

Directions for entering Comp Time Earned

Find the Banner 9 task on my.uca.edu

The screenshot shows the my.uca.edu homepage. At the top, there is a navigation bar with the URL 'https://my.uca.edu/' and a search bar. Below the navigation bar is a banner image of a brick building. The main content area is titled 'Favorites' and includes a 'Log in to see your favorites.' link. Below this is a 'Most Popular' section with a grid of 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 entering Comp Time Earned

Website: <https://it.uca.edu/banner/>

Click on Banner 9

Admin Pages (PROD)

Go to **PHATIME**

Time Entry Method: Department

Entry by: Time Sheet

Organization: 501000 Human Resources & Risk Manag... COA: Z

Year: 2018

Transaction Status: Not Started

Payroll Number: Current Pay Period

Payroll ID: SM

Your Screen should look similar to the one below: (Remember to use YOUR department organization)

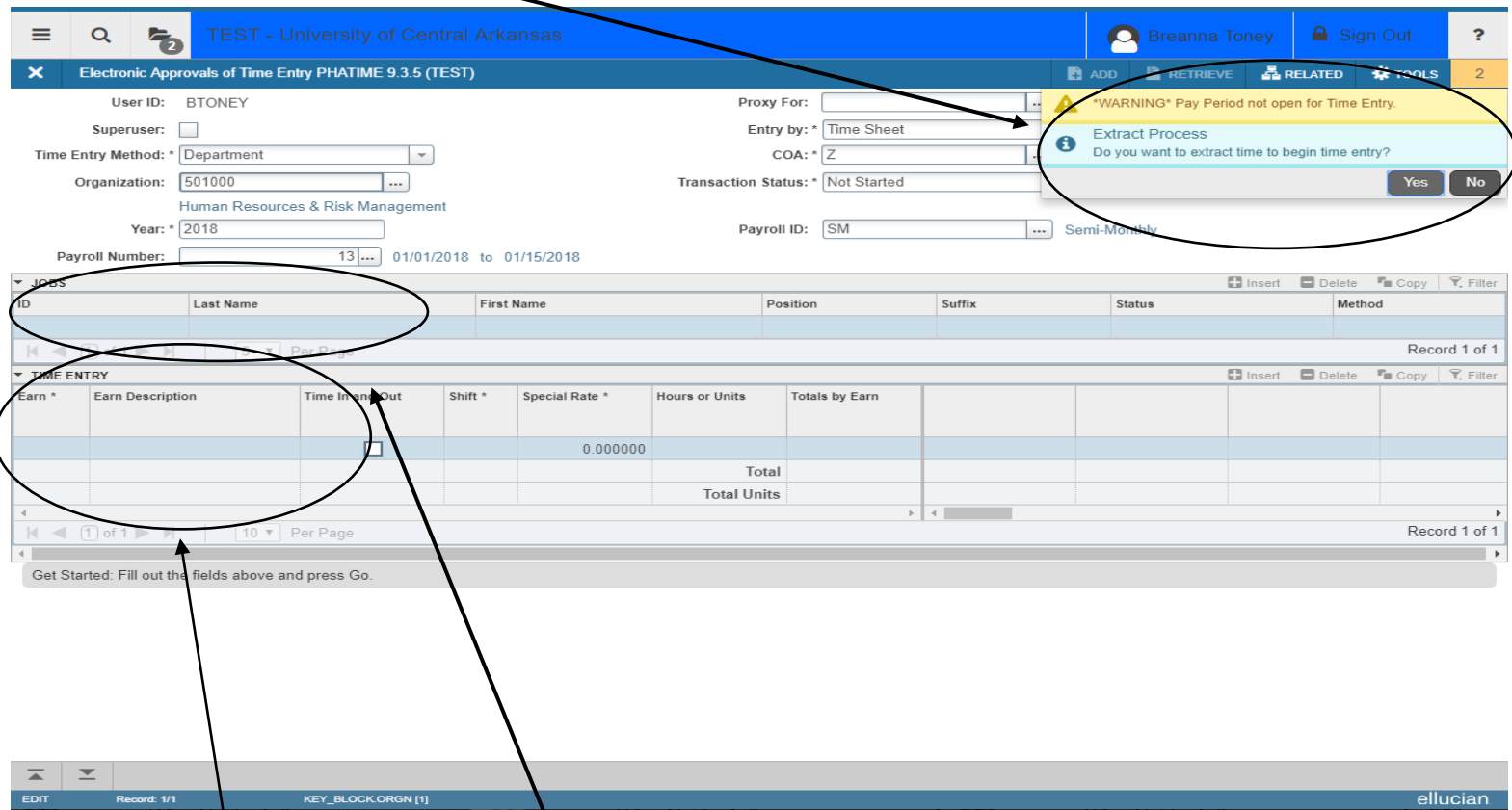
Click Go

The screenshot shows the PHATIME 9.3.7 (PROD) web application interface. The top navigation bar is blue and contains the following elements: a close icon (X), the user 'ellucian', the application title 'Electronic Approvals of Time Entry PHATIME 9.3.7 (PROD)', and utility icons for ADD, RETRIEVE, RELATED, and TOOLS. Below the navigation bar, the search criteria are displayed in a grid-like format. On the right side of the search area, there is a 'Go' button. At the bottom of the search area, there is a grey instruction bar.

User ID: JNANCE	Proxy For: <input type="text"/>	<input type="button" value="Go"/>
Superuser: <input type="checkbox"/>	Entry by: * <input type="text" value="Time Sheet"/>	
Time Entry Method: * <input type="text" value="Department"/>	COA: * <input type="text" value="Z"/>	
Organization: <input type="text" value="501000"/> Human Resources & Risk Management	Transaction Status: * <input type="text" value="Not Started"/>	
Year: * <input type="text" value="2018"/>	Payroll ID: <input type="text" value="SM"/> Semi-Monthly	
Payroll Number: <input type="text" value="11"/> 12/01/2018 to 12/15/2018		

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.

You should see a notification pop up like this in the screen shot below:



Click Yes. Another notification will appear and tell you the number of time records that were processed and if there are any errors. If there are errors, you will have the option to view them. Please contact payroll with these errors so they can be corrected. Click Continue to enter time.

Employees within this Org will be listed in the Jobs section. Scroll through the list using the up and down arrow keys on your keyboard or you can simply click on the employees name. When you get to the correct employee that has time to be reported you will then go to the time entry section and click in the earn box to enter their time.

Comp time to be entered should be hours the employee accrued in the previous pay period.

Enter CTO or CTE in the Earn column.

CTO (will multiply hours entered by 1.5 once payroll has been processed)

- Only enter the actual number of hours worked beyond 40. When using earn code CTO, Banner will multiply those hours by 1.5 when it is processed.

CTE (will give hour for hour)

- If an employee does not physically work 40 hours they are not entitled to CTO (time and a half) for hours worked.

Tab twice. Enter the **total hours** of comp time earned during the pay period in the **first day of the time sheet**. If you need to enter in another row of hours (CTE or CTO) click insert and repeat.

When finished, click **save**. You should see a **green box** pop up that says "Saved successfully".

The screenshot displays the PHATIME 9.3.5 (TEST) application interface. At the top, a blue header bar contains the application title and navigation icons (ADD, RETRIEVE, RELATED, TOOLS). Below the header, a green notification box states "Saved successfully (4 rows saved)". The main content area is divided into two sections: "JOBS" and "TIME ENTRY".

The "JOBS" section shows a table with columns: ID, Last Name, First Name, Position, Suffix, Status, and Method. Two rows are visible, both with a status of "In Progress" and a method of "Department".

The "TIME ENTRY" section shows a table with columns: Earn *, Earn Description, Time In and Out, Shift *, Special Rate *, Hours or Units, Totals by Earn, and days of the week (Sun Apr 01, Mon Apr 02, Tue Apr 03, Wed Apr 04). The table contains two rows of data:

Earn *	Earn Description	Time In and Out	Shift *	Special Rate *	Hours or Units	Totals by Earn	Sun Apr 01	Mon Apr 02	Tue Apr 03	Wed Apr 04
CTO	Comp Time Earned 1.5%	<input type="checkbox"/>	1	0.000000	2.00	2.00	2.00			
CTE	Comp Time Earned Straig...	<input type="checkbox"/>	1	0.000000	5.00	5.00	5.00			
Total						7.00	7.00	0.00	0.00	0.00
Total Units						0.00				

Arrows from the text above point to the "CTO" and "CTE" rows in the "TIME ENTRY" table and the "Saved successfully" message box.

Click **Tools** in the right top corner of your screen

Select View or Enter Comments.

Click in the **Current Comments** section to enter the dates and hours the total comp time covers

Click **Save**.

You will see a **green box** in the top right of your screen that will say "Saved Successfully".

The screenshot displays the PHATIME 9.3.5 (TEST) interface. At the top, there is a navigation bar with buttons for ADD, RETRIEVE, RELATED, and TOOLS. A green box with a checkmark and the text "Saved successfully (1 rows saved)" is visible in the top right corner. Below the navigation bar, there is a header section with user and organization information. The main content area is divided into two sections: "PREVIOUS COMMENTS" and "CURRENT COMMENTS". The "CURRENT COMMENTS" section contains a table with the following data:

Comment	Date	Hours
	03/16	3 hours
	03/21	3 hours
	03/22	2 hours

Final Steps:

Go to Tools and click Time Entry Data, this will return you to the timesheet.

- Make sure to double check your data

Click Tools and select **Submit Time for Approvals**. You will see a green box in the top right of your screen that says **"Time transaction successfully submitted"**.

Using your mouse, click on the next person that needs comp time entered in for them and follow the steps again. Continue until you have completed everyone in this Org number.

Once everyone that has comp time has been entered and submitted for approval, Please **Delete** all employees with 0 hours that are still in **"In Progress"** status.

- You will not have anyone left in your job box once all employee's with time have been submitted and all employees with "In Progress" 0 hours have been deleted.

ellucian Electronic Approvals of Time Entry PHATIME 9.3.7 (TEST) ADD RETRIEVE RELATED TOOLS

User ID: JNANCE Proxy For: LAURENZ Mrs Lauren Nicole Zylks Superuser: Entry by: Time Sheet Time Entry Method: Department COA: Z Start Over

Organization: 363000 Chemistry Transaction Status: In Progress Year: 2019 Payroll ID: SM Semi-Monthly Payroll Number: 13 01/01/2019 to 01/15/2019

JOBS Insert Delete Copy Filter

ID	Last Name	First Name	Position	Suffix	Status	Method
				00	Pending	Department
				00	In Progress	Department

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TIME ENTRY Insert Delete Copy Filter

Earn *	Earn Description	Time In and Out	Shift *	Special Rate *	Hours or Units	Totals by Earn	Tue Jan 01	Wed Jan 02	Thu Jan 03	Fri Jan 04	Sat Jan 05	Sun Jan 06
				0.000000								
					Total							
					Total Units							

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