Welcome to SCT Banner
Web Time Entry

Introductions

- Name
- Organization
- Title/function
- Job responsibilities
- SCT Banner experience
- Expectations

Course Goals

The goal of this course is to provide you with the knowledge and practice to set up and fully access the web for time entry function at your institution.
Agenda

- Overview
- Set Up
- Day-to-Day Operations
- Question and Answer

Overview

- To outline the set-up process used to govern employees’ access to the time entry Web pages and to control the data entered on these Web pages
- To explain the day-to-day procedures for Time Entry through the web application at your institution

Process Introduction

1. Applicant information is reviewed and interviews are held
2. Open position created and budgeted
3. Employment record is created and maintained
4. Employee is hired
5. Employee benefit information is established
6. Payroll is processed for the employee
7. Changes to employee records are electronically approved and applied
8. Employee health and safety information is maintained
9. Employee relations information is maintained
10. Employee reviews personal information through Self Service
11. Faculty information is maintained
12. Tax process is administered for employees
13. Employee records hours worked
14. Labor is budgeted through position control
Set Up Objectives

At the end of this section, you will be able to

- enter the appropriate data on the forms used to provide access to time entry on the Web

Set Up – Rule Forms

- Payroll Identification Rule Form (PTRPICT)
- Payroll Calendar Rule Form (PTRCALN)
- Shift Premium Rule Form (PTRSHFT)
- Employee Class Rule Form (PTRECLS)
- Earnings Code Rule Form (PTREARN)
- Installation Rule Form (PTRINST)
- Employee Jobs Form (NBAJOBS)
Set Up - Web Users, Approvers, and Proxies

- Set up Oracle/Banner IDs and access codes for all employees who have access to SCT Banner Web Time Entry or PHATIME
- Set up approvers, proxies, and acknowledgers on the Enterprise Access Control Form (GOAEACC)
- Set up all approvers, proxies, and acknowledgers on PTRUSER
  - Establish the appropriate Banner HR security for each approver, proxy, and acknowledger
- Set up access to SCT Banner Web for Employees on the Third Party Access Audit Form (GOATPAD)

Set up Review

- How do you enter the appropriate data on the forms used to provide access to time entry on the Web?
- List and describe the commonly used forms for time entry?

Day to Day Operations
**Day-to-Day Objectives**

At the end of this section, you will be able to

- Describe the approval routing process
- Enter time through the web
- Request a leave through the web
- Approve time through the web
- Approve a request through the web

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**Day-to-Day Process**

1. Human Resources activates all the Banner forms to be displayed on the web
2. Employee enters time through the web
3. Supervisor approves time and sends it back for correction, if necessary
4. Payroll runs process (PHMTIM) to pull information into payroll

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**Processes**

- Enter time through the Web
- Approve Time Using PHADSUM
- Approve Time Through the Web
- Pull Information into Payroll
- Web Leave Request: Enter or Approve
- Proxy Set Up through the Web
Day-to-Day Review

- How do you describe the approval routing process?
- How do you enter time through the web?
- How can you request a leave through the web?
- How do you approve time through the web?
- How do you approve a request through the web?

Course Summary/Review

As a result of this course we have, provided you with the knowledge and practice to set up and fully access the web for time entry function at your institution.

Questions and Answers