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 Dashboard 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 out 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, go to Employee Dashboard which opens the Employee Dashboard
- From the Employee Dashboard, under My Activities, click the link labeled Enter Leave Report
- Choose the appropriate Leave Report Period using the drop down 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 of the window, stating Leave Report data successfully saved
Employee Self Service: Employee Dashboard

APPROVING TIME AND LEAVE

- To approve leave, select 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 time. This is where the Approver can make corrections to the report, if necessary. It may be required if the deadline for employees to submit leave reports has passed
- Return for Correction will return the leave report to the employee for correction. Comments can be made to the employee explaining the reason for the return. This is not advisable of 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

SUPER USER

- To act as a Super User, select Approve Time or Approve Leave 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

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
- Select the dropdown menu under Act as a Proxy for to select the approver for whom you are acting as a Proxy
- On the left-hand side of the screen, select the appropriate approver from the dropdown menu
- In the upper right-hand corner, you will see a message letting you know for whom you are acting as a proxy
- Select Navigate to Time & Leave Approvals application to approve time and/or leave
- Refer to the Approvals section for further details