Banner HR Leave Entry/Approver Guide
Monthly
CHS and OSU-Tulsa

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Monthly Leave Reporting

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 Reporting” area.
• Click the “Employee Self Service” link circled below to get to the Leave Report.

4. Click on “Leave Report”

5. Select “Access my Leave Report”
7. Use the **Next** or **Previous** Button below the timesheet to position on the correct Leave Report Period.

![Timesheet Image]

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

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

10. Employees do not need to enter holiday time. It is automatically calculated.

![Circled Timesheet Image]

11. Click **Save**.

12. If no additional days need to be recorded, go to Step 15.
13. The leave entry can be copied to additional days, if needed. To do so, click **Copy**.

14. 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).

15. 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.
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 timesheet. **Hint: You must submit no later than the Submit By Date and time 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.
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.

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**.


**Approvers:**

1. To Approve Leave Reports, Select “Approve or Acknowledge Time” from the **My Choice** drop down menu in the “Time Reporting Selection” window.

2. 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.
3. Click on the link associated employee with the Pay Period/Department combination for which you wish to process time sheet approval.

4. Review and “Approve” timesheet.

Add Proxy:
1. Click “proxy set up”
2. Select the person from the drop down menu and click “add” then save.
Overtime to be Paid Out – Hourly Monthly Employees Only
If an approver wants to request overtime to be paid out, please follow the instructions below:

1. Enter employee leave report 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