

Time Entry Period Open

PHATIME - Student Salary Entries

What you can do to a timesheet based on your role.....			
Timesheet Transaction Status	Dept TIMEKEEPER	Dept APPROVER (generally Payroll Approves as a Superuser)	SuperUser Payroll ONLY BSS and PHATIME
Not Started	Extract		
In Progress	Restart Record Remove Submit (<i>Update</i>)		Submit - BSS
Return for Correction	Restart Record Remove Submit (<i>Update</i>)		Submit - BSS
Pending		Approve in BSS	Approve in BSS Return for Correction IN PHATIME
Approve			Return Time - BSS

Banner Self Serve - Web Time Entry - Hourly Employees

What you can do to a timesheet based on your role.....			
Timesheet Transaction Status	Employee Functions	APPROVER	SuperUser Payroll ONLY
Not Started	Extract		Extract
In Progress	Restart Delete Submit (<i>Update or add Comments</i>)		Change Record If you extracted TS for Dept Enter 1 hour to submit Submit If EE has entered hours
Return for Correction	Delete Submit (<i>Update or add Comments</i>)		Submit
Pending	Return Time	Approve Change Record Return for Correction Delete	Approve Change Record Return for Correction Delete
Approve		Return Time	Return Time

Time Entry Period Closed

PHATIME - Student Salary Entries

What you can do to a timesheet based on your role.....			
Timesheet Transaction Status	Dept Time Keeper	Dept Approval in BSS	SuperUser Payroll ONLY
Not Started			
In Progress			Submit - BSS
Return for Correction	Restart Record Remove		Submit - BSS
Pending		Approve Return for Corr- Delete	Approve- BSS Return for Correction In PHATIME Delete - BSS
Approve			Return Time- BSS

Banner Self Serve - Web Time Entry - Hourly Employees

What you can do to a timesheet based on your role.....			
Timesheet Transaction Status	Originator Student Employee	Approver	SuperUser Payroll
Not Started			Extract Change Record Submit
In Progress		Submit -if hours entered	Submit -if hours entered Change Record Delete
Return for Correction	Delete Change Record Submit		Submit -if hours entered Change Record Delete
Pending		Approve Return for Correction Change Record Delete	Approve Return for Correction Change Record Delete
Approve			Return Time