Banner HR
Biweekly Time Sheet Guide
CHS and OSU-Tulsa

9-26-17
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Banner System Access for Biweekly Time Sheet Entry

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

![O-Key - Sign In Service](image)

2. Select the “Employee” tab circled below.

![myOKSTATE](image)
3. Click the “Employee Self Service” link circled below under the Employee tab to get to the timesheet.

4. Then click on “Time Sheet”
5. Then click on “access my time sheet” and select.

6. Then click on “Time Sheet” in the next screen shot circled below.
7. Click on the “Clock” icon in the **Clock In or Out** column of the timesheet.

![Timesheet Image]

Click on the “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 icon and round time to the nearest quarter hour.

![Clock In or Out Image]

8. Click “**Save**” to record the entry.

![Save Image]
9. To Return to Timesheet, click “Timesheet” button.

10. 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 Timesheet at the End of the Pay Period

1. After you have checked your hours to ensure all is correct, click the "Submit for Approval" button at the bottom of your timesheet.
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 1-6 under Biweekly Time Entry.

2. Use the **Next or Previous Button** below the timesheet to position on the correct Time Sheet Period that requires the adjustment.

   ![timesheet](image)

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.

   ![timesheet](image)

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.*

   ![timesheet](image)
5. Click “Save” to record the entry.

6. To return to timesheet, click “Timesheet” button.

7. Repeat Adjusting Clock In/Out steps 2-6 (from page 8) for all remaining days that require an adjustment.

Recalling Time Sheet to Make Corrections

If you have submitted your timesheet 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 timesheet using steps 1-6 under Biweekly Time Sheet Entry.

2. Open the timesheet that you wish to recall.

3. Click “Return Time” at the bottom of the timesheet.

4. Make the required corrections.

5. Save the timesheet.

6. Click “Submit for Approval.”
Entering Leave (Benefits-eligible employees)

1. Log into your time sheet using steps 1-6 under Biweekly Time Entry.

2. Use the Next or Previous button below the timesheet to position on the correct week.

3. Locate the start date for the leave.

4. Click on the line associated with the type of leave taken (e.g. annual, sick, etc.) and the column associated with this start date.
5. Enter the appropriate time in and out to total the number of hours that should be recorded for the leave.

6. Click **Save**.

7. If no additional days need to be recorded, go to Step 10.

8. If additional leave days are needed click **copy**. 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).
9. Click **Copy** button.

![Copy button image]

10. Click **Timesheet** button to return to timesheet.

**Adjusting Leave (Benefits-eligible employees)**
Changing leave you have entered for a particular day is no problem, as long as you have not submitted the time sheet for approval.

1. Click ‘**Enter Hours**’ or the **Hours** displayed for the date requiring correction.

![Enter Hours table]

2. Enter the appropriate number of hours (enter zero to remove the hours).
3. Click **Save**.

4. Click **Timesheet** button to return to timesheet.

### Leaving Comment on 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.
2. In the **Comments** box, type your message.

![Example Comment Box]

3. Click the **Save** button.

![Example Comment Applied]

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.

If you have questions or concerns, please contact Tulsa Human Resources Department by emailing **Tulsa.hr@okstate.edu** or calling 918-594-8221.