Employee Self Service: Employee Dashboard

TIME ENTRY FOR BI-WEEKLY PAID EMPLOYEES

- Log into **my.okstate.edu** using your **Orange Key (O-Key) Username** and **Password**
- Click on the **Employee** tab at the top of the page
- Click the **Employee Dashboard** link to open the Employee Dashboard
- To enter your time, under **My Activities**, select **Enter Time**
- If you have yet to start your timesheet for the period, select the **Start Timesheet** button
- If you have already started your timesheet, select **In Progress**

ENTERING WORKED HOURS

- To clock in for the time period, select the **Clock In** button
- To clock in for the time period, select the **Clock Out** button
- If you adjust your time for any reason, a **Comment** is required

EDITING AND SUBMITTING

- When you edit time, you can type it in or use the dropdown menu
- To enter additional earnings, such as **Sick** or **Annual Leave**, select the **Add Earn Code** button (Located below the calendar)
- Select an appropriate **Earn Code**. Then, enter start and end times for this earn code and click **Save**
- To submit time, click the **Preview** button at the bottom right side of your screen
- After reviewing your time, click **Submit** at the bottom right of your screen

LEAVE REPORTING FOR MONTHLY PAID EMPLOYEES

- To enter leave in Banner, go to **Employee Dashboard** which opens the **Employee Dashboard**
- From the **Employee Dashboard**, under **My Activities**, click the link labeled **Enter Leave Report**
- Choose the appropriate Leave Report Period using the drop down menu. If you have already started this period's leave report, select **In Progress** to continue
- To view leave reports for prior periods, select **Prior Periods**
- Select the day you wish to enter leave for and select the dropdown menu for the appropriate **Earn Code**
- Enter the number of hours you are utilizing for the corresponding Earn Code/Leave on the selected date and select **Save**
- You will receive a message, at the top right of the window, stating **Leave Report data successfully saved**

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APPROVING TIME AND LEAVE

- To approve leave, select **Approve Leave Report**
- Review by scrolling through the page to view details, summary, routing and status
- **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 report, if necessary. It may be required 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 the employee explaining the reason for the return. This is not advisable of time does not allow for correction and resubmission before the deadline
- **Approve** will approve the leave report and reduce the leave balance
- 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

PROXY

- To act as a **Proxy**, select **Enter Time** under **My Activities**
- In the upper-right hand corner, you will receive a message stating **No Timesheet documents available for approval**. Acknowledge the message by selecting the **yellow box containing the number 1**
- Select **Proxy Super User**
- Select the dropdown menu under **Act as a Proxy** for to select the approver for whom you are acting as a Proxy
- On the left-hand side of the screen, select the appropriate approver from the dropdown menu
- In the upper right-hand corner, you will see a message letting you know for whom you are acting as a proxy
- Select **Navigate to Time & Leave Approvals** application to approve time and/or leave
- Refer to the **Approvals** section for further details

SUPER USER

- To act as a Super User, select **Approve Time** or **Approve Leave** under **My Activities**
- In the upper right-hand corner, you will receive a message stating **No Timesheet documents available for approval**
- Acknowledge the message by selecting the **yellow box containing the number 1**
- Select **Proxy Super User**
- Make sure the **Act as Proxy for** is **Self**
- Check **Act as Time Entry** or **Act as Leave Report Approvals Superuser** as appropriate
- In the lower right-hand corner, select **Navigate to Time & Leave Approvals application**
- Refer to the **Approvals** section for further details