# 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.

oain Address	5
<b>g</b>	
Password:	

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.



4. Click on the Leave Report section

Sen Sen	Service			
PERSONAL INFORMATION	STUDENT EMPLOYEE	FINANCE	PROXY ACCESS	
Employee				
Time Sheet For Employees Paid on a biwe	eekly time - hours worked and le	eave taken.		
Leave Report For Monthly Paid Non-Exempt For Monthly Paid Exempt Emp	t Employees to record hours wo oloyees to record Leave taken.	orked and leave t	iken.	
Electronic Personnel Action	Forms			
Pay Information				

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

Time Reporting Selection

Selection Criteria		
	My Choice	
Access my Time Sheet:	0	
Access my Leave Report:	0	
Approve or Acknowledge Time:	•	
Approve All Departments:		
Act as Proxy:	Self v	
Act as Superuser:		
Select		
	Prov	Set I

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

ERSONAL INFORMATION	STUDENT	EMPLOYEE	FINANCE	PROXY ACCESS
Approver Selection				
Time Sheet				
Department and Description	n My Choice I	Pay Period		
X, 100447, Dean of Engineerin	g O	JB, Jul 03, 2016 t	to Jul 16, 2016	*
Department and Description X, 100447, Dean of Engineerin	n My Choice I	Leave Period JL, Jun 16, 2016	to Jul 15, 2016	<b>•</b>
1				
Sort Order				
		My Choice		
	tus than by Na	ma:		
Sort employees' records by Sta	cus then by Na	me. 🔮		
Sort employees' records by Stat Sort employees' records by Nar	ne:	©		

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				
Time Sheet				
Department and Descriptio	n My Choice	Pay Period		
X, 100447, Dean of Engineerin	ng O	JB, Jul 03, 2016	o Jul 16, 2016	*
Leave Report Department and Descriptio	n My Choice	Leave Period		
X, 100447, Dean of Engineerir	ng 💻	JL, Jun 16, 2016	to Jul 15, 2016	
Sort Order				
		My Choice		
Sort employees' records by Sta	tus then by Na	ame: (0)		
Sort employees' records by Na	me:	0		
Select				
Select				

8. Choose how you would like the leave reports sorted.

PERSONAL INFORMATION	STUDENT	EMPLOYEE	FINANCE	PROXY ACCESS	
Approver Selection					
Time Sheet					
Department and Description	n My Choice	Pay Period			
X, 100447, Dean of Engineerir	g ()	JB, Jul 03, 2016	to Jul 16, 2016	*	
Leave Report Department and Descriptio	n My Choice	Leave Period			
X, 100447, Dean of Engineerin	g 🌒	JL, Jun 16, 2016	to Jul 15, 2016	•	
Sort Order					
		My Choice			
Sort employees' records by Sta	tus then by N	ame: 💿			
Sort employees' records by Na	me:	O			
Select					

#### **Reviewing and Approving a Leave Reports**

9. 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)

		EMPLOYEE	FINANCE	PROXY ACC	ESS					
-				Module Nav	igation Links				You	r current Institution is OSL
epartment Summ	nary									
Select the employee's name	to access additi	onal details.								
A:	X, OSU	- HRS Chart								
artment:	10044	7, Dean of Engine	ering							
ve Period:	Jun 16,	2016 to Jul 15, 20	016							
as Proxy:										
ange Selection Select A	II, Approve or FY	I Reset Save								
luing										
Name, Positio	n and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correcti	on Cancel	Other Information
2312312 Employee Nan 111111 - 00 ADMIN SVCS M	n and Title	Required Action Approve	Total Days .00	Total Hours 4.00	Total Units .00	Queue Status	Approve or FYI	Return for Correcti	on Cancel	Other Information Change Leave Record Leave Balance
Vame, Positio 2312312 Employee Nan 111111 - 00 ADMIN SVCS M urned for Correction	n and Title	Required Action Approve	Total Days .00	Total Hours 4.00	Total Units .00	Queue Status	Approve or FYI	Return for Correcti	on Cancel	Other Information Change Leave Record Leave Balance
Vame, Positio 2312312 Employee Nan 111111-00 ADMIN SVCS M urned for Correction	n and Title I ne , ANAGER e, Position an	Required Action Approve d Title	Total Days	Total Hours 4.00	Total Units .00	Queue Status tal Hours	Approve or FYI	Return for Correcti	on Cancel	Other Information Change Leave Record Leave Balance tion
Aame, Positio 2312312 Employee Nan 111111 - 00 ADMIN SVCS M turned for Correction 5645645 Emp 2222 ADM	n and Title   he , ANAGER , e, Position and loyee Name , 222-00 , IN SVCS MANA	Approve d Title	Total Days .00	Total Hours 4.00 Total Days	Total Units .00	Queue Status tal Hours	Approve or FYI Total Ur 11.00	Return for Correcti	er Informa	Other Information Change Leave Record Leave Balance tion
IVame, Positio	n and Title ne ANAGER ANAGER e, Position an loyee Name 222-00 IN SVCS MANA	Approve Approve d Title GER	Total Days .00	Total Hours 4.00 Total Days	Total Units           .00           To           .00	Queue Status tal Hours	Approve or FYI Total Ur 11.00	Return for Correcti	er Informa	Other Information Change Leave Record Leave Balance tion
Name, Positio 12312312 Employee Nan 111111 - 00 ADMIN SVCS M sturned for Correction 15645645 Emp 2222 ADM Progress Name Name	n and Title ne ANAGER ANAGER e, Position and 222-00 IN SVCS MANA	Approve d Title GER	Total Days           .00	Total Hours 4.00 Total Days	Total Units .00 Total Ho	Queue Status tal Hours	Approve or FYI Total Ur Total Ur Total Units	Return for Correcti	er Informa re Balances	Other Information Change Leave Record Leave Balance tion

Pending= Waiting for your approval

**Returned for Correction**=leave reports you have returned to the employee for change **In Progress**=Leave report stared 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.

				Module Nav	rigation Links					You	r current Institution is OSU
epartm	nent Summary										
elect the e	employee's name to access	dditional details.									
A:	x	OSU - HRS Chart									
artment	t: 10	0447, Dean of Engine	ering								
ve Period	d: Ju	n 16, 2016 to Jul 15, 20	016								
as Proxy	<i>r</i> :										
ve Period											
	d Leave Entry Status: O	oen until Jul 19, 2016, (	03:00 PM								
nange Selec	d Leave Entry Status: O	oen until Jul 19, 2016, i or FYI Reset Save	03:00 PM								
nange Selec	d Leave Entry Status: O ction Select All, Approve Name Position and Tit	or FYI Reset Save	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for C	orrection	Cancel	Other Information
hange Selec nding 2312312	d Leave Entry Status: O ction Select All, Approve Name, Position and Tit Employee Name 111111 - 00 ADMIN SVCS MANAGER	ben until Jul 19, 2016, 1 or FYI Reset Save Required Action Approve	03:00 PM	Total Hours	Total Units	Queue Status	Approve or <u>FYI</u>	Return for C	orrection	Cancel	Other Information Change Leave Record Leave Balance
hange Select	d Leave Entry Status: O ction Select All, Approve Name, Position and Tit Employee Name 11111-00 ADMIN SVCS MANAGER r Correction	en until Jul 19, 2016, d or FYI Reset Save Required Action Approve	03:00 PM	Total Hours	Total Units .00	Queue Status	Approve or FYI	Return for C	orrection	Cance	Other Information Change Leave Record Leave Balance
hange Select nding 12312312	d Leave Entry Status: O ction Select All, Approve Name, Position and Tit Employee Name 111111-00 ADMIN SVCS MANAGER r Correction Name, Positic	en until Jul 19, 2016, 4 or FYI Reset Save  Required Action Approve n and Title	03:00 PM	Total Hours 4.00	Total Units .00	Queue Status Distal Hours	Approve or FYI	Return for C	orrection	Cancel	Other Information Change Leave Record Leave Balance
Change Select anding 12312312 turned for 45645645	d Leave Entry Status: O tion Select All, Approve Name, Position and Tit Employee Name 111111-00 ADMIN SVCS MANAGER r Correction Name, Positic Employee Nar 222222-00 ADMIN SVCS N	een until Jul 19, 2016, t or FYI Reset Save Required Action Approve n and Title re ANAGER	O3:00 PM	Total Hours 4.00	Total Units .00 .00	Queue Status Distal Hours	Approve or FYI	Return for C	Orrection Other Ir 00 Leave Ba	Cance I	Other Information Change Leave Record Leave Balance ation
change Select ending 12312312 turned for 45645645 Progress	d Leave Entry Status: O ttion Select All, Approve Name, Position and Tit Employee Name 111111-00 ADMIN SVCS MANAGER r Correction Name, Positic Employee Nar 222222-00 ADMIN SVCS N	en until Jul 19, 2016, i or FYI Reset Save  Required Action Approve n and Title re ANAGER	03:00 PM	Total Hours 4.00 Total Days	Total Units 	Queue Status	Approve or FYI Total Ur 11.00	Return for C	Orrection	Cancel	Other Information Change Leave Record Leave Balance

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

PERSONAL INFORMATI	ON STUDEN	T EMPLOYEE	FINANCE	PROXY ACCE	SS					
Department Sur	nmary			Module Navi	gation Links				Y	our current Institution is OSU
Select the employee's name	me to access ado	litional details.								
COA:	X, O	SU - HRS Chart								
Department:	1004	47, Dean of Engine	ering							
Leave Period:	Jun 1	6, 2016 to Jul 15, 20	016							
Act as Proxy:										
Change Selection Selection Selection	t All, Approve or	FYI Reset Save	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Corr	ection Canc	el Other Information
12312312 12312312 111111 - 00 ADMIN SVC	MANAGER	Approve	.00	4.00	.00	Queue status				Change Leave Record Leave Balance
Returned for Correctio	ĩ									
D N	ame, Position	and Title		Total Days	To	otal Hours	Total Un	its	Other Inform	nation
45645645 E 2 A	nployee Name 22222-00 MIN SVCS MA	NAGER			.00		11.00	.00	Leave Balanc	es
n Progress										
ID Na	ne. Position a	nd Title	Tot	tal Davs	Total Ho	urs	fotal Units	Cancel	Other Info	rmation
		ia mile				-uis	oral ornes		o and inter	mación

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

Employee	e ID an	d Nar	me:		A 111	11111 1 -00 AD	Employe	e Name	D		Dep	artment a	nd Desc	ription:		X	100447 De	an of Er	ngineering			
Previous	s Menu	A	Approve	Retu	m for Cor	rection	Chang	je Record	Delete	Add Cor	mment	Next	]				anding					
									Lea	ave Balanc	es   Ro	uting Que	ue									
L <i>eave Re</i> Earnings	eport Total Hours	Total Units	Thursday , Jun 16, 2016	/ Friday , Jun 17,	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,	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	Tuesda , Jul 05, 2016
Annual	4			2016							2016							4				
Total Hours:	4																	4				
Total Units:		0																				
Leave Ba	alance	es as d	of Jul 13,	2016																		
Tunn of I	eave					Hou	rs or Day	ys					Availabl	o Doginn	ing Palar	Ears	T load	akan		Availa	ble Bala	
Type of L									Bai	nked			Availabi	e beginn	ing balar	ice carr	ieu i	aken		Availa	Die Dalai	nce

1076.5

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.

0

0

0

Hours

Hours

Hours

Employee Details

Sick Leave

Unpaid Leave

Extended Sick Leave (TRS Only)

Employe	e ID an	nd Nai	me:		A 111	11111	Employe	e Name			Depa	artment a	nd Desc	ription:		х	100447 De	ean of E	ngineerin	z		
Title:					111111	1 -00 ADI	MIN SVCS	MANAGE	R		Tran	saction St	atus:			Pe	ending					
Previou	ıs Menı	J 4	Approve	Retu	m for Cor	rection	Chang	je Record	Delete	Add Cor	nment	Next										
Leave R	eport								Lea	ave balanc	es   Ko	uting Que	je									
Earnings	Total Hours	Total Units	Thursda , Jun 16, 2016	y 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	y Friday , Jul 01, 2016	Saturda , Jul 02, 2016	y Sunday , Jul 03, 2016	Monday , Jul 04, 2016	Tuesda , Jul 05, 2016
Annual Leave	4																	4				
lotal Hours:	4																	4				
Fotal Units:		0																				
L <i>eave B</i> Type of I	<i>alance</i> Leave	es as	of Jul 13,	2016		Hou	rs or Da	ys	Bar	iked			Availabl	e Beginn	ing Balar	ce Earr	ned T	aken		Availa	able Bala	nce
amily M	edical I	eave				Hou	rs			0			Tunub	e beginn	ing build	0	0	0		, ivani	Die Duid	0
Annual L	eave					Hou	rs			0					366	.67	0	0			366	5.67
Sick Leav	e					Hou	rs			0					107	6.5	0	0			107	76.5
Jnpaid L	eave					Hou	rs			0						0	0	0				0
tender	Sick Le	ave (	(RS Only)			Hou	rs			0						0	0	0				0

1076.5

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

Empl	oye	e De	etails																			
👎 Selec	t Next (	or Prev	vious to ac	cess an	other emp	loyee.																
Employ Title:	ee ID a	nd Na	me:		A 111 11111	.11111 1 -00 AD	Employe MIN SVCS	e Name 5 MANAGE	R		Depa Tran	artment a saction S	nd Desc tatus:	ription:		X Pe	100447 De ending	ean of E	ngineerin	g		
Previo	us Men	u	Approve	Retu	rn for Cor	rection	Chang	e Record	Delete	Add Cor	mment	Next	]									
<i>Leave I</i> Earning	Report s Total Hour	Tota s Unit:	l Thursda s , Jun 16, 2016	y Friday , Jun 17.	/Saturda , Jun 18, 2016	y Sunday , Jun 19, 2016	Monday , Jun 20, 2016	/ Tuesday , Jun 21, 2016	Lea Wednesday, Jun 22, 2016	Thursday , Jun 23, 2016	Friday , Jun 24.	VSaturday , Jun 25, 2016	ue / Sunday , Jun 26, 2016	Monday , Jun 27, 2016	/ Tuesday , Jun 28, 2016	/Wednesday, Jun 29, 2016	Thursda , Jun 30, 2016	Friday , Jul 01, 2016	/Saturda , Jul 02, 2016	y Sunday , Jul 03, 2016	/ Monday , Jul 04, 2016	/Tuesday , Jul 05, 2016
				2016							2016											
Leave		+																4	1			
Total Hours:		4																4	1			
Total Units:		(	D																			
Leave L	Balanc	es as	of Jul 13,	2016																		
Type of	Leave					Hou	irs or Da	ys	Bar	nked			Availab	e Beginn	ing Balai	nce Earr	ned T	aken		Availa	able Bala	nce
Family N	ledical	Leave				Hou	rs			0						0	0	0				0
Annual L	eave					Hou	rs		_	0					366	.67	0	0			36	5.67
Sick Lea	ve					Hou	rs		_	0					107	6.5	0	0			10	/6.5
Unpaid I	eave					Hou	rs			0						0	0	0				0
Extende	d Sick L	eave (	TRS Only)			Hou	rs			0						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

Relect	Next o	r Previ	ious to acc	ess and	other empl	oyee.																
Employe Title:	e ID ar	nd Nar	ne:		A 111 111111	11111 E	Employe MIN SVCS	e Name MANAGEI	R		Depa Tran	rtment a saction St	nd Desc atus:	ription:		X Pe	100447 De Inding	an of Ei	ngineering			
Previou	s Menu	A	pprove	Retu	rn for Corr	ection	Chang	e Record	Delete	Add Cor	nment	Next										
									Lea	ave Balanc	es   Roi	uting Que	e									
<i>Leave R</i> Earnings	eport 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	Tuesda , Jul 05, 2016
Annual Leave	4			2010	10						2010							4	1			
Total Hours:	4																	4				
Total Units:		0																				
<i>Leave B</i> Type of L	<i>alance</i> .eave	es as d	of Jul 13,	2016		Hou	rs or Day	/s	Bar	nked		,	Availabl	e Beginn	ing Balar	nce Earn	ied Ta	aken		Availa	ble Bala	nce
Family M	edical L	eave				Hou	rs			0						0	0	0				0
Annual Le	eave					Hou	rs		_	0					366	.67	0	0			366	76.5
Unpaid L	eave					Hou	rs			0					107	0	0	0			107	0.5
Extended	Sick Le	eave (T	RS Only)			Hou	rs			0						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 INFORMAT	ION STUDENT EMPLOYEE	FINANCE PROXY	ACCESS		
Comments					Your current Institution is OS
Riter or edit comments	s until you submit the record for approv	al. Mark the Comment Co	onfidential indicator to	eretain confidentiality.	
Employee: Emp	loyee Name A 12312312				
Leave Report Period:	Jun 16, 2016 to Jul 15, 2016				
Made By:	Supervisor Name				
Comment Date:	ul 13, 2016				
<b>Confidential Indicator:</b>					
Enter or Edit Comment:	Leave on incorrect date, please review and correct.		.4		
Save Previous Menu					

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

RSONAL INFORMATION	STUDENT	EMPLOYEE	FINANCE	PROXY ACCESS	S					
									Your current Ins	itution
omments										
					_	_	_			_
F	1 5.1	17			1. 1		0 I IV.			
Enter or edit comments until	you submit the ı	record for appro	val. Mark the Co	omment Confidentia	al indicator	retain con	fidentiality.			
Enter or edit comments until	you submit the r	record for appro	val. Mark the Co	omment Confidentia	al indicator	eretain cont	fidentiality.			
<sup>1</sup> Enter or edit comments until nployee: Employee	you submit the i	record for appro A 12312312	val. Mark the Co	omment Confidentia	al indicator	eretain con	fidentiality.			
Enter or edit comments until nployee: Employee eave Report Period: Jun 10	you submit the i Name 6, 2016 to Jul 1!	record for appro A 12312312 5, 2016	val. Mark the Co	omment Confidentia	al indicator	o retain con	fidentiality.			
Enter or edit comments until mployee: Employee eave Report Period: Jun 1 ade By: Sup	you submit the Name 6, 2016 to Jul 1! ervisor Name	record for appro A 12312312 5, 2016	val. Mark the Co	omment Confidentia	al indicator	o retain coni	fidentiality.			
Enter or edit comments until mployee: Employee eave Report Period: Jun 10 ade By: Sup omment Date: Jul 13,	you submit the i Name 6, 2016 to Jul 1! Pervisor Name , 2016	record for appro A 12312312 5, 2016	val. Mark the Co	omment Confidentia	al indicator	o retain con	fidentiality.			
Enter or edit comments until mployee: Employee eave Report Period: Jun 14 ade By: Sup omment Date: Jul 13, onfidential Indicator: 🔲	you submit the i e Name 6, 2016 to Jul 1: iervisor Name , 2016	record for appro A 12312312 5, 2016	val. Mark the Co	omment Confidentia	al indicator	o retain con	fidentiality.			
Enter or edit comments until mployee: Employee eave Report Period: Jun 1 ade By: Sup omment Date: Jul 13, onfidential Indicator: inter or Edit Comment:	you submit the i e Name 6, 2016 to Jul 1 iervisor Name , 2016	record for appro A 12312312 5, 2016	val. Mark the Co	omment Confidentia	al indicator	o retain coni	fidentiality.			
Enter or edit comments until mployee: Employee eave Report Period: Jun 1 ade By: Sup omment Date: Jul 13, onfidential Indicator:	you submit the i Name 6, 2016 to Jul 1 Pervisor Name , 2016	record for appro A 12312312 5, 2016	val. Mark the Co	omment Confidentia	al indicator :	) retain con	fidentiality.			

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

Emp	loyee	e De	tails																				
🔍 Selec	t Next o	or Prev	rious to acc	cess and	other emp	oloyee.																	
Employ Title:	ee ID a	nd Na	me:		A100 5303	97255 Jea 75-00 AD	IN Lee Ke	rr-Hunter	ER		Depa Tran	artment a saction S	nd Desc atus:	ription:		X	100447 De ending	ean of E	ngineering	ļ			
Previo	us Men	u ] /	Approve	Retu	rn for Cor	rection	Chang	ge Record	Delete	Add Co	mment	Next	]										
									Le	ave Balano	ces   Ro	uting Que	ue										
Leave	Report																						
Earning	s Total Hours	Tota Units	Thursday , Jun 16, 2016	y Friday , Jun 17, 2016	y Saturda , Jun 18, 2016	y Sunday , Jun 19, 2016	Monday , Jun 20, 2016	/ Tuesday , Jun 21, 2016	/Wednesday, Jun 22, 2016	, Thursday , Jun 23, 2016	y Friday , Jun 24, 2016	Saturday , Jun 25, 2016	Sunday , Jun 26, 2016	/ Monday , Jun 27, 2016	y Tuesday , Jun 28, 2016	/Wednesday Jun 29, 2016	, Thursday , Jun 30, 2016	y Friday , Jul 01, 2016	Saturday , Jul 02, 2016	Sunday , Jul 03, 2016	/Monday , Jul 04, 2016	Tuesd , Jul 05, 2016	ay
Annual Leave	4	1																4	1				
Total Hours:	4	1																4	-				
Total Units:		(	D																				
														d.	0								
Leave I Type of	Balanc Leave	es as	of Jul 13,	2016		Hou	rs or Da	ys	Bai	nked		1	Availabl	le Beginr	ning Balar	nce Earr	ned T	aken		Availa	able Bala	nce	
Family N	/ledical	Leave				Hou	rs			0						0	0	0				0	
Annual	eave					Hou	rs			0					366	.67	0	0			366	5.67	
Sick Lea	ve					Hou	rs			0					107	6.5	0	0			107	76.5	
Innaid	eave					Hou	rs			0						0	0	0				0	

0

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

0

Hours

#### Employee Details

Extended Sick Leave (TRS Only)

		r Prev	ious to ac	cess and	other emp	oloyee.																
mploye itle:	e ID ar	nd Na	me:		A 111 11111	111111 1 -00 AD	Employe MIN SVCS	e Name MANAGE	R		Depa Tran	rtment a saction Si	nd Desc tatus:	ription:		X Pe	100447 De Inding	an of E	ngineering			
Previou	s Menu	u A	Approve	Retu	rn for Cor	rection	Chang	je Record	Delete	Add Cor	nment	Next	]									
eave R	eport								Lea	ave Balanc	es   Ro	uting Que	ue									
arnings	Total Hours	Total Units	Thursda , Jun 16, 2016	y Friday , Jun 17, 2016	y Saturda , Jun 18, 2016	y 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	Thursda <u>y</u> , Jun 30, 2016	/ Friday , Jul 01, 2016	/Saturday , Jul 02, 2016	Sunday , Jul 03, 2016	Monday , Jul 04, 2016	Tuesd , Jul 05 2016
nual ave	4																	4	ł			
tal ours:	4																	4				
otal nits:		0																				
<i>ave B</i>	alance .eave	es as	of Jul 13,	2016		Hou	irs or Day	ys	Bar	nked			Availabl	e Beginn	ing Balar	ice Earr	ed T	aken		Availa	ble Bala	nce
	edical L	eave				Hou	rs			0						0	0	0				0
mily M						Hou	rs			0					366	.67	0	0			366	5.67
mily Me inual Le	eave																					
amily Me nnual Le ck Leave	eave					Hou	rs		_	0					107	6.5	0	0			107	76.5

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.

ERSONAL IN	NFORMATION	STUDENT	EMPLOYEE	FINANCE	PROXY ACC	235						
Departm	ent Summa	rv			Module Nav	igation Links					You	r current Institution is OSU
bepuritin	ient summa	• 9										
Select the er	employee's name to	access addit	ional details.									
OA:		X, OSL	J - HRS Chart									
epartment:	t:	10044	7, Dean of Engine	ering								
eave Period	d:	Jun 16	, 2016 to Jul 15, 20	016								
ct as Proxy:	r:											
eave Period	d Leave Entry Sta	tus: Open	until Iul 19, 2016.	03:00 PM								
change Select	d Leave Entry Sta	<b>Itus:</b> Open	until Jul 19, 2016, 1 Reset Save	03:00 PM								
Change Select	d Leave Entry Sta	i <b>tus:</b> Open	until Jul 19, 2016, I Reset Save	03:00 PM								
eave Period Change Select ending 2 N	d Leave Entry Sta ction Select All, A Name, Position a	htus: Open Approve or Fi	until Jul 19, 2016, (I) Reset Save Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Co	rrection	Cancel	Other Information
eave Period Change Select ending 12312312	d Leave Entry Sta ction Select All, A Name, Position a Employee Name 111111 - 00 ADMIN SVCS MAN.	Approve or Fr	until Jul 19, 2016, I T Reset Save Required Action Approve	Total Days	Total Hours 4.00	Total Units .00	Queue Status	Approve or FYI	Return for Cd	rrection	Cancel	Other Information Change Leave Record Leave Balance
change Select ending 12312312	d Leave Entry Sta ction Select All, A Name, Position a Employee Name 111111 - 00 ADMIN SVCS MAN. r Correction	Approve or Fr	until Jul 19, 2016, I I Reset Save Required Action Approve	Total Days	Total Hours 4.00	Total Units .00	Queue Status	Approve or FYI	Return for Co	rrection	Cancel	Other Information Change Leave Record Leave Balance
change Select ending 2 12312312 4 eturned for 2	d Leave Entry Sta ttion Select All, A Name, Position a Employee Name 11111 - 00 ADMIN SVCS MAN. r Correction Name, I	Approve or Provide the Approve of Provide the Approve of Provide the Approve of Provide the Approvement of Provide the Approvemen	until Jul 19, 2016, I Reset Save Required Action Approve	Total Days	Total Hours 4.00	Total Units .oc	Queue Status	Approve or FYI	Return for Co	orrection	Cancel	Other Information Change Leave Record Leave Balance stion
eave Period Change Select ending 12312312 1 4 eturned for 0 45645645	d Leave Entry Sta ction Select All, A Name, Position a Employee Name 111111-00 ADMIN SVCS MAN r Correction Name, I Employe 222222 ADMIN 3	Approve or Fh and Title AGER Position an ee Name - 00 SVCS MAN/	until Jul 19, 2016, I T Reset Save Required Action Approve nd Title NGER	Total Days	Total Hours 4.00 Total Days	Total Units .00 .00	Queue Status	Approve or EYI Total Ur 11.00	Return for Co	Other I	Cancel nforma Balances	Other Information Change Leave Record Leave Balance
eave Period Change Select ending 12312312 4 eturned for 2 4 5645645 1 Progress	d Leave Entry Sta ction Select All, A Name, Position a Employee Name 111111-00 ADMIN SVCS MAN r Correction Remploye 222222 ADMIN S	Approve or FN Approve or FN and Title AGER Position ar ee Name - 00 SVCS MANA	until Jul 19, 2016, I (I) Reset Save Required Action Approve Ind Title AGER	D3:00 PM	Total Hours 4.00 Total Days	Тоtal Units .00 .00	Queue Status	Approve or EYI	Return for Cc	Other I	<b>Cancel</b> Informa Balances	Other Information Change Leave Record Leave Balance
change Select Pending D 12312312 I I A Returned for D 445645645 n Progress D	d Leave Entry Sta ttion Select All, A Name, Position a Employee Name 111111 - 00 ADMIN SVCS MAN r Correction Name, Pc Name, Pc	Approve or Philometer and Title AGER Position are e Name - 00 SVCS MAN/	until Jul 19, 2016, I T Reset Save Required Action Approve nd Title AGER I Title	D3:00 PM	Total Hours 4.00 Total Days tal Days	Total Units 	Queue Status	Approve or FYI	Return for Cc	Other I O Leave E	Cancel Informa Balances	Other Information Change Leave Record Leave Balance tion

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

ERSONAL INFORMATION	EMPL	OYEE	FINANCE						
Time and Leave Rep	portin	g						Your current l	nstitution is OSI
Select the link under a date to	o enter ha	urs or (	lays. Select Next	or Previous to n	avigate through	the dates within	the period.		
Leave Report									
Title and Number:				ADMI	N SVCS MANAG	ER 530853-0	0		
Department and Number:				Dean	of Engineering	100447			
Leave Report Period:				Jun 01	, 2016 to Jun 1	5, 2016			
Submit By Date:				Jul 18.	2016 by 12:00	PM			
Famine			Aco	al Leave	0.000				
Date:			hup 0	8 2016					
Hours:			2						
Earning	Total Hours	Total Units	Wednesday Jun 08, 2016	Thursday	Friday Jun 10, 2016	Saturday Jun 11, 2016	Sunday Jun 12, 2016	Monday Jun 13, 2016	Tuesday Jun 14, 2016
Annual Leave	-	2	2	nter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hou
			Enter Ha	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hou
Sick Leave	(	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hou
Sick Leave Administrative Leave			Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
Sick Leave Administrative Leave Military Leave			Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hou
Sick Leave Administrative Leave Military Leave Jury Duty					Entre Marine	Enter Hours	Enter Hours	Enter Hours	Enter Hour
Sick Leave Administrative Leave Military Leave Jury Duty Unpaid Leave-Leave Report			Enter Hours	Enter Hours	Enger nours	and the second sec			
Sick Leave Administrative Leave Military Leave Jury Duty Unpaid Leave-Leave Report Family Medical Leave			Enter Hours Enter Hours	Enter Hours Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
Sick Leave Administrative Leave Military Leave Jury Duty Unpaid Leave-Leave Report Family Medical Leave Total Hours:	0	2	Enter Hours Enter Hours 2	Enter Hours Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Houts	Enter Hou

#### 3. Click the **Comments** button.

PERSONAL INFORMATION	STUDENT	EM	PLOYEE	FINANCE	PROXY ACCESS					
Time and Leave Rep	porting								Your curr	en
Select the link under a date to	o enter hours. Se	elect N	ext or Pre	vious to navigate	through the dates with	in the period.				
Leave Report										
Name:					Jean Lee Ke	err-Hunter				
Title and Number:					ADMIN SVC	S MANAGER 530	375-00			
Department and Number:					Dean of En	gineering 100447	7			
Leave Report Period:					lun 16 201	6 to Jul 15 2016				
Submit By Date:					Jul 19, 2016	by 02:00 PM				
Subline by Date.	Tett	-1	Tatal	Thursday	Jui 19, 2010	Saturday	Cumday	Mandau	Tuesday	
carning	Hou	irs	Units	lun 16. 2016	lun 17, 2016	lun 18. 2016	lun 19, 2016	lun 20, 2016	lun 21, 2016	IL.
Annual Leave		4		Enter Ho	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Sick Leave		0		Enter Ho	Irs Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Administrative Leave		0		Enter Ho	Irs Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Military Leave		0		Enter Hor	Irs Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	5
Jury Duty		0		Enter Ho	Irs Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	;
Unpaid Leave-Leave Report		0		Enter Ho	Irs Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	3
Family Medical Leave		0		Enter Ho	Irs Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	;
Total Hours:		4			0 0	C	C	C	0	T
Total Units:			0		0 0	C	0	C	0	Ī

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
Comments				Your current Institution is
Riter or edit comments until	you submit the re	ecord for approval	l. Mark the Co	nment Confidential indicator to retain confidentiality.
Employee: Employee	Name	A 12312312		
Leave Report Period: Jun 1	5, 2016 to Jul 15	, 2016		
Made By: Sup	ervisor Name			
Comment Date: Jul 13	2016			
Confidential Indicator:				
Enter or Edit Comment: Ch sice	anged leave fro k to annual	m		
Savo Drovious Monu				

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

ERSONAL INFORMATION STUDENT EMPLOYEE FINANCE PROXY ACCESS	
Comments	Your current Institution is OS
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:	
sick to annual	

6. 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	MPLOYEE	FINANCE	PROXY ACCESS					
Time and Leave Rep	oorting							Your curr	en
Relect the link under a date to	enter hours. Selec	t Next or Pre	evious to navigate t	hrough the dates with	in the period.				
Leave Report									
Name:				Jean Lee Ke	rr-Hunter				
Title and Number:				ADMIN SVC	S MANAGER 530	375-00			
Department and Number:				Dean of En	gineering 100447	,			
Leave Report Period:				lun 16, 201	6 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
Annual Leave		4	Enter Hou	rs Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	5
Sick Leave		0	Enter Hou	rs Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	s
Administrative Leave		0	Enter Hou	rs Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	s
Military Leave		0	Enter Hou	rs Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	s
Jury Duty		0	Enter Hou	rs Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	s
Unpaid Leave-Leave Report		0	Enter Hou	rs Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	s
Family Medical Leave		0	Enter Hou	rs Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	5
Total Hours:		4		0 0	0	0	0	0	)
Total Units:		0		0 0	0	0	0	0	)
Previous Menu Preview Con	mments Approve	Next							

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

								Your curr
Time and Leave Report	ing							
Relect the link under a date to ente	r hours. Select	Next or Pr	revious to navigate th	rough the dates with	in the period.			
Leave Report								
Name:				Employee	Namo			
Title and Number:				ADMIN SVC	S MANAGER 1231	23 -00		
Department and Number:				Dean of En	gineering 100447			
Leave Report Period:				lun 16, 201	6 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
Annual Leave		4	Enter Hour	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
Sick Leave		0	Enter Hour	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
Administrative Leave		0	Enter Hour	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
Military Leave		0	Enter Hour	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
Jury Duty		0	Enter Hour	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave-Leave Report		0	Enter Hour	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave		0	Enter Hour	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:		4		D C	0	C	0	0
Total Iluita			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

-			
Passwo	ord:		

2. Under Applications click on the Self Service icon.



3. Select Time Sheet or Leave Report

PERSONAL INFORMATION	STUDENT	EMPLOYE	E FINAN	ICE
Employee				
Time Sheet				
For Employees Paid on a biwe	eekly time - ho	ours worked and	leave taken.	
Leave Report				
For Monthly Paid Non-Exemp For Monthly Paid Exempt Em	t Employees t ployees to rec	o record hours v ord Leave taken	worked and le	eave taken
Pay Information Direct deposit information.				
Click on the Proxy Set Up at the	bottom of th	e page		
PERSONAL INFORMATION	STUDENT	EMPLOYEE	FINANCE	

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:	$\odot$
Access my Leave Report:	$\odot$
Access my Leave Request:	$\odot$
Approve or Acknowledge Time:	۲
Approve All Departments:	
Act as Proxy:	Self 🔹
Act as Superuser:	



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

PERSONAL INFORMATION	STUDENT	EMPLOYEE	FINANCE	
Proxy Set Up				
Name		Add Remove		
Tammy Lynn Abbott, TLABBOT		▼		
Court		Δ		
Save		U		

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

PERSONAL INFORMATION	STUDENT	EMPLOYEE	FINANCE
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## Proxy Set Up

Name	Add Remove	
Tammy Lynn Abbott, TLABBOT		
Save <		
		Time Reporting Selection

## Acting as a Proxy

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

# O-Key - Sign In Service

	10	_	 
asswor	rd:		

2. Under Applications click on the Self Service icon.



3. Select Time Sheet or Leave Report

PERSONAL INFORMATION	STUDENT	EMPLOYEE	FINANCE
Employee			
Time Sheet	allutima hau	re worked and leas	ve takan
Leave Report	ekiy time - nou	rs worked and leav	ve taken.
For Monthly Paid Non-Exemp For Monthly Paid Exempt Emp	t Employees to ployees to recor	record hours work d Leave taken.	ed and leave taken.
Pay Information Direct deposit information.			

4. 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.



5. Select the department and pay period you wish to see. Then select how you want the information sorted and click "select".



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.

	nt Summary				
👎 Select the emp	oloyee'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 Provv	Linda J Williams, LWILLIA				
Pay Period Tin	ne Entry Status: Open until Jul 01, 2016, 05:00	PM			
Pay Period Tin Change Selectio	ne Entry Status: Open until Jul 01, 2016, 05:00	PM			
Pay Period Tin Change Selectio	ne Entry Status: Open until Jul 01, 2016, 05:00	PM Total Hours	Total Units	Cancel	Other Information
Pay Period Tin Change Selectio In Progress ID A 11112222	Name, Position and Title Employee, Ima 633790 - 00 ADMIN SUPP SUPERVISOR	Total Hours 56.00	Total Units .00	Cancel	Other Information Clock Time Adjusted Leave Balance