

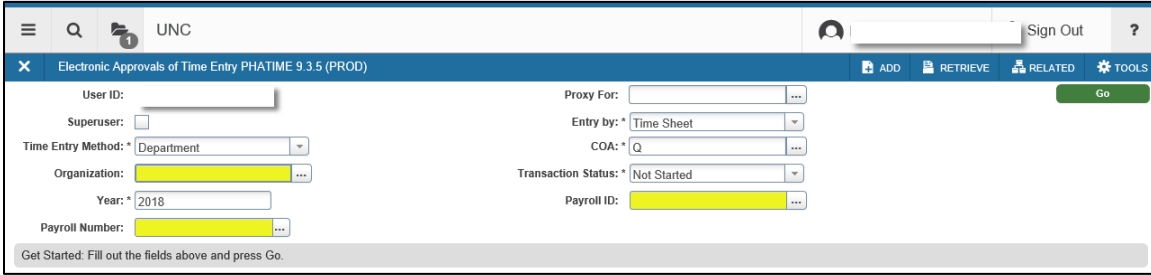
# How to Enter Salary in Banner 9

To enter Student Salary transactions you will need security access for “Time Entry Leave” and access for the specific Org(s). Access is requested using the HR Payroll Module Security form through OnBase.

When entering on the PHATIME screen, you **MUST** tab through each field.

**\*Do not “mouse” to a field to enter data.**

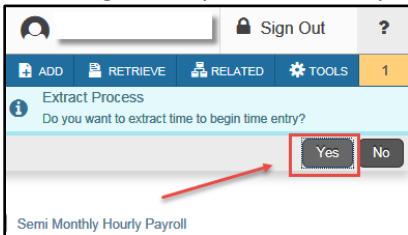
When you first log in, the cursor will stop at the Organization field and the screen values will appear as shown here:



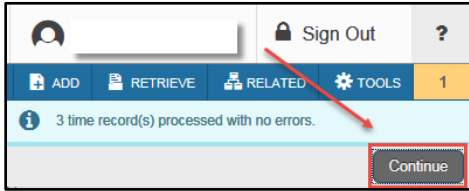
- Entry by:** Time Sheet – Default value
- Time Entry Method:** Department – Default value
- COA:** Q – Default value
- Organization:** You will enter your department Org- **XXXXXX**
- Transaction Status:** Not Started – Default value  
***NOTE:** Whoever extracts time sheets for the Org code locks everyone else out for this time period. See “Transaction Status” definitions below.*
- Year:** XXXX – Populates with current calendar year
- Payroll ID:** **SM** – You will enter this value
- Payroll Number:** **XX** – You will enter this value and the dates will automatically populate  
***Note:** Pay ID must be entered before Payroll Number.*

**You will enter values in the 3 fields highlighted in yellow.**

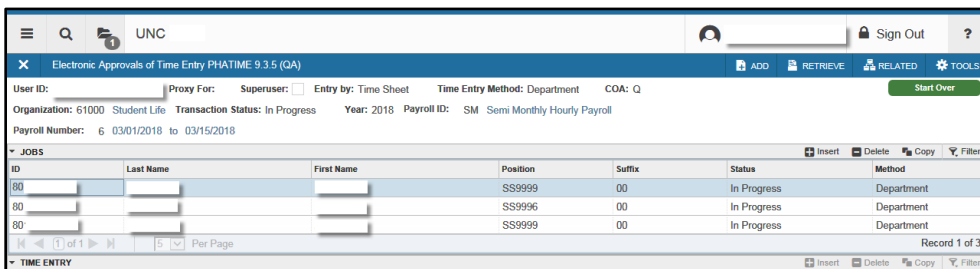
1. Type in your department Org number. Press **Tab** to move to the Payroll ID field.
2. Type **SM** in the Payroll ID field. The cursor will advance to the Payroll Number field.
3. Type the payroll number (**1 – 24**) in the Payroll Number field.
4. **To extract one time sheet,** press **Tab**. A pop up window will open. Complete the search field and **Go to step 9 below.**
5. **To extract all time sheets,** press **Alt+Page Down** (or click the **Go** button).
6. A message box opens that asks you “do you want to extract time to begin time entry?” Click **Yes**.



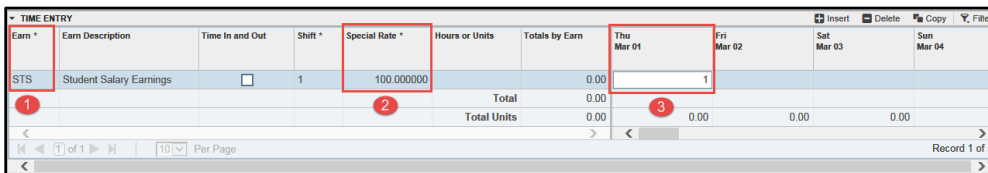
- Time sheets are extracted and a message box opens with the number of student salary timesheets that are available for entry. Click **Continue**.



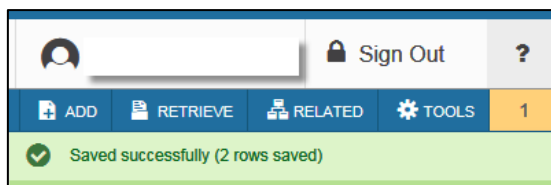
- A list of all students with a salary position for the Org (SS9999 or SS9996) is displayed. Your cursor defaults at the **ID** field for the first student.  
**NOTE:** To search for a Specific ID, press **F7**, then choose the search field (use drop down in the field "Add Another Field" – choose to search by ID or their name and enter the field value for your search. Press **Enter**.



- With the cursor in the **ID** field for the first job to be entered, press **Alt+Page Down** to open the time entry section.
- Type the earnings code **STS** in the **Earn** field. (1) Diagram below
- Tab**; curser moves to the **Shift** field and populates it with a "1". **Do not change this value.**
- Tab** to the **Special Rate** field and type in the salary amount. Use 2 decimal points. (2) Below
- Tab** to the **first day of the timesheet** and type "1"; **NOTE: Always type "1" in this field.** (3) Below  
*NOTE: By typing a "1" in this first day of the time sheet, you are indicating that you want to pay "one" salary payment for the amount entered in the Special Rate field.*



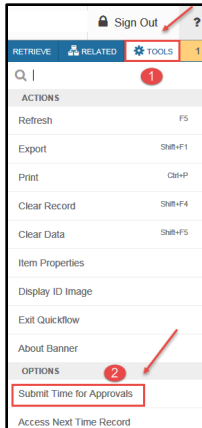
- Double check your entry!
- Press **F10** or click the **Save** button.
- A message box opens indicating the entry was saved successfully.



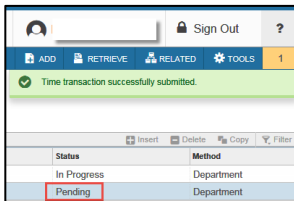
- To Submit the Salary to Payroll changing the status from In Progress to Pending you can

Keystroke or Mouse the following:

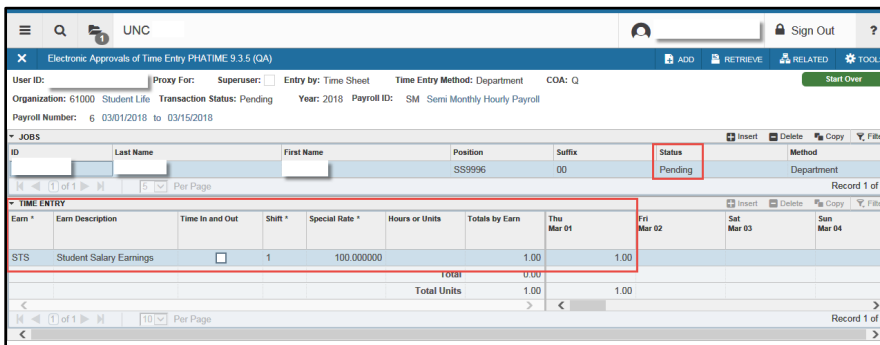
- a. Key Stroke:
  - i. Press **Alt+Shift+”T”**
  - ii. **Type “ Submit”**
  - iii. **down arrow to Submit Time for Approval and Enter**
- b. Mouse:
  - i. Click on Tools (1)
  - ii. Scroll down to Submit Time for Approval- Left Click (2)



18. A Message box opens indicating the entry was successfully submitted and the status of the entry changes from In Progress to **Pending**.



19. After submitting the time sheet, the completed salary entry will appear as noted in the screen below. *NOTE: The specific Employee will be highlighted in blue if you have multiple employees.* The time sheet status in the middle block will show as “Pending”, which means the entry is now in the Payroll office queue to approve.



Salary Time entry is now complete for this employee!

20. Select the **next** student time sheet by moving your cursor to the next ID number and position or

Search for the ID using F7. Follow the steps noted above to enter and submit the next salary payment.

**\*Transaction Status Definitions:**

<b>Not Started</b>	Time sheet has not been extracted to enter time
<b>In Progress</b>	Time sheet has been extracted and entry of time has started
<b>Pending</b>	Time sheet is complete and has been submitted for approval
<b>Approved</b>	Time sheet has been approved by payroll
<b>Completed</b>	The employee has been paid
<b>Error</b>	There is an error in one of the fields on PHATIME
<b>Return for Correction</b>	Payroll has returned the time sheet back to the originating department to correct
<b>All (Except not Started</b>	Selecting this status will display all time sheets except those in a "Not Started" status

***Please contact the Payroll Office at 351-2700 with questions or for assistance.***