OSU-OKLAHOMA CITY

Employee Information Systems – Banner ID

For your convenience, OSU has developed electronic systems that allow you 24/7 access to information about your paycheck, benefits enrollment (if applicable), and other information. To protect our employees, OSU has restricted the use of social security numbers as identification numbers. Once your information is entered into the payroll system, a Banner ID will be established for you. This ID can be obtained from your supervisor or Human Resources. It will be used on many forms (including timesheets), which require an ID number.

OSU Orange Key (O-Key)

The O-Key credentials are used throughout the IT systems and many others to provide secure single sign-on access to IT services such as my.okstate.edu, the Software Distribution Center, Virtual Labs, the wireless network, Canvas, and many others.

End-users use O-Key to:
- Reset passwords every 120 days
- Set up email
- Set up confidential contacts in case of an emergency
- Sign up for Campus Alerts - users can receive the alerts about emergencies on campus via a voice message and/or text

O-Key administrators use O-key to:
- Determine access to university services
- Create service accounts
- Manage identity issues
- Other administrative functions

Activation of O-KEY allows you the following:

- **Email notification of your payroll deposit** -A few days before payday, the system generates an email message, notifying you of the amount of your net pay and the bank in which your pay was deposited.

- **Employee ID card** -Required by some outside entities to access clinics or labs, and by OSU-OKC Security to verify your employment if you are on campus after hours or on weekends.

- **Receipt of OSU-OKC emails** - Emails are sent to inform you of announcements, benefit enrollments/changes, and all other campus messages.

O-Key activation cannot take place until you are in the payroll system. Once Human Resources receives your new- hire paperwork, we process the information and forward it to the payroll department in Stillwater. This process usually takes less than one week but may vary depending on the when all necessary items are collected and verified by Human Resources.

You can inquire with Human Resources if you are active in the payroll system by contacting the numbers listed below. Once you know you are in the system, you can then activate your O-Key account...

For assistance in activating your O-Key account, visit the following website:

https://it.okstate.edu/services/orange-key-account-services/idms-activation.html

When asked for your contact information, keep in mind that the OSU-Oklahoma City affiliated address is made public through OSU-Stillwater's on-line directory. **Do not enter your home address if you do not want it publicly accessible.** OSU-Oklahoma City's main address is 900 N. Portland Ave, Oklahoma City, Oklahoma 73107.

If you encounter any problems activating your O-Key account, please call the User Support Center at 405-945- 6767.

OSU-Oklahoma City Human Resources phone numbers:

(405) 945-3297	New Hire/Employee Training
(405) 945-6752	New Hire/Payroll
(405) 945-3206	New Hire/Recruitment
(405) 945-6727	HR Coordinator – Benefits, FMLA, Worker's comp
(405) 945-3298	HR Sr. Director

Your Payroll Advice Notification

OSU processes more than 180,000 paychecks to approximately 17,000 individuals each year. Each paycheck requires numerous transactions and calculations which involve earnings, taxes, deductions, and benefits. Although the system provides many checks and balances, errors can occur. Thus, OSU provides *Payroll Advice* emails to employees several days ahead of pay dates so employees may review and verify their pay. If a discrepancy is discovered, an employee should notify his or her supervisor immediately to avoid further delays in pay.

Paperless Payroll Advice: Oklahoma State University processes payroll electronically. The paperless form of the *Payroll Advice* can be found on the myOKSTATE *Employee* tab under Employee Links.

Email notifications: An email notification will be sent to all employees processed in a current payroll period. The email notification will inform the employee of the net amount of the check, the date it will be deposited, and instructions for viewing your pay stub.

The e-mail also contains a section for *Notifications and Announcements* which may include important information about pay and benefits.