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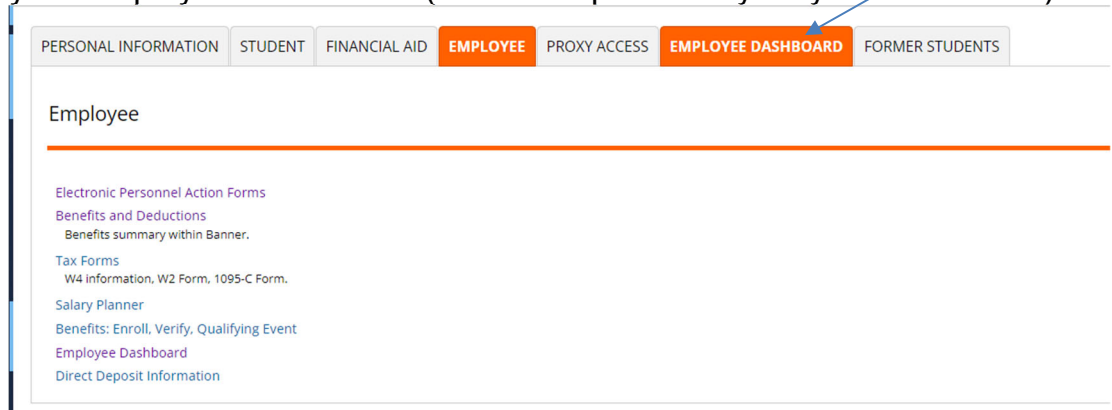
1. Go to my.langston.edu and log in using your Lion Key (O-key) credentials. Select **Self Service**.
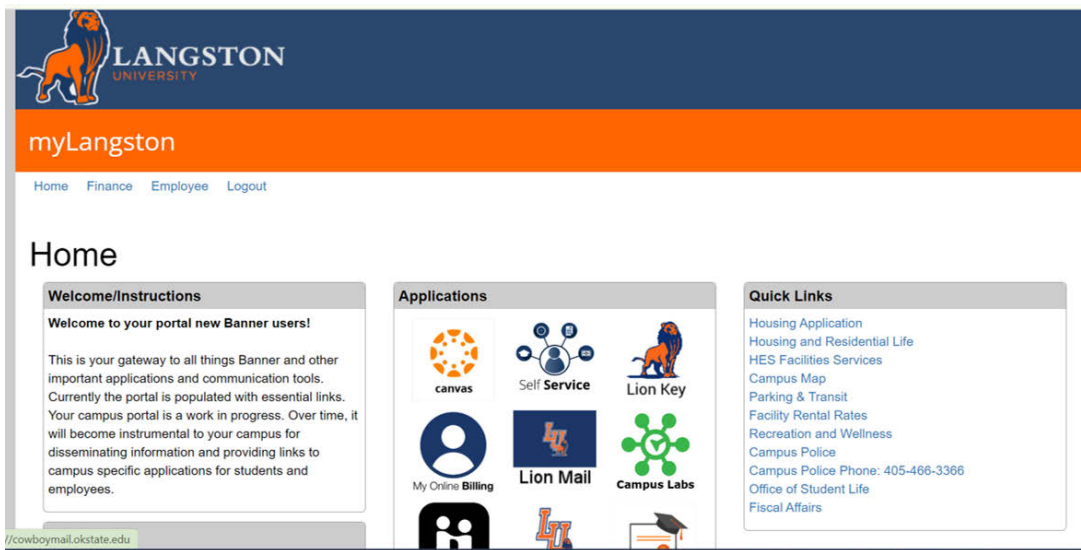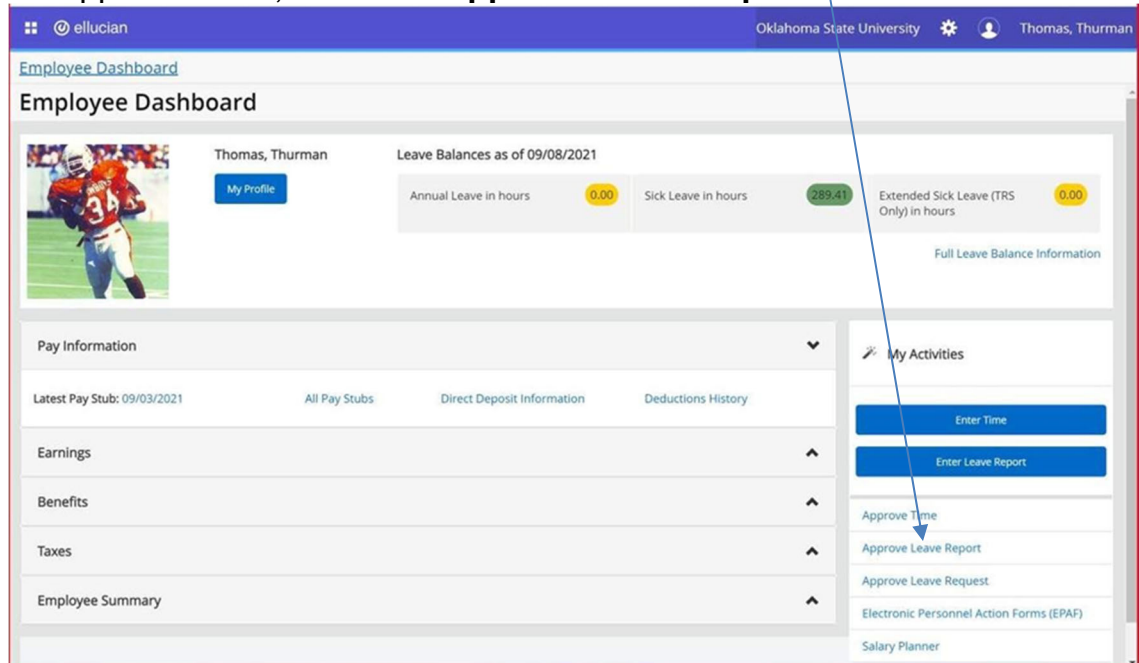

2. Landing Page: Your landing page is customized based on your level of access. Select **Lion Key Sign-In**.
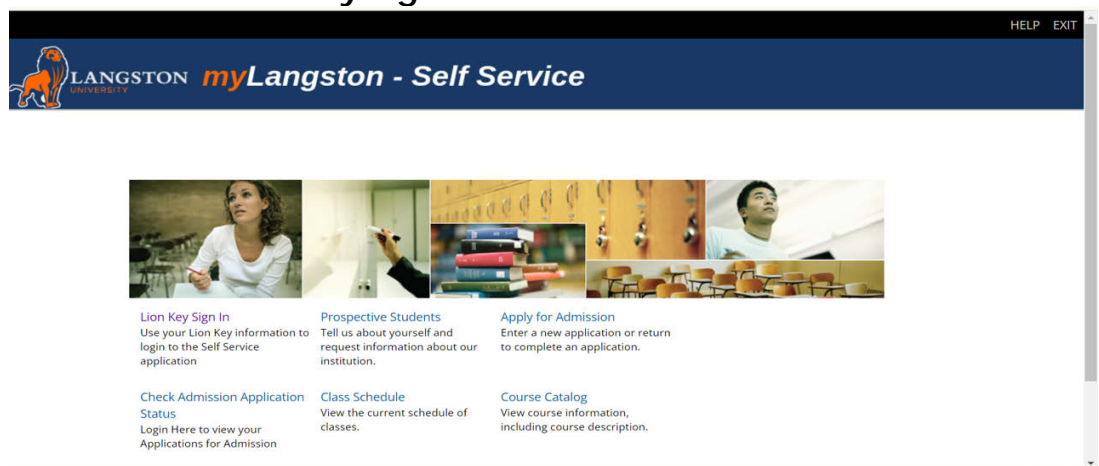
3. **Employee Dashboard Tab:** Select the **Employee Dashboard** tab to enter your Employee Dashboard. (Your tab options may vary due to access)

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.

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 timedoes not allow for correction and resubmission before the deadline. **Approve** will approve the leave report and reduce the leave balance.

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

8. Once approved, the leave report cannot be returned or recalled. The **Return** button will return the approver to theprevious page to approve the next leave report.

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 whenworked rather than accruing comp time.

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

2. 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.

3. Click on **Details.**

4. 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**.

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

6. Perform the necessary action at this point (**Return** will take youback 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.)

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