Entering Time 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 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 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
How to enter time in Banner 9

To enter time in Banner 9, go to Employee Profile 9 which opens the employee dashboard. From the Employee Dashboard, click the link labelled Enter Time.

If you have yet to start your time sheet for the period click the Start Timesheet button.

Clocking out is done in a similar way. To clock out, hit the button that is labelled 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