

Leave Reporting for Monthly Paid Employees in Banner 9 Self-Service

This document will show you how to enter your leave in the new Banner 9 Employee Self-Service system.

Remember: It is the Employee's responsibility to enter leave and submit to their supervisor by 10 AM on the deadline day (16th of each month). Please don't wait until the deadline to enter your leave in case there are computer or network issues. Supervisors or HR can make changes until 12 PM. **If a supervisor approves a leave report, it cannot be returned for changes by HR, even before Noon.** Corrections to leave time will need to be submitted to HR via the paper leave report.

Go to my.okstate.edu and log in using your Orange Key (O-key) credentials.

Choose Campus

Please choose your campus below to access

OSU Oklahoma City
OSUIT
OSU Stillwater/Tulsa



If you are asked to choose a campus, pick OSU Stillwater/Tulsa for time or leave entry.

The screenshot shows the myOKSTATE - STILLWATER/TULSA landing page. At the top, there is a navigation bar with the OSU logo and the text 'MYOKSTATE - STILLWATER/TULSA'. To the right of the navigation bar is a search bar with the text 'Search' and a magnifying glass icon. Below the navigation bar are links for 'Home', 'Finance', 'Employee', and 'Logout'. The main content area is titled 'Home' and is divided into three columns. The first column is titled 'Welcome/Instructions' and contains a welcome message for new Banner users, a paragraph explaining the portal's purpose, and contact information for the helpdesk. The second column is titled 'Applications' and contains a grid of icons for various services: Self Service, canvas, Degree Works, Star System, Office 365, Cowboy Mail, O-KEY, and Google Orange Mail. The third column is titled 'Quick Links' and contains a list of links for Dining Services, Campus Maps, Parking and Transit, Safety Resources, Directory, Events Calendar, Academic Calendar, Hire OSU Grads, OSU Stillwater/Tulsa Bursar Account, and Talent Management System.

Landing Page: Your landing page is customized based on your level of access. Choose Self Service to enter your employee information.

PERSONAL INFORMATION FINANCE **EMPLOYEE PROFILE 9**

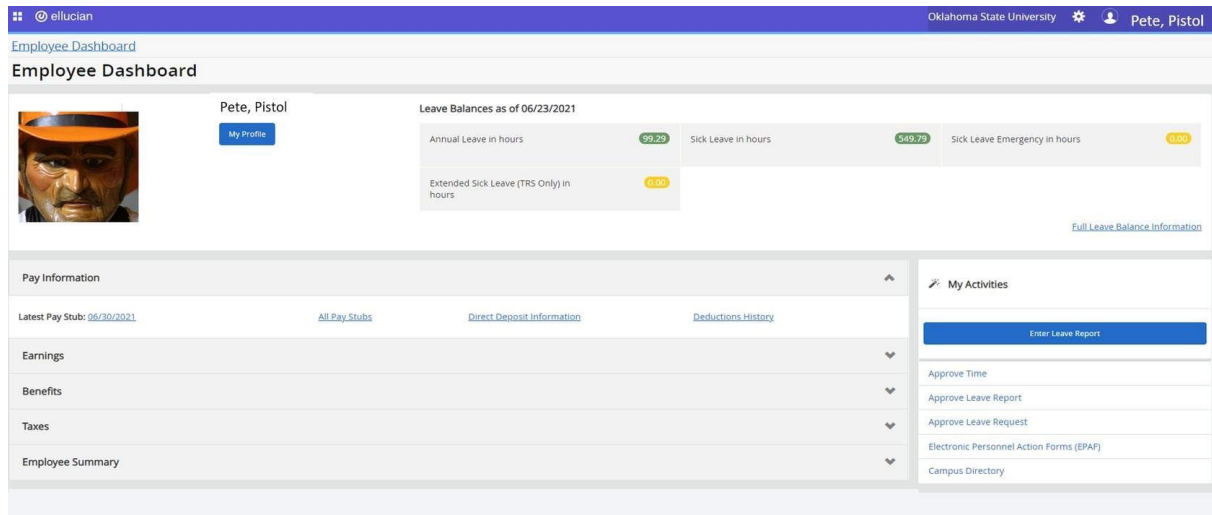
Main Menu

Personal Information
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Employee
Time sheets, time off, benefits, leave or job data, paystubs, W2 forms, W4 data.

Finance
Create or review financial documents, budget information, approvals.

Employee Profile 9 Tab: Select the Employee Profile 9 tab to enter your Employee Dashboard.



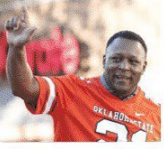
The screenshot shows the Employee Dashboard for Pete, Pistol. At the top, there is a navigation bar with the user's name and a settings icon. Below this, the dashboard is divided into several sections. On the left, there is a profile card for Pete, Pistol with a 'My Profile' button. To the right of the profile card is a 'Leave Balances as of 06/23/2021' section with a table of leave balances. Below the profile card is a 'Pay Information' section with links for 'Latest Pay Stub: 06/30/2021', 'All Pay Stubs', 'Direct Deposit Information', and 'Deductions History'. On the right side of the dashboard is a 'My Activities' section with a 'Enter Leave Report' button and a list of activities: 'Approve Time', 'Approve Leave Report', 'Approve Leave Request', 'Electronic Personnel Action Forms (EPAF)', and 'Campus Directory'.

Leave Type	Balance (hours)
Annual Leave in hours	99.29
Sick Leave in hours	549.79
Sick Leave Emergency in hours	0.00
Extended Sick Leave (TRS Only) in hours	0.00

Employee Dashboard: Your dashboard is streamlined to include time entry, leave reporting and any time approval options you may have depending on your classification and job responsibilities. All of your options are in one place on this dashboard.

[Employee Dashboard](#)

Employee Dashboard



Sanders, Barry

[My Profile](#)

Leave Balances as of 09/08/2021

Annual Leave in hours	234.68	Sick Leave in hours	690.84	Extended Sick Leave (TRS Only) in hours	0.00
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[Full Leave Balance Information](#)

Pay Information

Latest Pay Stub: 08/31/2021 All Pay Stubs Direct Deposit Information Deductions History

Earnings

Benefits

Taxes

Employee Summary

My Activities

[Enter Leave Report](#)

[Approve Time](#)

[Approve Leave Report](#)

[Approve Leave Request](#)

[Electronic Personnel Action Forms \(EPAF\)](#)

To enter your leave report, under **My Activities**, click **Enter Leave Report**

[Employee Dashboard](#) • Leave Report

Leave Report

Approvals Leave Report

Leave Report Period ▼

Leave Period	Hours/Days/Units	Submitted On	Status
Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems Prior Periods			
08/16/2021 - 09/15/2021			In Progress i

Choose the appropriate Leave Report Period using the drop-down. If you have already started this period's leave report, click the **In Progress** link to continue. To view leave reports for prior periods, click the **Prior Periods** link.

Employee Dashboard • Leave Report • Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems

Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems Restart Leave Report Leave Balances

08/16/2021 - 09/15/2021 In Progress Submit By 09/16/2021, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
5	6 <i>Labor Day</i>	7	8	9	10	11

+ Add Earn Code

Earn Code
Select Earn Code

Exit Page Cancel Save Preview

Click on the day on which you wish to enter leave and select the drop-down for the **Earn Code**.

Employee Dashboard • Leave Report • Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems

Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems Restart Leave Report Leave Balances

08/16/2021 - 09/15/2021 In Progress Submit By 09/16/2021, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
5	6 <i>Labor Day</i>	7	8	9	10	11

+ Add Earn Code

Earn Code
Annual Leave
Annual Leave
Sick Leave
Administrative Leave
Military Leave
Jury Duty

Hours

Exit Page Cancel Save Preview

Select the appropriate **Earn Code** for the leave you will be utilizing for that day.

Employee Dashboard | Leave Report | Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems

Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems Restart Leave Report Leave Balances

08/16/2021 - 09/15/2021 8.00 Hours In Progress Submit By 09/16/2021, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
5	6 <i>Labor Day</i>	7	8	9	10	11

+ Add Earn Code

Earn Code: Annual Leave
Hours: 8.00

[Exit Page](#) [Cancel](#) [Save](#) [Preview](#)

<https://employeeselfservice.okstate.edu:8063/EmployeeSelfService/ssb/timeEntry#/teApp/leavereport/dashboard/leaveperiod>

Enter the number of hours you are utilizing for the corresponding Earn Code/Leave on the selected date and press Save.

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Employee Dashboard | Leave Report | Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems Leave Report data successfully saved.

Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems Restart Leave Report Leave Balances

08/16/2021 - 09/15/2021 8.00 Hours In Progress Submit By 09/16/2021, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
5	6 <i>Labor Day</i>	7	8 8.00 Hours	9	10	11

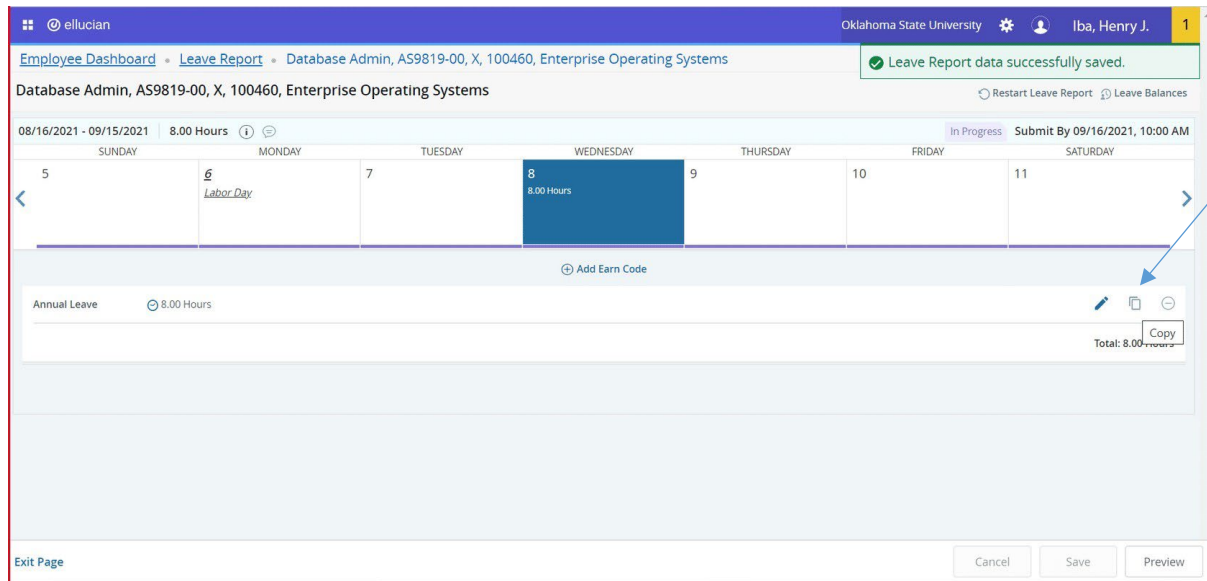
+ Add Earn Code

Annual Leave 8.00 Hours Total: 8.00 Hours

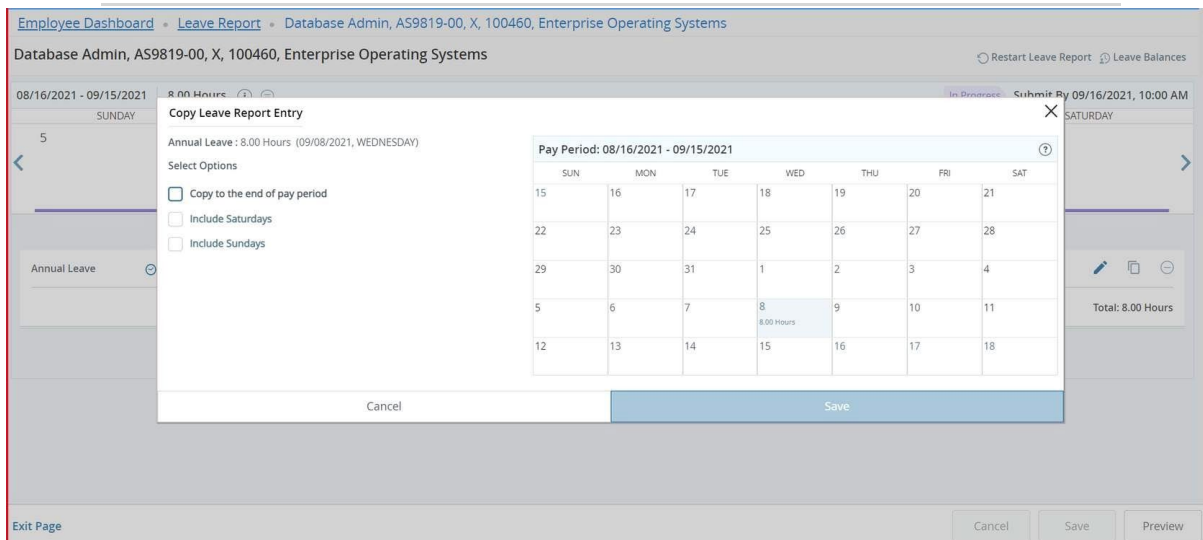
[Exit Page](#) [Cancel](#) [Save](#) [Preview](#)

You will receive a message “Leave Report data successfully saved.”

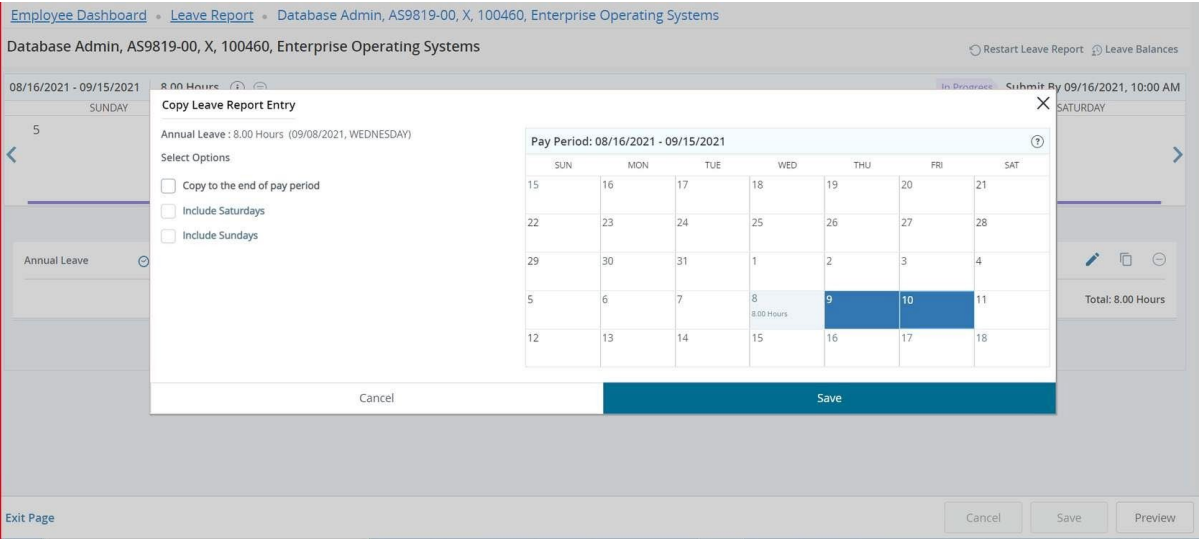
Copy Earn Code/Leave Value



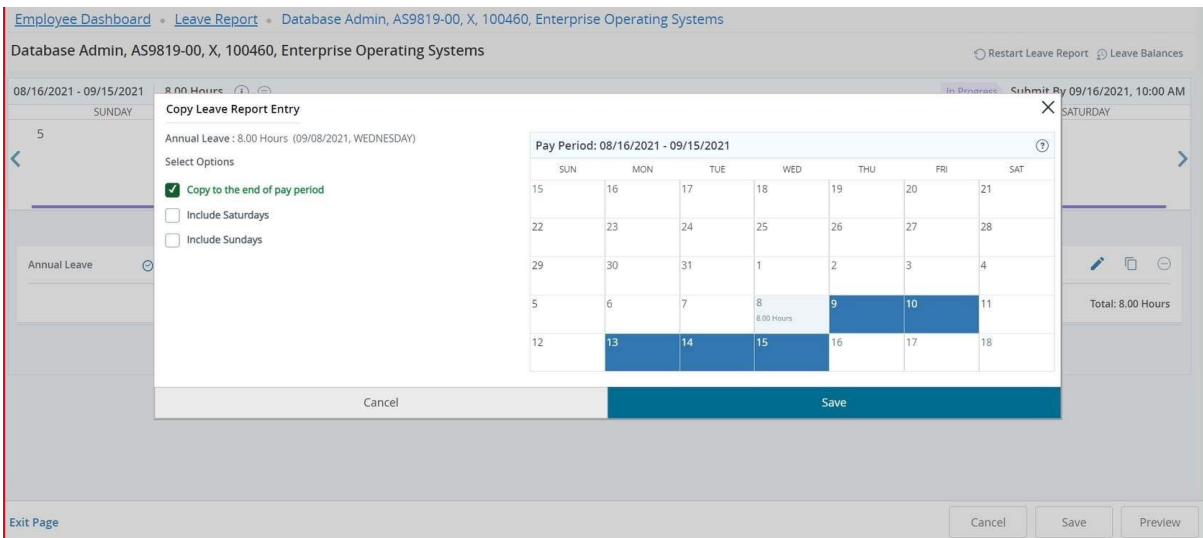
To copy the same value to multiple days in the same leave period, click the **Copy** icon. (Pencil=Edit, Papers=Copy, Circle with Dash=Delete)



When you select **Copy** the calendar above will be displayed.



You can either check **Copy to the end of pay period** or select specific days to copy the hours to. The above illustration shows selection of specific days. After selecting these days, click **Save**.



If you check **Copy to the end of the pay period** the appropriate days will be selected. Press **Save**. (NOTE: If you check either or both **Include Saturdays** and/or **Include Sundays** these days will be selected as well. This will be rare.)

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Employee Dashboard » Leave Report » Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems

Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems

08/16/2021 - 09/15/2021 48.00 Hours In Progress Submit By 09/16/2021, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
5	6 <i>Labor Day</i>	7	8 8.00 Hours	9 8.00 Hours	10 8.00 Hours	11

Annual Leave 8.00 Hours Total: 8.00 Hours

Exit Page Cancel Save Preview

A message will state: **The entry has been successfully copied**

Edit Earn Code/Leave Value

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Employee Dashboard » Leave Report » Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems

Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems

08/16/2021 - 09/15/2021 48.00 Hours In Progress Submit By 09/16/2021, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
5	6 <i>Labor Day</i>	7	8 8.00 Hours	9 8.00 Hours	10 8.00 Hours	11

Annual Leave 8.00 Hours Total: 8.00 Hours

Exit Page Cancel Save Preview

Choose the **pencil** icon to edit your entries for the leave period.

Employee Dashboard • Leave Report • Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems

Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems Restart Leave Report Leave Balances

08/16/2021 - 09/15/2021 | 48.00 Hours | In Progress | Submit By 09/16/2021, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
5	6 <i>Labor Day</i>	7	8 8.00 Hours	9 8.00 Hours	10 8.00 Hours	11

⊕ Add Earn Code

Earn Code: Annual Leave | Hours: 4

Total: 8.00 Hours

Exit Page Cancel Save Preview

Make appropriate changes and **Save**.

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Employee Dashboard • Leave Report • Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems Leave Report data successfully saved.

Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems Restart Leave Report Leave Balances

08/16/2021 - 09/15/2021 | 44.00 Hours | In Progress | Submit By 09/16/2021, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
5	6 <i>Labor Day</i>	7	8 4.00 Hours	9 8.00 Hours	10 8.00 Hours	11

⊕ Add Earn Code

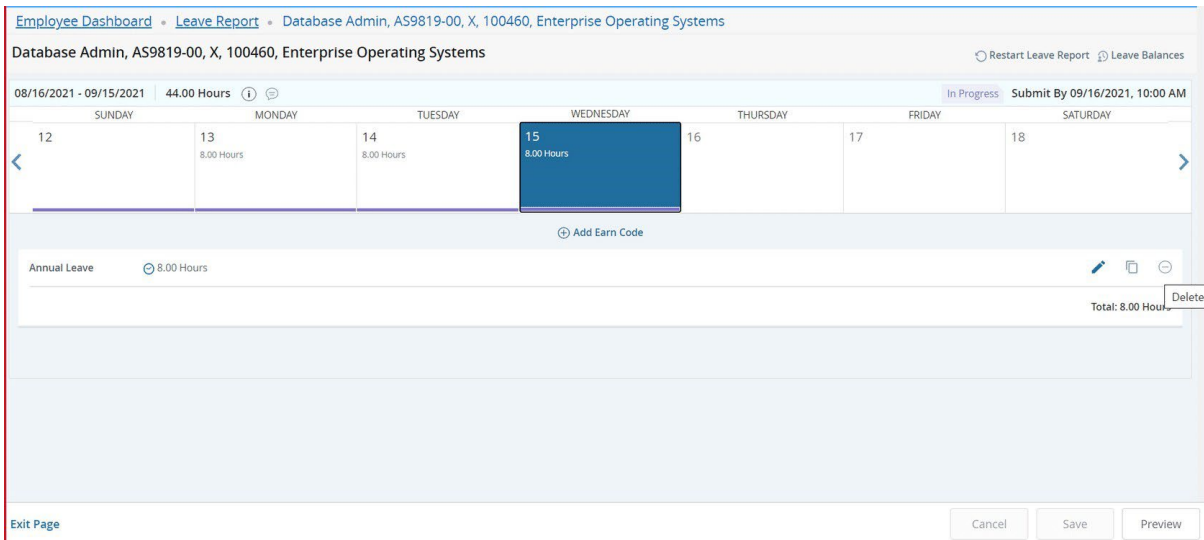
Annual Leave | 4.00 Hours

Total: 4.00 Hours

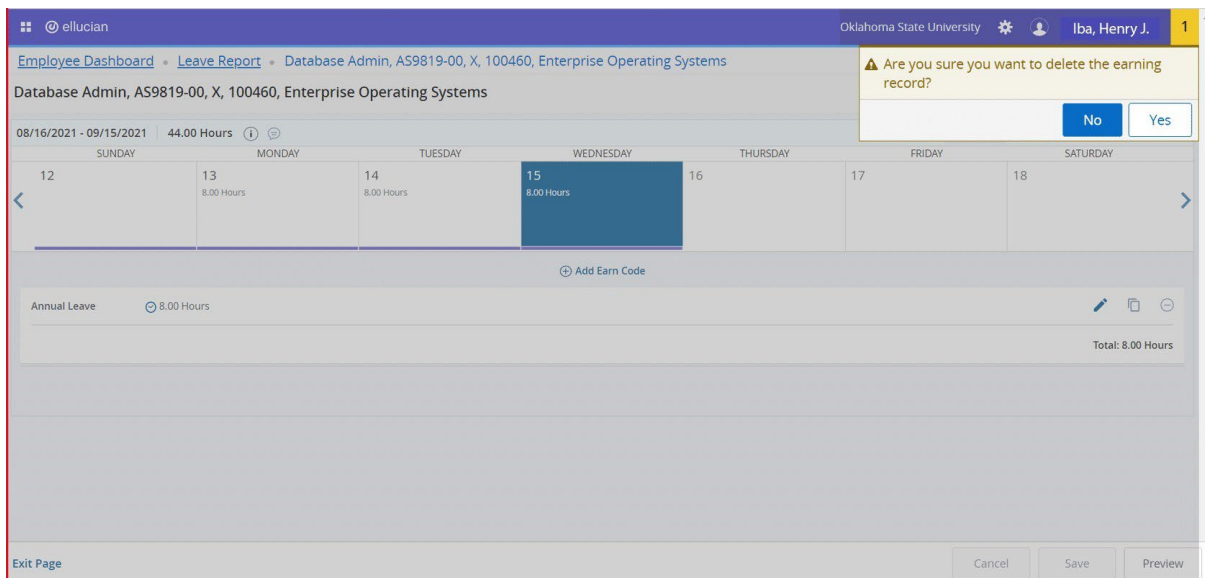
Exit Page Cancel Save Preview

This illustrates changing the previously entered 8 hours of Annual Leave to 4 hours of Annual Leave. **Save** after entering.

Delete Earn Code/Leave Value



Choose the **Delete** icon to remove an earning/leave record.



You will be prompted to be certain you want to delete a record before the delete is processed. Select **Yes** if you want to delete.

Employee Dashboard • Leave Report • Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems

Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems Restart Leave Report Leave Balances

08/16/2021 - 09/15/2021 | 44.00 Hours | In Progress | Submit By 09/16/2021, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
12	13 8.00 Hours	14 8.00 Hours	15 8.00 Hours	16	17	18

+ Add Earn Code

Exit Page Cancel Save Preview

Save the record.

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Employee Dashboard • Leave Report • Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems Leave Report data successfully saved.

Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems Restart Leave Report Leave Balances

08/16/2021 - 09/15/2021 | 36.00 Hours | In Progress | Submit By 09/16/2021, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
12	13 8.00 Hours	14 8.00 Hours	15	16	17	18

+ Add Earn Code

Earn Code

Exit Page Cancel Save Preview

You will receive a message **Leave Report data successfully saved.**

Entering Multiple Earn Codes/Leave

Employee Dashboard • Leave Report • Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems

Leave Report data successfully saved.

Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems

08/16/2021 - 09/15/2021 | 40.00 Hours | In Progress | Submit By 09/16/2021, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
12	13 8.00 Hours	14 8.00 Hours	15 4.00 Hours	16	17	18

+ Add Earn Code

Sick Leave 4.00 Hours

Total: 4.00 Hours

Exit Page Cancel Save Preview

To enter multiple earn codes/leave types on the same day, choose the appropriate earn code, enter the correct number of hours for that type and **Save**. You will receive a message **Leave Report data successfully saved**.

Employee Dashboard • Leave Report • Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems

Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems

08/16/2021 - 09/15/2021 | 40.00 Hours | In Progress | Submit By 09/16/2021, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
12	13 8.00 Hours	14 8.00 Hours	15 4.00 Hours	16	17	18

+ Add Earn Code

Sick Leave 4.00 Hours

Total: 4.00 Hours

Earn Code Annual Leave Hours 4

Exit Page Cancel Save Preview

<https://employeeselfservice.okstate.edu:8063/EmployeeSelfService/ssb/timeEntry#/teApp/leavereport/dashboard/leaveperiod>

Choose **+Add Earn Code** to enter more than one Earn Code/Leave Type per day. Choose the appropriate earn code, enter the correct number of hours for that type and **Save**.

Employee Dashboard • Leave Report • Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems

Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems

08/16/2021 - 09/15/2021 | 44.00 Hours | In Progress | Submit By 09/16/2021, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
12	13 8.00 Hours	14 8.00 Hours	15 8.00 Hours	16	17	18

Annual Leave 4.00 Hours
Total: 4.00 Hours

Sick Leave 4.00 Hours
Total: 4.00 Hours

Exit Page | Cancel | Save | Preview

Click **Preview** to preview your leave report prior to submitting. To start over, click **Restart Leave Report**. NOTE: Restarting will erase all entries made thus far.
Click **Return** to return to the prior page.

Submit Report

Employee Dashboard • Leave Report • Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems • Preview

Leave Report Detail Summary

Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems

Pay Period: 08/16/2021 - 09/15/2021 | 44.00 Hours | In Progress | Submit By 09/16/2021, 10:00 AM

Time Entry Detail

Date	Earn Code	Shift	Total
09/08/2021	170, Annual Leave	1	4.00 Hours
09/09/2021	170, Annual Leave	1	8.00 Hours
09/10/2021	170, Annual Leave	1	8.00 Hours
09/13/2021	170, Annual Leave	1	8.00 Hours
09/14/2021	170, Annual Leave	1	8.00 Hours
09/15/2021	170, Annual Leave	1	4.00 Hours
09/15/2021	180, Sick Leave	1	4.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Total
170, Annual Leave	1				20.00	20.00	40.00 Hours
180, Sick Leave	1					4.00	4.00 Hours
Total Hours					20.00	24.00	

Routing and Status

Name	Action	Date & Time
Sanders, Barry	Originated	08/16/2021, 05:44 AM
Thomas, Thurman	In the Queue	

Comment (Optional)

Add Comment

2000 characters remaining

Return | Submit

Submit to submit your leave report for Approval.

Employee Dashboard | Leave Report | Database Admin AS5819-00_X_100460, Enterprise Operating Systems | Preview

Oklahoma State University | Iba, Henry J.

The Leave Report has been successfully submitted.

Leave Report Detail Summary

Database Admin AS5819-00_X_100460, Enterprise Operating Systems
Pay Period: 08/16/2021 - 09/15/2021 | 44.00 Hours | Pending | Submitted On 09/08/2021, 11:39 AM

Time Entry Detail

Date	Earn Code	Shift	Total
09/08/2021	170, Annual Leave	1	4.00 Hours
09/09/2021	170, Annual Leave	1	8.00 Hours
09/10/2021	170, Annual Leave	1	8.00 Hours
09/13/2021	170, Annual Leave	1	8.00 Hours
09/14/2021	170, Annual Leave	1	8.00 Hours
09/15/2021	170, Annual Leave	1	4.00 Hours
09/15/2021	180, Sick Leave	1	4.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Total
170, Annual Leave	1				20.00	20.00	40.00 Hours
180, Sick Leave	1					4.00	4.00 Hours
Total Hours					20.00	24.00	

Routing and Status

Name	Action	Date & Time
Sanders, Barry	Originated	08/16/2021, 05:44 AM
Sanders, Barry	Submitted	09/08/2021, 11:39 AM
Thomas, Thurman	Pending Approval	

Sanders, Barry
Added on 09/08/2021 (11:34 AM)
Leave Report recalled (System Generated)

Return

You will receive a message **The Leave Report has been successfully submitted**. The Routing and Status section shows the Date and Time your leave report was originated and submitted by you and from whom it is pending approval. Once approved, the leave report can no longer be recalled; however, supervisors have the ability to “Return for Correction” if it is before 10:00 am on the deadline date. After 10:00 am, your supervisor or HR will have to make any changes.

Benefits of Employee Profile 9

- Improved user experience - see all your information in one place
- Modern, yet familiar, web user interface with standard controls
- Shorter learning curve for occasional users
- Enhanced usability and navigation for super users
- More accurate timekeeping (5 minute rounding vs. 15 minute rounding)
- Ability to run in any modern browser

Questions? Email okc.humanresources@okstate.edu