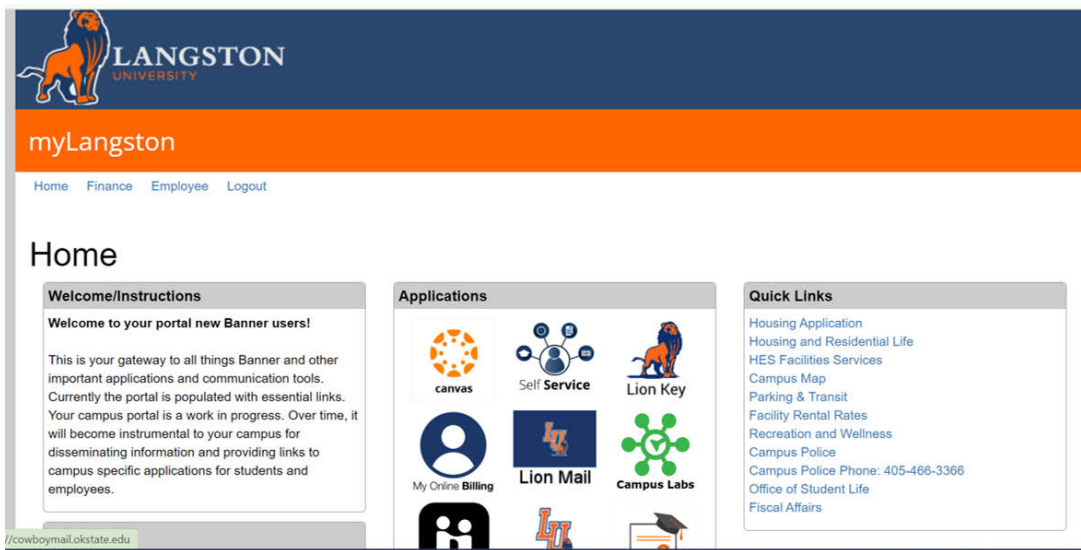


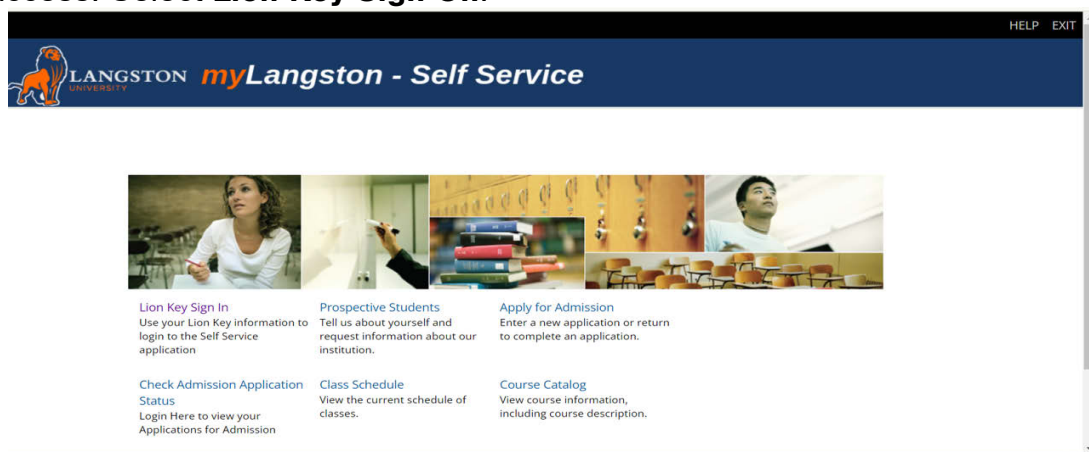
Employee Dashboard Leave Reporting

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.

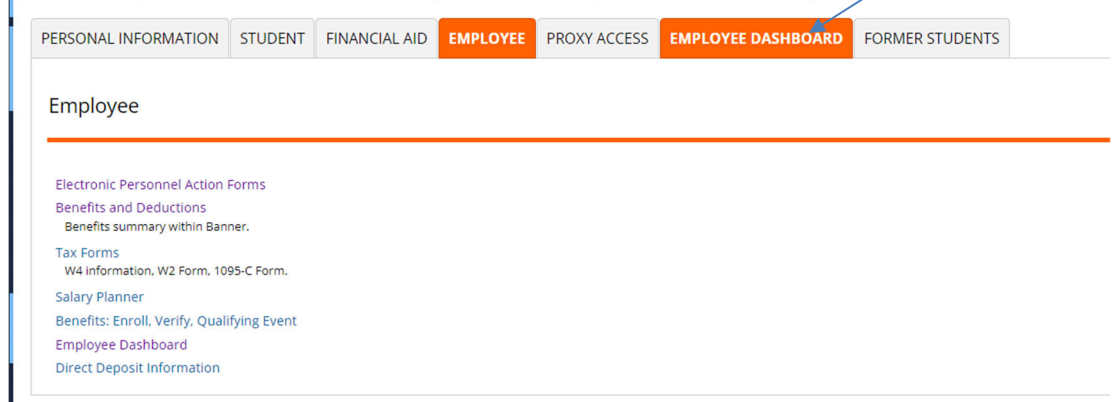
1. Go to my.langston.edu and log in using your Lion Key (O-key) credentials. Select **Self Service**.



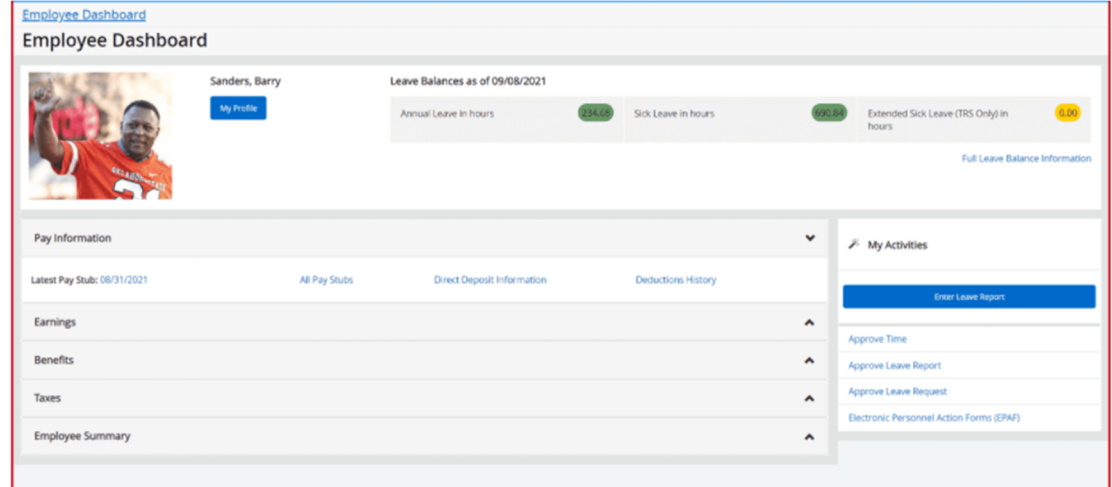
2. Landing Page: Your landing page is customized based on your level of access. Select **Lion Key Sign On**.



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



4. To enter your Leave Report, under My Activities, select **Enter Leave Report**.



5. 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.

6. 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 from SUNDAY to SATURDAY. The calendar shows the following dates and events:

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
5	6 <i>Labor Day</i>	7	8	9	10	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 buttons for 'Exit Page', 'Cancel', 'Save', and 'Preview'.

7. 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 the date 08/16/2021 (Wednesday) selected. Below the calendar, the 'Add Earn Code' section has a dropdown menu open, listing options: Annual Leave, Sick Leave, Administrative Leave, Military Leave, and Jury Duty. The 'Annual Leave' option is highlighted. The 'Hours' field is empty.

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

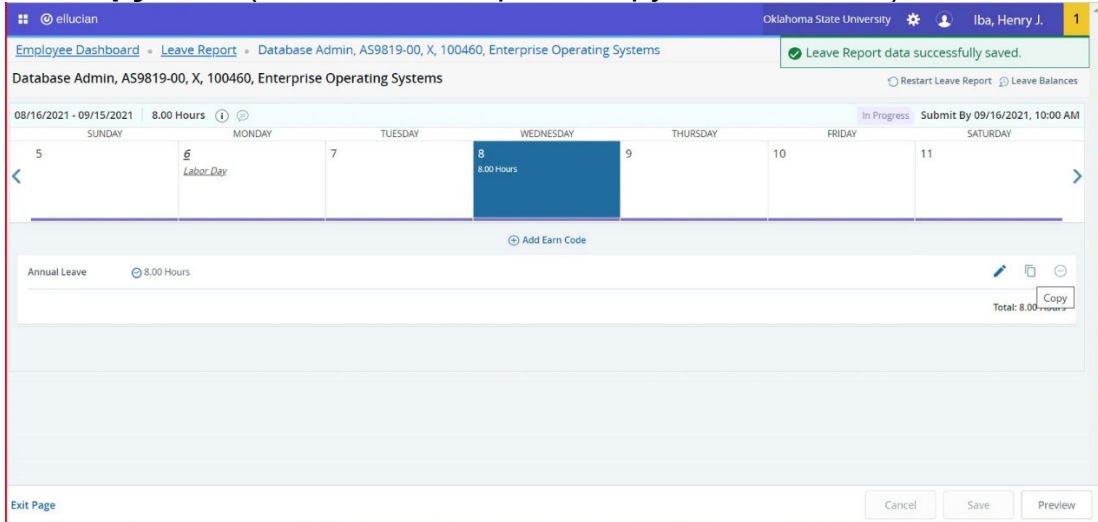
The screenshot shows the same interface as above, but now 'Annual Leave' is selected in the dropdown menu and '8.00' is entered in the 'Hours' field. The 'Add Earn Code' button is visible below the input fields.

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

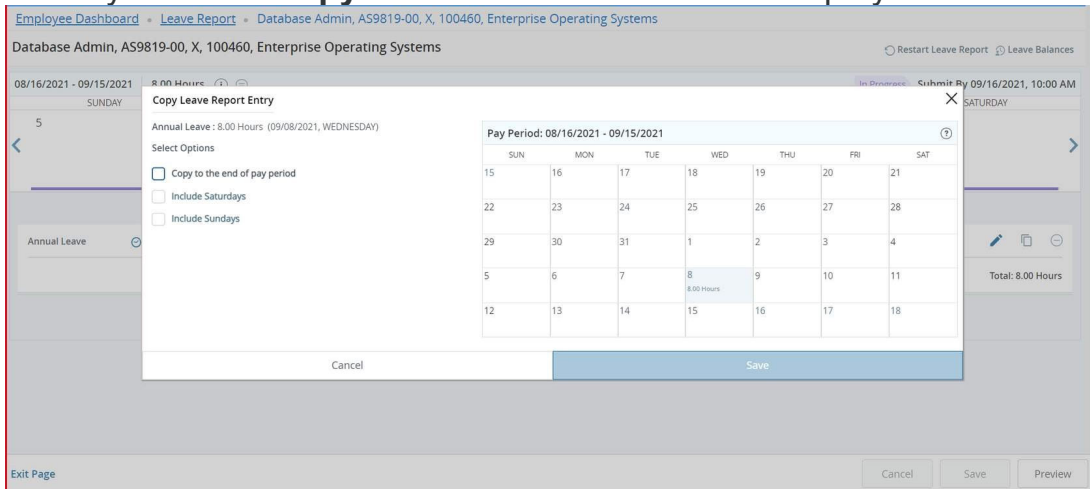
The screenshot shows the interface after saving. A green message box at the top right says 'Leave Report data successfully saved.' The calendar view now shows '8.00 Hours' next to the date 08/16/2021. Below the calendar, the 'Add Earn Code' section shows 'Annual Leave' with '8.00 Hours' next to it. A 'Total: 8.00 Hours' is displayed at the bottom right of the section.

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 report period is from 08/16/2021 to 09/15/2021, with a total of 48.00 hours. The calendar view shows that Wednesday, 09/15/2021, has 8.00 hours of Annual Leave entered. A pencil icon is visible next to the entry, indicating it can be edited. A message at the top states 'The entry has been successfully copied.' The 'Add Earn Code' section shows 'Annual Leave' with a value of 8.00 Hours. The 'Total: 8.00 Hours' is displayed at the bottom right of the section. Buttons for 'Cancel', 'Save', and 'Preview' are at the bottom.

2. Make appropriate changes and Save.

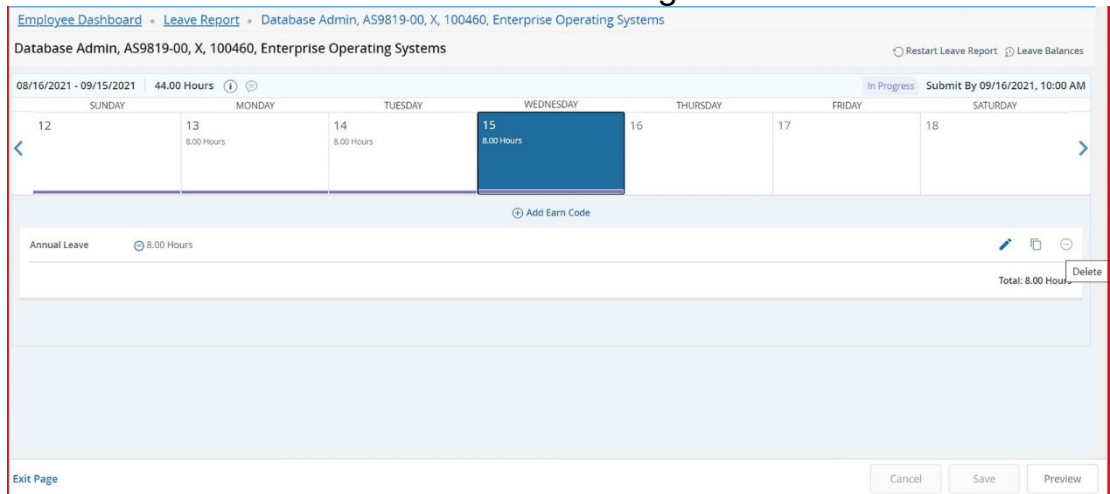
The screenshot shows the same 'Leave Report' interface, but the Annual Leave value for Wednesday, 09/15/2021, has been changed to 4.00 hours. The 'Add Earn Code' section now shows 'Annual Leave' with a value of 4.00 Hours. The 'Total: 8.00 Hours' is still displayed at the bottom right of the section. Buttons for 'Cancel', 'Save', and 'Preview' are at the bottom.

3. This illustrates changing the previously entered 8 hours of Annual Leave to 4 hours of Annual Leave (same as Paid Time Off). **Save** after entering.

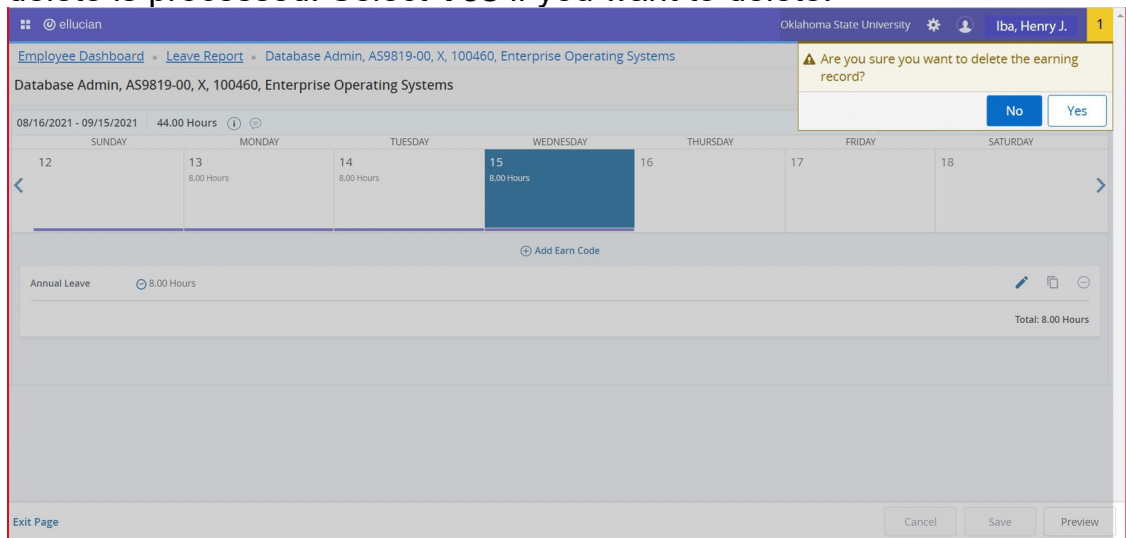
The screenshot shows the 'Leave Report' interface after the changes have been saved. The report period is still 08/16/2021 to 09/15/2021, but the total hours is now 44.00. The calendar view shows that Wednesday, 09/15/2021, has 4.00 hours of Annual Leave entered. A message at the top states 'Leave Report data successfully saved.' The 'Add Earn Code' section shows 'Annual Leave' with a value of 4.00 Hours. The 'Total: 4.00 Hours' is displayed at the bottom right of the section. Buttons for 'Cancel', 'Save', and 'Preview' are at the bottom.

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.

ellucian Oklahoma State University Iba, Henry J. 1

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.

The screenshot displays the 'Leave Report' interface for an employee named Henry J. Iba at Oklahoma State University. The report is for the period of 08/16/2021 to 09/15/2021, showing a total of 44.00 hours. The calendar view highlights the dates 12, 13, 14, 15, 16, 17, and 18. Below the calendar, there are two sections for leave types: 'Annual Leave' and 'Sick Leave', each with a value of 4.00 Hours. The interface includes a 'Submit By' date of 09/16/2021 at 10:00 AM and buttons for 'Cancel', 'Save', and 'Preview'.

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

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

The screenshot shows the 'Leave Report Detail Summary' page. At the top, there are navigation links: 'Employee Dashboard', 'Leave Report', 'Database Admin_A59819-00_X_100460_Enterprise Operating Systems', and 'Preview'. Below this, the page title is 'Leave Report Detail Summary'. The main content area includes a 'Time Entry Detail' table, a 'Summary' table, and a 'Routing and Status' table. At the bottom right, there are two buttons: 'Return' and 'Submit'.

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	20.00	4.00	44.00

Name	Action	Date & Time
Sanders, Barry	Originated	09/16/2021, 05:44 AM
Thomas, Thurman	In the Queue	

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.

The screenshot shows the 'Leave Report Detail Summary' page after submission. A green success message at the top right states: 'The Leave Report has been successfully submitted.' The 'Routing and Status' table now includes a third row: 'Submitted' by Sanders, Barry on 09/08/2021, 11:39 AM. The 'Return' button is still present at the bottom right.

Name	Action	Date & Time
Sanders, Barry	Originated	09/16/2021, 05:44 AM
Sanders, Barry	Submitted	09/08/2021, 11:39 AM
Thomas, Thurman	Pending Approval	

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