

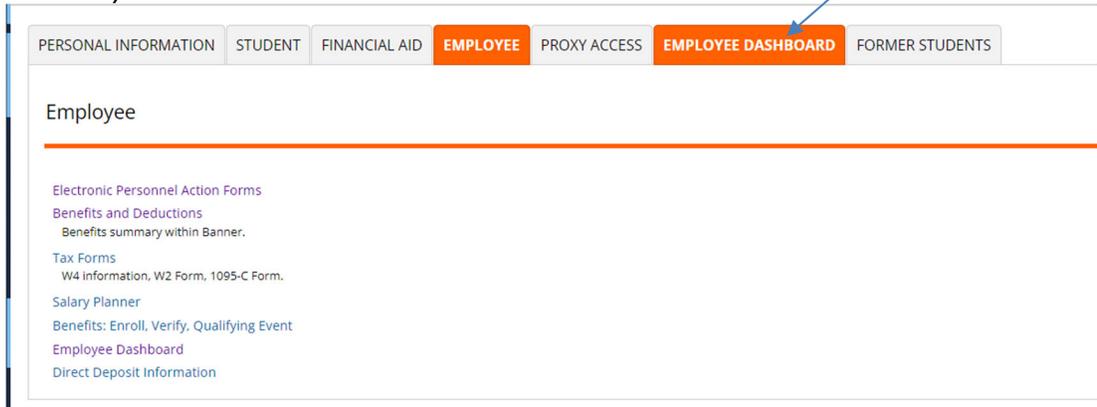
# Employee Dashboard Proxy and Super User

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.

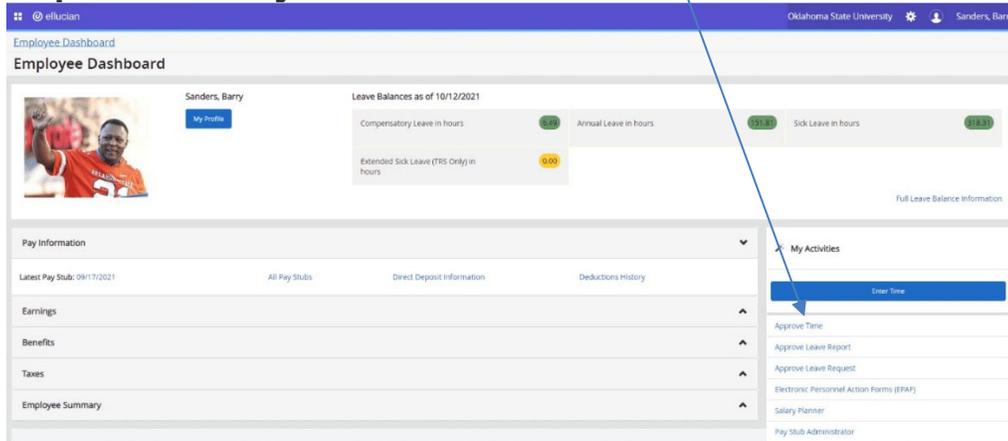
1. Go to [OPSU Portal](#) and log in. Select Self-Service

The screenshot shows the myOPSU portal interface. 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 a dark blue, sans-serif font. Below the logo is a dark blue horizontal bar with the text 'myOPSU' in white. Underneath this bar is a navigation 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 body containing text for new Banner users. On the right is an 'Applications' box with a grey header and a white body 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'.

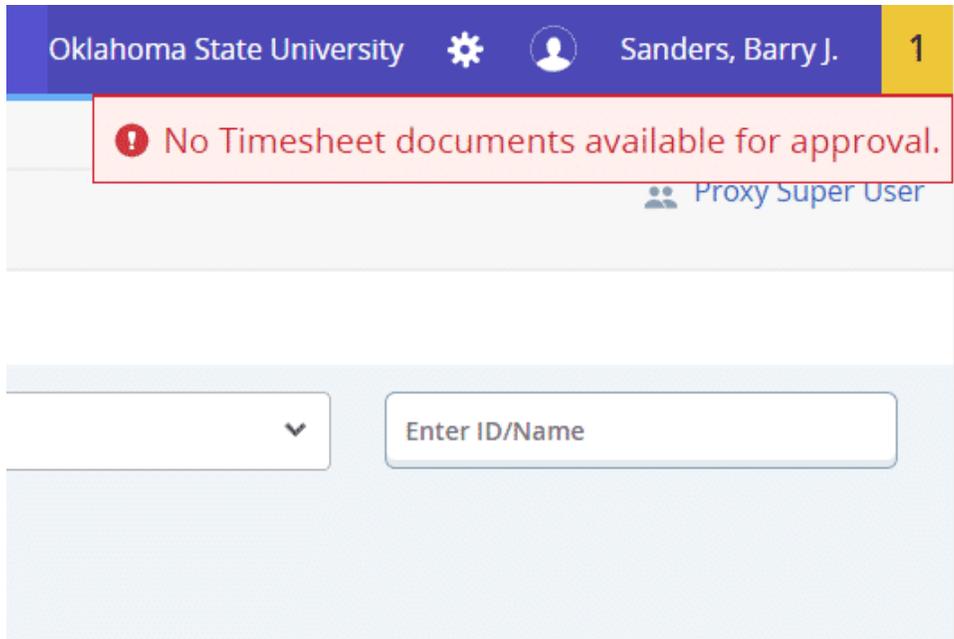
2. **Employee Dashboard Tab:** Select the **Employee Dashboard** tab to enter your Employee Dashboard. (Your tab options may vary due to access)



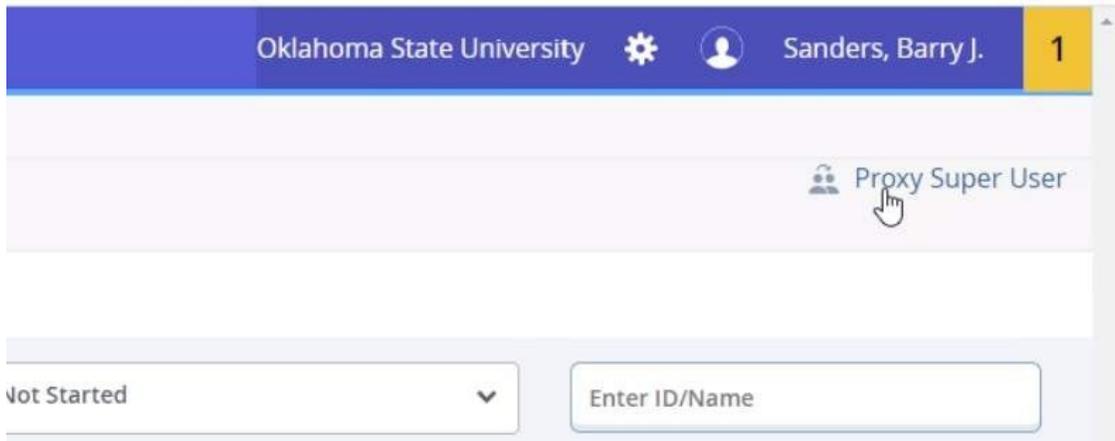
3. To act as a Proxy, select **Approve Time** or **Approve Leave Report** under **My Activities**.



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

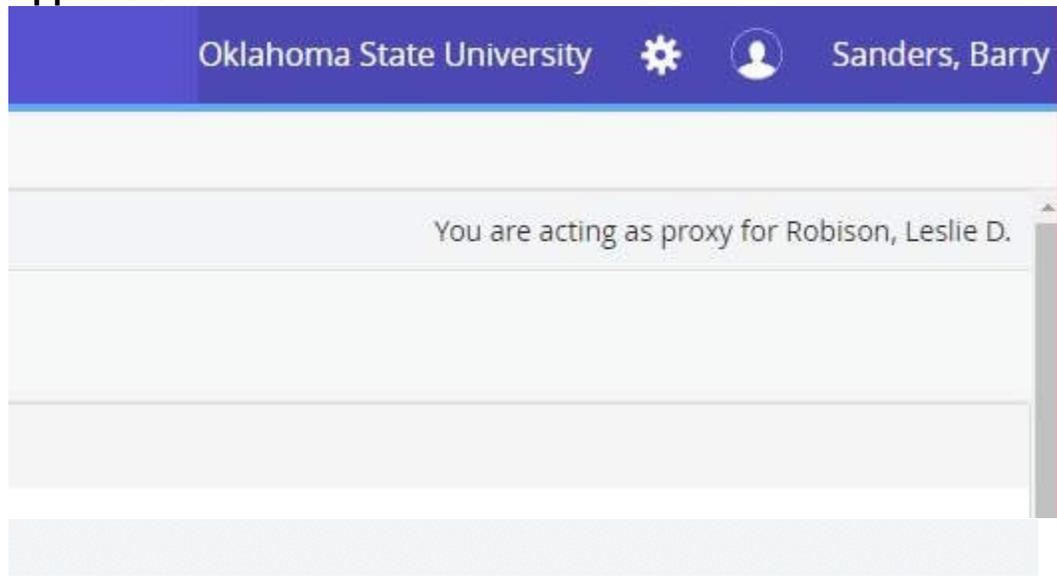
7. Select the appropriate approver from the drop-down menu.

Act as a Proxy for

Self-Sanders, Barry, Human Resources

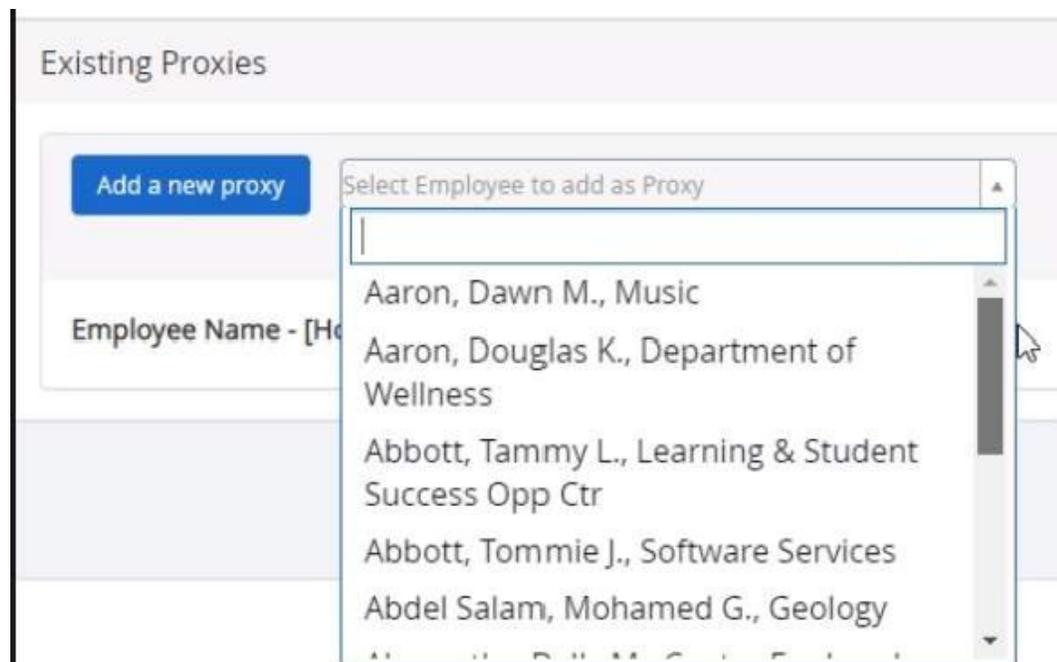
Self-Sanders, Barry, Human Resources  
Louthan, Christa L., Human Resources  
Merlau, Steven J., Enterprise Operating Systems  
Robison, Leslie D., Human Resources

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 the button, 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 that is not visible in this view.

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

This screenshot shows the "Existing Proxies" interface with a proxy selected. At the top left is a blue button "Add a new proxy". At the top right is a "Delete proxies" button with the instruction "Select single/multiple names and click on Delete Proxies to remove from list". Below this 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 top bar of the UI is dark blue and contains "Oklahoma State University", a gear icon, a user profile icon, the name "Sanders, Barry", and a yellow box with the number "1". The dialog box has a yellow header with a warning icon and the text "Are you sure you want to remove the proxy?". Below the header is a white area with two buttons: a blue "No" button and a white "Yes" button with a blue border.

# 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	111.3	Sick Leave in hours	111.3
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.

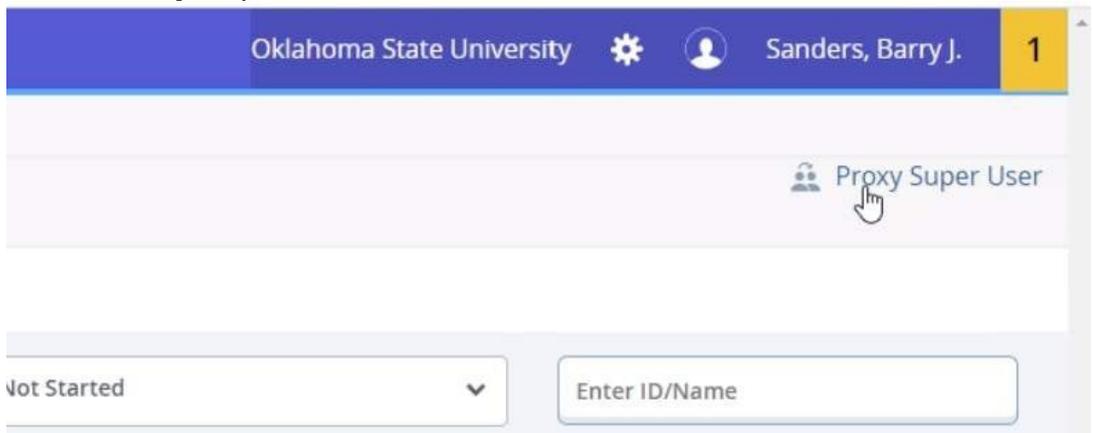
1

No Timesheet documents available for approval.

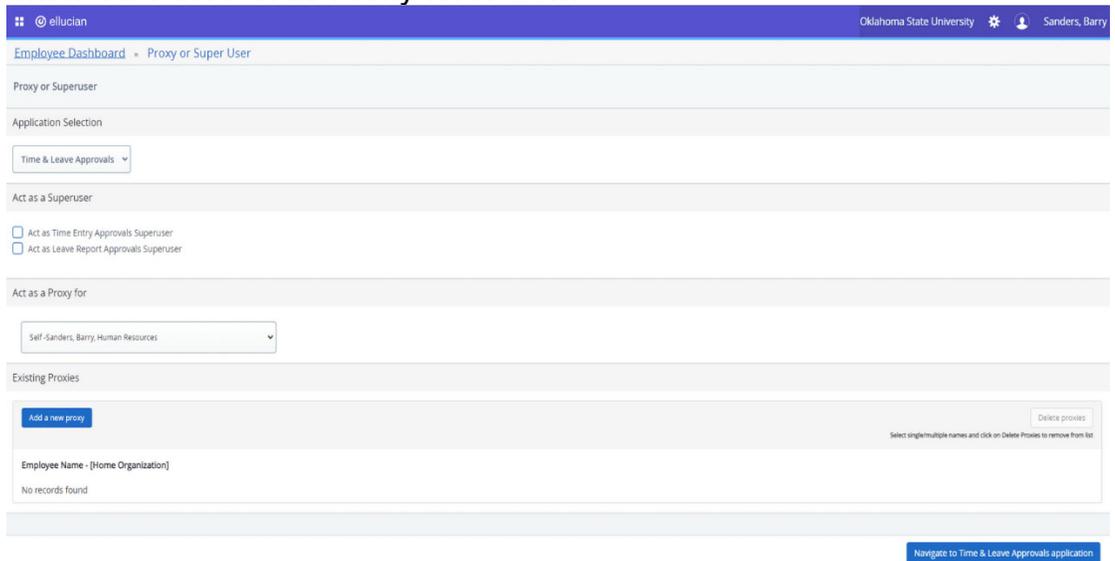
Proxy Super User

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 the 'Employee Dashboard' with a sub-tab for 'Proxy or Super User'. The user is logged in as 'Sanders, Barry' and is acting as a Superuser for Time Entry Approvals. The interface includes sections for 'Application Selection' (set to 'Time & Leave Approvals'), 'Act as a Superuser' (with 'Act as Time Entry Approvals Superuser' selected), and 'Act as a Proxy for' (set to 'Self: Sanders, Barry, Human Resources'). An 'Existing Proxies' section contains an 'Add a new proxy' button and a 'Delete proxies' button. A 'Navigate to Time & Leave Approvals application' button is located at the bottom right.

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

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