

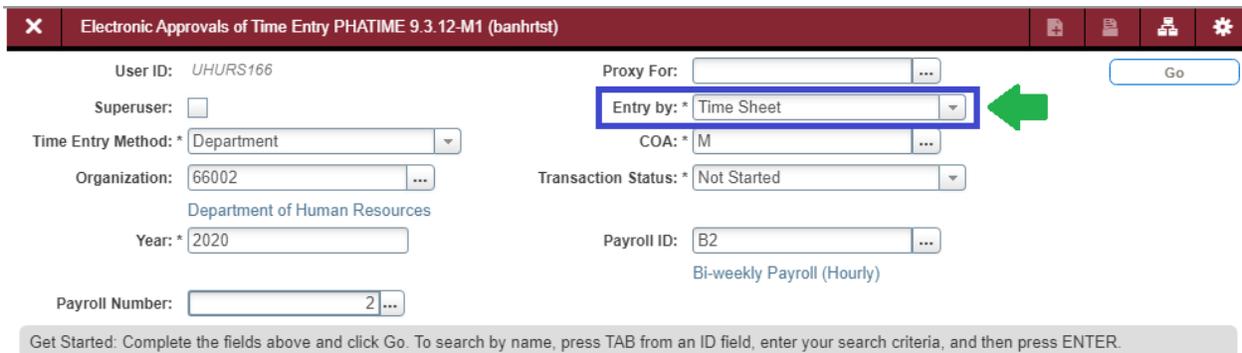
Keying Banked Overtime in Banner

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 must 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.



Electronic Approvals of Time Entry PHATIME 9.3.12-M1 (banhrst)

User ID: UHURS166

Proxy For:

Superuser:

Time Entry Method:

COA:

Organization:

Transaction Status:

Department of Human Resources

Year:

Payroll ID:

Bi-weekly Payroll (Hourly)

Payroll Number:

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.



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)).

Electronic Approvals of Time Entry PHATIME 9.3.12-M1 (banhrst)

User ID: UHURS166 Proxy For: Superuser: Entry by: Time Sheet Entry Method: Department COA: M Start Over

Organization: 66002 Department of Human Resources Transaction Status: In Progress Year: 2020 Payroll ID: B2 Bi-weekly Payroll (Hourly)

Payroll Number: 2 21-Dec-2019 to 03-Jan-2020

ID	Last Name	First Name	Position	Suffix	Status	Method
2017	Basic	Lance	U10075	00	In Progress	Department
2018	Pierron	Rochelle	U10075	00	In Progress	Department
2019	Sonia	Glinda	U10075	00	In Progress	Department

Record 1 of 3

Earn *	Earn Description	Time In and Out	Shift *	Special Rate *	Hours or Units	Totals by Earn	Sat Dec 21	Sun Dec 22	Mon Dec 23	Tue Dec 24	Wed Dec 25
DCA	Banked Overtime (2.0x)	<input type="checkbox"/>	1	0.000000		2.00					2.00
OCA	Banked Overtime (1.5x)	<input type="checkbox"/>	1	0.000000		2.00				2.00	
SCA	Banked Overtime (1.0x)	<input type="checkbox"/>	1	0.000000		2.00			2.00		
					Total	6.00			2.00	2.00	2.00
					Total Units	0.00					

Record 1 of 3

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