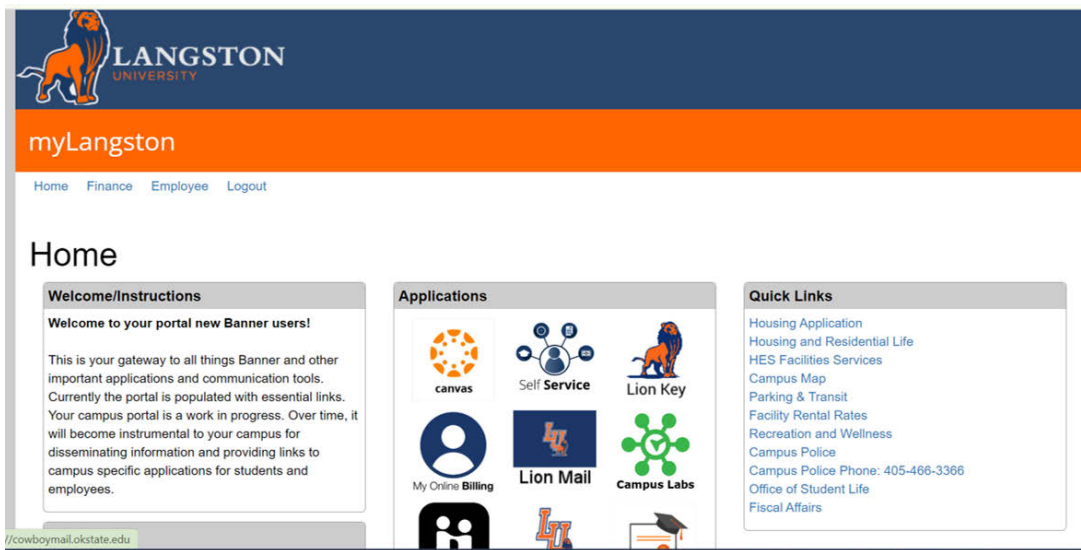


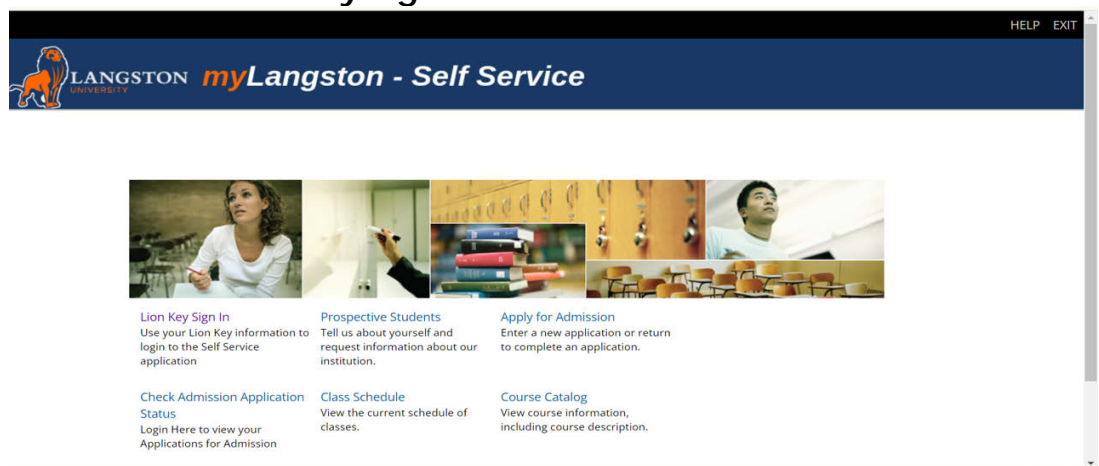
Employee Dashboard Time and Leave Approval

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.

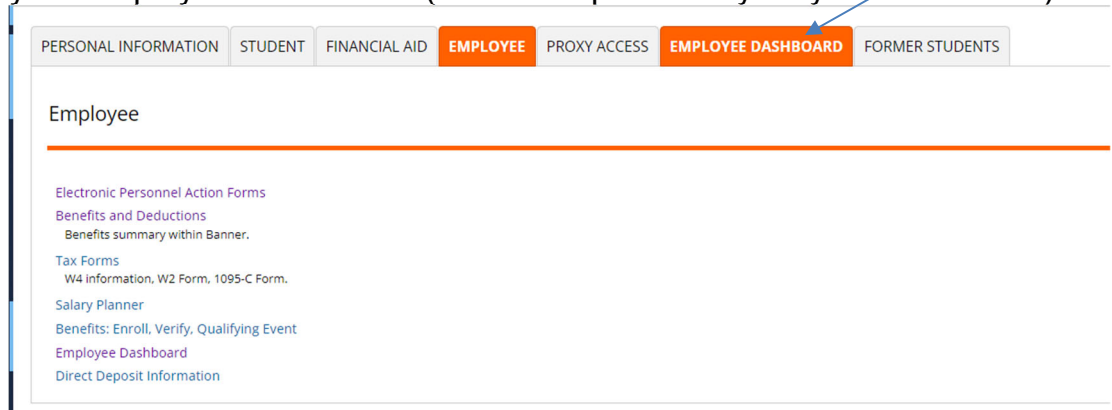
1. Go to my.langston.edu and log in using your Lion Key (O-key) credentials. Select **Self Service**.



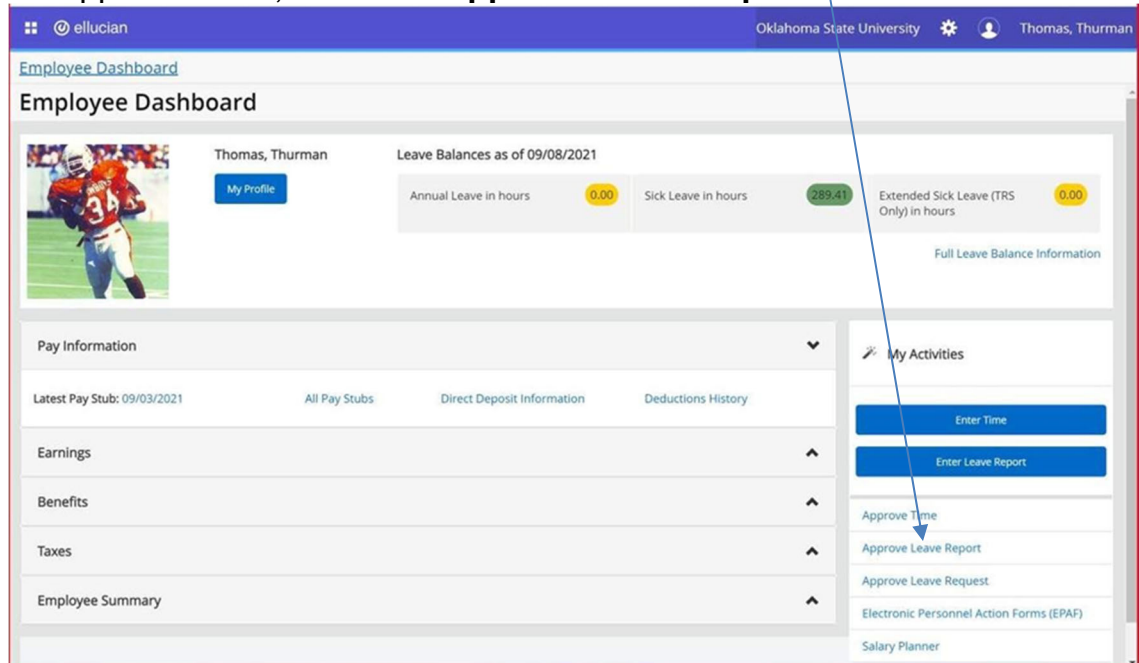
2. Landing Page: Your landing page is customized based on your level of access. Select **Lion Key Sign-In**.



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



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



5. 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

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

6. 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
Total Hours					20.00	24.00	

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

Return Details Return for correction Approve

7. 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
Total Hours				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 the user name "Thomas, Thurman". A green notification banner at the top right states "Leave Report successfully approved." Below this, the "Employee Dashboard" navigation menu includes "Time Entry Approvals" and "Database Admin, AS9819-00, X, 100460, Enterp". The main content area is titled "Summary" and contains several tables:

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	24.00	

Below the summary table is a "Routing and Status" table:

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

There are two summary tables for leave updates:

Leave Code	Posted Hours
Annual Leave	40.00
Total:	40.00

Leave Code	Posted Hours
Sick Leave	4.00
Total:	4.00

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

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**.

The screenshot shows the 'Time Entry Approvals' interface for a Computer Specialist. The top navigation bar includes 'ellucian', 'Oklahoma State University', and the user 'Iba, Henry'. The breadcrumb trail is 'Employee Dashboard > Time Entry Approvals > Computer Specialist, AS9952-00, X, 100157, Human Resources'. The main header displays 'Computer Specialist, AS9952-00, X, 100157, Human Resources' and a 'Leave Balances' link. The central area shows a calendar for the period 10/03/2021 to 10/16/2021, with a total of 13.00 Hours. The calendar grid shows Sunday (10) with 1.00 unit entered, Monday (11), Tuesday (12), Wednesday (13), Thursday (14) with 9.00 Hours, and Friday (15) with 4.00 Hours. Below the calendar is an 'Add Earn Code' section with a dropdown menu set to 'Pay Overtime Indicator', a 'Shift' dropdown set to '1', and a 'Units*' input field containing '1'. An 'Add More Time' button is visible below the input fields. At the bottom, there are 'Exit Page', 'Cancel', 'Save', and 'Preview' buttons.

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

The screenshot shows the 'Time Entry Approvals' interface after the overtime unit has been saved. A green notification banner at the top right displays 'Timesheet data successfully saved.' The main header now shows '13.00 Hours / 1.00 Units'. The calendar grid shows Sunday (10) with 1.00 Units entered. Below the calendar is an 'Add Earn Code' section showing the saved entry: 'Pay Overtime Indicator' with 'Shift 1' and '1.00 Units'. An 'Add More Time' button is visible below the entry. At the bottom right, a summary shows 'Total: 1.00 Units' and a link for 'Account Distribution'. At the bottom, there are 'Exit Page', 'Cancel', 'Save', and 'Preview' buttons.

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.)

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
Total Hours			13.00	
Total Units			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@langston.edu, helpdesk@okstate.edu or call at 405-744-4357