

TROUBLESHOOTING GUIDE FOR TIME-ENTRY IN PHA HOUR



- A. ENTERED HOURS UNDER WRONG BANNER POSITION NUMBER (SUFFIX):**
1. Place cursor on ID number.
 2. Ctrl page down (↓) to Earnings (HRS)
 3. Click on the Record button (menu bar at the top of the page) for the drop down menu.
 4. Click on “Clear” and save.
 5. Click on the ID number.
 6. Using you down arrow on the keyboard, bring up the correct position.
 7. Proceed with regular time entry procedures.
- B. ENTERED HOURS FOR THE WRONG STUDENT EMPLOYEE:**
1. Same procedure for wrong position number (Steps 1-5)
 2. After you highlight the ID number, scroll through your list of students until you come to the correct student.
 3. Proceed with regular time entry procedures.
- C. ENTERED THE WRONG HOURS FOR A STUDENT EMPLOYEE:**
1. Place cursor on ID number.
 2. Ctrl page down (↓) to Earnings (HRS).
 3. Tab over (→) to the hours entered and highlighted.
 4. Hit the delete key.
 5. Enter the correct hours worked.
 6. Ctrl page up (↑) to save.