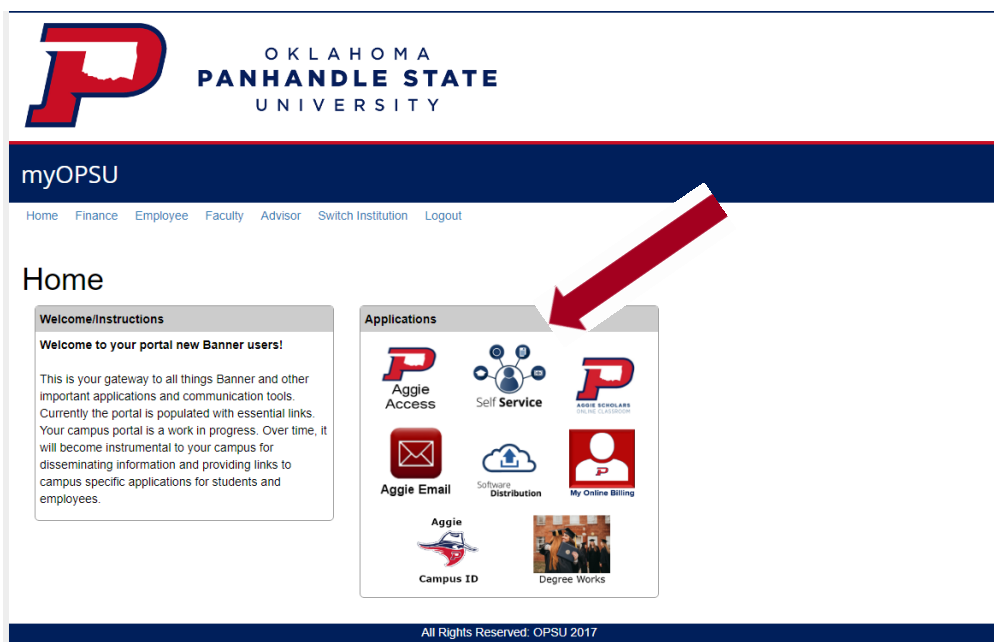


# Employee Dashboard Time and Leave Approval

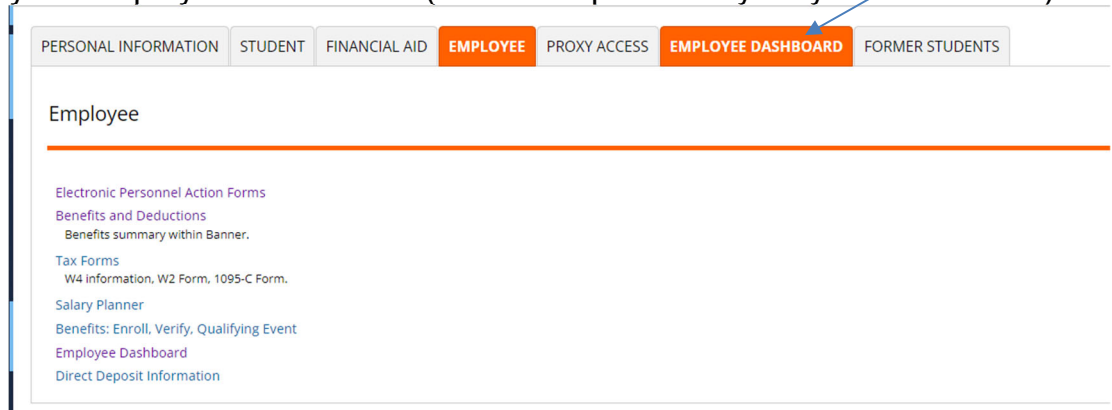
The administrative systems under the Banner umbrella include student information systems, financial aid, and human resources. With one place to sign in employees can get their employment information, manage time sheets and leave reports.

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

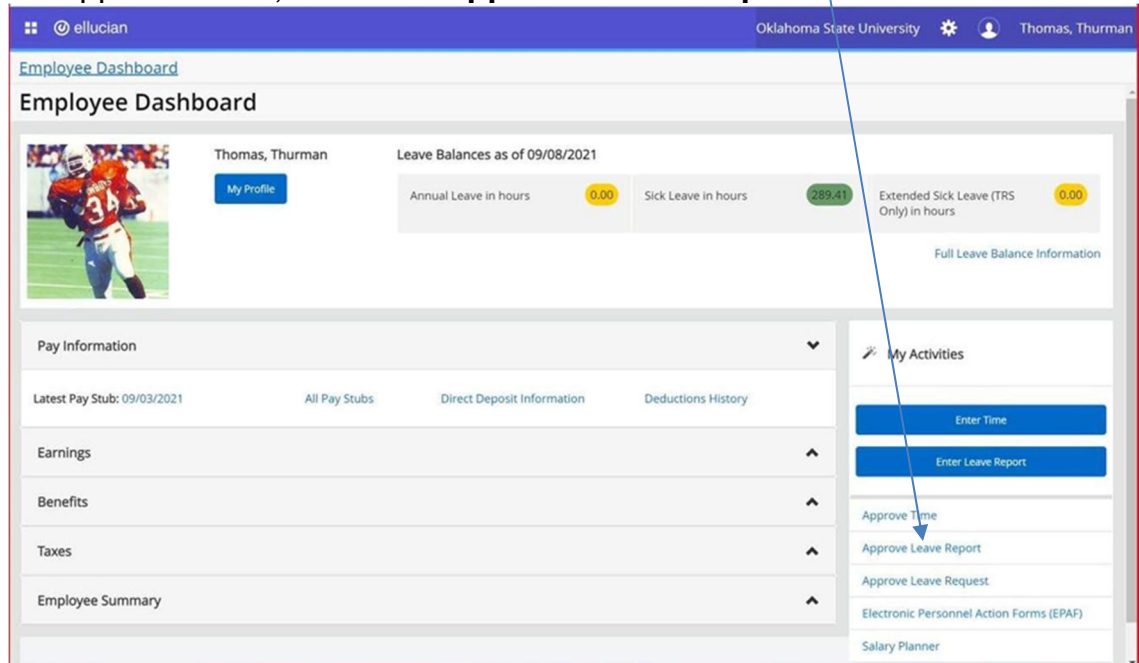


The screenshot shows the OPSU Portal home page. At the top left is the Oklahoma Panhandle State University logo, a large red 'P' with a white outline. To its right, the text 'OKLAHOMA PANHANDLE STATE UNIVERSITY' is displayed in blue. Below the logo is a dark blue navigation bar with the text 'myOPUSU' in white. Underneath the navigation bar is a horizontal menu with links: Home, Finance, Employee, Faculty, Advisor, Switch Institution, and Logout. The main content area is titled 'Home' and contains two primary sections. On the left is a 'Welcome/Instructions' box with a grey header and a white background, containing a welcome message for new Banner users. On the right is an 'Applications' box with a grey header and a white background, containing several application icons: Aggie Access, Self Service, Aggie Email, Software Distribution, My Online Billing, Aggie Campus ID, and Degree Works. A large red arrow points from the top right towards the 'Self Service' icon in the Applications section. At the bottom of the page is a dark blue footer with the text 'All Rights Reserved: OPSU 2017'.

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



3. To approve leave, select on **Approve Leave Report.**



4. Review by scrolling through the page to view details, summary and routing and status. Note that clicking the three dots to the right of their name will allow you to Preview the timesheet and View Leave Balances without having to click into the timesheet.

Approvals - Leave Report

Approvals Timesheet 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

Pending 1

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

Preview

Leave Balance

- Once you have clicked into a timesheet, **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.

Employee Dashboard • Time Entry Approvals • Database Admin, A59819-00, 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

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

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
<b>Total Hours</b>					20.00	24.00	

Name	Action	Date & Time
Sanders, Barry	Originated	08/16/2021, 05:44 AM

Return Details Return for correction Approve

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

Employee Dashboard • Time Entry Approvals • Database Admin, A59819-00, 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
<b>Total Hours</b>				20.00	24.00	

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

- 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.

The screenshot shows the ellucian Employee Dashboard interface. At the top, there is a navigation bar with the ellucian logo, the text "Oklahoma State University", and a user profile for "Thomas, Thurman". A green notification banner at the top right states "Leave Report successfully approved." Below this, the breadcrumb trail reads "Employee Dashboard > Time Entry Approvals > Database Admin, AS9819-00, X, 100460, Enterp".

The main content area is divided into several sections:

- Summary:** A table showing leave details by week.
 

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
<b>Total Hours</b>					20.00	24.00	
- Routing and Status:** A table showing the approval process.
 

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:** A table showing posted hours for annual leave.
 

Leave Code	Posted Hours
Annual Leave	40.00
<b>Total:</b>	<b>40.00</b>
- Leave Updated for Sick Leave:** A table showing posted hours for sick leave.
 

Leave Code	Posted Hours
Sick Leave	4.00
<b>Total:</b>	<b>4.00</b>

At the bottom of the dashboard, there is a section for "Sanders, Barry" with the text "Added on 09/08/2021 (11:34 AM)" and "Leave Report recalled (System Generated)". Two buttons, "Return" and "Details", are located at the bottom right of the dashboard.

## Pay Overtime Indicator

Approvers of hourly-paid employees can add the “Pay Overtime Indicator” to an employee’s timesheet. If an employee has this indicator on their timesheet, they will be paid overtime when worked rather than accruing comp time.

- To add the Pay Overtime Indicator under My Activities, select **Approve Time**.

 My Activities

Enter Time

Approve Time

- Find the timesheet for the employee you wish to add the Pay Overtime Indicator and **select that employee**. NOTE: The timesheet must be in Pending Status.

ellucian Oklahoma State University Iba, Henry

Employee Dashboard • Time Entry Approvals

Approvals - Timesheet Proxy Super User Reports

Approvals Timesheet

Timesheet All Departments 10/03/2021 - 10/16/2021 (2021 JB 22) All Status except Not Started Enter ID/Name

Distribution Status Report - Timesheet

Status	Count
Pending	1
Pending - In the Queue	0
In Progress	0
Returned	0
Error	0
Pending - Approved	0
Approved	0
Completed	0

Pending 1

Employee Name	ID	Organization	Hours/Units
Sanders, Barry J. Computer Specialist, AS9952-00	A20083055	X-100157, Human Resources	13.00 Hours

- Click on **Details**.

ellucian Oklahoma State University Iba, Henry

Employee Dashboard • Time Entry Approvals • Computer Specialist, AS9952-00, X, 100157, Human Resources • Preview

Timesheet Detail Summary

A20083055, Sanders, Barry J.  
Computer Specialist, AS9952-00, X, 100157, Human Resources

Pay Period: 10/03/2021 - 10/16/2021 13.00 Hours Pending Submitted On 10/15/2021, 12:07 PM

Time Entry Detail

Date	Earn Code	Shift	Total
10/14/2021	020, Regular Hourly Pay	1	9.00 Hours
10/15/2021	020, Regular Hourly Pay	1	4.00 Hours

Time Information

Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
10/14/2021	020, Regular Hourly Pay		9.00	07:00 AM		Testing	04:00 PM		Testing
10/15/2021	020, Regular Hourly Pay		4.00	07:55 AM	11:57 AM	Missed punch	11:55 AM	11:57 AM	

Summary

Earn Code	Shift	Week 1	Week 2	Total
020, Regular Hourly Pay	1		13.00	13.00 Hours

Return Details Return for correction Approve

- Choose a day that does not have hours entered (Sunday is usually a safe day). Click on **that date** and select **Pay Overtime Indicator** from the Drop-Down Earn Code menu. Enter **1 unit** and select **Save**.

Employee Dashboard • Time Entry Approvals • Computer Specialist, AS9952-00, X, 100157, Human Resources

Computer Specialist, AS9952-00, X, 100157, Human Resources [Leave Balances](#)

10/03/2021 - 10/16/2021 13.00 Hours ⓘ 🗨 Pending Submitted On 10/15/2021, 12:07 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
10	11	12	13	14 9.00 Hours	15 4.00 Hours	16

[Add Earn Code](#)

Earn Code: Pay Overtime Indicator Shift: 1 Units\*: 1 ⊖

[Add More Time](#)

Exit Page Cancel Save Preview

- You will receive a message **Timesheet data successfully saved**. Select **Preview**.

Employee Dashboard • Time Entry Approvals • Computer Specialist, AS9952-00, X, 100157, Human Resources ✔ Timesheet data successfully saved.

Computer Specialist, AS9952-00, X, 100157, Human Resources [Leave Balances](#)

10/03/2021 - 10/16/2021 13.00 Hours / 1.00 Units ⓘ 🗨 Pending Submitted On 10/15/2021, 12:07 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
10 1.00 Units	11	12	13	14 9.00 Hours	15 4.00 Hours	16

[Add Earn Code](#)

Pay Overtime Indicator Shift 1 ⊖ 1.00 Units ✎ 🗑 ⊖

[Add More Time](#)

Total: 1.00 Units [Account Distribution](#)

Exit Page Cancel Save Preview

6. Perform the necessary action at this point (**Return** will take you back to the previous page, **Details** will take you back to the timesheet details, **Return for correction** will return the timesheet to the employee, **Approve** will approve the timesheet.)

Employee Dashboard - Time Entry Approvals - Computer Specialist, AS9952-00, X, 100157, Human Resources - Preview

**Timesheet Detail Summary**

A20083055, Sanders, Barry J.

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

Pay Period: 10/03/2021 - 10/16/2021 13.00 Hours / 1.00 Units Pending Submitted On 10/15/2021, 12:07 PM

**Time Entry Detail**

Date	Earn Code	Shift	Total
10/10/2021	306, Pay Overtime Indicator	1	1.00 Units
10/14/2021	020, Regular Hourly Pay	1	9.00 Hours
10/15/2021	020, Regular Hourly Pay	1	4.00 Hours

**Time Information**

Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
10/14/2021	020, Regular Hourly Pay		9.00	07:00 AM		Testing	04:00 PM		Testing
10/15/2021	020, Regular Hourly Pay		4.00	07:55 AM	11:57 AM	Missed punch	11:55 AM	11:57 AM	

**Summary**

Earn Code	Shift	Week 1	Week 2	Total
306, Pay Overtime Indicator	1		1.00	1.00 Units
020, Regular Hourly Pay	1		13.00	13.00 Hours
<b>Total Hours</b>			13.00	
<b>Total Units</b>			1.00	

**Routing and Status**

Name	Action	Date & Time
Sanders, Barry J.	Originated	10/15/2021, 11:43 AM
Sanders, Barry J.	Submitted	10/15/2021, 12:07 PM
Iba, Henry	Pending Approval	

Comment (Optional):  
Add Comment

Return    Details    Return for correction    Approve

Questions or Problems: Contact [helpdesk@okstate.edu](mailto:helpdesk@okstate.edu) or call at 405-744-4357