# Employee Dashboard Proxy and Super User

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
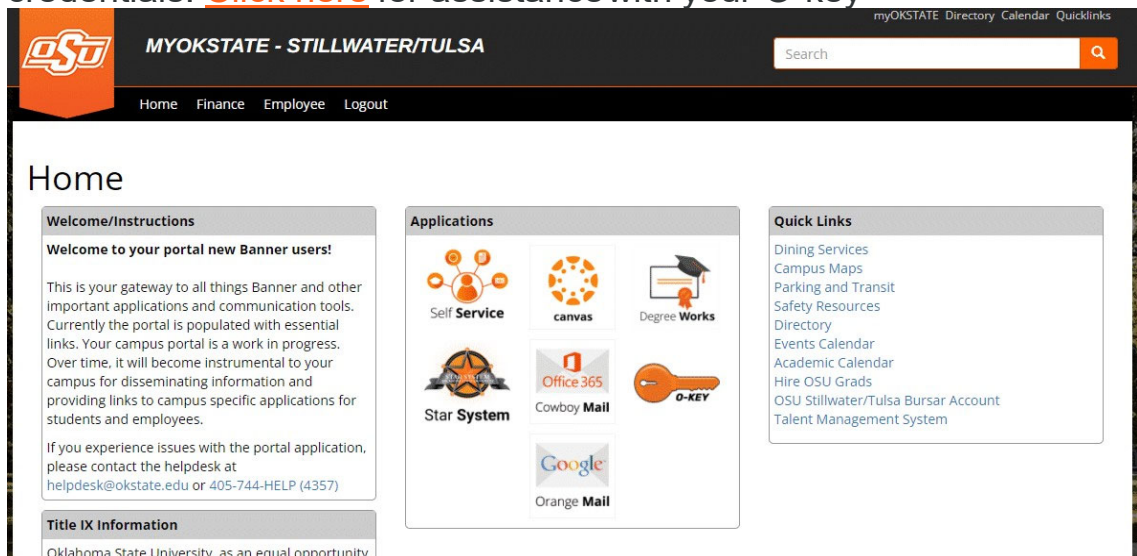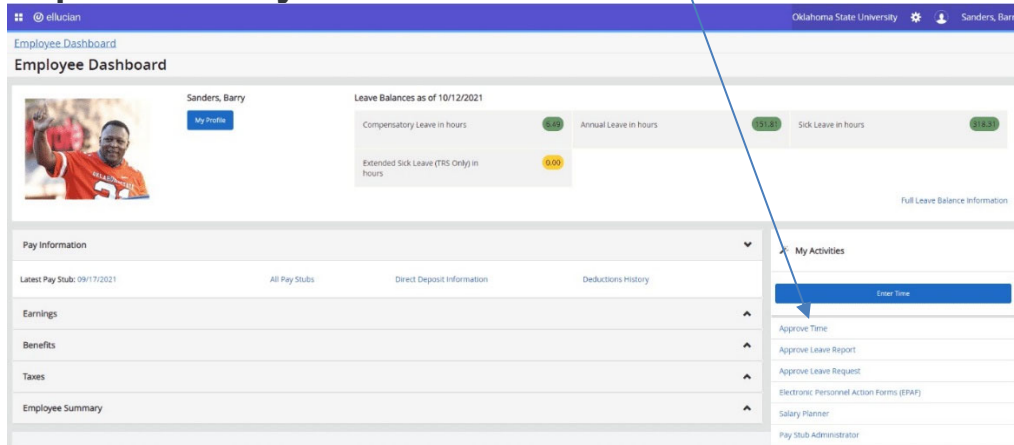

2. Landing Page: Your landing page is customized based on your level of access. Select **Self Service** to enter your employee information.
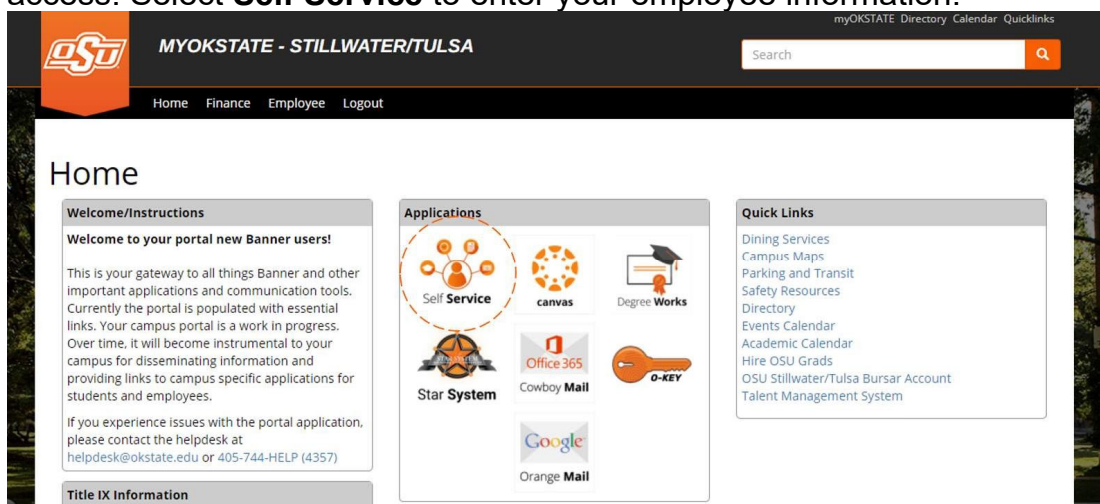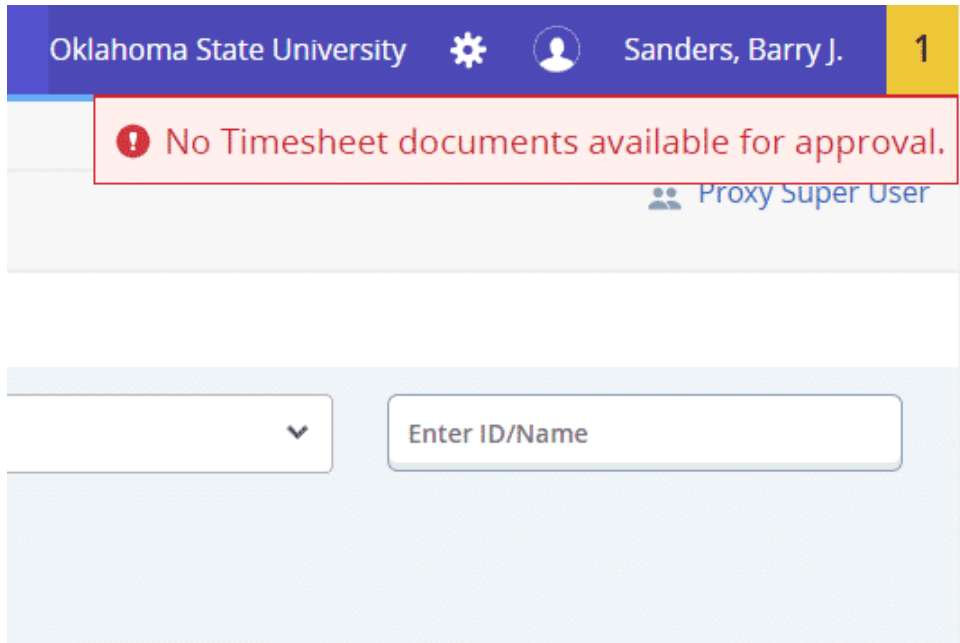
3. **Employee Dashboard Tab:** Select the **Employee Dashboard** tab to enter your Employee Dashboard. (Your tab options may vary due to access)
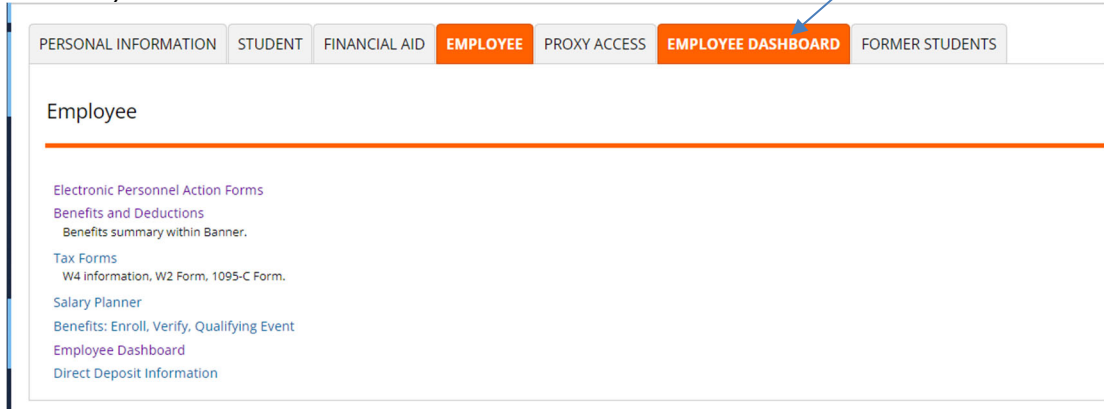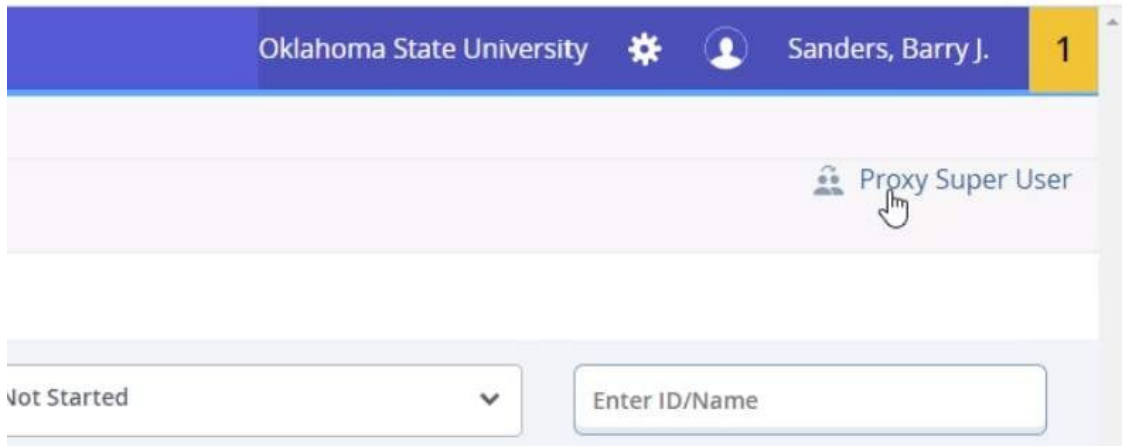

4. To act as a Proxy, select **Approve Time** or **Approve Leave Report** under **My Activities**.

5. You may receive a message stating **No Timesheet documents available for approval**. Acknowledge the message by selecting the **yellow 1**.

6. Select **Proxy Super User.**

7. Select the drop-down menu under **Act as a Proxy for** to select the approver for whom you are acting as a Proxy.

8. Select the appropriate approver from the drop-down menu.

9. In the upper-right hand corner, you will see a message lettingyou know for whom you are acting as a proxy. Select on **Navigate to Time & Leave Approvals** application toapprove time and/or leave. Refer to the **Approvals** Section for further details.
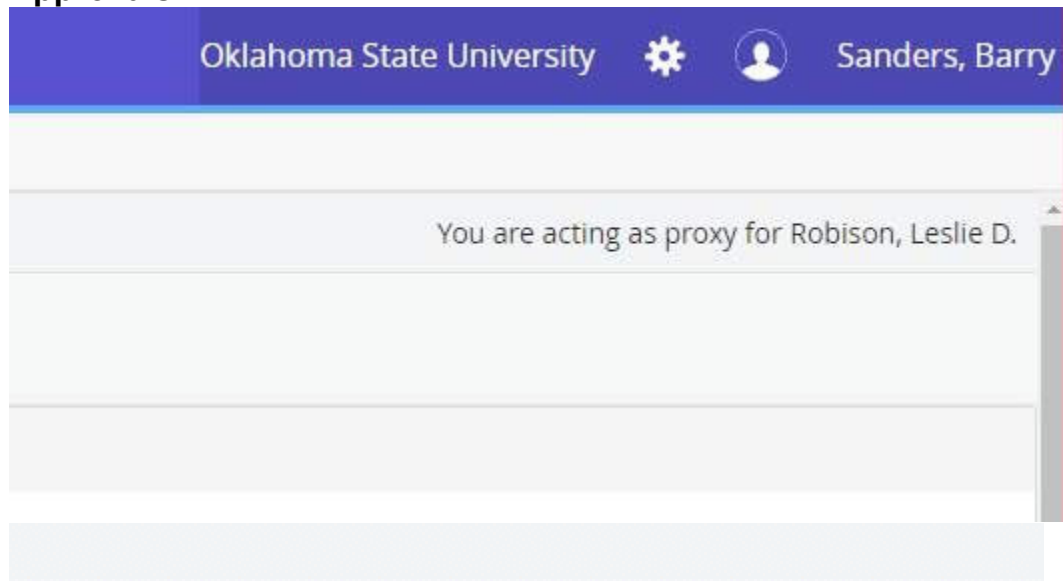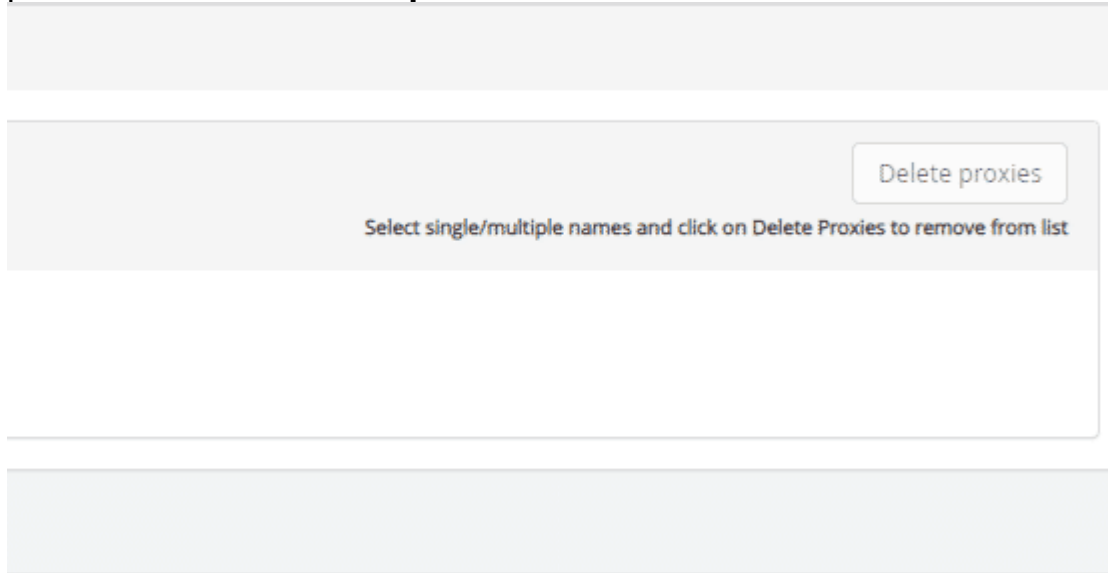

10. To add a new proxy (if you are an Approver), select **Add a new proxy** and select a name from the list. NOTE: You can enter a name to search. Select the individual you want to add as your proxy.
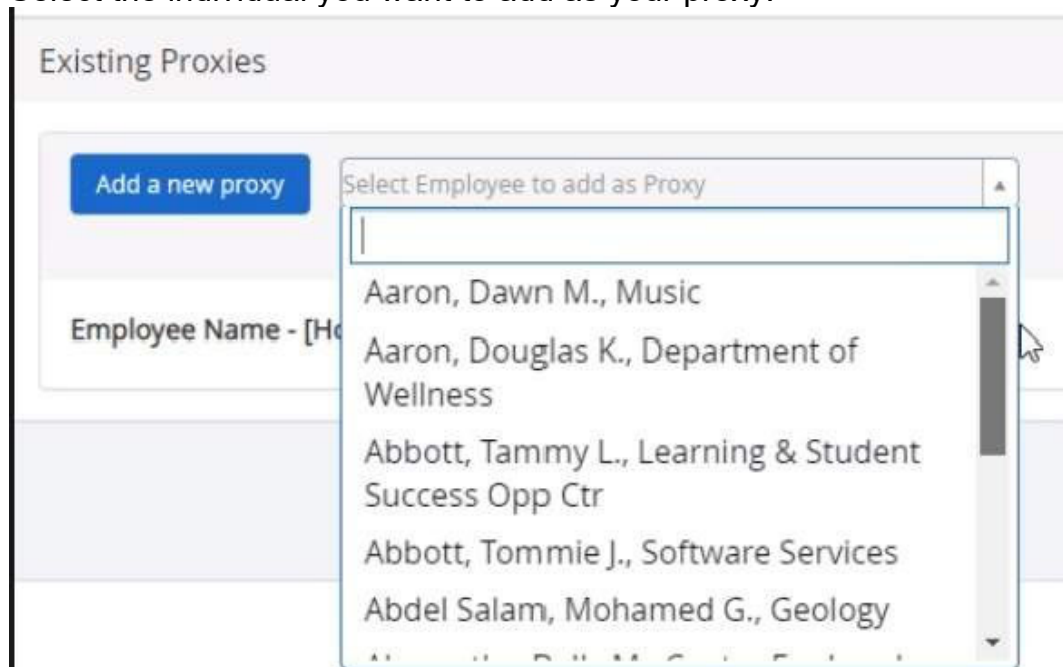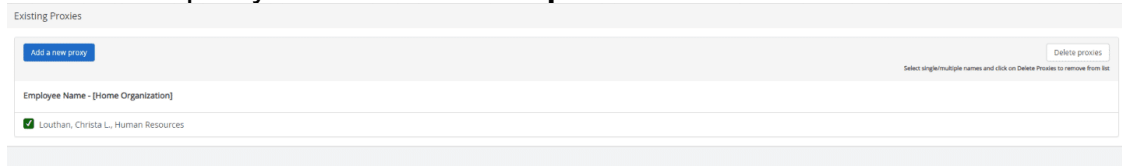
11. To delete a proxy, select one or more existing proxies from the list of proxies and select **Delete proxies**.
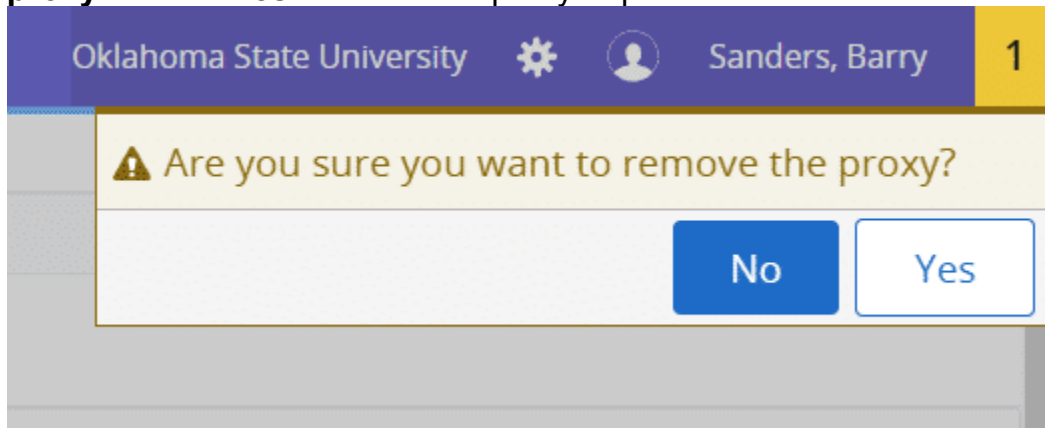

12. Choose the proxy and select **Delete proxies**.

13. You will receive a message **Are you sure you want to remove the proxy?** Select **Yes** to delete the proxy or proxies.

Super User

1. To act as a Super User, select **Approve Time** or **Approve Leave Report** under **My Activities**.

2. You may receive a message stating **No Timesheet documents available for approval**. Acknowledge the message by selecting the **yellow 1**.
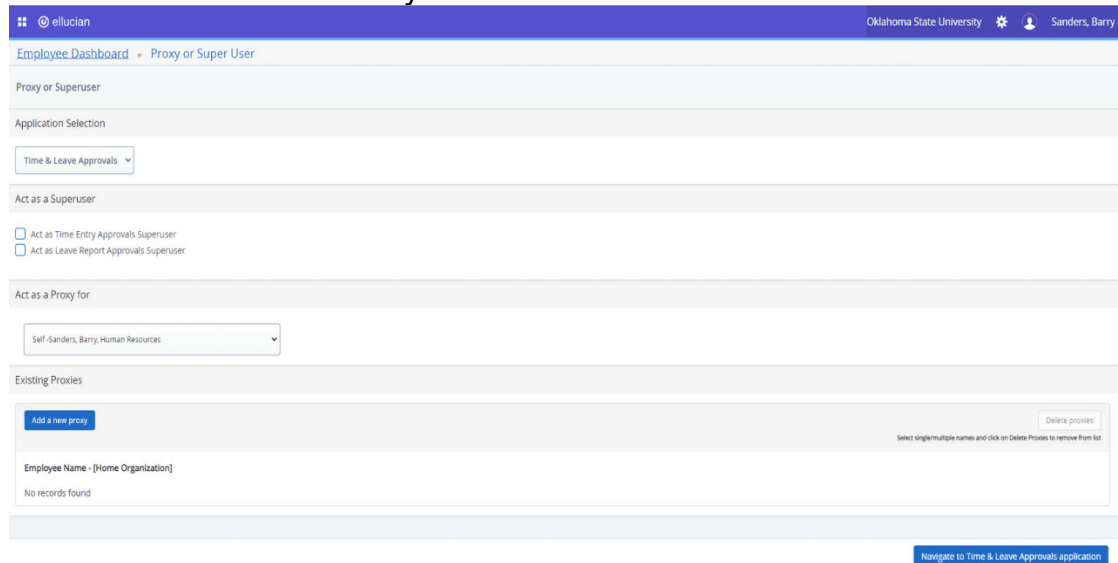
3. Select Proxy Super User.

4. Make sure the Act as Proxy for is **Self**.

5. Check Act as Time Entry or Act as Leave Report Approvals Superuser as appropriate. Select Navigate to Time & Leave Approvals application.

6. Refer to the **Approvals** section for further details.

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