How to Enter Salary in Banner

To enter a Student Salary you must have "Time Entry Leave" security and the security for the specific ORG that you will be entering time on. (Call the Payroll Office for security help if needed.) You can find the security form at: http://www.unco.edu/aboutursa/resources/hr-payroll_security_form.pdf

1.   Sign into Banner Production
2. Go PHATIME (screen name)
3. Make sure the screen is populated with the following:
    a. Entry by - Time Sheet
    b. Time Entry Method   -   Department
    c. COA: Q
    d. Organization – (your department org- XXXXX)
    e. Transaction Status –
        i. Not Started – used the 1st time when extracting their time.
            1. Whoever pulls in their time locks everyone else out for this time period
                *(See other "Transaction Status" definitions below)

    f. Year: XXXX
    g. Payroll ID: SM
    h. Payroll Number : X (dates will populate automatically)

4. NEXT BLOCK
        a. A pop up window comes up that asks you if you want to extract time
            Cllick YES

5. In the center Block <mark>click the arrow</mark> under JOBS ID

Year: 2010   Payroll ID:

Jobs
ID   Last Name
800429▮   Hagen

a. This will open a new screen with all students that have a "Salary" position (SS
   i. To see students with hourly positions and their status go into PHIETIM and change the Time Entry Method to "Web" and the Transaction Status to "All Except Not Started" or "Not Started".

Entry By:	Time Sheet				Time Entry Method:	Department	
COA:	Q	Organization:	46300	Schl Sport & Exer Science Office	Transaction Status:	In Progress	
Year:	2010	Payroll ID:	SM	Semi Monthly Hourly Payroll	Payroll Number:	6	01-MAR-2010 to 15-MAR-2010

ID	Last Name	First Name	Position	Suffix	Status	Days	Units	Hours
800▮		Justin	SS9999	00	In Progress			
800▮		Chia-Ying	SS9999	02	In Progress			

b. <mark>Double click on the Student name</mark>
   i. This will populate their name in the middle block
   ii. Make sure the "Position and Suffix" are the correct job. If they had more than 1 job in the list of names – even though you double clicked the correct job any of the two jobs could populate in the middle block. Use the up/down arrows at the far right to toggle between jobs.

Jobs
Is this the correct job?   Use these arrows to toggle between jobs.

ID	Last Name	First Name	Position	Suffix	Status	Method	
800429914	Hagen	Justin	SS9999	00	In Progress	Department	

c. Click <mark>NEXT BLOCK</mark>
d. Enter the <mark>Earnings code</mark> ("STS" for Student Salary). Enter the 3 alpha characters on the first line. If this is Tips or Retro you would use the appropriated Earnings code.
e. <mark>Tab</mark>
   i. This will take you to Special Rate – <mark>enter dollar amount</mark>
f. <mark>Tab</mark>
   i. Takes you the first working day – enter a "<mark>1</mark>"
   You are telling the system to pay 1 unit of "x" amount of dollars (from Special Rate). Units should always be a "1".
   NOTE: once you click the Save Icon or F10 a "1" will populate in Totals by Earn.
g. <mark>SAVE</mark>

Jobs

ID	Last Name	First Name	Position	Suffix	Status	Method
800429914	Hagen	Justin	SS9999	00	In Progress	Department

Time Entry

| Earn		Time In and Out Shift	Special Rate	Hours or Units	Totals by Earn	Mon Mar 01	Tue Mar 02	Wed Mar 03	Thu Mar 04	Fri Mar 05	Sat Mar 06	Sun Mar 07
STS	Student Salary Earnings		1 250.000000		1.00	1.00						

h. Click Options
    i. Click: Submit Time for Approval
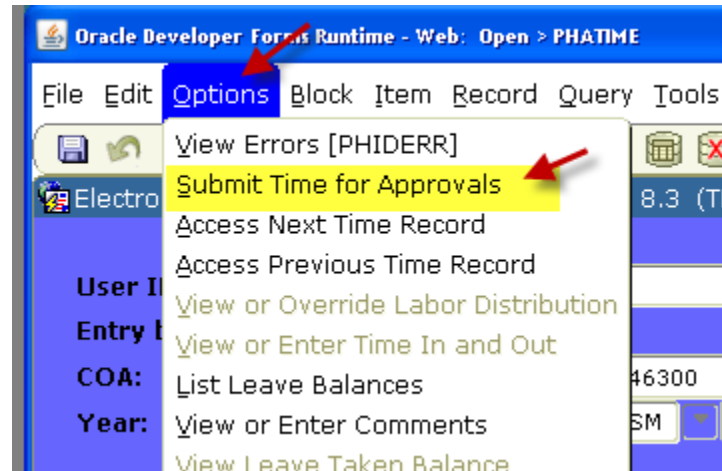
Status in the middle block should now say "Pending" and it is in Payrolls Queue to approve.

Salary Time entry is now complete.

*Transaction Status: (definitions)
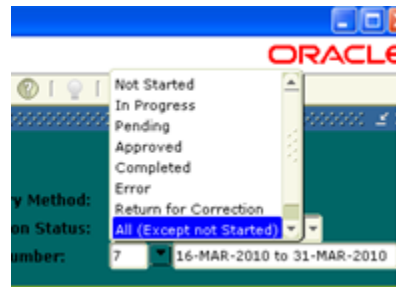
Not Stated – Time sheet has not been extracted to enter time
In Progress – Time sheet has been extracted and entry of time has started
Pending – Time sheet is complete and has been submitted for approval
Approved – Time sheet has been approved by payroll
Completed – The EE has been paid
Error – Time sheet is still in progress; there is an error somewhere in PHATIME
Return for Correction – Time sheet has been returned back to the Dept from payroll to correct
All (Except not Started) – This will show the status for an employee unless they are "Not Started"

If you need additional assistance or have questions please call 351-2700. Thank you.