# College of Engineering, Architecture and Technology

Banner HR

Monthly Leave Entry

Approver's Guide

July 2016

America's Brightest ORANGE

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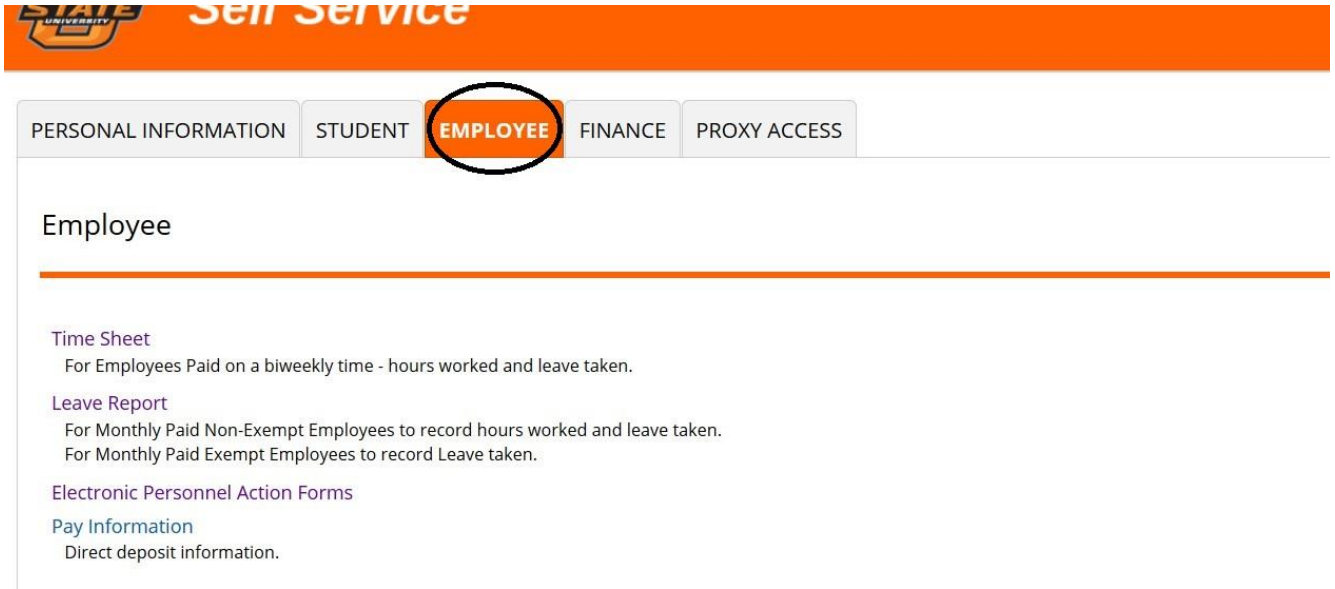
## Banner HR Log in

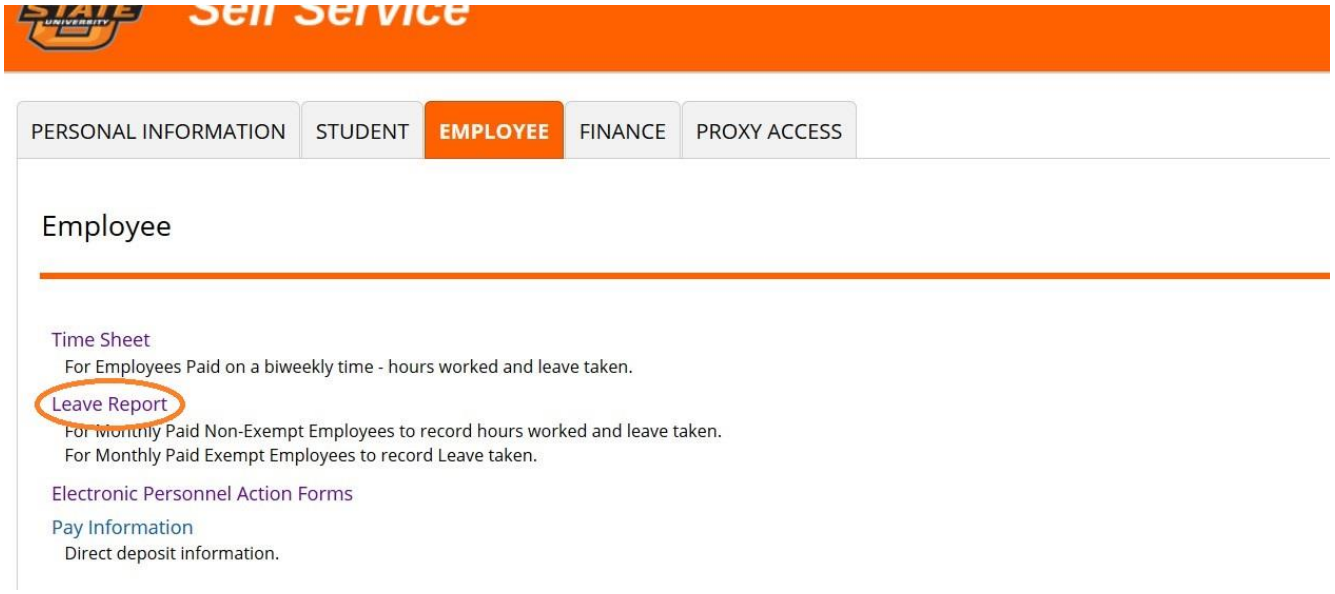
1. Log into my.okstate.edu using your O-Key User Name and Password.

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

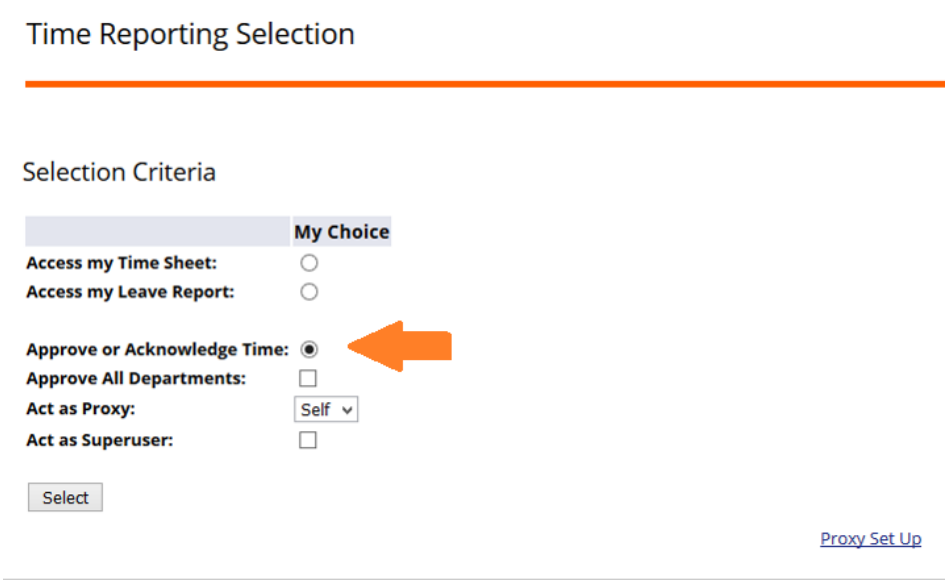
3. Locate the Employee Tab at the top of the screen.



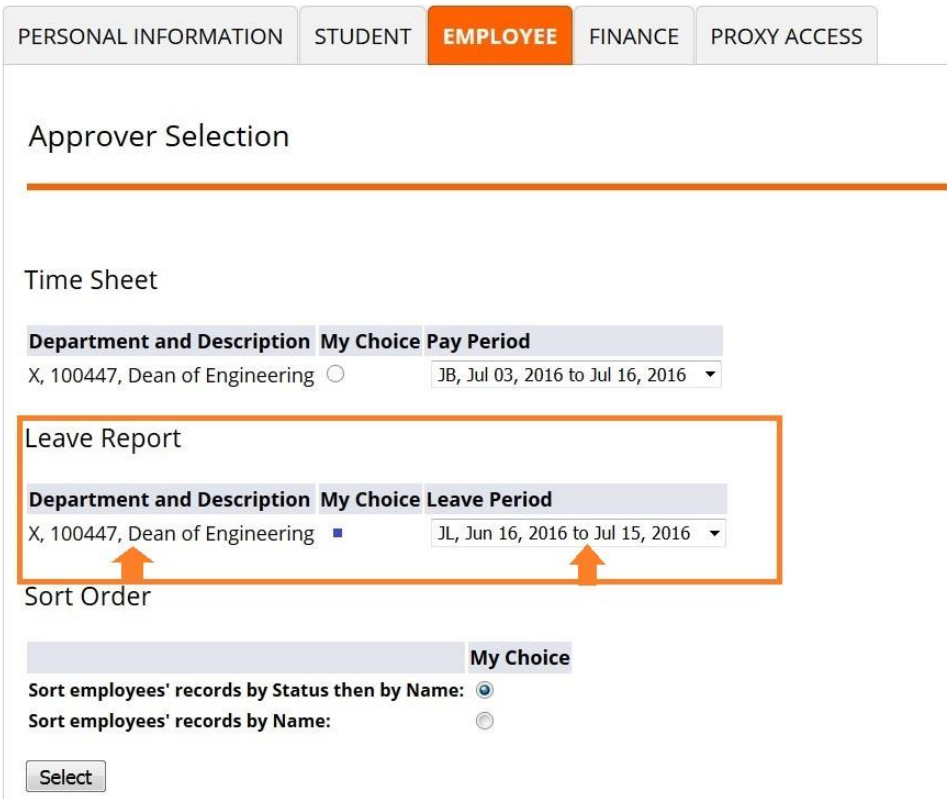
4. Click on the **Leave Report** section



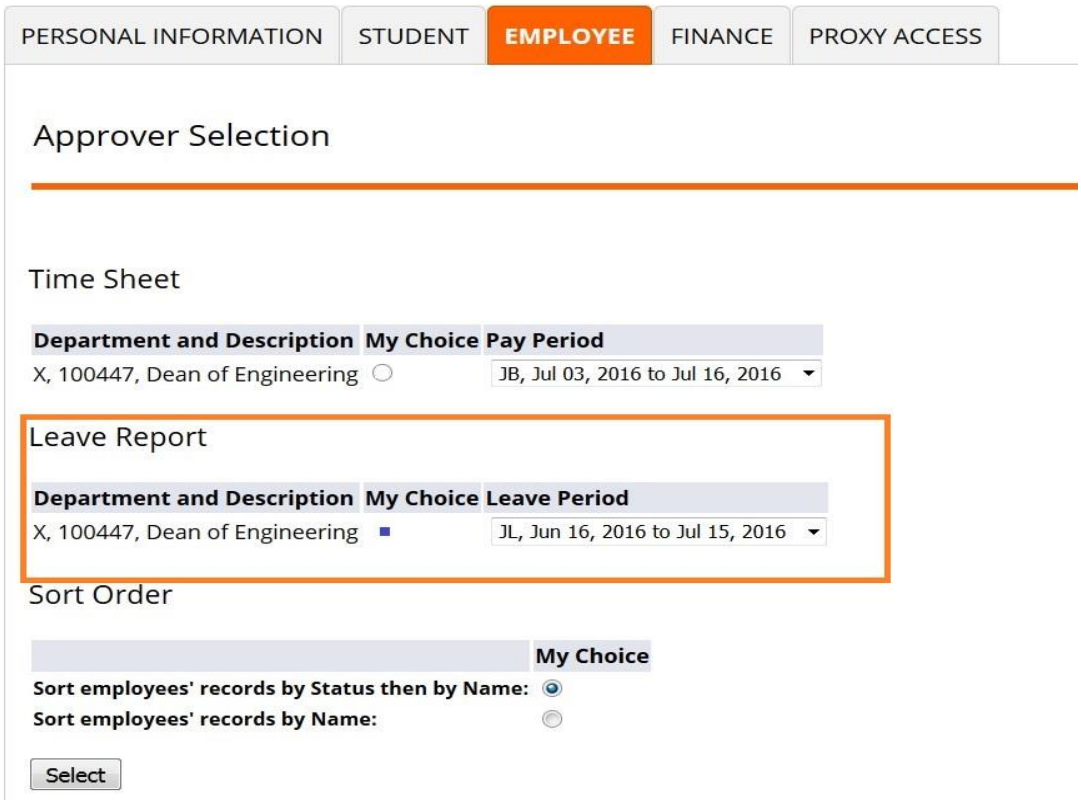

5. Click the radio button next to the **Approve or Acknowledge Time** section from the list and click **select**.



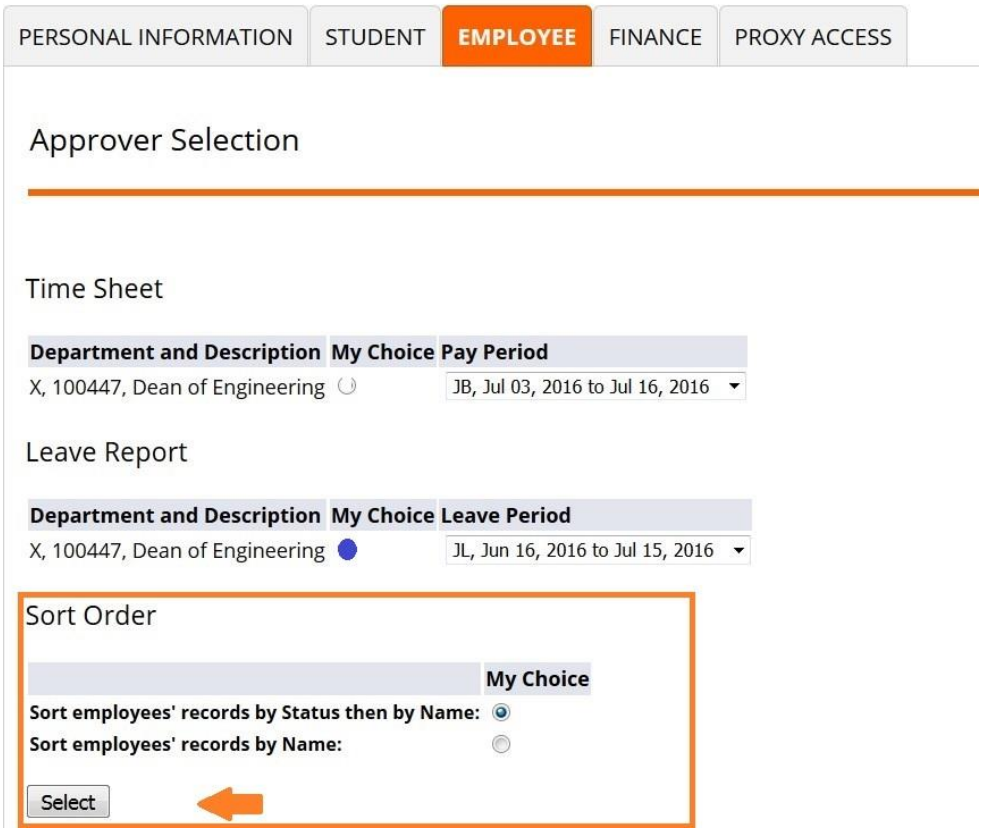
6. Locate the Department and Leave Period for which you wish to complete the Leave Report approval process.




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

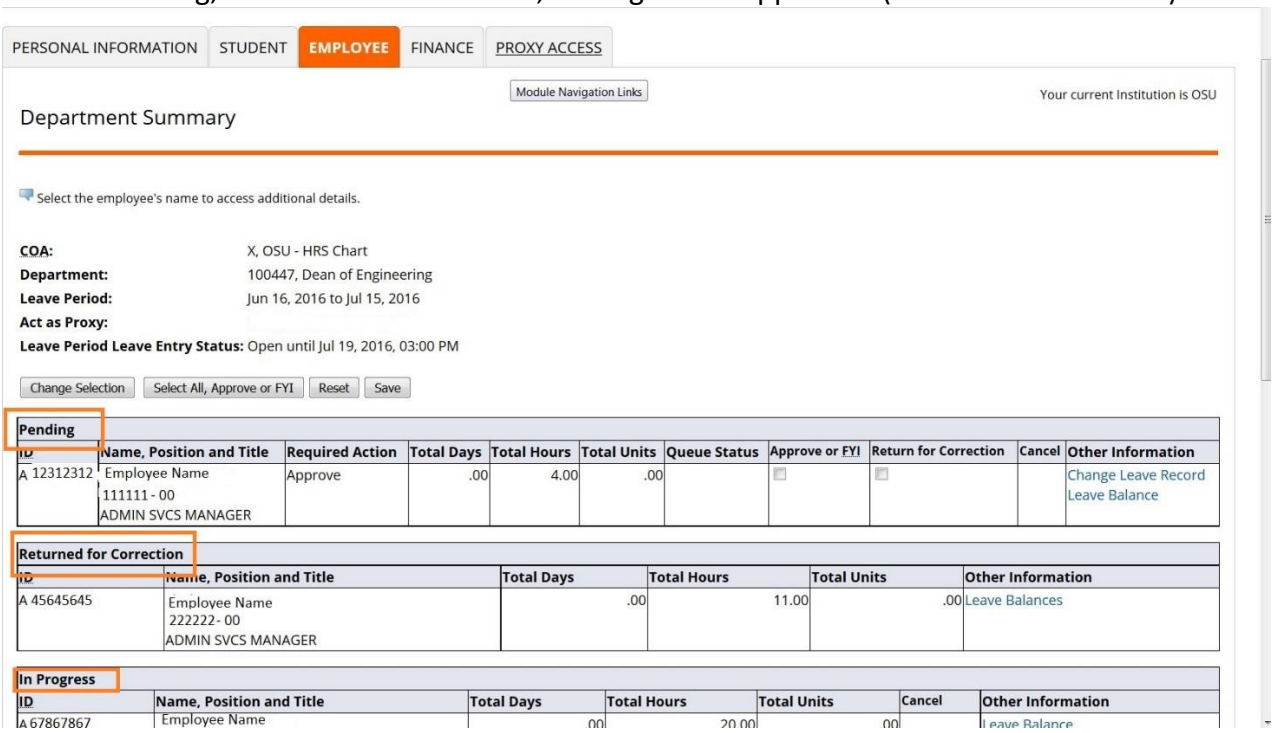


8. Choose how you would like the leave reports sorted.



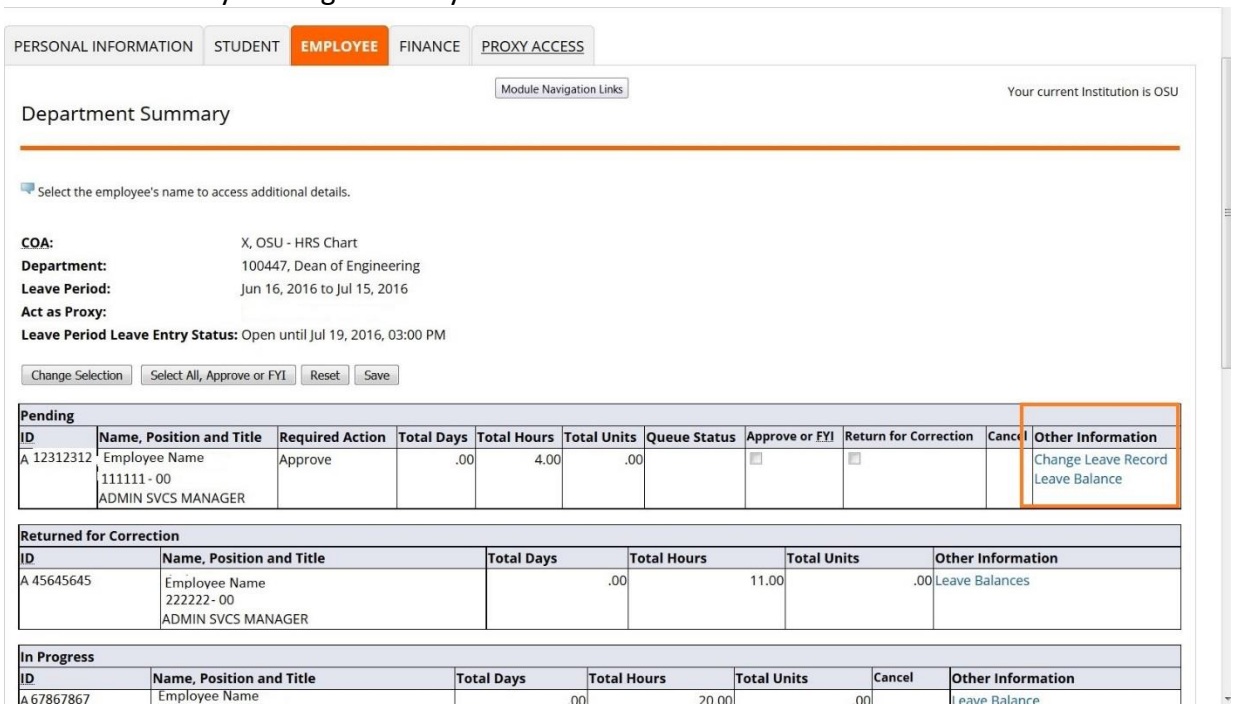

## Reviewing and Approving a Leave Reports

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)

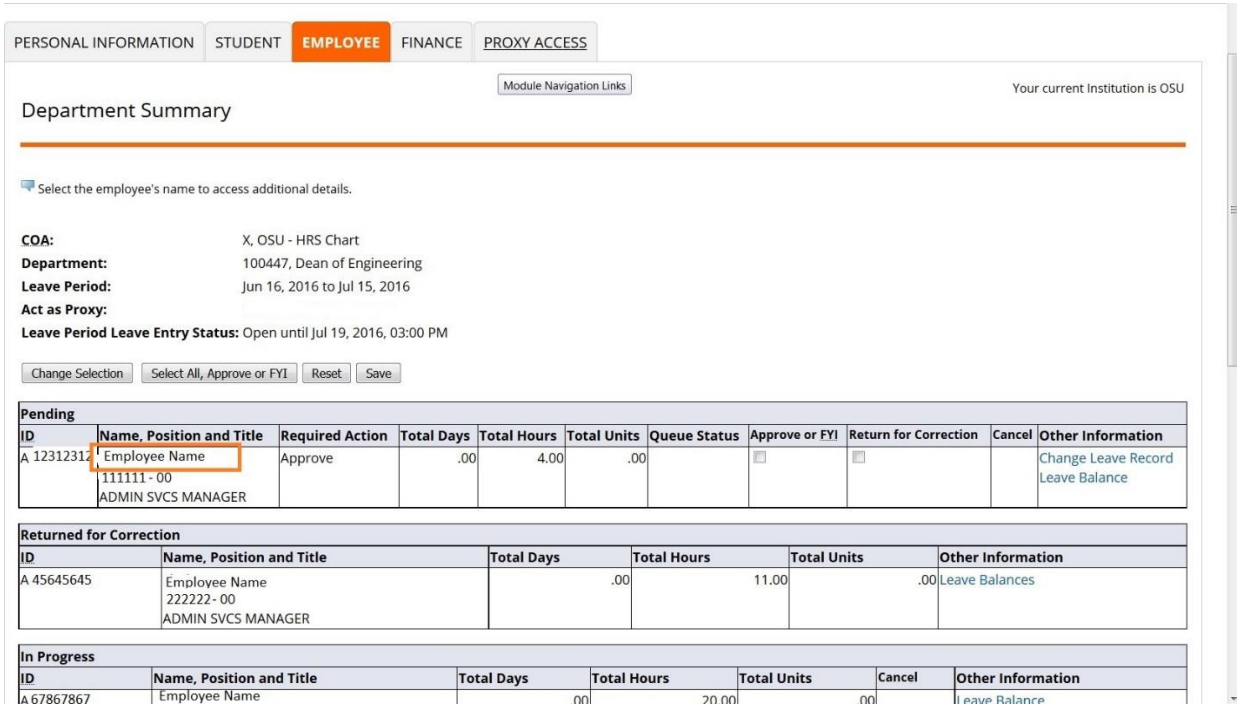


**Pending**= Waiting for your approval
**Returned for Correction**=leave reports you have returned to the employee for change
**In Progress**=Leave report stared by employee, but not submitted for approval.
**Approved**=Shows all Leave reports you have approved and submitted to Payroll.

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.




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



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
**Title:** 111111 -00 ADMIN SVCS MANAGER
**Department and Description:** X 100447 Dean of Engineering
**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 | V J |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 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 |

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
**Title:** 111111 -00 ADMIN SVCS MANAGER
**Department and Description:** X 100447 Dean of Engineering
**Transaction Status:** Pending

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

Leave Balances | Routing Queue

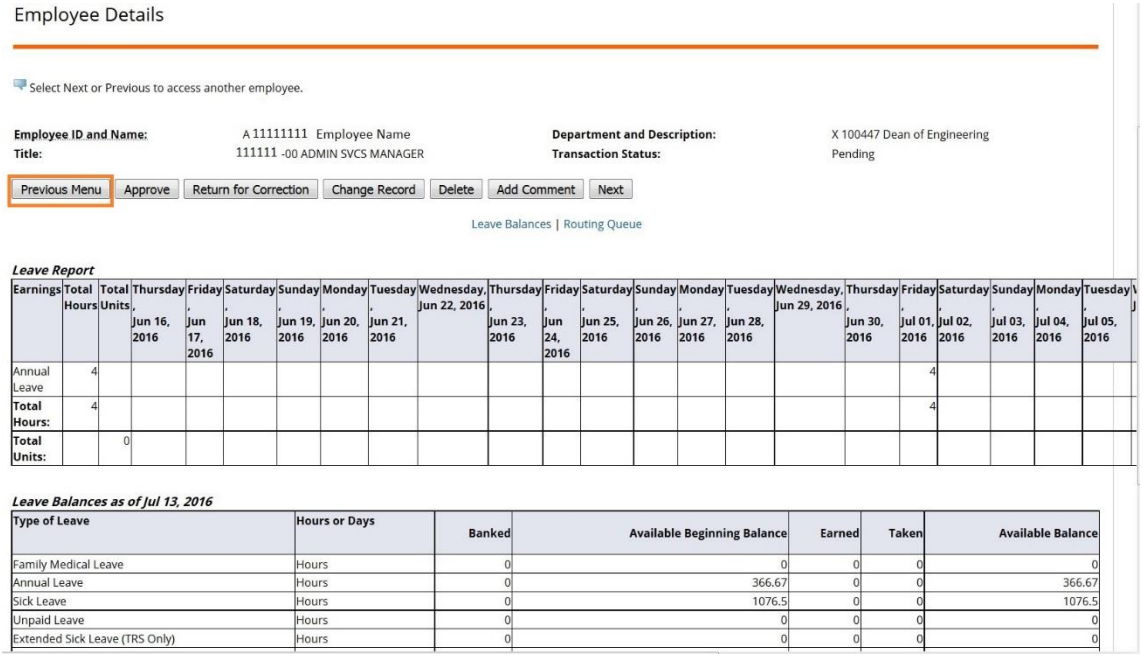
***Leave Report***

| 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 | V J |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 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 |

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



Employee Details

Select Next or Previous to access another employee.

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

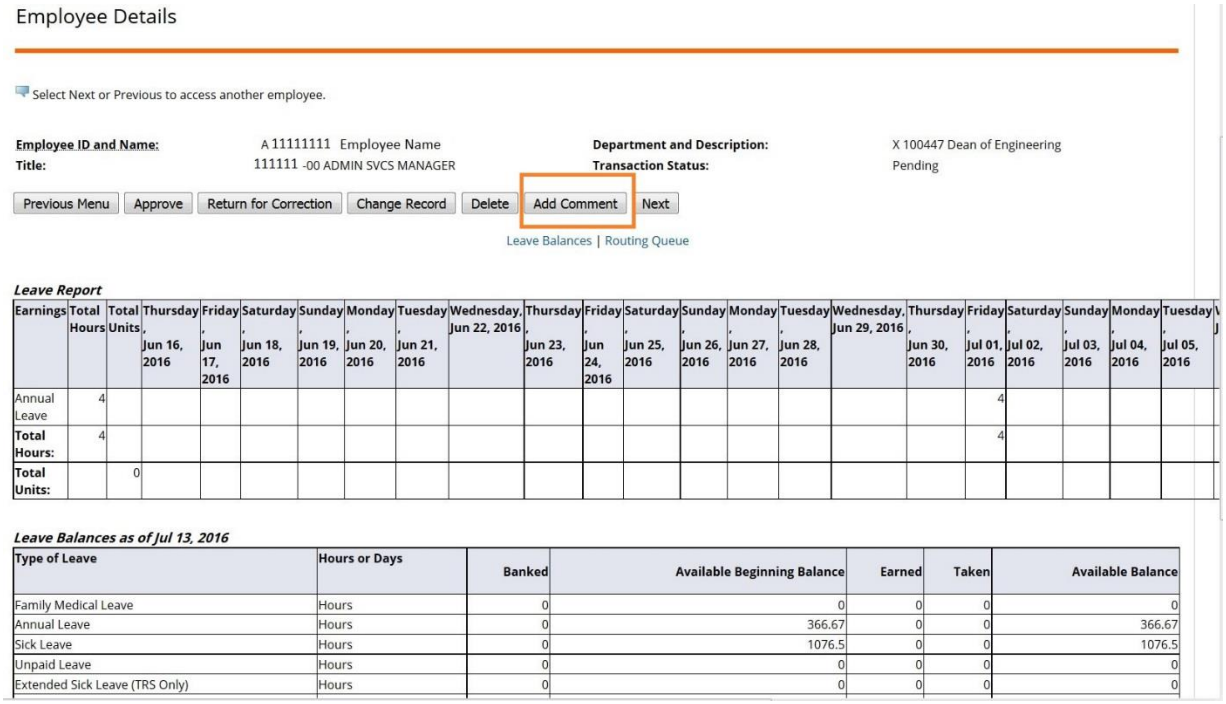
***Leave Balances as of Jul 13, 2016***

| 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 |

## 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

Select Next or Previous to access another employee.

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

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

Leave Balances | Routing Queue

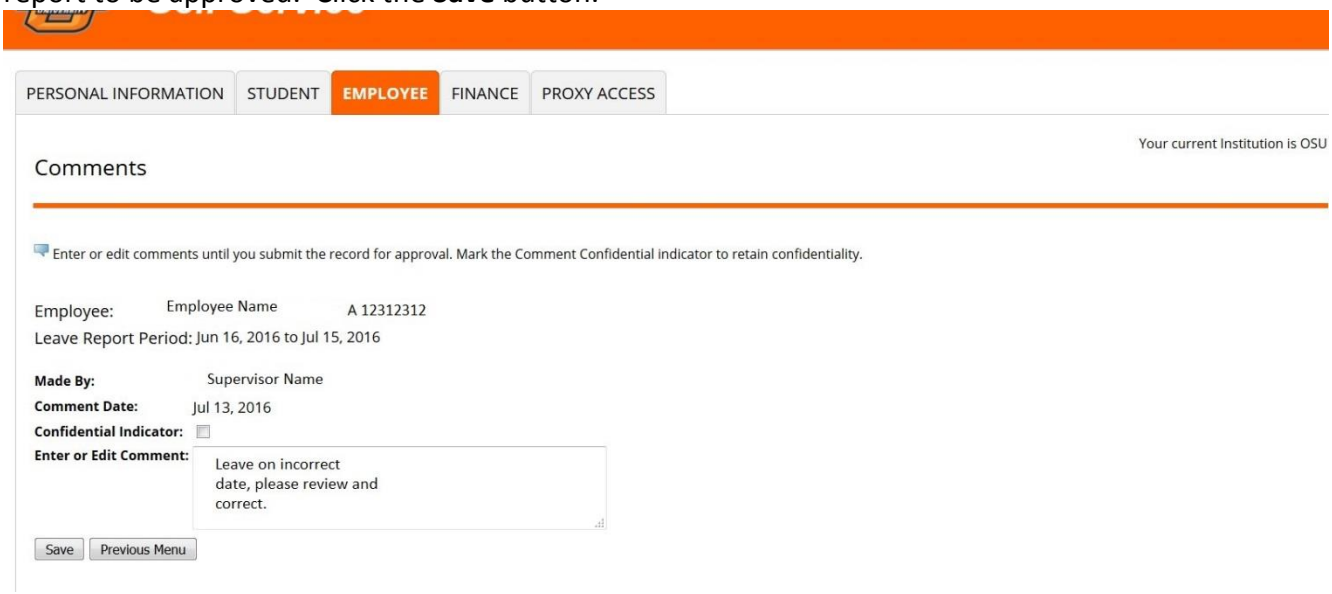
***Leave Report***

| 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 | | | | | | | | | | | | | | | | | | | | |

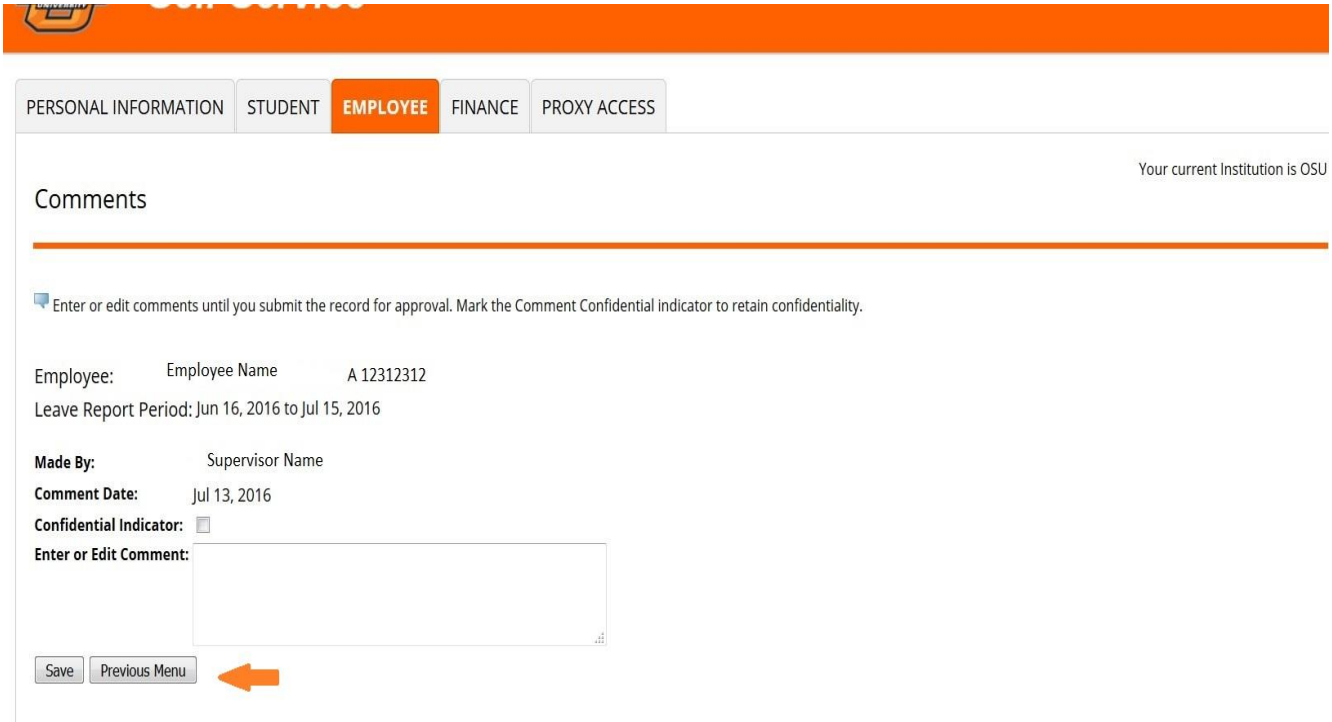
***Leave Balances as of Jul 13, 2016***

| 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 |

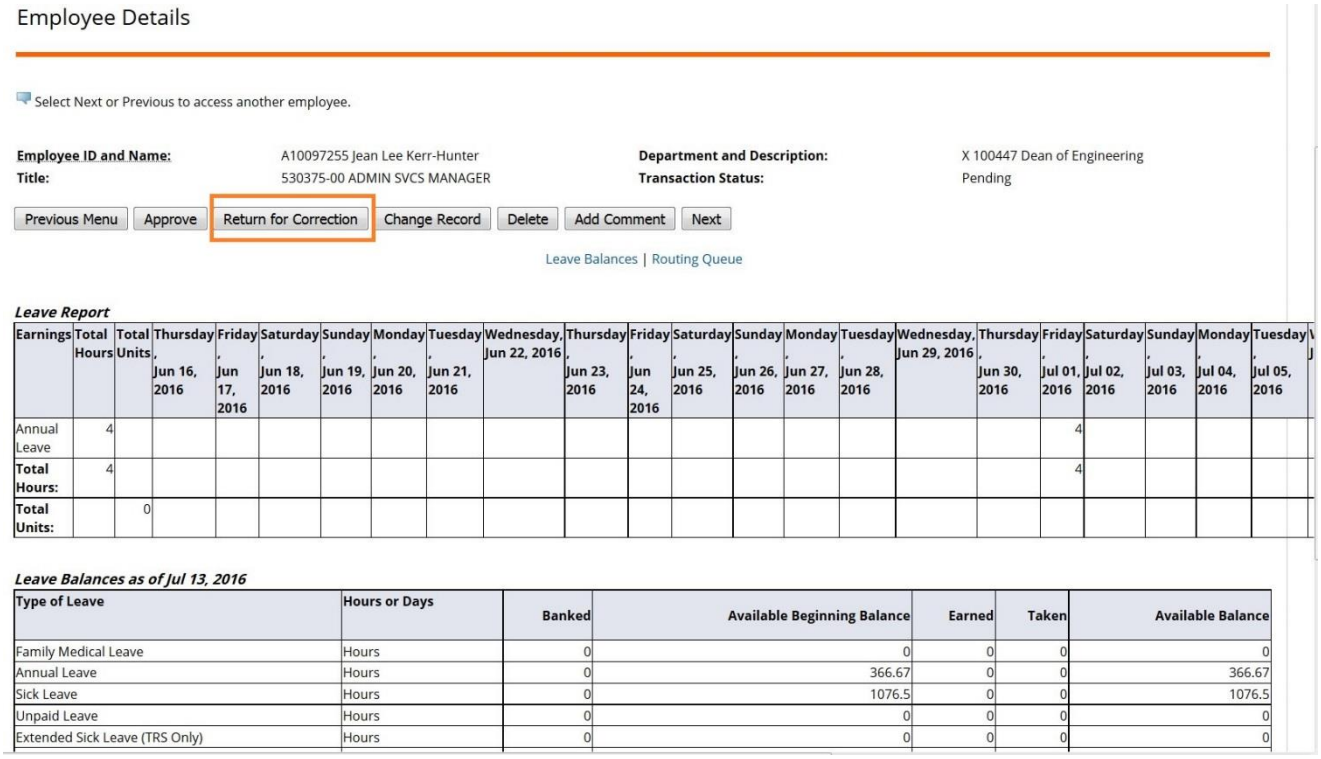
2. Type a message to the employee explaining what corrections are needed for his/her leave report to be approved. Click the **Save** button.




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



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
**Title:** 530375-00 ADMIN SVCS MANAGER
**Department and Description:** X 100447 Dean of Engineering
**Transaction Status:** Pending

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

Leave Balances | Routing Queue

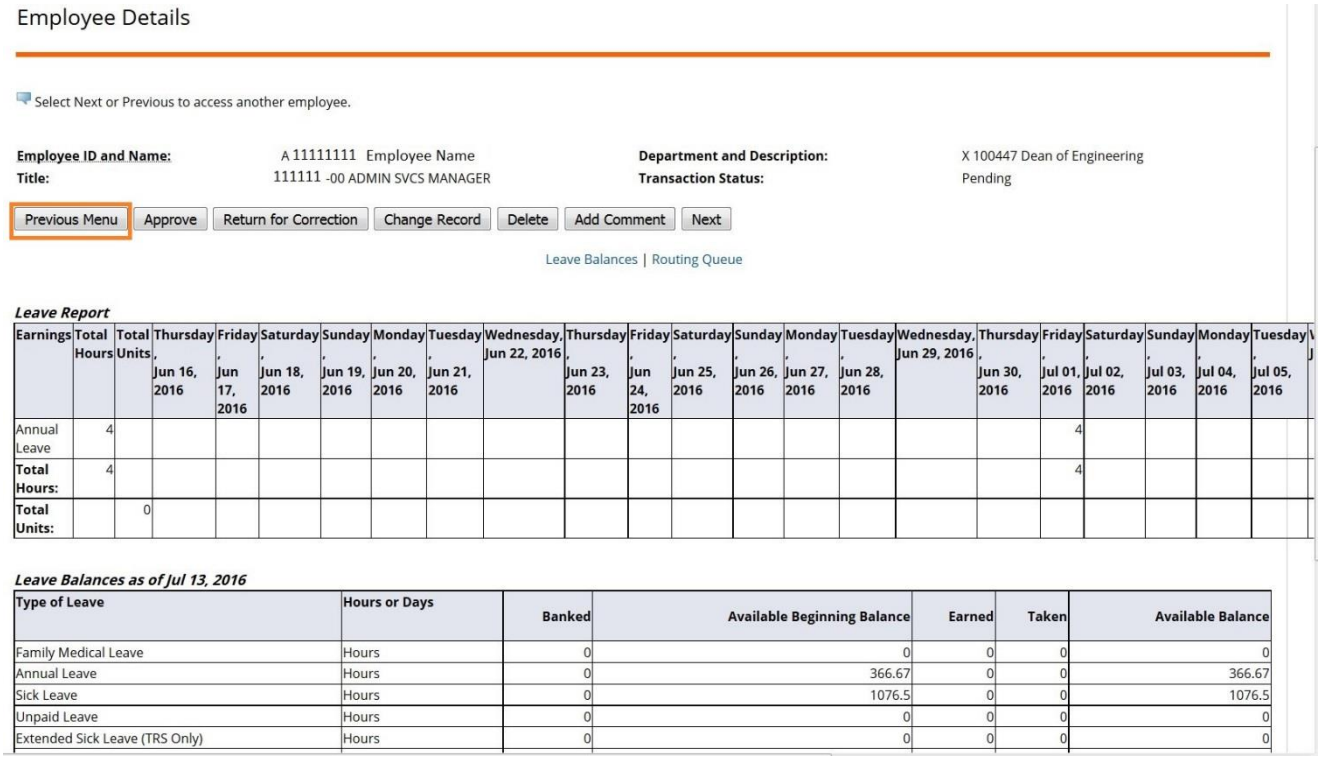
***Leave Report***

| 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:** A 11111111 Employee Name
**Title:** 111111 -00 ADMIN SVCS MANAGER
**Department and Description:** X 100447 Dean of Engineering
**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 | | | | | | | | | | | | | | | | | | | | |

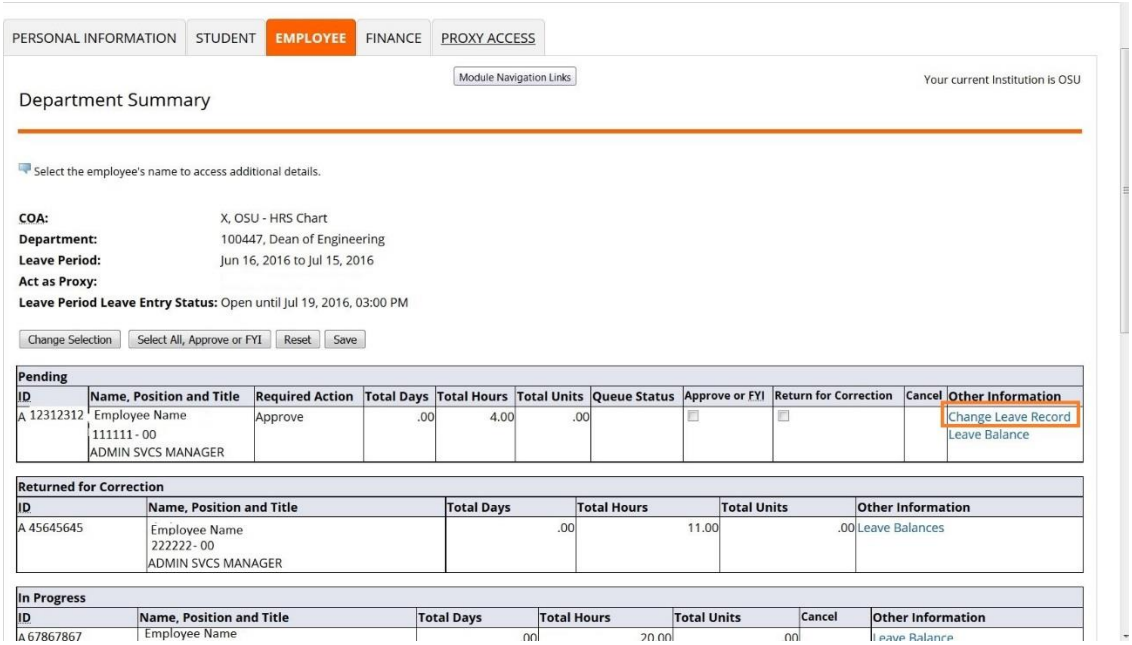
***Leave Balances as of Jul 13, 2016***

| 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 |

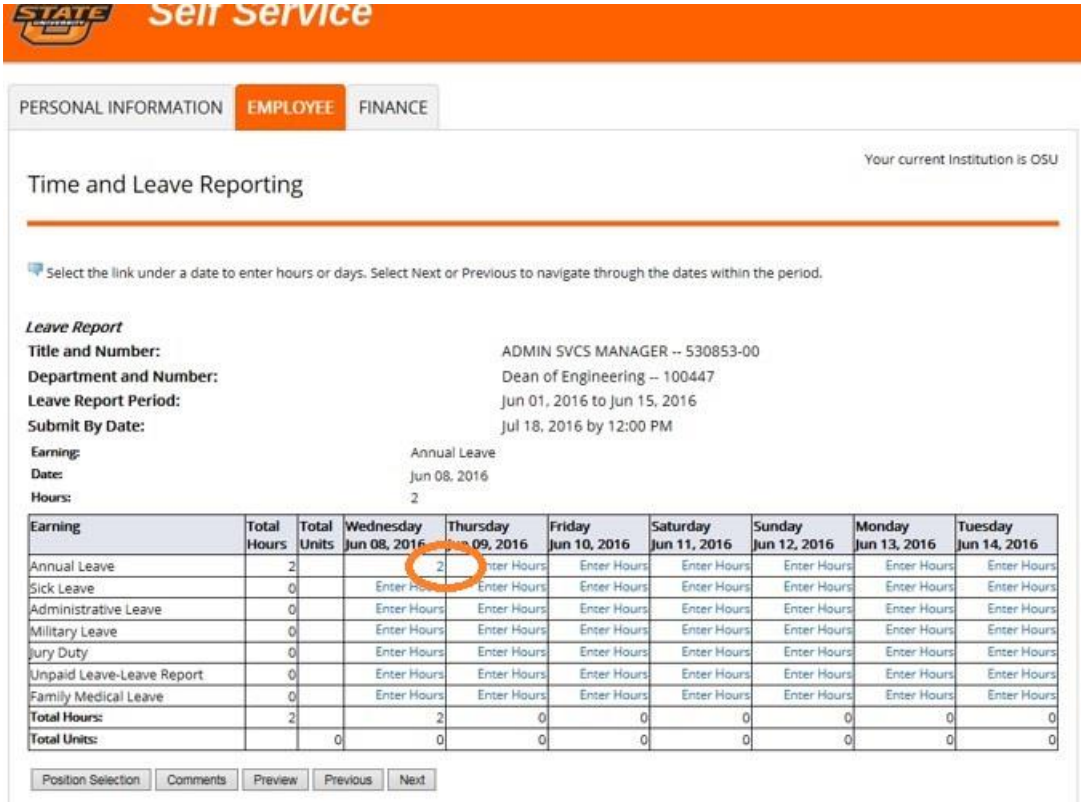
# Overriding a Leave Reports

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

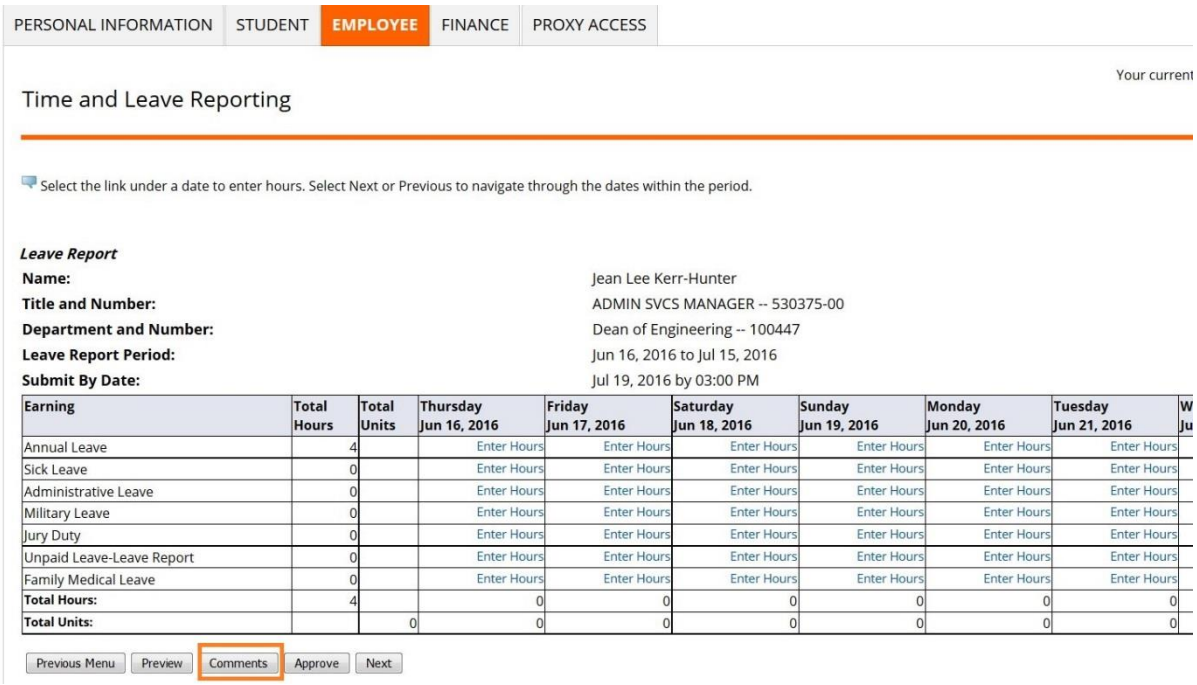
1. Click the **Change Record** link in the Other Information column.



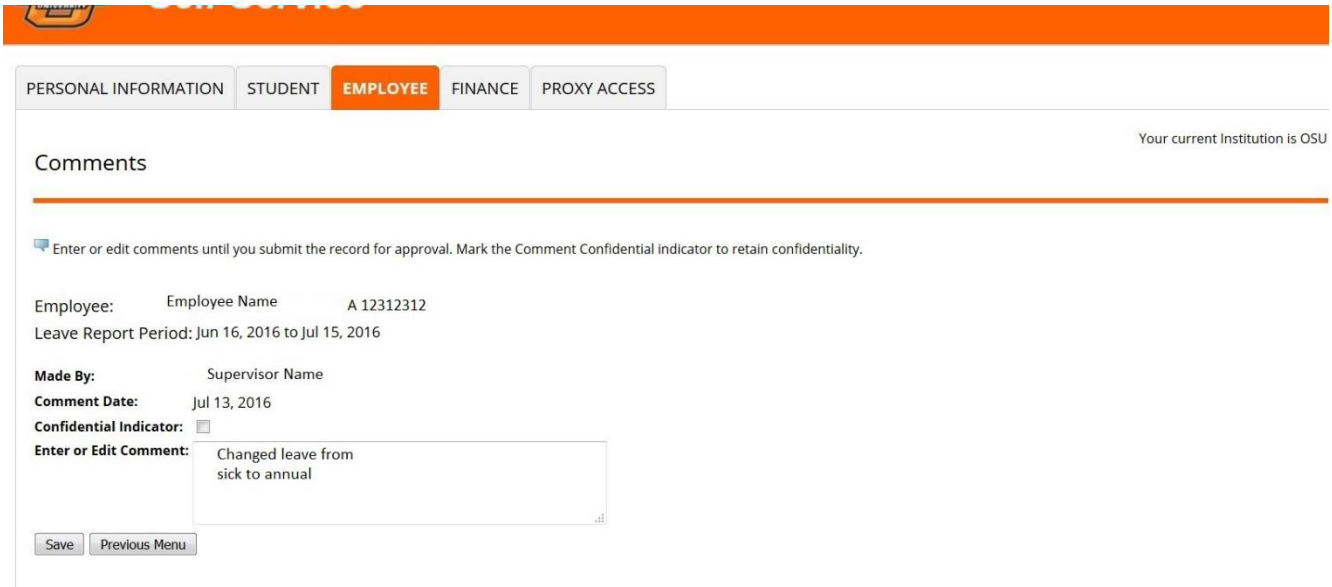

2. Enter the correct information in the field and click save.



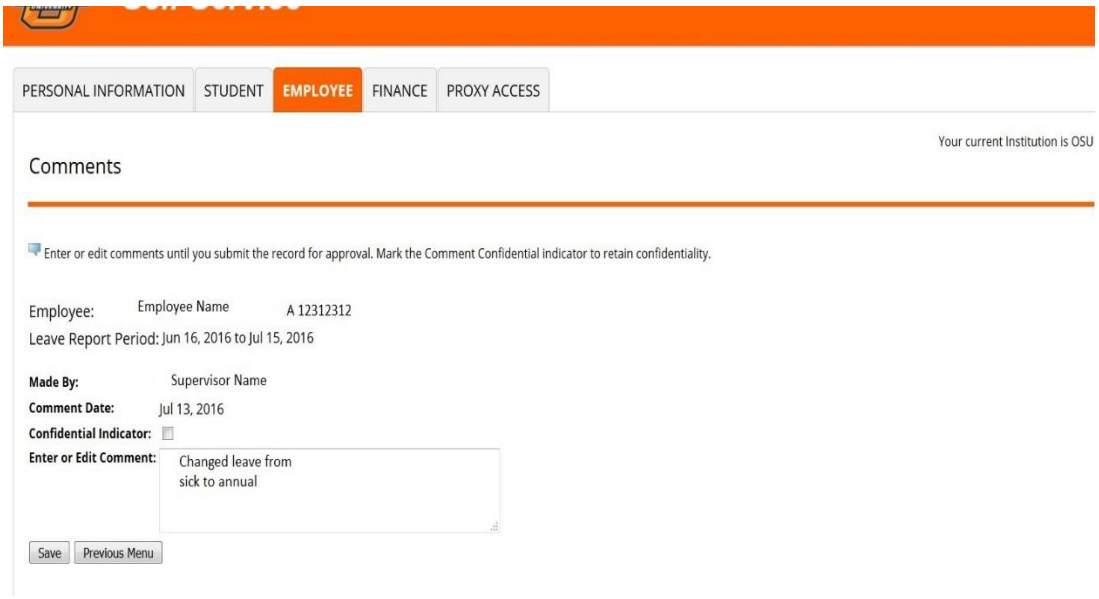
3. Click the **Comments** button.



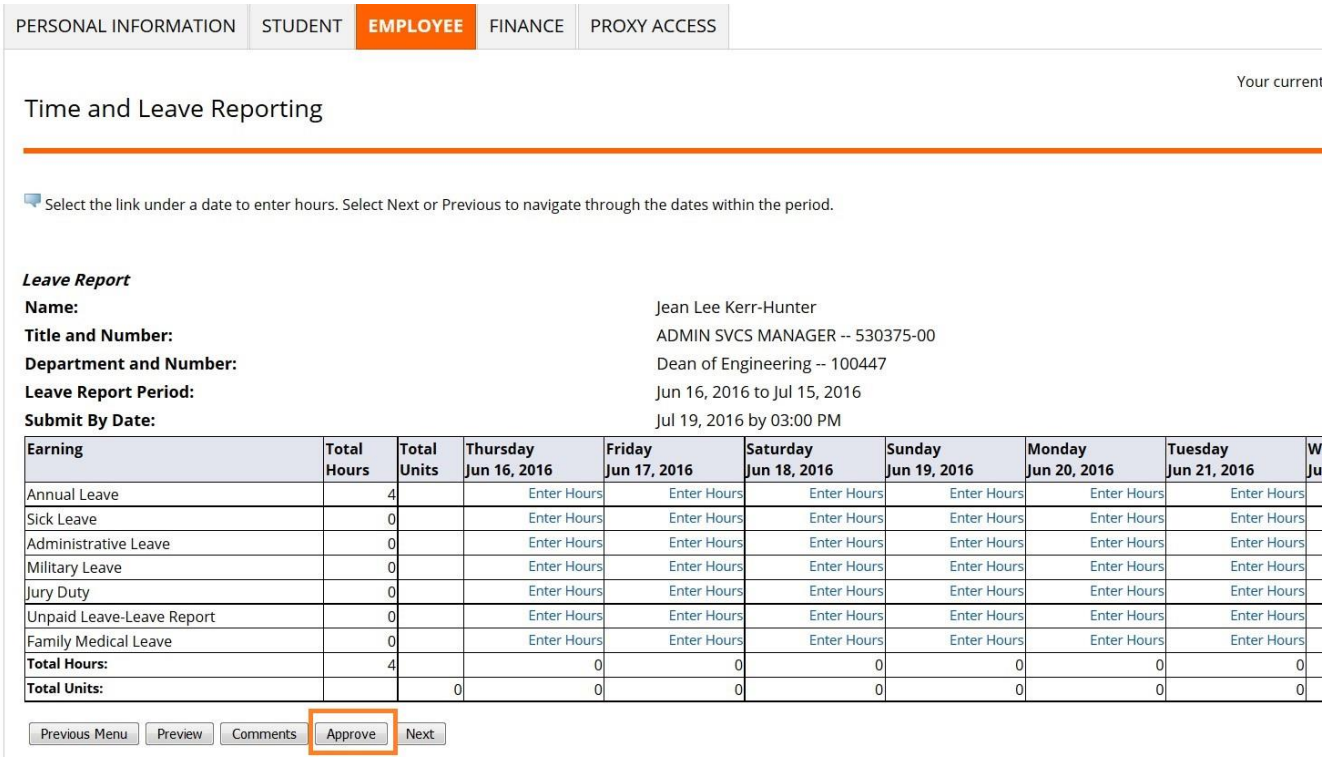

4. Type a message indicating the corrections you've made and click **Save**.



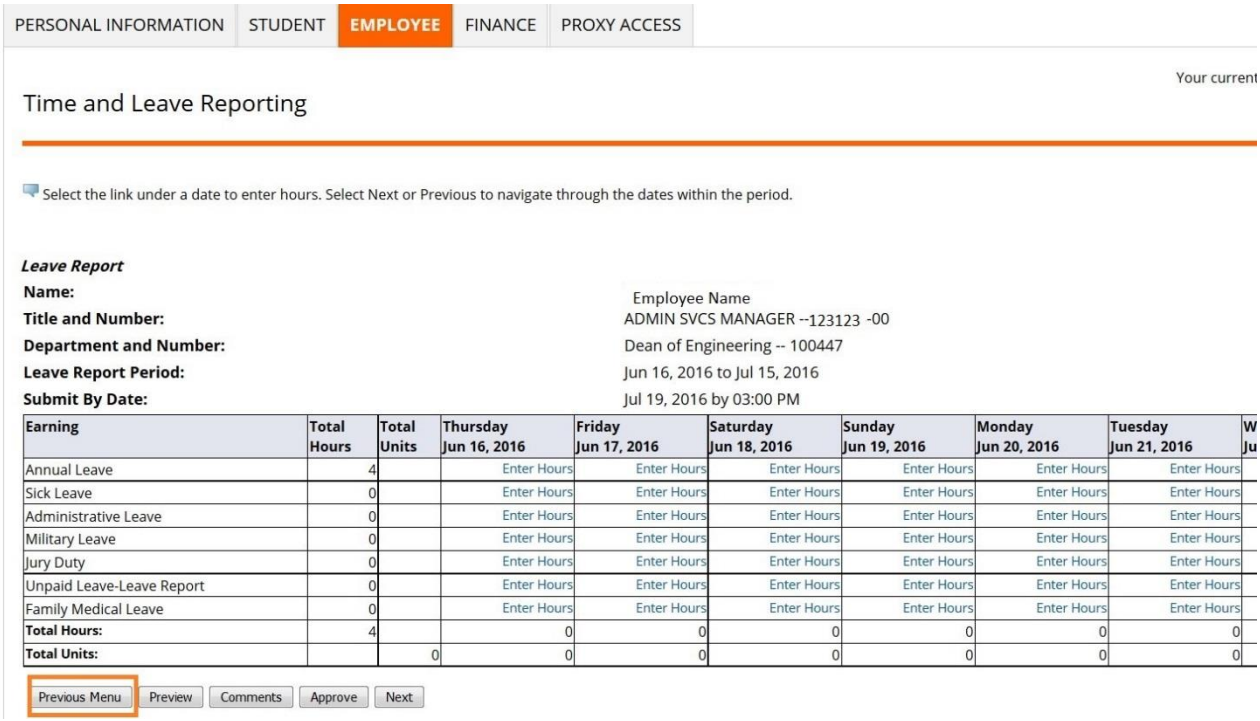
5. Click the **Previous Menu** button to return to leave report.




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.



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



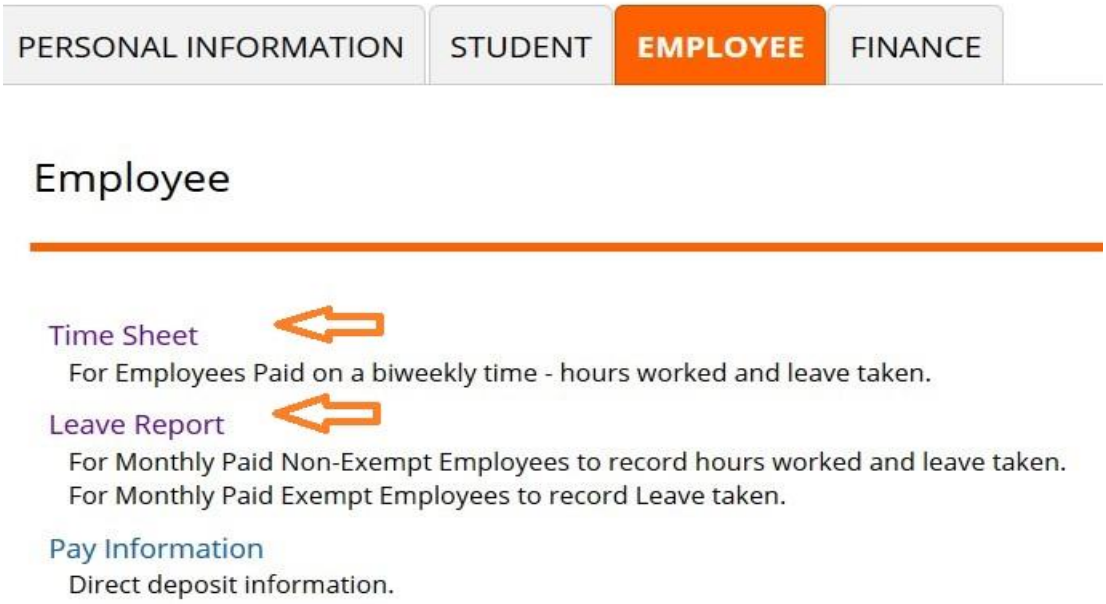

## Setting up a Proxy (Back -up Approver)

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

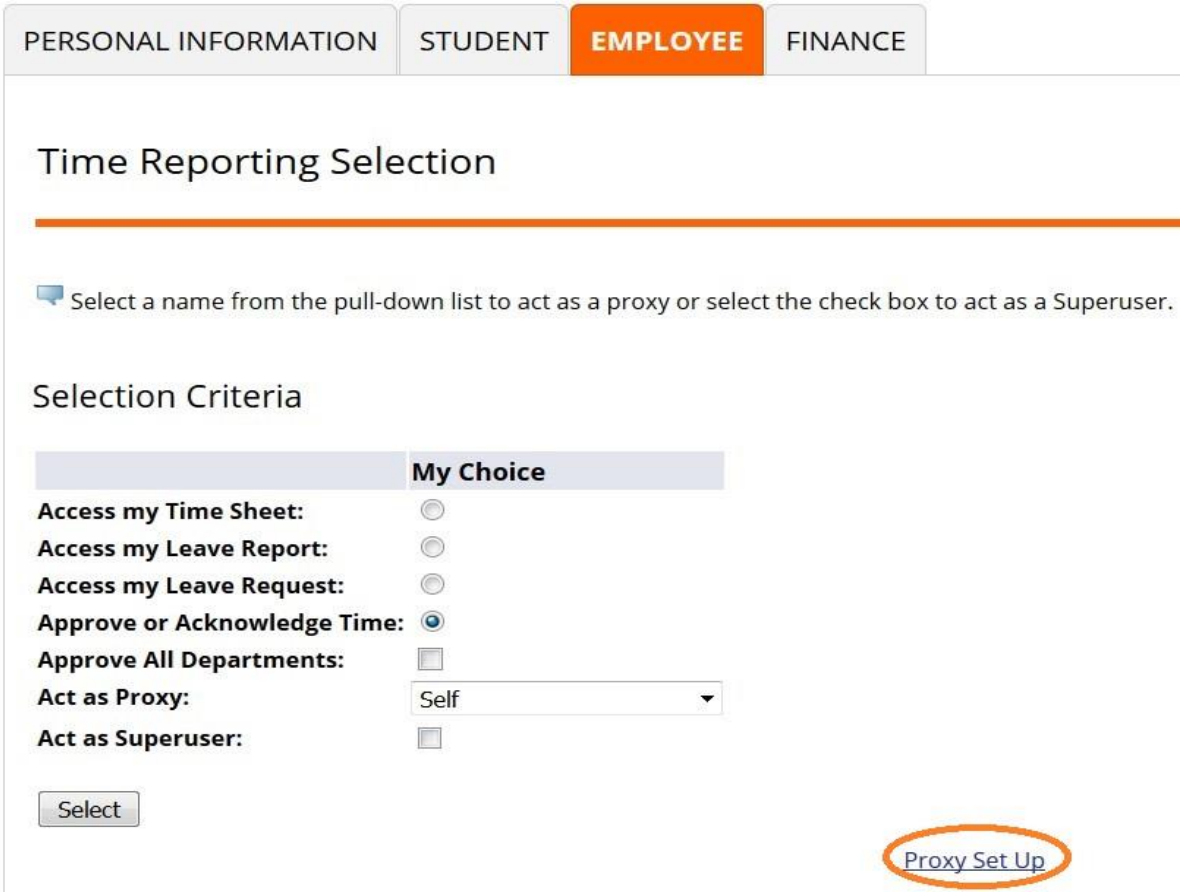
1. Log into my.okstate.edu using your O-Key User Name and Password.

2. Under Applications click on the Self Service icon.

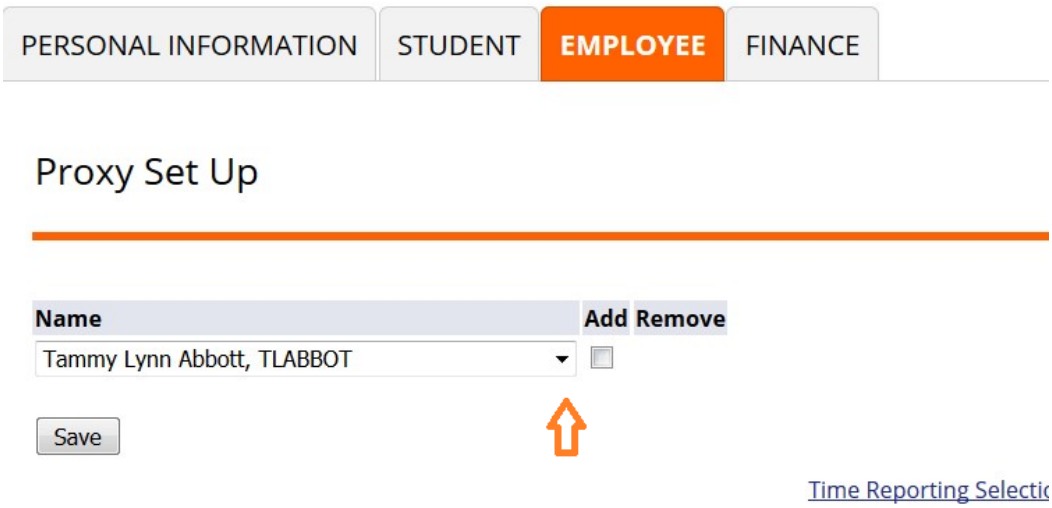
3. Select Time Sheet or Leave Report



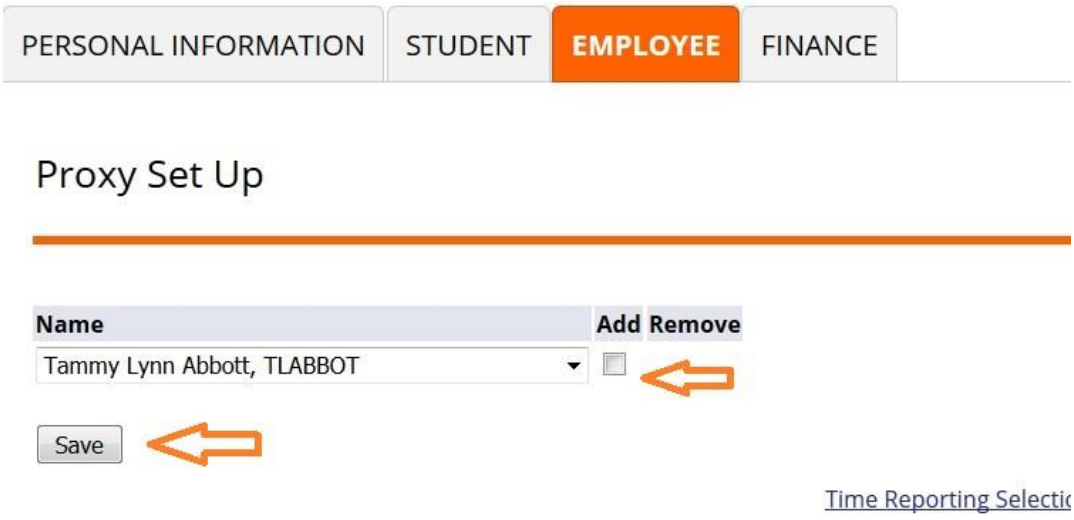

4. Click on the Proxy Set Up at the bottom of the page



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




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

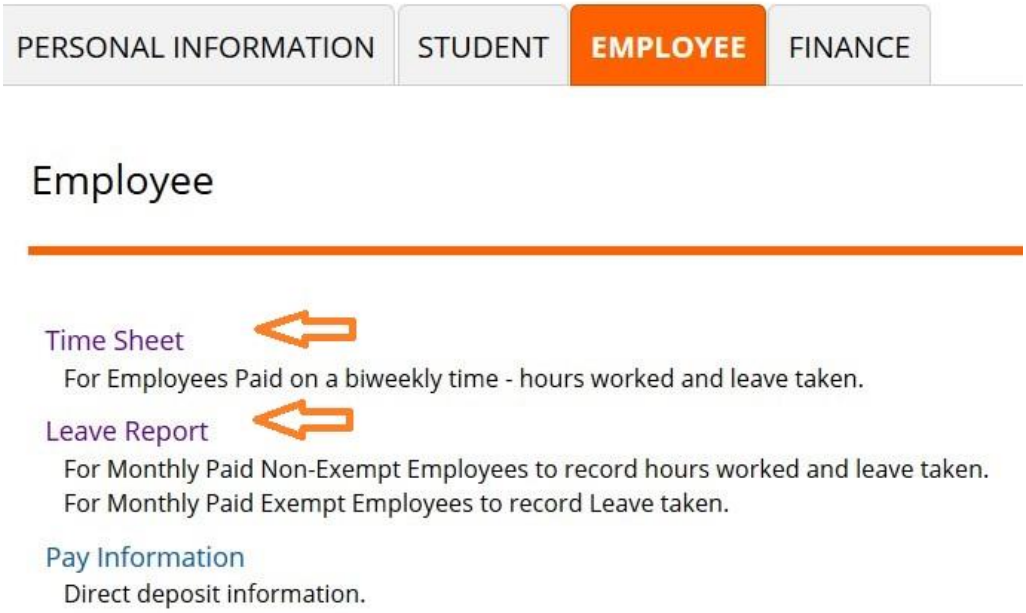


# Acting as a Proxy

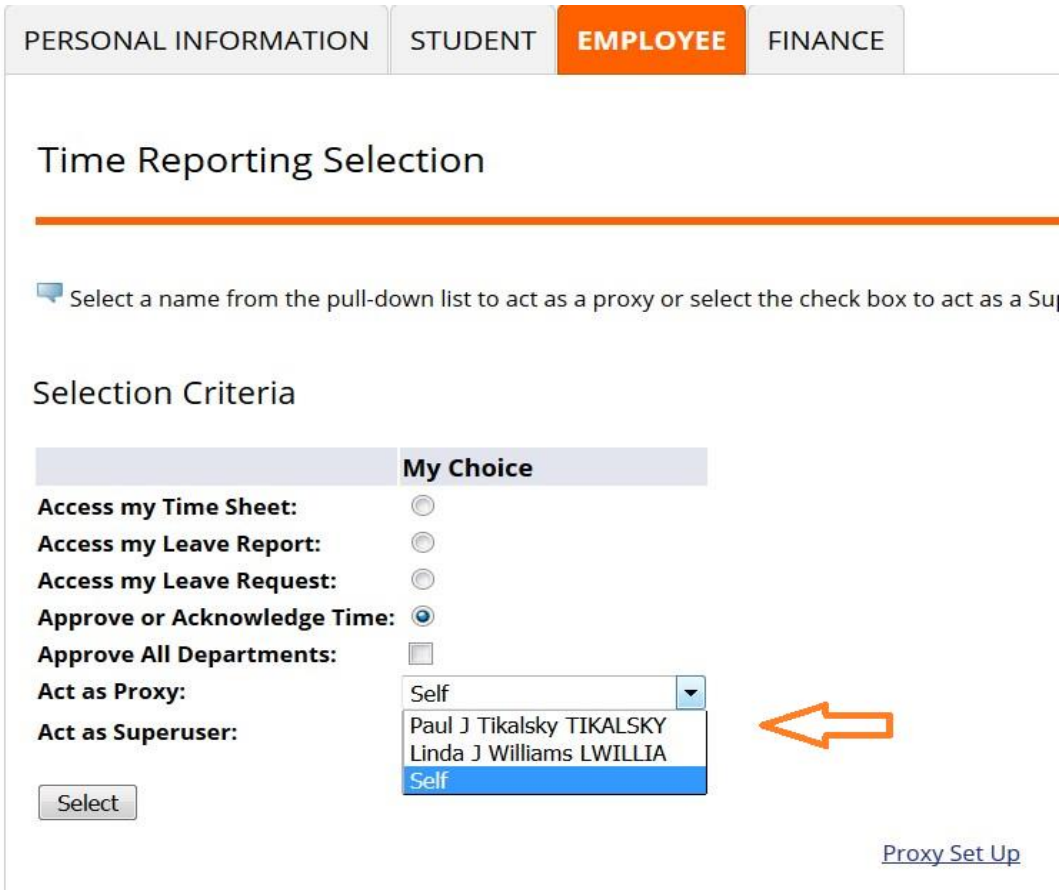
1. Log into my.okstate.edu using your O-Key User Name and Password.

2. Under Applications click on the Self Service icon.

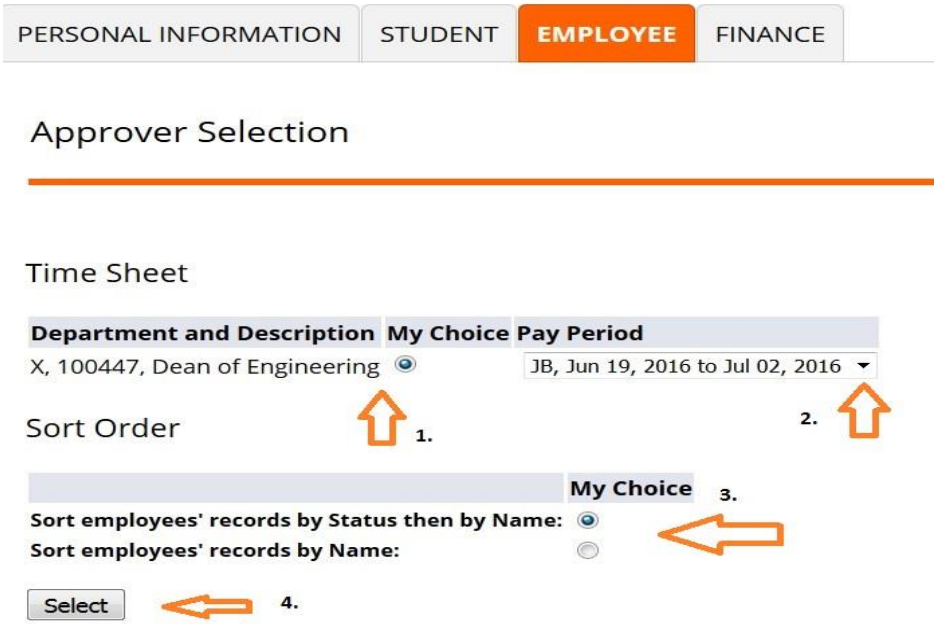
3. Select Time Sheet or Leave Report



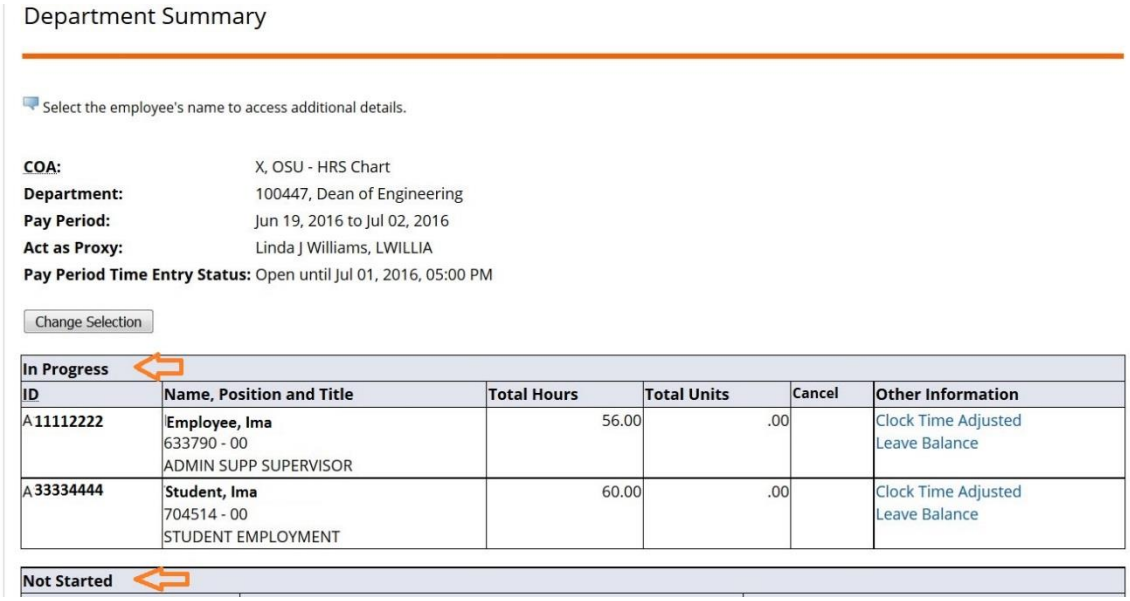
4. Click the drop down arrow next to “Act as Proxy” and select the name from the drop down list of who you are needing to proxy for; then click on select.




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.



Department Summary

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**<br>633790 - 00<br>ADMIN SUPP SUPERVISOR | 56.00 | .00 | | Clock Time Adjusted<br>Leave Balance |
| A33334444 | **Student, Ima**<br>704514 - 00<br>STUDENT EMPLOYMENT | 60.00 | .00 | | Clock Time Adjusted<br>Leave Balance |

**Not Started**