Leave Reporting in Banner 9 Self-Service

The administrative systems under the Banner umbrella include student information systems, financial aid, and human resources. With only one place to sign in employees can get their employment information, manage timesheets and leave requests.

This document will show you how to enter your leave in the new Banner 9 Employee Self-Service system.

Go to my.okstate.edu and log in using your Orange Key (O-key) credentials.

Click here for assistance with your O-key.

Landing Page: Your landing page is customized based on your level of access. Choose Self Service to enter your employee information.
**Employee Profile 9 Tab:** Select the Employee Profile 9 tab to enter your Employee Dashboard.

**Employee Dashboard:** Your dashboard is streamlined to include time entry, leave reporting and any time approval options you may have depending on your classification and job responsibilities. All of your options are in one place on this dashboard.
Benefits of Employee Profile 9

- Improved user experience - see all your information in one place
- Modern, yet familiar, web user interface with standard controls
- Shorter learning curve for occasional users
- Enhanced usability and navigation for super users
- More accurate timekeeping (5 minute rounding vs. 15 minute rounding)
- Ability to run in any modern browser
To enter your leave report, under **My Activities**, click **Enter Leave Report**.

Choose the appropriate Leave Report Period using the drop-down. If you have already started this period’s leave report, click the **In Progress** link to continue. To view leave reports for prior periods, click the **Prior Periods** link.
Click on the day on which you wish to enter leave and select the drop-down for the **Earn Code**.

Select the appropriate **Earn Code** for the leave you will be utilizing for that day.
Enter the number of hours you are utilizing for the corresponding Earn Code/Leave on the selected date and press Save.

You will receive a message “Leave Report data successfully save”
Copy Earn Code/Leave Value

To copy the same value to multiple days in the same leave period, click the **Copy** icon. (Pencil=Edit, Papers=Copy, Circle=Delete)
When you select **Copy** the calendar above will be displayed.

You can either check **Copy to the end of pay period** or select specific days to copy the hours to. The above illustration shows selection of specific days. After selecting these days, click **Save**.
If you check **Copy to the end of the pay period** the appropriate days will be selected. Press Save. (NOTE: If you check either or both “Include Saturdays” and/or **Include Sundays** these days will be selected as well. This will be rare.)

A message will state **The entry has been successfully copied**
Choose the pencil icon to edit your entries for the leave period. Make appropriate changes and Save.

Make appropriate changes and Save.
This illustrates changing the previously entered 8 hours of Annual Leave to 4 hours of Annual Leave. **Save** after entering.
Delete Earn Code/Leave Value

Choose the **Delete** icon to remove an earning/leave record.

You will be prompted to be certain you want to delete a record before the delete is processed. Select **Yes** if you want to delete.
Save the record.

You will receive a message Leave Report data successfully saved.
Entering Multiple Earn Codes/Leave

To enter multiple earn codes/leave types on the same day, choose the appropriate earn code, enter the correct number of hours for that type and Save. You will receive a message Leave Report data successfully saved.

Choose **Add Earn Code** to enter more than one Earn Code/Leave Type per day. Choose the appropriate earn code, enter the correct number of hours for that type and **Save**.
Click **Preview** to preview your leave report prior to submitting. To start over, click **Restart Leave Report**. NOTE: Restarting will erase all entries made thus far.

Click **Return** to return to the prior page.
Submit to submit your leave report for Approval.

You will receive a message **The Leave Report has been successfully submitted**. The Routing and Status section shows the Date and Time your leave report was originated and submitted by you and from whom it is pending approval. Once approved, the leave report can no longer be recalled; however, supervisors have the ability to “Return for Correction”. 
Questions?

Email the IT Helpdesk at helpdesk@okstate.edu