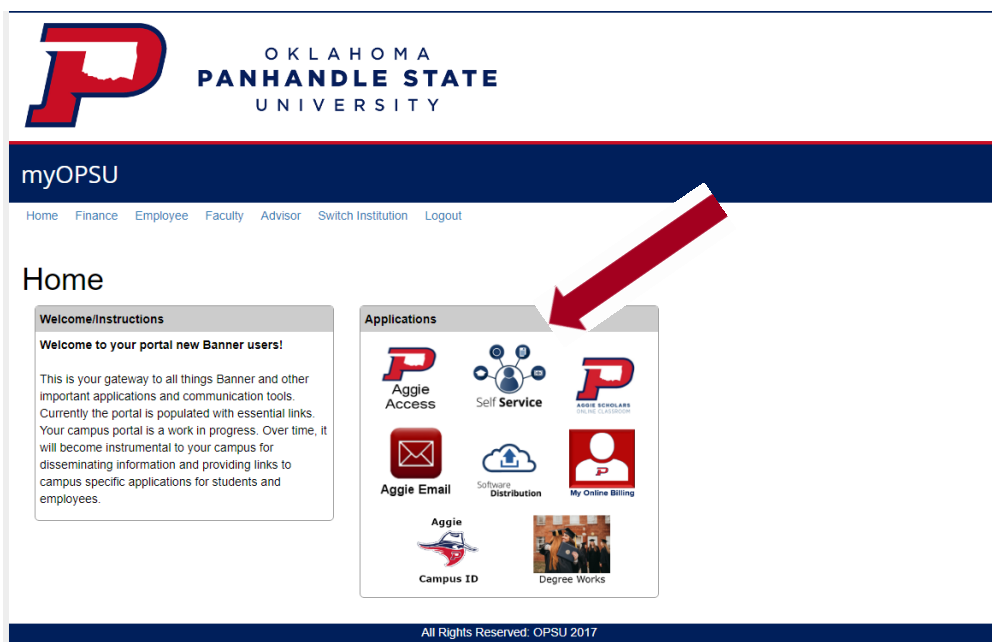


Employee Dashboard Leave Reporting

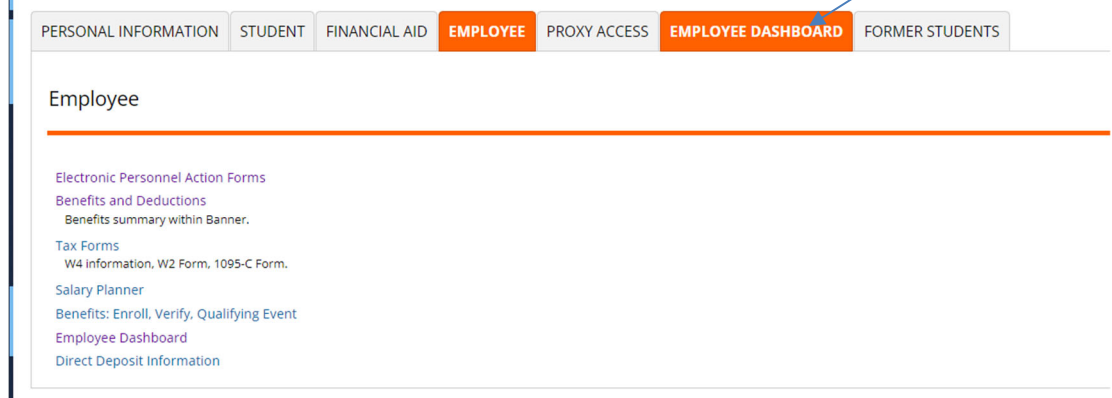
The administrative systems under the Banner umbrella include student information systems, financial aid, and human resources. With one place to sign in employees can get their employment information, manage time-sheets and leave reports.

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

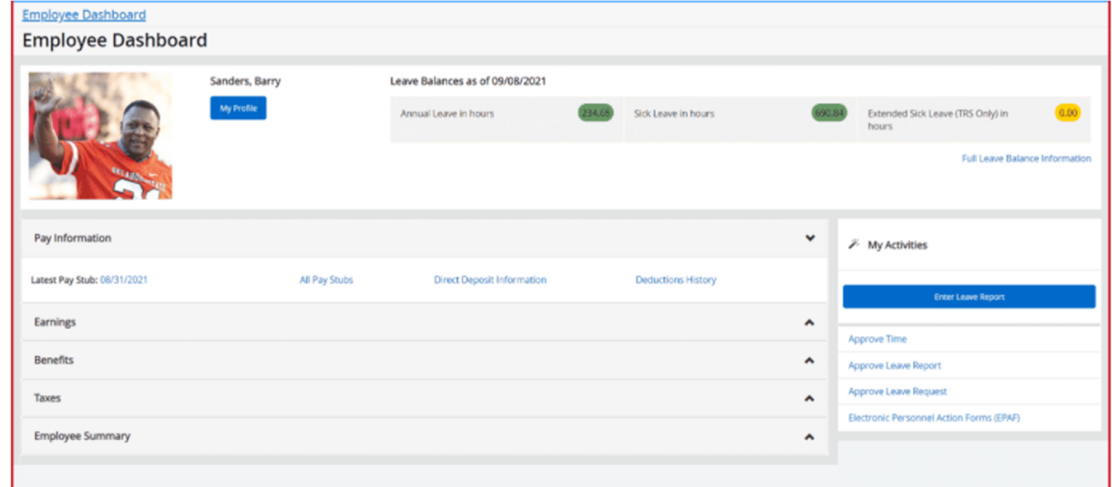


The screenshot shows the myOPSU portal interface. At the top left is the Oklahoma Panhandle State University logo, featuring a large red 'P' with a white outline and the text 'OKLAHOMA PANHANDLE STATE UNIVERSITY' to its right. Below the logo is a dark blue navigation bar with the text 'myOPSU' in white. 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 text that reads: 'Welcome to your portal new Banner users! This is your gateway to all things Banner and other important applications and communication tools. Currently the portal is populated with essential links. Your campus portal is a work in progress. Over time, it will become instrumental to your campus for disseminating information and providing links to campus specific applications for students and employees.' On the right is an 'Applications' box with a grey header, containing a grid of application icons. A large red arrow points from the top right towards the 'Self Service' icon in the center of the grid. The icons include: Aggie Access (red 'P' logo), Self Service (blue person icon with 'SS' in a circle), Aggie Scholars (red 'P' logo with 'AGGIE SCHOLARS' text), Aggie Email (red envelope icon), Software Distribution (blue cloud icon), My Online Billing (red person icon), Aggie Campus ID (red 'P' logo with 'AGGIE' text), and Degree Works (photo of students).

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 Leave Report, under My Activities, select **Enter Leave Report**.



4. Choose the appropriate Leave Report Period using the drop-down. If you have already started this period's leave report, select **In Progress**

The screenshot shows the 'Leave Report' page. At the top, there are navigation links for 'Employee Dashboard' and 'Leave Report'. Below this, there are tabs for 'Approvals' and 'Leave Report'. A 'Leave Report Period' dropdown menu is visible. The main content area contains a table with the following data:

Leave Period	Hours/Days/Units	Submitted On	Status
Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems			
08/16/2021 - 09/15/2021			In Progress

There is also a 'Prior Periods' link on the right side of the table.

5. Select the day you wish to enter leave and select the drop-down for the **Earn Code**.

The screenshot shows the 'Leave Report' page with a calendar view. The calendar displays the period from 08/16/2021 to 09/15/2021. The days are labeled: SUNDAY (5), MONDAY (6, Labor Day), TUESDAY (7), WEDNESDAY (8, selected), THURSDAY (9), FRIDAY (10), and SATURDAY (11). Below the calendar, there is an 'Add Earn Code' section with a dropdown menu labeled 'Select Earn Code'. At the bottom of the page, there are 'Exit Page', 'Cancel', 'Save', and 'Preview' buttons.

6. Select the appropriate **Earn Code** for the leave you will be using for that

The screenshot shows the 'Leave Report' interface for 'Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems'. The calendar view shows dates from 08/16/2021 to 09/15/2021. The date 08/16/2021 (Monday) is selected and labeled 'Labor Day'. Below the calendar, there is a section titled 'Add Earn Code'. A dropdown menu is open, showing the following options: Annual Leave, Annual Leave (highlighted), Sick Leave, Administrative Leave, Military Leave, and Jury Duty. The 'Hours' field is empty. At the bottom, there are 'Cancel', 'Save', and 'Preview' buttons.

7. Enter the number of hours you are utilizing for the corresponding Earn Code/Leave on the selected date and select **Save**.

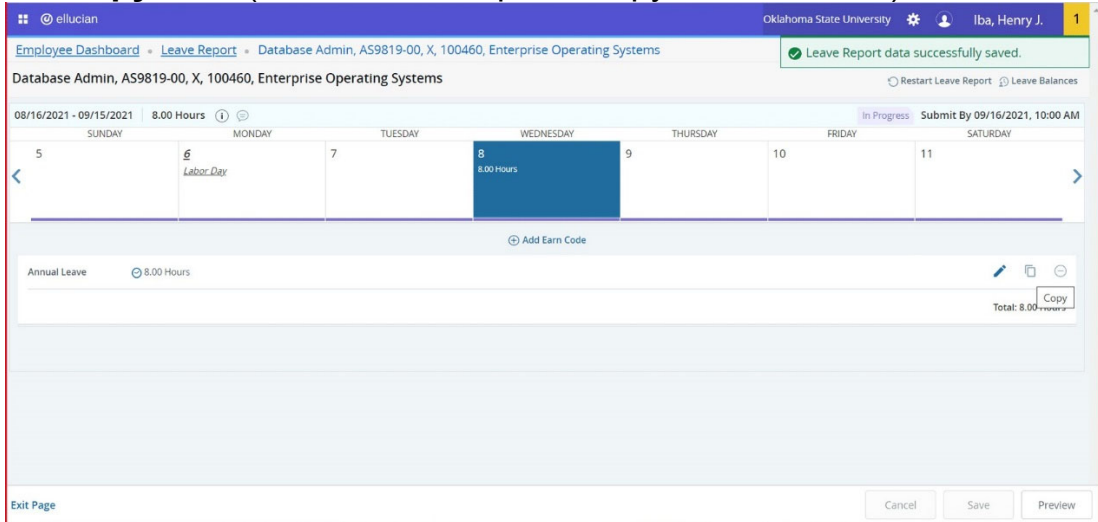
The screenshot shows the 'Leave Report' interface with the 'Annual Leave' option selected in the dropdown menu. The 'Hours' field now contains '8.00'. The 'Add Earn Code' section is now empty. At the bottom, there are 'Cancel', 'Save', and 'Preview' buttons. A URL is visible at the bottom left: <https://employeeselfservice.okstate.edu:8063/EmployeeSelfService/sst/timeEntry/#/teApp/leavereport/dashboard/leaveperiod>

8. You will receive a message Leave Report data successfully saved.

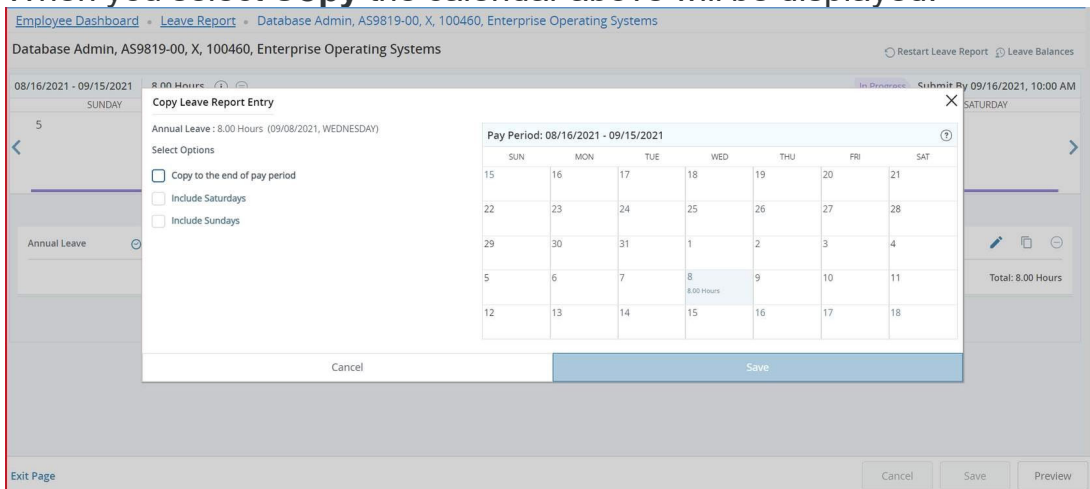
The screenshot shows the 'Leave Report' interface with a green success message at the top: 'Leave Report data successfully saved.' The calendar view shows the date 08/16/2021 with '8.00 Hours' entered. Below the calendar, the 'Add Earn Code' section now shows 'Annual Leave' with '8.00 Hours' next to it. At the bottom right, there is a 'Total: 8.00 Hours' label. At the bottom, there are 'Cancel', 'Save', and 'Preview' buttons.

Copy Earn Code/Leave Value

1. To copy the same value to multiple days in the same leave period, select the **Copy** icon. (Pencil=Edit, Papers=Copy, Circle=Delete)



2. When you select **Copy** the calendar above will be displayed.



- You can either check **Copy to the end of pay period** or select specific days to copy the hours to. The above illustration shows selection of specific

Employee Dashboard - Leave Report - Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems

Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems

08/16/2021 - 09/15/2021 8.00 Hours

Copy Leave Report Entry

Annual Leave: 8.00 Hours (09/08/2021, WEDNESDAY)

Select Options

- Copy to the end of pay period
- Include Saturdays
- Include Sundays

Pay Period: 08/16/2021 - 09/15/2021

SUN	MON	TUE	WED	THU	FRI	SAT
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8 8.00 Hours	9	10	11
12	13	14	15	16	17	18

Total: 8.00 Hours

Cancel Save

- If you check **Copy to the end of the pay period** the appropriate days will be selected. Select **Save**. (NOTE: If you check either or both **Include Saturdays** and/or **Include Sundays** these days will be selected as well. This will be rare.)

Employee Dashboard - Leave Report - Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems

Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems

08/16/2021 - 09/15/2021 8.00 Hours

Copy Leave Report Entry

Annual Leave: 8.00 Hours (09/08/2021, WEDNESDAY)

Select Options

- Copy to the end of pay period
- Include Saturdays
- Include Sundays

Pay Period: 08/16/2021 - 09/15/2021

SUN	MON	TUE	WED	THU	FRI	SAT
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8 8.00 Hours	9	10	11
12	13	14	15	16	17	18

Total: 8.00 Hours

Cancel Save

- A message will state **The entry has been successfully copied.**

Employee Dashboard - Leave Report - Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems

Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems

08/16/2021 - 09/15/2021 48.00 Hours

The entry has been successfully copied.

Submit By 09/16/2021, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
5	6 Labor Day	7	8 8.00 Hours	9 8.00 Hours	10 8.00 Hours	11

Add Earn Code

Annual Leave 8.00 Hours

Total: 8.00 Hours

Cancel Save Preview

Edit Earn Code/Leave Value

1. Choose the **pencil** icon to edit your entries for the leave period.

The screenshot shows the 'Leave Report' interface for Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems. The calendar view shows the period from 08/16/2021 to 09/15/2021. On Wednesday, 9/8/2021, there is an entry for 8.00 Hours of Annual Leave. A pencil icon is visible next to the entry, indicating it can be edited. The total hours shown at the bottom right is 8.00 Hours.

2. Make appropriate changes and Save.

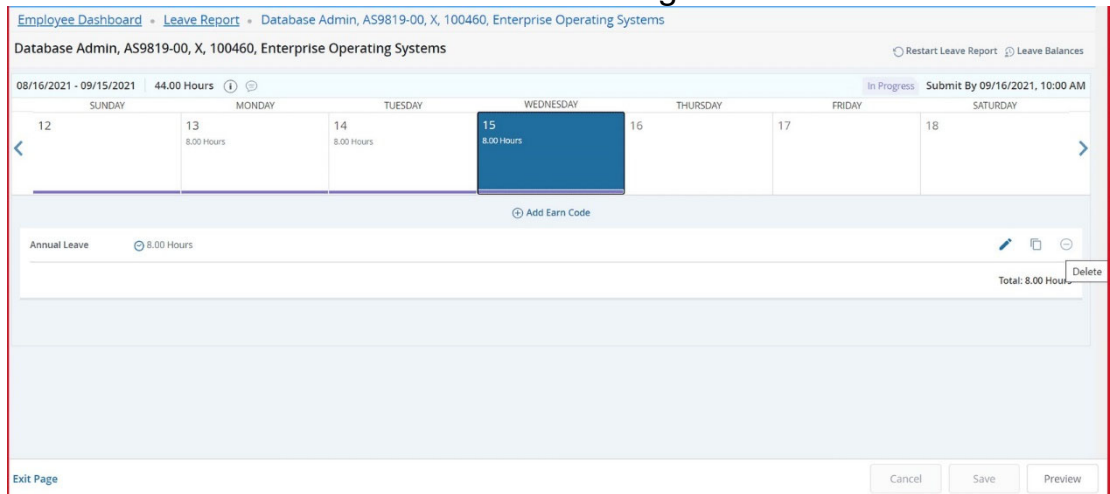
The screenshot shows the same 'Leave Report' interface. The entry for Wednesday, 9/8/2021, has been edited to 4.00 Hours. The 'Hours' field is highlighted, and the total hours shown at the bottom right is now 4.00 Hours.

3. This illustrates changing the previously entered 8 hours of Annual Leave to 4 hours of Annual Leave. **Save** after entering.

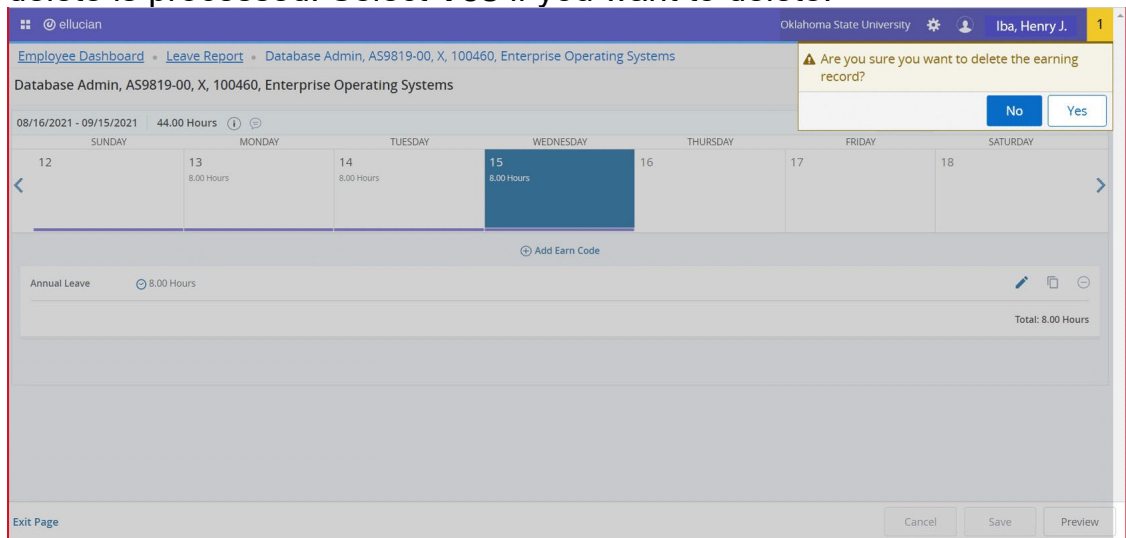
The screenshot shows the final state of the 'Leave Report' interface. The entry for Wednesday, 9/8/2021, is now 4.00 Hours of Annual Leave. A green message at the top right states 'Leave Report data successfully saved.' The total hours shown at the bottom right is 4.00 Hours.

Delete Earn Code/Leave Value

1. Select the **Delete** icon to remove an earning/leave record.



2. You will be prompted to be certain you want to delete a record before the delete is processed. Select **Yes** if you want to delete.



3. Save the record.

Employee Dashboard - Leave Report - Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems

Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems [Restart Leave Report](#) [Leave Balances](#)

08/16/2021 - 09/15/2021 44.00 Hours [In Progress](#) [Submit By 09/16/2021, 10:00 AM](#)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
12	13 8.00 Hours	14 8.00 Hours	15 8.00 Hours	16	17	18

[Add Earn Code](#)

[Exit Page](#) [Cancel](#) [Save](#) [Preview](#)

4. You will receive a message Leave Report data successfully saved.

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Employee Dashboard - Leave Report - Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems [Leave Report data successfully saved.](#) [Restart Leave Report](#) [Leave Balances](#)

Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems

08/16/2021 - 09/15/2021 36.00 Hours [In Progress](#) [Submit By 09/16/2021, 10:00 AM](#)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
12	13 8.00 Hours	14 8.00 Hours	15	16	17	18

[Add Earn Code](#)

Earn Code

[Exit Page](#) [Cancel](#) [Save](#) [Preview](#)

Entering Multiple Earn Codes/Leave

1. To enter multiple earn codes/leave types on the same day, choose the appropriate earn code, enter the correct number of hours for that type and **Save**. You will receive a message **Leave Report data successfully saved**.

Employee Dashboard - Leave Report - Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems

Leave Report data successfully saved.

Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems

08/16/2021 - 09/15/2021 | 40.00 Hours | In Progress | Submit By 09/16/2021, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
12	13 8.00 Hours	14 8.00 Hours	15 4.00 Hours	16	17	18

+ Add Earn Code

Sick Leave 4.00 Hours

Total: 4.00 Hours

Exit Page Cancel Save Preview

2. Choose **+Add Earn Code** to enter more than one Earn Code/Leave Type per day. Select the appropriate earn code, enter the correct number of hours for that type and **Save**.

Employee Dashboard - Leave Report - Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems

Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems

08/16/2021 - 09/15/2021 | 40.00 Hours | In Progress | Submit By 09/16/2021, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
12	13 8.00 Hours	14 8.00 Hours	15 4.00 Hours	16	17	18

+ Add Earn Code

Sick Leave 4.00 Hours

Total: 4.00 Hours

Earn Code Annual Leave Hours 4

Exit Page Cancel Save Preview

https://employeeesservice.okstate.edu:8063/EmployeeSelfService/ssb/timeEntry#teApp/leavereport/dashboard/leaveperiod

3. Select **Preview** to preview your leave report prior to submitting. To start over, select **Restart Leave Report**. NOTE: Restarting will erase all entries.

Employee Dashboard » Leave Report » Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems

Leave Report data successfully saved.

Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems

Restart Leave Report Leave Balances

08/16/2021 - 09/15/2021 44.00 Hours In Progress Submit By 09/16/2021, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
12	13 8.00 Hours	14 8.00 Hours	15 8.00 Hours	16	17	18

Add Earn Code

Annual Leave	4.00 Hours	Total: 4.00 Hours
Sick Leave	4.00 Hours	Total: 4.00 Hours

Exit Page Cancel Save Preview

Submit Report

1. **Submit** to submit your leave report for Approval.

Employee Dashboard > Leave Report > Database Admin_A59819-00_X_100460_Enterprise Operating Systems > Preview

Leave Report Detail Summary

Database Admin_A59819-00_X_100460_Enterprise Operating Systems
Pay Period: 08/16/2021 - 09/15/2021 44.00 Hours [In Progress](#) Submit By 09/16/2021, 10:00 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	20.00		24.00

Routing and Status

Name	Action	Date & Time
Sanders, Barry	Originated	08/16/2021, 05:44 AM
Thomas Thurman	In the Queue	

Comment (Optional)

Add Comment

200 characters remaining

Buttons: [Return](#) [Submit](#)

2. You will receive a message **The Leave Report has been successfully submitted**. The Routing and Status section shows the Date and Time your leave report was originated and submitted by you and from whom it is pending approval. Once approved, the leave report can no longer be recalled; however, supervisors can Return for Correction.

Employee Dashboard > Leave Report > Database Admin_A59819-00_X_100460_Enterprise Operating Systems > Preview

Leave Report Detail Summary

Database Admin_A59819-00_X_100460_Enterprise Operating Systems
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	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	

Sanders, Barry
Added on 09/08/2021 (11:34 AM)
Leave Report recalled (System Generated)

Buttons: [Return](#)

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