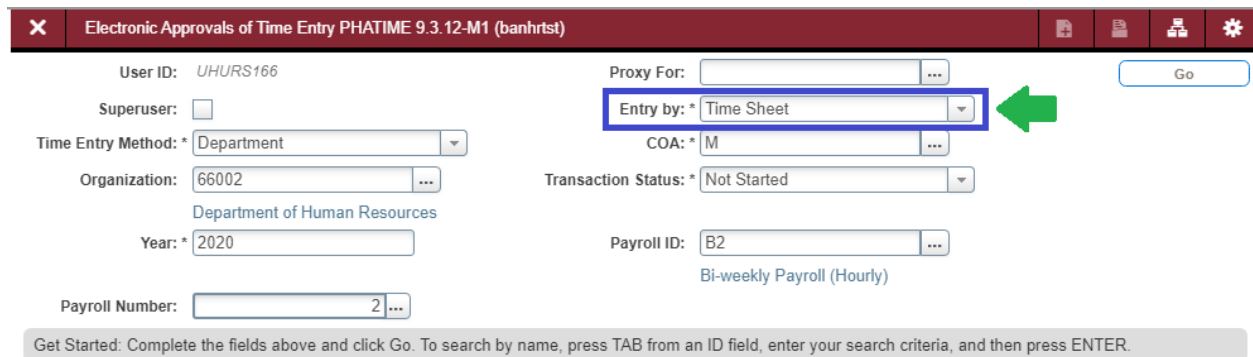# Keying Banked Overtime in Banner

Departments can now key overtime hours for employees who choose to bank overtime in lieu of payment. Three new earning codes are available in Banner to support this:

Earning Code	Earning Code Name	Description
SCA	Banked Overtime (1.0x)	Used to key straight overtime. For example, if 5 overtime hours are worked, key 5 hours on PHATIME and the system will credit the employee's Accrued Overtime (AO) leave bank with 5 hours.
OCA	Banked Overtime (1.5x)	Used to key overtime at the time and one-half rate. For example, if 5 overtime hours are worked, key 5 hours on PHATIME and the system will credit the employee's Accrued Overtime (AO) leave bank with 7.5 hours.
DCA	Banked Overtime (2.0x)	Used to key overtime at the double time rate. For example, if 5 overtime hours are worked, key 5 hours on PHATIME and the system will credit the employee's Accrued Overtime (AO) leave bank with 10 hours.

PHATIME

Banked overtime <u>must</u> be keyed as **Entry by** "Time Sheet" time similar to how paid hours are keyed (**do not key on a Leave Report**). Since banked overtime is keyed the same as paid hourly time, it is keyed within the Time Approval Deadlines and is processed with each payroll. For more information on keying time, please refer to the Banner 9 Departmental Time Entry guide.

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When keying banked time, key the actual hours worked. The system will calculate the correct amount of time to credit the employee based on the number of hours keyed and the earn code the hours are keyed against. For example, in the picture below, six hours are keyed for the employee. Once approved and processed, the employee will be credited for nine hours on their Accrued Overtime balance (two hours straight time (SCA), two hours at time and one half (OCA), and two hours at double time (DCA)).

Note: If notes/comments are required for the keyed overtime, these should be entered on PHATIME (Tools→View/Enter Comments).

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