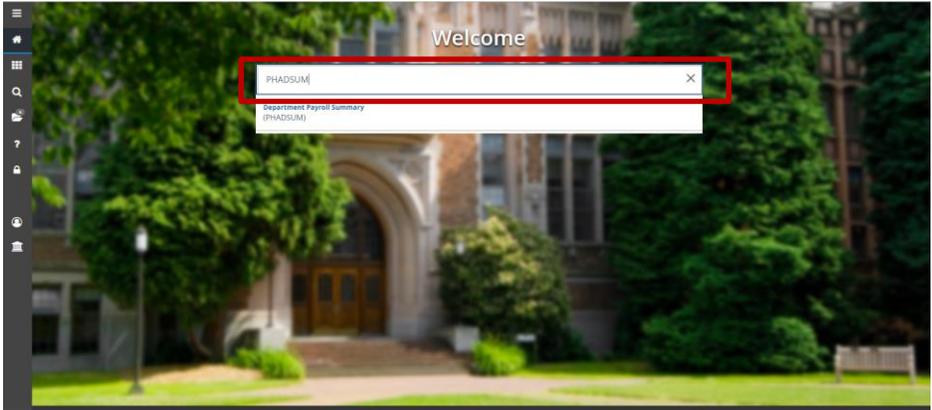
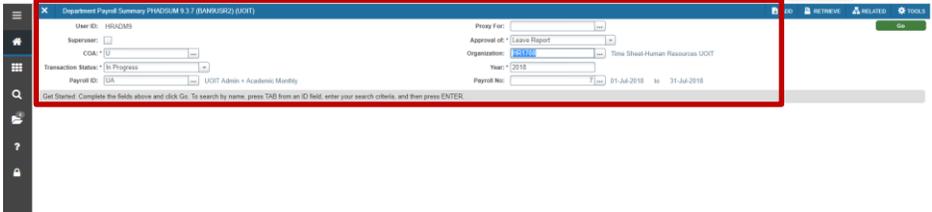
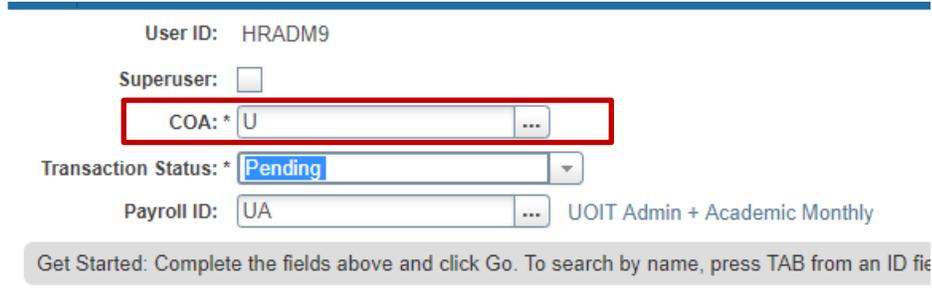
Steps to Execute	Example
<p>8 Type the <b>Year</b> you are trying to validate.</p>	 <p>The screenshot shows a 'Time Sheet' form with the following fields: 'Time Sheet' (dropdown menu with 'HR1708' selected), 'Year' (text input field containing '2018'), 'Pay Id' (dropdown menu with 'UA' selected), and 'Pay No.' (text input field containing '07'). There are 'Submit' and 'Reset' buttons at the top. The 'Year' field is highlighted with a red border.</p>
<p>9 Select "<b>UA</b>" as the <b>Pay Id</b>.</p>	 <p>The screenshot shows the same 'Time Sheet' form as above. The 'Pay Id' dropdown menu, which has 'UA' selected, is highlighted with a red border.</p>
<p>10 <b>Pay No.</b> should be set to the corresponding number associated with the month you are validating the attendance entry for.</p> <p>Ex/ July = 07</p>	 <p>The screenshot shows the same 'Time Sheet' form. The 'Pay No.' text input field, which contains '07', is highlighted with a red border.</p>
<p>11 Select the <b>Submit</b> button.</p>	 <p>The screenshot shows the same 'Time Sheet' form. The 'Submit' button is highlighted with a red border.</p>

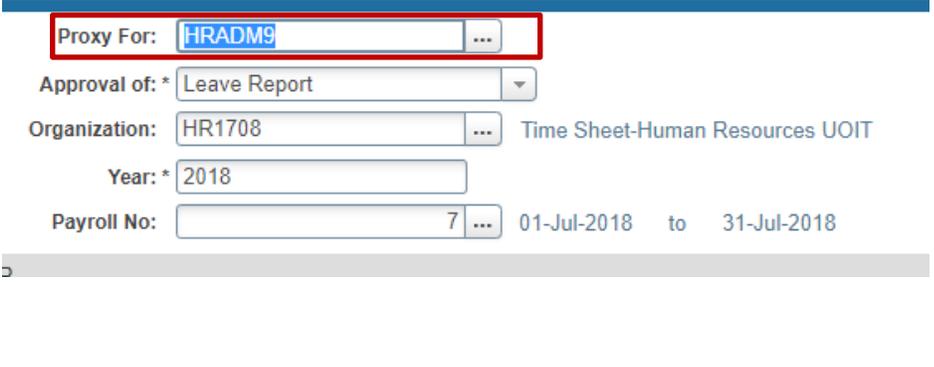
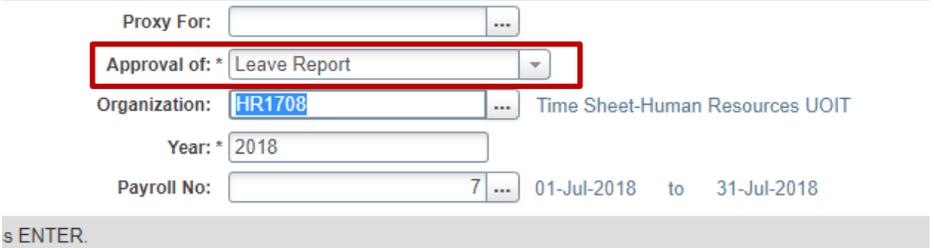
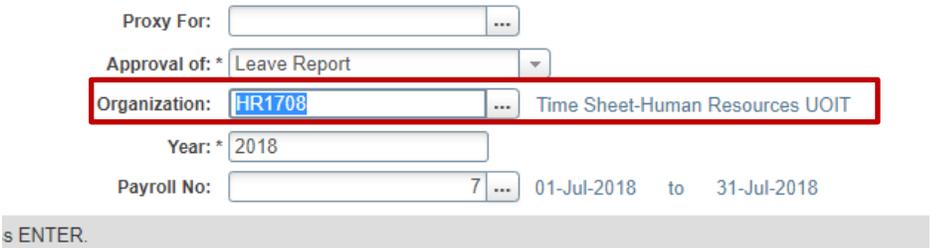
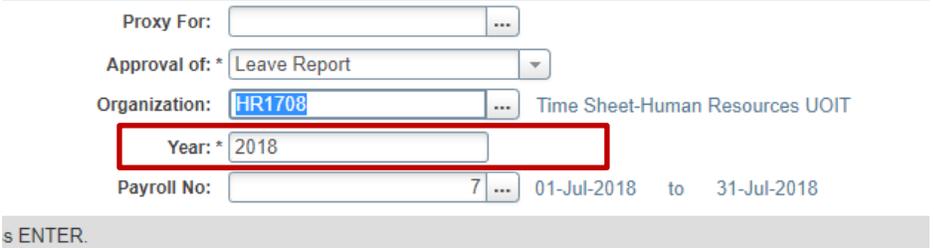
Steps to Execute		Example
12	<p>Use this report to double check your entry.</p> <p>If all entries are correct, proceed to Section 5 - Approving Attendance Entry in PHADSUM.</p> <p>If you find an error, please follow the instructions in Section 4 – Correcting Errors in PHATIME.</p>	

**Table 2: Validating Information Entered in PHATIME**

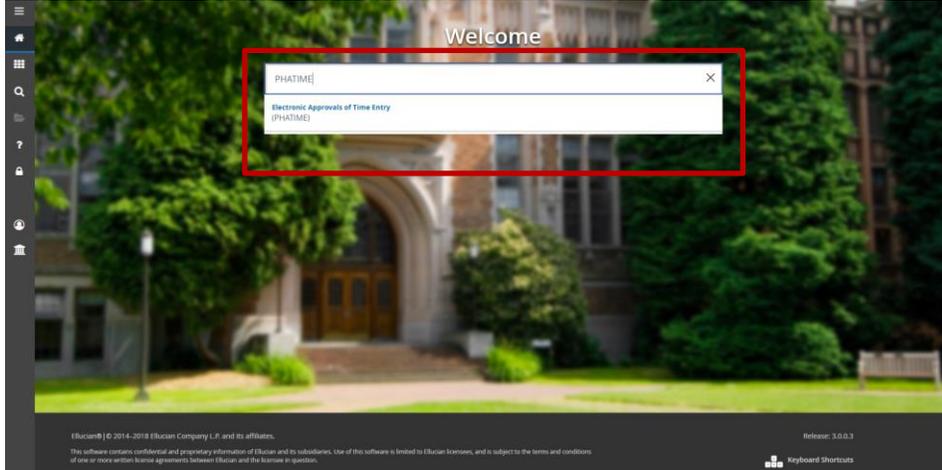
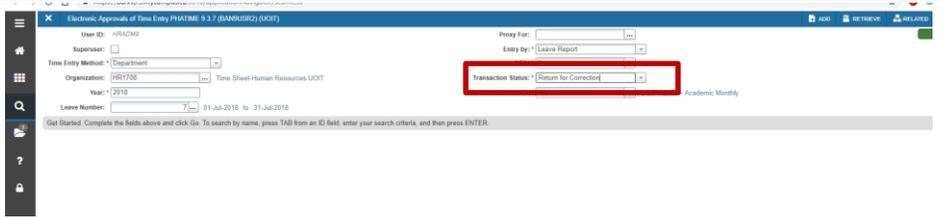
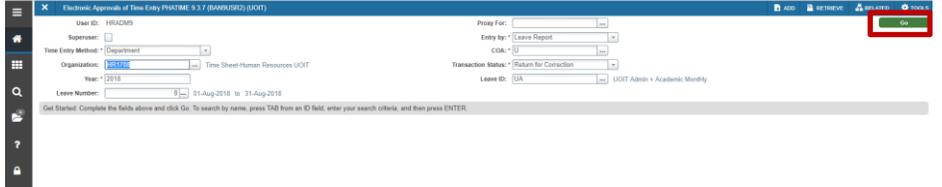
## 4. Correcting Errors in PHATIME

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
<p>1 Type the form name “PHADSUM” into the search bar and hit <b>enter</b> on your keyboard.</p>	
<p>2 Once PHADSUM opens, you will need to fill out the key fields to begin attendance entry.</p>	
<p>3 <b>COA</b> should be set to “U”.</p>	
<p>4 <b>Transaction Status</b> should be set to “Pending”.</p> <p><b>TIP:</b> If you do not see the employee you want to fix, then this means that their status is not “Pending”. Go directly to PHATIME and edit their record at any time.</p>	

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

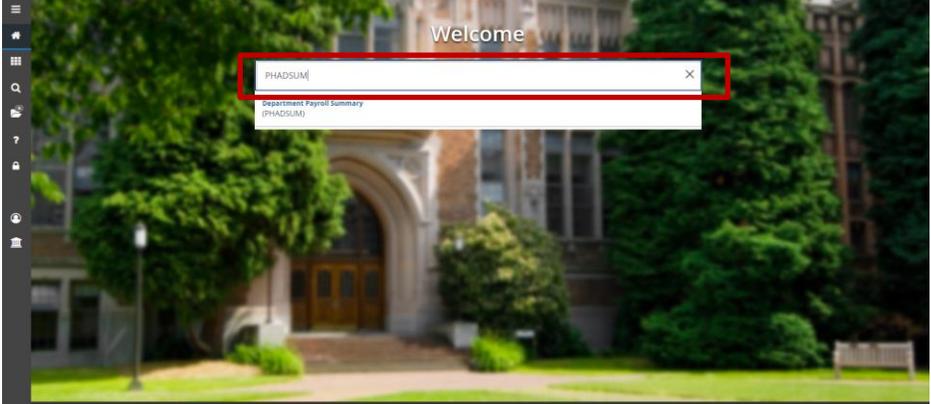
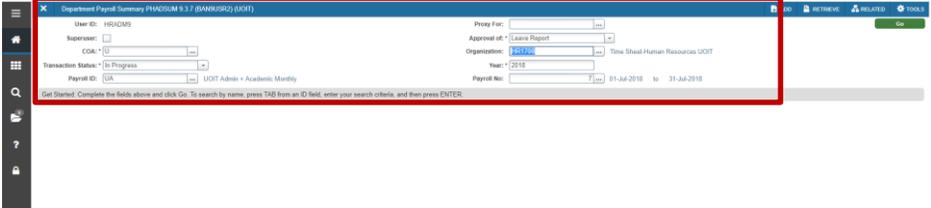
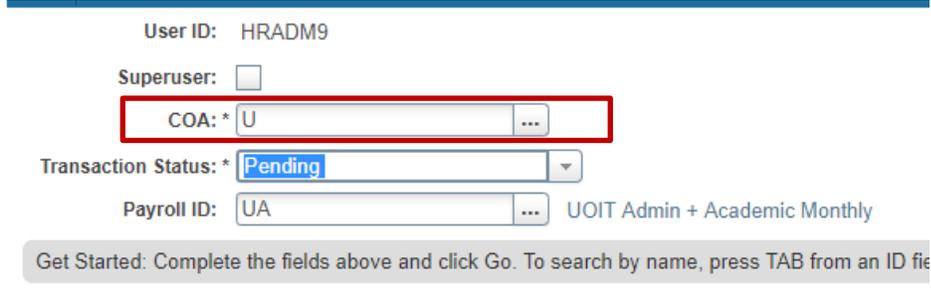
Steps to Execute	Example
<p>10 <b>Payroll Number</b> should be set to the corresponding number associated with the month you are entering attendance for.</p> <p>Ex/ July = 7</p> <p><b>WARNING:</b> The <b>Payroll ID</b> field must be completed prior to entering the <b>Payroll Number</b> field.</p>	
<p>11 Now that all of the required fields are complete, you can select the green “Go” button.</p>	
<p>12 Select the <b>Return for Correction</b> checkbox beside the employee you want to correct.</p>	
<p>13 Select the <b>Tools</b> menu located in the top right of the screen.</p> <p>Then select <b>Apply All Actions</b>.</p>	
<p>14 Exit out of PHADSUM by selecting the <b>X</b> in the top left corner of the screen.</p>	

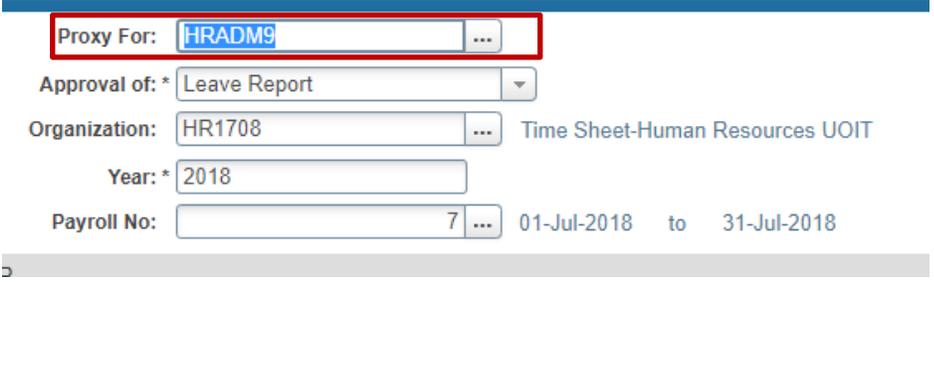
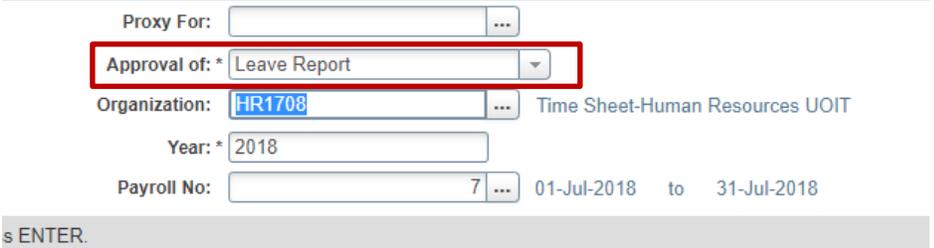
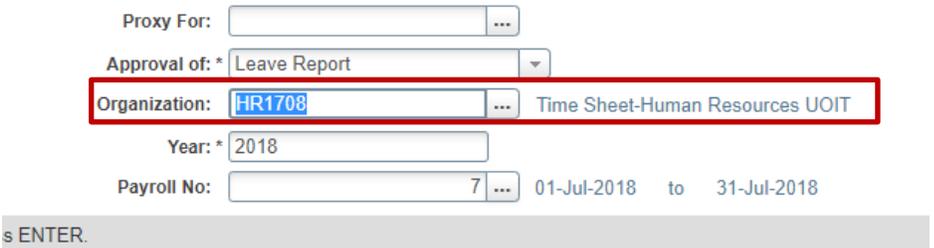
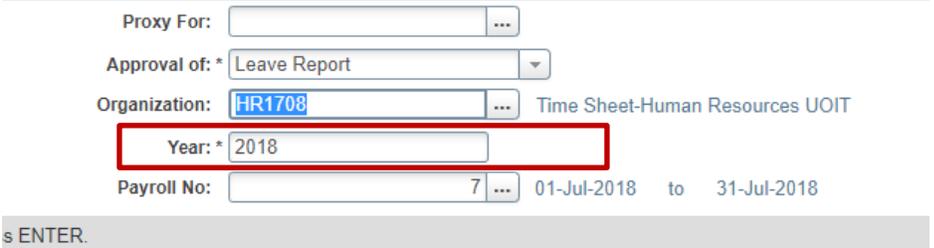
Steps to Execute	Example
<p>15 Type the form name “PHATIME” into the search bar and hit <b>enter</b> on your keyboard.</p>	
<p>16 Change the Transaction Status to “Return For Correction”.</p>	
<p>17 Now that all of the required fields are complete, you can select the green “Go” button.</p>	
<p>18 You can now make any changes to the employee as required by following steps 19-27 in Table 1.</p>	

**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 <b>enter</b> on your keyboard.	
2	Once PHADSUM opens, you will need to fill out the key fields to begin attendance entry.	
3	<b>COA</b> should be set to "U".	
4	<b>Transaction Status</b> should be set to "Pending".  <b>TIP:</b> If you do not see the employee you want to fix, then this means that their status is not "Pending". Go directly to PHATIME and edit their record at any time.	

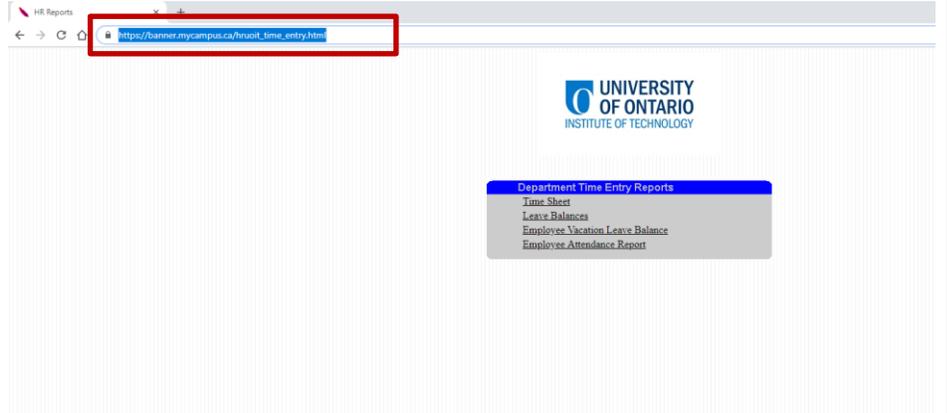
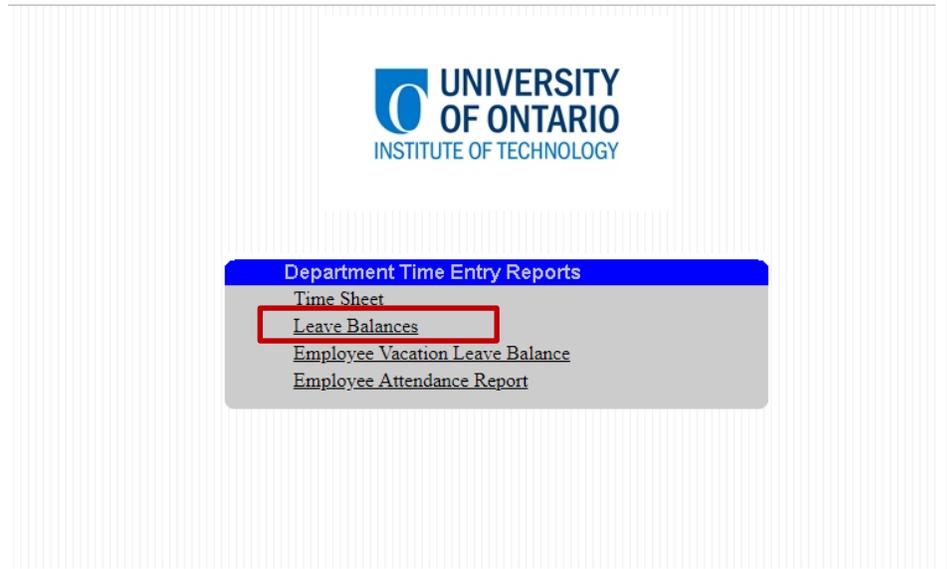
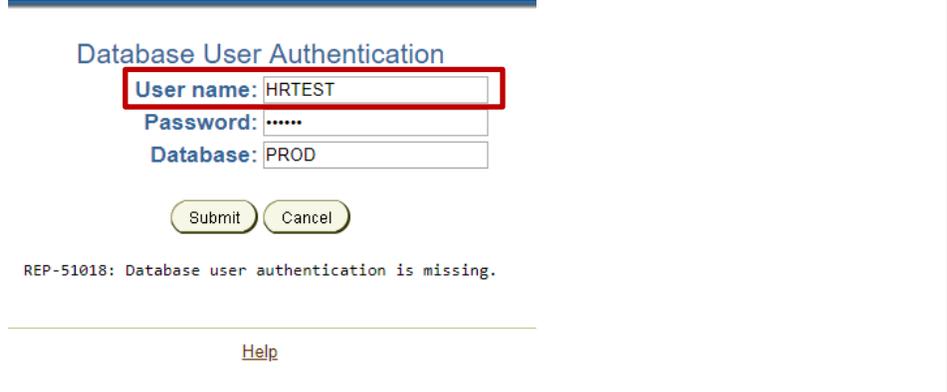
	Steps to Execute	Example
5	<p><b>Payroll ID</b> should be set to "UA".</p>	 <p>User ID: HRADM9</p> <p>Superuser: <input type="checkbox"/></p> <p>COA: * U ...</p> <p>Transaction Status: * Pending</p> <p>Payroll ID: UA ... UOIT Admin + Academic Monthly</p> <p>Get Started: Complete the fields above and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

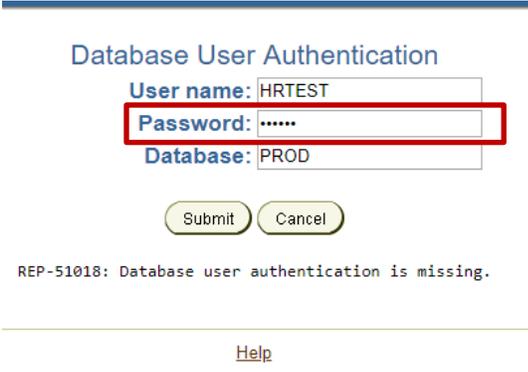
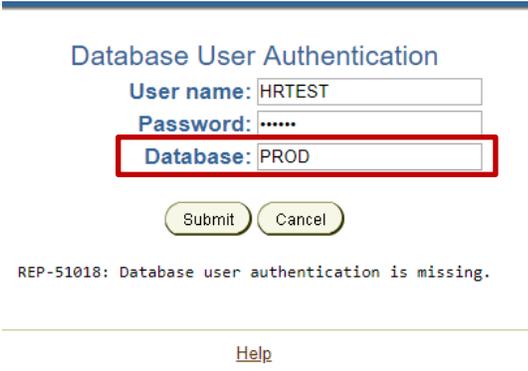
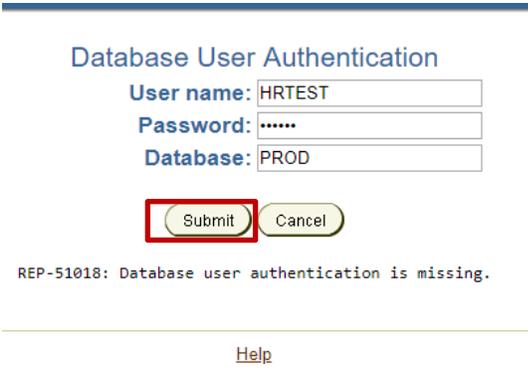
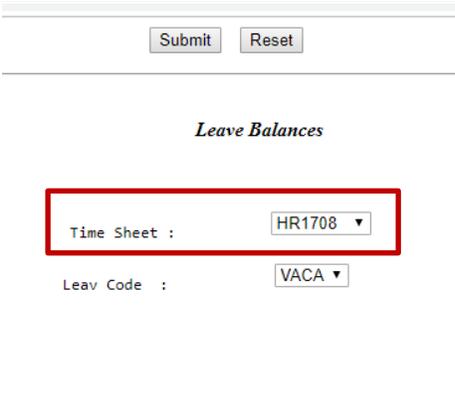
	Steps to Execute	Example
10	<p><b>Payroll Number</b> should be set to the corresponding number associated with the month you are entering attendance for.</p> <p>Ex/ July = 7</p> <p><b>WARNING:</b> The <b>Payroll ID</b> field must be completed prior to entering the <b>Payroll Number</b> field.</p>	<p>Proxy For: <input type="text"/> ...</p> <p>Approval of: * <input type="text" value="Leave Report"/></p> <p>Organization: <input type="text" value="HR1708"/> ... Time Sheet-Human Resources UOIT</p> <p>Year: * <input type="text" value="2018"/></p> <p><b>Payroll No:</b> <input type="text" value="7"/> ... 01-Jul-2018 to 31-Jul-2018</p> <p>s ENTER.</p>
11	<p>Now that all of the required fields are complete, you can select the green “Go” button.</p>	
12	<p>Select the <b>Tools</b> menu located in the top right of the screen.</p> <p>Then select <b>Approve or Acknowledge All</b>.</p>	
13	<p>Select the <b>Tools</b> menu located in the top right of the screen again.</p> <p>Then select <b>Apply All Actions</b>.</p>	

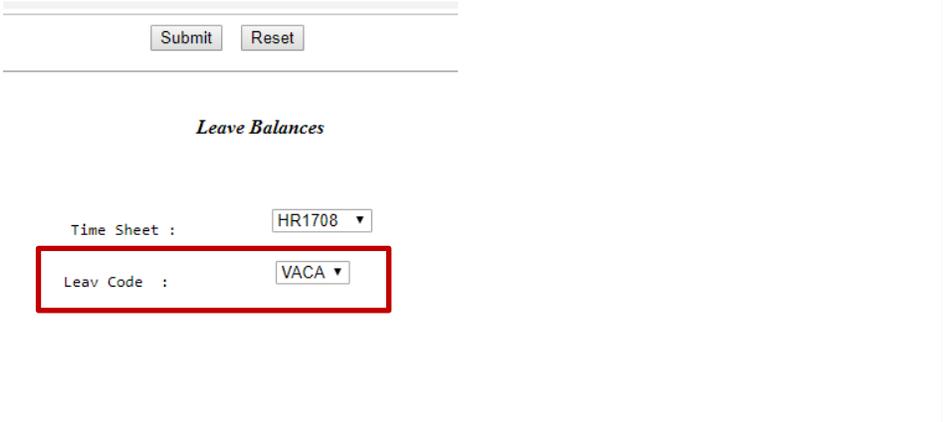
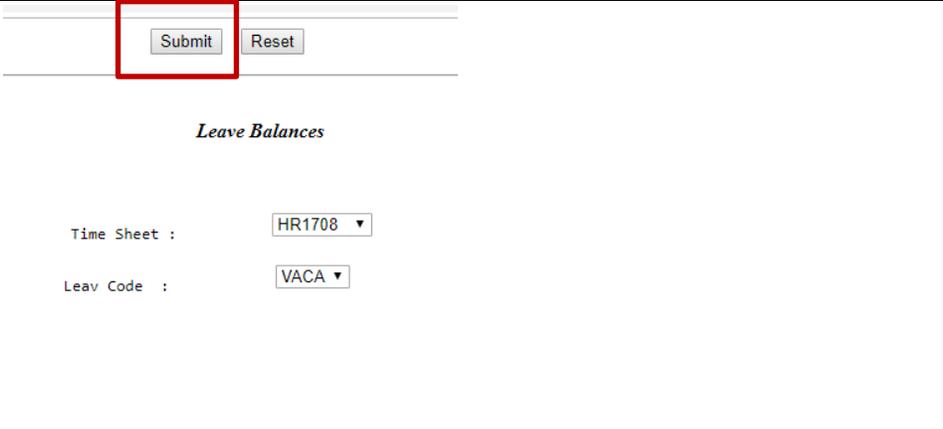
Table 4: Approving Attendance Entry in PHADSUM

## 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 <a href="https://banner.mycampus.ca/hruoit_time_entry.html">https://banner.mycampus.ca/hruoit_time_entry.html</a> .	
2	Select the <b>Leave Balances</b> report.	
3	In the <b>User name</b> field enter your Banner Username.	

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

	Steps to Execute	Example
8	Select <b>VACA</b> as the <b>Leav Code</b> .	 <p>The screenshot shows a web form titled "Leave Balances". At the top, there are "Submit" and "Reset" buttons. Below the title, there are two dropdown menus: "Time Sheet" (set to "HR1708") and "Leav Code" (set to "VACA"). The "Leav Code" dropdown is highlighted with a red rectangular box.</p>
9	Select the <b>Submit</b> button.	 <p>The screenshot shows the same "Leave Balances" form. The "Submit" button at the top is highlighted with a red rectangular box. The "Leav Code" dropdown is still set to "VACA".</p>
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