Payroll Department Time Approval (DTA)

Approving Time

Department Time Approval Process

- Department Time Approval is a process used by department heads to approve electronic time-sheets that have been entered into Banner.

- The hours submitted are verified by a supervisor and/or fiscal officer.

Who can approve time?

- Time Approvers are designated by the departmental Fiscal Officers.
- A Time Approver or Time Approver Proxy must be a status employee, and cannot be an extra-help employee or a graduate assistant.
- Only one employee may be designated as Time Approver
- An employee who enters time may not also approve time, and cannot serve as a Time Approver Proxy, unless the department only enters and approves time for student workers.

Note: Extra-help, graduate assistants or student workers ***cannot*** approve time.

What is a Proxy?

- A proxy is someone who can act on behalf of the departments primary approver in the their absence or with their permission.
- Proxies must be approved by the fiscal officers.
- Time Approvers and their proxies will only have access to approve time within their specific organization codes.
- **Note**: A Time Enterer *may not* be a proxy for a Time Approver and vice versa, unless the department only enters and approves time for student workers.

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How to designate a Proxy?

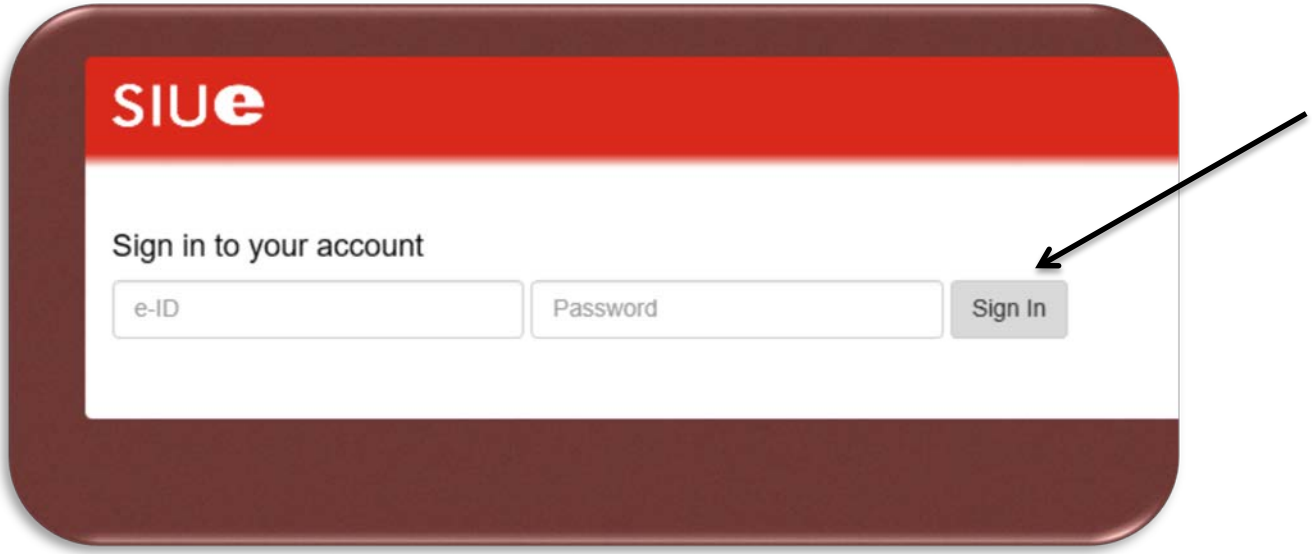
- Complete and submit a *Payroll Time Entry Authorization/Removal Form or Payroll Time Approver Authorization/Removal Form* to the Office of Human Resources.

- Both forms can be found at www.siue.edu/humanresources via the Forms link.

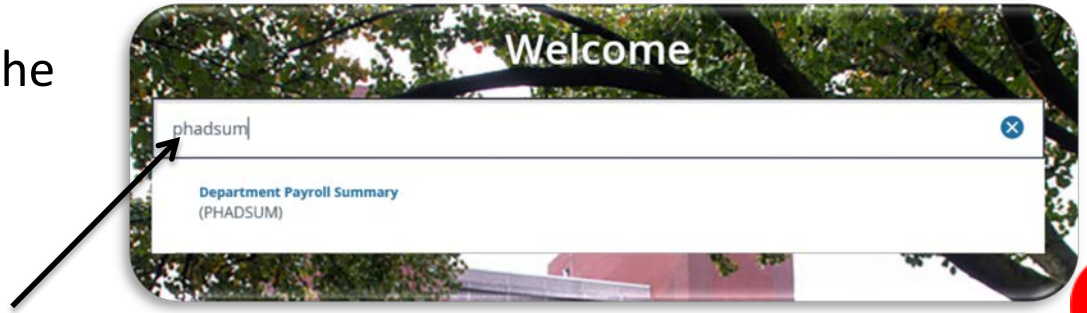
- Payroll will set up all authorized proxies.

Approving Time

- Login into Banner; enter your username, password and select “Sign In.”



- Key in PHADSUM in the object search field.
- Press Enter

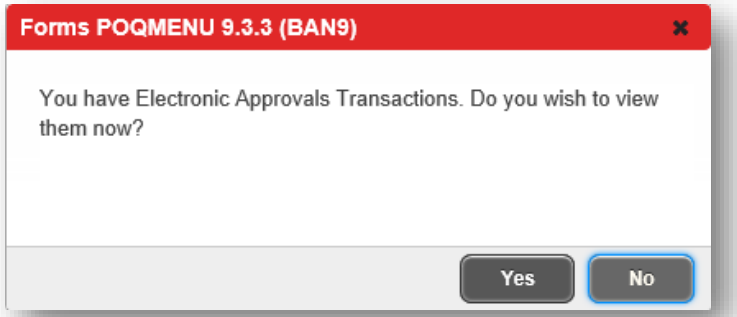


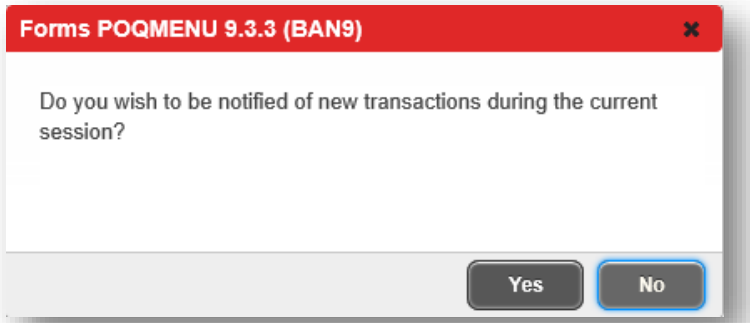
Approving Time (cont.)

Notifications

- Notifications do not open if the first form is a Student form.
- **First Notice**- 'You have Electronic Approvals Transactions. Do you wish to view them now?'
  - Click Yes to go directly to PHADSUM and approve time.
- **Second Notice**- 'Do you wish to be notified of new transactions during the current session?'
  - Click Yes to receive the first notice again if you have any additional new time entered to be approved during your session.

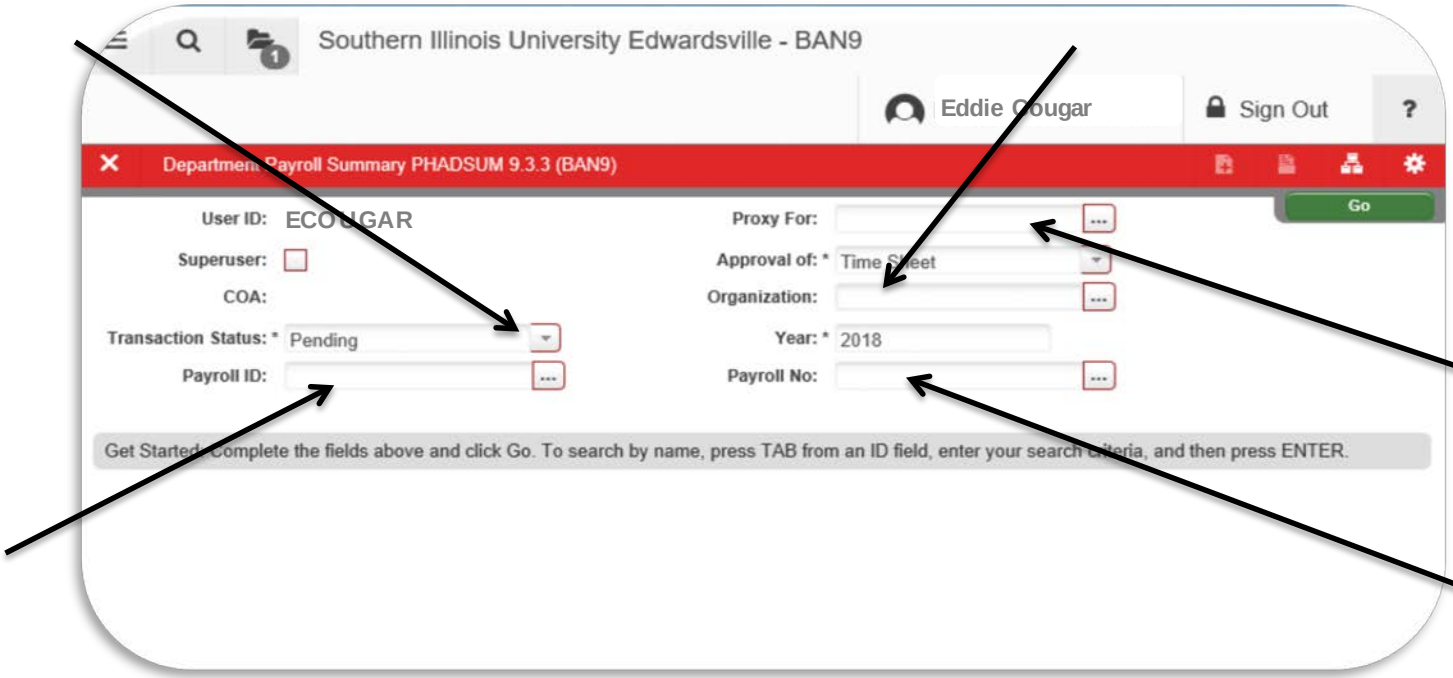
  Note: Proxies do not get these notifications. If you are a proxy approver go to PHADSUM to approve time.





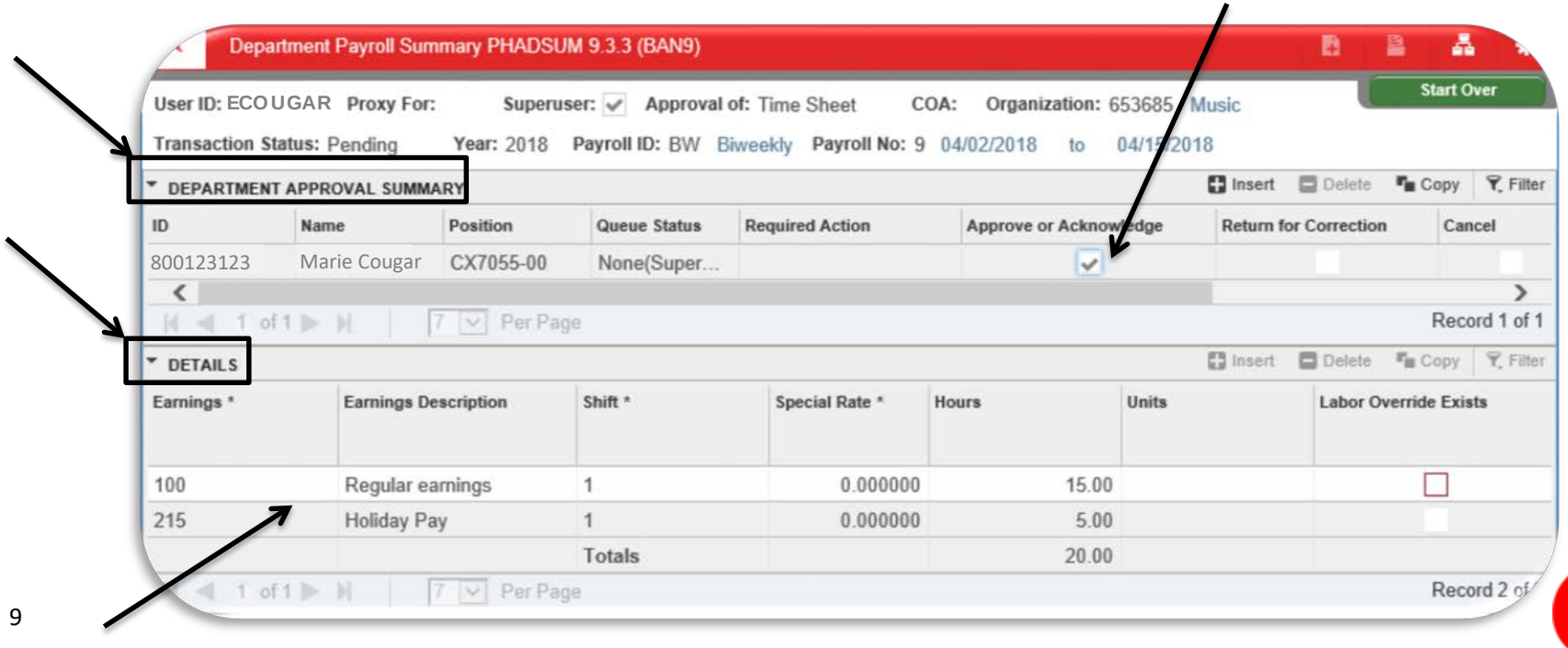
PHADSUM

- Enter the Organization number, Payroll ID and Payroll Number into the PHADSUM screen.
- Select Pending from the Transaction Status drop down .
- If entering as a Proxy, enter the Main approvers e-ID into the Proxy For field.
- Select Go to move into the Department Approval Summary block.

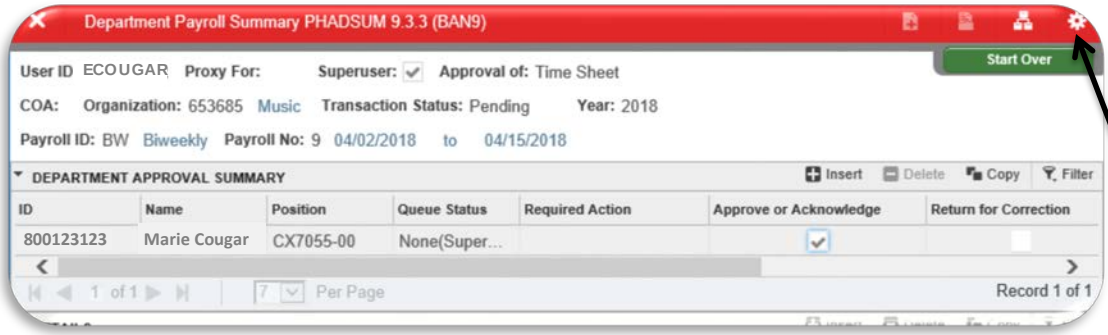


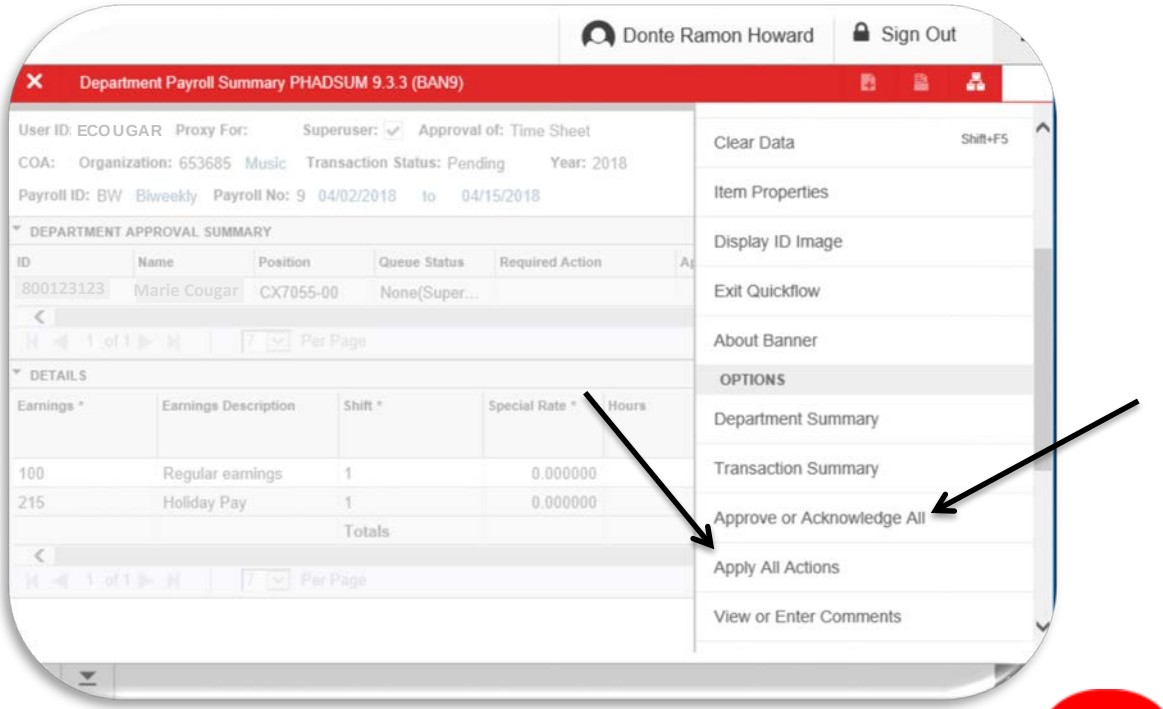
Approve Time

- Employees will populate within the Department Approval Summary block.
- The selected employee's earnings will populate within the Details information block.
- Check the **Approve or Acknowledge** box to approve each position.

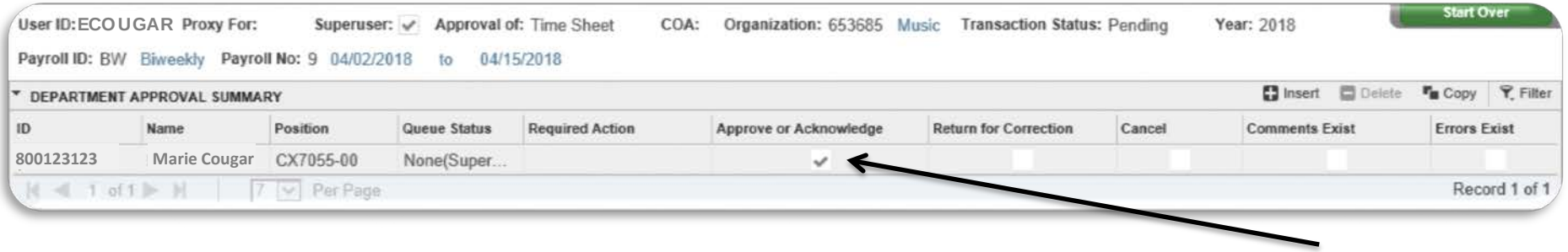


- After the employee's time record has been approved, via the **Approve or Acknowledge** check box.
- Click the **Tools** icon .
- Select **Apply All Actions**.
- All the records can be approved with one click, by selecting **Approve or Acknowledge All** and then selecting **Apply All Actions.**





- Checking the "**Approve or Acknowledge**" box indicates that the Time Approver is agreeing with the time entered by or for the employee.



- "**Approve or Acknowledge**" –check if time is correct.
- "**Return for Correction** –check if the time entered is *incorrect* and needs to be returned to the Time Enterer for correction. Please contact the Time Enterer to make adjustments and resubmit time through the routing queue for approval.
- "**Cancel**" – currently not in use, please contact the Payroll Office if someone needs to be removed.
- "**Comments Exists**" –currently not in use.
- "**Errors Exists**" –if checked, an error has occurred with the time entry. Please Contact Payroll Office.

What do I do if I cannot get my time approved?

The Payroll Office understands that there may be unforeseen circumstances that may prevent a department from meeting the established deadlines. If this occurs, please contact the Payroll Office as soon as possible to discuss an alternate method.

Payroll may serve as a backup to departments to enter and/or approve time *only when it is absolutely necessary*. This is not encouraged but may be an option.

Who can I call for help?

For assistance or additional information about Payroll Department Time Entry (DTE) contact the Payroll Department in the Office of Human Resources at X2190.

Helpful Links

http://www.siue.edu/humanresources/payroll/index.shtml

The following information can be found at this address.

- Banner Payroll Notes
- Payroll Calendars
- Time Sheets
- Direct Deposit
- General Payroll information