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:

- If you are approving time sheet as a proxy, select who you are acting as a proxy for
- Check this box only if you are a Superuser
- Select “Time Sheet”
- Select “All”
- Enter “1”
- Enter the time sheet org code for the employee
- Select “Not Started”
- Enter Year
- Enter “SM”
- 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

10. After all hours have been entered and the status is In Progress, click Tools, then Submit Time for Approvals

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