# College of Engineering, Architecture and Technology

Banner HR
Leave Entry Guide
Monthly – Exempt

July 2016



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System Access (my.okstate.edu)
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# **Monthly Leave Reporting**

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

# O-Key - Sign In Service Login Address: Password:

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



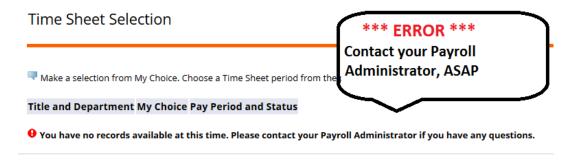
2. Click on the **Employee** tab.



3. Click on the **Monthly Paid Leave Report** link.



4. If you get the following message that will mean there is an error with your leave report set up. Contact your payroll administrator or your supervisor as soon as possible to get the system corrected. If you do not get this message continue on to step 6.



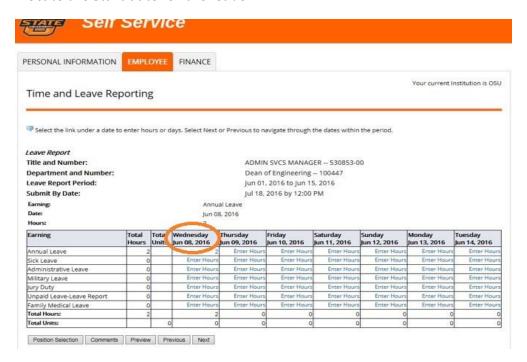
5. Using the drop-down **Pay Period and Status**, select the correct pay period.



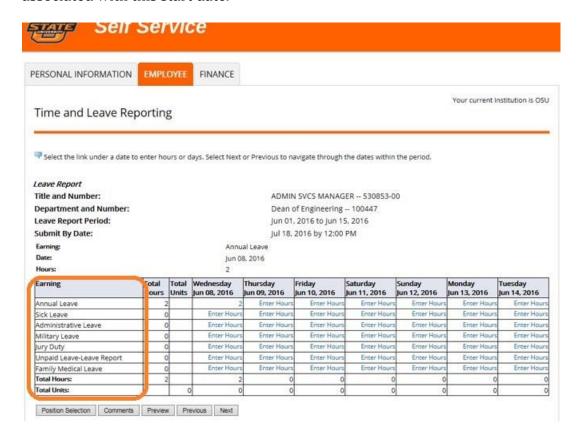
6. Click on the Leave Report Button below selection



7. Locate the start date for the leave.



8. Click on the line associated with the type of leave taken (e.g. annual, sick, etc.) and the column associated with this start date.



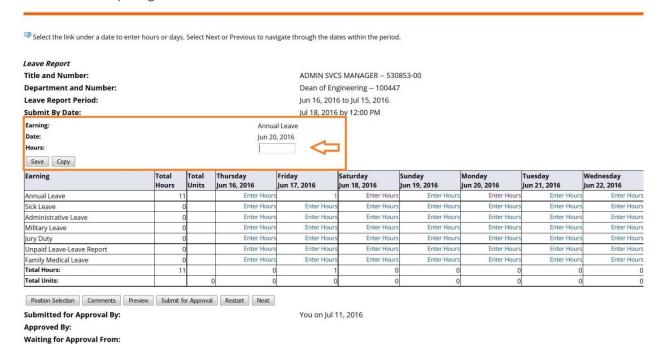
9. Click on "enter hours" under the date and leave type used.

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 ADMIN SVCS MANAGER -- 530853-00 Title and Number: Department and Number: Dean of Engineering -- 100447 **Leave Report Period:** Jun 16, 2016 to Jul 15, 2016 Submit By Date: Jul 18, 2016 by 12:00 PM Earning: Annual Leave Date: lun 20, 2016 Hours: Save Copy Earning Total Total Friday Jun 17, 2016 Saturday Monday Tuesday Wednesday lun 19, 2016 Jun 21, 2016 Units lun 16, 2016 lun 18, 2016 Jun 20, 2016 un 22. 2016 Annual Leave Enter Hour Enter Hou Enter Hour Enter Hours Sick Leave Enter Hour Enter Hour Enter Hours Enter Hours Enter Hours Administrative Leave Enter Hou Enter Hour Enter Hou Enter Hour Enter Hours Military Leave Enter Hou Enter Hour Enter Hou Enter Hou Enter Ho Enter Hou Enter Ho Jury Duty Unpaid Leave-Leave Report Family Medical Leave Enter Ho Enter Hour Enter Hours Enter Hour Enter Hours Total Units: Position Selection Comments Preview Submit for Approval Restart Next Submitted for Approval By: You on Jul 11, 2016 Approved By:

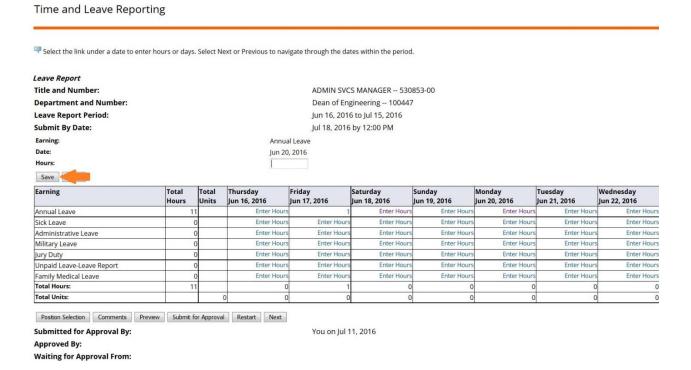
10. Enter the number of leave hours taken in the opened box.

Time and Leave Reporting

Waiting for Approval From:



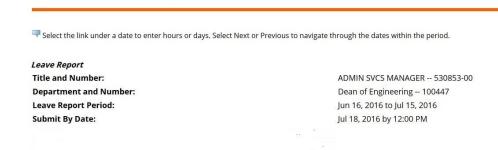
### 11. Once hours are entered click "save".



## Preview your leave report

Time and Leave Reporting

1. Review your leave report. Click the **Preview** button at the bottom of your leave report.



Earning	Total Hours	Total Units	Thursday Jun 16, 2016	The state of the s	Saturday Jun 18, 2016				Wednesday Jun 22, 2016
Annual Leave	11	ı	Enter Hours	1	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	(		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	(	)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	(		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave-Leave Report	(		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave	(	)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	11	ı	C	1	0	0	0	0	0
Total Units:			0 0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

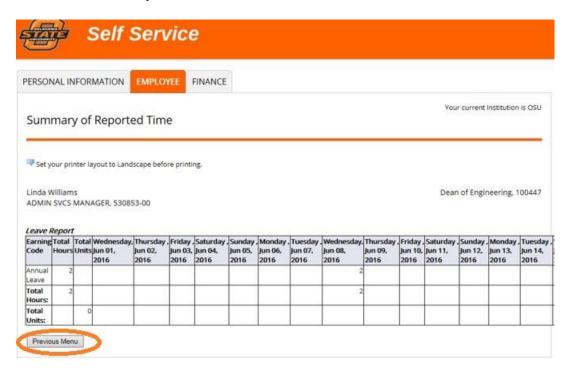
Submitted for Approval By:

You on Jul 11, 2016

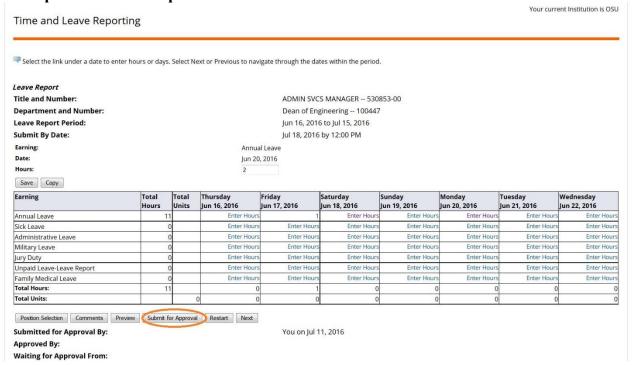
Waiting for Approval From:

Approved By:

2. Review the summary of hours; if all correct click "Previous Menu"



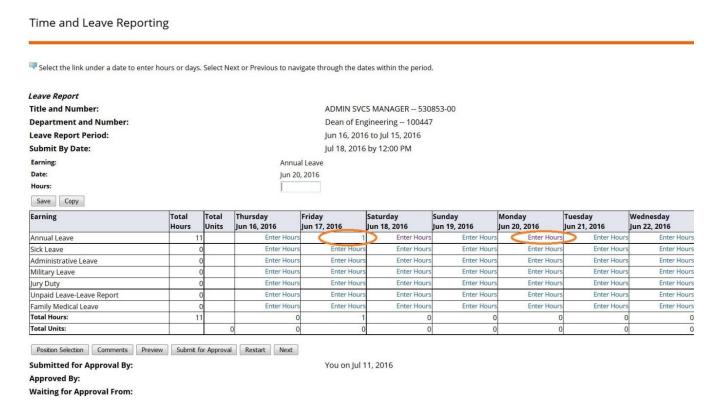
3. After you have checked your hours to ensure all is correct, click the "submit for approval" button at the bottom of your leave report. Hint: You must submit no later than the Submit By Date at the top of the Leave Report.



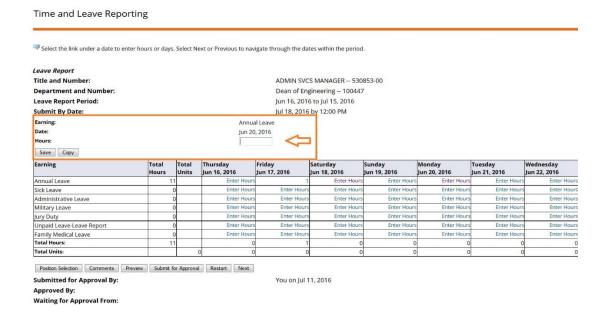
## Adjusting Leave entries (Prior to submitting for approval)

Changing leave you have entered for a particular day is no problem, as long as you have not submitted the leave report for approval.

1. Click 'Enter Hours' or the Hours Displayed for the date requiring correction.



**2.** Enter the appropriate number of hours (delete the entered hours in the input box to remove the hours).



### 3. Click "Save"

### 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:

Dean of Engineering -- 100447

Leave Report Period:

Jun 16, 2016 to Jul 15, 2016

Submit By Date:

Jul 18, 2016 by 12:00 PM

Earning:

Annual Leave

Date:

Jun 20, 2016

Hours:

Earning	Total Hours	Total Units	Thursday Jun 16, 2016				Monday Jun 20, 2016		Wednesday Jun 22, 2016
Annual Leave	11		Enter Hours	1	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	(	)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	(	)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	(		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	(		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave-Leave Report	(	)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave	(		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	11		C	1	0	0	0	0	0
Total Units:		(	0 0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

Submitted for Approval By:

You on Jul 11, 2016

Approved By:

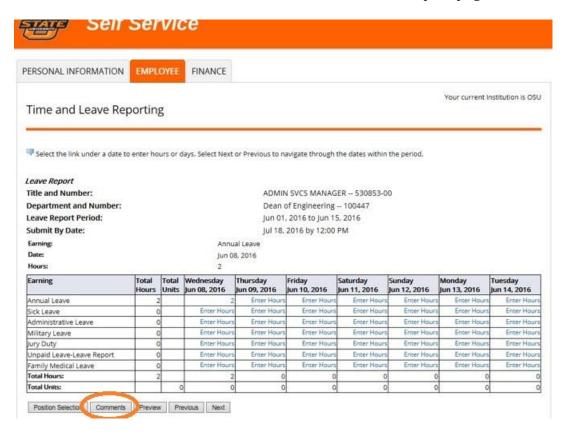
Save

Waiting for Approval From:

### **Leaving a Comment on Your Leave Report**

You can leave a comment on your leave report your supervisor will see when she/he opens it up for approval.

1. Click the **Comments** button at the bottom of the leave report page.



- 2. In the **Comments** box, type your message.
- 3. Click the **Save** button.
- 4. Click the **Previous Menu** button to return to your Leave Report. **Note: Comments on your leave** report are only visible to you in Preview mode.