

# Banner HR Approver's Guide

June 2016



*America's Brightest* **ORANGE™**

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# Banner HR Log in

- 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.



- 3. Locate the **Time Approver section** form the list on this page.

### Time Reporting Selection

#### Selection Criteria

|                              | My Choice                        |
|------------------------------|----------------------------------|
| Access my Time Sheet:        | <input type="radio"/>            |
| Access my Leave Report:      | <input type="radio"/>            |
| Approve or Acknowledge Time: | <input checked="" type="radio"/> |
| Approve All Departments:     | <input type="checkbox"/>         |
| Act as Proxy:                | Self ▾                           |
| Act as Superuser:            | <input type="checkbox"/>         |

Select

[Proxy Set Up](#)

4. Locate the Department and Pay Period for which you wish to complete the timesheet approval process. **Hint: Click the More Button to list additional departments not currently displayed.**

## Approver Selection

---

Time Sheet



| Department and Description          | My Choice                        | Pay Period                         |
|-------------------------------------|----------------------------------|------------------------------------|
| 1, 100157, Human Resources          | <input checked="" type="radio"/> | JB, May 22, 2016 to Jun 04, 2016 ▾ |
| X, 100001, OSU/A&M Board of Regents | <input type="radio"/>            | JB, Aug 02, 2015 to Aug 15, 2015 ▾ |
| X, 100157, Human Resources          | <input type="radio"/>            | JB, May 22, 2016 to Jun 04, 2016 ▾ |

5. Click on the link associated with the Pay Period/Department combination for which you wish to process timesheet approvals.

## Approver Selection

---

Time Sheet

| Department and Description          | My Choice                        | Pay Period                         |
|-------------------------------------|----------------------------------|------------------------------------|
| 1, 100157, Human Resources          | <input checked="" type="radio"/> | JB, May 22, 2016 to Jun 04, 2016 ▾ |
| X, 100001, OSU/A&M Board of Regents | <input type="radio"/>            | JB, Aug 02, 2015 to Aug 15, 2015 ▾ |
| X, 100157, Human Resources          | <input type="radio"/>            | JB, May 22, 2016 to Jun 04, 2016 ▾ |

# Reviewing and Approving a Timesheet

1. In the Other Information column, look for the links like Comments, Clock Time Adjusted, Labor Overrides etc.

Department Summary

Select the employee's name to access additional details.

**COA:** X, Oklahoma State University HR Entry  
**Department:** 100157, Human Resources  
**Pay Period:** May 22, 2016 to Jun 04, 2016  
**Act as Proxy:** Not Applicable  
**Pay Period Time Entry Status:** Open until Jun 07, 2016, 03:00 PM

[Change Selection](#) [Select All, Approve or FYI](#) [Reset](#) [Save](#)

| Pending   |   |                 |             |             |              |                          |                          |        |  |
|-----------|---|-----------------|-------------|-------------|--------------|--------------------------|--------------------------|--------|--|
| ID        | Name, Position and Title  | Required Action | Total Hours | Total Units | Queue Status | Approve or FYI           | Return for Correction    | Cancel | Other Information  |
| A20020622 | <a href="#">Wesley Crusher</a><br>702387 - 00<br>Stu Wkr-Filing | Approve         | 16.00       | .00         |              | <input type="checkbox"/> | <input type="checkbox"/> |        | <a href="#">Change Time Record</a><br><a href="#">Clock Time Adjusted</a><br><a href="#">Leave Balance</a>                             |
| A20020621 | <a href="#">Queen Mum</a><br>630337 - 00<br>Exec Admin Ast      | Approve         | 115.75      | .00         |              | <input type="checkbox"/> | <input type="checkbox"/> |        | <a href="#">Change Time Record</a><br><a href="#">Clock Time Adjusted</a><br><a href="#">Comments</a><br><a href="#">Leave Balance</a> |

| In Progress |  |             |             |        |  |  |
|-------------|--|-------------|-------------|--------|--|--|
| ID          | Name, Position and Title                                     | Total Hours | Total Units | Cancel | Other Information  |  |
| A20020623   | <a href="#">Beverly Crusher</a><br>631317 - 00<br>Hr Tech II | 40.00       | .00         |        | <a href="#">Clock Time Adjusted</a><br><a href="#">Leave Balance</a> |  |
| A20020627   | <a href="#">Geordi La Forge</a><br>631317 - 00<br>Hr Tech II | 48.00       | .00         |        | <a href="#">Clock Time Adjusted</a><br><a href="#">Leave Balance</a> |  |
| A20020626   | <a href="#">Tasha Yar</a><br>631607 - 00<br>Bridge Security  | 48.00       | .00         |        | <a href="#">Clock Time Adjusted</a><br><a href="#">Leave Balance</a> |  |

| Not Started |                          |                   |
|-------------|--------------------------|-------------------|
| ID          | Name, Position and Title | Other Information |

2. In the Name, Position and Title column, click the employee's name.

Department Summary

Select the employee's name to access additional details.

**COA:** X, Oklahoma State University HR Entry  
**Department:** 100157, Human Resources  
**Pay Period:** May 22, 2016 to Jun 04, 2016  
**Act as Proxy:** Not Applicable  
**Pay Period Time Entry Status:** Open until Jun 07, 2016, 03:00 PM

[Change Selection](#) [Select All, Approve or FYI](#) [Reset](#) [Save](#)

| Pending   |   |                 |             |             |              |                          |                          |        |  |
|-----------|---|-----------------|-------------|-------------|--------------|--------------------------|--------------------------|--------|--|
| ID        | Name, Position and Title  | Required Action | Total Hours | Total Units | Queue Status | Approve or FYI           | Return for Correction    | Cancel | Other Information  |
| A20020622 | <a href="#">Wesley Crusher</a><br>702387 - 00<br>Stu Wkr-Filing | Approve         | 16.00       | .00         |              | <input type="checkbox"/> | <input type="checkbox"/> |        | <a href="#">Change Time Record</a><br><a href="#">Clock Time Adjusted</a><br><a href="#">Leave Balance</a>                             |
| A20020621 | <a href="#">Queen Mum</a><br>630337 - 00<br>Exec Admin Ast      | Approve         | 115.75      | .00         |              | <input type="checkbox"/> | <input type="checkbox"/> |        | <a href="#">Change Time Record</a><br><a href="#">Clock Time Adjusted</a><br><a href="#">Comments</a><br><a href="#">Leave Balance</a> |

| In Progress |  |             |             |        |  |  |
|-------------|--|-------------|-------------|--------|--|--|
| ID          | Name, Position and Title                                     | Total Hours | Total Units | Cancel | Other Information  |  |
| A20020623   | <a href="#">Beverly Crusher</a><br>631317 - 00<br>Hr Tech II | 40.00       | .00         |        | <a href="#">Clock Time Adjusted</a><br><a href="#">Leave Balance</a> |  |
| A20020627   | <a href="#">Geordi La Forge</a><br>631317 - 00<br>Hr Tech II | 48.00       | .00         |        | <a href="#">Clock Time Adjusted</a><br><a href="#">Leave Balance</a> |  |
| A20020626   | <a href="#">Tasha Yar</a><br>631607 - 00<br>Bridge Security  | 48.00       | .00         |        | <a href="#">Clock Time Adjusted</a><br><a href="#">Leave Balance</a> |  |

| Not Started |                          |                   |
|-------------|--------------------------|-------------------|
| ID          | Name, Position and Title | Other Information |

- Review the submitted time sheet in detail. Be sure to scroll down to view all information.

| Time In and Out    |                           |  |  |                          |                            |
|--------------------|---------------------------|--|--|--------------------------|----------------------------|
| Earnings           | Tuesday ,<br>May 31, 2016 | Wednesday,<br>Jun 01, 2016                   | Thursday ,<br>Jun 02, 2016                   | Friday ,<br>Jun 03, 2016 | Saturday ,<br>Jun 04, 2016 |
| Regular Hourly Pay | 08:00AM<br>12:00PM**      | 10:00AM<br>12:00PM**<br>01:00PM<br>03:00PM** | 10:00AM<br>12:00PM**<br>01:00PM<br>03:00PM** | 08:00AM<br>12:00PM**     |                            |

| Clock Time Adjusted Comments |                |                        |           |  |
|------------------------------|----------------|------------------------|-----------|--|
| Activity Date and Time       | Made by        | Period Day and Date    | Type      | Comments   |
| Jun 02, 2016 07:36 am        | Wesley Crusher | Tuesday ,May 31, 2016  | Clock In  | enter accurate comnt why you didn't enter with the clock |
| Jun 02, 2016 07:36 am        | Wesley Crusher | Tuesday ,May 31, 2016  | Clock Out | enter accurate comnt why you didn't enter with the clock |
| Jun 02, 2016 07:42 am        | Wesley Crusher | Wednesday,Jun 01, 2016 | Clock In  | enter accurate comnt why you didn't enter with the clock |
| Jun 02, 2016 07:42 am        | Wesley Crusher | Wednesday,Jun 01, 2016 | Clock Out | enter accurate comnt why you didn't enter with the clock |
| Jun 02, 2016 07:43 am        | Wesley Crusher | Wednesday,Jun 01, 2016 | Clock In  | enter accurate comnt why you didn't enter with the clock |
| Jun 02, 2016 07:43 am        | Wesley Crusher | Wednesday,Jun 01, 2016 | Clock Out | enter accurate comnt why you didn't enter with the clock |
| Jun 02, 2016 07:23 am        | Wesley Crusher | Thursday ,Jun 02, 2016 | Clock In  | enter accurate comnt why you didn't enter with the clock |
| Jun 02, 2016 07:23 am        | Wesley Crusher | Thursday ,Jun 02, 2016 | Clock Out | enter accurate comnt why you didn't enter with the clock |
| Jun 02, 2016 07:23 am        | Wesley Crusher | Thursday ,Jun 02, 2016 | Clock In  | enter accurate comnt why you didn't enter with the clock |
| Jun 02, 2016 07:23 am        | Wesley Crusher | Thursday ,Jun 02, 2016 | Clock Out | enter accurate comnt why you didn't enter with the clock |
| Jun 03, 2016 11:46 am        | Wesley Crusher | Friday ,Jun 03, 2016   | Clock In  | enter time comment                                       |
| Jun 03, 2016 11:46 am        | Wesley Crusher | Friday ,Jun 03, 2016   | Clock Out | enter time comment                                       |

- Click the **Approve** button listed under the timesheet. (Or Return Time sheet for Correction.)  
Note: The page will refresh and display a message that the time sheet was approved.

[Previous Menu](#)
[Approve](#)
[Return for Correction](#)
[Change Record](#)
[Delete](#)
[Add Comment](#)
[Next](#)

- Click the **Previous Menu** button to return to the Approvers Summary Page.

#### Department Summary

Select the employee's name to access additional details.

**COA:** X, Oklahoma State University HR Entry  
**Department:** 100157, Human Resources  
**Pay Period:** May 22, 2016 to Jun 04, 2016  
**Act as Proxy:** Not Applicable  
**Pay Period Time Entry Status:** Open until Jun 07, 2016, 03:00 PM

[Change Selection](#)
[Select All, Approve or FYI](#)
[Reset](#)
[Save](#)

| Pending   |   |                 |             |             |              |                          |                          |        |  |
|-----------|---|-----------------|-------------|-------------|--------------|--------------------------|--------------------------|--------|--|
| ID        | Name, Position and Title                        | Required Action | Total Hours | Total Units | Queue Status | Approve or FYI           | Return for Correction    | Cancel | Other Information  |
| A20020622 | Wesley Crusher<br>702387 - 00<br>Stu Wkr-Filing | Approve         | 16.00       | .00         |              | <input type="checkbox"/> | <input type="checkbox"/> |        | Change Time Record<br>Clock Time Adjusted<br>Leave Balance             |
| A20020621 | Queen Mum<br>630337 - 00<br>Exec Admin Ast      | Approve         | 115.75      | .00         |              | <input type="checkbox"/> | <input type="checkbox"/> |        | Change Time Record<br>Clock Time Adjusted<br>Comments<br>Leave Balance |

| In Progress |  |             |             |        |                                      |  |
|-------------|--|-------------|-------------|--------|--------------------------------------|--|
| ID          | Name, Position and Title                     | Total Hours | Total Units | Cancel | Other Information                    |  |
| A20020623   | Beverly Crusher<br>631317 - 00<br>Hr Tech II | 40.00       | .00         |        | Clock Time Adjusted<br>Leave Balance |  |
| A20020627   | Geordi La Forge<br>631317 - 00<br>Hr Tech II | 48.00       | .00         |        | Clock Time Adjusted<br>Leave Balance |  |
| A20020626   | Tasha Yar<br>631607 - 00<br>Bridge Security  | 48.00       | .00         |        | Clock Time Adjusted<br>Leave Balance |  |

| Not Started |                          |                   |
|-------------|--------------------------|-------------------|
| ID          | Name, Position and Title | Other Information |

## Returning a Timesheet for Corrections

If you find problems on a time sheet that the employee must correct, return the time sheet for correction as follows:

1. Click the **Add Comment** button.

**Time In and Out**

| Earnings           | Tuesday ,<br>May 31, 2016 | Wednesday,<br>Jun 01, 2016                   | Thursday ,<br>Jun 02, 2016                   | Friday ,<br>Jun 03, 2016 | Saturday ,<br>Jun 04, 2016 |
|--------------------|---------------------------|--|--|--------------------------|----------------------------|
| Regular Hourly Pay | 08:00AM<br>12:00PM**      | 10:00AM<br>12:00PM**<br>01:00PM<br>03:00PM** | 10:00AM<br>12:00PM**<br>01:00PM<br>03:00PM** | 08:00AM<br>12:00PM**     |                            |

**Clock Time Adjusted Comments**

| Activity Date and Time | Made by        | Period Day and Date    | Type      | Comments   |
|------------------------|----------------|------------------------|-----------|--|
| Jun 02, 2016 07:36 am  | Wesley Crusher | Tuesday ,May 31, 2016  | Clock In  | enter accurate comnt why you didn't enter with the clock |
| Jun 02, 2016 07:36 am  | Wesley Crusher | Tuesday ,May 31, 2016  | Clock Out | enter accurate comnt why you didn't enter with the clock |
| Jun 02, 2016 07:42 am  | Wesley Crusher | Wednesday,Jun 01, 2016 | Clock In  | enter accurate comnt why you didn't enter with the clock |
| Jun 02, 2016 07:42 am  | Wesley Crusher | Wednesday,Jun 01, 2016 | Clock Out | enter accurate comnt why you didn't enter with the clock |
| Jun 02, 2016 07:43 am  | Wesley Crusher | Wednesday,Jun 01, 2016 | Clock In  | enter accurate comnt why you didn't enter with the clock |
| Jun 02, 2016 07:43 am  | Wesley Crusher | Wednesday,Jun 01, 2016 | Clock Out | enter accurate comnt why you didn't enter with the clock |
| Jun 02, 2016 07:23 am  | Wesley Crusher | Thursday ,Jun 02, 2016 | Clock In  | enter accurate comnt why you didn't enter with the clock |
| Jun 02, 2016 07:23 am  | Wesley Crusher | Thursday ,Jun 02, 2016 | Clock Out | enter accurate comnt why you didn't enter with the clock |
| Jun 02, 2016 07:23 am  | Wesley Crusher | Thursday ,Jun 02, 2016 | Clock In  | enter accurate comnt why you didn't enter with the clock |
| Jun 02, 2016 07:23 am  | Wesley Crusher | Thursday ,Jun 02, 2016 | Clock Out | enter accurate comnt why you didn't enter with the clock |
| Jun 03, 2016 11:46 am  | Wesley Crusher | Friday ,Jun 03, 2016   | Clock In  | enter time comment                                       |
| Jun 03, 2016 11:46 am  | Wesley Crusher | Friday ,Jun 03, 2016   | Clock Out | enter time comment                                       |

Previous Menu Approve Return for Correction Change Record Delete **Add Comment** Next

2. Type a message to the employee explaining what corrections are needed for his/her time sheet to be approved.
3. Click the **Save** button.
4. Click the **Previous Menu** button to return the employee's time sheet.

**Previous Menu** Approve Return for Correction Change Record Delete Add Comment Next

5. Click the **Return for Correction** button.

**Time In and Out**

| Earnings           | Tuesday ,<br>May 31, 2016 | Wednesday,<br>Jun 01, 2016                   | Thursday ,<br>Jun 02, 2016                   | Friday ,<br>Jun 03, 2016 | Saturday ,<br>Jun 04, 2016 |
|--------------------|---------------------------|--|--|--------------------------|----------------------------|
| Regular Hourly Pay | 08:00AM<br>12:00PM**      | 10:00AM<br>12:00PM**<br>01:00PM<br>03:00PM** | 10:00AM<br>12:00PM**<br>01:00PM<br>03:00PM** | 08:00AM<br>12:00PM**     |                            |

**Clock Time Adjusted Comments**

| Activity Date and Time | Made by        | Period Day and Date    | Type      | Comments   |
|------------------------|----------------|------------------------|-----------|--|
| Jun 02, 2016 07:36 am  | Wesley Crusher | Tuesday ,May 31, 2016  | Clock In  | enter accurate comnt why you didn't enter with the clock |
| Jun 02, 2016 07:36 am  | Wesley Crusher | Tuesday ,May 31, 2016  | Clock Out | enter accurate comnt why you didn't enter with the clock |
| Jun 02, 2016 07:42 am  | Wesley Crusher | Wednesday,Jun 01, 2016 | Clock In  | enter accurate comnt why you didn't enter with the clock |
| Jun 02, 2016 07:42 am  | Wesley Crusher | Wednesday,Jun 01, 2016 | Clock Out | enter accurate comnt why you didn't enter with the clock |
| Jun 02, 2016 07:43 am  | Wesley Crusher | Wednesday,Jun 01, 2016 | Clock In  | enter accurate comnt why you didn't enter with the clock |
| Jun 02, 2016 07:43 am  | Wesley Crusher | Wednesday,Jun 01, 2016 | Clock Out | enter accurate comnt why you didn't enter with the clock |
| Jun 02, 2016 07:23 am  | Wesley Crusher | Thursday ,Jun 02, 2016 | Clock In  | enter accurate comnt why you didn't enter with the clock |
| Jun 02, 2016 07:23 am  | Wesley Crusher | Thursday ,Jun 02, 2016 | Clock Out | enter accurate comnt why you didn't enter with the clock |
| Jun 02, 2016 07:23 am  | Wesley Crusher | Thursday ,Jun 02, 2016 | Clock In  | enter accurate comnt why you didn't enter with the clock |
| Jun 02, 2016 07:23 am  | Wesley Crusher | Thursday ,Jun 02, 2016 | Clock Out | enter accurate comnt why you didn't enter with the clock |
| Jun 03, 2016 11:46 am  | Wesley Crusher | Friday ,Jun 03, 2016   | Clock In  | enter time comment                                       |
| Jun 03, 2016 11:46 am  | Wesley Crusher | Friday ,Jun 03, 2016   | Clock Out | enter time comment                                       |

Previous Menu Approve **Return for Correction** Change Record Delete Add Comment Next

6. Click the **Previous Menu** button to return to the Approver Summary Page.

**Previous Menu** Approve Return for Correction Change Record Delete Add Comment Next

# Overriding a Timesheet

You may need to make a correction to an employee time sheet, if so follow the steps below:

1. Click the **Change Record** link in the Other Information column.

Department Summary

Select the employee's name to access additional details.

COA: X, Oklahoma State University HR Entry  
 Department: 100157, Human Resources  
 Pay Period: May 22, 2016 to Jun 04, 2016  
 Act as Proxy: Not Applicable  
 Pay Period Time Entry Status: Open until Jun 07, 2016, 03:00 PM

Change Selection Select All, Approve or FYI Reset Save

| Pending   |   |                 |             |             |              |                          |                          |        |  |
|-----------|---|-----------------|-------------|-------------|--------------|--------------------------|--------------------------|--------|--|
| ID        | Name, Position and Title                        | Required Action | Total Hours | Total Units | Queue Status | Approve or FYI           | Return for Correction    | Cancel | Other Information  |
| A20020622 | Wesley Crusher<br>702387 - 00<br>Stu Wkr-Filing | Approve         | 16.00       | .00         |              | <input type="checkbox"/> | <input type="checkbox"/> |        | <a href="#">Change Time Record</a><br><a href="#">Clock Time Adjusted</a><br><a href="#">Leave Balance</a>                             |
| A20020621 | Queen Mum<br>630337 - 00<br>Exec Admin Ast      | Approve         | 115.75      | .00         |              | <input type="checkbox"/> | <input type="checkbox"/> |        | <a href="#">Change Time Record</a><br><a href="#">Clock Time Adjusted</a><br><a href="#">Comments</a><br><a href="#">Leave Balance</a> |

| In Progress |  |             |             |        |  |  |
|-------------|--|-------------|-------------|--------|--|--|
| ID          | Name, Position and Title                     | Total Hours | Total Units | Cancel | Other Information  |  |
| A20020623   | Beverly Crusher<br>631317 - 00<br>Hr Tech II | 40.00       | .00         |        | <a href="#">Clock Time Adjusted</a><br><a href="#">Leave Balance</a> |  |
| A20020627   | Geordi La Forge<br>631317 - 00<br>Hr Tech II | 48.00       | .00         |        | <a href="#">Clock Time Adjusted</a><br><a href="#">Leave Balance</a> |  |
| A20020626   | Tasha Yar<br>631607 - 00<br>Bridge Security  | 48.00       | .00         |        | <a href="#">Clock Time Adjusted</a><br><a href="#">Leave Balance</a> |  |

| Not Started |                          |                   |
|-------------|--------------------------|-------------------|
| ID          | Name, Position and Title | Other Information |

2. Click the hyper link for the hours or entry to be changed.

| Clock In or Out                     | Earning                   | Shift | Default Hours or Units | Total Hours | Total Units | Monday May 23, 2016 | Tuesday May 24, 2016 | Wednesday May 25, 2016 | Thursday May 26, 2016 | Friday May 27, 2016 | Saturday May 28, 2016 | Sunday May 29, 2016 |
|-------------------------------------|---------------------------|-------|------------------------|-------------|-------------|---------------------|----------------------|------------------------|-----------------------|---------------------|-----------------------|---------------------|
| <input checked="" type="checkbox"/> | Regular Hourly Pay        | 1     | 0                      | 0           | 0           | No Time Entry       | No Time Entry        | No Time Entry          | No Time Entry         | No Time Entry       | No Time Entry         | No Time Entry       |
|                                     | Compensatory Leave Taken  | 1     | 0                      | 0           | 0           | Enter Hours         | Enter Hours          | Enter Hours            | Enter Hours           | Enter Hours         | Enter Hours           | Enter Hours         |
|                                     | Annual Leave              | 1     | 0                      | 0           | 0           | Enter Hours         | Enter Hours          | Enter Hours            | Enter Hours           | Enter Hours         | Enter Hours           | Enter Hours         |
|                                     | Sick Leave                | 1     | 0                      | 0           | 0           | Enter Hours         | Enter Hours          | Enter Hours            | Enter Hours           | Enter Hours         | Enter Hours           | Enter Hours         |
|                                     | Holiday Pay               | 1     | 0                      | 0           | 0           | Enter Hours         | Enter Hours          | Enter Hours            | Enter Hours           | Enter Hours         | Enter Hours           | Enter Hours         |
|                                     | Administrative Leave      | 1     | 0                      | 0           | 0           | Enter Hours         | Enter Hours          | Enter Hours            | Enter Hours           | Enter Hours         | Enter Hours           | Enter Hours         |
|                                     | Military Leave            | 1     | 0                      | 0           | 0           | Enter Hours         | Enter Hours          | Enter Hours            | Enter Hours           | Enter Hours         | Enter Hours           | Enter Hours         |
|                                     | Jury Duty                 | 1     | 0                      | 0           | 0           | Enter Hours         | Enter Hours          | Enter Hours            | Enter Hours           | Enter Hours         | Enter Hours           | Enter Hours         |
|                                     | Unpaid Leave-Leave Report | 1     | 0                      | 0           | 0           | Enter Hours         | Enter Hours          | Enter Hours            | Enter Hours           | Enter Hours         | Enter Hours           | Enter Hours         |
|                                     | Family Medical Leave      | 1     | 0                      | 0           | 0           | Enter Hours         | Enter Hours          | Enter Hours            | Enter Hours           | Enter Hours         | Enter Hours           | Enter Hours         |
|                                     | Total Hours:              |       |                        | 0           | 0           | 0                   | 0                    | 0                      | 0                     | 0                   | 0                     | 0                   |
|                                     | Total Units:              |       |                        | 0           | 0           | 0                   | 0                    | 0                      | 0                     | 0                   | 0                     | 0                   |

3. Enter the correct information (Clock In/Out or Time In/Out) to correct the hours or entry.

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45, 10:00 AM, 10:00 PM, 10:00 AM, 10:00 PM. Be sure to enter a comment explaining the adjustment and p

Date: Tuesday, May 31, 2016

Earnings Code: Regular Hourly Pay

| Clock In |                |               |                                     |  |                       |
|----------|----------------|---------------|-------------------------------------|--|-----------------------|
| Shift    | System Time In | Clock Time In | Clock Time Adjusted                 | Comment  | Date and Time         |
| 1        |                | 08:00 AM      | <input checked="" type="checkbox"/> | enter accurate comnt why you didn't enter with the clock | Jun 02, 2016 07:39 AM |



5. Click the **Comments** button.


[Previous Menu](#)
[Approve](#)
[Return for Correction](#)
[Change Record](#)
[Delete](#)
[Add Comment](#)
[Next](#)

- 6.** Type a message indicating the corrections you've made.  
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 p

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

**Earnings Code:** Regular Hourly Pay

**Clock In**

| Shift | System Time In | Clock Time In | Clock Time Adjusted  | Comment  | Date and Time         |
|-------|----------------|---------------|--|--|-----------------------|
| 1     |                | 08:00         | AM  | enter accurate comnt why you didn't enter with the clock | Jun 02, 2016 07:39 AM |

8. Click the **Previous Menu** button to return to time sheet.

[Previous Menu](#)
[Approve](#)
[Return for Correction](#)
[Change Record](#)
[Delete](#)
[Add Comment](#)
[Next](#)

9. Then click the **Approve** button. The page will refresh and display a message that the time sheet was approved. Also, the approved by section will be populated with your name.

[Previous Menu](#)
[Approve](#)
[Return for Correction](#)
[Change Record](#)
[Delete](#)
[Add Comment](#)
[Next](#)

10. Click the **Previous Menu** button to return to Approvers Summary Page.

[Previous Menu](#)
[Approve](#)
[Return for Correction](#)
[Change Record](#)
[Delete](#)
[Add Comment](#)
[Next](#)

## Setting up a Proxy (Back -up Approver)

A proxy is a person who can act as an Approver if you are unavailable.

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 click on the Self Service icon.



Self **Service**

3. Select Time Sheet or Leave Report

|                      |         |                 |         |
|----------------------|---------|-----------------|---------|
| PERSONAL INFORMATION | STUDENT | <b>EMPLOYEE</b> | FINANCE |
|----------------------|---------|-----------------|---------|

## Employee

Time Sheet



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

Leave Report



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

Pay Information

Direct deposit information.

4. Click on the Proxy Set Up at the bottom of the page

PERSONAL INFORMATION

STUDENT

EMPLOYEE

FINANCE

## Time Reporting Selection

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

### Selection Criteria

|                              | My Choice                        |
|------------------------------|----------------------------------|
| Access my Time Sheet:        | <input type="radio"/>            |
| Access my Leave Report:      | <input type="radio"/>            |
| Access my Leave Request:     | <input type="radio"/>            |
| Approve or Acknowledge Time: | <input checked="" type="radio"/> |
| Approve All Departments:     | <input type="checkbox"/>         |
| Act as Proxy:                | <div>Self</div>                  |
| Act as Superuser:            | <input type="checkbox"/>         |

Select

Proxy Set Up

5. From the Name dropdown box, select the person you want designated as a proxy.

PERSONAL INFORMATION

STUDENT

EMPLOYEE

FINANCE

## Proxy Set Up

| Name                                  | Add                      | Remove |
|---------------------------------------|--------------------------|--------|
| <div>Tammy Lynn Abbott, TLABBOT</div> | <input type="checkbox"/> |        |

Save

Time Reporting Selectio

- Click the Add box beside the selected person's name and click Save.

|                      |         |                 |         |
|----------------------|---------|-----------------|---------|
| PERSONAL INFORMATION | STUDENT | <b>EMPLOYEE</b> | FINANCE |
|----------------------|---------|-----------------|---------|

## Proxy Set Up

---

| Name                       | Add                      | Remove |
|----------------------------|--------------------------|--------|
| Tammy Lynn Abbott, TLABBOT | <input type="checkbox"/> |        |

[Time Reporting Selecti](#)

## Acting as a Proxy

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

### O-Key - Sign In Service

Login Address:

Password:

Login

- Under Applications click on the Self Service icon.



3. Select Time Sheet or Leave Report

PERSONAL INFORMATION

STUDENT

EMPLOYEE

FINANCE

## Employee

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Time Sheet

←

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

Leave Report

←

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

Pay Information

Direct deposit information.

4. Click the drop down arrow next to “Act as Proxy” and select the name from the drop down list of who you are needing to proxy for; then click on select.

PERSONAL INFORMATION

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## Time Reporting Selection

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Select a name from the pull-down list to act as a proxy or select the check box to act as a Su

### Selection Criteria

|                              | My Choice   |
|------------------------------|---|
| Access my Time Sheet:        | <input type="radio"/>   |
| Access my Leave Report:      | <input type="radio"/>   |
| Access my Leave Request:     | <input type="radio"/>   |
| Approve or Acknowledge Time: | <input checked="" type="radio"/>  |
| Approve All Departments:     | <input type="checkbox"/>  |
| Act as Proxy:                | <div>Self</div>   |
| Act as Superuser:            | <div>Paul J Tikalsky TIKALSKY</div> <div>Linda J Williams LWILLIA</div> <div>Self</div> |

Select

Proxy Set Up

- Select the department and pay period you wish to see. Then select how you want the information sorted and click "select".

PERSONAL INFORMATION
STUDENT
**EMPLOYEE**
FINANCE

## Approver Selection

### Time Sheet

Department and Description
My Choice
Pay Period

X, 100447, Dean of Engineering
JB, Jun 19, 2016 to Jul 02, 2016

Sort Order

1.

2.

My Choice

3.

Sort employees' records by Status then by Name:
Sort employees' records by Name:

Select

4.

- You will see the employees that have started a timesheet/leave report and those that have not started their timesheet/leave report. You can then proceed with approval or review as explained on page 4 of the approver guide.

### Department Summary

Select the employee's name to access additional details.

**COA:** X, OSU - HRS Chart  
**Department:** 100447, Dean of Engineering  
**Pay Period:** Jun 19, 2016 to Jul 02, 2016  
**Act as Proxy:** Linda J Williams, LWILLIA  
**Pay Period Time Entry Status:** Open until Jul 01, 2016, 05:00 PM

Change Selection

| In Progress |   |             |             |        |                                      |
|-------------|---|-------------|-------------|--------|--------------------------------------|
| ID          | Name, Position and Title                              | Total Hours | Total Units | Cancel | Other Information                    |
| A11112222   | Employee, Ima<br>633790 - 00<br>ADMIN SUPP SUPERVISOR | 56.00       | .00         |        | Clock Time Adjusted<br>Leave Balance |
| A3334444    | Student, Ima<br>704514 - 00<br>STUDENT EMPLOYMENT     | 60.00       | .00         |        | Clock Time Adjusted<br>Leave Balance |
| Not Started |   |             |             |        |                                      |