

Directions for approving Comp Time Earned

Find the Banner 9 task on my.uca.edu

The screenshot shows the my.uca.edu website interface. At the top, there is a navigation bar with various utility links: Banner, Ellucian, AR New Hire, Web Directory, DFA OPM, and SSA. Below this is a banner image of a brick building. The main content area is titled "Favorites" and includes a "Log in to see your favorites." prompt. Underneath is a "Most Popular" section featuring a grid of 12 service tiles. Each tile contains an icon, a title, a brief description, and a lock icon. The tiles are: Blackboard (Access your Blackboard online courses), Self-Service (Edit your personal information, and complete tasks specific for students, faculty, and staff), Email - Students (Access your UCA email account (for @cub.uca.edu accounts)), Email - Faculty/Staff (Access your UCA email account (for @uca.edu accounts)), CASHNet (Pay your bill using CASHNet Online Payment Solution), My Schedule (Access your current course schedule), My Housing (Apply to live on campus or view your current housing and dining information), Register for Classes (Register for next semester's courses), Banner 9 (Access UCA's Banner system (on-campus only)), Degree Works - Students (View degree progress, GPA calculator, and other degree management tools), Final Grades (View your final grades for a selected semester), and Argos Web Viewer (Access Argos in a web browser).

Blackboard
Access your Blackboard online courses

Self-Service
Edit your personal information, and complete tasks specific for students, faculty, and staff

Email - Students
Access your UCA email account (for @cub.uca.edu accounts)

Email - Faculty/Staff
Access your UCA email account (for @uca.edu accounts)

CASHNet
Pay your bill using CASHNet Online Payment Solution

My Schedule
Access your current course schedule

My Housing
Apply to live on campus or view your current housing and dining information

Register for Classes
Register for next semester's courses

Banner 9
Access UCA's Banner system (on-campus only)

Degree Works - Students
View degree progress, GPA calculator, and other degree management tools

Final Grades
View your final grades for a selected semester

Argos Web Viewer
Access Argos in a web browser

Login using your network ID and Password

Directions for approving in Banner

Comp Time Earned

Go to **PHADSUM**

Make sure Transaction Status: is **Pending** –Click “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.

Check the number of hours in the bottom section.

If correct, click on the **Approve or Acknowledge** box for each time sheet, click **Tools** and **Apply All Actions**.

- If the number of hours are incorrect, click the Return for Correction box, click Tools and Apply All Actions. Then go back to PHATIME to correct the time sheet.

ID	Name	Position	Queue Status	Required Action	Approve or Acknowledge	Return for Correction	Cancel	Comments Exist	Errors Exist
			Overridden		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Earnings *	Earnings Description	Shift *	Special Rate *	Hours	Units	Labor Override Exists
CTE	Comp Time Earned Straight Time	1	0.000000	5.00		<input type="checkbox"/>
CTO	Comp Time Earned 1.5%	1	0.000000	2.00		<input type="checkbox"/>
Totals				7.00		

A green pop up box should appear in the top right corner saying that it was **successfully saved**.