College of Engineering, Architecture and Technology

Banner HR

Timesheet

Approver's Guide

July 2016

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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 **Time Approver section** form the list on this page.

4. Locate the Department and Pay Period for which you wish to complete the timesheet approval process. **Hint: Click the More Button to list additional departments not currently displayed.**

5. Click on the link associated with the Pay Period/Department combination for which you wish to process timesheet approvals.

Reviewing and Approving a Timesheet

1. In the Other Information column, look for the links like Comments, Clock Time Adjusted, Labor Overrides etc.

Department Summary

💬 Select the employee's name to access additional details.

COA: X, Oklahoma State University HR Entry
Department: 100157, Human Resources
Pay Period: May 22, 2016 to Jun 04, 2016
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Open until Jun 07, 2016, 03:00 PM

[Change Selection] [Select All, Approve or FYI] [Reset] [Save]

Pending

ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cance	Other Information
A20020622	Wesley Crusher 702387 - 00 Stu Wkr-Filing	Approve	16.00	.00		☐	☐		Change Time Record Clock Time Adjusted Leave Balance
A20020621	Queen Mum 630337 - 00 Exec Admin Ast	Approve	115.75	.00		☐	☐		Change Time Record Clock Time Adjusted Comments Leave Balance

In Progress

ID	Name, Position and Title		Total Hours		Total Units		Cancel	Other Information
A20020623	Beverly Crusher 631317 - 00 Hr Tech Ii			40.00		.00		Clock Time Adjusted Leave Balance
A20020627	Geordi La Forge 631317 - 00 Hr Tech Ii			48.00		.00		Clock Time Adjusted Leave Balance
A20020626	Tasha Yar 631607 - 00 Bridge Security			48.00		.00		Clock Time Adjusted Leave Balance

Not Started

ID	Name, Position and Title			Other Information

2. In the Name, Position and Title column, click the employee's name.

Department Summary

💬 Select the employee's name to access additional details.

COA: X, Oklahoma State University HR Entry
Department: 100157, Human Resources
Pay Period: May 22, 2016 to Jun 04, 2016
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Not Started

ID	Name, Position and Title			Other Information

3. Review the submitted time sheet in detail. Be sure to scroll down to view all information.

Time In and Out

Earnings	Tuesday , May 31, 2016	Wednesday, Jun 01, 2016	Thursday , Jun 02, 2016	Friday , Jun 03, 2016	Saturday , Jun 04, 2016
Regular Hourly Pay	08:00AM 12:00PM**	10:00AM 12:00PM** 01:00PM 03:00PM**	10:00AM 12:00PM** 01:00PM 03:00PM**	08:00AM 12:00PM**	

Clock Time Adjusted Comments

Activity Date and Time	Made by	Period Day and Date	Type	Comments
Jun 02, 2016 07:36 am	Wesley Crusher	Tuesday ,May 31, 2016	Clock In	enter accurate comnt why you didn't enter with the clock
Jun 02, 2016 07:36 am	Wesley Crusher	Tuesday ,May 31, 2016	Clock Out	enter accurate comnt why you didn't enter with the clock
Jun 02, 2016 07:42 am	Wesley Crusher	Wednesday,Jun 01, 2016	Clock In	enter accurate comnt why you didn't enter with the clock
Jun 02, 2016 07:42 am	Wesley Crusher	Wednesday,Jun 01, 2016	Clock Out	enter accurate comnt why you didn't enter with the clock
Jun 02, 2016 07:43 am	Wesley Crusher	Wednesday,Jun 01, 2016	Clock In	enter accurate comnt why you didn't enter with the clock
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Jun 02, 2016 07:23 am	Wesley Crusher	Thursday ,Jun 02, 2016	Clock In	enter accurate comnt why you didn't enter with the clock
Jun 02, 2016 07:23 am	Wesley Crusher	Thursday ,Jun 02, 2016	Clock Out	enter accurate comnt why you didn't enter with the clock
Jun 02, 2016 07:23 am	Wesley Crusher	Thursday ,Jun 02, 2016	Clock In	enter accurate comnt why you didn't enter with the clock
Jun 02, 2016 07:23 am	Wesley Crusher	Thursday ,Jun 02, 2016	Clock Out	enter accurate comnt why you didn't enter with the clock
Jun 03, 2016 11:46 am	Wesley Crusher	Friday ,Jun 03, 2016	Clock In	enter time comment
Jun 03, 2016 11:46 am	Wesley Crusher	Friday ,Jun 03, 2016	Clock Out	enter time comment

4. Click the **Approve button** listed under the timesheet. (Or Return Time sheet for Correction.)
Note: The page will refresh and display a message that the time sheet was approved.

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

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

Department Summary

Select the employee's name to access additional details.

COA: X, Oklahoma State University HR Entry
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| Change Selection | Select All, Approve or FYI | Reset | Save |

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Not Started

ID	Name, Position and Title		Other Information

Returning a Timesheet for Corrections

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

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

Time In and Out

Earnings	Tuesday , May 31, 2016	Wednesday, Jun 01, 2016	Thursday , Jun 02, 2016	Friday , Jun 03, 2016	Saturday , Jun 04, 2016
Regular Hourly Pay	08:00AM 12:00PM**	10:00AM 12:00PM** 01:00PM 03:00PM**	10:00AM 12:00PM** 01:00PM 03:00PM**	08:00AM 12:00PM**	

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Jun 03, 2016 11:46 am	Wesley Crusher	Friday ,Jun 03, 2016	Clock In	enter time comment
Jun 03, 2016 11:46 am	Wesley Crusher	Friday ,Jun 03, 2016	Clock Out	enter time comment

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

2. Type a message to the employee explaining what corrections are needed for his/her time sheet to be approved.

3. Click the **Save** button.

4. Click the **Previous Menu** button to return the employee's time sheet.

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

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

Time In and Out

Earnings	Tuesday , May 31, 2016	Wednesday, Jun 01, 2016	Thursday , Jun 02, 2016	Friday , Jun 03, 2016	Saturday , Jun 04, 2016
Regular Hourly Pay	08:00AM 12:00PM**	10:00AM 12:00PM** 01:00PM 03:00PM**	10:00AM 12:00PM** 01:00PM 03:00PM**	08:00AM 12:00PM**	

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Jun 03, 2016 11:46 am	Wesley Crusher	Friday ,Jun 03, 2016	Clock Out	enter time comment

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

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

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

Overriding a Timesheet

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

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

Department Summary

Select the employee's name to access additional details.

COA: X, Oklahoma State University HR Entry
Department: 100157, Human Resources
Pay Period: May 22, 2016 to Jun 04, 2016
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Pay Period Time Entry Status: Open until Jun 07, 2016, 03:00 PM

[Change Selection] [Select All, Approve or FYI] [Reset] [Save]

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ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
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ID	Name, Position and Title		Total Hours	Total Units	Cancel	Other Information
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A20020626	Tasha Yar 631607 - 00 Bridge Security		48.00	.00		Clock Time Adjusted Leave Balance

Not Started

ID	Name, Position and Title	Other Information

2. Click the hyper link for the hours or entry to be changed.

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday May 23, 2016	Tuesday May 24, 2016	Wednesday May 25, 2016	Thursday May 26, 2016	Friday May 27, 2016	Saturday May 28, 2016	Sunday May 29, 2016
⊘	Regular Hourly Pay	1	0	0		No Time Entry	No Time Entry	No Time Entry	No Time Entry	No Time Entry	No Time Entry	No Time Entry
	Compensatory Leave Taken	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Annual Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Sick Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Holiday Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Administrative Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Military Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Unpaid Leave-Leave Report	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Family Medical Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Total Hours:			0		0	0	0	0	0	0	0
	Total Units:				0	0	0	0	0	0	0	0

3. Enter the correct information (Clock In/Out or Time In/Out) to correct the hours or entry.

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:
Clock Time In or Clock Time Out. Be sure to enter a comment explaining the adjustment and p

Date: Tuesday, May 31, 2016

Earnings Code: Regular Hourly Pay

Clock In

Shift	System Time In	Clock Time In		Clock Time Adjusted	Comment	Date and Time
1		08:00	AM ∨	✓	enter accurate comnt why you didn't enter with the clock	Jun 02, 2016 07:39 AM

4. Click the **Save** button.

5. Click the **Comments** button.

6. Type a message indicating the corrections you've made.

7. Click the **Save** button.

8. Click the **Previous Menu** button to return to time sheet.

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

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

Paying Overtime

The system is set up to move all overtime worked to comp time. If the supervisor wants to payout the overtime on the timesheet rather than comp the hours, the supervisor must change the Pay Overtime Indicator prior to approval.

Pay Overtime Indicators
0=Comp time
1=Pay overtime hours

1. From your approval screen, click change time record for the employee you wish to be paid out the overtime earned on this payroll.

2. Locate the Pay Overtime Indicator line and Total Units field.

Time Sheet Period: May 22, 2016 to Jun 04, 2016

Submit By Date: Open until Jun 07, 2016, 3:00 PM

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jul 03, 2016	Monday Jul 04, 2016	Tuesday Jul 05, 2016	Wednesday Jul 06, 2016	Thursday Jul 07, 2016	Friday Jul 08, 2016	Saturday Jul 09, 2016
⏱	Regular Hourly Pay	1	0	115.50		Enter Hours	Enter Hours	Enter Hours	8.75	8.75	9.5	13.25
	Compensatory Leave Taken	1	0	.25		Enter Hours	Enter Hours	Enter Hours	.25	Enter Hours	Enter Hours	Enter Hours
	Annual Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Sick Leave	1	0	9		Enter Hours	Enter Hours	9	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Holiday Pay	1	0	8		Enter Hours	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Administrative Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Military Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Unpaid Leave-Leave Report	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Family Medical Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Pay Overtime Indicator	1	0		0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
	Total Hours:			115.75		0	8	9	9	8.75	9.5	13.25
	Total Units:					0	0	0	0	0	0	0

3. Change the indicator to "1" to payout overtime worked. <mark>Note:</mark> This will have to be done for each week you want overtime paid. It will always default to "0" which is comp time.

Time Sheet Period: May 22, 2016 to Jun 04, 2016
Submit By Date: Open until Jun 07, 2016, 3:00 PM

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jul 03, 2016	Monday Jul 04, 2016	Tuesday Jul 05, 2016	Wednesday Jul 06, 2016	Thursday Jul 07, 2016	Friday Jul 08, 2016	Saturday Jul 09, 2016
⊘	Regular Hourly Pay	1	0	115.50		Enter Hours	Enter Hours	Enter Hours	8.75	8.75	9.5	13.25
	Compensatory Leave Taken	1	0	.25		Enter Hours	Enter Hours	Enter Hours	.25	Enter Hours	Enter Hours	Enter Hours
	Annual Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Sick Leave	1	0	9		Enter Hours	Enter Hours	9	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Holiday Pay	1	0	8		Enter Hours	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Administrative Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Military Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Unpaid Leave-Leave Report	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Family Medical Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Pay Overtime Indicator	1	0			1	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
	Total Hours:			115.75		0	8	9	9	8.75	9.5	13.25
	Total Units:					0	0	0	0	0	0	0

4. If the employee has over time on the second week of the time period click **"next"** and repeat the steps above for the second week you wish to pay out overtime.

Time Sheet Period: May 22, 2016 to Jun 04, 2016
Submit By Date: June 07, 2016 by 3:00 pm

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jul 03, 2016	Monday Jul 04, 2016	Tuesday Jul 05, 2016	Wednesda Jul 06, 2016
⊘	Regular Hourly Pay	1	0	115.50		Enter Hours	Enter Hours	Enter Hours	8.
	Compensatory Leave Taken	1	0	.25		Enter Hours	Enter Hours	Enter Hours	.
	Annual Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hou
	Sick Leave	1	0	9		Enter Hours	Enter Hours	9	Enter Hou
	Holiday Pay	1	0	8		Enter Hours	8	Enter Hours	Enter Hou
	Administrative Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hou
	Military Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hou
	Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hou
	Unpaid Leave-Leave Report	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hou
	Family Medical Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hou
	Pay Overtime Indicator	1	0		0	Enter Units	Enter Units	Enter Units	Enter Un
	Total Hours:			115.75		0	8	9	
	Total Units:				0	0	0	0	

Previous Menu | Preview | Comments | Approve | Next

5. Once the timesheet has been reviewed and the indicator changed as you want it to be, you can then approve the timesheet.

Only the supervisor/approver will have the option to change the pay overtime Indicator.

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.

| PERSONAL INFORMATION | STUDENT | EMPLOYEE | FINANCE |

Proxy Set Up

Name		Add	Remove
Tammy Lynn Abbott, TLABBOT	▼	☐	

Save

Time Reporting Selectic

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

PERSONAL INFORMATION   STUDENT   **EMPLOYEE**   FINANCE
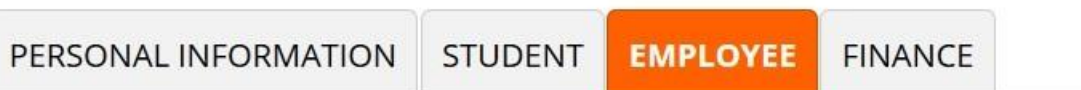
Employee

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 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 Sup

Selection Criteria

	My Choice
Access my Time Sheet:	○
Access my Leave Report:	○
Access my Leave Request:	○
Approve or Acknowledge Time:	●
Approve All Departments:	☐
Act as Proxy:	Self ▼
Act as Superuser:	Paul J Tikalsky TIKALSKY
	Linda J Williams LWILLIA
	Self

Select

Proxy Set Up

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 timesheet/leave report and those that have not started their timesheet/leave report. You can then proceed with approval or review as explained on page 4 of the approver guide.