

College of Engineering, Architecture and Technology

Banner HR

Payroll Web Leave Entry Guide

Monthly Paid Non-Exempt

June 2016



America's Brightest **ORANGE™**

Table of Contents

| | |
|--|----|
| Maintaining accurate timesheet | 3 |
| System Access (my.okstate.edu) | 3 |
| No timesheet found. | 3 |
| Coping Leave Time for multiple days | 6 |
| Review and Submitting Leave and Time | 7 |
| Adjusting leave and time (before submitting) | 8 |
| Leaving a Comment on your timesheet | 10 |
| Return for Correction (after submitting) | 12 |

Tracking Time Sheet

Monthly paid nonexempt employees are required by federal regulation under the Fair Labor Standards Act (FLSA) to maintain time sheets (clock in/out) that accurately show time worked and be compensated for overtime when worked. Total hours worked and leave will be entered into Banner HR Web Leave Report on a bi-weekly basis.

| DATE | DAY | IN | OUT | IN | OUT | IN | OUT | WRKD | AL | SL | CL | OTH LV | | | | |
|--------------|-----|--------|---------|---------|--------|----|-----|------|------|------|----|--------|------|----|-------|-------|
| | | | | | | | | | | | | TYPE | HRS | HL | RPT | |
| 06/12 | SUN | | | | | | | - | | | | | | | | 0.00 |
| 06/13 | MON | 7:23AM | 11:30AM | 12:28PM | 4:28PM | | | 8.00 | | | | | | | | 8.00 |
| 06/14 | TUE | | | | | | | - | | | | | | | | 0.00 |
| 06/15 | WED | | | | | | | - | | | | | | | | 0.00 |
| 06/16 | THU | | | | | | | - | | | | | | | | 0.00 |
| 06/17 | FRI | | | | | | | - | | | | | | | | 0.00 |
| 06/18 | SAT | | | | | | | - | | | | | | | | 0.00 |
| HRS PAID OT: | | | | | | | | 0.00 | 0.00 | 0.00 | | 0.00 | 0.00 | | 08.00 | |
| WORKED: | | 8.00 | | | | | | | | | | PAID: | | | | 08.00 |

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:

Login

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



Self **Service**

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



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

Employee

Biweekly Time Sheet

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

Monthly Paid 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 (EPAF)

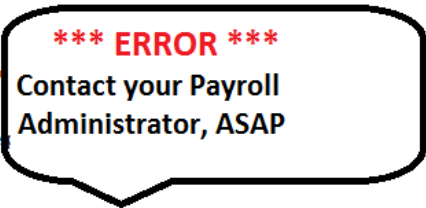
- If you get the following message that will mean there is an error with your leave report set up. Contact your payroll administrator or your supervisor as soon as possible to get the system corrected. If you do not get this message continue on to step 6.

Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the

Title and Department **My Choice** **Pay Period and Status**

You have no records available at this time. Please contact your Payroll Administrator if you have any questions.



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

Leave Report Selection

Make a selection from My Choice. Choose a leave report period from the pull-down list. Select Time Sheet.

| Title and Department | My Choice | Pay Period and Status |
|---|----------------------------------|--|
| Stu Wkr-Filing, 702387-00 Human Resources, 100157 | <input checked="" type="radio"/> | May 22, 2016 to Jun 04, 2016 In Progress |
| Stu Wkr-Doc Imaging, 702387-01 Human Resources, 100157 | <input type="radio"/> | May 22, 2016 to Jun 04, 2016 Not Started |

Leave Report

- Use the **Next** or **Previous** Button below the timesheet to position on the correct Leave Report Period.

Leave Report

Title and Number:

Exec Admin Ast -- 630337-00

Department and Number:

Human Resources -- 100157

Leave Report Period:

May 22, 2016 to Jun 04, 2016

Submit By Date:

Jun 06, 2016 by 12:00 PM

| Earning | Total Hours | Total Units | Monday May 30, 2016 | Tuesday May 31, 2016 | Wednesday Jun 01, 2016 |
|---------------------------|-------------|-------------|------------------------|-------------------------|---------------------------|
| Hours Worked | 40 | | Enter Hours | Enter Hours | Enter Hours |
| Compensatory Leave Taken | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Annual Leave | 8 | | Enter Hours | 8 | Enter Hours |
| Sick Leave | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Administrative Leave | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Military Leave | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Jury Duty | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Unpaid Leave-Leave Report | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Family Medical Leave | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Total Hours: | 48 | | 0 | 8 | 0 |
| Total Units: | | 0 | 0 | 0 | 0 |

Position Selection Comments Preview Submit for Approval Restart Previous

- Locate the start date for the leave.

Leave Report

Title and Number:

Exec Admin Ast -- 630337-00

Department and Number:

Human Resources -- 100157

Leave Report Period:

May 22, 2016 to Jun 04, 2016

Submit By Date:

Jun 06, 2016 by 12:00 PM

Earning:

Date:

Hours:

Hours Worked
Jun 01, 2016

Save Copy

| Earning | Total Hours | Total Units | Monday May 30, 2016 | Tuesday May 31, 2016 | Wednesday Jun 01, 2016 |
|--------------------------|-------------|-------------|------------------------|-------------------------|---------------------------|
| Hours Worked | 40 | | Enter Hours | Enter Hours | Enter Hours |
| Compensatory Leave Taken | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Annual Leave | 8 | | Enter Hours | 8 | Enter Hours |

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

Leave Report

Title and Number:

Exec Admin Ast -- 630337-00

Department and Number:

Human Resources -- 100157

Leave Report Period:

May 22, 2016 to Jun 04, 2016

Submit By Date:

Jun 06, 2016 by 12:00 PM

| Earning | Total Hours | Total Units | Monday May 30, 2016 | Tuesday May 31, 2016 | Wednesday Jun 01, 2016 |
|---------------------------|-------------|-------------|------------------------|-------------------------|---------------------------|
| Hours Worked | 40 | | Enter Hours | Enter Hours | Enter Hours |
| Compensatory Leave Taken | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Annual Leave | 8 | | Enter Hours | 8 | Enter Hours |
| Sick Leave | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Administrative Leave | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Military Leave | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Jury Duty | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Unpaid Leave-Leave Report | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Family Medical Leave | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Total Hours: | 48 | | 0 | 8 | 0 |
| Total Units: | | 0 | 0 | 0 | 0 |

Position Selection Comments Preview Submit for Approval Restart Previous

- Enter the number of hours of leave to be reported in the input box that is displayed immediately above the calendar row.

Leave Report

Title and Number:

Exec Admin Ast -- 630337-00

Department and Number:

Human Resources -- 100157

Leave Report Period:

May 22, 2016 to Jun 04, 2016

Submit By Date:

Jun 06, 2016 by 12:00 PM

Earning:

Hours Worked

Date:

Jun 01, 2016

Hours:

8

| Earning | Total Hours | Total Units | Monday May 30, 2016 | Tuesday May 31, 2016 | Wednesday Jun 01, 2016 |
|--------------------------|-------------|-------------|------------------------|-------------------------|---------------------------|
| Hours Worked | 40 | | Enter Hours | Enter Hours | Enter Hours |
| Compensatory Leave Taken | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Annual Leave | 8 | | Enter Hours | 8 | Enter Hours |

- Click **Save**.

Leave Report

Title and Number:

Exec Admin Ast -- 630337-00

Department and Number:

Human Resources -- 100157

Leave Report Period:

May 22, 2016 to Jun 04, 2016

Submit By Date:

Jun 06, 2016 by 12:00 PM

Earning:

Hours Worked

Date:

Jun 01, 2016

Hours:

8

| Earning | Total Hours | Total Units | Monday May 30, 2016 | Tuesday May 31, 2016 | Wednesday Jun 01, 2016 |
|--------------------------|-------------|-------------|------------------------|-------------------------|---------------------------|
| Hours Worked | 40 | | Enter Hours | Enter Hours | Enter Hours |
| Compensatory Leave Taken | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Annual Leave | 8 | | Enter Hours | 8 | Enter Hours |

- If no additional days need to be recorded, go to Step 15.

- The leave entry can be copied to additional days, if needed. To do so, click **Copy**.

⚠ Possible Insufficient Leave Balance.

Date: Monday, May 23, 2016

Earnings Code: Annual Leave

| Shift | Time In | Time Out | Total Hours |
|-------|----------|----------|-------------|
| 1 | 08:00 AM | 12:00 PM | 4 |
| 1 | 01:00 PM | 05:00 PM | 4 |
| 1 | | | 0 |
| 1 | | | 0 |
| 1 | | | 0 |
| | | | 8 |

13. To copy hours from start date to end of pay period check “Copy from date displayed to end of the pay period”, otherwise, check each day that you will be out. (Hint, do not check the day that you originally entered).

Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are Copy, the Hours or Units and the Account Distribution is also copied.

⚠ Possible Insufficient Leave Balance.

Earnings Code:

Date and Hours to Copy:

Copy from date displayed to end of the pay period:

Include Saturdays:

Include Sundays:

Copy by date:

Select what you want to copy.



Annual Leave

May 23, 2016, 8 Hours

| | | | | |
|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Monday May 23, 2016 | Tuesday May 24, 2016 | Wednesday May 25, 2016 | Thursday May 26, 2016 | Friday May 27, 2016 |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Monday May 30, 2016 | Tuesday May 31, 2016 | Wednesday Jun 01, 2016 | Thursday Jun 02, 2016 | Friday Jun 03, 2016 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Leave Report

14. Click **Copy** button.

15. Click **Leave Report** button to return to the leave report.

Submitting your leave report at the end of the leave period.

1. Review your time sheet. Click the **Preview** button at the bottom of your time sheet.

Leave Report

Title and Number:

Exec Admin Ast -- 630337-00

Department and Number:

Human Resources -- 100157

Leave Report Period:

May 22, 2016 to Jun 04, 2016

Submit By Date:

Jun 06, 2016 by 12:00 PM

| Earning | Total Hours | Total Units | Monday May 30, 2016 | Tuesday May 31, 2016 | Wednesday Jun 01, 2016 |
|---------------------------|-------------|-------------|------------------------|-------------------------|---------------------------|
| Hours Worked | 40 | | Enter Hours | Enter Hours | Enter Hours |
| Compensatory Leave Taken | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Annual Leave | 8 | | Enter Hours | 8 | Enter Hours |
| Sick Leave | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Administrative Leave | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Military Leave | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Jury Duty | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Unpaid Leave-Leave Report | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Family Medical Leave | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Total Hours: | 48 | | 0 | 8 | 0 |
| Total Units: | | 0 | 0 | 0 | 0 |

Position Selection

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

- After you have checked your hours to ensure all is correct, click the “submit for approval” button at the bottom of your timesheet. **Hint: You must submit no later than the Submit By Date at the top of the Leave Report.**

Leave Report

Title and Number:

Department and Number:

Leave Report Period:

Submit By Date:

Time sheet must be submitted by the submit by date.

Exec Admin Ast -- 630337-00

Human Resources -- 100157

May 22, 2016 to Jun 04, 2016

Jun 06, 2016 by 12:00 PM

| Earning | Total Hours | Total Units | Monday May 30, 2016 | Tuesday May 31, 2016 | Wednesday Jun 01, 2016 |
|---------------------------|-------------|-------------|-----------------------------|-----------------------------|-----------------------------|
| Hours Worked | 40 | | Enter Hours | Enter Hours | Enter Hours |
| Compensatory Leave Taken | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Annual Leave | 8 | | Enter Hours | 8 | Enter Hours |
| Sick Leave | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Administrative Leave | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Military Leave | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Jury Duty | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Unpaid Leave-Leave Report | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Family Medical Leave | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Total Hours: | 48 | | 0 | 8 | 0 |
| Total Units: | | 0 | 0 | 0 | 0 |

Position Selection Comments Preview **Submit for Approval** Restart Previous

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.

- Click ‘Enter Hours’ or the Hours Displayed for the date requiring correction.

Leave Report

Title and Number:

Department and Number:

Leave Report Period:

Submit By Date:

Exec Admin Ast -- 630337-00

Human Resources -- 100157

May 22, 2016 to Jun 04, 2016

Jun 06, 2016 by 12:00 PM

| Earning | Total Hours | Total Units | Monday May 30, 2016 | Tuesday May 31, 2016 | Wednesday Jun 01, 2016 |
|---------------------------|-------------|-------------|-----------------------------|-----------------------------|-----------------------------|
| Hours Worked | 40 | | Enter Hours | Enter Hours | Enter Hours |
| Compensatory Leave Taken | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Annual Leave | 8 | | Enter Hours | 8 | Enter Hours |
| Sick Leave | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Administrative Leave | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Military Leave | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Jury Duty | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Unpaid Leave-Leave Report | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Family Medical Leave | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Total Hours: | 48 | | 0 | 8 | 0 |
| Total Units: | | 0 | 0 | 0 | 0 |

Position Selection Comments Preview Submit for Approval Restart Previous

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

Leave Report

Title and Number: Exec Admin Ast -- 630337-00
Department and Number: Human Resources -- 100157
Leave Report Period: May 22, 2016 to Jun 04, 2016
Submit By Date: Jun 06, 2016 by 12:00 PM

| Earning | Total Hours | Total Units | Monday May 30, 2016 | Tuesday May 31, 2016 | Wednesday Jun 01, 2016 |
|---------------------------|-------------|-------------|------------------------|-------------------------|---------------------------|
| Hours Worked | 40 | | Enter Hours | Enter Hours | Enter Hours |
| Compensatory Leave Taken | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Annual Leave | 8 | | Enter Hours | 8 | Enter Hours |
| Sick Leave | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Administrative Leave | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Military Leave | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Jury Duty | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Unpaid Leave-Leave Report | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Family Medical Leave | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Total Hours: | 48 | | 0 | 8 | 0 |
| Total Units: | | 0 | 0 | 0 | 0 |

Position Selection Comments Preview Submit for Approval Restart Previous

- Click Save.

Leave Report

Title and Number: Exec Admin Ast -- 630337-00
Department and Number: Human Resources -- 100157
Leave Report Period: May 22, 2016 to Jun 04, 2016
Submit By Date: Jun 06, 2016 by 12:00 PM

Earning: Hours Worked
Date: Jun 01, 2016
Hours:

| Earning | Total Hours | Total Units | Monday May 30, 2016 | Tuesday May 31, 2016 | Wednesday Jun 01, 2016 |
|--------------------------|-------------|-------------|------------------------|-------------------------|---------------------------|
| Hours Worked | 40 | | Enter Hours | Enter Hours | Enter Hours |
| Compensatory Leave Taken | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Annual Leave | 8 | | Enter Hours | 8 | Enter Hours |

Leaving a Comment on Your Timesheet

You can leave a comment on your time sheet your supervisor will see when s/he opens it up for approval.

1. Click the **Comments** button at the bottom of the time sheet page.

Leave Report

Title and Number:

Exec Admin Ast -- 630337-00

Department and Number:

Human Resources -- 100157

Leave Report Period:

May 22, 2016 to Jun 04, 2016

Submit By Date:

Jun 06, 2016 by 12:00 PM

| Earning | Total Hours | Total Units | Monday May 30, 2016 | Tuesday May 31, 2016 | Wednesday Jun 01, 2016 |
|---------------------------|-------------|-------------|------------------------|-------------------------|---------------------------|
| Hours Worked | 40 | | Enter Hours | Enter Hours | Enter Hours |
| Compensatory Leave Taken | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Annual Leave | 8 | | Enter Hours | 8 | Enter Hours |
| Sick Leave | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Administrative Leave | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Military Leave | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Jury Duty | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Unpaid Leave-Leave Report | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Family Medical Leave | 0 | | Enter Hours | Enter Hours | Enter Hours |
| Total Hours: | 48 | | 0 | 8 | 0 |
| Total Units: | | 0 | 0 | 0 | 0 |

Position Selection **Comments** Preview Submit for Approval Restart Previous

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

Returning Your Leave Report to Make Corrections

Unlike the time sheet, the leave report does not have a 'return' action. To 'return' a leave report for correction, contact the approver and have him/her click the **Return for Correction** button.

1. Once returned, make the required corrections. (Follow the steps for adjusting entries on the bottom of page 8)
2. Save the leave report.
3. Click **Submit for Approval**.