Banner HR
Biweekly Approver’s Guide
CHS and OSU-Tulsa

Revised 9-22-17
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Banner HR Log in

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

2. Select the "Employee" tab circled below.

3. Select “Oklahoma State University” in the drop down menu to the right side of the page under “Time Approval” area.
4. Click on the “Employee Self Service” link circled below to get to the timesheet.

5. Click on “Time Sheet”

6. Click on “Approve or Acknowledge Time.”
7. Locate the Department and Pay Period for which you wish to complete the time sheet approval process. Hint: Click the More Button to list additional departments not currently displayed.

8. Click on the link associated with the Pay Period/Department combination for which you wish to process time sheet approvals.
Reviewing and Approving a Timesheet

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

2. In the Name, Position and Title column, click the employee’s name.
## Department Summary

- **EOA:** X, Oklahoma State University HR Entry
- **Department:** 106157, 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

### Pending

<table>
<thead>
<tr>
<th>ID</th>
<th>Name, Position and Title</th>
<th>Required Action</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Queue Status</th>
<th>Approve or FYI</th>
<th>Return for Correction</th>
<th>Cancel</th>
<th>Other Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>A2002622</td>
<td>Wesley Crusher 632171 - 00 Pay Wr-Filing</td>
<td>Approve</td>
<td>16.00</td>
<td>.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>A2002621</td>
<td>Commission Coordinator 630037 - 00 Exec Admin Asst</td>
<td>Approve</td>
<td>115.75</td>
<td>.00</td>
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<td></td>
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### In Progress

<table>
<thead>
<tr>
<th>ID</th>
<th>Name, Position and Title</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Cancel</th>
<th>Other Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>A2002623</td>
<td>Beverly Crusher 631317 - 00 Hr Tech II</td>
<td>40.00</td>
<td>.00</td>
<td></td>
<td>Clock Time Adjusted Leave Balance</td>
</tr>
<tr>
<td>A2002627</td>
<td>Gerdé La Forge 631317 - 00 Hr Tech II</td>
<td>48.00</td>
<td>.00</td>
<td></td>
<td>Clock Time Adjusted Leave Balance</td>
</tr>
<tr>
<td>A2002626</td>
<td>Tasha Var 631607 - 00 Bridge Security</td>
<td>48.00</td>
<td>.00</td>
<td></td>
<td>Clock Time Adjusted Leave Balance</td>
</tr>
</tbody>
</table>

### Not Started

<table>
<thead>
<tr>
<th>ID</th>
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<th>Other Information</th>
</tr>
</thead>
</table>
3. Review the submitted time sheet in detail. Be sure to scroll down to view all information.

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.
   Note: The Approve button won't be available until after the employee has submitted for approval or the employee submit deadline has passed.

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:** 9, 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, 05:50 PM

### Pending

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<tr>
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<th>Total Units</th>
<th>Approve or PTi</th>
<th>Return for Correction</th>
<th>Cancel</th>
<th>Other Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>A20020622</td>
<td>Enrico Russo - 772387 - 06 - 18</td>
<td>Approve</td>
<td>16.00</td>
<td>.00</td>
<td>❌</td>
<td>❌</td>
<td></td>
<td>Clock Time Adjusted</td>
</tr>
<tr>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Leave Balance</td>
</tr>
<tr>
<td>A20020621</td>
<td>Susan Mum - 020207 - 06 - 18</td>
<td>Approve</td>
<td>155.76</td>
<td>.00</td>
<td>❌</td>
<td>❌</td>
<td></td>
<td>Clock Time Adjusted</td>
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<td>Leave Balance</td>
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<th>Total Units</th>
<th>Cancel</th>
<th>Other Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>A20020623</td>
<td>Beverly Russo - 00</td>
<td>40.00</td>
<td>.00</td>
<td></td>
<td>Clock Time Adjusted</td>
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<td>Leave Balance</td>
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<tr>
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<td>Glenn La Forge - 00</td>
<td>48.00</td>
<td>.00</td>
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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.

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.

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

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

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

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

2. Click the hyperlink for the hours or entry to be changed.

3. Enter the correct information (Clock In/Out or Time In/Out) to correct the hours or entry.
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.
Designating 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. Get to the “Self Service” link the same way as before.

3. Click on the “Proxy Set Up” Link at the bottom of the Time Approval section circled below.

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

5. Click the Add box beside the selected person’s name.

6. Click the Save button.

7. Email Proxy name and Department information to osu-hrim@okstate.edu.
Overtime to be Paid Out
If an approver wants to request overtime to be paid out, please follow the instructions below:

1. Enter employee timesheet and click “change record”
2. You will see a line under the “Earning” column that reads “Pay Overtime Indicator”
3. Go to any day on that line and click “enter units”
4. The field to enter units will show up above the timesheet as indicated below. Enter 1.0 and all overtime for that week will be paid out. You don’t need to enter the number of hours to be paid, just 1.00. **When you enter 1.00 that equals “yes” to pay out overtime.**
5. Click “Save” under the units field.
6. If you want overtime paid out for week two, click “Next” under the timesheet and it will pull up week two.
7. Follow steps 2 – 5.

For questions or concerns contact Tulsa.hr@okstate.edu