

Employee Dashboard Time Entry

The administrative systems under the Banner umbrella include student information systems, financial aid, and human resources. With one place to sign in employees can get their employment information, manage timesheets and leave reports.

1. Go to my.okstate.edu and log in using your Orange Key (O-key) credentials. [Click here](#) for assistance with your O-key

The screenshot shows the myOKSTATE Employee Dashboard for Stillwater/Tulsa. The header includes the OSU logo, the text "MYOKSTATE - STILLWATER/TULSA", and a search bar. Below the header is a navigation bar with links for Home, Finance, Employee, and Logout. The main content area is titled "Home" and contains three main sections: Welcome/Instructions, Applications, and Quick Links. The Welcome/Instructions section provides a greeting for new Banner users and offers contact information for the helpdesk. The Applications section displays icons for Self Service, canvas, Degree Works, Star System, Office 365, Cowboy Mail, O-KEY, and Google Orange Mail. The Quick Links section lists various services such as Dining Services, Campus Maps, Parking and Transit, Safety Resources, Directory, Events Calendar, Academic Calendar, Hire OSU Grads, OSU Stillwater/Tulsa Bursar Account, and Talent Management System. At the bottom, there is a section for Title IX Information and Title IX Coordinators.

myOKSTATE - STILLWATER/TULSA

myOKSTATE Directory Calendar Quicklinks

Search

Home Finance Employee Logout

Home

Welcome/Instructions

Welcome to your portal new Banner users!

This is your gateway to all things Banner and other important applications and communication tools. Currently the portal is populated with essential links. Your campus portal is a work in progress. Over time, it will become instrumental to your campus for disseminating information and providing links to campus specific applications for students and employees.

If you experience issues with the portal application, please contact the helpdesk at helpdesk@okstate.edu or 405-744-HELP (4357)

Applications

Self Service canvas Degree Works

Star System Office 365 Cowboy Mail O-KEY

Google Orange Mail

Quick Links

- Dining Services
- Campus Maps
- Parking and Transit
- Safety Resources
- Directory
- Events Calendar
- Academic Calendar
- Hire OSU Grads
- OSU Stillwater/Tulsa Bursar Account
- Talent Management System

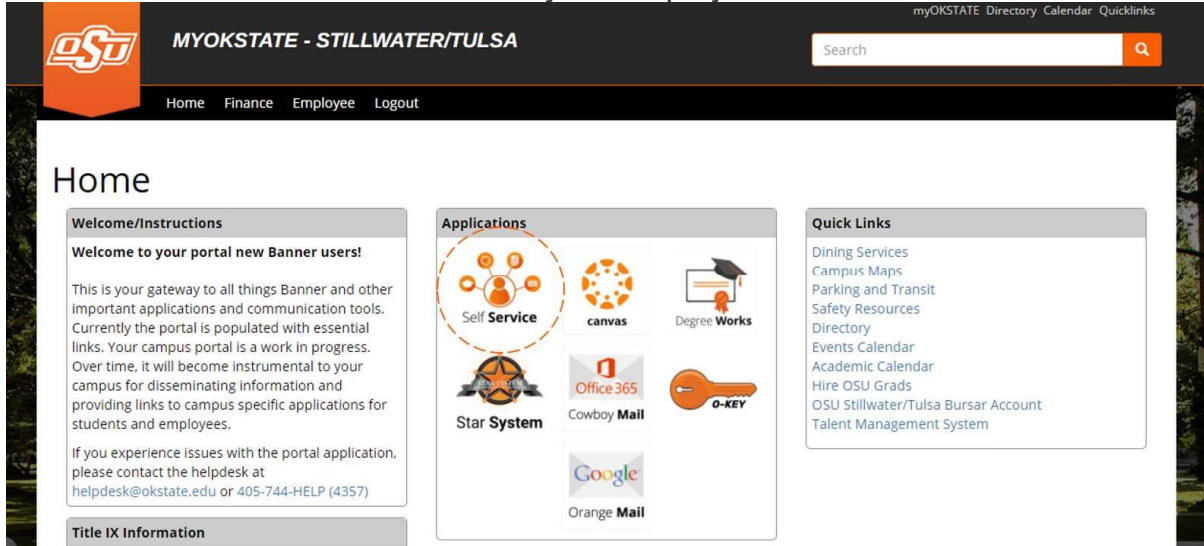
Title IX Information

Oklahoma State University, as an equal opportunity employer, complies with all applicable federal and state laws regarding non-discrimination and affirmative action. Oklahoma State University is committed to a policy of equal opportunity for all individuals and does not discriminate based on race, religion, age, sex, color, national origin, marital status, sexual orientation, gender identity/expression, disability, or veteran status with regard to employment, educational programs and activities, and/or admissions. For more information, visit <https://eeo.okstate.edu>.

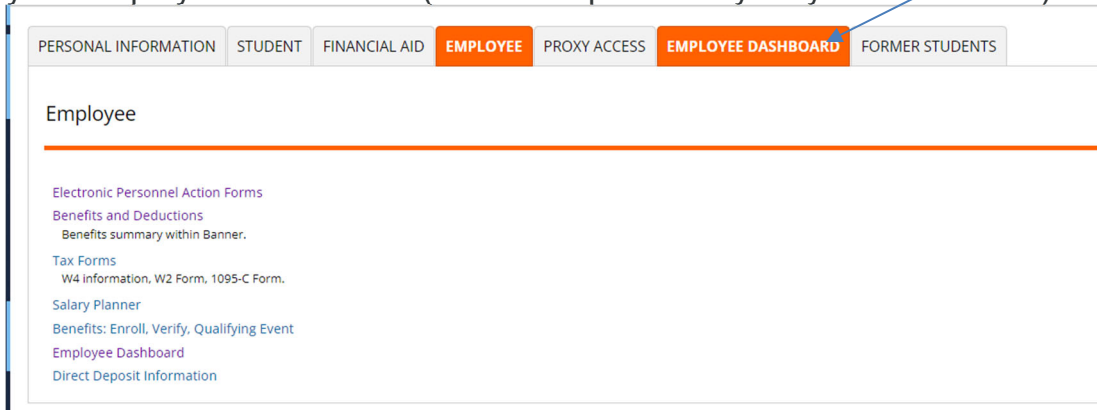
Title IX Coordinators

Contact Numbers

2. Landing Page: Your landing page is customized based on your level of access. Select Self Service to enter your employee information.



3. **Employee Dashboard Tab:** Select the **Employee Dashboard** tab to enter your Employee Dashboard. (Your tab options may vary due to access)



4. To enter your time, under **My Activities**, select **Enter Time**.

The screenshot shows the 'Employee Dashboard' for Barry J. Sanders. At the top, there's a header with the ellucian logo and user information. Below the header, the dashboard is divided into sections: 'Leave Balances as of 03/04/2022' showing various leave types and balances, and a sidebar on the right titled 'My Activities'. The 'My Activities' sidebar includes a prominent 'Enter Time' button, along with other options like 'Approve Time', 'Approve Leave Report', 'Approve Leave Request', 'Electronic Personnel Action Forms (EPAF)', 'Salary Planner', and 'Pay Stub Administrator'.

5. If you have yet to start your timesheet for the period, select the **Start Timesheet** button. If you have already started your timesheet select **In Progress**.

The screenshot shows the 'Timesheet' page. The 'Timesheet' tab is selected under the 'Approvals' section. The page displays a table with columns for 'Pay Period', 'Hours/Units', 'Submitted On', and 'Status'. A row is shown for the pay period '02/20/2022 - 03/05/2022' with a status of 'Not Started'. A blue arrow points to the 'Start Timesheet' button located at the bottom right of the table.

6. To clock in for the time period, select the **Clock In** button.

The screenshot shows the 'Clock In' page. At the top, there's a header with the ellucian logo and user information. Below the header, the page displays a calendar view for the period '02/20/2022 - 03/05/2022'. The calendar shows days from Sunday to Saturday. A blue arrow points to the 'Clock In' button, which is located in the 'Add Earn Code' section below the calendar. The 'Add Earn Code' section also includes a dropdown menu for 'Earn Code' (currently set to 'Regular Hourly Pay') and a 'Clock Out' button.

7. To clock out, select **Clock Out**.

The screenshot shows the ellucian timesheet interface for a user named Sanders, Barry J. at Oklahoma State University. The interface displays a calendar for the week of 02/20/2022 to 03/05/2022. The current date is Tuesday, 02/22/2022. The user is logged in as 'Computer Specialist, AS9952-00, X, 100157, Human Resources'. The 'Clock Out' button is highlighted with a blue arrow. The 'Clock Time' is 09:29 AM. The 'Total: 0.00 Hours' is displayed at the bottom right.

8. If you adjust your time for any reason, a comment is required.

The screenshot shows the ellucian timesheet interface for a user named Sanders, Barry J. at Oklahoma State University. The interface displays a calendar for the week of 02/20/2022 to 03/05/2022. The current date is Tuesday, 02/22/2022. The user is logged in as 'Computer Specialist, AS9952-00, X, 100157, Human Resources'. A comment dialog box is open, showing the text 'Computer restarting'. The 'In Time' is 09:30 AM. The 'Hours' is 0.08. The 'Total: 0.08 Hours' is displayed at the bottom right.

9. When you edit time, you can type it in or use the drop-down menu.

The screenshot shows the ellucian timesheet interface for a user named Sanders, Barry J. at Oklahoma State University. The interface displays a calendar for the week of 02/20/2022 to 03/05/2022. The current date is Tuesday, 02/22/2022. The user is logged in as 'Computer Specialist, AS9952-00, X, 100157, Human Resources'. The 'In Time' dropdown menu is open, showing the time 09:30 AM. The 'Out Time' is 09:30 AM. The 'Hours' is 0.00. The 'Total: 0.00 Hours' is displayed at the bottom right.

10. To enter additional earnings, such as Sick or Annual Leave, select the **Add Earn Code** button below the calendar.

The screenshot shows the ellucian Timesheet interface for a user named Sanders, Barry J. at Oklahoma State University. The interface displays a calendar for the week of 02/20/2022 to 03/05/2022. The user has 0.08 hours recorded for Tuesday, 02/22/2022. Below the calendar, there is a section for adding an earn code. The 'Add Earn Code' button is highlighted with a blue arrow. Below this button, there is a form with fields for 'Earn Code', 'In Time*', 'Comment*', 'Out Time*', 'Hours', and 'Clock In/Clock Out' buttons. The 'Earn Code' dropdown menu is open, showing options: Regular Hourly Pay, Compensatory Leave Taken, Annual Leave, Sick Leave, Holiday Pay, and Select Earn Code. A blue arrow points to the 'Sick Leave' option.

11. Select appropriate **Earn Code**. Enter start and end times for this earn code and click **Save**.

The screenshot shows the ellucian Timesheet interface for a user named Sanders, Barry J. at Oklahoma State University. The interface displays a calendar for the week of 02/27/2022 to 03/05/2022. The user has 4.00 hours recorded for Wednesday, 03/02/2022. Below the calendar, there is a section for adding an earn code. The 'Add Earn Code' button is highlighted with a blue arrow. Below this button, there is a form with fields for 'Earn Code', 'Start Time*', 'End Time*', 'Hours', and 'Clock In/Clock Out' buttons. The 'Earn Code' dropdown menu is open, showing options: Regular Hourly Pay, Compensatory Leave Taken, Annual Leave, Sick Leave, Holiday Pay, and Select Earn Code. A blue arrow points to the 'Sick Leave' option. The 'Start Time*' field is set to 12:00 PM, the 'End Time*' field is set to 04:00 PM, and the 'Hours' field is set to 4.00. At the bottom of the interface, there are buttons for 'Exit Page', 'Cancel', 'Save', and 'Preview'. A blue arrow points to the 'Save' button.

12. To submit time, click the **Preview** button at the bottom right side of your screen.

ellucian Oklahoma State University Sanders, Barry J.

Employee Dashboard Timesheet Computer Specialist, AS9952-00, X, 100157, Human Resources

Computer Specialist, AS9952-00, X, 100157, Human Resources Restart Time Leave Balances

02/20/2022 - 03/05/2022 12.08 Hours In Progress Submit By 03/07/2022, 10:00 AM

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

27 28 1 2 3 4 5

8.00 Hours

Add Earn Code

Regular Hourly Pay 08:00 AM - 12:00 PM 4.00 Hours
Clock Time: 08:33 AM - 08:33 AM
Clock In Comment: Forgot
Clock Out Comment: Forgot
Clock In

Shift 1: 4.00 Hours

Total: 4.00 Hours Account Distribution

Sick Leave 12:00 PM - 04:00 PM 4.00 Hours
Add More Time

Exit Page Cancel Save Preview

13. After reviewing your time, click Submit at the bottom right of your screen.

ellucian Oklahoma State University Sanders, Barry J.

Employee Dashboard Timesheet Computer Specialist, AS9952-00, X, 100157, Human Resources Preview

Computer Specialist, AS9952-00, X, 100157, Human Resources

Pay Period: 02/20/2022 - 03/05/2022 12.08 Hours In Progress Submit By 03/07/2022, 10:00 AM

Time Entry Detail

Date	Earn Code	Shift	Total
02/22/2022	020, Regular Hourly Pay	1	0.08 Hours
02/22/2022	170, Annual Leave	1	4.00 Hours
03/02/2022	020, Regular Hourly Pay	1	4.00 Hours
03/02/2022	180, Sick Leave	1	4.00 Hours

Time Information

Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
02/22/2022	020, Regular Hourly Pay		0.08	09:30 AM	09:29 AM	Computer restarting	09:35 AM	09:34 AM	
02/22/2022	170, Annual Leave		4.00	12:00 PM			04:00 PM		
03/02/2022	020, Regular Hourly Pay		4.00	08:00 AM	08:33 AM	Forgot	12:00 PM	08:33 AM	Forgot
03/02/2022	180, Sick Leave		4.00	12:00 PM			04:00 PM		

Summary

Earn Code	Shift	Week 1	Week 2	Total
020, Regular Hourly Pay	1	0.08	4.00	4.08 Hours
170, Annual Leave	1	4.00		4.00 Hours
180, Sick Leave	1		4.00	4.00 Hours
Total Hours		4.08	8.00	

Routing and Status

Name	Action	Date & Time
------	--------	-------------

Return Submit

Questions or Problems: Contact helpdesk@okstate.edu or call at 405-744-4357