

# College of Engineering, Architecture and Technology

## Banner HR Monthly Leave Entry Approver's Guide

July 2016



*America's Brightest* **ORANGE™**

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## Banner HR Log in

1. Log into my.okstate.edu using your O-Key User Name and Password.

### O-Key - Sign In Service

Login Address:

Password:

Login

2. Under Applications in center of the screen click on the **Self Service** icon.



3. Locate the Employee Tab at the top of the screen.

The screenshot shows the Banner Self Service interface. At the top, there is an orange header bar with the "STATE UNIVERSITY" logo on the left and the text "Self Service" in white. Below the header is a horizontal navigation menu with five tabs: "PERSONAL INFORMATION", "STUDENT", "EMPLOYEE", "FINANCE", and "PROXY ACCESS". The "EMPLOYEE" tab is highlighted with a black circle. Below the navigation menu, the "Employee" section is visible, containing several links: "Time Sheet" (with a sub-description: "For Employees Paid on a biweekly time - hours worked and leave taken."), "Leave Report" (with sub-descriptions: "For Monthly Paid Non-Exempt Employees to record hours worked and leave taken." and "For Monthly Paid Exempt Employees to record Leave taken."), "Electronic Personnel Action Forms", "Pay Information" (with sub-description: "Direct deposit information."), and "Direct deposit information."

4. Click on the **Leave Report** section

STATE UNIVERSITY Self Service

PERSONAL INFORMATION STUDENT **EMPLOYEE** FINANCE PROXY ACCESS

### Employee

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Time Sheet  
For Employees Paid on a biweekly time - hours worked and leave taken.

**Leave Report**  
For Monthly Paid Non-Exempt Employees to record hours worked and leave taken.  
For Monthly Paid Exempt Employees to record Leave taken.

Electronic Personnel Action Forms

Pay Information  
Direct deposit information.

5. Click the radio button next to the **Approve or Acknowledge Time** section from the list and click **select**.

### Time Reporting Selection

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#### Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self ▾
Act as Superuser:	<input type="checkbox"/>

Select

[Proxy Set Up](#)

6. Locate the Department and Leave Period for which you wish to complete the Leave Report approval process.

PERSONAL INFORMATION STUDENT **EMPLOYEE** FINANCE PROXY ACCESS

Approver Selection

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Time Sheet

**Department and Description** My Choice **Pay Period**  
X, 100447, Dean of Engineering  JB, Jul 03, 2016 to Jul 16, 2016 ▼

**Leave Report**

**Department and Description** My Choice **Leave Period**  
X, 100447, Dean of Engineering  JL, Jun 16, 2016 to Jul 15, 2016 ▼

Sort Order

**My Choice**  
Sort employees' records by Status then by Name:   
Sort employees' records by Name:

Select

7. Click on the radio button associated with the Pay Period/Department combination for which you wish to process Leave Reports approvals.

PERSONAL INFORMATION STUDENT **EMPLOYEE** FINANCE PROXY ACCESS

Approver Selection

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Time Sheet

**Department and Description** My Choice **Pay Period**  
X, 100447, Dean of Engineering  JB, Jul 03, 2016 to Jul 16, 2016 ▼

**Leave Report**

**Department and Description** My Choice **Leave Period**  
X, 100447, Dean of Engineering  JL, Jun 16, 2016 to Jul 15, 2016 ▼

Sort Order

**My Choice**  
Sort employees' records by Status then by Name:   
Sort employees' records by Name:

Select

- Choose how you would like the leave reports sorted.

PERSONAL INFORMATION | STUDENT | **EMPLOYEE** | FINANCE | PROXY ACCESS

### Approver Selection

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### Time Sheet

**Department and Description** My Choice **Pay Period**  
 X, 100447, Dean of Engineering ☺ JB, Jul 03, 2016 to Jul 16, 2016 ▼

### Leave Report

**Department and Description** My Choice **Leave Period**  
 X, 100447, Dean of Engineering ● JL, Jun 16, 2016 to Jul 15, 2016 ▼

### Sort Order

**My Choice**

Sort employees' records by Status then by Name:

Sort employees' records by Name:

Select

## Reviewing and Approving a Leave Reports

- The Screen will show you all employees in the selected area. You may see different categories; such as Pending, Returned for Correction, In Progress or Approved. (see definitions below)

PERSONAL INFORMATION | STUDENT | **EMPLOYEE** | FINANCE | PROXY ACCESS

Module Navigation Links Your current Institution is OSU

### Department Summary

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Select the employee's name to access additional details.

**COA:** X, OSU - HRS Chart  
**Department:** 100447, Dean of Engineering  
**Leave Period:** Jun 16, 2016 to Jul 15, 2016  
**Act as Proxy:**  
**Leave Period Leave Entry Status:** Open until Jul 19, 2016, 03:00 PM

Change Selection | Select All, Approve or FYI | Reset | Save

Pending										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
A 12312312	Employee Name 111111 - 00 ADMIN SVCS MANAGER	Approve	.00	4.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Leave Record Leave Balance

Returned for Correction						
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Other Information	
A 45645645	Employee Name 222222 - 00 ADMIN SVCS MANAGER		11.00	.00	Leave Balances	

In Progress						
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Cancel	Other Information
A 67867867	Employee Name		20.00	.00		Leave Balance

**Pending**= Waiting for your approval

**Returned for Correction**=leave reports you have returned to the employee for change

**In Progress**=Leave report started by employee, but not submitted for approval.

**Approved**=Shows all Leave reports you have approved and submitted to Payroll.

10. In the Other Information column, look for the links like Comments, Clock Time Adjusted, Labor Overrides etc. By clicking the link you can view additional information.

PERSONAL INFORMATION STUDENT **EMPLOYEE** FINANCE PROXY ACCESS

Module Navigation Links Your current Institution is OSU

### Department Summary

Select the employee's name to access additional details.

**COA:** X, OSU - HRS Chart  
**Department:** 100447, Dean of Engineering  
**Leave Period:** Jun 16, 2016 to Jul 15, 2016  
**Act as Proxy:**  
**Leave Period Leave Entry Status:** Open until Jul 19, 2016, 03:00 PM

Change Selection Select All, Approve or FYI Reset Save

Pending										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
A 12312312	Employee Name 111111 - 00 ADMIN SVCS MANAGER	Approve	.00	4.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Leave Record Leave Balance

Returned for Correction						
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Other Information	
A 45645645	Employee Name 222222 - 00 ADMIN SVCS MANAGER			.00 11.00	.00 Leave Balances	

In Progress						
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Cancel	Other Information
A 67867867	Employee Name		00	00	00	Leave Balance

11. Click the **employee's name** in the Name, Position and Title column, to open the leave report for details.

PERSONAL INFORMATION STUDENT **EMPLOYEE** FINANCE PROXY ACCESS

Module Navigation Links Your current Institution is OSU

### Department Summary

Select the employee's name to access additional details.

**COA:** X, OSU - HRS Chart  
**Department:** 100447, Dean of Engineering  
**Leave Period:** Jun 16, 2016 to Jul 15, 2016  
**Act as Proxy:**  
**Leave Period Leave Entry Status:** Open until Jul 19, 2016, 03:00 PM

Change Selection Select All, Approve or FYI Reset Save

Pending										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
A 12312312	Employee Name 111111 - 00 ADMIN SVCS MANAGER	Approve	.00	4.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Leave Record Leave Balance

Returned for Correction						
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Other Information	
A 45645645	Employee Name 222222 - 00 ADMIN SVCS MANAGER			.00 11.00	.00 Leave Balances	

In Progress						
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Cancel	Other Information
A 67867867	Employee Name		00	00	00	Leave Balance

12. Review the submitted leave report in detail. Be sure to scroll down to view all information.

Employee Details

Select Next or Previous to access another employee.

Employee ID and Name: A 11111111 Employee Name Department and Description: X 100447 Dean of Engineering  
 Title: 111111 -00 ADMIN SVCS MANAGER Transaction Status: Pending

Previous Menu Approve Return for Correction Change Record Delete Add Comment Next

Leave Balances | Routing Queue

Leave Report

Earnings	Total Hours	Total Units	Thursday Jun 16, 2016	Friday Jun 17, 2016	Saturday Jun 18, 2016	Sunday Jun 19, 2016	Monday Jun 20, 2016	Tuesday Jun 21, 2016	Wednesday Jun 22, 2016	Thursday Jun 23, 2016	Friday Jun 24, 2016	Saturday Jun 25, 2016	Sunday Jun 26, 2016	Monday Jun 27, 2016	Tuesday Jun 28, 2016	Wednesday Jun 29, 2016	Thursday Jun 30, 2016	Friday Jul 01, 2016	Saturday Jul 02, 2016	Sunday Jul 03, 2016	Monday Jul 04, 2016	Tuesday Jul 05, 2016
Annual Leave	4																	4				
<b>Total Hours:</b>	4																	4				
<b>Total Units:</b>		0																				

Leave Balances as of Jul 13, 2016

Type of Leave	Hours or Days	Banked	Available Beginning Balance	Earned	Taken	Available Balance
Family Medical Leave	Hours	0	0	0	0	0
Annual Leave	Hours	0	366.67	0	0	366.67
Sick Leave	Hours	0	1076.5	0	0	1076.5
Unpaid Leave	Hours	0	0	0	0	0
Extended Sick Leave (TRS Only)	Hours	0	0	0	0	0

13. Click the **Approve** button listed above the Leave Report. **Note:** The page will refresh and display a message that the leave report was approved. **If there are changes that need to be made before approval you can change the record or return to the employee for correction by clicking on the appropriate button.**

Employee Details

Select Next or Previous to access another employee.

Employee ID and Name: A 11111111 Employee Name Department and Description: X 100447 Dean of Engineering  
 Title: 111111 -00 ADMIN SVCS MANAGER Transaction Status: Pending

Previous Menu **Approve** Return for Correction Change Record Delete Add Comment Next

Leave Balances | Routing Queue

Leave Report

Earnings	Total Hours	Total Units	Thursday Jun 16, 2016	Friday Jun 17, 2016	Saturday Jun 18, 2016	Sunday Jun 19, 2016	Monday Jun 20, 2016	Tuesday Jun 21, 2016	Wednesday Jun 22, 2016	Thursday Jun 23, 2016	Friday Jun 24, 2016	Saturday Jun 25, 2016	Sunday Jun 26, 2016	Monday Jun 27, 2016	Tuesday Jun 28, 2016	Wednesday Jun 29, 2016	Thursday Jun 30, 2016	Friday Jul 01, 2016	Saturday Jul 02, 2016	Sunday Jul 03, 2016	Monday Jul 04, 2016	Tuesday Jul 05, 2016
Annual Leave	4																	4				
<b>Total Hours:</b>	4																	4				
<b>Total Units:</b>		0																				

Leave Balances as of Jul 13, 2016

Type of Leave	Hours or Days	Banked	Available Beginning Balance	Earned	Taken	Available Balance
Family Medical Leave	Hours	0	0	0	0	0
Annual Leave	Hours	0	366.67	0	0	366.67
Sick Leave	Hours	0	1076.5	0	0	1076.5
Unpaid Leave	Hours	0	0	0	0	0
Extended Sick Leave (TRS Only)	Hours	0	0	0	0	0



14. Click the **Previous Menu** button to return to the Approvers Summary Page.

Employee Details

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Select Next or Previous to access another employee.

Employee ID and Name: A 1111111 Employee Name  
 Title: 111111 -00 ADMIN SVCS MANAGER  
 Department and Description: X 100447 Dean of Engineering  
 Transaction Status: Pending

Leave Balances | Routing Queue

**Leave Report**

Earnings	Total Hours	Total Units	Thursday Jun 16, 2016	Friday Jun 17, 2016	Saturday Jun 18, 2016	Sunday Jun 19, 2016	Monday Jun 20, 2016	Tuesday Jun 21, 2016	Wednesday Jun 22, 2016	Thursday Jun 23, 2016	Friday Jun 24, 2016	Saturday Jun 25, 2016	Sunday Jun 26, 2016	Monday Jun 27, 2016	Tuesday Jun 28, 2016	Wednesday Jun 29, 2016	Thursday Jun 30, 2016	Friday Jul 01, 2016	Saturday Jul 02, 2016	Sunday Jul 03, 2016	Monday Jul 04, 2016	Tuesday Jul 05, 2016
Annual Leave	4																		4			
<b>Total Hours:</b>	4																		4			
<b>Total Units:</b>		0																				

**Leave Balances as of Jul 13, 2016**

Type of Leave	Hours or Days	Banked	Available Beginning Balance	Earned	Taken	Available Balance
Family Medical Leave	Hours	0		0	0	0
Annual Leave	Hours	0	366.67	0	0	366.67
Sick Leave	Hours	0	1076.5	0	0	1076.5
Unpaid Leave	Hours	0		0	0	0
Extended Sick Leave (TRS Only)	Hours	0		0	0	0

## Returning a Leave Reports for Corrections

If you find problems on a leave report that the employee must correct, return the leave report for correction as follows:

1. Click the **Add Comment** button.

Employee Details

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Select Next or Previous to access another employee.

Employee ID and Name: A 1111111 Employee Name  
 Title: 111111 -00 ADMIN SVCS MANAGER  
 Department and Description: X 100447 Dean of Engineering  
 Transaction Status: Pending

Leave Balances | Routing Queue

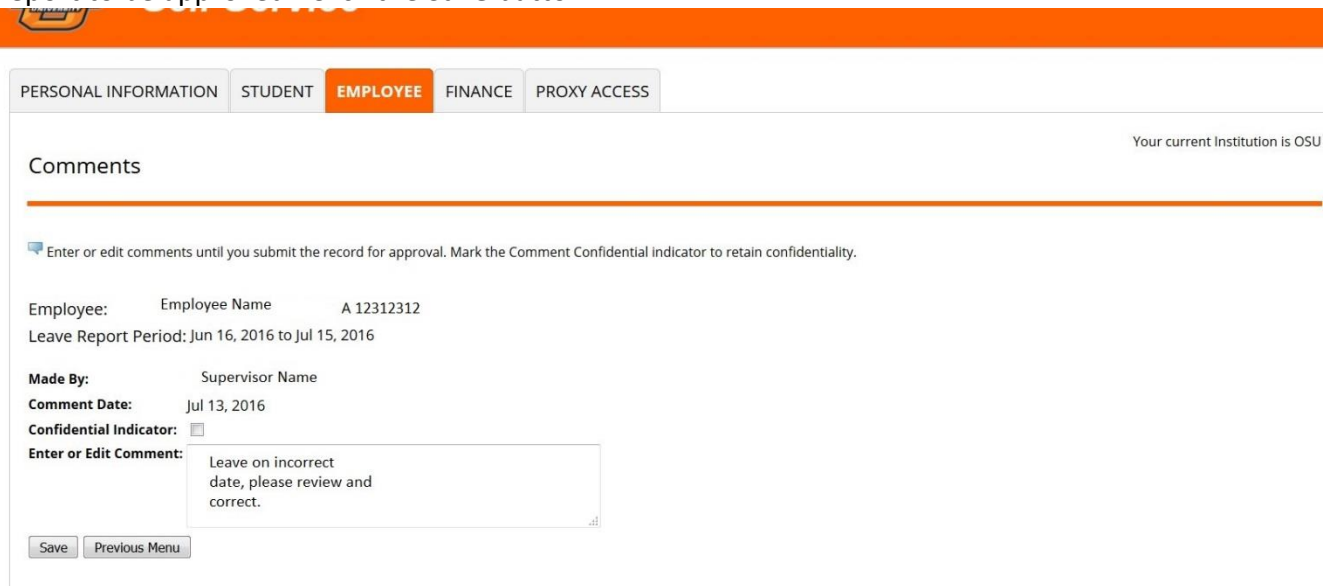
**Leave Report**

Earnings	Total Hours	Total Units	Thursday Jun 16, 2016	Friday Jun 17, 2016	Saturday Jun 18, 2016	Sunday Jun 19, 2016	Monday Jun 20, 2016	Tuesday Jun 21, 2016	Wednesday Jun 22, 2016	Thursday Jun 23, 2016	Friday Jun 24, 2016	Saturday Jun 25, 2016	Sunday Jun 26, 2016	Monday Jun 27, 2016	Tuesday Jun 28, 2016	Wednesday Jun 29, 2016	Thursday Jun 30, 2016	Friday Jul 01, 2016	Saturday Jul 02, 2016	Sunday Jul 03, 2016	Monday Jul 04, 2016	Tuesday Jul 05, 2016
Annual Leave	4																		4			
<b>Total Hours:</b>	4																		4			
<b>Total Units:</b>		0																				

**Leave Balances as of Jul 13, 2016**

Type of Leave	Hours or Days	Banked	Available Beginning Balance	Earned	Taken	Available Balance
Family Medical Leave	Hours	0		0	0	0
Annual Leave	Hours	0	366.67	0	0	366.67
Sick Leave	Hours	0	1076.5	0	0	1076.5
Unpaid Leave	Hours	0		0	0	0
Extended Sick Leave (TRS Only)	Hours	0		0	0	0

2. Type a message to the employee explaining what corrections are needed for his/her leave report to be approved. Click the **Save** button.



PERSONAL INFORMATION STUDENT **EMPLOYEE** FINANCE PROXY ACCESS

Your current Institution is OSU

### Comments

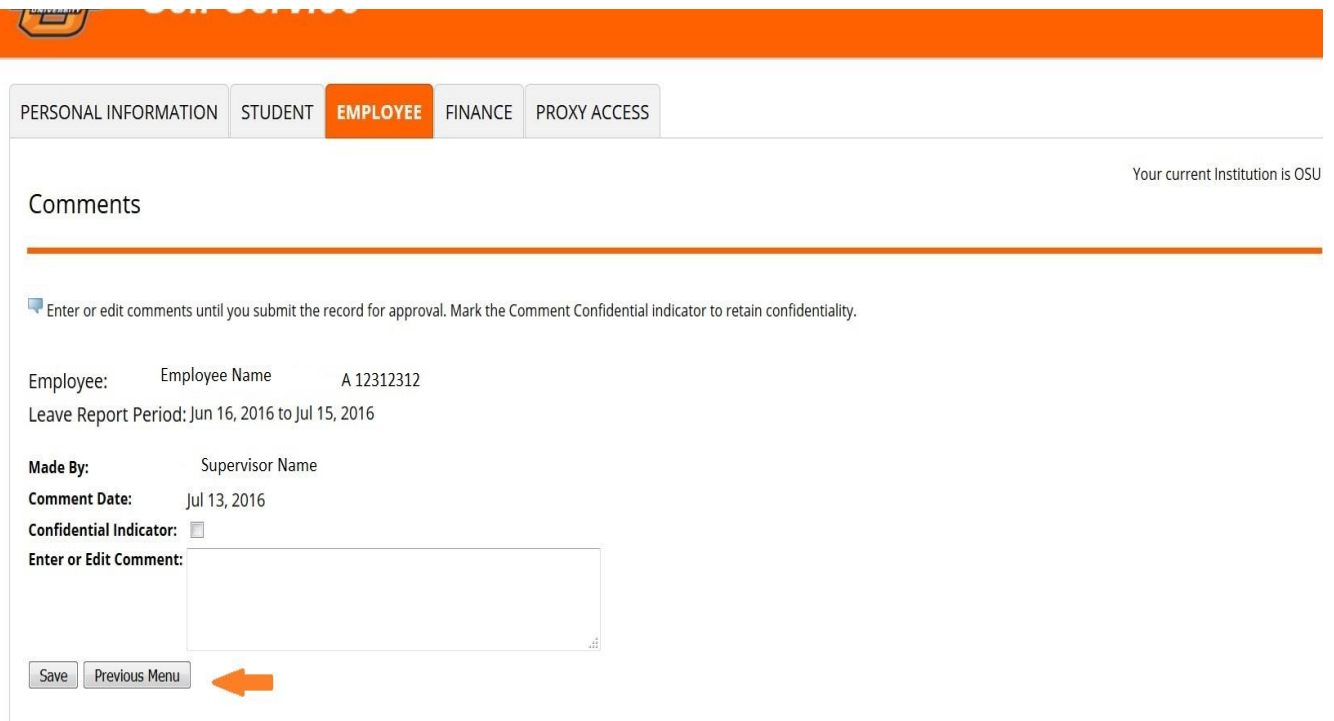
Enter or edit comments until you submit the record for approval. Mark the Comment Confidential Indicator to retain confidentiality.

Employee: Employee Name A 12312312  
Leave Report Period: Jun 16, 2016 to Jul 15, 2016

Made By: Supervisor Name  
Comment Date: Jul 13, 2016  
Confidential Indicator:   
Enter or Edit Comment: Leave on incorrect date, please review and correct.

Save Previous Menu

3. Click the **Previous Menu** button to return the employee's leave report.



PERSONAL INFORMATION STUDENT **EMPLOYEE** FINANCE PROXY ACCESS

Your current Institution is OSU

### Comments

Enter or edit comments until you submit the record for approval. Mark the Comment Confidential indicator to retain confidentiality.

Employee: Employee Name A 12312312  
Leave Report Period: Jun 16, 2016 to Jul 15, 2016

Made By: Supervisor Name  
Comment Date: Jul 13, 2016  
Confidential Indicator:   
Enter or Edit Comment:

Save Previous Menu

4. Click the **Return for Correction** button.

Employee Details

Select Next or Previous to access another employee.

Employee ID and Name: A10097255 Jean Lee Kerr-Hunter Department and Description: X 100447 Dean of Engineering  
 Title: 530375-00 ADMIN SVCS MANAGER Transaction Status: Pending

Previous Menu Approve **Return for Correction** Change Record Delete Add Comment Next

Leave Balances | Routing Queue

Leave Report

Earnings	Total Hours	Total Units	Thursday Jun 16, 2016	Friday Jun 17, 2016	Saturday Jun 18, 2016	Sunday Jun 19, 2016	Monday Jun 20, 2016	Tuesday Jun 21, 2016	Wednesday Jun 22, 2016	Thursday Jun 23, 2016	Friday Jun 24, 2016	Saturday Jun 25, 2016	Sunday Jun 26, 2016	Monday Jun 27, 2016	Tuesday Jun 28, 2016	Wednesday Jun 29, 2016	Thursday Jun 30, 2016	Friday Jul 01, 2016	Saturday Jul 02, 2016	Sunday Jul 03, 2016	Monday Jul 04, 2016	Tuesday Jul 05, 2016
Annual Leave	4																	4				
Total Hours:	4																	4				
Total Units:		0																				

Leave Balances as of Jul 13, 2016

Type of Leave	Hours or Days	Banked	Available Beginning Balance	Earned	Taken	Available Balance
Family Medical Leave	Hours	0	0	0	0	0
Annual Leave	Hours	0	366.67	0	0	366.67
Sick Leave	Hours	0	1076.5	0	0	1076.5
Unpaid Leave	Hours	0	0	0	0	0
Extended Sick Leave (TRS Only)	Hours	0	0	0	0	0

5. Click the **Previous Menu** button to return to the Approver Summary Page.

Employee Details

Select Next or Previous to access another employee.

Employee ID and Name: A11111111 Employee Name Department and Description: X 100447 Dean of Engineering  
 Title: 111111 -00 ADMIN SVCS MANAGER Transaction Status: Pending

Previous Menu **Approve** Return for Correction Change Record Delete Add Comment Next

Leave Balances | Routing Queue

Leave Report

Earnings	Total Hours	Total Units	Thursday Jun 16, 2016	Friday Jun 17, 2016	Saturday Jun 18, 2016	Sunday Jun 19, 2016	Monday Jun 20, 2016	Tuesday Jun 21, 2016	Wednesday Jun 22, 2016	Thursday Jun 23, 2016	Friday Jun 24, 2016	Saturday Jun 25, 2016	Sunday Jun 26, 2016	Monday Jun 27, 2016	Tuesday Jun 28, 2016	Wednesday Jun 29, 2016	Thursday Jun 30, 2016	Friday Jul 01, 2016	Saturday Jul 02, 2016	Sunday Jul 03, 2016	Monday Jul 04, 2016	Tuesday Jul 05, 2016
Annual Leave	4																	4				
Total Hours:	4																	4				
Total Units:		0																				

Leave Balances as of Jul 13, 2016

Type of Leave	Hours or Days	Banked	Available Beginning Balance	Earned	Taken	Available Balance
Family Medical Leave	Hours	0	0	0	0	0
Annual Leave	Hours	0	366.67	0	0	366.67
Sick Leave	Hours	0	1076.5	0	0	1076.5
Unpaid Leave	Hours	0	0	0	0	0
Extended Sick Leave (TRS Only)	Hours	0	0	0	0	0

# Overriding a Leave Reports

You may need to make a correction to an employee leave report, if so follow the steps below:

1. Click the **Change Record** link in the Other Information column.

PERSONAL INFORMATION | STUDENT | **EMPLOYEE** | FINANCE | PROXY ACCESS

Module Navigation Links Your current Institution is OSU

### Department Summary

---

Select the employee's name to access additional details.

**COA:** X, OSU - HRS Chart  
**Department:** 100447, Dean of Engineering  
**Leave Period:** Jun 16, 2016 to Jul 15, 2016  
**Act as Proxy:**  
**Leave Period Leave Entry Status:** Open until Jul 19, 2016, 03:00 PM


Change Selection | Select All, Approve or FYI | Reset | Save

Pending										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
A 12312312	Employee Name 111111- 00 ADMIN SVCS MANAGER	Approve	.00	4.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Leave Record Leave Balance

Returned for Correction						
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Cancel	Other Information
A 45645645	Employee Name 222222- 00 ADMIN SVCS MANAGER			.00	11.00	.00 Leave Balances

In Progress						
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Cancel	Other Information
A 67867867	Employee Name		00	20.00	00	Leave Balance

2. Enter the correct information in the field and click save.

 **Self Service**

PERSONAL INFORMATION | **EMPLOYEE** | FINANCE

Your current Institution is OSU

### Time and Leave Reporting

---

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

**Leave Report**  
**Title and Number:** ADMIN SVCS MANAGER -- 530853-00  
**Department and Number:** Dean of Engineering -- 100447  
**Leave Report Period:** Jun 01, 2016 to Jun 15, 2016  
**Submit By Date:** Jul 18, 2016 by 12:00 PM

**Earning:** Annual Leave  
**Date:** Jun 08, 2016  
**Hours:** 2

Earning	Total Hours	Total Units	Wednesday Jun 08, 2016	Thursday Jun 09, 2016	Friday Jun 10, 2016	Saturday Jun 11, 2016	Sunday Jun 12, 2016	Monday Jun 13, 2016	Tuesday Jun 14, 2016
Annual Leave	2		2	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave-Leave Report	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>	2		2	0	0	0	0	0	0
<b>Total Units:</b>		0	0	0	0	0	0	0	0

Position Selection | Comments | Preview | Previous | Next

3. Click the **Comments** button.

PERSONAL INFORMATION | STUDENT | **EMPLOYEE** | FINANCE | PROXY ACCESS

Your current

### Time and Leave Reporting

---

Select the link under a date to enter hours. Select Next or Previous to navigate through the dates within the period.

**Leave Report**

**Name:** Jean Lee Kerr-Hunter  
**Title and Number:** ADMIN SVCS MANAGER -- 530375-00  
**Department and Number:** Dean of Engineering -- 100447  
**Leave Report Period:** Jun 16, 2016 to Jul 15, 2016  
**Submit By Date:** Jul 19, 2016 by 03:00 PM

Earning	Total Hours	Total Units	Thursday Jun 16, 2016	Friday Jun 17, 2016	Saturday Jun 18, 2016	Sunday Jun 19, 2016	Monday Jun 20, 2016	Tuesday Jun 21, 2016	W Ju
Annual Leave	4		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave-Leave Report	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>	4		0	0	0	0	0	0	0
<b>Total Units:</b>		0	0	0	0	0	0	0	0

Previous Menu | Preview | **Comments** | Approve | Next

4. Type a message indicating the corrections you've made and click **Save**.

PERSONAL INFORMATION | STUDENT | **EMPLOYEE** | FINANCE | PROXY ACCESS

Your current Institution is OSU

### Comments

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Enter or edit comments until you submit the record for approval. Mark the Comment Confidential Indicator to retain confidentiality.

Employee: Employee Name A 12312312  
 Leave Report Period: Jun 16, 2016 to Jul 15, 2016

**Made By:** Supervisor Name  
**Comment Date:** Jul 13, 2016  
**Confidential Indicator:**   
**Enter or Edit Comment:**

Save | Previous Menu

- Click the **Previous Menu** button to return to leave report.

PERSONAL INFORMATION STUDENT **EMPLOYEE** FINANCE PROXY ACCESS

Your current Institution is OSU

### Comments

Enter or edit comments until you submit the record for approval. Mark the Comment Confidential Indicator to retain confidentiality.

Employee: Employee Name A 12312312  
 Leave Report Period: Jun 16, 2016 to Jul 15, 2016

Made By: Supervisor Name  
 Comment Date: Jul 13, 2016  
 Confidential Indicator:

Enter or Edit Comment:

Save Previous Menu

- Then click the **Approve** button. The page will refresh and display a message that the leave report was approved. Also, the approved by section will be populated with your name.

PERSONAL INFORMATION STUDENT **EMPLOYEE** FINANCE PROXY ACCESS

Your current

### Time and Leave Reporting

Select the link under a date to enter hours. Select Next or Previous to navigate through the dates within the period.

**Leave Report**

Name: Jean Lee Kerr-Hunter  
 Title and Number: ADMIN SVCS MANAGER -- 530375-00  
 Department and Number: Dean of Engineering -- 100447  
 Leave Report Period: Jun 16, 2016 to Jul 15, 2016  
 Submit By Date: Jul 19, 2016 by 03:00 PM

Earning	Total Hours	Total Units	Thursday Jun 16, 2016	Friday Jun 17, 2016	Saturday Jun 18, 2016	Sunday Jun 19, 2016	Monday Jun 20, 2016	Tuesday Jun 21, 2016	W Ju
Annual Leave	4		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Military Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Unpaid Leave-Leave Report	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Family Medical Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
<b>Total Hours:</b>	4		0	0	0	0	0	0	0
<b>Total Units:</b>		0	0	0	0	0	0	0	0

Previous Menu Preview Comments **Approve** Next

7. Click the **Previous Menu** button to return to Approvers Summary Page.

PERSONAL INFORMATION | STUDENT | **EMPLOYEE** | FINANCE | PROXY ACCESS

Your current

### Time and Leave Reporting

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Select the link under a date to enter hours. Select Next or Previous to navigate through the dates within the period.

**Leave Report**

**Name:** Employee Name  
**Title and Number:** ADMIN SVCS MANAGER --123123 -00  
**Department and Number:** Dean of Engineering -- 100447  
**Leave Report Period:** Jun 16, 2016 to Jul 15, 2016  
**Submit By Date:** Jul 19, 2016 by 03:00 PM

Earning	Total Hours	Total Units	Thursday Jun 16, 2016	Friday Jun 17, 2016	Saturday Jun 18, 2016	Sunday Jun 19, 2016	Monday Jun 20, 2016	Tuesday Jun 21, 2016	W Ju
Annual Leave	4		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Military Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Unpaid Leave-Leave Report	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Family Medical Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
<b>Total Hours:</b>	4		0	0	0	0	0	0	0
<b>Total Units:</b>		0	0	0	0	0	0	0	0

## Setting up a Proxy (Back -up Approver)

A proxy is a person who can act as an Approver if you are unavailable.

1. Log into my.okstate.edu using your O-Key User Name and Password.

### O-Key - Sign In Service

Login Address:

Password:

Login

2. Under Applications click on the Self Service icon.



3. Select Time Sheet or Leave Report

PERSONAL INFORMATION   STUDENT   **EMPLOYEE**   FINANCE

## Employee

---

Time Sheet



For Employees Paid on a biweekly time - hours worked and leave taken.

Leave Report



For Monthly Paid Non-Exempt Employees to record hours worked and leave taken.  
For Monthly Paid Exempt Employees to record Leave taken.

Pay Information

Direct deposit information.

4. Click on the Proxy Set Up at the bottom of the page

PERSONAL INFORMATION   STUDENT   **EMPLOYEE**   FINANCE

### Time Reporting Selection

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Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

#### Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self
Act as Superuser:	<input type="checkbox"/>

Select

[Proxy Set Up](#)



5. From the Name dropdown box, select the person you want designated as a proxy.


PERSONAL INFORMATION   STUDENT   **EMPLOYEE**   FINANCE

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## Proxy Set Up

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Name	Add	Remove
Tammy Lynn Abbott, TLABBOT	<input type="checkbox"/>	<input type="checkbox"/>



[Time Reporting Selecti](#)

6. Click the Add box beside the selected person's name and click Save.


PERSONAL INFORMATION   STUDENT   **EMPLOYEE**   FINANCE


---

## Proxy Set Up

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Name	Add	Remove
Tammy Lynn Abbott, TLABBOT	<input type="checkbox"/>	<input type="checkbox"/>





[Time Reporting Selecti](#)

## Acting as a Proxy

1. Log into my.okstate.edu using your O-Key User Name and Password.

### O-Key - Sign In Service

Login Address:

Password:

Login

2. Under Applications click on the Self Service icon.



Self **Service**

3. Select Time Sheet or Leave Report



## Employee

---

Time Sheet



For Employees Paid on a biweekly time - hours worked and leave taken.

Leave Report



For Monthly Paid Non-Exempt Employees to record hours worked and leave taken.  
For Monthly Paid Exempt Employees to record Leave taken.

Pay Information

Direct deposit information.

- Click the drop down arrow next to “Act as Proxy” and select the name from the drop down list of who you are needing to proxy for; then click on select.

PERSONAL INFORMATION   STUDENT   **EMPLOYEE**   FINANCE

### Time Reporting Selection

---

Select a name from the pull-down list to act as a proxy or select the check box to act as a Su

#### Selection Criteria

<b>Access my Time Sheet:</b>	<input type="radio"/>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>My Choice</p> <p>Self</p> <p>Paul J Tikalsky TIKALSKY</p> <p>Linda J Williams LWILLIA</p> <p>Self</p> </div>
<b>Access my Leave Report:</b>	<input type="radio"/>	
<b>Access my Leave Request:</b>	<input type="radio"/>	
<b>Approve or Acknowledge Time:</b>	<input checked="" type="radio"/>	
<b>Approve All Departments:</b>	<input type="checkbox"/>	
<b>Act as Proxy:</b>		
<b>Act as Superuser:</b>		

[Proxy Set Up](#)

- Select the department and pay period you wish to see. Then select how you want the information sorted and click “select”.

PERSONAL INFORMATION   STUDENT   **EMPLOYEE**   FINANCE

### Approver Selection

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#### Time Sheet

<b>Department and Description</b>	<b>My Choice</b>	<b>Pay Period</b>
X, 100447, Dean of Engineering	<input checked="" type="radio"/>	JB, Jun 19, 2016 to Jul 02, 2016

Sort Order   1.   2.

	<b>My Choice</b>	3.
Sort employees' records by Status then by Name:	<input checked="" type="radio"/>	
Sort employees' records by Name:	<input type="radio"/>	

4.

6. You will see the employees that have started a Leave Report and those that have not started their Leave Reports. You can then proceed with approval or review as explained on page 7.

Department Summary

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Select the employee's name to access additional details.

**COA:** X, OSU - HRS Chart  
**Department:** 100447, Dean of Engineering  
**Pay Period:** Jun 19, 2016 to Jul 02, 2016  
**Act as Proxy:** Linda J Williams, LWILLIA  
**Pay Period Time Entry Status:** Open until Jul 01, 2016, 05:00 PM

Change Selection

In Progress					
ID	Name, Position and Title	Total Hours	Total Units	Cancel	Other Information
A11112222	Employee, Ima 633790 - 00 ADMIN SUPP SUPERVISOR	56.00	.00		Clock Time Adjusted Leave Balance
A33334444	Student, Ima 704514 - 00 STUDENT EMPLOYMENT	60.00	.00		Clock Time Adjusted Leave Balance

Not Started