

Employee Dashboard Time Entry

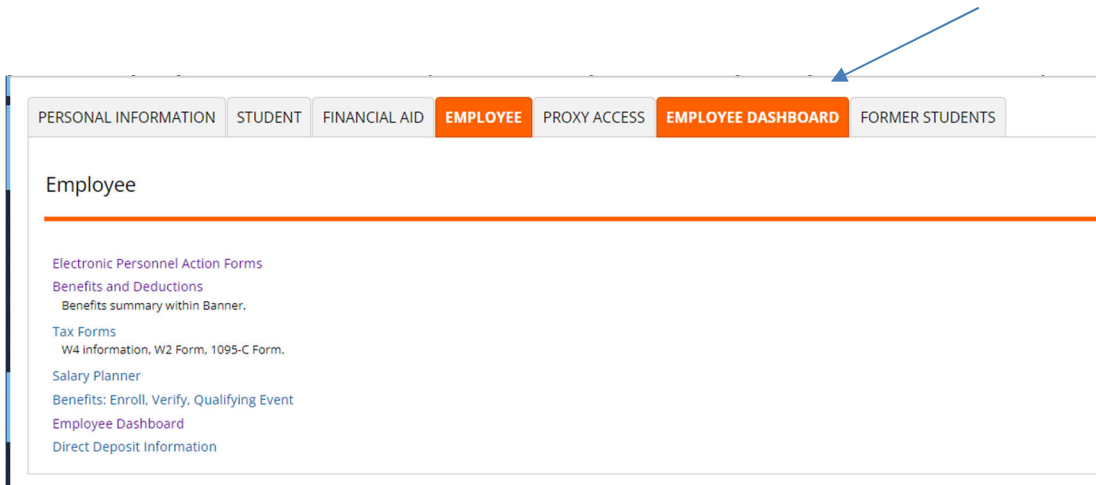
The administrative systems under the Banner umbrella include student information systems, financial aid, and human resources. With one place to sign in employees can get their employment information, manage timesheets and leave reports.

1. Go to [OPSU Portal](#) and log in. Select Self-Service

The screenshot displays the OPSU Portal Home page. At the top left is the Oklahoma Panhandle State University logo, featuring a large red 'P' with a blue outline and the text 'OKLAHOMA PANHANDLE STATE UNIVERSITY' to its right. Below the logo is a dark blue navigation bar with the text 'myOPUSU' and a list of menu items: Home, Finance, Employment, Faculty, Advisor, Student Information, and Logout. A red arrow points to the 'Self Service' icon in the 'Applications' section. The 'Home' section contains a 'Welcome/Instructions' box with text for new Banner users. The 'Applications' section contains several icons: Aggie Access, Self Service (highlighted), Aggie Email, Software Distribution, My Online Billing, Aggie Campus ID, and Degree Works. At the bottom of the page, a dark blue footer contains the text 'All Rights Reserved: OPSU 2017'.

3. **Employee Dashboard Tab:** Select the **Employee Dashboard** tab to enter

2. **Employee Dashboard Tab:** Select the **Employee Dashboard** tab to enter your Employee Dashboard. (Your tab options may vary due to access)



3. To enter your time, under **My Activities**, select **Enter Time**.

The screenshot shows the 'Employee Dashboard' for Barry J. Sanders. At the top, there's a navigation bar with the ellucian logo and 'Oklahoma State University'. Below that, the user's name and a 'My Profile' button are visible. A 'Leave Balances as of 03/04/2022' section shows various leave types with their respective balances. On the right, a 'My Activities' sidebar lists several options, with 'Enter Time' being the first and most prominent one. Other options include 'Approve Time', 'Approve Leave Report', 'Approve Leave Request', 'Electronic Personnel Action Forms (EPAF)', 'Salary Planner', and 'Pay Stub Administrator'.

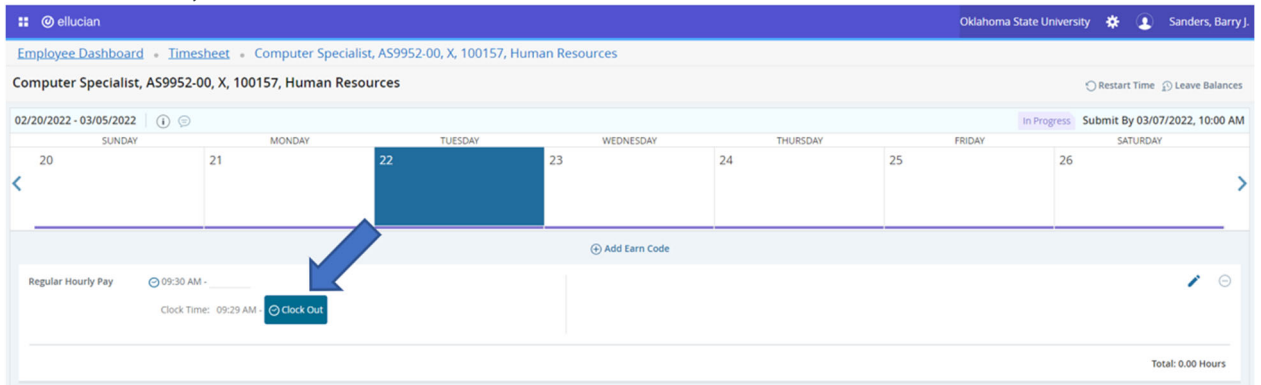
4. If you have yet to start your timesheet for the period, select the **Start Timesheet** button. If you have already started your timesheet select **In Progress**.

The screenshot shows the 'Timesheet' page. At the top, there's a navigation bar with the ellucian logo and 'Oklahoma State University'. Below that, the user's name and a 'My Profile' button are visible. A 'Leave Balances as of 03/04/2022' section shows various leave types with their respective balances. On the right, a 'My Activities' sidebar lists several options, with 'Enter Time' being the first and most prominent one. Other options include 'Approve Time', 'Approve Leave Report', 'Approve Leave Request', 'Electronic Personnel Action Forms (EPAF)', 'Salary Planner', and 'Pay Stub Administrator'.

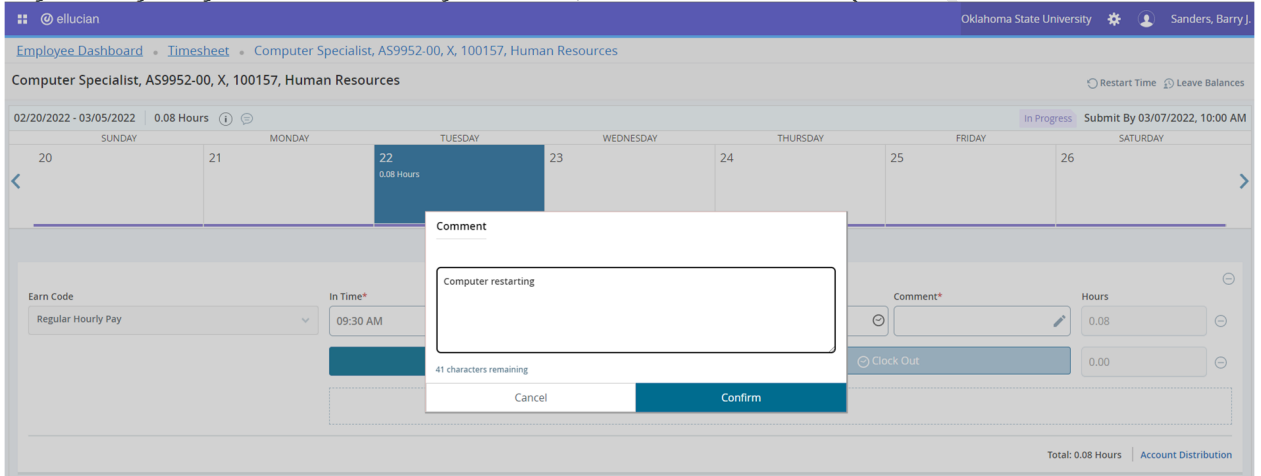
5. To clock in for the time period, select the **Clock In** button.

The screenshot shows the 'Clock In' page. At the top, there's a navigation bar with the ellucian logo and 'Oklahoma State University'. Below that, the user's name and a 'My Profile' button are visible. A 'Leave Balances as of 03/04/2022' section shows various leave types with their respective balances. On the right, a 'My Activities' sidebar lists several options, with 'Enter Time' being the first and most prominent one. Other options include 'Approve Time', 'Approve Leave Report', 'Approve Leave Request', 'Electronic Personnel Action Forms (EPAF)', 'Salary Planner', and 'Pay Stub Administrator'.

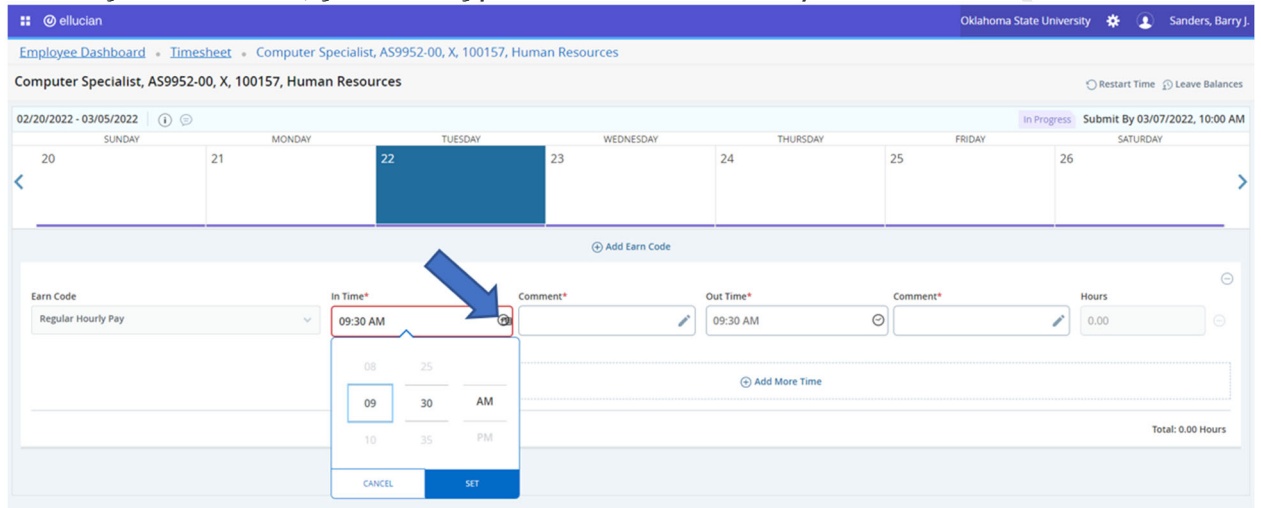
6. To clock out, select **Clock Out**.



7. If you adjust your time for any reason, a comment is required.



8. When you edit time, you can type it in or use the drop-down menu.



9. To enter additional earnings, such as Sick or Annual Leave, select the **Add Earn Code** button below the calendar.

ellucian Oklahoma State University Sanders, Barry J.
Employee Dashboard Timesheet Computer Specialist, AS9952-00, X, 100157, Human Resources
Computer Specialist, AS9952-00, X, 100157, Human Resources Restart Time Leave Balances
02/20/2022 - 03/05/2022 0.08 Hours In Progress Submit By 03/07/2022, 10:00 AM
20 21 22 23 24 25 26
0.08 Hours
Add Earn Code
Earn Code: Regular Hourly Pay In Time*: 09:30 AM Comment*: Computer restarting Out Time*: 09:35 AM Comment*: Hours: 0.08
Clock In Clock Out
Add More Time
Total: 0.08 Hours Account Distribution

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Earn Code: Regular Hourly Pay In Time*: 09:30 AM Comment*: Computer restarting Out Time*: 09:35 AM Comment*: Hours: 0.08
Clock In Clock Out
Add More Time
Total: 0.08 Hours Account Distribution
Regular Hourly Pay
Compensatory Leave Taken
Annual Leave
Sick Leave
Holiday Pay
Select Earn Code

10. Select appropriate **Earn Code**. Enter start and end times for this earn code and click **Save**.

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Employee Dashboard Timesheet Computer Specialist, AS9952-00, X, 100157, Human Resources
Computer Specialist, AS9952-00, X, 100157, Human Resources Restart Time Leave Balances
27 28 1 2 3 4 5
4.00 Hours
Add Earn Code
Regular Hourly Pay 08:00 AM - 12:00 PM | 4.00 Hours Shift: 1: 4.00 Hours
Clock Time: 08:33 AM - 08:33 AM
Clock In Comment: Forgot
Clock Out Comment: Forgot
Clock In
Total: 4.00 Hours Account Distribution
Earn Code: Sick Leave Start Time*: 12:00 PM End Time*: 04:00 PM Hours: 4.00
Add More Time
Exit Page Cancel Save Preview

11. To submit time, click the **Preview** button at the bottom right side of your screen.

Computer Specialist, AS9952-00, X, 100157, Human Resources

02/20/2022 - 03/05/2022 12.08 Hours In Progress Submit By 03/07/2022, 10:00 AM

Regular Hourly Pay 08:00 AM - 12:00 PM | 4.00 Hours
Clock Time: 08:33 AM - 08:33 AM
Clock In Comment: Forgot
Clock Out Comment: Forgot
Clock In

Sick Leave 12:00 PM - 04:00 PM | 4.00 Hours
Shift 1: 4.00 Hours
Add More Time

Total: 4.00 Hours | Account Distribution

Exit Page Cancel Save Preview

12. After reviewing your time, click Submit at the bottom right of your screen.

Computer Specialist, AS9952-00, X, 100157, Human Resources

Pay Period: 02/20/2022 - 03/05/2022 12.08 Hours In Progress Submit By 03/07/2022, 10:00 AM

Date	Earn Code	Shift	Total
02/22/2022	020, Regular Hourly Pay	1	0.08 Hours
02/22/2022	170, Annual Leave	1	4.00 Hours
03/02/2022	020, Regular Hourly Pay	1	4.00 Hours
03/02/2022	180, Sick Leave	1	4.00 Hours

Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
02/22/2022	020, Regular Hourly Pay		0.08	09:30 AM	09:29 AM	Computer restarting	09:35 AM	09:34 AM	
02/22/2022	170, Annual Leave		4.00	12:00 PM			04:00 PM		
03/02/2022	020, Regular Hourly Pay		4.00	08:00 AM	08:33 AM	Forgot	12:00 PM	08:33 AM	Forgot
03/02/2022	180, Sick Leave		4.00	12:00 PM			04:00 PM		

Earn Code	Shift	Week 1	Week 2	Total
020, Regular Hourly Pay	1	0.08	4.00	4.08 Hours
170, Annual Leave	1	4.00		4.00 Hours
180, Sick Leave	1		4.00	4.00 Hours
Total Hours		4.08	8.00	

Return Submit

Questions or Problems: Contact helpdesk@okstate.edu or call at 405-744-4357