Printing PHIETIM for signature of Approver

If the approver of the timesheets is not the authorized signer on the FOAP, a printout of PHIETIM needs to be signed by the authorized person and kept on hand for three years.

- Go to https://ursa.unco.edu/default

- Sign in using your firstname.lastname and regular password.

- Click on the Employee Tab.

- Under Employee Important Links, click on Production Banner 9 Admin Pages.

- Type in phietim and enter.

- Cursor will be in the Organization Box. Enter your Organization number and the cursor goes right to the Transaction Status box.

- In the Transaction Status select from drop down menu "Approved", enter and it takes you to Year box (if you do this after payroll has processed, you will need to select "Completed").

  - You can also start to type the word and arrow key down and enter and it takes you to Year box.

- Enter the year or if it defaults to the year you want, tab.

- Enter SM for Semi-monthly payroll or MN for Monthly payroll and cursor goes to Payroll Number.

- Enter Payroll Number that you want (example – 9, doesn't have to be 09), tab.

  - Can find these numbers on the Monthly payroll Calendar Pay ID and work cycle.

- Entry By should be Time Sheet, tab.

- In the Time Entry Method select from the drop down menu "Web".

  - You can also start to type the word and arrow key down and enter and it takes you to COA (Chart of Accounts) box.

- ALT+PageDown will take you to the next block.

- This will list all of the employees in the status you selected. This page might not actually show all of the people on the page because it only lists so many employees per page on the screen. To print the list, click on the Tools in the upper right corner, click on Export, Open, do any formatting that you want and print.

  - You can also ALT+SHIFT+T (Tools), start to type export, arrow key down, enter, Open, do any formatting that you want and print.

  - SHIFT+F1, Open, do any formatting that you want and print.

- Have the FOAP Authorized person sign and keep for three years.