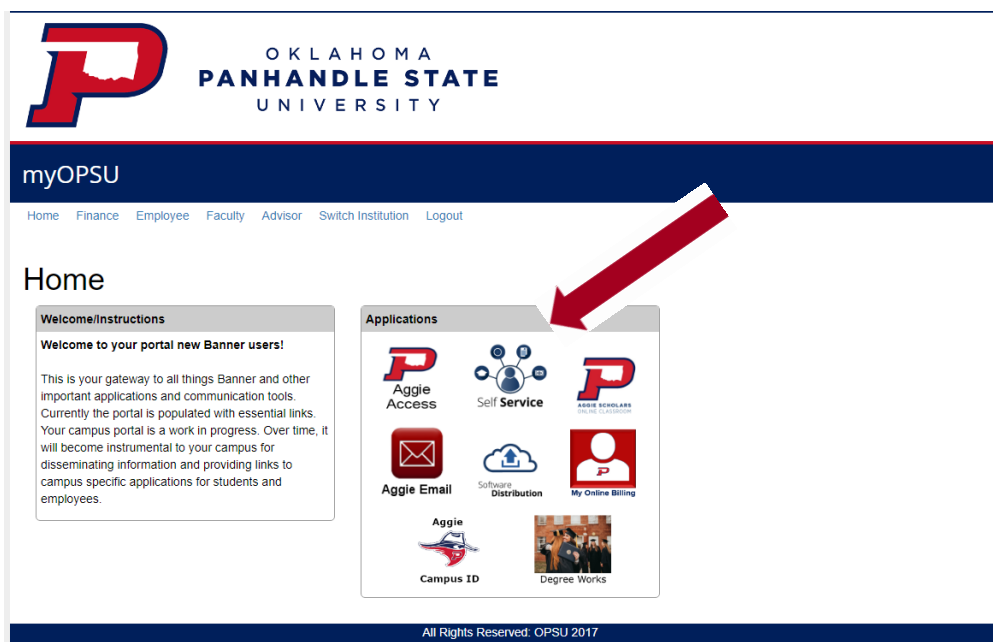


Employee Dashboard Proxy and Super User

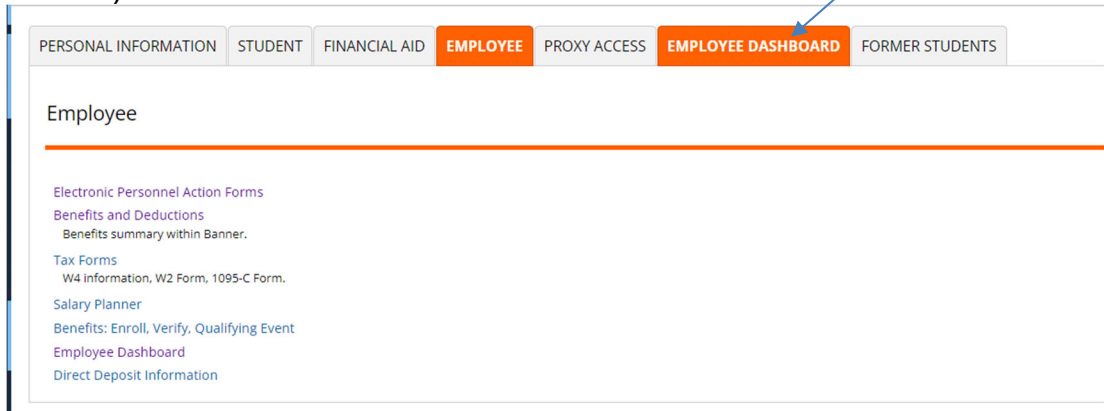
The administrative systems under the Banner umbrella include student information systems, financial aid, and human resources. With one place to sign in employees can get their employment information, manage time sheets and leave reports.

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

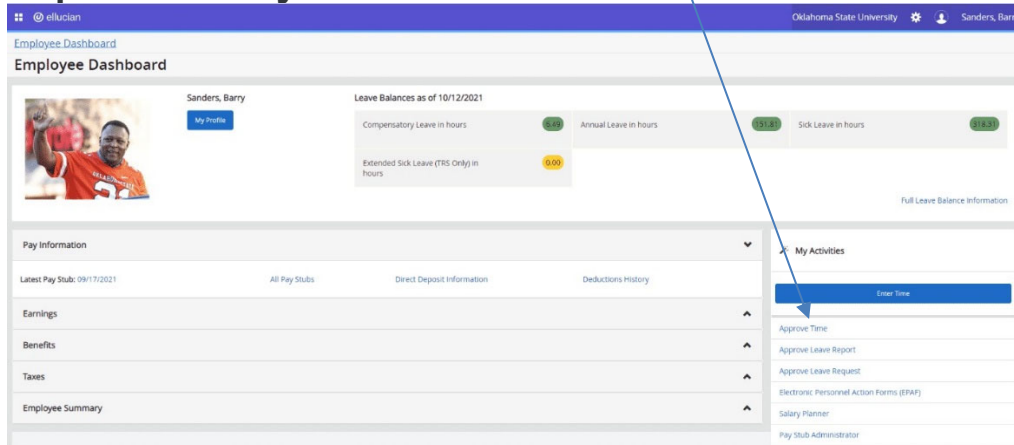


The screenshot displays the myOPSU portal interface. At the top left is the Oklahoma Panhandle State University logo, featuring a large red 'P' with a white outline and the text 'OKLAHOMA PANHANDLE STATE UNIVERSITY' to its right. Below the logo is a dark blue navigation bar with the text 'myOPSU' in white. Underneath the navigation bar is a horizontal menu with links for '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 top row of the grid. The icons include 'Aggie Access', 'Self Service', 'Aggie Scholars', 'Aggie Email', 'Software Distribution', 'My Online Billing', 'Aggie Campus ID', and 'Degree Works'. At the bottom of the page is a dark blue footer with the text 'All Rights Reserved: OPSU 2017'.

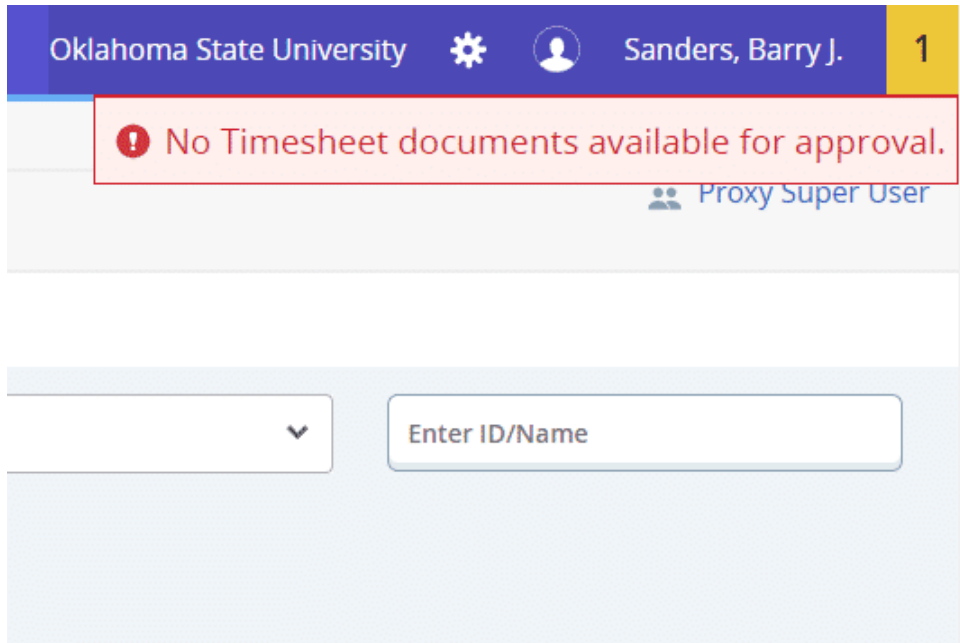
2. **Employee Dashboard Tab:** Select the **Employee Dashboard** tab to enter your Employee Dashboard. (Your tab options may vary due to access)



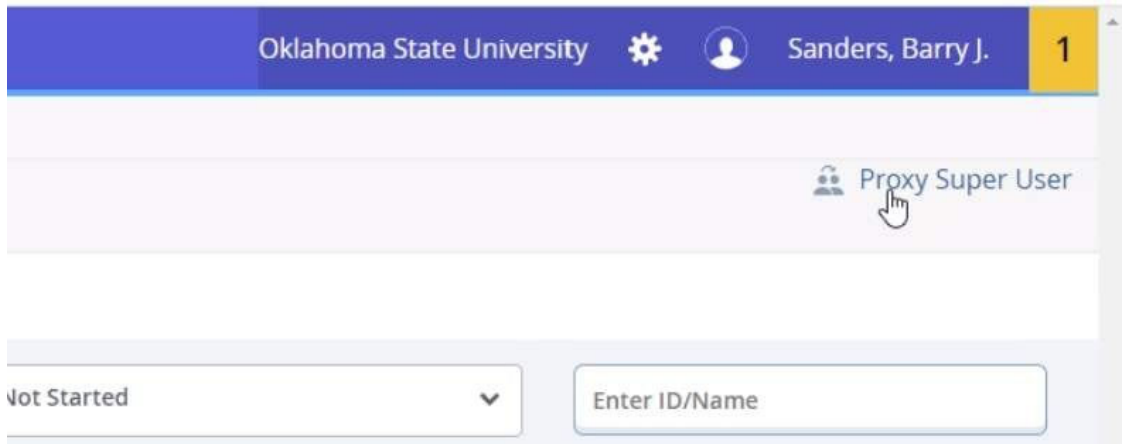
3. To act as a Proxy, select **Approve Time** or **Approve Leave Report** under **My Activities**.



4. You may receive a message stating **No Timesheet documents available for approval**. Acknowledge the message by selecting the **yellow 1**.



5. Select **Proxy Super User**.



6. Select the drop-down menu under **Act as a Proxy for** to select the approver for whom you are acting as a Proxy.

ellucian Oklahoma State University Sanders, Barry

Employee Dashboard > Proxy or Super User

Proxy or Superuser

Application Selection

Time & Leave Approvals

Act as a Superuser

Act as Time Entry Approvals Superuser
 Act as Leave Report Approvals Superuser

Act as a Proxy for

Self-Sanders, Barry, Human Resources

Existing Proxies

Add a new proxy Delete proxies

Select single/multiple names and click on Delete Proxies to remove from list

Employee Name - (Home Organization)

No records found

Navigate to Time & Leave Approvals application

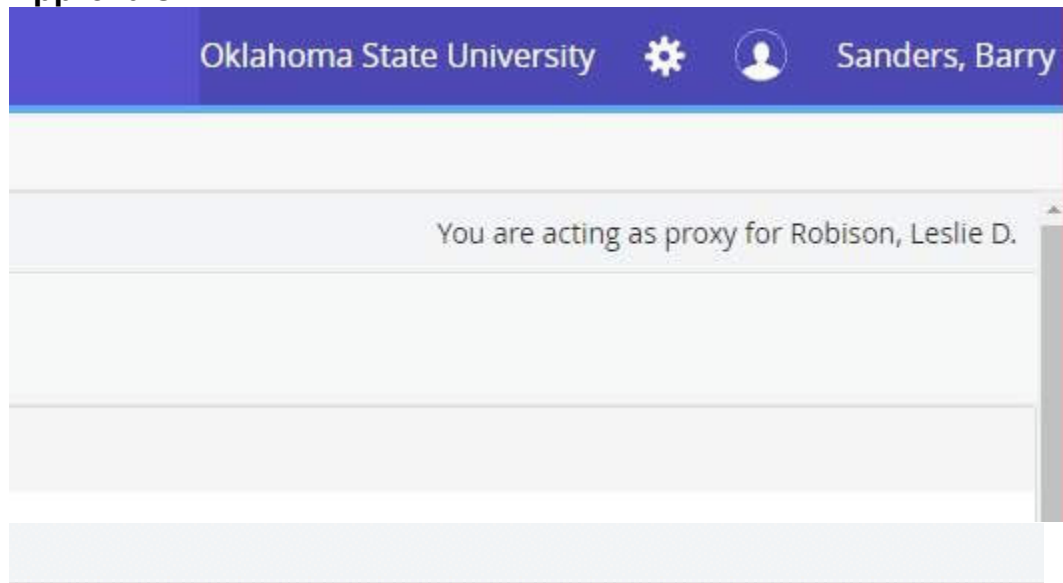
7. Select the appropriate approver from the drop-down menu.

Act as a Proxy for

Self-Sanders, Barry, Human Resources

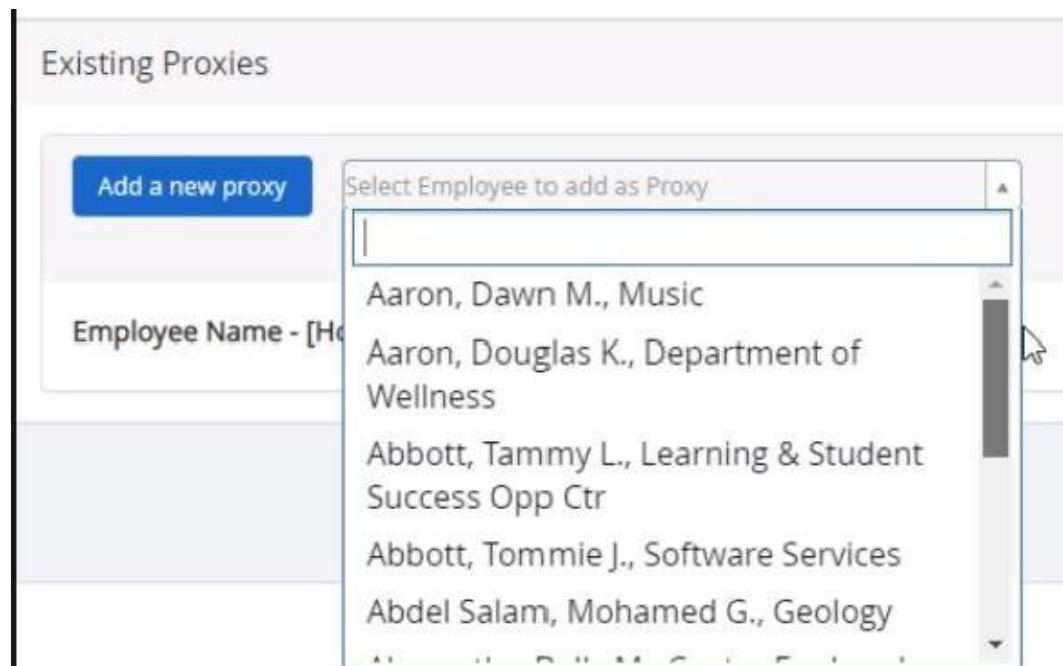
Self-Sanders, Barry, Human Resources
Louthan, Christa L., Human Resources
Merlau, Steven J., Enterprise Operating Systems
Robison, Leslie D., Human Resources

8. In the upper-right hand corner, you will see a message letting you know for whom you are acting as a proxy. Select on **Navigate to Time & Leave Approvals** application to approve time and/or leave. Refer to the **Approvals** Section for further details.

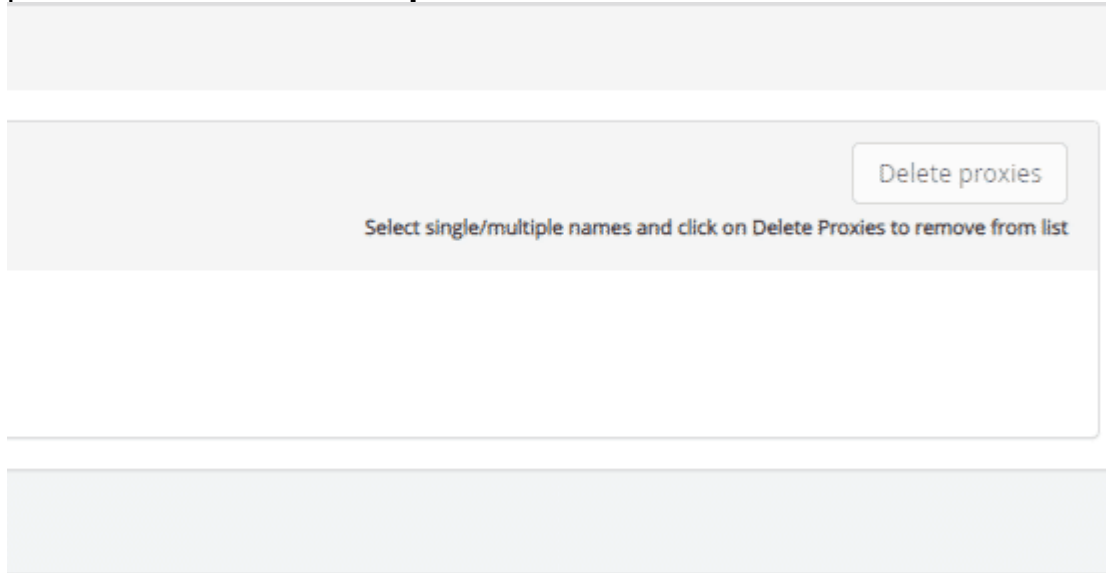


Navigate to Time & Leave Approvals application

9. To add a new proxy (if you are an Approver), select **Add a new proxy** and select a name from the list. NOTE: You can enter a name to search. Select the individual you want to add as your proxy.

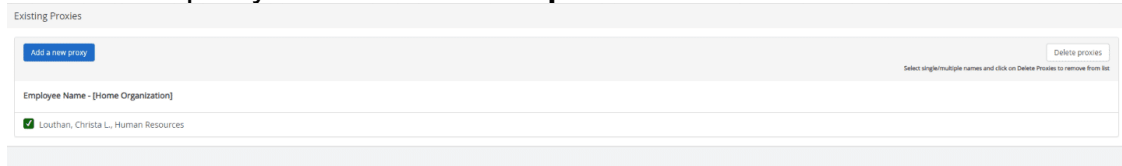


10. To delete a proxy, select one or more existing proxies from the list of proxies and select **Delete proxies**.



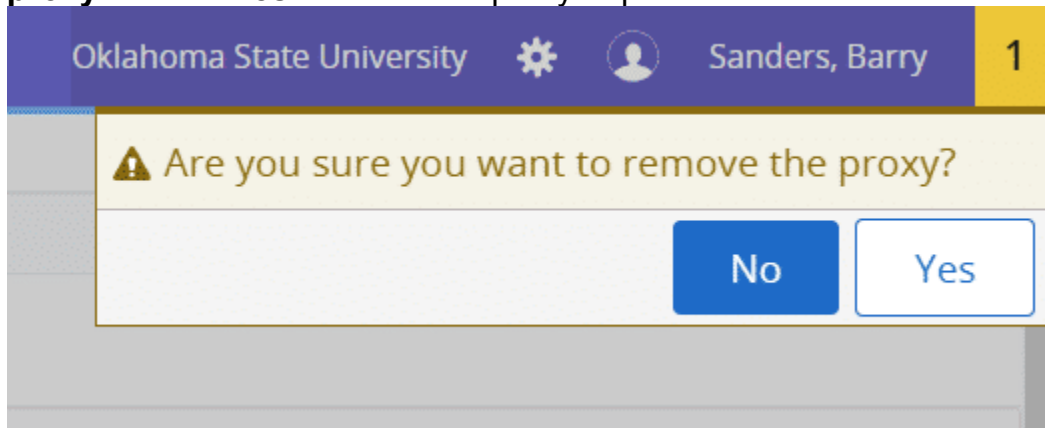
The screenshot shows a light gray interface for managing proxies. At the top right, there is a button labeled "Delete proxies". Below it, centered text reads "Select single/multiple names and click on Delete Proxies to remove from list". The interface is mostly empty, suggesting a list of proxies is present but not visible in this view.

11. Choose the proxy and select **Delete proxies**.



The screenshot shows the "Existing Proxies" interface. At the top left is a button "Add a new proxy" and at the top right is a button "Delete proxies". Below these is a search field labeled "Employee Name - (Home Organization)". A single proxy is listed: "Louthan, Christa L., Human Resources" with a green checkmark in a box to its left, indicating it is selected.

12. You will receive a message **Are you sure you want to remove the proxy?** Select **Yes** to delete the proxy or proxies.



The screenshot shows a confirmation dialog box overlaid on a user interface. The dialog box has a yellow background and a warning icon (a triangle with an exclamation mark) on the left. The text inside the dialog box reads "Are you sure you want to remove the proxy?". At the bottom right of the dialog box are two buttons: a blue button labeled "No" and a white button with a blue border labeled "Yes". The background interface shows the "Oklahoma State University" logo, a gear icon, a user profile icon for "Sanders, Barry", and a yellow notification badge with the number "1".

Super User

1. To act as a Super User, select **Approve Time** or **Approve Leave Report** under **My Activities**.

Employee Dashboard

Sanders, Barry

Leave Balances as of 10/12/2021

Compensatory Leave in hours	0.00	Annual Leave in hours	111.17	Sick Leave in hours	111.17
Extended Sick Leave (TRS Only) in hours	0.00				

Full Leave Balance Information

Pay Information

Latest Pay Stub: 09/17/2021

All Pay Stubs

Direct Deposit Information

Deductions History

Earnings

Benefits

Taxes

Employee Summary

My Activities

Enter Time

Approve Time

Approve Leave Report

Approve Leave Request

Electronic Personnel Action Forms (EPAF)

Salary Planner

Pay Stub Administrator

2. You may receive a message stating **No Timesheet documents available for approval**. Acknowledge the message by selecting the **yellow 1**.

Oklahoma State University

Sanders, Barry J.

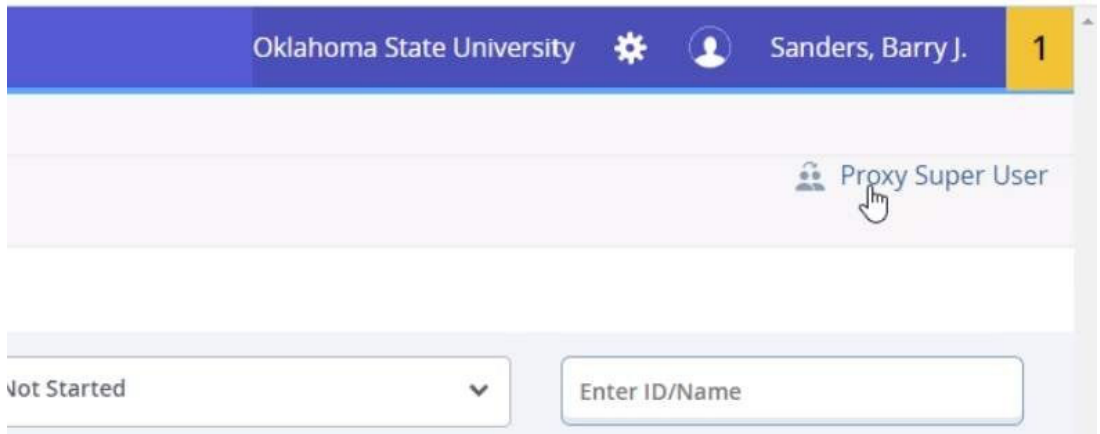
1

No Timesheet documents available for approval.

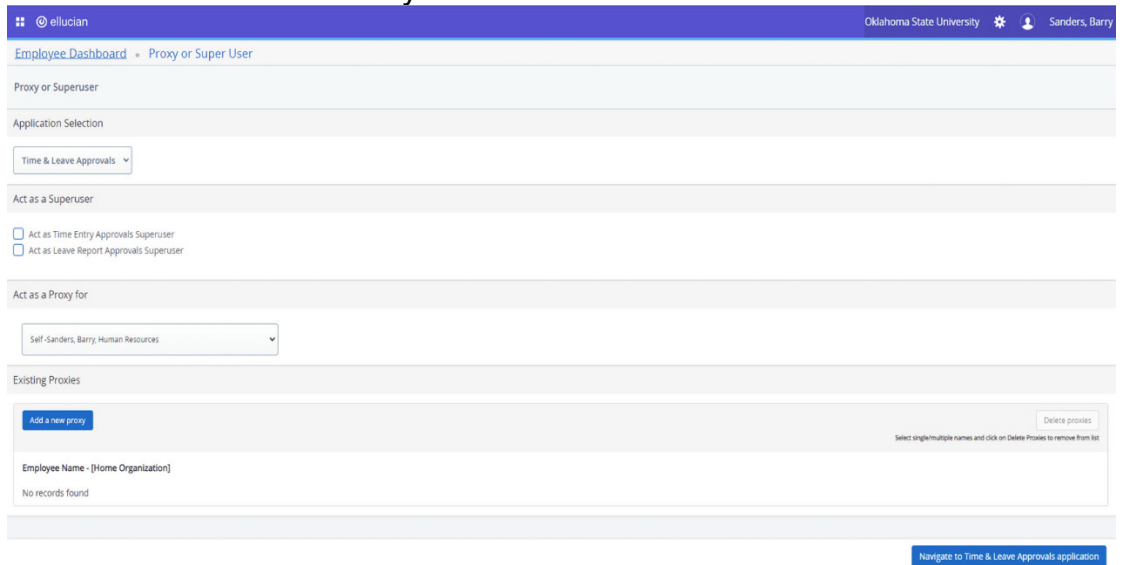
Proxy Super User

Enter ID/Name

3. Select Proxy Super User.



4. Make sure the Act as Proxy for is **Self**.



5. Check Act as Time Entry or Act as Leave Report Approvals Superuser as appropriate. Select Navigate to Time & Leave Approvals application.

The screenshot shows a web interface for managing proxy users. At the top, it says 'Employee Dashboard' and 'Proxy or Super User'. Below this, there's a section for 'Proxy or Superuser' with a notification: 'You are acting as a Superuser for Time Entry Approvals'. The 'Application Selection' section has a dropdown menu set to 'Time & Leave Approvals'. Under 'Act as a Superuser', there are two checkboxes: 'Act as Time Entry Approvals Superuser' (checked) and 'Act as Leave Report Approvals Superuser' (unchecked). The 'Act as a Proxy for' section has a dropdown menu showing 'Self: Sanders, Barry, Human Resources'. The 'Existing Proxies' section includes an 'Add a new proxy' button, a 'Delete proxies' button, and a text input field for 'Employee Name - [Home Organization]'. A note below the input field says 'Select single/multiple names and click on Delete Proxies to remove from list'. At the bottom right, there is a blue button labeled 'Navigate to Time & Leave Approvals application'.

6. Refer to the **Approvals** section for further details.

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