Monthly Payroll Web Leave Entry Guidelines

OPENING YOUR LEAVE REPORT (Leave-eligible employees)

1. Log into **my.okstate.edu** using your O-Key User Name and Password.
2. Under Applications click on the **Self Service** icon.
3. Click on the **Employee** tab.
4. Click on the **Leave Report** link.
5. Select the radio button next to the **Title and Department** for the timesheet you wish to open.
6. Using the drop-down **Pay Period and Status**, select the correct pay period.
7. Click the **Leave Report** button.

ENTERING HOURS WORKED (Nonexempt Employees Only – Biweekly Leave Report)

1. Nonexempt employees are required by federal regulation under the Fair Labor Standards Act (FLSA) to maintain time sheets (clock in / out) that accurately show time worked and be compensated for overtime when worked.
2. To enter hours worked on the biweekly leave report, use the following instructions on entering leave and enter time worked in the Hours Worked row.

ENTERING LEAVE

1. Use the **Next** or **Previous** Button below the timesheet to position on the correct Leave Report Period.
2. Locate the start date for the leave.
3. Click on the line associated with the type of leave taken (e.g. annual, sick, etc.) and the column associated with this start date.
4. Enter the number of hours of leave to be reported in the input box that is displayed immediately above the calendar row.
5. Click **Save.**
6. If no additional days need to be recorded, go to Step 10.
7. The leave entry can be copied to additional days, if needed. To do so, click **Copy**.
8. To copy hours from start date to end of pay period check "Copy from date displayed to end of the pay period", otherwise, check each day that you will be out. (Hint, do not check the day that you originally entered).
9. Click **Copy** button.
10. Click **Leave Report** button to return to the leave report.

ADJUSTING LEAVE

Changing leave you have entered for a particular day is no problem, as long as you have not submitted the leave report for approval.

1. Click **'Enter Hours' or the Hours Displayed** for the date requiring correction.
2. Enter the appropriate number of hours (delete the entered hours in the input box to remove the hours).
3. Click Save.

LEAVING A COMMENT ON YOUR LEAVE REPORT

You can leave a comment on your time sheet your supervisor will see when s/he opens it for approval.

1. Click the **Comments** button at the bottom of the time sheet page.
2. In the **Comments** box, type your message.
3. Click the **Save** button.
4. Click the **Previous Menu** button to return to your time sheet. Note: Comments on your time sheet are only visible to you in **Preview** mode.

REVIEWING YOUR LEAVE REPORT

1. Click the **Preview** button at the bottom of your time sheet.
2. Click the **Previous Menu** button to return to the Time Sheet view.

SUBMITTING YOUR LEAVE REPORT

Check to make sure the days, hours, and types of leave reported are all correct.

1. Click the **Submit for Approval** button at the bottom of your time sheet.

Hint: You must submit no later than the **Submit By Date** at the top of the **Leave Report**.

RETURNING YOUR LEAVE REPORT TO MAKE CORRECTIONS

Unlike the time sheet, the leave report does not have a 'return' action. To 'return' a leave report for correction, contact the approver and have him/her click the **Return for Correction** button.

1. Make the required corrections.
2. Save the leave report.
3. Click **Submit for Approval**.