# Banner HR Payroll Web Time Entry Guide Bi-Weekly Staff

June 2016



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# **Bi Weekly Web Time Entry**

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

# O-Key - Sign In Service

Login Address		
Password:		
	London	

2. Under Applications in center of the screen click on the **Self Service** icon.



3. Click on the **Employee** tab.

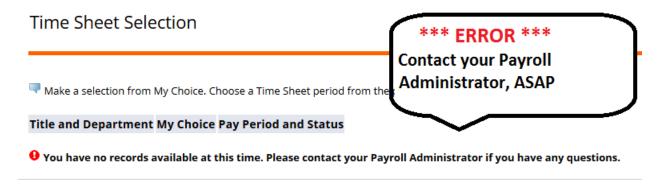


4. Click on the **Biweekly Time Sheet** link.

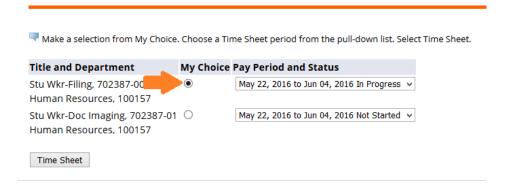
# Biweekly Time Sheet For Employees Paid on a biweekly time - hours worked and leave taken. Monthy Paid Leave Report For Monthly Paid Non-Exempt Employees to record hours worked and leave taken. For Monthly Paid Exempt Employees to record Leave taken.

Electronic Personnel Action Forms (EPAF)

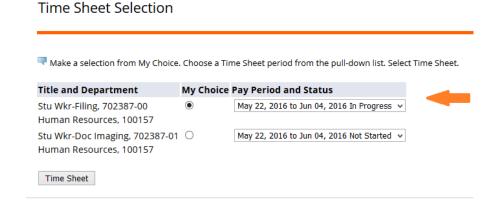
5. If you get the following message that will mean there is an error with your timesheet set up. Contact your payroll administrator or your supervisor as soon as possible to get the system corrected. If you do not get this message continue on to step 6.



6. Select the radio button next to the **Title and Department** for the timesheet you wish to open. Time Sheet Selection

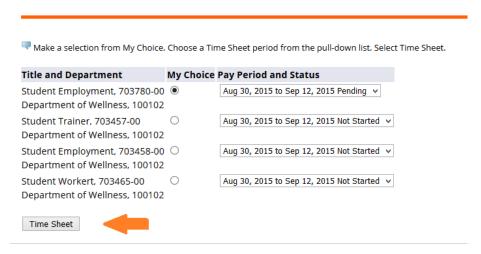


7. Using the drop-down Pay Period and Status, select the correct pay period.



### 8. Click the **Time Sheet** button.

### Time Sheet Selection



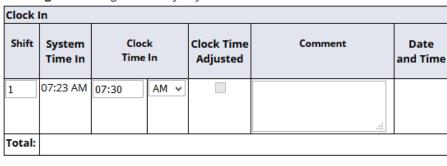
9. Click on the clock icon in the **Clock In or Out** column of the timesheet.



Click on Clock when first arriving for the day, when leaving for lunch, when you return from lunch and when you leave for the day.

The system will show the time you clicked on the clock symbol and round time to the nearest quarter hour.

Date: Tuesday, May 31, 2016 Earnings Code: Regular Hourly Pay





### 10. Click **Save** to record the entry.

**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	07:23 AM	07:30 A	M 🗸							
Total:										

Timesheet	Previous I	Day
Add New Line	Save	Delete

# 11. To Return to Timesheet, click **Timesheet BUTTON**.

Date: Tuesday, May 31, 2016
Earnings Code: Regular Hourly Pay

Clock	Clock In										
Shift	System Time In	Clock Time In	Clock Time Adjusted	Comment	Date and Time						
1	07:23 AM	07:30 AM V		.il							
Total:											



12. To return to myOKSTATE, click on Exit at the top right hand corner of the screen.

<sup>\*\*</sup>It is important to clock in and out daily when first arriving for the day, when leaving for lunch, when you return from lunch and when you leave for the day.\*\*

# Submitting your timesheet at the end of the pay period.

1. Review your time sheet. Click the **Preview** button at the bottom of your time sheet.

Clock In	Earning	Shift	Default	Total	Total	Monday
or Out			Hours or Units	Hours	Units	May 23, 2016
0	Regular Hourly Pay	1	0	0		No Time Entry
	Compensatory Leave Taken	1	0	0		Enter Hours
	Annual Leave	1	0	0		Enter Hours
	Sick Leave	1	0	0		Enter Hours
	Holiday Pay	1	0	0		Enter Hours
	Administrative Leave	1	0	0		Enter Hours
	Military Leave	1	0	0		Enter Hours
	Jury Duty	1	0	0		Enter Hours
	Unpaid Leave-Leave Report	1	0	0		Enter Hours
	Family Medical Leave	1	0	0		Enter Hours
	Total Hours:			0		0
	Total Units:		0	0		
Position	Selection Comments Pre	view	Submit for Approv	al Re	estart	Next

2. After you have checked your hours to ensure all is correct, click the "submit for approval" button at the bottom of your timesheet.

1 n 1 1 1 1	0 0 0 0	0 0 0 0		No Time Entry Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours			
n 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	0	0		Enter Hours Enter Hours Enter Hours			
1 1 1	0	0		Enter Hours Enter Hours			
1 1 1	0	0		Enter Hours			
1	0	_					
1	0	0		Enter Hours			
				Linter Hours			
1	0	0		Enter Hours			
1	0	0		Enter Hours			
rt 1	0	0		Enter Hours			
1	0	0		Enter Hours			
•		0		0			
Total Units:							
	t 1		1 0 0	1 0 0			



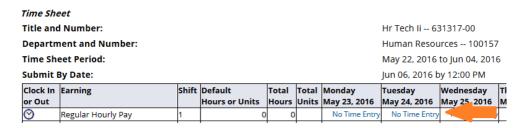
# Adjusting clock in/out entries

If you miss an entry follow the steps below to make adjustments.

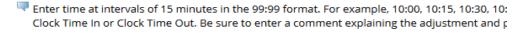
- 1. Log into your time sheet using steps 1-9 under Bi Weekly Time Entry.
- 2. Use the **Next or Previous Button** below the timesheet to position on the correct Time Sheet Period that requires the adjustment.

Clock In or Out	Earning	Shift	Default Hours or Units		1	Monday May 23, 2016
<b>(2)</b>	Regular Hourly Pay	1	0	0		No Time Entry
	Compensatory Leave Taken	1	0	0		Enter Hours
	Annual Leave	1	0	0		Enter Hours
	Sick Leave	1	0	0		Enter Hours
	Holiday Pay	1	0	0		Enter Hours
	Administrative Leave	1	0	0		Enter Hours
	Military Leave	1	0	0		Enter Hours
	Jury Duty	1	0	0		Enter Hours
	Unpaid Leave-Leave Report	1	0	0		Enter Hours
	Family Medical Leave	1	0	0		Enter Hours
	Total Hours:	•		0		0
	Total Units:			0	0	
Position	Selection Comments Prev	/iew	Submit for Approv	al Re	estart	Next

3. Locate the day that requires adjustment on the first time sheet line (**Regular Hourly Pay**) and click on the text displayed on that day.



**4.** Enter **Clock In and/or Out** as required. The format is hours: minutes. Minutes must be entered in increments of 15 minutes. Remember to verify the AM/PM information. **You MUST also enter the reason for adjusting the clock in the appropriate comment field.** 



Date: Tuesday, May 31, 2016 Earnings Code: Regular Hourly Pay

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

- 5. Click **Save** to record the entry.
- 6. To return to timesheet, click **Timesheet BUTTON**.

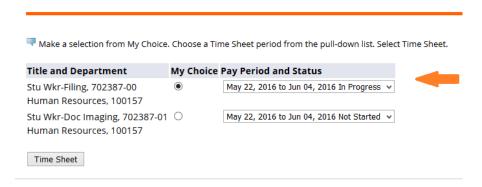
7. Repeat steps 2-6 for all remaining days that require an adjustment.

## RECALLING YOUR TIME SHEET TO MAKE CORRECTIONS

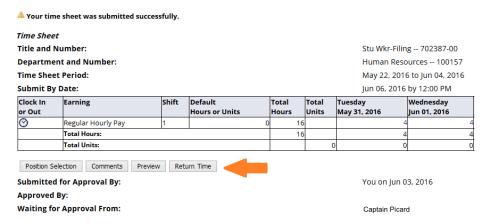
If you have submitted your time sheet for approval, but it has not been approved, you can recall the timesheet to make corrections by using the steps below.

- 1. Log into your time sheet using steps 1-9 under Bi Weekly Time Entry.
- 2. Open the timesheet that you wish to recall.

Time Sheet Selection



3. Click **Return Time** at the bottom of the time sheet.



- 4. Make the required corrections.
- 5. Save the time sheet.
- 6. Click **Submit for Approval**.

# **ENTERING LEAVE (Benefits-eligible employees)**

- 1. Log into your time sheet using steps 1-9 under Bi Weekly Time Entry.
- 2. Use the **Next** or **Previous** button below the timesheet to position on the correct week.

Clock In	Earning	Shift	Default	Total	Total	Monday
or Out			Hours or Units	Hours	Units	May 23, 2016
$\odot$	Regular Hourly Pay	1	0	0		No Time Entry
	Compensatory Leave Taken	1	0	0		Enter Hours
	Annual Leave	1	0	0		Enter Hours
	Sick Leave	1	0	0		Enter Hours
	Holiday Pay	1	0	0		Enter Hours
	Administrative Leave	1	0	0		Enter Hours
	Military Leave	1	0	0		Enter Hours
	Jury Duty	1	0	0		Enter Hours
	Unpaid Leave-Leave Report	1	0	0		Enter Hours
	Family Medical Leave	1	0	0		Enter Hours
	Total Hours:			0		0
	Total Units:			0	0	
Position	Selection Comments Prev	riew	Submit for Approv	al Re	estart	Next

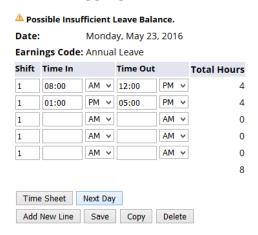
3. Locate the start date for the leave.

Clock In	Earning	Shift	Default	Tata	atal	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
or Out			Hours or Unit:		- 15	May 23, 2016	May 24, 2016	May 25, 2016	May 26, 2016	May 27, 2016	May 28, 2016	May 29, 2016
0	Regular Hourly Pay	1	0	O		No Time Entry						
	Compensatory Leave Taken	1	0	0		Enter Hours						
	Annual Leave	1	0	0		Enter Hours						
	Sick Leave	1	0	0		Enter Hours						
	Holiday Pay	1	0	0		Enter Hours						
	Administrative Leave	1	0	0		Enter Hours						
	Military Leave	1	0	0		Enter Hours						
	Jury Duty	1	0	0		Enter Hours						
	Unpaid Leave-Leave Report	1	0	0		Enter Hours						
	Family Medical Leave	1	0	0		Enter Hours						
	Total Hours:		-	0		0	0	0	0	0	0	0
	Total Units:				0	0	0	0	0	0	0	0

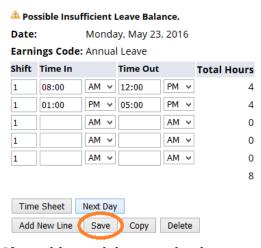
4. Click on the line associated with the type of leave taken (e.g. annual, sick, etc.) and the column associated with this start date.

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

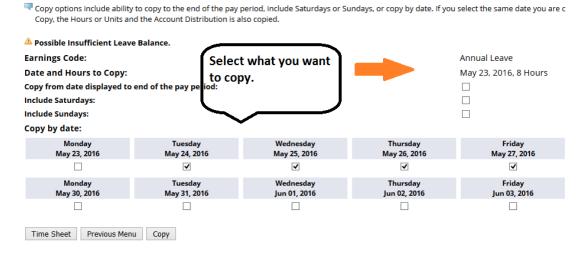
5. Enter the appropriate number of hours that should be recorded for the leave.



6. Click Save.



- 7. If no additional days need to be recorded, go to Step 10.
- 8. If additional leave days are needed click **copy**. 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.

	nd the Account Distribution is a	period, include Saturdays or St also copied.	andays, or copy by date. If you	select the same date you are o
A Possible Insufficient Leave	e Balance.			
Earnings Code:				Annual Leave
Date and Hours to Copy:				May 23, 2016, 8 Hours
Copy from date displayed to	end of the pay period:			
Include Saturdays:				
Include Sundays:				
Copy by date:				
Monday May 23, 2016	Tuesday May 24, 2016	Wednesday May 25, 2016	Thursday May 26, 2016	Friday May 27, 2016
	•	•	•	<b>✓</b>
Monday May 30, 2016	Tuesday May 31, 2016	Wednesday Jun 01, 2016	Thursday Jun 02, 2016	Friday Jun 03, 2016
Time Sheet Previous Men	и Сору			

10. Click **Timesheet** button to return to timesheet.

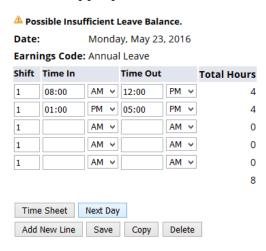
# **ADJUSTING LEAVE (Benefits-eligible employees)**

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

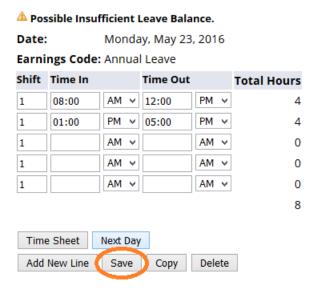
1. Click 'Enter Hours' or the Hours displayed for the date requiring correction.

Clock In	Earning	Shift	Default	Total	Total	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	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						
	Compensatory Leave Taken	1	0	0		Enter Hours						
	Annual Leave	1	0	0		Enter Hours	Enter Hours	rs	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Sick Leave	1	0	0		Enter Hours						
	Holiday Pay	1	0	0		Enter Hours						
	Administrative Leave	1	0	0		Enter Hours						
	Military Leave	1	0	0		Enter Hours						
	Jury Duty	1	0	0		Enter Hours						
	Unpaid Leave-Leave Report	1	0	0		Enter Hours						
	Family Medical Leave	1	0	0		Enter Hours						
	Total Hours:		-	0		0	0	0	0	0	0	0
	Total Units:				0	0	0	0	0	0	О	0

**2.** Enter the appropriate number of hours (enter zero to remove the hours).



### 3. Click Save.



4. Click **Timesheet** button to return to timesheet.

# Leaving a Comment on Your Timesheet

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

1. Click the **Comments** button at the bottom of the time sheet page.

Clock In	Earning	Shift	Default	Total	Total	Monday		
or Out			Hours or Units	Hours	Units	May 23, 2016		
$\otimes$	Regular Hourly Pay	1	0	0		No Time Entry		
	Compensatory Leave Taken	1	0	0		Enter Hours		
	Annual Leave	1	0	0		Enter Hours		
	Sick Leave	1	0	0		Enter Hours		
	Holiday Pay	1	0	0		Enter Hours		
	Administrative Leave	1	0	0		Enter Hours		
	Military Leave	1	0	0		Enter Hours		
	Jury Duty	1	0	0		Enter Hours		
	Unpaid Leave-Leave Report	1	0	0		Enter Hours		
	Family Medical Leave		0	0		Enter Hours		
	Total Hours:	•		0		0		
	Total Units:					0		
Position	Selection Comments Pre-	view	Submit for Approval Resta			Next		

# 2. In the **Comments** box, type your message.

Tenter 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 ρ

Date: Tuesday, May 31, 2016

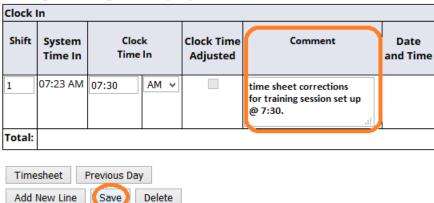
Earnings Code: Regular Hourly Pay

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

3. Click the **Save** button.

Date: Tuesday, May 31, 2016

Earnings Code: Regular Hourly Pay



**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.**