Purpose: To outline the procedure for payroll data entry via PHAHOUR.

Target Audience: MAU Payroll Offices

The PHAHOUR form is used to enter hours/dollars which will eventually result in an employee paycheck. The form can only be updated (keyed onto) after a centralized process (PHPTIME) has been run (see Payroll Calendar for scheduling).

Data on PHAHOUR is entered by Time Sheet Org which defaults from the NBAJOBS form. Payroll refers to this Org as TKL/TSO.

If you access PHAHOUR and the message “query caused no records to be retrieved” appears, you cannot enter any data.

ONLINE TIME ENTRY FORM

Year: Enter the calendar year for the payroll you are processing. This is a required field. The cursor moves to the next field.
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Payroll ID: Enter **BW** for the biweekly payroll ID code. The cursor moves to the next field.

Payroll No: Enter the 2-digit code for the pay period **run number** you are processing. Please note these three fields need only be entered the first time. They will remain the same until you change them.

Press [Tab], [Page Down], or [Enter]. The **Time Entry Selection Criteria** window appears, with the cursor at the COA field. Leave the field blank and [Tab] to **Orgn**. Enter the TKL and execute one of the following options:

1) Press [Page Down] or [Tab] to OK and press [Space Bar], and you will be returned to the ID field of PHAHOUR with the first employee for that TKL appearing alphabetically,

OR

2) Press [Tab] twice to the ID field, enter the ID of employee you wish to key, and press [Page Down] or [Tab] to OK and press [Space Bar]. You will be returned to the ID field of the History Jobs Block. Only that ID will be accessible.

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**HISTORY JOBS BLOCK**
This block displays pertinent information and is a view-only block. Employees appear alphabetically by position number.

The effective date of the position is displayed, as well as the hourly rate. These fields are very important. Verify that you are keying on the correct position, suffix, and effective date. Employees may have multiple records in the same pay period due to step increases, etc. Pressing [Arrow Down] will move you from one employee record to another within that TKL/TSO (Orgn).

Disp: (05 Re-Extract) indicates an error has occurred and must be corrected before proceeding. The F9 key will bring up PHADERR to identify the error. After the correction is made (most likely by Personnel) a centralized process is run at SWHR before the disposition changes.

If you find it necessary to force a re-extract, press right click while in the History Earning, click on Re-extract Employee. A pop-up window appears. At the Re-Extract [] field press the [Space Bar] or click to mark the record for re-extract and click or press OK. After the correction is made and the scheduled re-extract process is run by SWHR, the disposition changes and you can proceed with time entry.

IMPORTANT NOTE: Any hours or distribution overrides keyed for an employee while in Disp 05 will be lost during the re-extract process.

Disp 10 (Awaiting Time Entry) indicates the employee must have hours keyed in order to receive pay. Press [Page Down] to enter hours.

Disp 20 (Awaiting Proof) indicates the employee will generate pay based on the Default Earnings Code Block of the NBAJOBS form. If any leave has been used or additional pay must be recorded, press [Page Down] to go to History Earnings Block. If keying a labor distribution override, press [Page Down] twice to go to the Labor Distribution Block.

See the Banner HR Disposition Codes table for a complete listing of codes.

HISTORY EARNINGS BLOCK

Earnings: Enter appropriate earnings code or press F9 (List) to view available codes for the employee’s ECLS. You may either exit the list screen and key the appropriate earnings code, or [Arrow Down] to the selected earnings code and press (Exit with Value) or double click. Those generating pay will default labor earnings codes and hours based on the Default Earnings Code Block of NBAJOBS.

Shift: Shift code defaults from the Default Earnings Code Block of NBAJOBS. This is a required field and may be overridden. This code is not used for shift differential. It is used for Out of Class pay and special union pay. The default is 1, which indicates no Out of Class pay or Union Pay codes. Other examples of valid codes for Out of Class are F (5%), S (7%) and T (10%); these codes default from the NBAJOBS form.
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**Hours or Units:** Entry is required in this field. The earnings code set-up will determine if it is an hour or a unit field. Enter hours from the time sheet for those records requiring manual entry. If using a special rate earnings code, enter “1,” representing 1 unit, and enter the amount in the special rate amount field. Enter the number of units if paying piece rate. Check the total units/total hrs fields to verify accuracy.

If more than three lines have been entered, a (^) appears in the information bar. You must then navigate between [Arrow Down] and [Arrow Up] to see what has been entered.

**Generated:** Field defaults. No entry allowed.

**Special Rate:** Special Rate is used with applicable earnings codes. Enter the dollar amount in this field.

**Amount:** This field defaults based on hours entered and the rate reflected in the History Jobs Block.

**Attendance:** The Attendance field is not used. No entry required.

The account distribution in the Time Distribution block is tied to the earnings code by showing a location indicator (>) in the History Earnings block. The FOAPAL (fund/organization/account/program code/activity/location) in the Time Distribution block changes in reference to the earnings code the location indicator (>) specifies in the History Earnings block. To override labor distribution, press [Page Down].

**TIME DISTRIBUTION BLOCK (see sample below)**

Press [Page Down] to get to the Time Distribution block. The cursor defaults to the Index field. Leave this field blank. **Fund, Orgn, Acct, and Prog** are all required fields.
Note: Enter hours to be overridden for Non-exempt employees
Enter percent to be overridden for Exempt employees

To change only the distribution of hours between default account numbers, navigate to Hours or Percent and enter the data. Completing one of these fields will cause the other to calculate. Verify that your total hours equal those in the History Earnings block and/or that the total percentage equals 100. If the totals are incorrect, right click and choose Correct Labor Distribution Dollars.

To change only a fund or an acct number, use [Tab] to navigate to the Fund or Acct field. You may either clear the field [Shift+F4] and key the fund/acct number, OR key over the existing number.

When overriding the Orgn field, you can either [Delete] the line and rekey the labor distribution information, OR you will need to clear [Shift+F4] the Prog field first and then forward [Tab] or back-up [Shift,Tab] to the Orgn field and clear [Shift+F4] or rekey the Orgn. Once the Orgn has been keyed, the Prog will automatically default.

If more than three lines have been entered, a (^) appears in the information bar. You must then navigate between [Arrow Down] and [Arrow Up] to see what has been entered.
Hours must equal those keyed in History Earnings Block, and Percent must equal 100 or record will not process. You may need to adjust percentage by a fraction due to system rounding.

When all information from the time sheet has been entered, [Save] the record.

***To access the next employee for time entry:

1) Press [previous block] until you are returned to the ID field in the History Jobs Block. Use [next record] to view the next person in this {orgn} (TKL), or

2) Press [Clear Form Rollback], navigate to the Id field and key the ID of the person whose record you want to view, then press [Next Block].

3) Press [Rollback] and enter the next ID in the Time Entry Selection Criteria. When accessing the Time Entry Selection Criteria window, remember the COA field may be left blank. The default is “B”.