Directions for entering

Comp Time Earned

Find the Banner 9 task on my.uca.edu

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

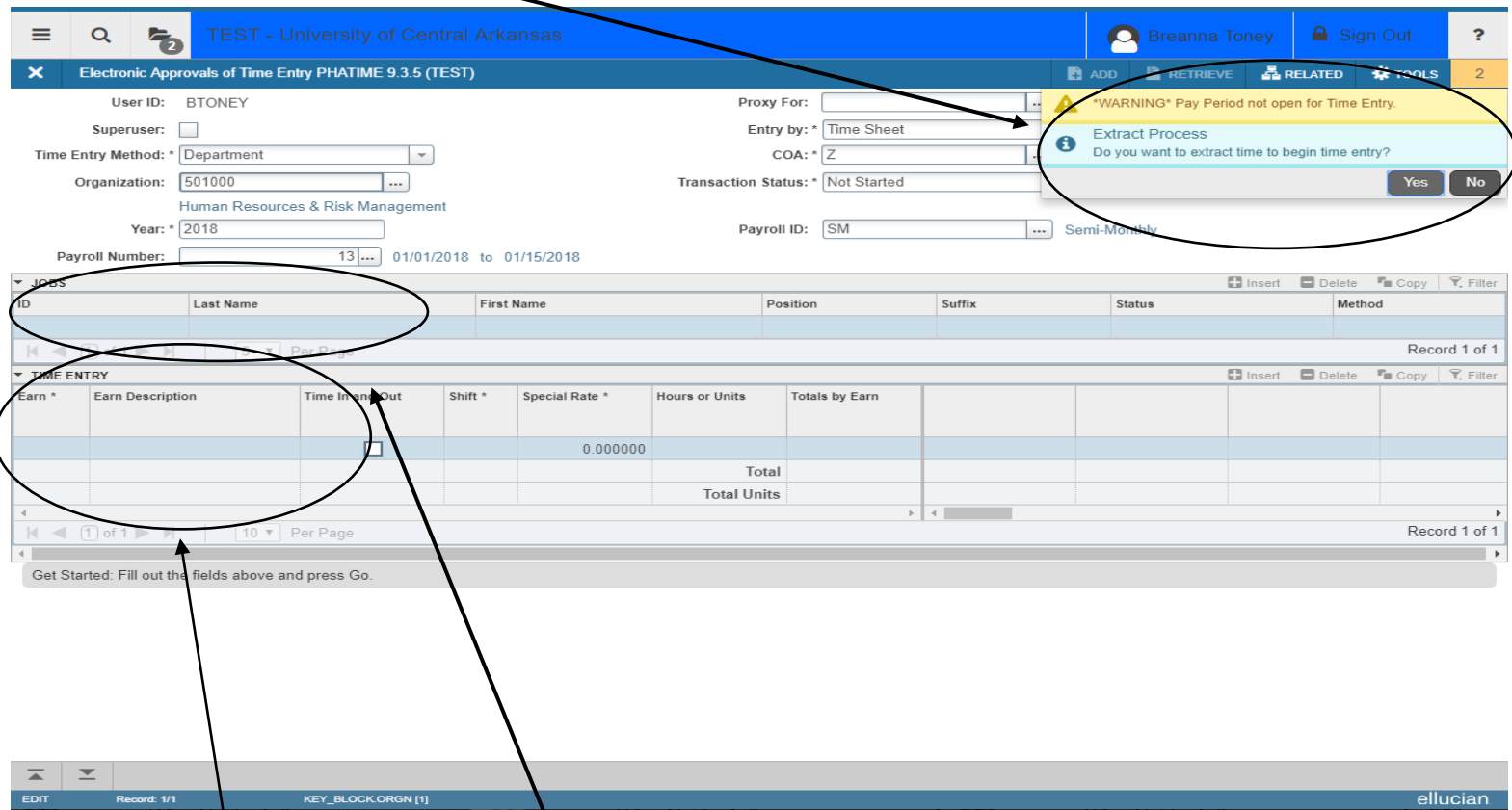Your Screen should look similar to the one below: (Remember to use YOUR department organization)

Click Go

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".

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".

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.