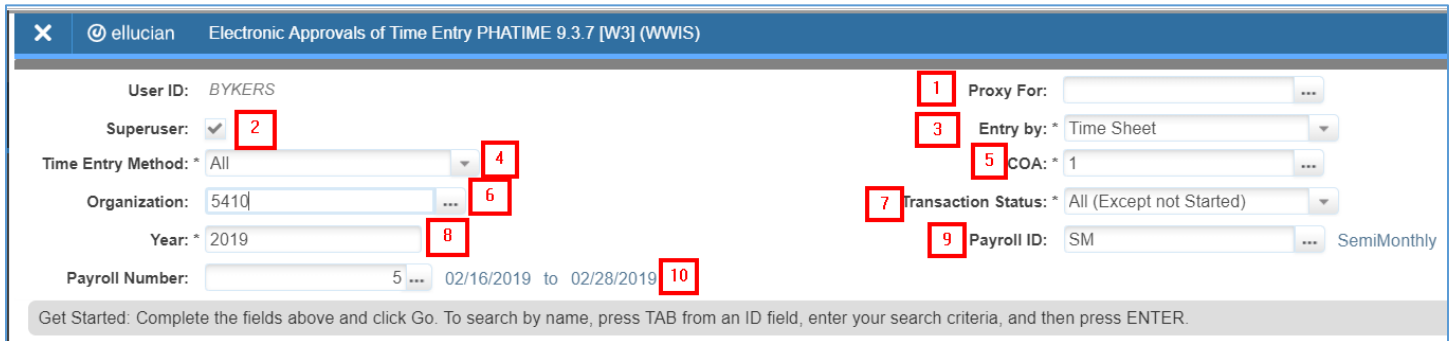


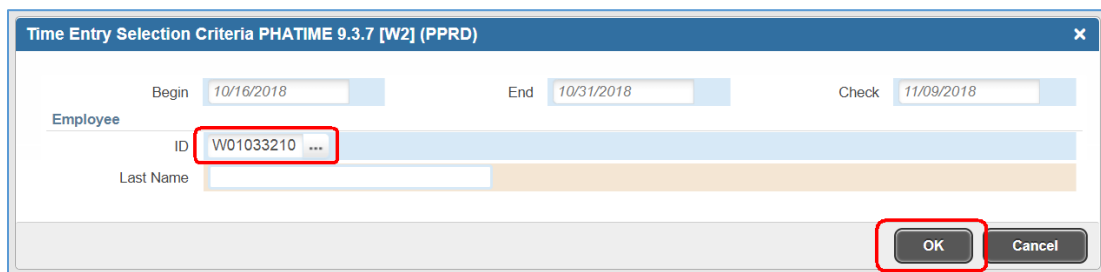
Approving Overtime in PHATIME Banner 9 Quick Sheet

1. Log into [Banner 9](#)
2. Type **PHATIME** in search field & **Enter**
3. Answer **No** if you get questions “You have Electronic Approvals Transactions. Do you wish to view them now?”
OR “Do you wish to be notified of new transactions during the current session?”
4. Enter fields as following:



1. If you are approving time sheet as a proxy, select who you are acting as a proxy for
2. Check this box only if you are a Superuser
3. Select “Time Sheet”
4. Select “All”
5. Enter “1”
6. Enter the time sheet org code for the employee
7. Select “All (Except not Started)”
8. Enter Year
9. Enter “SM”
10. Enter Payroll Number

5. After you enter the **Payroll Number**, hit **Tab**
6. Enter the **WID** for the employee & click **OK**



7. Special rate will populate for OVT, HOA, HPP & CBK & ask if you want to save changes; click Yes

User ID: BYKERS Proxy For: Superuser: Entry by: Time Sheet Time Entry Method: All COA: 1
 Organization: 5410 Human Resources Transaction Status: All (Except not Started) Year: 2018 Payroll ID: SM SemiMonthly Payroll Number: 2

Special Rate updated for code: OVT
 Warning! Possible loss of changes. Do you want to save changes? Yes No

JOBS

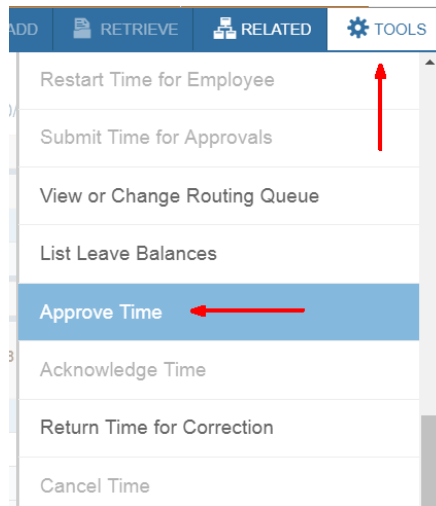
ID	Last Name	First Name	Position	Suffix	Status
W01033210	Camacho	Katie	997974	00	Pending

1 of 1 Per Page

TIME ENTRY

Earn *	Earn Description	Time In and Out	Shift *	Special Rate *	Hours or Units	Totals by Earn	Tue Oct 16	Wed Oct 17	Thu Oct 18	Fri Oct 19
HRS	Total Hours Worked Each ...		1	0.000000		98.00	10.00		8.00	8.00
OVT	Overtime Pay		1	19.730010		2.00	2.00			
Total						100.00	12.00		8.00	8.00
Total Units						0.00				

8. If time sheet is accurate and the status is **Pending**, click **Tools**, then **Approve Time**



9. Click **Start Over** to approve more time sheets

Questions? Call Payroll at x2991