Approving Time and Leave in Banner 9 Self-Service

The administrative systems under the Banner umbrella include student information systems, financial aid, and human resources. With only one place to sign in, employees can get their employment information, and manage timesheets and leave requests.

This document will show you how to Approve Time and Leave in the new Banner 9 Employee Self-Service system.

Remember: It is the Supervisor's responsibility to check their direct report's bi-weekly time or monthly leave for accuracy, and to approve that time by 12 PM on the respective deadline dates. Bi-weekly due the Monday after a Friday payday, occurs every other Monday. Monthly is usually on the 16th of each month unless the 16th falls on a weekend. Watch for email reminders from HR for scheduled approval dates. Not approving your hourly employee's time can result in non-payment.

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

Choose Campus

Please choose your campus below to acce

OSU Oklahoma City
OSUIT
OSU Stillwater/Tulsa

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

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

OSU Self Service

| 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.
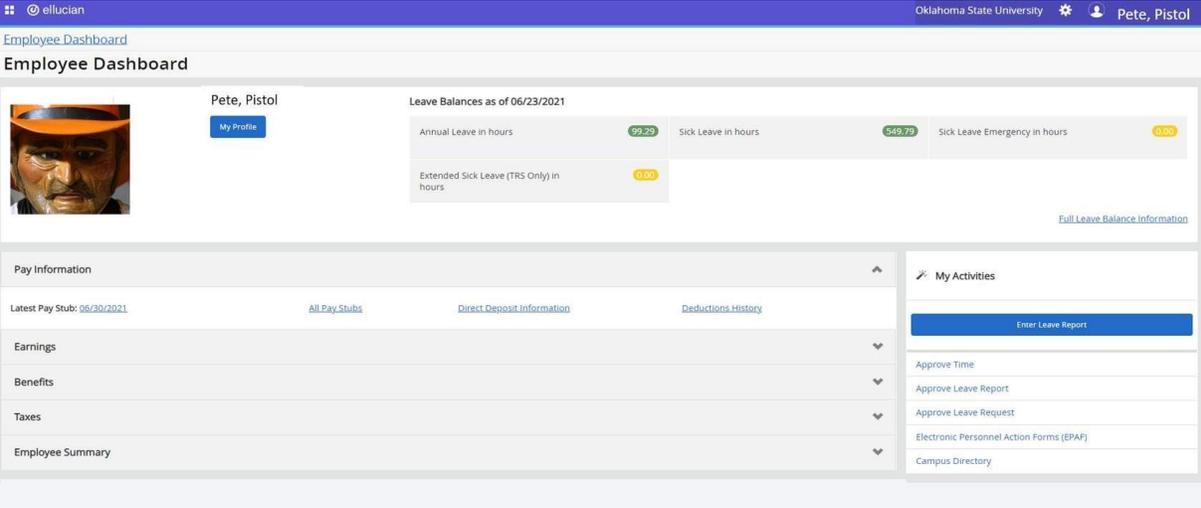
ellucian — Oklahoma State University — Pete, Pistol

Employee Dashboard

Employee Dashboard

Pete, Pistol
My Profile

Leave Balances as of 06/23/2021

| 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

Full Leave Balance Information

Pay Information

Latest Pay Stub: 06/30/2021   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)
Campus Directory

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.

How do I approve time and leave in Employee Profile 9?

The example shown in this section displays approving leave. The process is the same for approving time with the exception of the employee dashboard.

You will choose either "Approve Time" or "Approve Leave Report".

To approve leave, click on **Approve Leave Report.**

Review by scrolling through the page to view details, summary, routing, and status.

Click on each employee's name to view details on time or leave.

An employee's leave balance can be seen when you click on the 3 dots and choose leave balance. Preview takes you to the detail summary of the leave report or timesheet.

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

[Return] [Details] [Return for correction] [Approve]

Return will take you back to the previous screen. **Details** shows you the weekly detail view as the employee entered the time. This is where the Approver can make corrections to the leave report if necessary. It may be necessary if the deadline for employees to submit leave reports has passed. **Return for Correction** will return the leave report to the employee for correction. Comments can be made to explain to the employee the reason for the return. This is not advisable if time does not allow for correction and resubmission before the deadline. **Approve** will approve the leave report and reduce the leave balance.

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Employee Dashboard • Time Entry Approvals • Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems • Preview

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	

Comment (Optional):

Add Comment

2000 characters remaining

☐ Confidential Comment

Sanders, Barry

Added on 09/08/2021 (11:34 AM)

Leave Report recalled (System Generated)

Return	Details	Return for correction	Approve

Make the appropriate selection to **Return, Details, Return for correction, or Approve**.

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Employee Dashboard • Time Entry Approvals • Database Admin, AS9819-00, X, 100460, Enterpr...

✅ Leave Report successfully approved.

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	Approved	09/08/2021, 11:54 AM

Leave Updated for Annual Leave		Leave Updated for Sick Leave	
Leave Code	**Posted Hours**	**Leave Code**	**Posted Hours**
Annual Leave	40.00	Sick Leave	4.00
Total:	40.00	Total:	4.00

Sanders, Barry

Added on 09/08/2021 (11:34 AM)

Leave Report recalled (System Generated)

Return	Details

Once approved, the leave report cannot be returned or recalled. The **Return** button will return the approver to the previous page to approve the next leave report.

Helpful Hints

Status of leave reports and timesheets:
In Progress – still in the employee's queue
Pending – submitted for approval by the employee, in the supervisor's queue
Completed – approved by the supervisor

Do not return for correction after 10 AM on the deadline date, the employee will not be able to make changes.

For instructions on changing bi-weekly time or monthly leave reports, refer to the instructions for monthly and bi-weekly employees on the Human Resources website under Employee Resources.
https://osuokc.edu/hr/resources

Note: If you approve a bi-weekly timesheet before the Noon deadline, HR can pull back the timesheet for correction until Noon. However, if you approve a monthly leave report before noon, HR can't pull back the leave report. A paper leave correction form will need to be submitted to HR.

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