

Timesheet Processing Via GJAPCTL (Job Submission)

Timesheets for the UA system are processed by the regional and extended campuses on a bi-weekly basis. Since timesheets are run in Banner using this process, the forms can be run any time during the payday week (or on an as-needed basis for individual timesheets). This schedule allows the personnel offices to update employee job information that will be reflected on the timesheet.

Before You Login to Banner

The new version of Banner is accessed via the internet. This new version, known as Internet Native Banner (INB), requires that pop-up windows be allowed in order to process forms.

Before logging into the UA site for Banner, first refer to the Banner 7 Usage Procedures at the following URL:

http://www.alaska.edu/hr/procedures/PDF/banner.data_entry.banner7_usage_procedures.pdf

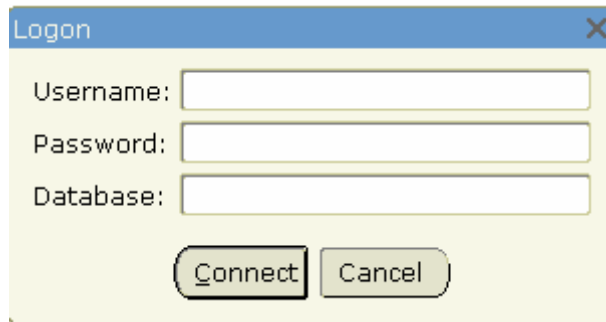
Adobe Reader

The new processing environment in Banner 7 creates PDF versions of the timesheet forms. You must have Adobe Reader version 6 (or higher) or Adobe Acrobat version 6 (or higher) installed on your system. To download a free copy of Adobe Reader, go to the Adobe website at <http://www.adobe.com/products/acrobat/readstep2.html> or contact your campus Help Desk for assistance.

Timesheet Processing

Read the **Before You Login to Banner** section above before you proceed.

1. From your Internet Explorer browser window, login to Banner from the following URL: <https://banner.alaska.edu>.
2. The following login window will appear. Type in your Banner username, your password (for PROD access), and 'prod' in the Database field. Select Connect.



3. The Banner General Menu should appear. Type GJAPCTL in the Direct Access field. Once the form opens, type either phr2etm (exempt timesheets) or phr2ntm (non-exempt timesheets) in the Process field. You can also type the file name in the Direct Access field. Banner will automatically open the GJAPCTL form, and the file name will default into the Process field.

Note: In Banner 7, you do not need to select a Printer. Continue on to item 4.

4. Select Next Block twice to reach the Parameter Values block. The cursor should default to the 01 field of the Payroll Year line in the values block. Tab over to the Values field or click in the field with your mouse. Enter the calendar year in a four-digit format for the timesheet period you want to process.
5. Then, hit the down-arrow key on your keyboard to reach the next line.

Number	Parameters	Values
01	Payroll Year	
02	Payroll Type	BW
03	Payroll Number	
04	TKL 1	
05	TKL 2	
06	Employee ID (optional)	
71	Destination Format	PDF
72	Destination Type	CACHE

6. Enter the appropriate information for the required parameter values listed below:

Required Parameters

- 01 - Payroll Year:** 2005 (or current calendar year)
- 02 – Payroll Type:** BW (defaults; no entry necessary)
- 03 – Payroll Number:** Type the number of the specific payroll; note that for one-digit numbers, no zero is necessary (ex: 1, 5, 10, 27, etc.)
- 04 – TKL 1:** This number will be the beginning number for the specific set of TKL codes. You must include a “t” before the number. Do not include a space between the “t” and the number. If there is only one TKL number, type the same code for TKL1 and TKL2 (not case-sensitive).
- 05 – TKL 2:** This number will be the ending number for the specific set of TKL codes (not case-sensitive).

Optional Parameters

- 06 – Employee ID:** To print an individual timesheet for an employee, type the Employee ID in the field.

Default Parameters

The following parameters default and should not be revised:

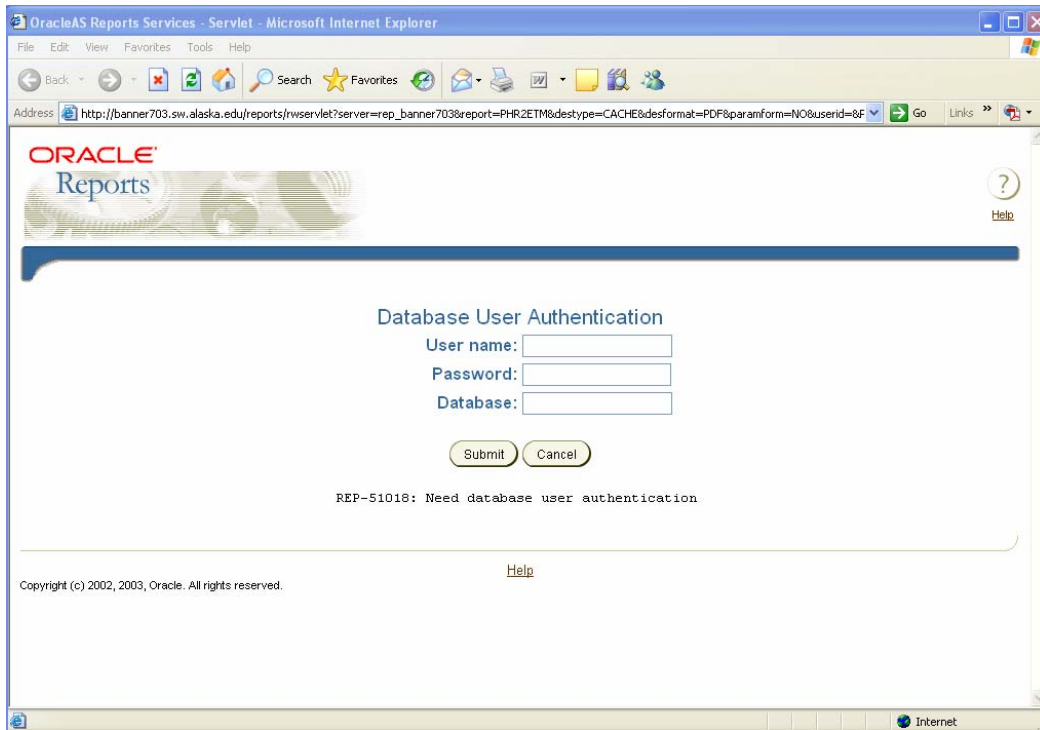
- 71 – Destination Format:** PDF (defaults; no entry necessary)
72 – Destination Type: CACHE (defaults; no entry necessary)
73 – Destination Name: blank (defaults; no entry necessary)
74 – Execution Mode: RUNTIME (defaults; no entry necessary)
75 – Communication Mode: SYNC (defaults; no entry necessary)
76 – Parameter Form Desc.: NO (defaults; no entry necessary)
77 – Show Rept. Value Window: NO (defaults; no entry necessary)

7. Select Next Block once to reach the Submission block. Your cursor should “highlight” the ‘Save Parameter Set as’ field. You do not need to select this field

unless you want to save the parameters that you just entered. These parameters can be changed for the next set of forms. The parameter values that were last saved will default into the fields until the next time you select the 'Save Parameter Set as' field.

8. Select Save (you can only save the record when your cursor is in the Submission block).

The first time you use the forms process in Banner 7, you may receive the following login window. You will need to enter the same username, password, and database information as you did in step 2. Then, select 'Submit'.



A separate browser window will then open. The bottom bar of the browser window should show that a connection has been made to one of the Banner servers and that the process is proceeding (see the example below).



Within a few seconds, a PDF file of the formatted timesheets for the appropriate payperiod should appear in the window. From this window, you can print the timesheets to your local printer and/or save the file. If this separate window does not appear, please refer to the **Troubleshooting** section at the end of the procedures.

You can begin processing the next set of timesheets immediately if you wish. Verify that the correct report name (phr2etm or phr2ntm) appears in the Process field and proceed to step 4.

Note: Do not exit out of the GJAPCTL window until the timesheets have appeared in the additional web browser window. Exiting out of the window before the process is completed may break the connection and result in incomplete timesheets.

Troubleshooting

What if a separate browser window does not open after I select Save?

This problem is likely caused because you do not have one or more versions of a pop-up blocker tool turned off on your system. Pop-up blockers may be located in several places in your internet browser window or within your operating system (Windows XP, MAC OS X, etc.).

Usually, pop-up blockers are valuable in preventing advertisement pop-up windows while you are browsing the internet. However, Banner 7 and forms processing in GJAPCTL use pop-ups to function properly. Before logging into Banner 7, you will need to disable these pop-up blockers. If you are already logged into Banner, you will need to exit out, disable the pop-up blockers, and log back into Banner.

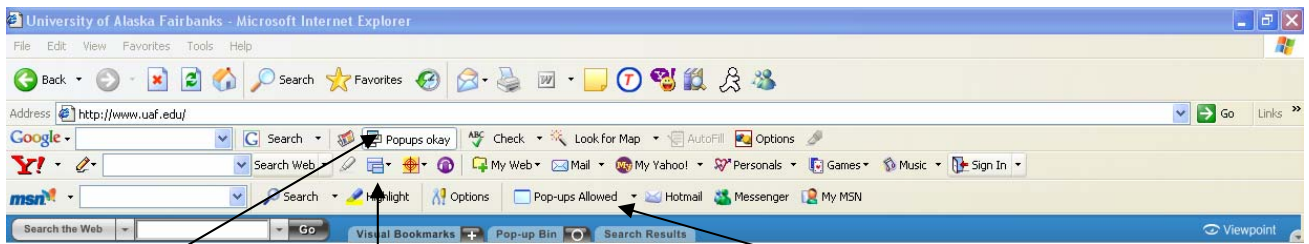
Please follow the steps below to allow pop-ups on your system:

Internet Explorer

- 1) To completely turn off the pop-up blocker in IE, click on **Tools** from the main menu at the top of the browser window. Then, select **Pop-Up Blocker** and **Turn off Pop-Up Blocker**. Please note that if you use this browser to view other sites on the internet, pop-ups will be enabled and you could receive pop-up windows. To avoid pop-ups from other sites, turn the Pop-Up Blocker back on once you exit out of Banner.
- 2) You may also setup Pop-Up Blocker so that it only allows pop-ups from UA websites. From the Tools menu, select **Pop-Up Blocker** and then **Pop-Up Blocker Settings....** (if the settings selection is grayed out, you must first turn on Pop-Up Blocker before you can select the settings selection). From the settings window, type “*.alaska.edu” in the **Address of web site to allow:** field and then select **Add**. Select **Close** to return to the main browser window.

Site Toolbars with Pop-Up Blockers

Some sites, such as Yahoo, Google, Viewpoint, MSN, etc., offer free toolbars that sit under your main browser’s toolbar or main menu. These site toolbars may also include pop-up blocker add-ons that will need to be disabled when you login to Banner (see the example below).



Google Toolbar Yahoo Toolbar Viewpoint Toolbar MSN Toolbar

Software with Pop-Up Blockers

Hundreds of versions of pop-up blocker and ad software, such as Stopzilla and Pop-Up Blocker, are available for free or for purchase and may be setup on your system.

Some security software, such as Zone Alarm (from Zone Labs), contains pop-up blocker tools as well. Before logging into Banner to run forms, you will need to temporarily shut down this security software or change the pop-up blocker settings.

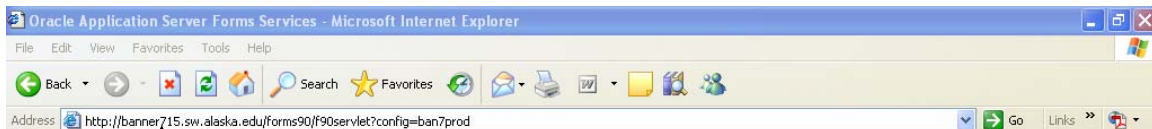
For more information on pop-up blocker settings, please see the following URL from the Office of Information Technology Help Desk:

<http://www.alaska.edu/hat/web/HD/banner/procIEModifyingPopupBlocker.xml>

Is Your Browser Trying to Tell You Something?

If, after following the guidelines in this document, a separate window does not appear when you select the Save icon (or hit the F10 key), your browser window may be able to give you some clues if a problem exists. Usually, hidden pop-up blockers are the cause.

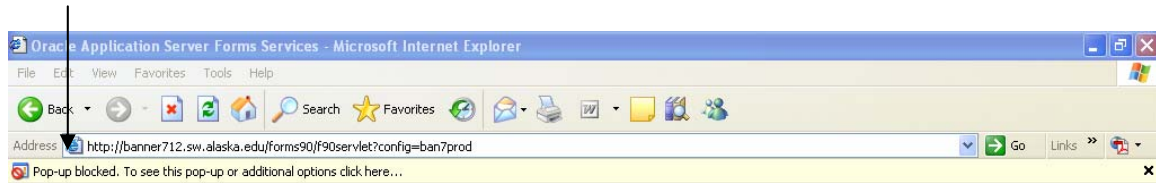
When you login to Banner, the main Banner window opens. A browser window also remains open behind your main Banner session. The URL for this window notes the particular server to which you are connected (see the example below).



The URL displays the specific server for your Banner session.

Once you select Save to run your reports, a message may appear in the top or bottom toolbars of your browser window telling you if pop-ups were blocked or additional keys you may need to select to allow pop-ups in your browser (see the examples below).

Pop-up block notice on top toolbar of Internet Explorer window.



Pop-up block notice on bottom toolbar of Internet Explorer window.

If you receive messages like these in your browser window, you will need to find the pop-up blockers on your system and disable them. Make sure that you log out of your Banner session, disable the pop-ups, and then log back in to Banner to avoid potential problems.

Please note that if you use this internet browser to view other sites on the internet, pop-ups will be enabled and you could receive pop-up windows. Please refer back to the Internet Explorer section on page 5 for more information.

If you need assistance with locating the pop-up blockers on your system, please contact your campus Help Desk.

Questions or Problems?

If you have any questions or are still experiencing problems with forms processing, please contact your campus Human Resources office. If your campus HR office is unable to assist you, they will forward the problem on to Statewide HR On-Call. One of the technicians in Statewide HR will then contact you to assist you with the forms process.