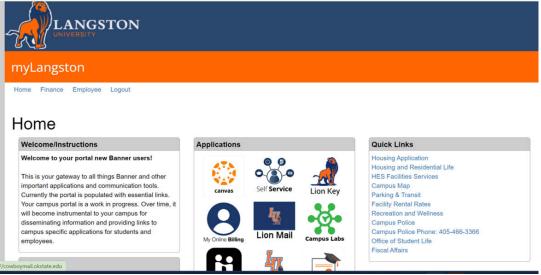
Employee Dashboard Leave Reporting

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 timesheets and leave reports.

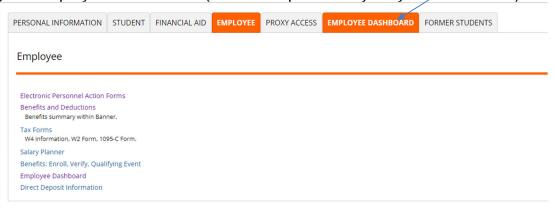
1. Go to <u>my.langston.edu</u> and log in using your Lion Key (O-key) credentials. Select **Self Service.**



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.

-					
Employee Dashboard Employee Dashboar	d				
G e	Sanders, Barry My Profile	Leave Balances as of 09/08/2021 Annual Leave in hours	Sick Leave in hours		Extended Sick Leave (TRS Only) in hours Full Leave Balance Information
Pay Information				× ,	⁸ My Activities
Latest Pay Stub: 08/31/2021	All Pay Stubs	Direct Deposit Information	Deductions History		Enter Leave Report
Earnings				^	
Benefits					pprove Time pprove Leave Report
Taxes				^	pprove Leave Request
Employee Summary				^	lectronic Personnel Action Forms (EPAF)

5. Choose the appropriate Leave Report Period using the drop-down. If you have already started this period's leave report, select **In Progress**

ve Report					
Approvals Leave Report					
					Leave Report Period 🗸
ave Period	Hours/Days/Units	Submitted On	Status		
tabase Admin, AS9819-00, X, 100	460, Enterprise Operating S	vstems			O Prior Periods
16/2021 - 09/15/2021			In Progress	(i)	

6. Select the day you wish to enter leave and select the drop-down for the **Earn Code**.

2021 - 09/15/2021	0 🖻				In Progre	Submit By 09/16/2021, 1	0:00
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
	<u>6</u> Labor Day	7	8	9	10	11	
			Add Earn Code				
n Code							(
lect Earn Code	~						
	*						
	Y						
	*						
	*						

7. Select the appropriate Earn Code for the leave you will be using for that

	D 🕫				In Progres	Submit By 09/16/2021, 10:00 A
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
5	<u>6</u> Labor Day	7	8	9	10	11
			🕀 Add Earn Code			
						Θ
arn Code Annual Leave	Hours					
		9				
Annual Leave						
Sick Leave						
Administrative Leave						
Military Leave						

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

/2021 - 09/15/2021	0 🗇				In Progres	Submit By 09/16/2021, 10:0
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	<u>6</u> Labor Day	7	8	9	10	11
			(+) Add Earn Code			
m Code Innual Leave	Hours					

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

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Employee Dashboa	ard • Leave Report • Data	base Admin, AS9819-00, X, 1004	60, Enterprise Operating S	Systems	S Leave Report d	ata successfully saved.	
atabase Admin, A	AS9819-00, X, 100460, Ente	rprise Operating Systems				🔾 Restart Leave Report 👔 Leave I	Balance
8/16/2021 - 09/15/202	21 8.00 Hours 🛈 💬				In Prog	ress Submit By 09/16/2021, 1	0:00 AM
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
5	<u>6</u> Labor Day	7	8 8.00 Hours	9	10	11	
Annual Leave	@ 8.00 Hours		Add Earn Code			10	Θ
						Total: 8.00	Hours
t Page					C	ancel Save I	Previe

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)

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Employee Dashboard •	Leave Report • Databa	se Admin, AS9819-00, X, 1	00460, Enterprise Operati	ng Systems	S Leave Rep	oort data successfully s	saved.
Database Admin, AS981	19-00, X, 100460, Enterp	rise Operating Systems			L	🕤 Restart Leave Repor	t 🕜 Leave Balances
	8.00 Hours 🕕 👳					In Progress Submit By 09/	
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY		IRDAY
<	<u>6</u> Labor Day	7	8 8.00 Hours	9	10	11	>
)	⊕ Add Earn Code				
Annual Leave 🔗 8.0	00 Hours						/ 6 0
							Total: 8.00
Exit Page						Cancel Save	Preview

2. When you select **Copy** the calendar above will be displayed.

/16/2021 - 09/15/2021 SUNDAY	2 00 Hours (i) (ii)						In Proc		7 09/16/2021, 10:00 AM SATURDAY
5	Annual Leave : 8.00 Hours (09/08/2021, WEDNESDAY)	Pay Perio	d: 08/16/2021	- 09/15/2021				(?)	SATURDAY
	Select Options Copy to the end of pay period	SUN 15	MON 16	TUE	WED	THU 19	FRI 20	SAT 21	2
	Include Saturdays Include Sundays	22	23	24	25	26	27	28	
Annual Leave 🥥		29	30	31	1	2	3	4	/ Γ Θ
		5	6	7	8. 8.00 Hours	9	10	11	Total: 8.00 Hours
		12	13	14	15	16	17	18	
	Cancel					Save			

3. You can either check **Copy to the end of pay period** or select specific days to copy the hours to. The above illustration showsselection of specific

SUNDAY	Copy Leave Report Entry								/ 09/16/2021, 10:00 AM
								×	SATURDAY
	nnual Leave : 8.00 Hours (09/08/2021, WEDNESDAY)	Pay Per	iod: 08/16/20	21 - 09/15/2021				(1)	
S	elect Options	SUN	MO	N TUE	WED	THU	FRI	SAT	>
	Copy to the end of pay period	15	16	17	18	19	20	21	
	Include Saturdays Include Sundays	22	23	24	25	26	27	28	
nnual Leave _☉		29	30	31	1	2	3	4	/ 10 0
		5	6	7	8 8.00 Hours	9	10	11	Total: 8.00 Hours
		12	13	14	15	16	17	18	
	Cancel		1 and			Save			

4. 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.)

8/16/2021 - 09/15/2021	8 00 Hours 🕕 😑						In F		09/16/2021, 10:00 AN
SUNDAY	Copy Leave Report Entry							×	SATURDAY
5	Annual Leave : 8.00 Hours (09/08/2021, WEDNESDAY)	Pay Per	iod: 08/16/2021	- 09/15/2021				•	
	Select Options	SUN	MON	TUE	WED	THU	FRI	SAT	
	Copy to the end of pay period	15	16	17	18	19	20	21	
	Include Saturdays Include Sundays	22	23	24	25	26	27	28	
Annual Leave		29	30	31	1	2	3	4	Ι Ο Θ
		5	6	7	8 8.00 Hours	9	10	11	Total: 8.00 Hours
		12	13	14	15	16	17	18	
	Cancel					Save			

5. A message will state The entry has been successfully copied.

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Employee Dashboard •	Leave Report 🔹 Databa	se Admin, A59819-00, X, 1	00460, Enterprise Operati	ng Systems	The entry has	been succes	ssfully copie	ed.	
Database Admin, AS9819	9-00, X, 100460, Enterp	rise Operating Systems				🕤 Restart Leav	e Report 🕥 Le	ave Bala	nces
08/16/2021 - 09/15/2021 48	3.00 Hours 🕕 回				In Pro	ogress Submit	t By 09/16/202	21, 10:00	MAG
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY		SATURDAY		
<	<u>6</u> Labor Day	7	8 8.00 Hours	9 8.00 Hours	10 8.00 Hours	11			>
			(+) Add Earn Code						
Annual Leave 📀 8.00	Hours						1	0	Э
							Total:	8.00 Hou	rs
-									
Exit Page						Cancel	Save	Prev	riew

Edit Earn Code/Leave Value

1. Choose the **pencil** icon to edit your entries for the leave period.

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Employee Dashbo	ard • Leave Report • Data	oase Admin, AS9819-00, X, 1	00460, Enterprise Operatii	ng Systems	The entry has been	n successfully copied.
Database Admin,	AS9819-00, X, 100460, Enter	rprise Operating Systems			⊙ Re	estart Leave Report 👔 Leave Balances
08/16/2021 - 09/15/20						Submit By 09/16/2021, 10:00 AM
SUNDAY	r MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
5	ର୍ଷ Labor Day	7	8 8.00 Hours	9 8.00 Hours	10 6.00 Hours	"
			Add Earn Code			
Annual Leave	@ 8.00 Hours		Add Earn Code			100
Annual Leave	@ 8.00 Hours		Add Earn Code			Edit
Annual Leave	⊘ 8.00 Hours		Add Earn Code			Edit
Annual Leave	Ø 8.00 Hours		Add Earn Code			Edit
Annual Leave	⊖ 8.00 Hours		Add Earn Code			Edit
Annual Leave	⊖ 8.00 Hours		Add Earn Code			Edit
Annual Leave	⊙ 8.00 Hours		⊙ Add Earn Code			Edit
Annual Leave	© 8.00 Hours		⊙ Add Earn Code			Edit

2. Make appropriate changes and Save.

	8.00 Hours 🕕 回				In Progr	ess Submit By 09/16/2021, 10:00 A
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	<u>É</u> Labor Day	7	8 8.00 Hours	9 8.00 Hours	10 8.00 Hours	11
			Add Earn Code			
n Code	Hou					
nnual Leave	~ 4	Θ				
						Total: 8.00 Hour

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.

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Employee Dashboard +	Leave Report + Data	base Admin, AS9819-00, X, 1	00460, Enterprise Operatir	ng Systems	Leave Report data	successfully saved.	
atabase Admin, AS98	19-00, X, 100460, Ente	rprise Operating Systems			⊖ Re	estart Leave Report 💮 Leav	e Balances
	44.00 Hours 🕕 😑					Submit By 09/16/2021	10:00 AM
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
5	<u>6</u> Labor Day	7	8 4.00 Hours	9 8.00 Hours	10 8.00 Hours	11	>
Annual Leave 🔗 4.	00 Hours		Add Earn Code			× (Θ
Annual Leave 💮 4.	00 Hours		Add Earn Code			Total: 4.0	
Annual Leave 💮 4.	00 Hours		Add Earn Code				
Annual Leave () 4.	00 Hours		Add Earn Code				
Annual Leave Q.4.	00 Hours		Add Earn Code				

Delete Earn Code/Leave Value

1. Select the **Delete** icon to remove an earning/leave record.

	44.00 Hours (i) 回				In Progress	Submit By 09/16/2021, 10:00
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			
nnual Leave 💮 8	1.00 Hours					 C
						Total: 8.00 Hour

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.

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	rd • <u>Leave Report</u> • Datab S9819-00, X, 100460, Enter			ng Systems	Are you sure you want to delete the earn record?					
08/16/2021 - 09/15/2021	1 44.00 Hours (i) 🕞						No	Yes		
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	_						
Annual Leave	@ 8.00 Hours						/ 6			
							Total: 8.00	Hours		

3. **Save** the record.

Employee Dashboard	• Leave Report • Data	base Admin, AS9819-00, X, 1	00460, Enterprise Operatir	ng Systems			
Database Admin, ASS	9819-00, X, 100460, Ente	rprise Operating Systems			⊙ Re	estart Leave Report 🕥 Lea	ave Balances
08/16/2021 - 09/15/2021	44.00 Hours (i) 🦻				In Progress	Submit By 09/16/202	1, 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				

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

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Employee Dashboard	 Leave Report Databas 	se Admin, AS9819-00, X, 10	00460, Enterprise Operatir	ng Systems	Leave Report	data successfully s	aved.
Database Admin, AS98	819-00, X, 100460, Enterpr	rise Operating Systems			L	🔿 Restart Leave Report	Deave Balances
08/16/2021 - 09/15/2021	36.00 Hours 🕕 回				In Pr	ogress Submit By 09/	16/2021, 10:00 AM
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATU	RDAY
<pre>12</pre>	13 8.00 Haurs	14 8.00 Hours	15	16	17	18	>
			① Add Earn Code				
Earn Code Select Earn Code	~						Θ
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 ofhours for that type and **Save**. You will receive a message **Leave Report data successfully saved**.

Employee Dashboard Leave Report Database Admin, AS9819-00, X, 10046/ 08/16/2021 - 09/15/2021 40.00 Hours 01/16/2021 - 09/15/2021<			ting Systems	Leave Report data	
08/16/2021 - 09/15/2021 40.00 Hours ① () SUNDAY MC 12 13 8.00 Hours	, Enterprise Operating Syster			Cleave Report data	successfully saved.
SUNDAY MC 12 13 8.00 Hours		ms		ne:	start Leave Report 🕤 Leave Bala
12 13 8.00 Hours				In Progress	Submit By 09/16/2021, 10:0
8.00 Hours	NDAY TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sick Leave O 4.00 Hours	14 8.00 Hours	15 4.00 Hours	16	17	18
		⊕ Add Earn Code			10
					Total: 4.00 Hot
xit Page				Cance	

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**.

	40.00 Hours (i) 🗇					n Progress Submit By 09/16/2021, 10:00 /
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			
k Leave	4.00 Hours					¹ 6 ¹
						Total: 4.00 Hours
n Code nnual Leave		4 \odot				

3. Select **Preview** to preview your leave report prior to submitting.To start over, select **Restart Leave Report.** NOTE: Restarting will erase all entries.

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Employee Dash	board • Leave Report • Data	abase Admin, AS9819-00, X, 1004	60, Enterprise Operating S	ystems	S Leave Report of	data successfully saved.	
Database Admi	in, AS9819-00, X, 100460, Ente	erprise Operating Systems				🔿 Restart Leave Report 😰 Lea	ve Balances
08/16/2021 - 09/15	i/2021 44.00 Hours (i) 🕞				In Prog	gress Submit By 09/16/2021	, 10:00 AM
SUN	IDAY MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
12	13 8.00 Hours	14 8.00 Hours	15 8.00 Hours	16	17	18	2
			Add Earn Code				
Annual Leave	@ 4.00 Hours					/	Θ
						Total: 4.	00 Hours
Sick Leave	④ 4.00 Hours					1	ΘΘ
Sick Leave							00 Hours
Sick Leave							
Sick Leave	⊙ 4.00 Hours						

Submit Report

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

Start Start Start Start Start Start Sta	Employee Dashboard	Leave Report +	Database Admin.	A59819-00, X, 1	00460. Enterprise	Operating System	ns + Preview			
	Leave Report Detail Sur	nmary								A
Ben Col Def Bed 000201 02 montalisati 1 48 montalisati 001021 03 montalisati 1 48 montalisati 001021 03 montalisati 1 49 montalisati 01021 03 montalisati 1 49 montalisati 01021 01 montalisati 1 40 montalisati 01021 1 1 40 montalisati 01521 1 1 40 montalisati 01521 1 1 40 montalisati 01521 1 1 40 montalisati				y 09/16/2021, 10:0	AM					0
98121 1% Invalue 1 48 Pay 981221 1% Anular 1 48 Pay 981231 1% Anular 48 Pay 1 981231 1% Anular 48 Pay 1 981231 1% Malar 48 Pay 1 98124 1% Anular 48 Pay 1 98124 1% Anular 48 Pay 1 98124 1 48 Pay 1 98124 1 202 20 40 Pay 1% Anular 1 1 209 40 Pay 1% Anular 1 1 1 1 1% Anular 1 1 1 1 1% Anular 1 1 1 1 <	Time Entry Detail									
90021 1% Available 1 6.25 Max 900221 1% Available 1 6.25 Max 901221 1% Available 1 6.25 Max 901232 1% Available 1 6.25 Max 901231 1% Available 1 6.25 Max 901232 1% Available 1 4.24 Max 901231 1% International 1 4.24 Max 901232 1% International 1 4.24 Max 901232 1% International 1 4.24 Max 901232 1% International 4.24 Max 4.24 Max 901232 1% International 4.24 Max 4.24 Max 901233 1% International 4.24 Max 4.24 Max 901233 1% International 4.24 Max 4.24 Max 90124 1% International 4.24 Max 4.24 Max 1% Available 1 1 1 4.24 Max 1% Available 1 1	Date	Earn Code				Shift	Total			
900201 10 Annuize 1 620 Pan 901202 10 Annuize 1 620 Pan 901201 10 Annuize 1 420 Pan 901201 10 Pan 1 420 Pan 901201 10 Pan 1 420 Pan 901201 10 Pan 1 1 1 901201 10 Pan 10 Pan 200 Pan 400 Pan 10 Solute 1 10 Pan 200 Pan 400 Pan 10 Solute 1 10 Pan 10 Pan 10 Pan 10 Solute 1 10 Pan 10 Pan 10 Pan 10 Solute 1 10 Pan 10 Pan 10 Pan 10 Solute 10 Pan 10 Pan 10 Pan 10 Pan 10 Pan 10 Pan 10 Pan 10 Pan 10 Pan 10 Pan 10 Pan	09/08/2021	170, Annual Le	aave			1	4.00 Hours			
99321 14 Anotice 1 687901 994221 19 Anotice 1 487901 99521 19 Anotice 1 487901 99521 19 Anotice 1 487901 99522 1 487901 10 99523 10 1 10 99524 1 487901 10 99525 1 487901 10 99526 1 10 10 99527 1 10 10 99528 1 10 10 99529 10 10 10 10 Anotice 10 <	09/09/2021	170; Annual Le	save			1	8,00 Hours			
904201 104.multane 1 848/mu 905202 102.multane 1 448/mu 905202 102.51.4.4.1 1 448/mu 905202 102.51.2.4.2 1 487/mu 905202 102.51.2.4.2 1 487/mu 905202 102.51.2.4.2 1 407/mu 905202 102.51.2.4.2.2 1 407/mu 905202 102.51.2.4.2.2.2 1 407/mu 103.50.1.4.2.1 1 102.52.2.2.2.2.2.2.2.2.2.2.2.2.2.2.2.2.2.	09/10/2021	170. Annual La	Neve			3	8.00 Hours			
99/521 1/2 1/2 4.89%/4 99/521 3/2 1/2 4.89%/4 90/521 9/1 1/2 1/2 1/2 1/2 10 9/1 1/2 1/2 1/2 1/2 1/2 10 1 1/2 1/2 1/2 1/2 1/2 11 1 1/2 1/2 1/2 1/2 1/2 11 1 1/2 1/2 1/2 1/2 1/2 11 1/2 1/2 1/2 1/2 1/2 1/2 11 1/2 1/2 1/2 1/2 1/2 1/2 11 1/2 1/2 1/2 1/2 1/2 1/2 12 1/2 1/2 1/2 1/2 1/2 1/2 10 1/2 1/2 1/2 1/2 1/2 1/2 10 1/2 1/2 1/2 1/2 1/2 1/2 10 1/2 1/2 1/2 1/2 1/2 1/2 10 1/2 1/2 1/2 1/2 1/2 1/2 10 1/2 1/2 1/2 1/2 1/2 1/2 10 <td>09/13/2021</td> <td>170. Annual Le</td> <td>teve</td> <td></td> <td></td> <td></td> <td>8.00 Hours</td> <td></td> <td></td> <td></td>	09/13/2021	170. Annual Le	teve				8.00 Hours			
90:021 90:02 0.0449 1 4.01900 Some Some Some Standard 1 Varial 104.4 104.0 103.001.001 1 Varial 20.0 40900 103.002 2 20.0 40900 104.002 2 20.0 40900 104.002 2 20.0 40900 104.002 0.00400 0.00400 40900 1050.002 0.004000 0.004000 409000 1050.002 0.004000 0.004000 4090000 1050.002 0.0040000 0.004000000 40900000000000000000000000000000000000	09/14/2021	170, Annual La	pave .			1	8.00 Hours			
Sommy Sommy tan Concern min Wat Wat 2 Yeak 3 Yeak 3 <t< td=""><td>09/15/2021</td><td>170, Annual Lo</td><td>22/10</td><td></td><td></td><td>1</td><td>4.00 Hours</td><td></td><td></td><td></td></t<>	09/15/2021	170, Annual Lo	22/10			1	4.00 Hours			
Note Note1 Note2 Note4 Note5	09/15/2021	191. Sick Leave	¢.			3	4.00 Hours			
114.0400 1 200 400 Non 126 400 Non 400 Non 126.054.064 200 200 126.054.064 200 200 126.054.064 100 Non 100 Non 126.054.064 100 Non 100 Non 126.054.064 100 Non 100 Non	Summary									
10.56.00m 4.00 4000 Total Mark 2.00 2000 Bondge Othols	Earn Code	shift	Week 1	Week 2	Week 3	Week 4	Week 5	Total		
Note 20.00 20.00 Roting and Departed Defa & Struct Defa & Struct Sonders Struct 0 (Sonder Struct) Defa & Struct Sonders Struct 0 (Sonder Struct) Defa & Struct Sonders Struct 0 (Sonder Struct) Defa & Struct Sonders Struct Defa & Struct) Defa & Struct	170. Annual Leave	1				20.00	20.00	40.00 Hours		
Noting and Status Note Africe Original Origina	180. Sick Leave	1					4.00	4.00 Hours		
Name Addim Deek Nm+ Sades Bary Orgenal 0h/922; (5444) Disna Thurah In to data	Total Hours					20.00	24.00			
Sedes Bay Opped Op	Routing and Status									
https://times/internationality/internati	Name		Action		Date &	Time				
Comment Regional Add Comment and Comment and Add Comment and Add Comment and Add Add Add Add Add Add Add Add Add A	Sanders, Barry		Originate	ed	08/16/3	2021, 05:44 AM				
All Connet	Thomas, Thurman		In the Qu	Jeue						
an divide manage	Comment (Optional):									
	Add Comment									
And Nor	2000 thereafters remaining									
	Candlere Barns								Return	

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.

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Employee Dashboard + Leave	e Report + D	latabase Admin, AS	9819-00, X, 1004	60, Enterprise Ope	rating Systems	Preview			The Leave Report submitted.	t has been successfully	
Leave Report Detail Summary								L			
Database Admin, AS9819-00, X, 100460, Pay Period: 08/16/2021 - 09/15/2021 4											0
-	4.00 Hours Per	long Submitted Un	09/08/2021, 11:39 A	и							
Time Entry Detail					Shift	(mark)					
Date 09/08/2021	Earn Code				Shift	Total 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					
Summary											
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					
Routing and Status											
Name		Action		Date & Tim	e						
Sanders, Barry		Originated		08/16/2021	05:44 AM						
Sanders, Barry		Submitted		09/08/2021	11:39 AM						
Thomas, Thurman		Pending Ap	proval								
Sanders, Barry											
Added on 09/08/2021 (11:34 AM)											
Leave Report recalled (System Generated)											
										Return	

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