Banner HR
Leave Entry Guide
Monthly – Exempt

June 2016
Monthly Leave Reporting

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

   O-Key - Sign In Service

   Login Address: 

   Password: 

   Login

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

2. Click on the Employee tab.

3. Click on the Monthly Paid Leave Report link.

   Biweekly Time Sheet
   For Employees Paid on a biweekly time - hours worked and leave taken.

   Monthly Paid Leave Report
   For Monthly Paid Non-Exempt Employees to record hours worked and leave taken.
   For Monthly Paid Exempt Employees to record Leave taken.

   Electronic Personnel Action Forms (EPAF)
4. If you get the following message that will mean there is an error with your leave report 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.

5. Using the drop-down **Pay Period and Status**, select the correct pay period.
6. Use the **Next** or **Previous** Button below the timesheet to position on the correct Leave Report Period.

<table>
<thead>
<tr>
<th>Earning</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Monday May 30, 2016</th>
<th>Tuesday May 31, 2016</th>
<th>Wednesday Jun 01, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours Worked</td>
<td>40</td>
<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Compensatory Leave Taken</td>
<td>0</td>
<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Annual Leave</td>
<td>8</td>
<td></td>
<td>Enter Hours</td>
<td>8</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>0</td>
<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Administrative Leave</td>
<td>0</td>
<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Military Leave</td>
<td>0</td>
<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Jury Duty</td>
<td>0</td>
<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Unpaid Leave-Leave Report</td>
<td>0</td>
<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Family Medical Leave</td>
<td>0</td>
<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td><strong>Total Hours:</strong></td>
<td><strong>48</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>8</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

7. Locate the start date for the leave.
8. Click on the line associated with the type of leave taken (e.g. annual, sick, etc.) and the column associated with this start date.

9. Enter the number of hours of leave to be reported in the input box that is displayed immediately above the calendar row.

10. Click **Save**.

11. If no additional days need to be recorded, go to Step 15.
12. The leave entry can be copied to additional days, if needed. To do so, click **Copy**.

13. 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).

14. Click **Copy** button.

15. Click **Leave Report** button to return to the leave report.

**Submitting your leave report at the end of the leave period.**

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

2. Review the summary of hours if all correct click Previous Menu.
3. After you have checked your hours to ensure all is correct, click the “submit for approval” button at the bottom of your timesheet. **Hint: You must submit no later than the Submit By Date at the top of the Leave Report.**

![Leave Report Table]

**Adjusting Leave entries (Prior to submitting for approval)**

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

1. Click ‘Enter Hours’ or the Hours Displayed for the date requiring correction.
2. Enter the appropriate number of hours (delete the entered hours in the input box to remove the hours).

3. Click Save.
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.

3. Click the **Save** button.

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

Returning Your Leave Report to Make Corrections

Unlike the time sheet, the leave report does not have a ‘return’ action. To ‘return’ a leave report for correction, contact the approver and have him/her click the **Return for Correction** button.

1. Once returned, make the required corrections. (Follow the steps for adjusting entries on the bottom of page 8)
2. Save the leave report.
3. Click **Submit for Approval**.