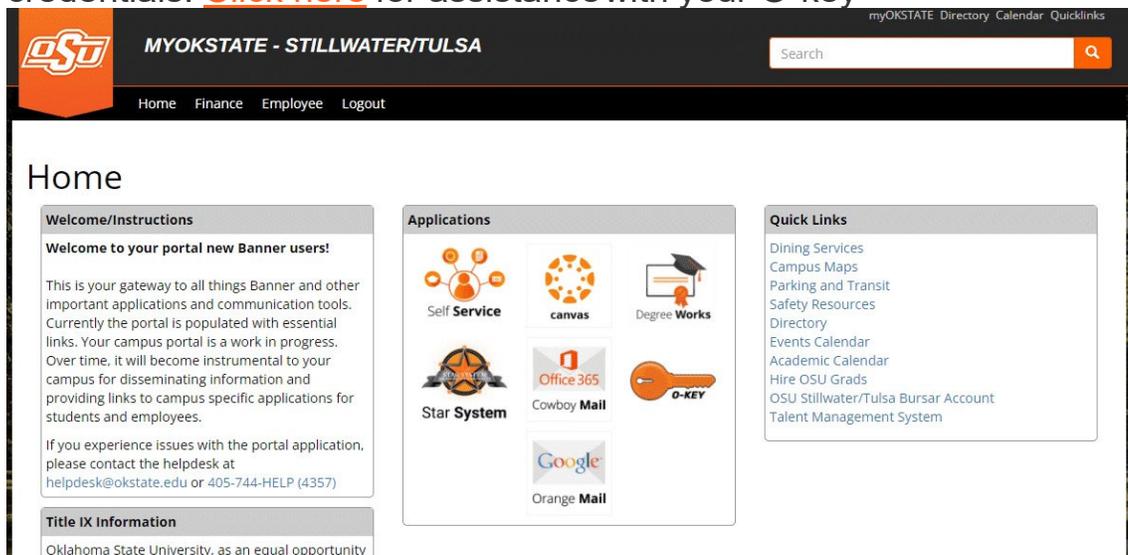


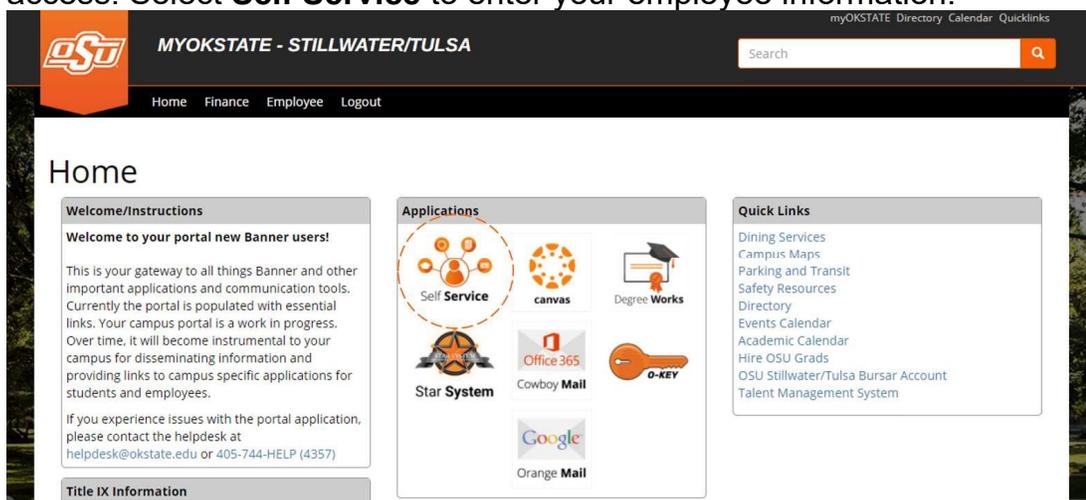
Employee Dashboard Time and Leave Approval

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.

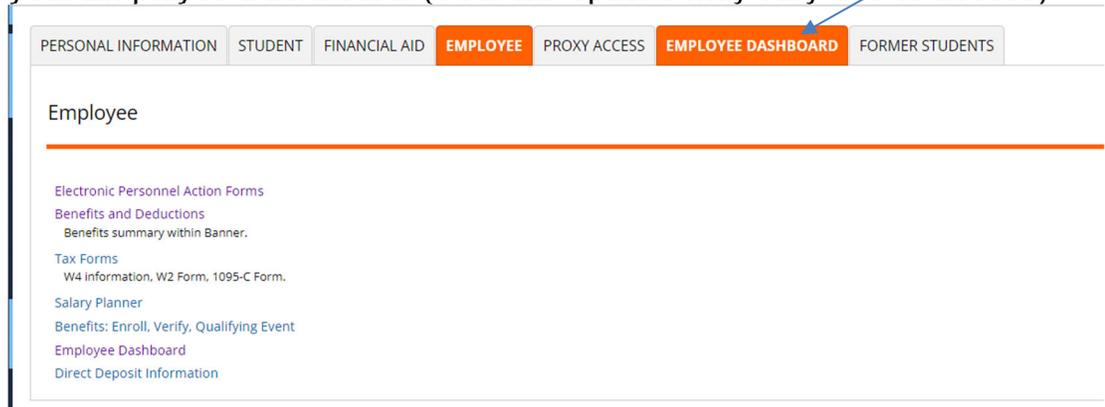
1. Go to my.okstate.edu and log in using your Orange Key (O-key) credentials. [Click here](#) for assistance with your O-key



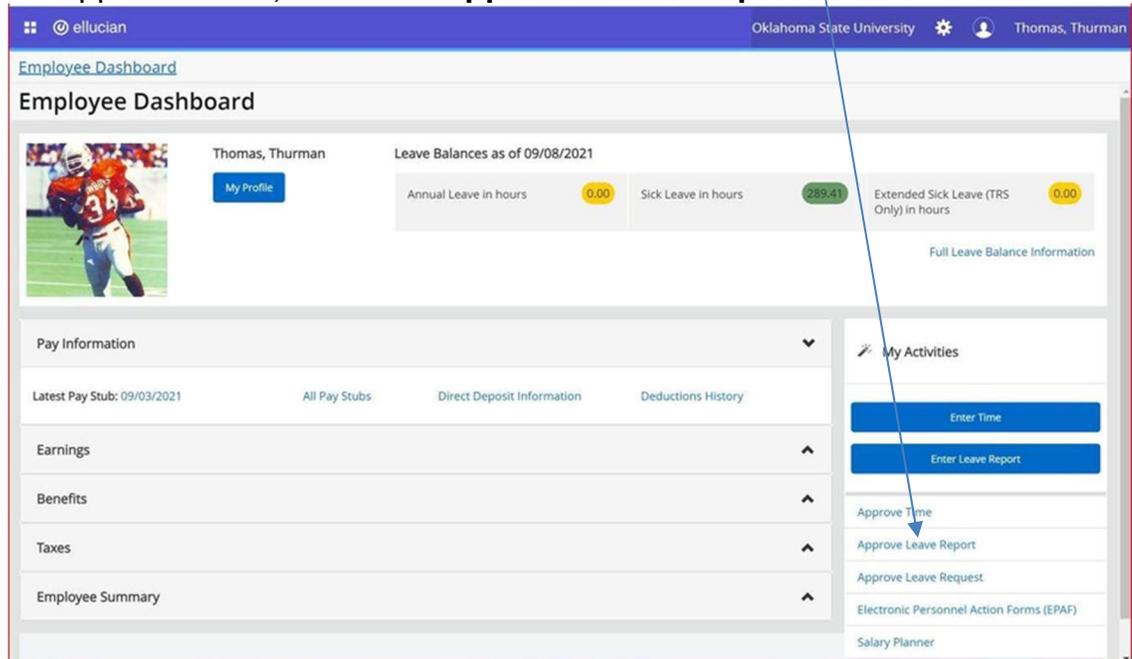
2. Landing Page: Your landing page is customized based on your level of access. Select **Self Service** to enter your employee information.



3. **Employee Dashboard Tab:** Select the **Employee Dashboard** tab to enter your Employee Dashboard. (Your tab options may vary due to access)



4. To approve leave, select on **Approve Leave Report.**



5. Review by scrolling through the page to view details, summary and routing and status. Note that clicking the three dots to the right of their name will allow you to Preview the timesheet and View Leave Balances without having to click into the timesheet.

Approvals - Leave Report

Approvals Timesheet Leave Report

Leave Report All Departments 08/16/2021 - 09/15/2021 (2021 JL 9) All Status except Not Started Enter ID/Name

Distribution Status Report - Leave Report

Pending 1

Employee Name	ID	Organization	Hours/Days/Units
Sanders, Barry Database Admin, AS9819-00	A20107471	X-100460, Enterprise Operating Systems	44.00 Hours

Preview

Leave Balance

6. Once you have clicked into a timesheet, **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 leave report if necessary. It may be necessary 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 explain to the employee the reason for the return. This is not advisable if time does not allow for correction and resubmission before the deadline. **Approve** will approve the leave report and reduce the leave balance.

The screenshot shows the 'Time Entry Detail' section with the following data:

Date	Earn Code	Shift	Total
09/08/2021	170, Annual Leave	1	4.00 Hours
09/09/2021	170, Annual Leave	1	8.00 Hours
09/10/2021	170, Annual Leave	1	8.00 Hours
09/13/2021	170, Annual Leave	1	8.00 Hours
09/14/2021	170, Annual Leave	1	8.00 Hours
09/15/2021	170, Annual Leave	1	4.00 Hours
09/15/2021	180, Sick Leave	1	4.00 Hours

The 'Summary' section shows the following data:

Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Total
170, Annual Leave	1				20.00	20.00	40.00 Hours
180, Sick Leave	1					4.00	4.00 Hours
Total Hours					20.00	24.00	

The 'Routing and Status' section shows the following data:

Name	Action	Date & Time
Sanders, Barry	Originated	08/16/2021, 05:44 AM

Buttons at the bottom: Return, Details, Return for correction, Approve.

7. Make the appropriate selection to **Return**, **Details**, **Return for correction**, or **Approve**.

The screenshot shows the 'Routing and Status' section with the following data:

Name	Action	Date & Time
Sanders, Barry	Originated	08/16/2021, 05:44 AM
Sanders, Barry	Submitted	09/08/2021, 11:39 AM
Thomas, Thurman	Pending Approval	

The 'Comment (Optional)' section includes a text area for adding comments, a 'Confidential Comment' checkbox, and a summary of the leave report: Sanders, Barry, Added on 09/08/2021 (11:34 AM), Leave Report recalled (System Generated).

Buttons at the bottom: Return, Details, Return for correction, Approve.

- 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.

The screenshot shows the ellucian Employee Dashboard interface. At the top, there is a navigation bar with the ellucian logo, the text 'Oklahoma State University', and the user's name 'Thomas, Thurman'. A green notification banner at the top right states 'Leave Report successfully approved.' Below this, the 'Employee Dashboard' breadcrumb trail includes 'Time Entry Approvals' and 'Database Admin, AS9819-00, X, 100460, Enterp'. The main content area is divided into several sections:

- Summary Table:** A table with columns for Earn Code, Shift, Week 1, Week 2, Week 3, Week 4, Week 5, and Total. It shows 40.00 hours for Annual Leave and 4.00 hours for Sick Leave, with a total of 44.00 hours.
- Routing and Status Table:** A table with columns for Name, Action, and Date & Time. It shows the report was originated by Sanders, Barry on 08/16/2021, submitted by Sanders, Barry on 09/08/2021, and approved by Thomas, Thurman on 09/08/2021.
- Leave Updated for Annual Leave Table:** A table with columns for Leave Code and Posted Hours, showing 40.00 hours for Annual Leave.
- Leave Updated for Sick Leave Table:** A table with columns for Leave Code and Posted Hours, showing 4.00 hours for Sick Leave.
- User Information:** Sanders, Barry, Added on 09/08/2021 (11:34 AM), Leave Report recalled (System Generated).

At the bottom right, there are two buttons: 'Return' and 'Details'.

Pay Overtime Indicator

Approvers of hourly-paid employees can add the “Pay Overtime Indicator” to an employee’s timesheet. If an employee has this indicator on their timesheet, they will be paid overtime when worked rather than accruing comp time.

- To add the Pay Overtime Indicator under My Activities, select **Approve Time**.

 My Activities

Enter Time

Approve Time

- Find the timesheet for the employee you wish to add the Pay Overtime Indicator and **select that employee**. NOTE: The timesheet must be in Pending Status.

The screenshot shows the 'Approvals - Timesheet' page. At the top, there are filters for 'Timesheet', 'All Departments', '10/03/2021 - 10/16/2021 (2021 JB 22)', and 'All Status except Not Started'. Below the filters is a 'Distribution Status Report - Timesheet' bar chart. The chart shows a single bar for 'Pending' with a value of 1. Below the chart is a table with the following data:

Status	Count
Pending	1
Pending - In the Queue	0
In Progress	0
Returned	0
Error	0
Pending - Approved	0
Approved	0
Completed	0

Below the chart is a table of pending timesheet entries:

Employee Name	ID	Organization	Hours/Units
Sanders, Barry J. Computer Specialist, AS9952-00	A20083055	X-100157, Human Resources	13.00 Hours

- Click on **Details**.

The screenshot shows the 'Timesheet Detail Summary' page for Barry J. Sanders. The page displays the following information:

Employee: A20083055, Sanders, Barry J.
Position: Computer Specialist, AS9952-00, X, 100157, Human Resources
Pay Period: 10/03/2021 - 10/16/2021 | 13.00 Hours | Pending | Submitted On 10/15/2021, 12:07 PM

Time Entry Detail

Date	Earn Code	Shift	Total
10/14/2021	020, Regular Hourly Pay	1	9.00 Hours
10/15/2021	020, Regular Hourly Pay	1	4.00 Hours

Time Information

Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
10/14/2021	020, Regular Hourly Pay		9.00	07:00 AM		Testing	04:00 PM		Testing
10/15/2021	020, Regular Hourly Pay		4.00	07:55 AM	11:57 AM	Missed punch	11:55 AM	11:57 AM	

Summary

Earn Code	Shift	Week 1	Week 2	Total
020, Regular Hourly Pay	1		13.00	13.00 Hours

At the bottom of the page, there are four buttons: 'Return', 'Details', 'Return for correction', and 'Approve'. A blue arrow points to the 'Details' button.

- Choose a day that does not have hours entered (Sunday is usually a safe day). Click on **that date** and select **Pay Overtime Indicator** from the Drop-Down Earn Code menu. Enter **1 unit** and select **Save**.

Employee Dashboard • Time Entry Approvals • Computer Specialist, AS9952-00, X, 100157, Human Resources

Computer Specialist, AS9952-00, X, 100157, Human Resources [Leave Balances](#)

10/03/2021 - 10/16/2021 13.00 Hours Pending Submitted On 10/15/2021, 12:07 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
10 1.00 Units	11	12	13	14 9.00 Hours	15 4.00 Hours	16

➕ Add Earn Code

Earn Code: Pay Overtime Indicator Shift: 1 Units*: 1

➕ Add More Time

Exit Page Cancel Save Preview

- You will receive a message **Timesheet data successfully saved**. Select **Preview**.

Employee Dashboard • Time Entry Approvals • Computer Specialist, AS9952-00, X, 100157, Human Resources ✔ Timesheet data successfully saved.

Computer Specialist, AS9952-00, X, 100157, Human Resources [Leave Balances](#)

10/03/2021 - 10/16/2021 13.00 Hours / 1.00 Units Pending Submitted On 10/15/2021, 12:07 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
10 1.00 Units	11	12	13	14 9.00 Hours	15 4.00 Hours	16

➕ Add Earn Code

Pay Overtime Indicator Shift 1 1.00 Units

➕ Add More Time

Total: 1.00 Units [Account Distribution](#)

Exit Page Cancel Save Preview

6. Perform the necessary action at this point (**Return** will take you back to the previous page, **Details** will take you back to the timesheet details, **Return for correction** will return the timesheet to the employee, **Approve** will approve the timesheet.)

Employee Dashboard - Time Entry Approvals - Computer Specialist, AS9952-00, X, 100157, Human Resources - Preview

Timesheet Detail Summary

A20083055, Sanders, Barry J.

Computer Specialist, AS9952-00, X, 100157, Human Resources

Pay Period: 10/03/2021 - 10/16/2021 13.00 Hours / 1.00 Units Pending Submitted On 10/15/2021, 12:07 PM

Time Entry Detail

Date	Earn Code	Shift	Total
10/10/2021	306, Pay Overtime Indicator	1	1.00 Units
10/14/2021	020, Regular Hourly Pay	1	9.00 Hours
10/15/2021	020, Regular Hourly Pay	1	4.00 Hours

Time Information

Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
10/14/2021	020, Regular Hourly Pay		9.00	07:00 AM		Testing	04:00 PM		Testing
10/15/2021	020, Regular Hourly Pay		4.00	07:55 AM	11:57 AM	Missed punch	11:55 AM	11:57 AM	

Summary

Earn Code	Shift	Week 1	Week 2	Total
306, Pay Overtime Indicator	1		1.00	1.00 Units
020, Regular Hourly Pay	1		13.00	13.00 Hours
Total Hours			13.00	
Total Units			1.00	

Routing and Status

Name	Action	Date & Time
Sanders, Barry J.	Originated	10/15/2021, 11:43 AM
Sanders, Barry J.	Submitted	10/15/2021, 12:07 PM
Iba, Henry	Pending Approval	

Comment (Optional):
Add Comment

Return Details Return for correction Approve

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