Banner 9 Self-Service Time and Leave Approval

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 time sheets 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.

2. Landing Page: Your landing page is customized based on your level of access. Select Self Service to enter your employee information.
3. **Employee Profile 9 Tab**: Select the Employee Profile 9 tab to enter your Employee Dashboard.

![Employee Profile 9 Tab](image)

- **PERSONAL INFORMATION**
  - Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.
- **Employee**
  - Time sheets, time off, benefits, leave or job data, paystubs, W2 forms, W4 data.
- **Finance**
  - Create or review financial documents, budget information, approvals.

4. **To approve leave**, select on **Approve Leave Report**.

![Approve Leave Report](image)
5. Review by scrolling through the page to view details, summary and routing and status. Note that clicking the three dots to the right of their name will allow you to Preview the timesheet and View Leave Balances without having to click into the timesheet.
6. Once you have clicked into a timesheet, **Return** will take you back to the previous screen. **Details** shows you the weekly detail view as the employee entered the time. This is where the Approver can make corrections to the leave report if necessary. It may be necessary if the deadline for employees to submit leave reports has passed. **Return for Correction** will return the leave report to the employee for correction. Comments can be made to explain to the employee the reason for the return. This is not advisable if time does not allow for correction and resubmission before the deadline. **Approve** will approve the leave report and reduce the leave balance.

![Image of a timesheet and leave report]

7. Make the appropriate selection to **Return**, **Details**, **Return for correction**, or **Approve**.

![Image of the approval process]
8. Once approved, the leave report cannot be returned or recalled. The **Return** button will return the approver to the previous page to approve the next leave report.

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**Pay Overtime Indicator**

Approvers of hourly-paid employees can add the “Pay Overtime Indicator” to an employee’s timesheet. If an employee has this indicator on their timesheet, they will be paid overtime when worked rather than accruing comp time.

1. To add the Pay Overtime Indicator under My Activities, select **Approve Time**.

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**Approve Time**
2. Find the timesheet for the employee you wish to add the Pay Overtime Indicator and select that employee. NOTE: The timesheet must be in Pending Status.

3. Click on Details.
4. Choose a day that does not have hours entered (Sunday is usually a safe day). Click on **that date** and select **Pay Overtime Indicator** from the Drop-Down Earn Code menu. Enter **1 unit** and select **Save**.

5. You will receive a message **Timesheet data successfully saved**. Select **Preview**.
6. Perform the necessary action at this point (**Return** will take you back to the previous page, **Details** will take you back to the timesheet details, **Return for correction** will return the timesheet to the employee, **Approve** will approve the timesheet.)

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