

College of Engineering, Architecture and Technology

Banner HR Payroll Web Time Entry Guide Student-Bi-Weekly

June 2016



America's Brightest **ORANGE™**

Table of Contents

System Access (my.okstate.edu)	3
Web Time Entry (Timesheet)	3
No timesheet found.	3
Submitting Timesheet	7
Adjusting Timesheet	8
Recall Timesheet	9
Leaving a Comment	10

Bi Weekly Web Time Entry

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



3. Click on the **Employee** tab.



4. Click on the **Biweekly Time Sheet** 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 timesheet 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.

***** ERROR *****
Contact your Payroll Administrator, ASAP

- Select the radio button next to the **Title and Department** for the timesheet you wish to open.

Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet 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

Time Sheet

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

Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet 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

Time Sheet

8. Click the **Time Sheet** button.

Time Sheet Selection

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

Title and Department	My Choice	Pay Period and Status
Student Employment, 703780-00 Department of Wellness, 100102	<input checked="" type="radio"/>	Aug 30, 2015 to Sep 12, 2015 Pending ▾
Student Trainer, 703457-00 Department of Wellness, 100102	<input type="radio"/>	Aug 30, 2015 to Sep 12, 2015 Not Started ▾
Student Employment, 703458-00 Department of Wellness, 100102	<input type="radio"/>	Aug 30, 2015 to Sep 12, 2015 Not Started ▾
Student Workert, 703465-00 Department of Wellness, 100102	<input type="radio"/>	Aug 30, 2015 to Sep 12, 2015 Not Started ▾

Time Sheet



9. Click on the clock icon in the **Clock In or Out** column of the timesheet.

Clock In or Out	Earning
	Regular Hourly Pay
	Compensatory Leave Taken
	Annual Leave
	Sick Leave
	Holiday Pay

Click on Clock when first arriving for the day, when leaving for lunch, when you return from lunch and when you leave for the day.

The system will show the time you clicked on the clock symbol and round time to the nearest quarter hour.

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	07:23 AM	07:30 AM ▾	<input type="checkbox"/>		
Total:					

10. Click **Save** to record the entry.

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	07:23 AM	07:30	AM ▾	<input type="checkbox"/>		
Total:						

11. To Return to Timesheet, click **Timesheet** BUTTON.

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	07:23 AM	07:30	AM ▾	<input type="checkbox"/>		
Total:						

12. To return to myOKSTATE, click on Exit at the top right hand corner of the screen.

****It is important to clock in and out daily *when first arriving for the day, when leaving for lunch, when you return from lunch and when you leave for the day.*****

Submitting your timesheet at the end of the pay period.

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

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday May 23, 2016
⌵	Regular Hourly Pay	1	0	0		No Time Entry
	Compensatory Leave Taken	1	0	0		Enter Hours
	Annual Leave	1	0	0		Enter Hours
	Sick Leave	1	0	0		Enter Hours
	Holiday Pay	1	0	0		Enter Hours
	Administrative Leave	1	0	0		Enter Hours
	Military Leave	1	0	0		Enter Hours
	Jury Duty	1	0	0		Enter Hours
	Unpaid Leave-Leave Report	1	0	0		Enter Hours
	Family Medical Leave	1	0	0		Enter Hours
	Total Hours:			0		0
	Total Units:				0	0

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

2. After you have checked your hours to ensure all is correct, click the “submit for approval” button at the bottom of your timesheet.

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday May 23, 2016
⌵	Regular Hourly Pay	1	0	0		No Time Entry
	Compensatory Leave Taken	1	0	0		Enter Hours
	Annual Leave	1	0	0		Enter Hours
	Sick Leave	1	0	0		Enter Hours
	Holiday Pay	1	0	0		Enter Hours
	Administrative Leave	1	0	0		Enter Hours
	Military Leave	1	0	0		Enter Hours
	Jury Duty	1	0	0		Enter Hours
	Unpaid Leave-Leave Report	1	0	0		Enter Hours
	Family Medical Leave	1	0	0		Enter Hours
	Total Hours:			0		0
	Total Units:				0	0

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

Adjusting clock in/out entries

If you miss an entry follow the steps below to make adjustments.

1. Log into your time sheet using steps 1-9 under Bi Weekly Time Entry.
2. Use the **Next or Previous Button** below the timesheet to position on the correct Time Sheet Period that requires the adjustment.

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday May 23, 2016
	Regular Hourly Pay	1	0	0		No Time Entry
	Compensatory Leave Taken	1	0	0		Enter Hours
	Annual Leave	1	0	0		Enter Hours
	Sick Leave	1	0	0		Enter Hours
	Holiday Pay	1	0	0		Enter Hours
	Administrative Leave	1	0	0		Enter Hours
	Military Leave	1	0	0		Enter Hours
	Jury Duty	1	0	0		Enter Hours
	Unpaid Leave-Leave Report	1	0	0		Enter Hours
	Family Medical Leave	1	0	0		Enter Hours
	Total Hours:			0		0
	Total Units:				0	0

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

3. Locate the day that requires adjustment on the first time sheet line (**Regular Hourly Pay**) and click on the text displayed on that day.

Time Sheet

Title and Number: Hr Tech II -- 631317-00
Department and Number: Human Resources -- 100157
Time Sheet Period: May 22, 2016 to Jun 04, 2016
Submit By Date: Jun 06, 2016 by 12:00 PM

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					

4. Enter **Clock In and/or Out** as required. The format is hours: minutes. Minutes must be entered in increments of 15 minutes. Remember to verify the AM/PM information. **You MUST also enter the reason for adjusting the clock in the appropriate comment field.**

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45, 10:00 AM, 10:15 AM, 10:30 AM, 10:45 AM, 10:00 PM, 10:15 PM, 10:30 PM, 10:45 PM. Be sure to enter a comment explaining the adjustment and press the **Enter** key.

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 <input type="checkbox"/>	enter accurate comnt why you didn't enter with the clock	Jun 02, 2016 07:39 AM

5. Click **Save** to record the entry.
6. To return to timesheet, click **Timesheet BUTTON**.
7. Repeat steps 2-6 for all remaining days that require an adjustment.

RECALLING YOUR TIME SHEET TO MAKE CORRECTIONS

If you have submitted your time sheet for approval, but it has not been approved, you can recall the timesheet to make corrections by using the steps below.

1. Log into your time sheet using steps 1-9 under Bi Weekly Time Entry.
2. Open the timesheet that you wish to recall.

Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet 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

Time Sheet

3. Click **Return Time** at the bottom of the time sheet.

Your time sheet was submitted successfully.

Time Sheet

Title and Number: Stu Wkr-Filing -- 702387-00
Department and Number: Human Resources -- 100157
Time Sheet Period: May 22, 2016 to Jun 04, 2016
Submit By Date: Jun 06, 2016 by 12:00 PM

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday May 31, 2016	Wednesday Jun 01, 2016
☺	Regular Hourly Pay	1	0	16		4	4
	Total Hours:			16		4	4
	Total Units:				0	0	0

Position Selection Comments Preview Return Time

Submitted for Approval By: You on Jun 03, 2016
Approved By:
Waiting for Approval From: Captain Picard

4. Make the required corrections.
5. Save the time sheet.
6. Click **Submit for Approval**.
7. You will certify the time entered and enter your PIN

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.

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday May 23, 2016
	Regular Hourly Pay	1		0	0	No Time Entry
	Compensatory Leave Taken	1		0	0	Enter Hours
	Annual Leave	1		0	0	Enter Hours
	Sick Leave	1		0	0	Enter Hours
	Holiday Pay	1		0	0	Enter Hours
	Administrative Leave	1		0	0	Enter Hours
	Military Leave	1		0	0	Enter Hours
	Jury Duty	1		0	0	Enter Hours
	Unpaid Leave-Leave Report	1		0	0	Enter Hours
	Family Medical Leave	1		0	0	Enter Hours
Total Hours:					0	0
Total Units:					0	0

2. In the **Comments** box, type your message.

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Enter 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	<input checked="" type="checkbox"/>	enter accurate comnt why you didn't enter with the clock
					Jun 02, 2016 07:39 AM

3. Click the **Save** button.

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	07:23 AM	07:30	AM	<input type="checkbox"/>	time sheet corrections for training session set up @ 7:30.
Total:					

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.**