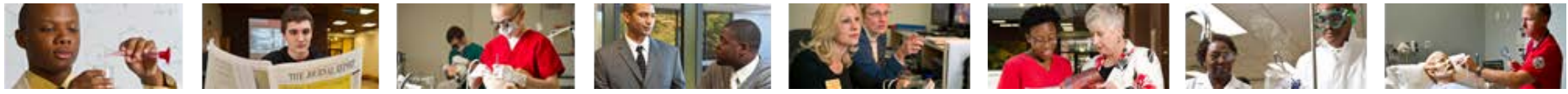




# Payroll Department Time Approval (DTA)

## Approving Time

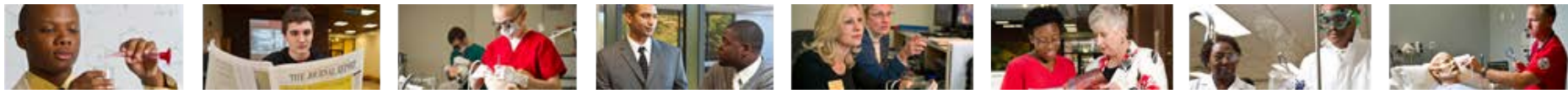




# Department Time Approval Process

- 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.

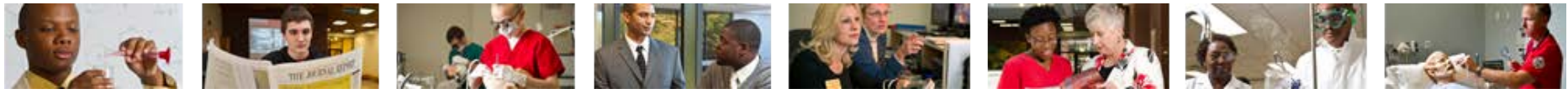




# Who can approve time?

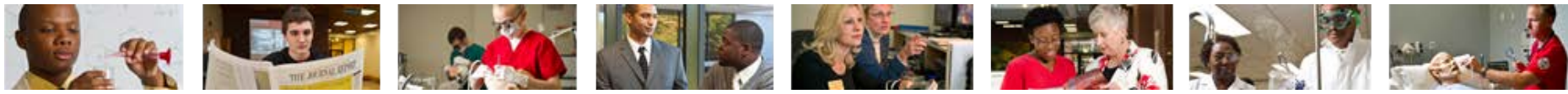
- Time Approvers are designated by the departmental Fiscal Officers.
- A Time Approver or Time Approver Proxy must be a status employee, and cannot be an extra-help employee or a graduate assistant.
- Only one employee may be designated as Time Approver
- An employee who enters time may not also approve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



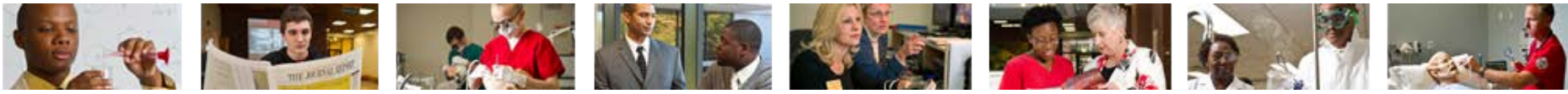
# What is a Proxy?

- 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.



# 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](http://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.”

SIUE

Sign in to your account

e-ID Password Sign In

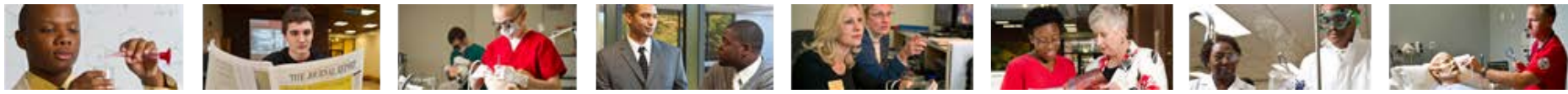
- Key in PHADSUM in the object search field.
- Press Enter

Welcome

phadsum

Department Payroll Summary  
(PHADSUM)





# 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  to go directly to PHADSUM and approve time.
- **Second Notice**- ‘Do you wish to be notified of new transactions during the current session?’
  - Click  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.

Forms POQMENU 9.3.3 (BAN9) x

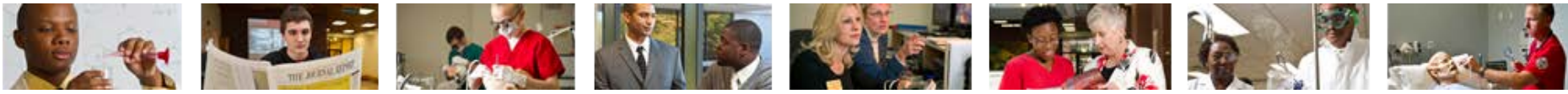
You have Electronic Approvals Transactions. Do you wish to view them now?

Yes No


Forms POQMENU 9.3.3 (BAN9) x

Do you wish to be notified of new transactions during the current session?

Yes No



# 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.

Southern Illinois University Edwardsville - BAN9

Eddie Cougar Sign Out ?

Department Payroll Summary PHADSUM 9.3.3 (BAN9) Go

User ID: ECOUGAR Proxy For:  ...

Superuser:  Approval of: \* Time Sheet

COA:  Organization:  ...

Transaction Status: \* Pending  Year: \* 2018

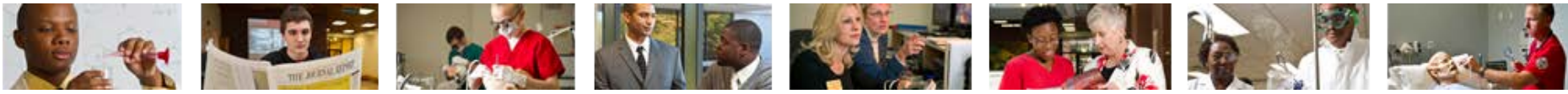
Payroll ID:  Payroll No:  ...

(Proxies only)

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.







# 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.

Department Payroll Summary PHADSUM 9.3.3 (BAN9)

User ID: ECOUGAR Proxy For: Superuser:  Approval of: Time Sheet COA: Organization: 653685 Music Start Over

Transaction Status: Pending Year: 2018 Payroll ID: BW Biweekly Payroll No: 9 04/02/2018 to 04/15/2018

**DEPARTMENT APPROVAL SUMMARY** Insert Delete Copy Filter

ID	Name	Position	Queue Status	Required Action	Approve or Acknowledge	Return for Correction	Cancel
800123123	Marie Cougar	CX7055-00	None(Super...		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

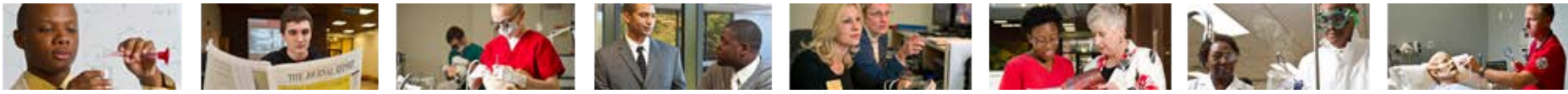
1 of 1 Per Page Record 1 of 1

**DETAILS** Insert Delete Copy Filter

Earnings *	Earnings Description	Shift *	Special Rate *	Hours	Units	Labor Override Exists
100	Regular earnings	1	0.000000		15.00	<input type="checkbox"/>
215	Holiday Pay	1	0.000000		5.00	<input type="checkbox"/>
Totals					20.00	


1 of 1 Per Page Record 2 of 2

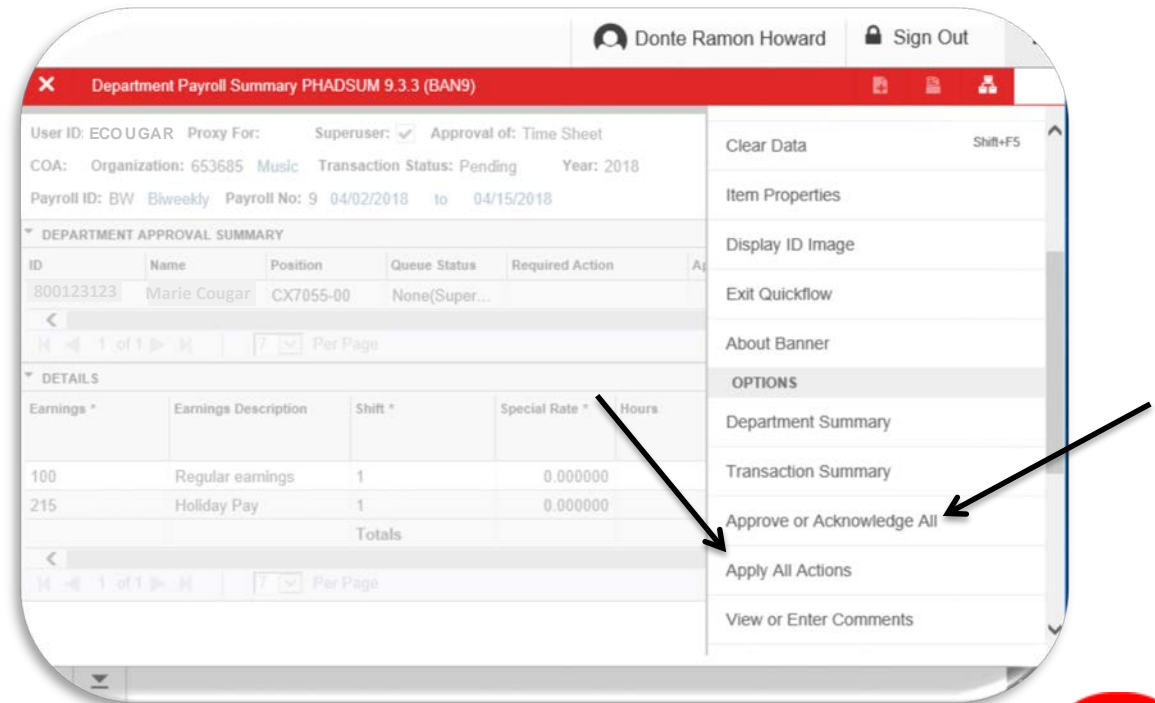


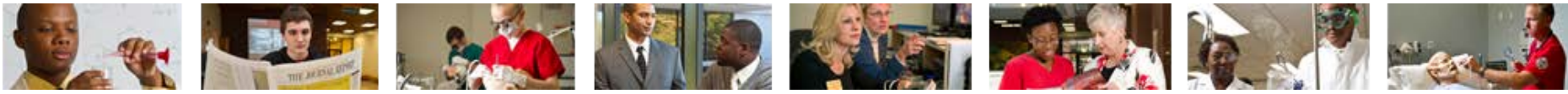


- After the employee's time record has been approved, via the **Approve or Acknowledge** check box.



- 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.

User ID: ECOUGAR Proxy For: Superuser:  Approval of: Time Sheet COA: Organization: 653685 Music Transaction Status: Pending Year: 2018 Start Over

Payroll ID: BW Biweekly Payroll No: 9 04/02/2018 to 04/15/2018

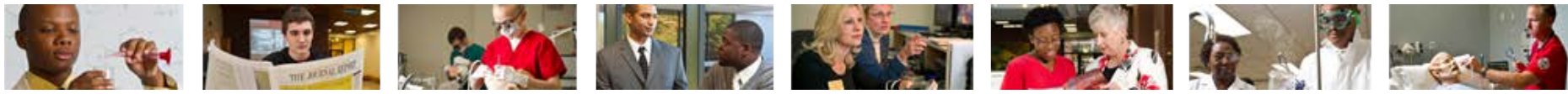
DEPARTMENT APPROVAL SUMMARY Insert Delete Copy Filter

ID	Name	Position	Queue Status	Required Action	Approve or Acknowledge	Return for Correction	Cancel	Comments Exist	Errors Exist
800123123	Marie Cougar	CX7055-00	None(Super...		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1 of 1 Per Page Record 1 of 1

- “**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.



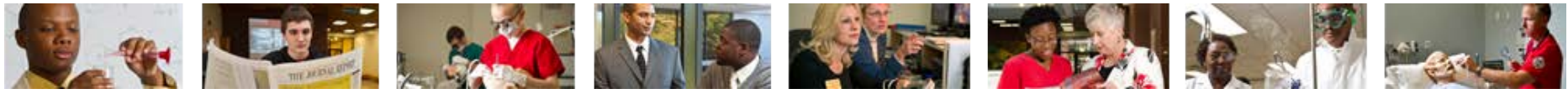


# What do I do if I cannot get my time approved?

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.

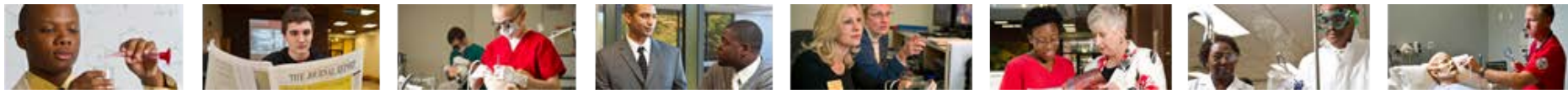




# Who can I call for help?

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