Reconciling Payroll against Web/Departmental Time Entry

Where to look & what to look for.
What is it?

• How a departmental payroll reconciler can reconcile the departments payroll with Web Time Entry & Departmental Time Entry.
How Do I: Access the forms to reconcile my payroll?
# Banner information on SAIS

**SAIS web site:** [https://sais.montana.edu/](https://sais.montana.edu/)

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<td>For OSP’s Principle Investigators (PI’s), Degree Audit, Student Report Access, WebCT Final Grades, EPAF Approval, Time Sheet Approval</td>
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<td>HR Organization Security Request</td>
<td>For HR Organization Security</td>
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<td>SAIS Documentation</td>
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<td>Register for Employee Training</td>
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<td>MSU Bozeman Helpdesk</td>
<td>Email Bozeman Helpdesk or call 406-994-1777</td>
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<tr>
<td>MSU Billings Helpdesk</td>
<td>Email Billings Helpdesk or call 406-247-5700</td>
</tr>
<tr>
<td>MSU Great Falls Helpdesk</td>
<td>Email Great Falls Helpdesk or call 406-771-4433</td>
</tr>
<tr>
<td>MSU Northern Helpdesk</td>
<td>Email Northern Helpdesk or call 406-265-3765</td>
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### Banner Services and Applications

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<td>DBA, Appworx, Linux Requests</td>
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<tr>
<td>PINV v3.0</td>
<td>Project Inventory Manager v3.0</td>
</tr>
<tr>
<td>MSU Portal (MyMSU)</td>
<td>Former SAIS content has been moved. See Portal Group ‘Banner Users’</td>
</tr>
<tr>
<td><strong>Banner MSTR</strong></td>
<td>Unload Banner MSTR Application</td>
</tr>
<tr>
<td><strong>Banner PG7TST</strong></td>
<td>Download Banner PG7TST Application</td>
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<td>Download Banner PG8TST Application</td>
</tr>
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</table>
Login to Banner

Enter Username
Enter Password
Click “Connect”
Enter PHADSUM

After entering PHADSUM in the “Go To” box hit enter key on keyboard
Entering information into PHADSUM

When choosing a Transaction Status:
1. To view most employee’s choose “All (except Not Started)
2. To view those employee’s who have not started their timesheet choose the option “Not Started”
Transaction Status

- **Not Started** – Timesheet has not been opened for the month by the Enterer.
- **In Progress** – Timesheet has been opened by Enterer, but not approved.
- **Pending** – Enterer has approved timesheet and timesheet is now sitting in the Approvers queue.
- **Approved** – Approver has approved the timesheet and it has moved on to be loaded into Banner for payroll.
- **Completed** – Timesheet has been processed through payroll.
Simple Navigation of PHADSUM

1. **Next Block (Ctrl + Page Down)** from Key Block to view employee’s attached to timesheet

2. Use arrow key on key board to navigate employee’s in timesheet for review.
Selecting employee to review time

Employee will automatically populate this screen – no manual entry of employee GID.

Use scroll bar or arrow keys on keyboard to move between employees.

Highlight employee to view the hours they have reported.

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Position</th>
<th>Queue Status</th>
<th>Required Action</th>
<th>Approved</th>
<th>Acknowledge</th>
<th>Correct</th>
<th>Exist</th>
<th>Hours</th>
<th>Units</th>
<th>Labor Override Exists</th>
</tr>
</thead>
<tbody>
<tr>
<td>4281</td>
<td>Doris Fuentes-Sanchez</td>
<td>4M0262-00</td>
<td>Approved</td>
<td></td>
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<tr>
<td>4707</td>
<td>Fiona Harper</td>
<td>4M0573-00</td>
<td>Approved</td>
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<td></td>
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<td></td>
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<tr>
<td>1806</td>
<td>Renee Lineback</td>
<td>4M1763-00</td>
<td>Approved</td>
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<tr>
<td>0430</td>
<td>Amber Moffet</td>
<td>4M1689-00</td>
<td>Approved</td>
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<tr>
<td>3136</td>
<td>Amber Phillips-Mur</td>
<td>4M1168-00</td>
<td>Approved</td>
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<tr>
<td>0315</td>
<td>Margaret Spinelli</td>
<td>4M0688-00</td>
<td>Approved</td>
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<tr>
<td>9560</td>
<td>Lisa Wilson</td>
<td>4M0572-00</td>
<td>Approved</td>
<td></td>
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</tbody>
</table>

ANX Annual Leave
SCK Sick Leave
PHADSUM

- PHADSUM will provide a summary of exactly what an employee has entered for their hours into MyInfo (WTE).
  - All earnings and totals of those earnings.
- Or PHADSUM will provide a summary of exactly what was entered in PHATIME (DTE).
PHIETIM

• PHIETIM is a summary form in Banner. It can also be used to reconcile payroll.
• It summarizes the total hours of what was entered in either PHATIME (DTE) or via My Info (WTE).
• PHIETIM can be used as a double check to ensure that all employee’s time was entered & what timesheet transaction status the employee’s time is at.
PHIETIM cont.

- Next Block (Ctrl Page Down) to see list of employee’s
Salaried Employee: Only exception time will show if reported by employee

Classified Employees
- Annual Leave
- Sick Leave
- Overtime
- Comp Time
- Holiday Hours Worked
- ETC

Professional/Faculty
- Annual Leave
  (Professional Only)
- Sick Leave
- ETC
Hourly Employee: Employee should have reported all hours worked on each day of month

- For the pay period on Classified Employee, enter:
  - HOURS WORKED EACH DAY
  - Annual Leave
  - Sick Leave
  - Comp Time
  - Overtime
  - Holiday Hours Worked
  - ETC

- For the pay period on Short Term Worker/Student Employee, enter:
  - HOURS WORKED EACH DAY
  - Overtime
Salary/Exception Time Only Earn Codes

- **Annual Leave (ANX)** - Report on days used for vacation
- **Sick Leave (SCK)** - Report on days used for sick leave or doctor visits.
- **Over Time (OT)** - Report straight over time as specified in your bargaining unit contract. The system will calculate 1.5 times.
- **Comp Hours Earned (CTE)** - Report straight hours worked; the system will calculate 1.5 times.
- **Comp Hours Used (CMP)** - Report on days used
- **Leave without Pay (LWP)** - Report hours that were not worked
- **Holiday Hours Worked 1.5 Times (HHW)** - Report straight hours worked on the holiday.
- **Military Leave (MIL)** - Report hours worked for military training.
Hourly Employee Earn Codes

- **Regular Hours (REG)** - Report the hours worked for that day; will be straight time.
- **Annual Leave (ANX)** - Report on days used for vacation.
- **Sick Leave (SCK)** - Report on days used for sick leave or doctor visits.
- **Comp Hours Used (CMP)** - Report on days used.
- **Comp Hours Earned (CTE)** - Report straight hours worked; the system will calculate 1.5 times.
- **Over Time (OT)** - Report straight over time as specified in your bargaining unit contract. The system will calculate 1.5 times.
- **Extra Hours Worked (EXH)** - For part-time employees use only; use when reported extra hours worked in the week, not considered over time.
- **Hourly Holiday (HOL)** - Report holiday hours earned for a month with holiday hours – reported as straight time; use the Holiday Calculator found on Human Resources web site.
- **Holiday Hours Worked 1.5 Times (HHW)** - Report straight hours worked on the holiday.
- **Military Leave (MIL)** - Report hours worked for military training.
- **Student Time (STU)** – Report the hours worked for that day for a student employee.
Hour Increments

• Hours are to be entered in 15 minutes increments
  – Example – 7.25 / 7.5 / 7.75

• If entering increments of time – use 2 decimals places
  – Banner will not allow greater than 2 decimals
Calculating Holiday Hours

- Main page of HR web site: www.montana.edu/hr
- On right hand side under “Useful Information” is a link for “Web Time Entry – Holiday Calculator”
Calculating Holiday Hours Cont.

Classified Hourly Holiday Calculator

For October 2009

Enter Hours Worked:
Regular, Annual, Sick, and Comp Time Used

After hours are entered Tab Out

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Total Holiday Hours:
Number of hours that should be reported on each Holiday.

Entered on timesheet as HOL

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