Time Entry for Bi-Weekly Paid Employees

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, and manage timesheets and leave requests.

This document will show you how to enter your time 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 your options are in one place on this dashboard.

**Enter Time:** From the Employee Dashboard, select the link labelled Enter Time.
If you have yet to start your time sheet for the period select the **Start Timesheet** button. If you have already started your timesheet your option will show **In Progress**. Select **In Progress**.

To clock in for the time period, select the **Clock In** button.

Clocking out is done in a similar way. To clock out, select **Clock Out**.
If you adjust your time for any reason, the system requires a comment such as **Computer Restarting** or **No Internet**, etc.
Manually entering Time: Enter appropriate **Earn Code** such as **Regular Hourly Pay**, **Compensatory Leave Taken**, etc.
Questions?

Email the IT Helpdesk at helpdesk@okstate.edu