THE UNIVERSITY OF NEW MEXICO®

Banner Time Entry

BAN-HRP

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INTRODUCTION

UNM Confidentiality and Sensitive Information Policies

Your responsibilities regarding the protection and security of administrative information are outlined in the University of New Mexico Policies and Procedures Manual:

- Responsibility and Accountability for University Information
  and Transactions   Policy No. 2000
- Acceptable Computer Use   Policy No. 2500
- Computer Use Guidelines   Policy No. 2510
- Computer Security Controls and Guidelines   Policy No. 2520

Use of University computing services in violation of applicable laws or University policy may result in sanctions, including withdrawal of use privilege; disciplinary action up to and including expulsion from the University or discharge from a position; and legal prosecution under applicable federal and/or state law.

Your access to Banner is granted based on business need and it is your responsibility to ensure the information you access is used appropriately. Here are some reminders of good data stewardship:

- Do not share, disclose or store your passwords in an unsecured manner.
- Do not share confidential and sensitive information with anyone, including colleagues, unless there is a business reason.
- Do not leave your workstation unattended while logged in to administrative information systems. You are responsible for any activity that occurs using your password.
- Do not attempt to access accounts, files, or information belonging to others without their knowledge or consent.
- Do not use your computer account to engage in any form of illegal software copying or other copyright infringement.
- Do not use your account to harass other computer users.
- Retrieve printed reports quickly and do not leave the reports visible to others.
- Secure reports containing confidential and sensitive information.
- Shred documents containing confidential or sensitive information in a timely manner.

Prerequisites for the Class

- BANG-EXM004 Banner Fundamentals and Navigation Competency Exam (on-line)
- FINPRV102 Securing Private Data Exam (on-line)

Co-requisite for after the Class

- BAR Role: EOD-FLSA Accurate Time Reporting Mandatory Online Training (on-line). This class may become available before you have taken the class or after.
Student employees may NEITHER be a Time Keeper or Approver.

Learning Objectives

Upon completion of this course you will learn how to:
- Enter time using the Banner time entry form (PHATIME)
- Extract data
- Identify earn codes – based on e-class
- Override labor distribution
- Download and review time entry reports
- Work with time entry options

Department Time Entry Overview

Department time entry is the process where Departmental Time Keepers enter time only for the group of employees within his/her timesheet organization (department). The process provides an electronic means to enter, approve, and submit timesheets for Payroll processing.

Benefits of Department Time Entry

- Electronic Department Time Entry
- On-line approval process
- More checks and balances
- Comp time tracked electronically
- Pay stubs on-line

Forms Used

PHATIME – form used by department Time Keepers to enter time for employees through a decentralized process.
- The form is an electronic method to enter time and submit time transactions to Approvers.
- The transactions are then ready for normal payroll processing.
- Electronic time input is the first step in eventually eliminating paper timesheets.

Time Entry Definitions

- Approver: The person who approves time entry within LoboWeb by logging into my.unm.edu
- Exception Time (leave)- Paid non-worked hours (eg: annual, sick, or other paid leave)
- Extract Time – Pulling employee information associated with specific organizations into the PHATIME electronic form allowing a Time Keeper to view and/or update time entry data.
- Pay Period: A pay period is open or closed based on the Payroll Calendar. The Payroll Calendar can be found at payroll.unm.edu in the MyPay Tab
- Proxy: A 'backup' department Time Keeper
- Time Keeper/Originator: The person who enters time in PHATIME for a given department.

Department Time Entry Process

Time Entry Process on how Time Keepers/Originators enter time into Banner for payroll processing:

Employee completes timesheet > Supervisor approves & signs timesheet > Departmental Time Keeper enters time in to Banner PHATIME online > Departmental Approver logs in to LoboWeb and approves time

Time Entry Rules

Monthly Employees (5R)
- Employee enters exception time for **prior month** on a paper exception report, excel spreadsheet or via email and submits it to the department Time Keeper. (Do not include prior pay period exception time on to current pay period).
- Do not enter in zeros. If an employee submits exception report with zero hours, skip them and move on to the next employee. It is okay to leave an employee at In Progress if the employee did not use any leave in the prior month.
- Missed exception time from prior pay periods must be reported on a **UNM Payroll Leave Adjustment Form** and submitted to Payroll with approval signatures.
- Exception time requires direct supervisor approval.
- Exception time must be entered and approved for monthly payroll (5R) by 4:00 p.m. on the 12th, of each month or the first working day after the 12th of the month. Time input to payroll is **locked at 4:01 p.m.**
- Department Time Keepers should never enter and approve their own personal time.
- For internal control purposes a Time Keeper may not assume the role of Time Keeper AND Approver in the same pay period.

Biweekly Employees (2R)
- Employee enters time on the standard Biweekly timesheet and submits it to the department Time Keeper. Paper timesheets require direct supervisor sign-off approval.
- Do not enter in zeros. If an Employee does not submit a timesheet, skip them and move on to the next employee. It is okay to leave an employee at In Progress if the employee did not work or has not submitted a time sheet.
- Departmental time must be input and approved for the Biweekly pay period (2R) by 4:00 p.m. on the Monday after the pay period ends. PHATIME will be **locked at 4:01 p.m.** for time entry. Please note early approval deadline as outlined on pay schedule.
- Monday, 4:01 p.m. – Thursday, 8:00 a.m., as this is the time the entire payroll is processing.
- Thursday, 8:00 a.m. – Time entry and approval opens up allowing departments to enter and approve any time that missed the deadline. Employee will be paid 2 business days later.
- Time entered in 'hour in tenths' (6 min increments). For more information regarding rounding to the nearest 10th of an hour, please refer to page 61.
- Comp time earned cannot be taken in the same pay period. For information regarding comp time limit, accruals and restrictions, please refer to page 46.
- You cannot be paid for overtime or compensatory time @1.5 in the same week you have taken paid leave.
- Department Time Keepers should never enter and approve their own personal time.
- Please refer to Policy 3435 on information inclement weather.
- For internal control purposes a Time Keeper may not assume the role of Time Keeper AND Approver in the same pay period.

Student Employees (2R)

- Employee enters time on the standard Biweekly timesheet and submits it to the department Time Keeper. Paper timesheets require direct supervisor sign-off approval.
- Time entered in 'hour in tenths' (6 min increments).
- Student employees are allowed to work a maximum of 28 hours per week.
- If students are required to work on a holiday, they will receive straight time pay for the hours worked unless they exceed forty hours in one week.
- For information regarding inclement weather, please refer to University Policy 3435.

Record Retention

The administrator of each department shall establish a records management program for the application of efficient and economical management methods to the creation, utilization, maintenance, retention, preservation and disposal of official records. The administrator shall establish records disposal schedules for the orderly retirement of records and adopt regulations necessary for the carrying out of the public records act.

Departments may keep electronic records or employee time sheets and/or time cards. However departments are required to keep the physical time sheets and/or time cards with the original signatures for the minimum record retention time.

The University of New Mexico Records Retention Schedules based on document type. See below for table of document type and retention schedule:
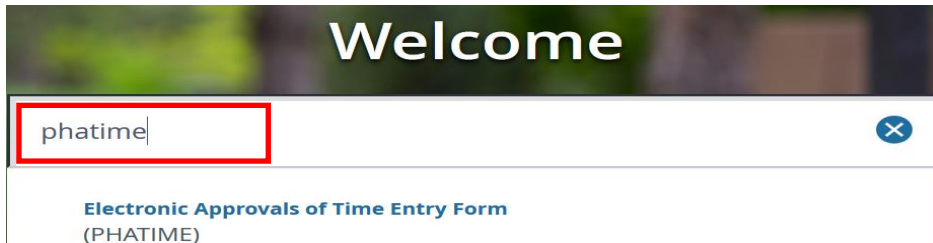
Document Type:	Description:	Min. Retention Time
Time Cards	Records of hours worked by employee. Information includes employee name, date and hours worked	Four years after close of fiscal year in which created
Time Sheets	Verification of the number of hours worked by employee. Information includes employee's name, employee number, hourly wage, days and hours worked, department head approval, etc.	Four years after close of fiscal year in which created

Once this retention period has been met, timesheets and supporting documentation should be sent to the Records Management Department for destruction. Records Management can be reached at 277-1136.
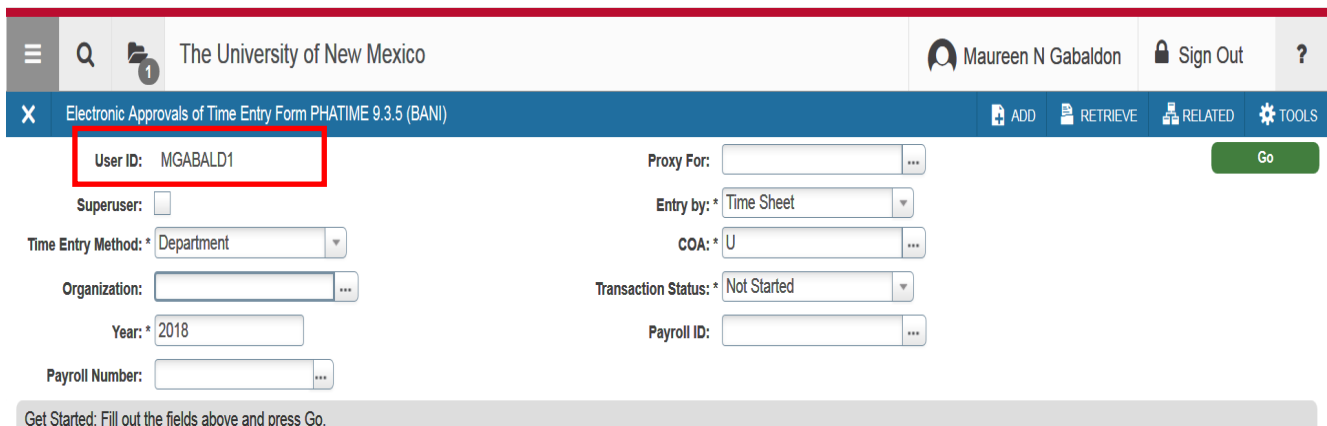
The Time Keeper for each department must enter time for each Biweekly employee using the PHATIME in the Banner. Time must be entered no later than 4:00 p.m. on the Monday after the pay period ends, and must be entered for every employee who worked anytime during the pay period in question. Biweekly employees include, Biweekly staff, on-call, temporary employees, student/work-study and continuing and non-credit instructors.

1. Enter **PHATIME** in the **Search:** field on the General Menu and press **ENTER**.

PHATIME, the **Electronic Approvals of Time Entry** form, automatically displays with the Time Keeper's User ID in the **User ID** field.
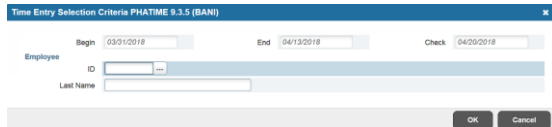

2. **Proxy For**: If you are acting as a proxy on behalf of someone else, enter the Time Keeper's name, or click on the down arrow to perform a search. If you are not acting as a proxy, leave the field blank.
Note: If you are not able to enter time using the proxy that you have selected, refer to PZRTNOT (E-print report) for the name of the person who extracted time.
3. **Superuser**: No entry required; leave unchecked.
4. **Entry by**: No entry required; field defaults to "Time Sheet".
5. **Time Entry Method**: No entry required; field defaults to "Department".
6. **COA**: No entry required; field defaults to "U".
7. **Organization**: Enter your organization code, or click on the down arrow to perform a search.
8. **Transaction Status**: Conditional. Field defaults to "Not Started". Select one of the following:

   a. **Not Started** – Select this transaction status <u>to extract employee timesheets</u> and begin the Department Time Entry process.
   b. **In Progress** - Select this transaction status if the <u>time entry process was interrupted</u> and/or re-started (employee timesheets have already been extracted for entering time worked).
   c. **Pending** - Select this transaction status to <u>view transactions that have been submitted for approval</u>.
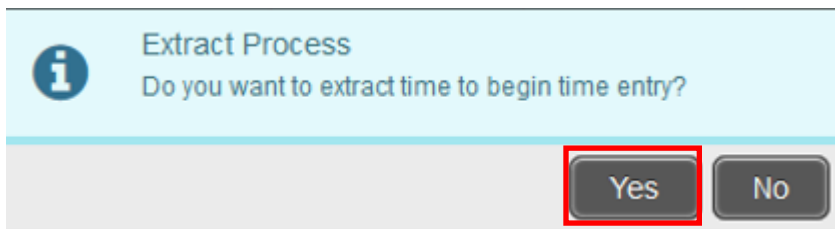   d. **Approved** - Select this transaction status <u>to view transactions that have been</u>

approved/submitted to Payroll.

     e. **Completed** - Select this transaction status <u>to view transactions that have been finalized by Payroll</u>.

     f. **Error** - Select this transaction status <u>to view errors</u>.

     g. **Return For Correction** - Select this transaction status <u>to view transactions that have been returned for correction</u>.

     h. **All (Except not Started) -** Select this transaction status <u>to view all transactions.</u>

9. **Year**: No entry required; field defaults to the current calendar year.
10. **Payroll ID**: Enter 2R (non-exempt or Biweekly pay schedule).
11. **Payroll Number**: Enter the payroll number, or click on the down arrow to perform a search. The Payroll Calendar can be found at payroll.unm.edu in the MyPay Tab.
12. Perform a **Next Section** to extract data

Note: Extracts pull employee information associated with specific organizations into the PHATIME electronic form allowing a Time Keeper to view and/or update time entry data.
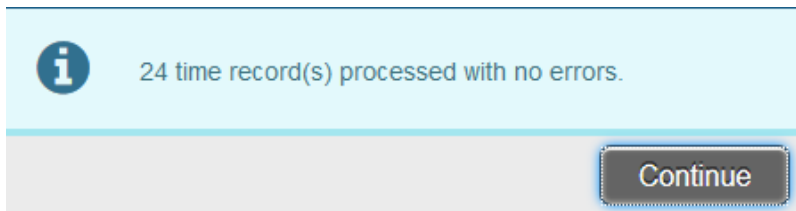
- The originator is the person who extracts time on PHATIME for a given organization and pay period.
- Once a transaction has been extracted from the "not started" status, only the Time Keeper/originator (or their proxy) can change time on those time transactions. The Time Keeper/originator can only enter time while the pay period is open, as indicated on the Payroll Calendar.

| IF	THEN
You want to extract time for <u>all employees</u> within an organization	Click on the **Next Section** button .
If you want to extract time for one <u>specific employee</u> within an Organization	- Press the **tab** key on the keyboard - The Time Entry Selection Criteria form, **PHATIME**, displays. - Enter the employee's UNM ID in the ID field, or click on the down arrow to perform a search. - Click on "OK".

13. The following message displays:

14. Click "Yes".
15. Once the extract has completed, a message displays that indicates how many transactions processed successfully and how many processed with errors.
16. If there are 0 errors, click "Continue".

17. If there are errors, click "View Errors" to display the **PHIDERR** form or Click "Continue" to process transactions without errors.
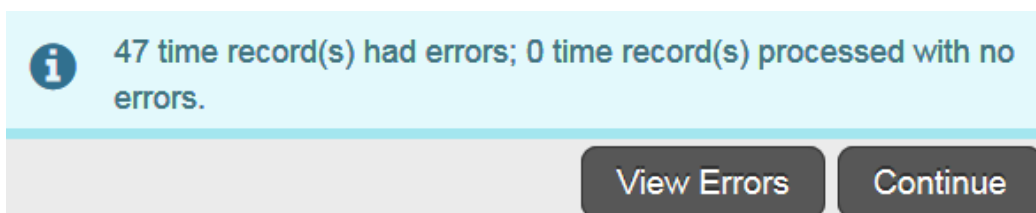
18. If you clicked on "View Errors" the **Pay History Display Errors** form, PHIDERR, displays. See **Time Entry Error Messages** section of this manual.

ID	Last Name	First Name	Error
101609253	Arrow	Green	*ERROR* Extraction of time transa...
101504077	Fist	Iron	*ERROR* Extraction of time transa...
101106548	Girl	Bat	*ERROR* Extraction of time transa...

Pay History Display Errors Form PHIDERR 9.3.3 (BANI)   ADD RETRIEVE RELATED TOOLS
PAY HISTORY DISPLAY ERRORS   Insert Delete Copy Filter

19. Click **X** to return to **PHATIME**. The Time Entry block displays.

ID	Last Name	First Name	Position	Suffix	Status	Method
101609253	Arrow	Green	S00941	00	In Progress	Department
101504077	Fist	Iron	UB0715	00	In Progress	Department
101106548	Girl	Bat	S01430	00	In Progress	Department
101684416	Hulk	Incredible	UB0715	00	In Progress	Department
101776011	Ivy	Poison	UB0715	00	In Progress	Department

JOBS   Insert Delete Copy Filter

1 of 3   5 ▼ Per Page   Record 1 of 15

20. Before you begin to enter time it is important to verify the employees extracted. At the bottom of the list of employees the total number of employees extracted is listed. The default view is 5 people per page. This can be toggled between 5, 10, 20, 30, 40, and 50. If you do not see one or more of your employees review the section of the Department Time Entry Guide related to time entry errors.

21. Highlight the person you want to enter time for and select the next section button.

JOBS						🔳 Insert 🔲 Delete 🖥 Copy 🔽 Filter
ID	Last Name	First Name	Position	Suffix	Status	Method
101609253	Arrow	Green	S00941	00	In Progress	Department
101504077	Fist	Iron	UB0715	00	In Progress	Department
101106548	Girl	Bat	S01430	00	In Progress	Department
101684416	Hulk	Incredible	UB0715	00	In Progress	Department
101776011	Ivy	Poison	UB0715	00	In Progress	Department

⏮ ◀ ① of 3 ▶ ⏭   5 ▾ Per Page   Record 1 of 15

TIME ENTRY										🔳 Insert 🔲 Delete 🖥 Copy 🔽 Filter
Earn *	Earn Description	Time In and Out	Shift *	Special Rate *	Hours or Units	Totals by Earn	Sat Apr 28	Sun Apr 29	Mon Apr 30	Tue May 01
		☐		0.000000						
						Total				
						Total Units				

⏫ 🔽   SAVE

Note: If the employee has two positions or suffixes, make sure to select the right one before clicking next section.

22. **Earn**: Type the earn code in the **Earn Code** field or click the ellipses to select the appropriate earn code. **Only the earn codes for that specific e-class are displayed**. See Appendix I for all earn codes.
23. **Time In and Out**: No entry required; leave unchecked.
24. **Shift**: Defaults to 1. Enter appropriate shift code in the **Shift** field.

A shift differential is an hourly pay rate, paid in addition to a non-exempt employee's base pay rate for an employee who works at least half their hours on either a second or third shift. Shift differential must show on employee's timesheet to be entered into PHATIME.

Shifts	Description	
Shift 1	8:00 am – 4:30 pm	Shift is based on your e-class/job
Shift 2	4:30 pm – midnight	
Shift 3	Midnight – 8:00 am	

25. **Special Rate**: No entry required; defaults to zeros. (Only used by non-credit and Continuing Ed).
26. **Hours or Units**: No entry required; leave blank.
27. **Totals by Earn**: Updates automatically as time is entered. This column shows the total hours entered for each earn code.

28. **Earn**: Type the earn code in the **Earn Code** field or click the ellipses ⬚ to select the appropriate earn code. **Only the earn codes for that specific e-class are displayed**. See Appendix I for all earn codes. Enter the number of hours for each day, appropriate to each earn code. One week is shown on the screen. Use the scroll bar at the bottom of the page to view other weeks.

29. If another earn code is required, click on the Insert button 🔳 Insert. Continue to enter the appropriate hours for every earn code added.

Earn *	Earn Description	Time In and Out	Shift *	Special Rate *	Hours or Units	Totals by Earn	Mon Apr 30	Tue May 01	Wed May 02	Thu May 03	Fri May 04	Sat May 05	Sun May 06
010	Regular Base Pay	☐	1	0.000000		24.00	8.00	8.00	8.00				
170	Annual Leave	☐	1	0.000000		8.00					8.00	8	
					Total	32.00	8.00	8.00	8.00	8.00	0.00	0.00	
					Total Units	0.00							

30. Click the save button **SAVE** to save the employee's record. Once an employee's record has been saved a message will appear indicating the record has saved successfully.

Earn *	Earn Description	Time In and Out	Shift *	Special Rate *	Hours or Units	Totals by Earn	Mon Apr 30	Tue May 01	Wed May 02	Thu May 03	Fri May 04	Sat May 05	Sun May 06
010	Regular Base Pay	☐	1	0.000000		32.00	8.00	8.00	8.00	8.00			
170	Annual Leave	☐	1	0.000000		8.00					8		
					Total	40.00	8.00	8.00	8.00	8.00	8.00	0.00	
					Total Units	0.00							

31. Submit time for approvals by clicking on "Tools > Submit Time for Approvals."

32. Once time has been submitted for approvals, the status changes from "in progress" to "pending". A message with appear indicating that the time has been submitted successfully.

| User ID: MGABALD1 | Proxy For: | | Superuser: ☐ | Entry by: Time Sheet | Time Entry Method: Department | COA: U | Organization: 944A Procurement Services | Transaction Status: In Prog | ✓ Time transaction successfully submitted. |

Year: 2018 Payroll ID: 2R Biweekly - Regular Payroll Number: 10 04/28/2018 to 05/11/2018

▼ JOBS   ➕ Insert ➖ Delete 🗐 Copy 🔍 Filter

ID	Last Name	First Name	Position	Suffix	Status	Method
101609253	Arrow	Green	S00941	00	Pending	Department
101504077	Fist	Iron	UB0715	00	In Progress	Department
101106548	Girl	Bat	S01430	00	In Progress	Department
101684416	Hulk	Incredible	UB0715	00	In Progress	Department
101776011	Ivy	Poison	UB0715	00	In Progress	Department

|◀ ◀ 1 of 3 ▶ ▶| 5 ▼ Per Page   Record 1 of 15

▼ TIME ENTRY   ➕ Insert ➖ Delete 🗐 Copy 🔍 Filter

Earn *	Earn Description	Time In and Out	Shift *	Special Rate *	Hours or Units	Totals by Earn	Sun Apr 29	Mon Apr 30	Tue May 01	Wed May 02	Thu May 03	Fri May 04
010	Regular Base Pay	☐	1	0.000000		40.00		8.00	8.00	8.00	8.00	
170	Annual Leave	☐	1	0.000000		40.00						8.00
					Total	80.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00
					Total Units	0.00						

|◀ ◀ 1 of 1 ▶ ▶| 10 ▼ Per Page   Record 1 of 2

Note: Timesheets cannot be submitted for approval in one batch for an entire organization. Each employee's timesheet must be submitted one at a time.

33. Once time has been submitted click on the next employee for time entry from the list of names listed in the Jobs section. Then click the next section ⬇️

▼ JOBS   ➕ Insert ➖ Delete 🗐 Copy 🔍 Filter

ID	Last Name	First Name	Position	Suffix	Status	Method
101609253	Arrow	Green	S00941	00	Pending	Department
101504077	Fist	Iron	UB0715	00	In Progress	Department
101106548	Girl	Bat	S01430	00	In Progress	Department
101684416	Hulk	Incredible	UB0715	00	In Progress	Department
101776011	Ivy	Poison	UB0715	00	In Progress	Department

|◀ ◀ 1 of 3 ▶ ▶| 5 ▼ Per Page   Record 1 of 15

The Time Keeper for each department must enter exception time (i.e., annual, sick, and other paid leave) for each exempt staff employee and faculty member using the PHATIME in the Banner System. Exception time must be entered no later than the 12th of the following month, and must be entered for every employee who took leave for the month in question. Monthly employees include, monthly staff, student advisors, dorm advisors, and faculty.

1. Enter **PHATIME** in the **Go To**…: field on the General Menu and press **ENTER**.
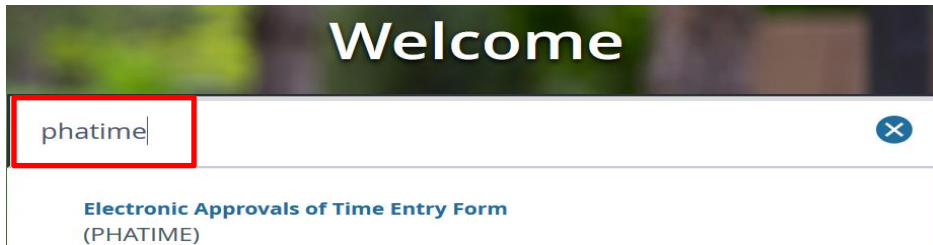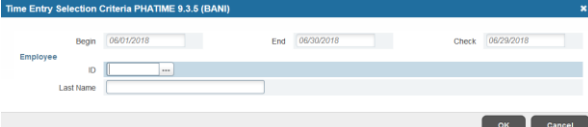
PHATIME, the **Electronic Approvals of Time Entry** form, automatically displays with the Time Keeper's User ID in the **User ID** field.

2. **Proxy For**: If you are acting as a proxy on behalf of someone else, enter the Time Keeper's name, or click on the down arrow to perform a search. If you are not acting as a proxy, leave the field blank.
3. **Superuser**: No entry required; leave unchecked.
4. **Entry by**: No entry required; field defaults to "Timesheet".
5. **Time Entry Method**: No entry required; field will default to "Department".
6. **COA**: No entry required; field defaults to "U".
7. **Organization**: Enter your organization code, or click on the down arrow to perform a search.
8. **Transaction Status**: Conditional. Field defaults to "Not Started". Select one of the following and press tab:
   a. **Not Started**-Select this transaction status to extract employee timesheets and begin the Department Time Entry process.
   b. **In Progress**- Select this transaction status if the Time Entry process was interrupted and/or re-started (employee timesheets have already been extracted for entering time worked).
   c. **Pending**- Select this transaction status to view transactions that have been submitted for approval.
   d. **Approved**- Select this transaction status to view transactions that have been approved/submitted to Payroll.
   e. **Completed**- Select this transaction status to view transactions that have been finalized by Payroll.
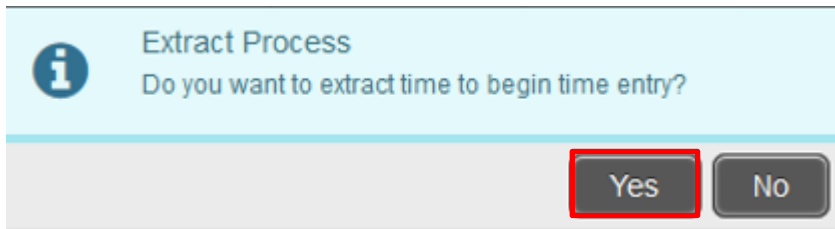   f. **Error**- Select this transaction status to view errors.

  g. **Return For Correction**- Select this transaction status to view transactions that have been returned for correction.

  h. **All (Except not Started) -** Select this transaction status to view all transactions.

9. **Year**: No entry required; field defaults to the current calendar year.

10. **Payroll ID**: Enter 5R (Exempt or monthly pay schedule).

11. **Payroll Number**: Enter the payroll number, or click on the down arrow to perform a search. The Payroll Calendar can be found at payroll.unm.edu in the MyPay Tab.

12. Perform a **Next Section** to extract data

Note: The person who extracts time on PHATIME for a given organization and pay period is considered the originator.

- Once a transaction has been extracted from the not started status, only the Time Keeper/originator (or their proxy) can change time on those time transactions.
- The Time Keeper/originator can only enter time while the pay period is open as indicated on the Pay Schedule.

IF	THEN
You want to extract time for all employees within an organization	• Click on the **Next Section** button .
If you want to extract time for 1 specific employee within an Organization	• Press the **tab** key on the keyboard when you are in the Payroll Number box • The Time Entry Selection Criteria form, **PHATIME**, displays. • Enter the employee's UNM ID in the ID field, or click on the down arrow to perform a search. • Click on "OK".

13. The following message displays:

14. Click "Yes".

15. Once the extract has completed, a message displays that indicates how many transactions processed successfully and how many processed with errors.

16. If there are 0 errors, click "Continue".

24 time record(s) processed with no errors.

Continue

17. If there are errors, click "View Errors" to display the PHIDERR form or click "Continue" to process transactions without errors.

13 time record(s) had errors; 0 time record(s) processed with no errors.

View Errors   Continue
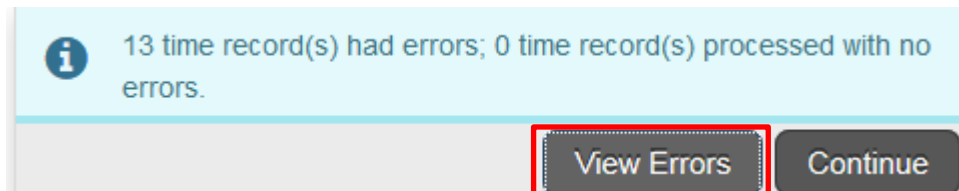
18. If you clicked on "View Errors" the **Pay History Display Errors** form, **PHIDERR**, displays. See **Most Common Errors Messages** section of this manual.

X | Pay History Display Errors Form PHIDERR 9.3.3 (BANI)

▼ PAY HISTORY DISPLAY ERRORS

ID	Last Name	First Name	Error
100367938	America	Captain	*ERROR* Extraction of time transaction not allowed.
100010765	Boy	Beast	*ERROR* Extraction of time transaction not allowed.
100005474	Devil	Dare	*ERROR* Extraction of time transaction not allowed.
100012077	Man	Bat	*ERROR* Extraction of time transaction not allowed.

19. Click **X** to return to **PHATIME**. The Time Entry block displays.

X | Electronic Approvals of Time Entry Form PHATIME 9.3.5 (BANI) | ADD | RETRIEVE | RELATED | TOOLS

User ID: MGABALD1   Proxy For: Superuser: ☐   Entry by: Time Sheet   Time Entry Method: Department   COA: U   Start Over

Organization: 944A Procurement Services   Transaction Status: In Progress   Year: 2018   Payroll ID: 5R Monthly - Regular

Payroll Number: 6 06/01/2018 to 06/30/2018

▼ JOBS   Insert   Delete   Copy   Filter

ID	Last Name	First Name	Position	Suffix	Status	Method
100010765	Boy	Beast	S03352	01	In Progress	Department
100005474	Devil	Dare	S02062	00	In Progress	Department
101832342	Man	Aqua	S04625	00	In Progress	Department
100012077	Man	Bat	S03816	00	In Progress	Department
100441791	Man	Super	S10278	00	In Progress	Department

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20. Before you begin to enter time it is important to verify the employees extracted. At the bottom of the list of employees the total number of employees extracted is listed. The default view is 5 people per page. This can be toggled between 5, 10, 20, 30, 40, and 50. If you do not see one or more of your employees review the section of the Department Time Entry Guide related to time entry errors.

21. Highlight the person you want to enter time for and select the next section button ▼.

JOBS							⊞ Insert ⊟ Delete ⧉ Copy ⧩ Filter
ID	Last Name	First Name	Position	Suffix	Status	Method	
100010765	Boy	Beast	S03352	01	In Progress	Department	
100005474	Devil	Dare	S02062	00	In Progress	Department	
101832342	Man	Aqua	S04625	00	In Progress	Department	
100012077	Man	Bat	S03816	00	In Progress	Department	
100441791	Man	Super	S10278	00	In Progress	Department	

|◄ ◄ 1 of 3 ► ►| 5 ▼   Per Page   Record 1 of 12

TIME ENTRY										⊞ Insert ⊟ Delete ⧉ Copy ⧩ Filter
Earn *	Earn Description	Time In and Out	Shift *	Special Rate *	Hours or Units	Totals by Earn	Fri Jun 01	Sat Jun 02	Sun Jun 03	Mon Jun 0
		☐		0.000000						
						Total				
						Total Units				

|◄ ◄ 1 of 1 ► ►| 10 ▼   Per Page   Record 1 of 1

SAVE

22. **Totals by earn**: Auto populates.
23. **Time In and Out**: No entry required; leave unchecked
24. **Shift**: No entry required; default to Shift 1. Exempt employees are not paid a shift differential.
25. **Special Rate**: No entry required; defaults to zeros.
26. **Hours or Units**: No entry required; leave blank.

27. **Earn**: Type the earn code in the **Earn Code** field or click the ellipses [...] to select the appropriate earn code.   **Only the earn codes for that specific e-class are displayed**. See Appendix I for all earn codes.

28. If another earn code is required, click on the **Insert** button ⊞ Insert. Continue to enter the appropriate hours for every earn code added.

| ✕   Electronic Approvals of Time Entry Form PHATIME 9.3.5 (BANI) | | | | | 📄 ADD   📄 RETRIEVE   🔧 RELATED   ⚙ TOOLS   Start Over |

User ID: MGABALD1 Proxy For: Superuser: ☐ Entry by: Time Sheet Time Entry Method: Department COA: U
Organization: 944A Procurement Services Transaction Status: In Progress Year: 2018 Payroll ID: 5R Monthly - Regular
Payroll Number: 6 06/01/2018 to 06/30/2018

JOBS							⊞ Insert ⊟ Delete ⧉ Copy ⧩ Filter
ID	Last Name	First Name	Position	Suffix	Status	Method	
100010765	Boy	Beast	S03352	01	In Progress	Department	
100005474	Devil	Dare	S02062	00	In Progress	Department	
101832342	Man	Aqua	S04625	00	In Progress	Department	
100012077	Man	Bat	S03816	00	In Progress	Department	
100441791	Man	Super	S10278	00	In Progress	Department	

|◄ ◄ 1 of 3 ► ►| 5 ▼   Per Page   Record 1 of 12

TIME ENTRY										⊞ Insert ⊟ Delete ⧉ Copy ⧩ Filter
Earn *	Earn Description	Time In and Out	Shift *	Special Rate *	Hours or Units	Totals by Earn	Fri Jun 01	Sat Jun 02	Sun Jun 03	Mon Jun 0
170	Annual Leave	☐	1	0.000000		24.00	24.00			
180	Sick - Minor	☐	1	0.000000		0.00	16			
					Total	24.00	24.00	0.00	0.00	
					Total Units	0.00				

|◄ ◄ 1 of 1 ► ►| 10 ▼   Per Page   Record 2 of 2

29. Click the save button ![SAVE] to save the employee's record. Once an employee's record has been saved a message will appear indicating the record has saved successfully.

30. Submit time for approvals by clicking on "Tools>Submit Time for Approvals."

31. Once exception time has been submitted for approvals, the status changes from "in progress" to "pending". See a message indicating the time transaction successfully submitted.

ID	Last Name	First Name	Position	Suffix	Status	Method
100010765	Boy	Beast	S03352	01	Pending	Department
100005474	Devil	Dare	S02062	00	In Progress	Department
101832342	Man	Aqua	S04625	00	In Progress	Department
100012077	Man	Bat	S03816	00	In Progress	Department
100441791	Man	Super	S10278	00	In Progress	Department

Electronic Approvals of Time Entry Form PHATIME 9.3.5 (BANI)

User ID: MGABALD1 Proxy For: Superuser: Entry by: Time Sheet   Time Entry Method: Department   COA: U   ✓ Time transaction successfully submitted.

Organization: 944A Procurement Services   Transaction Status: In Progress   Year: 2018   Payroll ID: 5R Monthly - Regular

Payroll Number: 6 06/01/2018 to 06/30/2018

JOBS — Record 1 of 12 (1 of 3, 5 Per Page)

TIME ENTRY

Earn *	Earn Description	Time In and Out	Shift *	Special Rate *	Hours or Units	Totals by Earn	Fri Jun 01	Sat Jun 02	Sun Jun 03	Mon Jun 0
170	Annual Leave	☐	1	0.000000		24.00	24.00			
180	Sick - Minor	☐	1	0.000000		16.00	16.00			
					Total	40.00	40.00	0.00	0.00	
					Total Units	0.00				

Record 1 of 2 (1 of 1, 10 Per Page)

Note: Exception time cannot be submitted for approval in one batch for an entire organization. Each employee's exception time must be submitted one at a time.

32. Once time has been submitted click on the next employee for time entry from the list of names listed in the Jobs section. Then click the next section ▼ .

JOBS

ID	Last Name	First Name	Position	Suffix	Status	Method
100010765	Boy	Beast	S03352	01	Pending	Department
100005474	Devil	Dare	S02062	00	In Progress	Department
101832342	Man	Aqua	S04625	00	In Progress	Department
100012077	Man	Bat	S03816	00	In Progress	Department
100441791	Man	Super	S10278	00	In Progress	Department

Record 1 of 12 (1 of 3, 5 Per Page)

Other Time Entry Functions
How to Perform Temporary Labor Distribution Overrides

Labor distributions can temporarily be changed during department time entry for Biweekly (2R) employees using PHATIME.
Note: You cannot replace only one index in a multiple index distribution.

1. Before performing the labor distribution override, enter a comment indicating why a labor distribution override is necessary.

2. Place the cursor in the desired day for the labor distribution override.

3. Select **Tools > View or Override Labor Distribution.**

The Default Labor Distribution block displays. Scroll down to the **Override Labor Distribution** section of the page.

4. Enter hours for override in the **Hours or Units** field.
5. Enter the new index in the **Index** field and hit the tab key on the keyboard.
6. The fund, Orgn, Program, and Activity will automatically populate.
7. Enter the account in the **Account** field. Use the same account as what is in the default labor distribution.

8. Click the **Save** button   .
9. Select **Tools > Time Entry Data** to return to Time Entry block.

NOTE: Temporary Labor Distribution Overrides must be entered for each required day.

- If you need to permanently change **<u>future</u>** labor expense distributions – Use EPAF for labor distribution.
- If you need to change posted labor expense that was originally processed in Banner (all transactions occurring after January 1, 2008) – Use PZAREDS.

How to Add Comments to a Time Record

PHATIME provides an area to enter comments for each time sheet. Comments need to be entered whenever using earn code 300, Other Paid Leave, and 729, Prior Student Hours.

1. Once time has been entered place the cursor in any day during the pay period.

2. Select **Tools >View/Enter Comments**

The Comments block displays.

3. Enter any comments regarding the time transaction in the current comments section. Comments that have previously been entered, display in the comment box.

4. Click the **Save** button [SAVE].

5. Select **Tools > Time Entry Data** to return to Time Entry block.

How to Delete an Incorrect Earn Code

PHATIME provides a way to correct errors on an employee's time. This action removes all data that has been entered for that employee so that corrections can be made. Once the time record has been corrected the time will need to be submitted for approval so that the approver can approve it.

1. When you are in the employee's record you can delete an incorrect earn code two ways.

2. The first method is by using the **Delete Icon.**

3. The second method is to use **Tools>Clear Record**

Electronic Approvals of Time Entry Form PHATIME 9.3.5 (BANI)   ☐ ADD   🖹 RETRIEVE   🗜 RELATED   ⚙ TOOLS

User ID: MGABALD1   Proxy For: Superuser: ☐   Entry by: Time Sheet   Time Entry Method: Department   COA: U   Organization: 944A Procurement Services   Transaction Status: In Progress

Year: 2018   Payroll ID: 2R Biweekly - Regular   Payroll Number: 10 04/28/2018 to 05/11/2018

🔍 Search

ACTIONS

▼ JOBS							Refresh	F5
ID	Last Name	First Name		Position	Suffix	Status		
101765206	Doom	Doctor		UB0715	00	In Progress	Export	Shift+F1
101504077	Fist	Iron		UB0715	00	In Progress		
101106548	Girl	Bat		S01430	00	In Progress	Print	Ctrl+P
101684416	Hulk	Incredible		UB0715	00	In Progress		
101776011	Ivy	Poison		UB0715	00	In Progress	**Clear Record**	**Shift+F4**

|◀ ◀ ①of 3 ▶ ▶| 5 ▾ Per Page

Clear Data   Shift+F5

▼ TIME ENTRY

Item Properties

Earn *	Earn Description	▾	Time In and Out	Shift *	Special Rate *	Hours or Units	Totals by Earn		Sun Apr 29	Mon Apr 30	Tue May 01	Wed May 02
010	Regular Base Pay		☐	1	0.000000		32.00				8.00	8.00
170	Annual Leave		☐	1	0.000000		0.00					
						Total	32.00	0.00		0.00	8.00	8.00
						Total Units	0.00					

Display ID Image

Exit Quickflow

About Banner

OPTIONS

|◀ ◀ ①of 1 ▶ ▶| 10 ▾ Per Page

Electronic Approvals of Time Entry Form PHATIME 9.3.5 (BANI)   ☐ ADD   🖹 RETRIEVE   🗜 RELATED   ⚙ TOOLS

How to Restart an Employee's Time Record

PHATIME provides a way to restart an employee's time record. This action removes all data that has been entered for that employee and returns the employee to a Not Started status. Departments may need to restart an employee's time record because of changes that were made to the employee's job record after time has been extracted.

1. As you are entering time for the employee and need to restart an employee's time record, click on the employee's name.

2. Then you will click delete.

3. You will receive a warning message and you will click yes.

4. A notification will appear indicating that the employee's record has been deleted. Now that employee is no longer in your list of employee's. To view that employee's time record you will need to extract time again.

User ID: MGABALD1　Proxy For:　　Superuser: □　Entry by: Time Sheet　　Time Entry Method: Department　　COA: U　Organization: 944A Procurement Services　Transaction Status: All (Ex ✓ Time transaction successfully deleted.

Year: 2018　Payroll ID:　2R Biweekly - Regular　Payroll Number:　12　05/26/2018 to 06/08/2018

▾ JOBS　　 ➕ Insert　➖ Delete　🗐 Copy　▽ Filter

ID	Last Name	First Name	Position	Suffix	Status	Method
101609253	Arrow	Green	S00941	00	In Progress	Department
101504077	Fist	Iron	UB0715	00	In Progress	Department
100008140	Flash	The	S00178	00	In Progress	Department
101106548	Girl	Bat	S01430	00	In Progress	Department
101139100	Marvel	Captain	S01158	00	In Progress	Department

◀◀ ◀ ①of 2 ▶ ▶▶　　5 ▾　Per Page　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　Record 1 of 7

TIME ENTRY REPORTS

Time Entry Reports

Located in E-Prints: hrp_banp-HR/Payroll Reports-Production (banp)

PZRTDMP -   Hours Time Input Listing
PZRTKAP -   Time Keepers and Approvers
PZRTNOT -   Time Entry Status

HR Reports

PZRONEM -   Employee New Hire (located in E-Prints)
PZROEMA -   Active Employees (located in HR Reports)
PZROLAC -   Leave Balances (located in HR Reports)

1. Open a browser and go to my.unm.edu.
2. Select the Staff tab.

3. Select the Reports Tile.
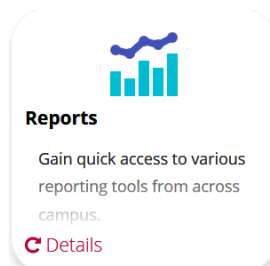
4. Click on E-Print.
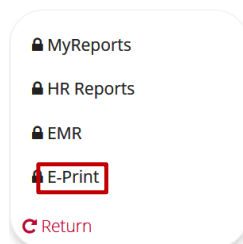
5. Log in using your NetID and password.
6. Select hrp_banp-HR/Payroll Reports – Production (banp) from the Repository drop down list. Click on the Enter button.

Login

User ID:	mhitz
Password:	●●●●●●●●●●●
Repository	hrp_banp - HR/Payroll Reports - Production (banp) ▼

Enter

7. Select the report that you want to view by clicking on the ⚙ icon.

Banner ePrint

Select Report from Repository hrp_banp - HR/Payroll Reports - Production (banp)

hrp_banp - HR/Payroll Reports - Production (banp)
Repository
mhitz

hrp_banp - HR/Payroll Reports - Production (banp) : Time Entry Reports

Time Entry Reports

	Report	Description	Latest Date
P·D·F TEXT	PZRTDMP	Hours Time Input Listing	Mon Nov 03, 2014 3:59pm
P·D·F	PZRTKAP	Time Keepers and Approvers Report	Mon Nov 03, 2014 3:45pm
P·D·F TEXT	PZRTNOT	Time Entry Status	Mon Nov 03, 2014 4:27pm

8. Click on P·D·F to view details of the report. Make sure to pay attention to the Pay Period and time of when the report is ran when viewing the details of the report.

Banner ePrint

Report Detail: PZRTDMP

hrp_banp - HR/Payroll Reports - Production (banp)
Repository
mhitz

hrp_banp - HR/Payroll Reports - Production (banp) : Time Entry Reports : PZRTDMP

	Title	Date
P·D·F TEXT	HOURS TIME INPUT LISTING FOR THE 2R23 PAYROLL	Mon Nov 03, 2014 3:59pm
P·D·F TEXT	HOURS TIME INPUT LISTING FOR THE 2R23 PAYROLL	Mon Nov 03, 2014 1:59pm
P·D·F TEXT	HOURS TIME INPUT LISTING FOR THE 2R23 PAYROLL	Mon Nov 03, 2014 11:59am
P·D·F TEXT	HOURS TIME INPUT LISTING FOR THE 2R23 PAYROLL	Mon Nov 03, 2014 09:59am
P·D·F TEXT	HOURS TIME INPUT LISTING FOR THE 2R23 PAYROLL	Mon Nov 03, 2014 05:59am
P·D·F TEXT	HOURS TIME INPUT LISTING FOR THE 2R23 PAYROLL	Fri Oct 31, 2014 2:59pm
P·D·F TEXT	HOURS TIME INPUT LISTING FOR THE 2R23 PAYROLL	Fri Oct 31, 2014 11:59am
P·D·F TEXT	HOURS TIME INPUT LISTING FOR THE 2R23 PAYROLL	Thu Oct 30, 2014 11:59am

Time Entry Error Messages

Common Error Messages:

Message: *ERROR* You do not have security privileges to see the records.
Cause/Action:

1. User does not have security to see records with information entered in the Key Block. **The Time Keeper must have passed the assessment test for Banner Navigation, Securing Private Data, and taken the class room training for Department Time Entry. A Banner Authorization Request (BAR) must be submitted for the org(s) for which you are responsible for reporting time.**

Message: *ERROR* There were no employees available for extract.
Cause/Action: Four conditions can cause this error message:

2. You have selected the wrong time entry method. **Verify that you have selected *Department* as the Time Entry Method when setting up the selection criteria at the top of PHATIME.**
3. You have selected the wrong timesheet organization for the pay event. **Please verify the Key block information entered is correct.**
4. There are no PHATIME records for that payroll with a Transaction Status of Not Started. **Query the Transaction Status of All (Except Not Started) to see if transactions exist for this pay event. Employees may have already been extracted for this pay event.**
5. There are no Employee Jobs Form (NBAJOBS) records with department time entry available for extract. **Call your Department HR Representative.**
6. There are no Electronic Approvals of Time Entry Form (PHATIME) records for that payroll with a Transaction Status of *Not Started*. **Query on *All (Except Not Started)* in the Key block to see if transactions exist already for the pay event.**

Please contact your Employment Data Center (EDC) for further assistance

Message: *ERROR* Hours or Units must be entered or the records should be removed.
The cause of the error:
1. The earn code record is partially created when the Earn Code is entered in PHATIME. **The hours/units and days/special rate must be completed before exiting the line in the Earnings block. If no time is to be entered for that Earn Code, use Record/Remove to delete the record.**

Message: *Warning* Pay Period not open for Time Entry.
The cause of the error:
1. The pay period is closed. **Check the Payroll Calendar for Pay Period Time Entry Dates.**

Banner will alert you that an error has occurred in 1 of 2 ways.
- An alert box will notify you of a situation that may impact the data you are about to view.
- The Auto-Hint Status Line (located at the top right corner of the screen) often displays error messages which might be expected in an alert box.

How Time is Approved

- An authorized administrator must electronically approve the departmental time report entered into the HR Banner System before it will be submitted for payment. This electronic approval must take place before the published deadline.
- If you are not primary approver, select the primary approver's name from the drop down box next to Act as Proxy. If you are the primary leave it as self.

	My Choice
Access my Time Sheet:	○
Approve or Acknowledge Time:	●
Approve All Departments:	☐
Act as Proxy:	Self ▼
Act as Superuser:	☐

- If any corrections are needed *before* time has been approved, the Approver can return the timesheet for correction. The Time Keeper can correct and resubmit the timesheet for approval. This must be completed before the time entry deadline.
- If time has been approved but need has errors it can be returned for correction. The time approver can click on the name of the employee with errors and select return time, located at the bottom of the page. This will return the employee to the time keeper to fix any errors with the time record.
- If any corrections are needed *after* the pay period has passed, the authorized administrator must submit the appropriate adjustment form(s) signed by the Dean, Director, or Department Head to the Payroll Office as soon as possible. The request must explain the correction needed and include a copy of the applicable internal time sheet.

Additional Resources

Department Time Entry contacts:

Help line for Time Keepers – HR Support Line: 277-4777 (277-HRPR)
Help line for BAR – 277-4777 (277-HRPR)
UNM Payroll main number – 277-2353
UNM Payroll fax number – 277-9325
UNM Payroll website: http://payroll.unm.edu/

Security

How to Request Time Keeper Security Roles Using the BAR

1. Go to the URL [my.unm.edu](my.unm.edu)
2. Click on the Staff Tab

3. Click on Banner Services Tab

Banner Services

Access Banner Services (Forms, INB, BAR) directly, without having to first log

↻ Details
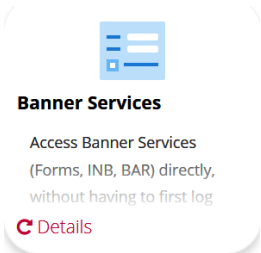
4. Select Banner Authorization Request

(INB)

🔒 Banner 9 Forms

🔒 Banner Workflow

🔒 Banner Auth Request (BAR)

↻ Return
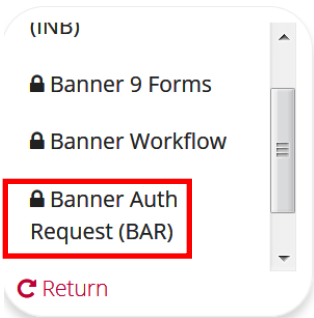
5. Enter your UNM Net ID and Password (for BAR login help, please see FastInfo 1584).

UNM Central Authentication Service

Enter your Username and Password

Username:

Password:

☐ Warn me before logging me into other sites.

LOGIN   CLEAR

Start an authorizations request

1. Verify all information regarding your position at the University is correct.

2. If you currently have an incomplete request you will see an "Open Saved Access Request" button. Click on the button.
3. If you do not have an existing request you will see an "Add/Remove Access Roles" button. Click on the button.

NOTE: If you have existing Banner access, your current authorization is automatically copied into your new request.

Select the Time Keeper role

1. Enter your supervisor's NetID. If you do not know your supervisor's NetID, please use the hotlink to the UNM Directory to look it up.
2. Explain the business reason for this role.
3. Click on the "ADD Roles" or "Select Roles" button.

4. Select Payroll Roles from the list of links at the top. *You may have to click on SHOW ALL ROLES first.

5. Click the check box next to the "Time Keeper" role.

☐	Need training	Time Approver	The ability to approve time in self service for primary/secondary approvers
☑	Training complete	Time Keeper	The ability to exact and enter time in PHATIME for primary/secondary time keepers

6. Click on the "Add Selected Roles to My Request" button on the bottom of the page.

7. The following will be displated under "Access Roles Requested".

Access roles requested

	Add New Roles		You don't have any access roles right now.
Remove	Role Name	Training Status	
☐	Time Keeper	**Training complete**	
Remove		Add Roles	

Select Time Keeping orgs

Role Specific Settings section displays.

1. Enter the org code for which you will be entering time (only one org can be entered at a time).
2. Click the Add Time Keeping org button. *This is used for both Time Keeping and Time Approving roles.

Role-Specific Settings

Select HR - Payroll Orgs

Use this box to select timekeeping, reporting and EPAF organizations. Note: subordinate organizations will NOT be selected automatically; you must select each organization individually.

None selected.

Enter org code: `475d4`   **Add HR - Payroll Org**   Find Org Code

3. If the org code is recognized, it will display in that section. If not, you see an error message display.
4. If you will be entering time for other organizations, enter the next org code now.

Select HR - Payroll Orgs			Role Proxies
Use this box to select timekeeping, reporting and EPAF organizations. Note: subordinate organizations will NOT be selected automatically; you must select each organization individually.			None of your selected roles require you to select proxies (time approver proxies are created automatically).
Remove	Status	HR – Payroll Organization	
☐	New	475D4 LINK Human Resources Payroll	
Remove			
Enter org code: [ ]	Add HR - Payroll Org	Find Org Code	

Time Keeper proxies

1. Proxies will be set up automatically. For example: If both Suzy and Sally request the same Time Keeping org, the system will automatically set them up to proxy each other.

Review and submit

1. Confirm that all the information is correct.
2. Click the "Next" button.

3. On the "Review request before submitting" page, confirm that all the information on your BAR is correct.
4. Click "Submit Request" button, if all information on the page is correct.
5. Click the 'Back" button if the information is incorrect. Correct as necessary.

6. The request is sent to the appropriate supervisor for approval and to the Approvers for each role requested. Your supervisor is notified and you will receive an email confirming that the request was submitted. Once approved and changes applied, another email is sent to let you know that access has been granted. To check the status of your request, click on "My Requests" at the top of the page.

To Request Primary Approver Status

1. Go to Banner Authorization Request and create a new request.
2. Scroll to the bottom of the request page where it shows Selected Time Approval Orgs.
3. Select the Primary Approver box next to the Org you want to be the primary approver for.
4. Make sure to complete the rest of the Banner Authorization Request and submit it.
5. Once the Banner Authorization Request has been approved you will be listed as the primary approver. There can only be 1 primary approver for each Org.
6. Do not request any BAR roles near the time entry deadlines. It can cause you to lose the ability to enter or approve time.

Select Time Approval Orgs

Use this box to select organizations for which you approve time in Banner (NOT Lobotime). Indicate that you are the primary approver for an organization after you select it by checking the box on the right. Note: subordinate organizations will NOT be selected automatically; you must select each organization individually.

Remove	Status	Time Approval Organization	Primary Approver?
☐	You have it	404A Payroll Department	☑

Need more help or have questions in regards to Banner Authorization Requests (BAR)? Have navigation questions?

Call Human Resources/Payroll (HR/PR) 505-277-4777.

Appendices

Appendix I – Earn Codes

Biweekly Employees (2R)

Banner will not let you enter in a code for which an employee is not eligible. For example, if an employee is SN and you try to enter hours as 012, Banner will give you an error message saying that the employee is not eligible for that earn code.

Earn Code	Description	SN — Staff Non Exempt	SO — Staff On-Call	SP — Staff Police Barg Unit	ST — Staff Temp Biweekly Staff	SU — Staff USUNM Barg Unit	SW — Staff CWA Barg Unit	MO — Locum Tenen & Specialty Extension Services (LT & SES)	GB — Grad Student	UB — Under Grad Student
010	Regular Base Pay	X		X		X	X			
012	Temporary Base Pay		X		X					
015	Overtime at 1.5 Rate	X	X	X	X	X	X			
016	> 40 Hrs Per Wk @1.0 rate	X	X	X	X	X	X			
019	Missed Hrs - Prior Period Adj	X	X	X	X	X	X			
022	High School Students Base Pay		X		X					
026	Lead @110%						X			
027	OT - Lead 110% @ 1.5						X			
028	Police In Charge @ 105%			X						
029	Police In Charge OT @ 157.5%			X						
030	Comp1 Time Earn @1.5	X	X		X	X				
031	Comp1 Time Earn @ 1.0	X	X		X	X				
032	Comp1 Time Taken @ 1.0	X	X		X	X				

Earn Code	Description	SN Staff Non Exempt	SO Staff On-Call	SP Staff Police Barg Unit	ST Staff Temp Biweekly Staff	SU Staff USUNM Barg Unit	SW Staff CWA Barg Unit	MO Locum Tenen & Specialty Extension Services (LT & SES)	GB Grad Student	UB Under Grad Student
033	Comp1 Time Pay Out@1.0	X	X		X	X				
034	Comp2 Time Earn @1.5			X			X			
035	Comp2 Time Earn @ 1.0			X			X			
036	Comp2 Time Taken @ 1.0			X			X			
037	Comp2 Time Pay Out @1.0			X			X			
038	Pager Stand-by $1.25	X								
054	Pager Stand By - @15%	X	X		X					
060	Pager Stand-by $2.00	X	X		X					
061	Pager Stand-by $2.50	X	X		X	X				
062	Pager Stand-by $3.00	X	X		X					
064	Pager Stand-by $3.50	X	X		X					
065	Pager Stand-by $4.0	X	X		X					
066	Pager Stand-by Reg Rate						X			
071	Biweekly Medical Interpreters	X	X	X	X	X	X			
080	OMI JT @65		X							
081	OMI Autopsy @85		X							
082	OMI Field External @100		X							
083	Clinical Teaching Asso @5		X							
084	NAL Holiday @5		X							

Earn Code	Description	SN Staff Non Exempt	SO Staff On-Call	SP Staff Police Barg Unit	ST Staff Temp Biweekly Staff	SU Staff USUNM Barg Unit	SW Staff CWA Barg Unit	MO Locum Tenen & Specialty Extension Services (LT & SES)	GB Grad Student	UB Under Grad Student
095	Prior Period OT Hours Missed	X	X	X	X	X	X			
096	Missed Hrs - Prior Period-Temp/OC Employees		X		X					
170	Annual Leave	X		X		X	X			
180	Sick - Minor	X		X		X	X			
190	Sick - Major	X		X		X	X			
195	Catastrophic Leave Taken	X		X		X	X			
300	Paid Leave	X		X		X	X			
420	Leave Without Pay	X		X		X	X			
650	Medical Oncall Temp Earnings							X		
651	Medical Oncall Holiday @ 150%							X		
653	Medical Oncall Drive Time@30							X		
654	MO - Peer Review @ $150							X		
725	Student Earnings									X
726	Student Earnings OT									X
729	Prior Student Hours									X
735	Graduate Earnings								X	
736	Graduate Biweekly OT								X	
739	Prior Grad Hours								X	
750	Lobo @10									X
751	Lobo @15									X
753	Lobo @17									X
754	Lobo @19									X

Monthly Employees (5R)

Earn Code	Description	FE Executive Faculty	FP Post Doctoral and Fellows	FY 12 Month Faculty	RP Resident Physicians	SC Contract Staff	SD Exempt Temporary Staff	SE Exempt Staff
170	Annual Leave	X	X	X		X		X
180	Sick - Minor		X			X		X
190	Sick - Major					X		X
195	Catastrophic Leave Taken					X		X
202	UMG Incentive Compensation	X		X				
222	Neonatology I - Shift 13							X
223	Neonatology II - Shift 10							X
300	Paid Leave	X	X	X		X		X
420	Leave Without Pay	X	X	X	X	X	X	X

Appendix II – Comp Time

Employee Type	Employee Class	Time limit to use	Maximum accrual	Restrictions	After time limit is up
CWA	SW	60 workdays from the date earned	240	none	must be converted to overtime pay
USUNM	SU	90 calendar days	120	may not earn both overtime pay and compensatory time for the same period	must be converted to overtime pay
POA	SP	none	240	none	overtime hours after 240 comp time hours are accrued must be paid at the overtime rate
Non-Exempt	SN	90 calendar days	120	cannot be used until the pay period following the date in comp time was earned	must be converted to overtime pay

When a nonexempt employee works authorized overtime, he or she is paid at one and a half (1-1/2) times the employee's regular rate of pay (base pay plus shift differential, if applicable). If the supervisor and the employee both agree in writing, a nonexempt employee may be granted compensatory time off in lieu of overtime pay. The compensatory time must be used within the limitations set in policy (See Table I) of the date in which it was earned or it will be converted to overtime pay. Compensatory time may not be taken until the pay period following the date in which the compensatory time was earned. If an employee does not want compensatory time in lieu of overtime pay, the employee must be paid overtime. Compensatory time off is calculated at one and a half (1-1/2) times the overtime worked and must comply with **"Compensatory Time" Policy 3310, UBP**.

CMP1
E-Class (SN, SO, ST, SU) - If the employee has accrued 120 comp time hours, then it must be either used by the employee or paid out within 90 Calendar days.
CMP2
E-Class (SP, SW) – If the employee has accrued 240 comp time hours, it must either be used by the employee or paid out within 60 work days (SW). (SP) has no time limit to use.
To track comp time earned, comp time taken and comp time paid out, earnings codes were created for each bank.

Table II

Earn Code	Description	SN Staff NonExempt	SO Staff On-Call	ST Staff Temp Biweekly Staff	SU Staff USUNM Barg Unit	SP Staff Police Barg Unit	SW Staff CWA Barg Unit
030	Comp1 Time Earn @1.5	X	X	X	X		
031	Comp1 Time Earn @ 1.0	X	X	X	X		
032	Comp1 Time Taken @ 1.0	X	X	X	X		
033	Comp1 Time Pay Out@1.0	X	X	X	X		
034	Comp2 Time Earn @1.5					X	X
035	Comp2 Time Earn @ 1.0					X	X
036	Comp2 Time Taken @ 1.0					X	X
037	Comp2 Time Pay Out @1.0					X	X

Process Steps:
1. At conversion, an employee will start with a zero balance in their compensatory time banks. Prior accrued leave will be used before using the banks in Banner.
2. When the employee works overtime/additional hours at either 1.5 or 1.0, the employee will choose whether he wishes to be paid out or accrue compensatory time.
3. Using the time sheet submitted, the Time Keeper will enter comp time earned, comp time taken or comp time pay out in PHATIME.   See Table II.
4. A Comp Time Aging Report will be utilized by departments to pay employees when comp time earned is not used within the allotted time. See Table I.

Appendix III – Over Time

Earn Code	Description	SN Staff NonExempt	SO Staff On-Call	ST Staff Temp Biweekly Staff	SU Staff USUNM Barg Unit	SP Staff Police Barg Unit	SW Staff CWA Barg Unit	GB	UB
015	Overtime at 1.5 Rate	X	X	X	X	X	X		
016	> 40 Hrs Per Wk @ 1.0 rate	X	X	X	X	X	X		
027	OT - Lead 110% @ 1.5						X		
095	Prior Period OT Hours Missed	X	X	X	X	X	X		
726	Student Earnings OT								X
736	Graduate Biweekly OT							X	

Overtime is time worked, exclusive of meal breaks, in excess of forty (40) hours in a standard work period of seven (7) consecutive days. When a nonexempt employee works authorized overtime, he or she is paid at one and a half (1-1/2) times the employee's regular rate of pay (base pay plus shift differential, if applicable) and must comply with **"Overtime" Policy 3305, UBP**. If the supervisor and the employee both agree in writing, a nonexempt employee may be granted compensatory time off in lieu of overtime pay. This decision may not be used as a factor in determining which employee to assign to work overtime. If an employee does not want compensatory time in lieu of overtime pay, the employee must be paid overtime.

If an employee works additional hours during a week that Leave was taken, earn code 016 (> 40 Hrs Per Wk @ 1.0 rate) will be used.

Exempt employees do not receive overtime pay.

Appendix IV – Holiday Pay (Regular Staff Non-Exempt)

Non-exempt employees who **do not** work on a paid holiday will enter regular hours (Earn Code 010-Regular Base Pay) for each UNM observed holiday.

Note: There is no Holiday Pay earn code in PHATIME.

Earn Code	Description	SN Staff NonExempt	SO Staff On-Call	SP Staff Police Barg Unit	ST Staff Temp Biweekly Staff	SU Staff USUNM Barg Unit	SW Staff CWA Barg Unit
010	Regular Base Pay	X	X	X	X	X	X

1. In the example below Green Arrow **did not** work during winter break (Dec. 21, 2018 – Jan 1, 2019), therefore all of his hours were entered as Regular Base Pay (010).

User ID: MGABALD1	Proxy For:	Superuser: ☐	Entry by: Time Sheet	Time Entry Method: Department	COA: U	Organization: 944A Procurement Services	Transaction Status: In Progress	Start Over

Year: 2019 Payroll ID: 2R Biweekly - Regular Payroll Number: 1 12/22/2018 to 01/04/2019

▼ JOBS   ➕ Insert ➖ Delete 📋 Copy ▼ Filter

ID	Last Name	First Name	Position	Suffix	Status	Method
101609253	Arrow	Green	S00941	00	In Progress	Department
100008140	Flash	The	S00178	00	In Progress	Department
101106548	Girl	Bat	S01430	00	In Progress	Department
101139100	Marvel	Captain	S01158	00	In Progress	Department
100024997	Pool	Dead	S08991	00	In Progress	Department

◀ ◁ 1 of 2 ▷ ▶   5 ▼ Per Page   Record 1 of 6

▼ TIME ENTRY   ➕ Insert ➖ Delete 📋 Copy ▼ Filter

Earn *	Earn Description	Time In and Out	Shift *	Special Rate *	Hours or Units	Totals by Earn	Mon Dec 24	Tue Dec 25	Wed Dec 26	Thu Dec 27	Fri Dec 28	Sat Dec 29	S D
010	Regular Base Pay	☐	1	0.000000		80.00		8.00	8.00	8.00	8.00	8.00	
					Total	80.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00
					Total Units	0.00							

◀ ◁ 1 of 1 ▷ ▶   10 ▼ Per Page   Record 1 of 1

Non-exempt employees who **do** work on a paid holiday will enter regular hours (Earn Code 010-Regular Base Pay) in conjunction with 015 (Overtime at 1.5 Rate) for hours worked each day during the holiday period.

		SN	SO	SP	ST	SU	SW
Earn Code	Description	Staff NonExempt	Staff On-Call	Staff Police Barg Unit	Staff Temp Biweekly Staff	Staff USUNM Barg Unit	Staff CWA Barg Unit
010	Regular Base Pay	X	X	X	X	X	X
015	Overtime at 1.5 Rate	X	X	X	X	X	X

2. In the example below Green Arrow worked 30 hours during winter break (Dec. 21, 2018 – Jan 1, 2019). Enter hours as follows:
   a. Enter the number of hours you would regularly work for each day during the days observed as a UNM Holiday. Use earn code 010 (regular base pay)
   b. Enter the number of hours you worked each day as overtime (015).

✕	Electronic Approvals of Time Entry Form PHATIME 9.3.5 (BANI)				ADD	RETRIEVE	RELATED	TOOLS

User ID: MGABALD1 Proxy For: Superuser: ☐ Entry by: Time Sheet Time Entry Method: Department COA: U Organization: 944A Procurement Services Transaction Status: In Progress [Start Over]

Year: 2019 Payroll ID: 2R Biweekly - Regular Payroll Number: 1 12/22/2018 to 01/04/2019

▼ JOBS Insert Delete Copy Filter

ID	Last Name	First Name	Position	Suffix	Status	Method
101609253	Arrow	Green	S00941	00	In Progress	Department
100008140	Flash	The	S00178	00	In Progress	Department
101106548	Girl	Bat	S01430	00	In Progress	Department
101139100	Marvel	Captain	S01158	00	In Progress	Department
100024997	Pool	Dead	S08991	00	In Progress	Department

◄◄ ◄ 1 of 2 ► ►◄ 5 ▼ Per Page Record 1 of 6

▼ TIME ENTRY Insert Delete Copy Filter

Earn *	Earn Description	Time In and Out	Shift *	Special Rate *	Hours or Units	Totals by Earn	Mon Dec 24	Tue Dec 25	Wed Dec 26	Thu Dec 27	Fri Dec 28	Sat Dec 29
010	Regular Base Pay	☐	1	0.000000		80.00		8.00	8.00	8.00	8.00	8.00
015	Overtime at 1.5 Rate	☐	1	0.000000		30.00				12.00	10	8.00
					Total	110.00 0.00		8.00	8.00	20.00	18.00	16.00	0.00
					Total Units	0.00						

◄◄ ◄ 1 of 1 ► ►◄ 10 ▼ Per Page Record 2 of 2

Earn code 100 "Worked Holiday @1.5" should be used for E-classes SN, SP, ST and SU to report hours physically worked on a holiday when the employee will also be given time off in lieu of the holiday. See excerpt from Policy 3405 below. The system will accrue leave on code 100 and pay the employee at 1.5 times their hourly rate. If the employee cannot be given a day off in lieu of the holiday, pay the employee using earn code 010 (Regular Base Pay) and code 015 (Overtime @1.5 rate).

Examples have been provided below. (* **designates earn code accrues leave)**

John Smith works 8 hours on Thanksgiving Day (November 27). He will be given another day off. His time would be entered as follows:

11/27/2008	Earn Code 100*	(Worked Holiday @ 1.5)	8 Hours

John Brown works 8 hours on Thanksgiving Day (November 27). He _cannot be given another day off_ in lieu of the holiday. His time would be entered as follows:

11/27/2008	Earn Code 010*	(Regular Base Pay)	8 Hours
11/27/2008	Earn code 015	(Overtime @ 1.5 rate)	8 Hours

Jack Adams works 12 hours on Thanksgiving Day (November 27). He _cannot be given another day off_ in lieu of the holiday. His time would be entered as follows:

11/27/2008	Earn Code 010*	(Regular Base Pay)	8 Hours
11/27/2008	Earn code 015	(Overtime @ 1.5 rate)	12 Hours

Sue Smith works 14 hours on Thanksgiving Day (November 27). She will be given another day off. Her time would be entered as follows:

11/27/2008	Earn Code 100*	(Worked Holiday @ 1.5)	8 Hours
11/27/2008	Earn code 015	(Overtime @ 1.5 rate)	6 Hours

Note: Earn code 300 (Other Paid Leave) may be used for the holiday in place of 010 (Regular Base Pay) only when the employee will not be given another day off in lieu of the holiday. Earn code 300 (Other Paid Leave) also accrues leave.

* **designates earn code accrues leave**

UNM Policy 3405:
4.1.1. Nonexempt employees who are required to work on a holiday will be paid for the hours worked at a premium rate of one and a half (1/2) times their regular rate **(base pay plus shift differential, if applicable),** and will also be given time off in lieu of the holiday. **The time off given in lieu of the holiday will be in accordance with** Section 4. **herein and must be granted within ninety (90) days of the time earned. If a nonexempt employee does not take the time off during this time period or separates from the University before the time off is taken the employee will be paid for all unused holiday leave at straight time. Employees** required to work on a holiday, who can not be given a day off in lieu of the holiday, will be paid the premium rate (one and a half times their base pay plus shift differential) for the hours worked on the holiday. In addition, they will receive holiday pay at their regular rate of pay in accordance with **Section 4. Nonexempt employees who separate from the University will be paid for all unused holiday leave at straight time.**

Appendix V – Standby Pay

Earn Code	Description	SN Staff NonExempt	SO Staff On-Call	SP Staff Police Barg Unit	ST Staff Temp Biweekly Staff	SU Staff USUNM Barg Unit	SW Staff CWA Barg Unit
038	Pager Stand-by $1.25	X					
054	Pager Stand By - @15%	X	X		X		
060	Pager Stand-by $2.00	X	X		X		
061	Pager Stand-by $2.50	X	X		X	X	
062	Pager Stand-by $3.00	X	X		X		
064	Pager Stand-by $3.50	X	X		X		
065	Pager Stand-by $4.0	X	X		X		
066	Pager Stand-by Reg Rate						X

At times, employees may be required to make themselves available to work on an as needed basis outside of their normal work hours. Compensation for standby status will be determined by the degree to which an employee's free time is restricted. The specific factors considered to determine if standby status is compensated are:

- restrictions on the employee's location,
- expected response time to return to work,
- number of other employees available to be called, and
- frequency and urgency of calls received.

- If employees have to leave a phone number or carry a pager but are free to leave the premises and attend to personal matters without restriction, they are not eligible for standby pay.
- Employees are paid standby pay if, while waiting to return to work, they are so restricted that they cannot pursue personal activities. Standby pay rates are determined by the Department of Human Resources. If employees are called back to work while on standby, they are paid at their regular rate of pay for the hours actually worked or at time and a half for any overtime that is worked.
- Only non-exempt employees are eligible for standby pay.
- Exempt employees are not eligible for standby pay.

Appendix VI – Processing Paid Leave

Paid	If the employee is on (type of leave)	The Time keeper should enter:	Earn Code	The Manager/Supervisor Should:	Job Change Reason
Paid	Annual Leave	Annual Leave	170	No further action required	N/A
Paid	Sick Leave	Sick Leave	180	No further action required	N/A
Paid	Sick Leave (No Balance)	Sick Leave - Banner will automatically cascade to annual leave and will show as <u>annual leave in lieu of sick</u>, or LWOP if no A/L balance	180	Have already contacted employee regarding other options (FMLA, Cat Lv or is discussing possible performance issue)	N/A
Paid	Sick Leave (Major Bank)	Sick Leave Major	190	No further action required	N/A
Paid	Catastrophic Leave**	Sick Leave initially (then Major Bank if applicable) the Time Keeper should enter, Sick Leave (180), even if the employee has exhausted their balance. Sick Lv will cascade to A/L in lieu of sick, then to Cat Leave, then to LWOP.	180 190	Submit PAN with supporting documentation to HR, including the proposed return from leave date. If running con-current with FMLA:	CAT Leave (CATLV) CAT Leave/FMLA (CATFM)
Paid	Military Leave	Regular Earnings for 15 day paid military lv if eligible	010	Maintain department records-per Policy.	N/A
Paid	Marriage, Bereavement, Jury Duty, (Leave w/Pay)	Paid Leave	300	Maintain department records regarding specifics of paid leaves- Ask employee to submit request in writing including who died or is getting married.	N/A
Paid	Administrative Leave	Regular Earnings Paid Leave (per instructions from Manager)	010 300	Employee should remain on reg earnings until admin leave is approved and employee notified. PAN should be submitted with appropriate documentation.	Admin LV w/pay (ADMLV)
Paid	University Closure (Inclement Weather, Power Outages)	Paid Leave	300	No further action required	N/A
Paid	Holiday	Regular Earnings	010	No further action required	N/A

Bereavement

Non-exempt employees who are absent due to a death in the employee's immediate family will enter Earn Code 300-Paid Leave. A comment must be added to the time transaction specifying the date and the relation of the person that has passed.

Earn Code	Description	SN Staff NonExempt	SO Staff On-Call	SP Staff Police Barg Unit	ST Staff Temp Biweekly Staff	SU Staff USUN M Barg Unit	SW Staff CWA Barg Unit
300	Paid Leave	X		X	X	X	X

Eligible employees receive paid leave for an absence due to a death in the employee's immediate family, up to a maximum of three (3) working days. For the purposes of this policy, immediate family is defined to include the employee's spouse, children, parents (includes present mother-in-law and father-in-law), grandparents, and siblings.

Inclement Weather/University Closure

Non-exempt employees absent due to the University closing for inclement weather or during university closures for things like power outages.

Earn Code	Description	SN Staff NonExempt	SO Staff On-Call	SP Staff Police Barg Unit	ST Staff Temp Biweekly Staff	SU Staff USUN M Barg Unit	SW Staff CWA Barg Unit
300	Paid Leave	X		X	X	X	X

Jury / Court Duty

Non-exempt employees who are absent due to jury/court duty will enter Earn Code 300-Paid Leave. A comment must be added to the time transaction specifying the date the employee was out for jury/court duty.

Earn Code	Description	SN Staff NonExempt	SO Staff On-Call	SP Staff Police Barg Unit	ST Staff Temp Biweekly Staff	SU Staff USUN M Barg Unit	SW Staff CWA Barg Unit
300	Paid Leave	X		X	X	X	X

An employee is granted time off with pay for the time spent on duty when he or she is summoned for:

- jury duty;
- appearance before the County Commissioner for jury duty qualification; or
- duty as a witness (other than as plaintiff or defendant).

Marriage

Non-exempt employees who are absent due to marriage will enter Earn Code 300-Paid Leave. A comment must be added to the time transaction specifying the date and the relation of the person that is getting married.

		SN	SO	SP	ST	SU	SW
Earn Code	Description	Staff NonExempt	Staff On-Call	Staff Police Barg Unit	Staff Temp Biweekly Staff	Staff USUN M Barg Unit	Staff CWA Barg Unit
300	Paid Leave	X		X	X	X	X

Leave with pay may be used on an employee's wedding day, or on the wedding day of an employee's child or parent.

Appendix VII – Processing Unpaid Leave

Unpaid	If the employee is on (type of leave)	The Time keeper should enter:	Earn Code	The Manager/Supervisor Should:	Job Change Reason
Unpaid	FMLA	LWOP	420	Submit a PAN with supporting documentation per policy to HR	FMLA w/o pay (LWFML)
Unpaid	Military Leave	LWOP	420	Submit PAN with start date and estimated return date	Military LV w/o Pay (LWMIL)
Unpaid	Extended Personal Illness	LWOP	420	Submit PAN with start date and estimated return date	Medical Lv w/o Pay (LWMD)
Unpaid	Personal Leave	LWOP	420	Submit PAN with start date and estimated return date	Personal Lv w/o Pay (LWPSN)
Unpaid	Sickness in Employee's Family	LWOP	420	Submit PAN with start date and estimated return date	TBD
Unpaid	School Attendance	LWOP	420	Submit PAN with start date and estimated return date	Educational LV (LWEDU)
Unpaid	Suspension for Disciplinary Reasons	LWOP	420	Submit PAN with start date and estimated return date	TBD

Appendix VIII – UNM Policy changes related to time entry

http://policy.unm.edu/university-policies/2000/2610.html
Policy 2610: Time and Leave Reporting

https://policy.unm.edu/university-policies/2000/2680.html
Policy 2680: Payroll Overpayment and Collection

https://policy.unm.edu/university-policies/3000/3200.html
 Policy 3200: Employee Classification

How to Process Adjustments

UNM Payroll Leave Adjustment Form	Use to report : • leave taken but not entered for **a previous pay period** and <u>only</u> if there is no difference in pay.
UNM Biweekly Payroll Time Entry Adjustment Form	Use: • to correct a **significant** amount of missed hours for a **previous pay period** • to correct wrong shift **previous pay period** • if a portion of an employee's adjustment requires the use of the time entry adjustment form, then ALL of the adjustment must be submitted on the time entry adjustment form. Ex: an employee's shift was entered incorrectly for a prior pay period and overtime hours where not entered for the same prior pay period *Entering the employee's missed hours or shift difference using the time entry adjustment form will pay the employee within **2 business days** of the entered corrections.*

Banner Form PHATIME	Use to report:
	• Regular Employees
	    o Missed Hours **Prior Period** Adjustment – earn code 019
	    o **Prior Period Overtime** Hours missed – earn code 095
	• Temporary and On-call Employees
	    o Missed Hours **Prior Period** Adjustment - earn code 096
	    o **Prior Period Overtime** Hours missed – earn code 095
	• Student Employees
	    o Prior Student Hours – earn code 729
	*Entering an employee's missed hours or overtime through PHATIME will pay the employee the missed hours or overtime on the **next regularly scheduled Biweekly pay period.***

UNM Payroll Leave Adjustment Form and the UNM Biweekly Payroll Time Entry Adjustment Form are located at the Payroll Website forms section

http://payroll.unm.edu/forms.html

When is a Payroll Adjustment Form Necessary?

A payroll adjustment is necessary when an employee's pay or leave must be corrected, amended, or changed. An adjustment can be due to an overpayment, an underpayment, or because leave has been understated or overstated. Just as there are different reasons why an adjustment is necessary, there are also different methods that can be used to process the adjustments. If an overpayment has occurred, Payroll will set up an accounts receivable to collect the amount due from the employee's next paycheck. When an employee has been underpaid, then a determination should be made as to whether the amount is significant to the employee or if he/she can wait until the next payday to be paid. If the answer is yes that the employee is willing to wait until the following payday, then the adjustment can be entered through PHATIME as a prior period adjustment with the proper earn code. If the adjustment is due to a significant number of hours not being reported and the employee wishes to have his pay as quickly as possible, then the UNM Biweekly Payroll Time Entry Adjustment Form should be used. This form should always be used when the hours were reported under the wrong shift. When there is no difference in pay and the only thing that needs to be adjusted are the leave balances, then the UNM Payroll Leave Adjustment Form should be used. Adjustments to leave will process on the next payroll if received prior to the deadline. Adjustments for monthly employees, other than leave, are not processed via the Adjustment Form mentioned above. Rather an amended contract or PAN must be submitted to Payroll. Based on the new information, Payroll will then calculate the overpayment and set up an accounts receivable. If it is an underpayment, Payroll will calculate the amount and pay it based on a similar prioritization as that for Biweekly employees. There seems to be some confusion as to when adjustments will be paid. Currently, Payroll is receiving many adjustments, which must all be prioritized, not only by type but also by the amount of the under payment or significance to the employee. An employee who was not paid for 40 hours has a higher priority than one who was not paid for .6 of an hour. Additionally, the current payroll has to take priority over most adjustments. Errors must be corrected, garnishments applied, workers compensation issues resolved, and catastrophic leave for affected employees must all be processed prior to the current payroll deadlines before other adjustments can be worked. There is a 2-day turn-around to process the check or direct deposit once Payroll has been able to process the adjustment. This does not mean that 2 days after the adjustment is submitted to Payroll, that the employee will be paid. Payroll must still work within the parameters of all that must be done on the current payroll and to work on the adjustments by priority.

Guidelines for an Adjustment vs. Prior Period Hours

If the adjustment does not meet the above requirements or the employee/department has previously submitted an adjustment for a similar reason, the correction to appropriate hours should be done using PHATIME in lieu of a Time Entry Adjustment Form.
Note: This will pay the employee on the next regularly scheduled Biweekly pay period.
Enter the time using a prior period adjustment Earn Code:
1. Use code 095 for "Prior Period Overtime @ 1.5" (for missed regular staff overtime hours @ 1.5)
2. Use code 096 for "Missed Temp Hrs - Prior Period" (for missed temp & on-call hours)
3. Use code 729 for "Prior Student Hours" (for missed student hours)
4. Use code 739 for "Prior Grad Hours" (for missed graduate students hours)

See the Step-by-Step Guide for completing an adjustment form.
Notes:
• If there are multiple types of adjustments for an employee during one pay period then all of the adjustments should be submitted on a single adjustment form.

• Adjustments for monthly employees, other than leave, require an amended employment contract or ePAN in addition to the above requirements.

• If leave has been understated or overstated use the UNM Payroll Leave Adjustment Form.

Rounding to the nearest 10th of an hour
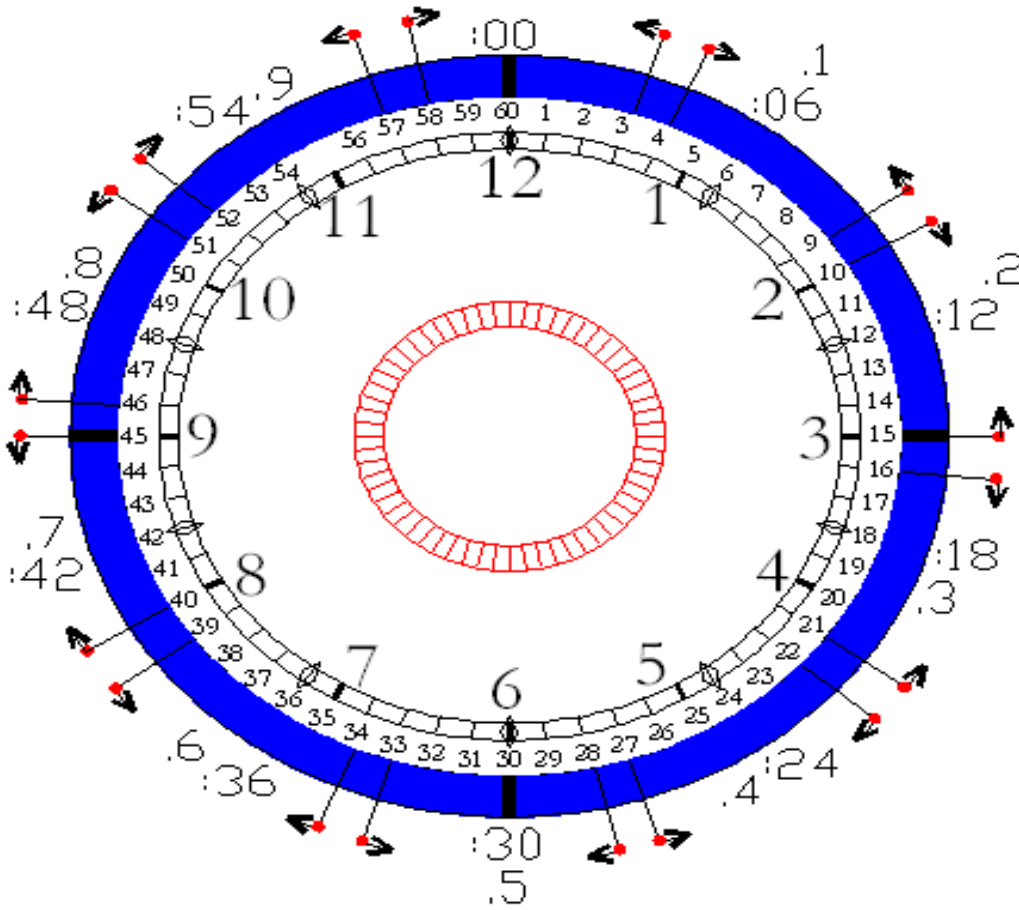
Minutes reported	Rounding to tenth	Real time example	Rounded to
1-3 min	0=0 min	8:03 a.m.	8:00 a.m.
4-9 min	0.1=6 min	8:04 a.m.	8:06 a.m.
10-15 min	0.2=12 min	8:11 a.m.	8:12 a.m.
16-21 min	0.3=18 min	8:23 a.m.	8:24 a.m.
22-27 min	0.4=24 min	8:26 a.m.	8:24 a.m.
28-33 min	0.5=30 min	8:35 a.m.	8:36 a.m.
34-39 min	0.6=36 min	8:39 a.m.	8:36 a.m.
40-45 min	0.7=42 min	8:46 a.m.	8:48 a.m.
46-51 min	0.8=48 min	8:54 a.m.	8:54 a.m.
51-57 min	0.9=54 min	8:55 a.m.	8:54 a.m.
58-60 min	0.1=the next hr		

- Once an employee receives a BAR for Timekeeper of Time Approver, they will be added to a listserv that sends out emails with important time entry information. It is important that as a Timekeeper or Approver you are receiving these emails.
    - If you are not receiving the emails make sure to check your Junk and Clutter folders.

For information on other training classes, contact:
UNM Employee and Organizational Development
1700 Lomas Boulevard NE
Albuquerque, NM   87131-1026
(505) 277-1555
http://www.unm.edu/~hrinfo

Rev. 3/2022