

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 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 and approvals.

The screenshot shows the myOKSTATE - STILLWATER/TULSA landing page. At the top, there is a search bar and navigation links for 'Home', 'Finance', 'Employee', and 'Logout'. The main content area is titled 'Home' and is divided into three columns. The first column, 'Welcome/Instructions', provides a message for new Banner users and contact information for the helpdesk. The second column, 'Applications', features icons for 'Self Service', 'canvas', 'Degree Works', 'Star System', 'Office 365', 'Cowboy Mail', 'O-KEY', and 'Orange Mail'. The third column, 'Quick Links', lists various services such as 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.

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.

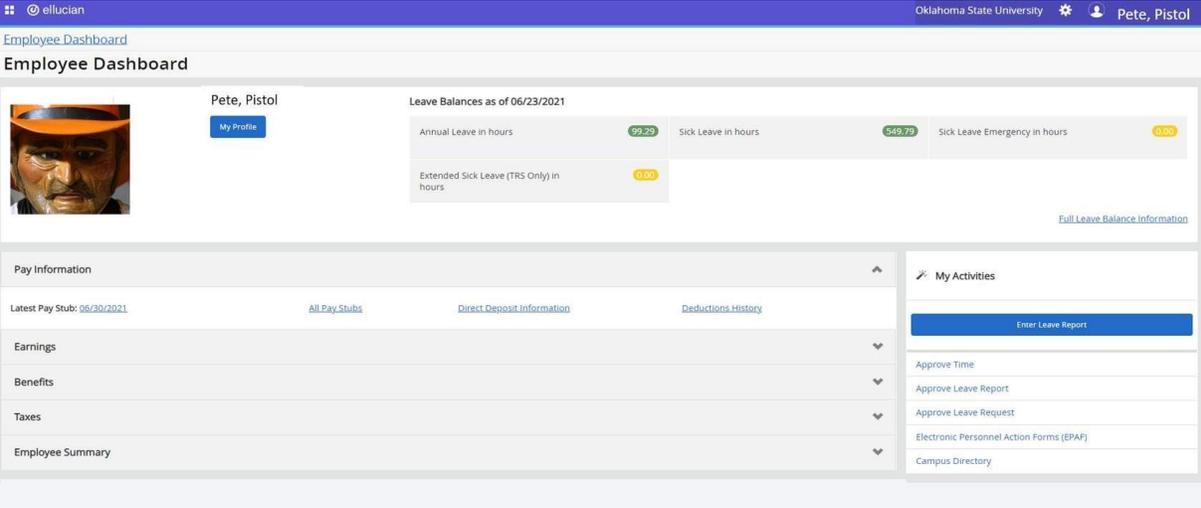
Employee

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. The dashboard includes a profile picture, a "My Profile" button, and a "Leave Balances as of 06/23/2021" section. The leave balances are:

| Category | Value |
|---|--------|
| Annual Leave in hours | 99.29 |
| Extended Sick Leave (TRS Only) in hours | 0.00 |
| Sick Leave in hours | 549.79 |
| Sick Leave Emergency in hours | 0.00 |

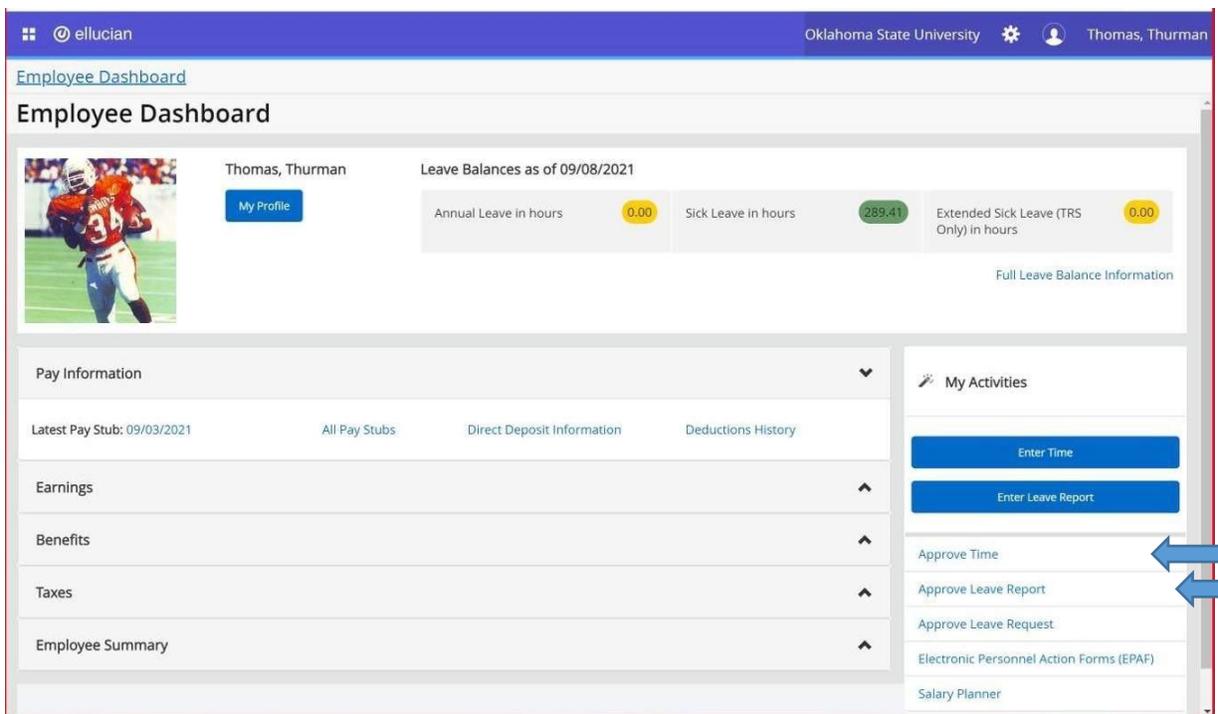
Below the leave balances, there is a "Pay Information" section with links for "All Pay Stubs", "Direct Deposit Information", and "Deductions History". The "My Activities" section includes buttons for "Enter Leave Report", "Approve Time", "Approve Leave Report", "Approve Leave Request", "Electronic Personnel Action Forms (EPAF)", and "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".



The screenshot shows the 'Employee Dashboard' for Thomas, Thurman. The top navigation bar includes the 'ellucian' logo, 'Oklahoma State University', and the user's name 'Thomas, Thurman'. The dashboard header displays the employee's name and a 'My Profile' button. Below this, the 'Leave Balances as of 09/08/2021' are shown in a table:

| Leave Type | Balance |
|---|---------|
| Annual Leave in hours | 0.00 |
| Sick Leave in hours | 289.41 |
| Extended Sick Leave (TRS Only) in hours | 0.00 |

A link for 'Full Leave Balance Information' is provided below the table. The left sidebar contains sections for 'Pay Information', 'Earnings', 'Benefits', 'Taxes', and 'Employee Summary'. The right sidebar, titled 'My Activities', contains several buttons: 'Enter Time', 'Enter Leave Report', 'Approve Time', 'Approve Leave Report', 'Approve Leave Request', 'Electronic Personnel Action Forms (EPAF)', and 'Salary Planner'. Two blue arrows point to the 'Approve Time' and 'Approve Leave Report' buttons.

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

Employee Dashboard • Time Entry Approvals

Approvals - Leave Report

Leave Report | All Departments | 08/16/2021 - 09/15/2021 (2021 JL 9) | All Status except Not Started | Enter ID/Name

Distribution Status Report - Leave Report

Bar Chart: Pending: 1, Pending - In the Queue: 0, In Progress: 0, Returned: 0, Error: 0, Pending - Approved: 0, Approved: 0, Completed: 0

| Employee Name | ID | Organization | Hours/Days/Units |
|---|-----------|--|------------------|
| Sanders, Barry Database Admin, AS9819-00 | A20107471 | X-100460, Enterprise Operating Systems | 44.00 Hours |

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.

Bar Chart: Pending: 0, Pending - In the Queue: 0, In Progress: 8, Returned: 0, Error: 0, Pending - Approved: 0, Approved: 0, Completed: 0

| Employee Name | ID | Organization | Hours/Units |
|--|-----------|------------------------------|-------------|
| Flores, Victoria J. Human Resources Specialist, 631781-00 | A20317243 | X-160109, Human Resources | 16.00 Hours |
| Carlton, Tia L. Federal Work Study - Campus, 736000-00 | A10040083 | X-160132, Federal Work Study | 2.00 Hours |
| Cagle, Austin N. Human Resources Specialist, F59998-00 | A11443141 | X-160109, Human Resources | 16.08 Hours |

Preview
Leave Balance

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.

ellucian Oklahoma State University Thomas, Thurman

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

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 |

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.

ellucian Oklahoma State University Thomas, Thurman

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**.

ellucian Oklahoma State University Thomas, Thurman 1

Employee Dashboard • Time Entry Approvals • Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems • 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 Code | Posted Hours |
|---------------|--------------|
| Annual Leave | 40.00 |
| Total: | 40.00 |

Leave Updated for Sick Leave

| Leave Code | Posted Hours |
|---------------|--------------|
| Sick Leave | 4.00 |
| 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