

Employee Dashboard Time Entry

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 timesheets 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

myOKSTATE Directory Calendar Quicklinks

OSU MYOKSTATE - STILLWATER/TULSA

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Welcome/Instructions

Welcome to your portal new Banner users!

This is your gateway to all things Banner and other important applications and communication tools. Currently the portal is populated with essential links. Your campus portal is a work in progress. Over time, it will become instrumental to your campus for disseminating information and providing links to campus specific applications for students and employees.

If you experience issues with the portal application, please contact the helpdesk at helpdesk@okstate.edu or 405-744-HELP (4357)

Applications

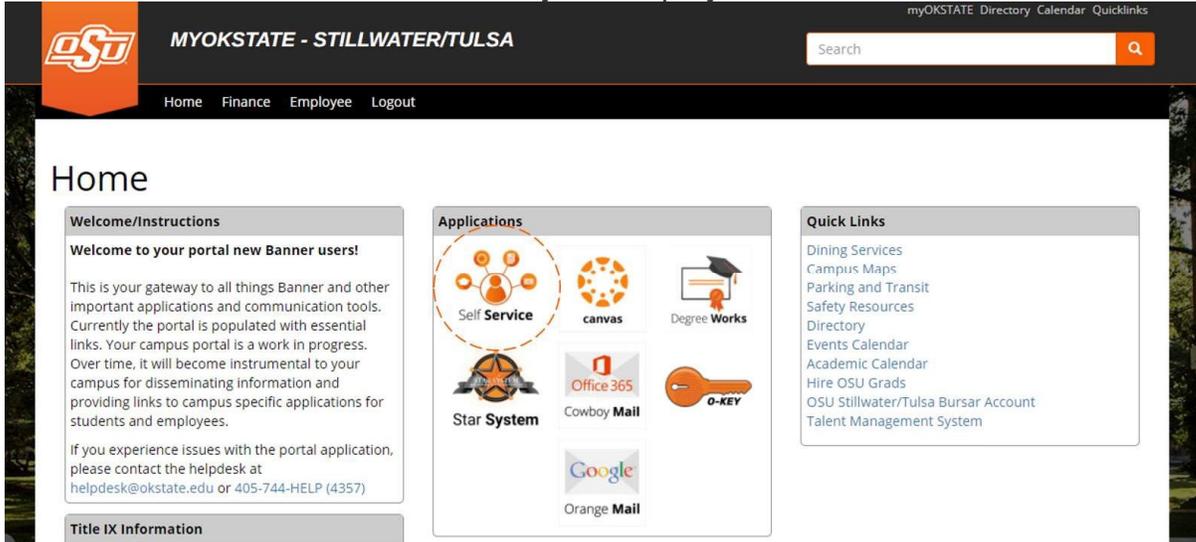
- Self Service
- canvas
- Degree Works
- Star System
- Office 365
- Cowboy Mail
- O-KEY
- Google Orange Mail

Quick Links

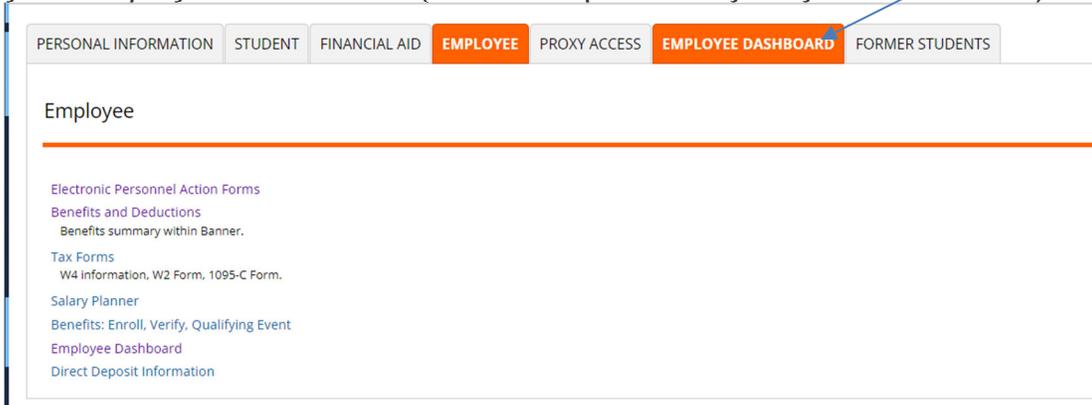
- Dining Services
- Campus Maps
- Parking and Transit
- Safety Resources
- Directory
- Events Calendar
- Academic Calendar
- Hire OSU Grads
- OSU Stillwater/Tulsa Bursar Account
- Talent Management System

[Title IX Coordinators](#) [Contact Numbers](#)

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 enter your time, under **My Activities**, select **Enter Time**.

The screenshot shows the 'Employee Dashboard' for Barry J. Sanders. At the top, there's a navigation bar with 'ellucian' and 'Oklahoma State University'. Below that, the user's name and a 'My Profile' button are visible. A 'Leave Balances' section shows various leave types and their remaining hours. The main content area is divided into 'Pay Information' and 'My Activities'. The 'My Activities' sidebar on the right contains several options, with 'Enter Time' highlighted in blue.

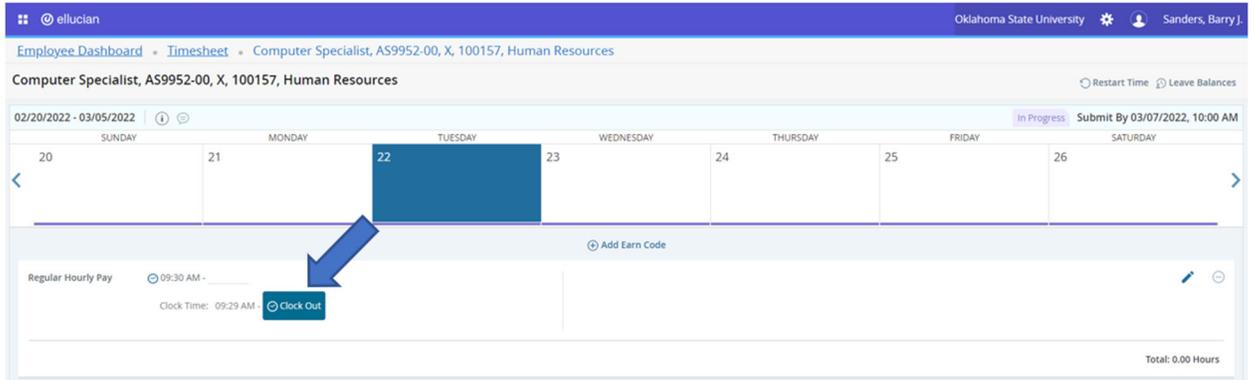
5. If you have yet to start your timesheet for the period, select the **Start Timesheet** button. If you have already started your timesheet select **In Progress**.

The screenshot shows the 'Timesheet' page. It features a 'Pay Period' dropdown menu and a table with columns for 'Pay Period', 'Hours/Units', 'Submitted On', and 'Status'. A row is shown for the period '02/20/2022 - 03/05/2022' with a status of 'Not Started'. A blue arrow points to the 'Start Timesheet' button in the bottom right corner of the table.

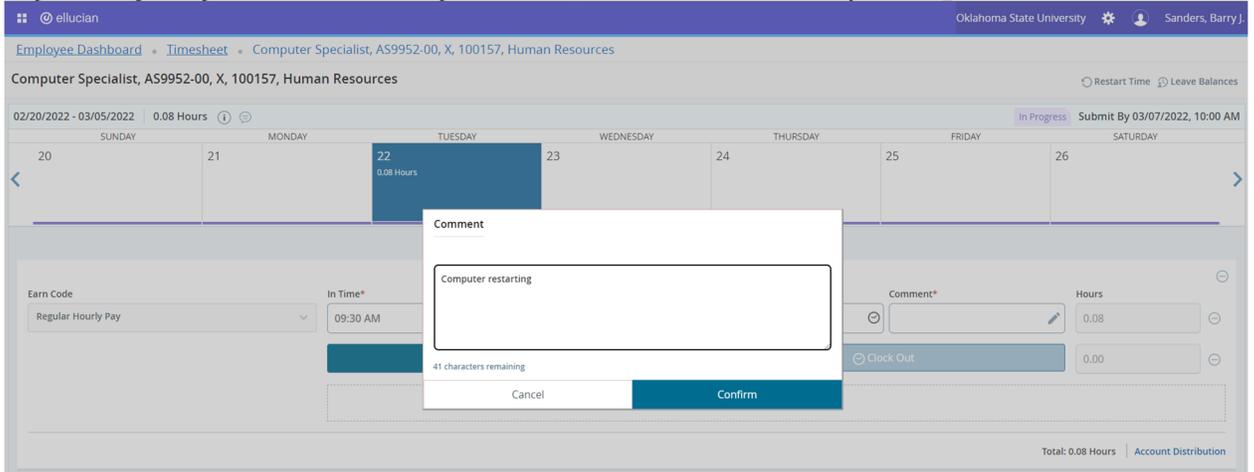
6. To clock in for the time period, select the **Clock In** button.

The screenshot shows the 'Clock In/Out' interface. At the top, it displays the user's name and the current date '02/20/2022 - 03/05/2022'. Below that is a calendar view showing the current date '22' highlighted. The main area contains an 'Earn Code' dropdown menu set to 'Regular Hourly Pay', a 'Clock In' button (highlighted with a blue arrow), a 'Clock Out' button, and an 'Hours' input field showing '0.00'. There is also an 'Add More Time' button at the bottom.

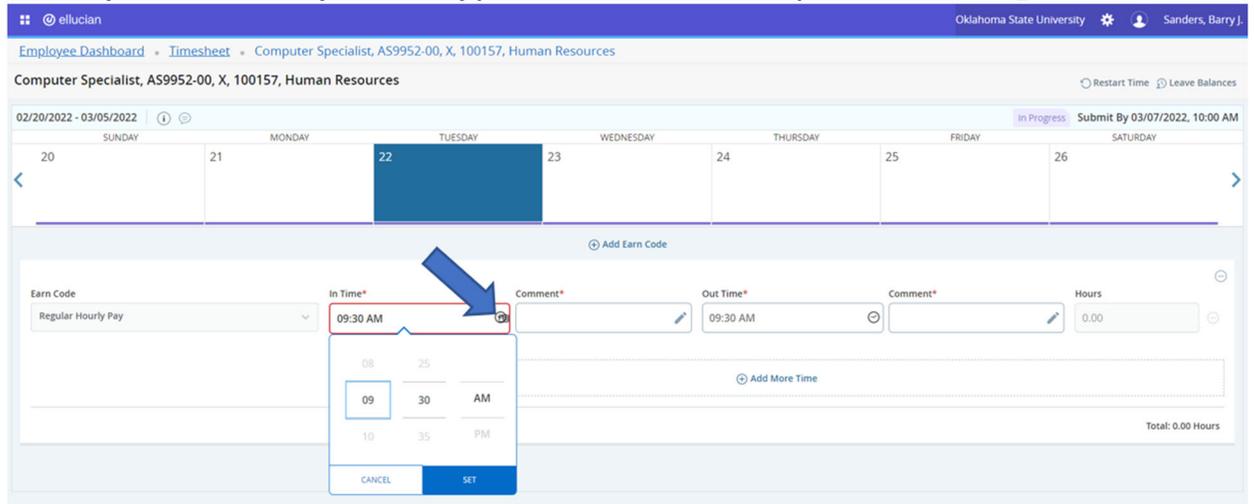
7. To clock out, select **Clock Out**.



8. If you adjust your time for any reason, a comment is required.



9. When you edit time, you can type it in or use the drop-down menu.



10. To enter additional earnings, such as Sick or Annual Leave, select the **Add Earn Code** button below the calendar.

ellucian Oklahoma State University Sanders, Barry J.
Employee Dashboard Timesheet Computer Specialist, AS9952-00, X, 100157, Human Resources
Computer Specialist, AS9952-00, X, 100157, Human Resources Restart Time Leave Balances
02/20/2022 - 03/05/2022 0.08 Hours In Progress Submit By 03/07/2022, 10:00 AM
20 21 22 23 24 25 26
0.08 Hours
Add Earn Code
Earn Code In Time* Comment* Out Time* Comment* Hours
Regular Hourly Pay 09:30 AM Computer restarting 09:35 AM 0.08
Clock In Clock Out
Add More Time
Total: 0.08 Hours Account Distribution

ellucian Oklahoma State University Sanders, Barry J.
Employee Dashboard Timesheet Computer Specialist, AS9952-00, X, 100157, Human Resources
Computer Specialist, AS9952-00, X, 100157, Human Resources Restart Time Leave Balances
02/20/2022 - 03/05/2022 0.08 Hours In Progress Submit By 03/07/2022, 10:00 AM
20 21 22 23 24 25 26
0.08 Hours
Add Earn Code
Earn Code In Time* Comment* Out Time* Comment* Hours
Regular Hourly Pay 09:30 AM Computer restarting 09:35 AM 0.08
Clock In Clock Out
Add More Time
Regular Hourly Pay
Compensatory Leave Taken
Annual Leave
Sick Leave
Holiday Pay
Select Earn Code
Total: 0.08 Hours Account Distribution

11. Select appropriate **Earn Code**. Enter start and end times for this earn code and click **Save**.

ellucian Oklahoma State University Sanders, Barry J.
Employee Dashboard Timesheet Computer Specialist, AS9952-00, X, 100157, Human Resources
Computer Specialist, AS9952-00, X, 100157, Human Resources Restart Time Leave Balances
02/27/2022 - 03/05/2022 4.00 Hours In Progress Submit By 03/07/2022, 10:00 AM
27 28 1 2 3 4 5
4.00 Hours
Add Earn Code
Regular Hourly Pay 08:00 AM - 12:00 PM | 4.00 Hours Shift: 1: 4.00 Hours
Clock Time: 08:33 AM - 08:33 AM
Clock In Comment: Forgot
Clock Out Comment: Forgot
Clock In
Add More Time
Earn Code Start Time* End Time* Hours
Sick Leave 12:00 PM 04:00 PM 4.00
Add More Time
Exit Page Cancel Save Preview

12. To submit time, click the **Preview** button at the bottom right side of your screen.

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

02/20/2022 - 03/05/2022 12.08 Hours In Progress Submit By 03/07/2022, 10:00 AM

27 SUNDAY 28 MONDAY 1 TUESDAY 2 WEDNESDAY 8.00 Hours 3 THURSDAY 4 FRIDAY 5 SATURDAY

Regular Hourly Pay 08:00 AM - 12:00 PM | 4.00 Hours
Clock Time: 08:33 AM - 08:33 AM
Clock In Comment: Forgot
Clock Out Comment: Forgot
Clock In

Sick Leave 12:00 PM - 04:00 PM | 4.00 Hours
Shift 1: 4:00 Hours
Add More Time

Total: 4.00 Hours | Account Distribution

Exit Page Cancel Save Preview

13. After reviewing your time, click **Submit** at the bottom right of your screen.

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

Pay Period: 02/20/2022 - 03/05/2022 12.08 Hours In Progress Submit By 03/07/2022, 10:00 AM

Date	Earn Code	Shift	Total
02/22/2022	020, Regular Hourly Pay	1	0.08 Hours
02/22/2022	170, Annual Leave	1	4.00 Hours
03/02/2022	020, Regular Hourly Pay	1	4.00 Hours
03/02/2022	180, Sick Leave	1	4.00 Hours

Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
02/22/2022	020, Regular Hourly Pay		0.08	09:30 AM	09:29 AM	Computer restarting	09:35 AM	09:34 AM	
02/22/2022	170, Annual Leave		4.00	12:00 PM			04:00 PM		
03/02/2022	020, Regular Hourly Pay		4.00	08:00 AM	08:33 AM	Forgot	12:00 PM	08:33 AM	Forgot
03/02/2022	180, Sick Leave		4.00	12:00 PM			04:00 PM		

Earn Code	Shift	Week 1	Week 2	Total
020, Regular Hourly Pay	1	0.08	4.00	4.08 Hours
170, Annual Leave	1	4.00		4.00 Hours
180, Sick Leave	1		4.00	4.00 Hours
Total Hours		4.08	8.00	

Routing and Status

Name	Action	Date & Time
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Return Submit

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