Employee Dashboard Leave Reporting

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

1. Go to my.okstate.edu and log in using your Orange Key (O-key) credentials. Click here for assistance with your O-key

2. Landing Page: Your landing page is customized based on your level of access. Select Self Service to enter your employee information.
3. **Employee Dashboard Tab:** Select the **Employee Dashboard** tab to enter your Employee Dashboard. (Your tab options may vary due to access)

4. To enter your Leave Report, under My Activities, select **Enter Leave Report**.
5. Choose the appropriate Leave Report Period using the drop-down. If you have already started this period’s leave report, select **In Progress**.

6. Select the day you wish to enter leave and select the drop-down for the **Earn Code**.
7. Select the appropriate **Earn Code** for the leave you will be using for that day.

8. Enter the number of hours you are utilizing for the corresponding Earn Code/Leave on the selected date and select **Save**.

Copy Earn Code/Leave Value

1. To copy the same value to multiple days in the same leave period, select the **Copy** icon. (Pencil=Edit, Papers=Copy, Circle=Delete)

2. When you select **Copy** the calendar above will be displayed.
3. 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.

4. If you check **Copy to the end of the pay period** the appropriate days will be selected. Select **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.)

5. A message will state **The entry has been successfully copied.**
Edit Earn Code/Leave Value

1. Choose the pencil icon to edit your entries for the leave period.

2. Make appropriate changes and Save.

3. 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

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

2. 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.
3. **Save the record.**

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

1. 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**.

2. Choose **+Add Earn Code** to enter more than one Earn Code/Leave Type per day. Select the appropriate earn code, enter the correct number of hours for that type and **Save**.
3. Select **Preview** to preview your leave report prior to submitting. To start over, select **Restart Leave Report**. NOTE: Restarting will erase all entries.
1. **Submit** to submit your leave report for Approval.

2. 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 can Return for Correction.

Questions or Problems: Contact helpdesk@okstate.edu or call at 405-744-4357