TIME ENTRY FOR BI-WEEKLY PAID EMPLOYEES

- Log into my.okstate.edu using your Orange Key (O-Key) Username and Password
- Click on the Employee tab at the top of the page
- Click the Employee 9 Self Service link to open the Employee Dashboard
- To enter your time, under My Activities, select Enter Time
- 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

ENTERING WORKED HOURS

- To clock in for the time period, select the Clock In button
- To clock in for the time period, select the Clock Out button
- If you adjust your time for any reason, a Comment is required

EDITING AND SUBMITTING

- When you edit time, you can type it in or use the dropdown menu
- To enter additional earnings, such as Sick or Annual Leave, select the Add Earn Code button (Located below the calendar)
- Select an appropriate Earn Code. Then, enter start and end times for this earn code and click Save
- To submit time, click the Preview button at the bottom right side of your screen
- After reviewing your time, click Submit at the bottom right of your screen

LEAVE REPORTING FOR MONTHLY PAID EMPLOYEES

- To enter leave in Banner 9, go to Employee Profile 9 which opens the Employee Dashboard
- From the Employee Dashboard, under My Activities, click the link labelled Enter Leave Report
- Choose the appropriate Leave Report Period using the dropdown menu. If you have already started this period’s leave report, select In Progress to continue
- To view leave reports for prior periods, select Prior Periods
- Select the day you wish to enter leave for and select the dropdown menu for the appropriate Earn Code
- Enter the number of hours you are utilizing for the corresponding Earn Code/Leave on the selected date and select Save
- You will receive a message, at the top, right-hand side of the window, stating Leave Report data successfully saved
**APPROVING TIME AND LEAVE**

- To approve time or leave, select **Approve Time** or **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 leave. This is where the approver can make corrections to the report, if necessary. (This may be required if the deadline for employees to submit timesheets or leave reports has passed)
- **Return for Correction** will return the timesheet or leave report to the employee for correction. Comments can be made to the employee explaining 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
- 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

**PROXY**

- To act as a **Proxy**, select **Enter Time** under **My Activities**
- In the upper, right-hand corner, you will receive a message stating **No Timesheet documents available for approval**. Acknowledge the message by selecting the **yellow box containing the number 1**
- Select **Proxy Super User**
- Make sure the **Act as Proxy for** is **Self**
- Check **Act as Time Entry** or **Act as Leave Report Approvals Superuser** as appropriate
- In the lower right-hand corner, select **Navigate to Time & Leave Approvals application**
- Refer to the **Approvals** section for further details

**SUPER USER**

- To act as a Super User, select **Enter Time** under **My Activities**
- In the upper, right-hand corner, you will receive a message stating **No Timesheet documents available for approval**
- Acknowledge the message by selecting the **yellow box containing the number 1**
- Select **Proxy Super User**
- Make sure the **Act as Proxy for** is **Self**
- Check **Act as Time Entry** or **Act as Leave Report Approvals Superuser** as appropriate
- In the lower right-hand corner, select **Navigate to Time & Leave Approvals application**
- Refer to the **Approvals** section for further details