

PHAHOUR

Timecards

There are 3 payroll types that are processed each pay period - WA (Wage), SA (Salary), and ST (Fellowship). The standard work week runs from Friday midnight to the following Friday at midnight. Please refer to [Policy 4298](#) regarding Wage Employee Time Worked Records.

Banner Time Entry (BTE)

The Banner Time Entry system is a way to electronically record hours worked. Wage employees will clock in and out either on a terminal or online through the [Self Service Banner](#). At the end of each pay period the employee should submit their timesheet by 11:59 PM on the next business day after the pay period ends. The BTE approver will have until 5 PM on the approval deadline listed on the [wage processing schedule](#). The approved hours worked will automatically be uploaded to the timecards (PHAHOUR) in Banner. Departments should run the [reconcile hours MicroStrategy report](#) to confirm that all approved hours have been paid. Enterers do have the option to manually enter hours on the timecard if needed.

For a new wage employee to be able to start using Banner Time Entry a PAF for their job appointment must be entered in Banner.

For BTE support please send an email to timekeeping@vt.edu. [Training](#) can be found on the Controller's Office website

Earn Codes

- Please review the tables below for the earn codes you would normally use.
- You can find additional [earn codes](#) and the [explanation of the earn codes](#) as well.
- If you have any questions about which earn code to use, please contact timekeeping@vt.edu.

Wage Earn Codes

- **REG** – Regular hours
- **REH** – Retroactive hours
- **HSR** – Hourly special rate
- **FLC** – Overtime pay auto calculated for wage hours

Staff Overtime/ Adjustments

- **OTH** – Overtime hours - non-exempt staff
- **OTP** – Overtime hours - exempt staff (straight overtime pay)
- **CAL** – On-call pay
- **PTH** – Part time salaried hours (over normal schedule)

Graduate/P14/ Fellowship Adjustments

- **RET** – Retroactive GA payment
- **CPA** – P14 retroactive payment
- **RST** – Retroactive fellowship payment (entry to be made on ST payroll)

Time Sheet Dispositions

The disposition (Disp) field in PHAHOUR indicates the status of the time sheet. These are the three disposition codes that you might notice:

- A disposition of 05 means that the record was kicked out during the processing of payroll. More than likely the employee is a new employee, and not all of the benefits deduction entries have been entered. You will not be able to enter hours and will need to wait until the timecard is changed back to a disposition of 10 for wage and a disposition 20 for salary.
- A disposition of 10 means that the time sheet is ready for hours to be entered.
- A disposition of 20 means that the hours have been entered and the timesheet is ready for the next step of processing.

Reconciliation

The person who has access to enter hours should always run the reconcile hours from the MicroStrategy reports to double check their entries.

- In addition, the Payroll Office will send each department a Wage Payroll Reconciliation Report (PZRTED).
- The person responsible for reconciliation will compare the hours from BTE and PHAHOUR to the Wage Payroll Reconciliation Report. This individual cannot be the employee or the data entry person and preferably the supervisor.
- The person responsible for reconciliation checks for errors then signs, dates, and files the report. The report must be kept for five years. If the person responsible finds errors, they should talk with the Payroll Office to resolve the discrepancy.

Wage Timecards

Follow these steps to manually enter hours for wage employees if their hours did not load into PHAHOUR from BTE. Hours must be entered on the timecard between the beginning date of the next pay period and the approval deadline that is listed on the [wage payroll schedule](#).

1. Navigate to the PHAHOUR page.

2. **Year:** Type the year.
3. **Payroll ID:** Type WA (Wage).
4. **Payroll Number:** Type the current pay number.
5. **Enter Selection Criteria:** Either select tab on the keyboard or select Enter Selection Criteria from the Tools menu.

6. **Organization:** Type the 6-digit department number if you wish to retrieve all department timecards.

OR

ID: Type an employee’s ID if you wish to retrieve only the timecards for that one employee.

7. **OK:** Select the Ok button to retrieve the timecards you selected. If you selected an entire department or an employee with multiple timecards use the arrows under position number to navigate between the timecards.
8. Verify that you are on the timecard for which you use to enter hours.
9. Under History Earnings section place your cursor in the first empty row below the Earnings field.

✕ **Illucian** Online Time Entry Form PHAHOUR 9.3.35V1 (PROD)
 ADD RETRIEVE RELATED TOOLS

Year: 2026 Payroll ID: WA Payroll Number: 6
 Start Over

HISTORY JOBS
Settings Insert Delete Copy Filter

ID	071501	Status	Active
Organization	70	Effective Date	08/15/2025
Disposition	100126	Rate	13.00
Position	01	Method	Employee Time Entry Via Web

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HISTORY EARNINGS
Settings Insert Delete Copy Filter

Total Units	0.00	Total Hours	2.47
Earnings *	Shift *	Hours or Units *	Generated
REG	1	2.47 N	32.11
			2.47

1 of 1
 4 Per Page
 Record 1 of 1

TIME DISTRIBUTION
Settings Insert Delete Copy Filter

Hours	Percent *	COA *	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost
2.47	100.00	U	153350	153350	071501	11440	090870				
2.47	100.00										

1 of 1
 3 Per Page
 Record 1 of 1

10. **Earnings:** Type REG to enter hours worked for the current pay period.

11. **Hours or Units:** Type the total number of hours worked for the current pay period.

12. Type the number of hours worked per work week in the appropriate work week column. The work week columns are the last three columns on the right in the History Earnings. The number of hours entered in these columns should equal the number of hours entered in the Hours or Units field.

13. Save the time entry. The notification should display “Saved successfully” at the top of the page. Funding information should now display in the Time Distribution section. If funding needs to be updated, select in the time distribution section and funds can be added/deleted as needed. Then select save.

14. If needed, position your cursor in the ID field and use the arrow buttons to navigate additional timecards.

Verify Hours Entered:

When all timecards for your department have been loaded into PHAHOUR from BTE, which is typically on the day after the approval deadline, run the [reconcile hours MicroStrategy report](#) to check your employees’ hours.

Retroactive/Adjustment Hours

Retroactive hours are entered by the Payroll Office. A [wage retro form](#) request should be sent to the [Payroll drop box](#).

Graduate/P14 Timecards - Retroactive Entry

Follow these steps to enter retroactive pay adjustments for graduate and P14 employees. Hours must be entered on the timecard entry dates that are listed on the [Salary Payroll Schedule](#).

Please Note: Regular work hours are input by the system and do not need to be entered.

1. Navigate to the PHAHOURL page.

2. **Year:** Type the year.

3. **Payroll ID:** Type SA (Salary).

4. **Payroll Number:** Type the current pay number.

5. **Enter Selection Criteria:** Either select tab on the keyboard or select Enter Selection Criteria from the Tools menu.

6. **Organization:** Type the 6-digit department number if you wish to retrieve all department timecards.

OR

ID: Type an employee’s ID if you wish to retrieve only the timecards for that one employee.

7. **OK:** Select the Ok button to retrieve the timecards you selected. If you selected an entire department or an employee with multiple timecards use the arrows under position number to navigate between the timecards.

8. Verify that you are on the timecard on which you want to enter hours.

9. Under History Earnings section select the insert button to create a new row. **Note:** Do not alter the WNT or P14 entry row - this is the system entry for the regular hours.

13. Save the time entry. The notification should display “Saved successfully” at the top of the page. Funding information should now display in the Time Distribution section. If funding needs to be updated, select in the time distribution section and funds can be added/deleted as needed. Then select save.

Staff Timecards - Overtime

Follow these steps to enter overtime hours and on call pay adjustments for salary employees. Hours must be entered on the timecard entry dates that are listed on the [Salary Payroll Schedule](#). **Note:** Regular work hours are input by the system, and do not need to be entered.

1. Obtain the **Report Leave and/or Time Worked** signed by both the employee and the supervisor to indicate overtime hours worked. The supervisor must sign the record to verify the number of hours worked and approve the resulting pay.

Note that the standard work week runs from Saturday morning at 12:01am to the following Friday at midnight (12:00am). Hours worked in excess of 40 within the work week by non-exempt employees must be compensated at the rate of time and a half. Occasionally, exempt employees that have been approved by Human Resources may be compensated for overtime hours worked at the straight time pay rate.

2. Navigate to the PHAHOUR page.

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Online Time Entry Form PHAHOUR 9.3.35V1 (PROD)

ADD

RETRIEVE

RELATED

TOOLS

Year: *

2026

Payroll ID: *

SA

Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

3. **Year:** Type the year.
4. **Payroll ID:** Type SA (Salary).
5. **Payroll Number:** Type the current pay number.
6. **Enter Selection Criteria:** Either select tab on the keyboard or select Enter Selection Criteria from the Tools menu.

Time Entry Selection Criteria PHAHOUR 9.3.35V1 (PROD)

×

Begin Date

03/10/2026

End Date

03/24/2026

Check Date

03/31/2026

Time Sheet Department

COA

Organization

Time Sheet Method

(None)

Employee

ID

Last Name

OK

Cancel

7. **Organization:** Type the 6-digit department number if you wish to retrieve all department timecards.
- ID:** Type an employee’s ID if you wish to retrieve only the timecards for that one employee.

8. **OK:** Select the Ok button to retrieve the timecards you selected. If you selected an entire department or an employee with multiple timecards place your cursor in the ID field and use the arrow up and down keys on the keyboard to navigate between the timecards.

9. Verify that you are on the timecard on which you want to enter hours.

Year: 2026 Payroll ID: SA Payroll Number: 6

HISTORY JOBS

ID	***	Status	Active
Organization	038700	Effective Date	12/25/2025
Disposition	70 Complete	Rate	1,400.00
Position	100037 00	Method	Payroll Time Entry

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HISTORY EARNINGS

Total Units	0.00	Total Hours	1.00					
Earnings *	Shift *	Hours or Units *	Generated	Special Rate	Amount	Attendance	Mar10 2026	Mar24 2026
REG	1	1.00 N			1,400.00		1.00	

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TIME DISTRIBUTION

Hours	Percent *	COA *	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost
1.00	100.00	U	F73752	F73752	038700	114GA	120501				
1.00	100.00										

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10. Under History Earnings section select the insert button to create a new row. **Note:** Do not alter the REG entry row in any way - this is the system entry for the regular hours.

11. **Code:** Type either OTH, OTP, OTR or OTS to enter overtime hours.

OTH is used for all non-exempt employees.

OTP is used for approved exempt employees.

OTR is used for retro overtime.

OTS is used for special rate overtime.

12. **Hours or Units:** Type the total number of overtime hours worked for the pay period. **Please Note:** Do not calculate the 1.5 hours for non-exempt employees. The system will calculate these hours. If an employee works 5 hours overtime enter 5 hours in the Hours/ Units field.

13. Select in the dates column. The number of hours entered in the Hours or Units field will display.

14. Save the time entry. The notification should display "Saved successfully" at the top of the page. Funding information should now display in the Time Distribution block. If funding needs to be updated, select in the time distribution section and funds can be added/deleted as needed. Then select Save.