Banner HR
Payroll Web Time Entry Guide
Bi-Weekly Staff

June 2016
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Bi Weekly Web Time Entry

1. Log into my.okstate.edu using your O-Key User Name and Password.

   **O-Key - Sign In Service**

   Login Address:
   
   Password:
   
   Login

2. Under Applications in center of the screen click on the **Self Service** icon.

   **Self Service**

3. Click on the **Employee** tab.

   **myOKSTATE - Self Service**

4. Click on the **Biweekly Time Sheet** link.
5. If you get the following message that will mean there is an error with your timesheet set up. Contact your payroll administrator or your supervisor as soon as possible to get the system corrected. If you do not get this message continue on to step 6.

![Error Message](image)

6. Select the radio button next to the **Title and Department** for the timesheet you wish to open.

   **Time Sheet Selection**

   ![Time Sheet Selection](image)

7. Using the drop-down **Pay Period and Status**, select the correct pay period.

   **Time Sheet Selection**

   ![Time Sheet Selection](image)
8. Click the **Time Sheet** button.

9. Click on the clock icon in the **Clock In or Out** column of the timesheet.  

   *Click on Clock when first arriving for the day, when leaving for lunch, when you return from lunch and when you leave for the day.*

   The system will show the time you clicked on the clock symbol and round time to the nearest quarter hour.
10. Click **Save** to record the entry.

   **Date:** Tuesday, May 31, 2016

   **Earnings Code:** Regular Hourly Pay

   **Clock In**

<table>
<thead>
<tr>
<th>Shift</th>
<th>System Time In</th>
<th>Clock Time In</th>
<th>Clock Time Adjusted</th>
<th>Comment</th>
<th>Date and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>07:23 AM</td>
<td>07:30 AM</td>
<td>AM</td>
<td>□</td>
<td></td>
</tr>
</tbody>
</table>

   **Total:**

   ![Timesheet Button]
   ![Previous Day Button]
   ![Add New Line Button]
   ![Save Button]
   ![Delete Button]

11. To Return to Timesheet, click **Timesheet BUTTON**.

   **Date:** Tuesday, May 31, 2016

   **Earnings Code:** Regular Hourly Pay

   **Clock In**

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</tr>
</tbody>
</table>

   **Total:**

   ![Timesheet Button]
   ![Previous Day Button]
   ![Add New Line Button]
   ![Save Button]
   ![Delete Button]

12. To return to myOKSTATE, click on Exit at the top right hand corner of the screen.

   **It is important to clock in and out daily when first arriving for the day, when leaving for lunch, when you return from lunch and when you leave for the day.**
Submitting your timesheet at the end of the pay period.

1. Review your time sheet. Click the **Preview** button at the bottom of your time sheet.

2. After you have checked your hours to ensure all is correct, click the “submit for approval” button at the bottom of your timesheet.
Adjusting clock in/out entries
If you miss an entry follow the steps below to make adjustments.
1. Log into your time sheet using steps 1-9 under Bi Weekly Time Entry.
2. Use the **Next or Previous Button** below the timesheet to position on the correct Time Sheet Period that requires the adjustment.

   ![Timesheet Image]

3. Locate the day that requires adjustment on the first time sheet line (Regular Hourly Pay) and click on the text displayed on that day.

4. Enter **Clock In and/or Out** as required. The format is hours: minutes. Minutes must be entered in increments of 15 minutes. Remember to verify the AM/PM information. **You MUST also enter the reason for adjusting the clock in the appropriate comment field.**

   ![Clock In and Out Image]

5. Click **Save** to record the entry.
6. To return to timesheet, click **Timesheet BUTTON.**
7. Repeat steps 2-6 for all remaining days that require an adjustment.

**RECALLING YOUR TIME SHEET TO MAKE CORRECTIONS**

If you have submitted your time sheet for approval, but it has not been approved, you can recall the timesheet to make corrections by using the steps below.

1. Log into your time sheet using steps 1-9 under Bi Weekly Time Entry.

2. Open the timesheet that you wish to recall.

   **Time Sheet Selection**

   ![Time Sheet Selection](image)

   3. Click **Return Time** at the bottom of the time sheet.

   ![Return Time button](image)

4. Make the required corrections.

5. Save the time sheet.

6. Click **Submit for Approval**.
ENTERING LEAVE (Benefits-eligible employees)

1. Log into your time sheet using steps 1-9 under Bi Weekly Time Entry.

2. Use the Next or Previous button below the timesheet to position on the correct week.

3. Locate the start date for the leave.

4. Click on the line associated with the type of leave taken (e.g. annual, sick, etc.) and the column associated with this start date.
5. Enter the appropriate number of hours that should be recorded for the leave.

<table>
<thead>
<tr>
<th>Shift</th>
<th>Time In</th>
<th>Time Out</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>08:00 AM</td>
<td>12:00 PM</td>
<td>4</td>
</tr>
<tr>
<td>1</td>
<td>09:00 AM</td>
<td>05:00 PM</td>
<td>4</td>
</tr>
<tr>
<td>1</td>
<td>AM</td>
<td>AM</td>
<td>0</td>
</tr>
<tr>
<td>1</td>
<td>AM</td>
<td>AM</td>
<td>0</td>
</tr>
<tr>
<td>1</td>
<td>AM</td>
<td>AM</td>
<td>0</td>
</tr>
</tbody>
</table>

6. Click **Save**.

7. If no additional days need to be recorded, go to Step 10.

8. If additional leave days are needed click **copy**. To copy hours from start date to end of pay period check “Copy from date displayed to end of the pay period.” Otherwise, check each day that you will be out. (Hint, do not check the day that you originally entered).
9. Click Copy button.

   Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying, the Hours or Units and the Account Distribution is also copied.

   Possible insufficient Leave Balance.

   Earnings Code: Annual Leave

   Date and Hours to Copy:
   Copy from date displayed to end of the pay period:
   Include Saturdays: 
   Include Sundays: 
   Copy by date:

   Sunday May 29, 2016


10. Click Timesheet button to return to timesheet.

**ADJUSTING LEAVE (Benefits-eligible employees)**

Changing leave you have entered for a particular day is no problem, as long as you have not submitted the time sheet for approval.

1. Click ‘Enter Hours’ or the Hours displayed for the date requiring correction.

2. Enter the appropriate number of hours (enter zero to remove the hours).
3. Click Save.

4. Click **Timesheet** button to return to timesheet.

Leaving a Comment on Your Timesheet

You can leave a comment on your time sheet your supervisor will see when s/he opens it up for approval.

1. Click the **Comments** button at the bottom of the time sheet page.
2. In the Comments box, type your message.

[Image showing time entry format]

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Clock Time In or Clock Time Out. Be sure to enter a comment explaining the adjustment and why you didn't enter with the clock.

**Date:** Tuesday, May 31, 2016

**Earnings Code:** Regular Hourly Pay

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3. Click the Save button.

[Image showing saved comment]

**Date:** Tuesday, May 31, 2016

**Earnings Code:** Regular Hourly Pay

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<td>07:30 AM</td>
<td>AM</td>
<td>time sheet corrections for training session set up at 7:30.</td>
<td></td>
</tr>
</tbody>
</table>

4. Click the Previous Menu button to return to your time sheet. **Note:** Comments on your time sheet are only visible to you in Preview mode.