Approving Time and Leave in Banner 9 Self-Service

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

This document will show you how to Approve Time and Leave in the new Banner 9 Employee Self-Service system.

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

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

Employee Dashboard: Your dashboard is streamlined to include time entry, leave reporting and any time approval options you may have depending on your classification and job responsibilities. All of your options are in one place on this dashboard.
Benefits of Employee Profile 9

- Improved user experience - see all your information in one place
- Modern, yet familiar, web user interface with standard controls
- Shorter learning curve for occasional users
- Enhanced usability and navigation for super users
- More accurate timekeeping (5 minute rounding vs. 15 minute rounding)
- Ability to run in any modern browser
How do I approve time and leave in Employee Profile 9?

The example shown in this section displays approving leave. The process is the same for approving time with the exception of the employee dashboard.

You will choose either "Approve Time" or "Approve Leave Report".

To approve leave, click on Approve Leave Report.
Review by scrolling through the page to view details, summary, routing, and status.
**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.
Make the appropriate selection to Return, Details, Return for correction, or Approve.

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.
Questions?

Email the IT Helpdesk at helpdesk@okstate.edu