Extracting Time Sheet in PHATIME
Banner 9 Quick Sheet

1. Log into Banner 9
2. Type **PHATIME** in search field & **Enter**
3. Answer **No** if you get questions "You have Electronic Approvals Transactions. Do you wish to view them now?" OR "Do you wish to be notified of new transactions during the current session?"
4. Enter fields as following:

1. **If you are approving time sheet as a proxy, select who you are acting as a proxy for**
2. **Check this box only if you are a Superuser**
3. **Select "Time Sheet"**
4. **Select "All"**
5. **Enter "1"**
6. **Enter the time sheet org code for the employee**
7. **Select "Not Started"**
8. **Enter Year**
9. **Enter "SM"**
10. **Enter Payroll Number**

5. After you enter the **Payroll Number**, hit **Tab**
6. Enter the **WID** for the employee & click **OK**

7. Click Yes to extract time sheet

8. Click Continue

9. Enter applicable earn codes and hours in 'Time Entry' section

	JOBS						Insert	D
ID	Last Name		First Name		Position	Suffix	Status	
W01164656	Harvey		Robert		998763	00	In Progress	

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| TIME ENTRY | | | | | | | | | Insert | D |

Earn *	Earn Description	Time In and Out	Shift *	Special Rate *	Hours or Units	Totals by Earn	Tue Oct 16	Wed Oct 17	Thu Oct 18
VAC	Vacation Leave	☐	1	0.000000		8.00	8.00		
HRS	Total Hours Worked Each …	☐	1	0.000000		24.00		8.00	8.00
					Total	32.00	8.00	8.00	8.00
					Total Units	0.00			

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10. After all hours have been entered and the status is **In Progress**, click **Tools**, then **Submit Time for Approvals**
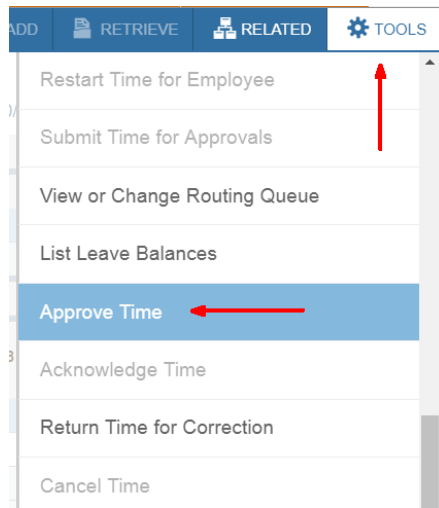
ADD 📄 RETRIEVE 🗂 RELATED ⚙ TOOLS

🔍 Search

ACTIONS

Refresh	F5
Export	Shift+F1
Print	Ctrl+P
Clear Record	Shift+F4
Clear Data	Shift+F5
Item Properties	
Display ID Image	
Exit Quickflow	
About Banner	

OPTIONS

Submit Time for Approvals

Access Next Time Record

11. Time sheet status will change to **Pending**; to approve time sheet, click **Tools**, then **Approve Time**

12. Click **Start Over** to approve more time sheets

Questions? Call Payroll at x2991