Banner HR Approver's Guide

June 2016



America's Brightest ORANGE

Table of Contents

System Access (my.okstate.edu)
Time Approver Section 3
Reviewing and Approving Timesheets
Returning a Timesheet for Corrections7
Overriding a timesheet
Setting up a Proxy 10
Approving as a Proxy

Banner HR Log in

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

ogin Address:	
assword:	

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:	0
Access my Leave Report:	0
Approve or Acknowledge Time	: •
Approve All Departments:	
Act as Proxy:	Self 🗸
Act as Superuser:	
Select	

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		ŧ
Department and Description	My Choice	Pay Period
1, 100157, Human Resources	۲	JB, May 22, 2016 to Jun 04, 2016 v
X, 100001, OSU/A&M Board of Regents	0	JB, Aug 02, 2015 to Aug 15, 2015 v
X, 100157, Human Resources	0	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	۲	JB, May 22, 2016 to Jun 04, 2016 v
X, 100001, OSU/A&M Board of Regents	0	JB, Aug 02, 2015 to Aug 15, 2015 v
X, 100157, Human Resources	0	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.

A20020622 Wesley Crusher 702387 - 00 stu Wkr-Filing Approve 16.00 .00 Image: Constraint of the adjust constraint of	Departi		,											
Department: 100157, Human Resources Pay Period: May 22, 2016 to Jun 04, 2016 Pay Period: Not Applicable Pay Period: Not Applicable Pay Period: Not Applicable Pay Period: Select All, Approve or PTI Reset: Sawe Pending: Select All, Approve or PTI Reset: Sawe Pending: Name: Position and Title Required Action Total Hours Total Hours Total Hours None Pay 2020622 Weeley Crusher Approve 115.75 Oueen Mum Ga337 - 00 Exec Admin Ast Piprove Pay 2020623 Beverly Crusher Ado020623 Beverly Crusher Ado0200623 Beverly Crusher	Select the e	employee's	name to access addition	al details.										
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631317 - 00 Hr Tech II Leave Balance 20020627 Geordi La Forge 631317 - 00 Hr Tech II 48.00 .00 Clock Time Adjusted Leave Balance 20020626 Tasha Yar 631607 - 00 Bridge Security 48.00 .00 Clock Time Adjusted Leave Balance Idot Started			Name, Position and	l Title	т	otal Hours		Total	Units	Cancel	Other In	format	ion	
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	20020626		631607 - 00				48.00		.00	D			sted	
ID Name, Position and Title Other Information	Not Started			osition and Title										

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

ient Sur	nmary											
mployee's na	ame to acce	ess additiona	al details.									
:	10	00157, Hum	an Resources	ntry								
: ime Entry :	N	ot Applicab	le									
tion Sel	ect All, Appr	rove or FYI	Reset Save									
Lane Po		d Title	Required Action	Total Hours	Total Units	Queue Sta	atus	Approve or FYI	Return for C	orrection	Cancel	Other Information
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630337 - 0	0		Approve	115.7	5 .00	D						Change Time Record Clock Time Adjusted Comments Leave Balance
	Name, Po	sition and	Title		Total Hours		Total	Units	Cancel	Other In	formati	on
	631317 - 0	00				40.00		.0	0	Clock Time Ad		ted
	631317 - 0	00						.00			ted	
	631607 - 0	00				48.00		.0	0			ted
		Name, Po	sition and Title					Ot	her Informa	tion		
	mployee's na ime Entry : ition Sele ition Se	mployee's name to acc X, I 11 M ime Entry Status: O tion Select All, App Marme, FOSTLOID and Wesley Crusher 702887-00 Stu Wkr-Filing Queen Morn 630337-00 Exec Admin Ast Name, PC Beverly C 631317-(Hr Tech II Geordi La 631317-1 Hr Tech II Tasha Yar 631607-1	X, Oklahoma 100157, Hum May 22, 2016 Not Applicab ime Entry Status: Open until Ju tion Select All, Approve or FYI Select All, Approve or FYI Select All, Approve or FYI Select All, Approve or FYI Surver, Fulling Queen Multi Gauge of the Select All Queen Multi Gauge of the Select All Amme, Position and Beverly Crusher 631317 - 00 Hr Tech II Geordi La Forge 631317 - 00 Hr Tech II Tasha Yar 631607 - 00 Bridge Security	mployee's name to access additional details. X. Oklahoma State University HR E 100157. 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3. Review the submitted time sheet in detail. Be sure to scroll down to view all information.

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

Clock Time Adjusted Comme	nts			
Activity Date and Time	Made by	Period Day and Date	Туре	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

4. 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 Peturn for Correction (hande Pecord 1)ele		
Previous Menu Approve Return for Correction Change Record Dele	Delete Add Comment Ne	Previous Menu

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

	employee's name to access addition	nal details.										
COA:	X, Oklahoma	a State University HR	Entry									
Departmen	t: 100157, Hur	man Resources										
Pay Period:	May 22, 201	6 to Jun 04, 2016										
Act as Proxy	Not Applicat	ble										
Pay Period	Fime Entry Status: Open until J	un 07, 2016, 03:00 PN	1									
Change Sele	ction Select All, Approve or FYI	Reset Save										
Pending												
D	Name, Position and Title	Required Action	Total Hours	Total Units	Queue St	atus	Approve or FYI	Return for C	orrection	Cancel	Other Information	
A20020622	Wesley Crusher	Approve	16.0	0.00							Change Time Recor	
	702387 - 00										Clock Time Adjuste	
	Stu Wkr-Filing			-			_	_			Leave Balance	
A20020621	Queen Mum 630337 - 00	Approve	115.7	5 .00	2						Change Time Recor Clock Time Adjuste	
	Exec Admin Ast										Comments	
											Leave Balance	
In Progress	·	·		·				·				
ID	Name, Position and	d Title		Total Hours		Total L	Jnits	Cancel	Other In	formati	on	
A20020623	Beverly Crusher				40.00 .00			• • • •		ne Adjust		
	631317 - 00							Leave Ba		*		
	Hr Tech li											
A20020627	Geordi La Forge				48.00		.0	0	Clock Tin		ed	
	631317 - 00								Leave Ba	lance	ance	
120020626	Hr Tech li				48.00			0	Clock Tim	a Adiu-	od	
A20020626 Tasha Yar					48.00	1		9	Leave Ba		e Adjusted	
	631607 - 00 Bridge Security		Leave		Leave Du	CONTRACTOR OF	ance					

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.

Earnings	Tuesday , May 31, 2016		Wednesday, Thursday , Jun 01, 2016 Jun 02, 2016			Friday , Jun 03, 2016	Saturday , Jun 04, 2016		
Regular Hourly Pay 08:00AM 12:00PM**			10:00AM 12:00PM**		10:00AM 12:00PM**	08:00AM 12:00PM**			
			01:00PM 03:00PM**		01:00PM 03:00PM**				
Clock Time Adjusted Comm									
Activity Date and Time	Made by	Period Day an		Type Clock In	Comments				
Jun 02, 2016 07:36 am	Wesley Crusher		Tuesday ,May 31, 2016			enter accurate comnt why you didn't enter with the clock			
Jun 02, 2016 07:36 am	Wesley Crusher	Tuesday ,May 3	Tuesday ,May 31, 2016			nnt why you didn't enter with the o			
Jun 02, 2016 07:42 am	Wesley Crusher	Wednesday,Jun	01, 2016	Clock In	enter accurate com	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 com	ter 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 com	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 com	enter accurate comnt why you didn't enter with the clock			
Jun 02, 2016 07:23 am	Wesley Crusher	Thursday ,Jun 0	2, 2016	Clock In enter accurate comn		why you didn't enter with the clock			
Jun 02, 2016 07:23 am	Wesley Crusher	Thursday ,Jun 0	2, 2016	Clock Out	enter accurate com	nnt why you didn't enter with the o	iy you didn't enter with the clock		
lun 02. 2016 07:23 am	Wesley Crusher	Thursday ,Jun 0	2, 2016	Clock In	enter accurate com	nnt why you didn't enter with the o	lock		
	Wesley Crusher	Thursday ,Jun 0	2, 2016	Clock Out	enter accurate com	nnt why you didn't enter with the o	lock		
Jun 02, 2016 07:23 am		Friday Jun 03, 2	2016	Clock In	enter time comme	nt			
Jun 02, 2016 07:23 am Jun 03, 2016 11:46 am	Wesley Crusher	prinday juni 05, 2				nt			

- 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.

arnings	Tuesday , May 31, 2016		Wednesday, Jun 01, 2016		rsday , 02, 2016	Friday , Jun 03, 2016	Saturday , Jun 04, 2016
Regular Hourly Pay	08:00AM 12:00PM**		10:00AM 12:00PM**		00AM 00PM**	08:00AM 12:00PM**	
			01:00PM 03:00PM**		00PM 00PM**		
Clock Time Adjusted Comment.	ts						
Activity Date and Time	Made by	Period Day an	d Date	Туре	Comments		
un 02, 2016 07:36 am	Wesley Crusher	Tuesday ,May 3	1, 2016	Clock In	enter accurate comnt wi	ny you didn't enter with the clo	:k
un 02, 2016 07:36 am	Wesley Crusher	Tuesday ,May 3	1, 2016	Clock Out	enter accurate comnt wi	ny you didn't enter with the cloo	:k
un 02, 2016 07:42 am	Wesley Crusher	Wednesday,Jun	01, 2016	Clock In	enter accurate comnt wi	ny you didn't enter with the clo	:k
un 02, 2016 07:42 am	Wesley Crusher	Wednesday,Jun	01, 2016	Clock Out	enter accurate comnt wi	ny you didn't enter with the cloo	:k
un 02, 2016 07:43 am	Wesley Crusher	Wednesday,Jun	01, 2016	Clock In	enter accurate comnt wi	ny you didn't enter with the cloo	:k
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	Wesley Crusher	Thursday ,Jun 0	2, 2016	ICIOCK IN	enter accurate communitie	ny you didn't enter with the clo	:k
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un 02, 2016 07:23 am un 02, 2016 07:23 am	,		2, 2016		enter accurate comnt wi		:k
un 02, 2016 07:23 am un 02, 2016 07:23 am un 02, 2016 07:23 am	Wesley Crusher	Thursday ,Jun 0	2, 2016 2, 2016	Clock Out	enter accurate comnt wi enter accurate comnt wi	ny you didn't enter with the cloo	ck ck
un 02, 2016 07:23 am un 03, 2016 11:46 am	Wesley Crusher Wesley Crusher	Thursday Jun 0 Thursday Jun 0	2, 2016 2, 2016 2, 2016	Clock Out Clock In	enter accurate comnt wi enter accurate comnt wi	you didn't enter with the close yyou didn't enter with the close	ck ck

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 ad	ditional details.									
COA:	X, Oklahoma State University HR Entry										
Departmen	nn é é										
Pay Period:	May 22,	2016 to Jun 04, 2016									
Act as Prox	y: Not App	licable									
Pay Period	Time Entry Status: Open u	ntil Jun 07, 2016, 03:00 PM	N								
Change Sele	ection Select All, Approve or	FYI Reset Save									
Pending			1	1	1					1	
D	Name, Position and Title		Total Hours	Total Units	Queue Sta	tus Approve or F		Correction	-	Other Information	
A20020622	Wesley Crusher 702387 - 00	Approve	16.00	0.00						Change Time Record	
	Stu Wkr-Filing									Leave Balance	
A20020621	Queen Mum	Approve	115.75	5 .00						Change Time Record	
	630337 - 00									Clock Time Adjusted	
	Exec Admin Ast									Comments	
										Leave Balance	
In Progress											
D	Name, Position	and Title	1	Fotal Hours		Total Units	Cancel	Other In	formati	on	
420020623	Beverly Crusher				40.00		.00	Clock Tin		ted	
	631317 - 00							Leave Ba	lance		
	Hr Tech li				10.00			at a set			
420020627	Geordi La Forge 631317 - 00				48.00		.00	Clock Tin Leave Ba		ted	
	Hr Tech li							Leave ba	ance		
420020626	Tasha Yar				48.00		.00	Clock Tin	ne Adjus	ted	
	631607 - 00							Leave Ba	lance		
	Bridge Security										
Not Started	1										
ID	Nam	e. Position and Title					Other Inform	ation			

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

							L .		 .			
	Earning	Shift						-		Friday		Sunday
or Out			Hours or Units	Hours	Units	May 23, 2016	May 24, 2016	May 25, 2016	May 26, 2016	May 27, 2016	May 28, 2016	May 29, 2016
\odot	Regular Hourly Pay	1	0	0		No Time Entry	No Time Ent					
	Compensatory Leave Taken	1	0	0		Enter Hours	Enter Hou					
	Annual Leave	1	0	0		Enter Hours	Enter Hours		Enter Hours	Enter Hours	Enter Hours	Enter Hou
	Sick Leave	1	0	0		Enter Hours	Enter Hou					
	Holiday Pay	1	0	0		Enter Hours	Enter Hou					
	Administrative Leave	1	0	0		Enter Hours	Enter Hou					
	Military Leave	1	0	0		Enter Hours	Enter Hou					
	Jury Duty	1	0	0		Enter Hours	Enter Hou					
	Unpaid Leave-Leave Report	1	0	0		Enter Hours	Enter Hou					
	Family Medical Leave	1	0	0		Enter Hours	Enter Hou					
	Total Hours:			0		0	0	0	0	0	0	
	Total Units:				0	0	0	0	0	0	C	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: Clock Time In or Clock Time Out. Be sure to enter a comment explaining the adjustment and p

Date: Tuesday, May 31, 2016

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

4. Click the **Save** button.

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: Clock Time In or Clock Time Out. Be sure to enter a comment explaining the adjustment and p

Earnings Code: Regular Hourly Pay

Clock I	Clock In								
Shift	System Time In	Cloci Time			t Time sted	Comment	Date and Time		
1		08:00	08:00 AM ¥			enter accurate comnt why you didn't enter with the clock	un 02, 2016 07:39 AM		

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



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.





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.



2. Under Applications click on the Self Service icon.



3. Select Time Sheet or Leave Report



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

PERSONAL INFORMATION	STUDENT	EMPLOYEE	FINANCE						
Time Reporting Selection									
Relect a name from the pull-de	Relect 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:	0								
Access my Leave Report:	\bigcirc								
Access my Leave Request:	\bigcirc								
Approve or Acknowledge Time	: 🔍								
Approve All Departments:									
Act as Proxy:	Self	-							
Act as Superuser:									
Select			P	roxy Set Up					

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



Proxy Set Up

Name	Add Remove	
Name		
Tammy Lynn Abbott, TLABBOT	▼ □	
Save	仓	
		Time Reporting Selectic

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



Acting as a Proxy

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

O-Key - Sign In Service

Login Addres	SS:	
Password:		

2. Under Applications click on the Self Service icon.



3. Select Time Sheet or Leave Report

PERSONAL INFORMATION	STUDENT	EMPLOYE	FINANCE	
Employee				
Time Sheet	akly time have	ire worked and	anvo takon	
For Employees Paid on a biwe Leave Report	екіу time - hou	irs worked and I	eave taken.	
For Monthly Paid Non-Exempt For Monthly Paid Exempt Emp	20 B		orked and leav	e taken.
Pay Information Direct deposit information.				
		•	he name from	n the drop

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

Selection Criteria

4.

	My Choice	
Access my Time Sheet:	0	
Access my Leave Report:		
Access my Leave Request:	\bigcirc	
Approve or Acknowledge Time:	0	
Approve All Departments:		
Act as Proxy:	Self	-
Act as Superuser:	Paul J Tikalsky TIKALSKY Linda J Williams LWILLIA	
Select	Self	

Proxy Set Up

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



6. 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.

Relect the emp	loyee'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				
ALL AS FTUXY.	LINUA J WINIAMS, LWILLIA				
0.75	e Entry Status: Open until Jul 01, 2016, 05:00 F	M			
Pay Period Tim Change Selection	e Entry Status: Open until Jul 01, 2016, 05:00 F		1		
Pay Period Tim Change Selection	e Entry Status: Open until Jul 01, 2016, 05:00 F	M Total Hours	Total Units	Cancel	Other Information
Pay Period Tim Change Selection In Progress	Name, Position and Title				Clock Time Adjusted
Pay Period Tim Change Selection In Progress	Name, Position and Title Employee, Ima 633790 - 00	Total Hours			
Pay Period Tim Change Selection In Progress ID A 11112222	Name, Position and Title Employee, Ima 633790 - 00 ADMIN SUPP SUPERVISOR	Total Hours 56.00	.00		Clock Time Adjusted Leave Balance
Pay Period Tim Change Selection In Progress	Name, Position and Title Employee, Ima 633790 - 00	Total Hours	.00		Clock Time Adjusted