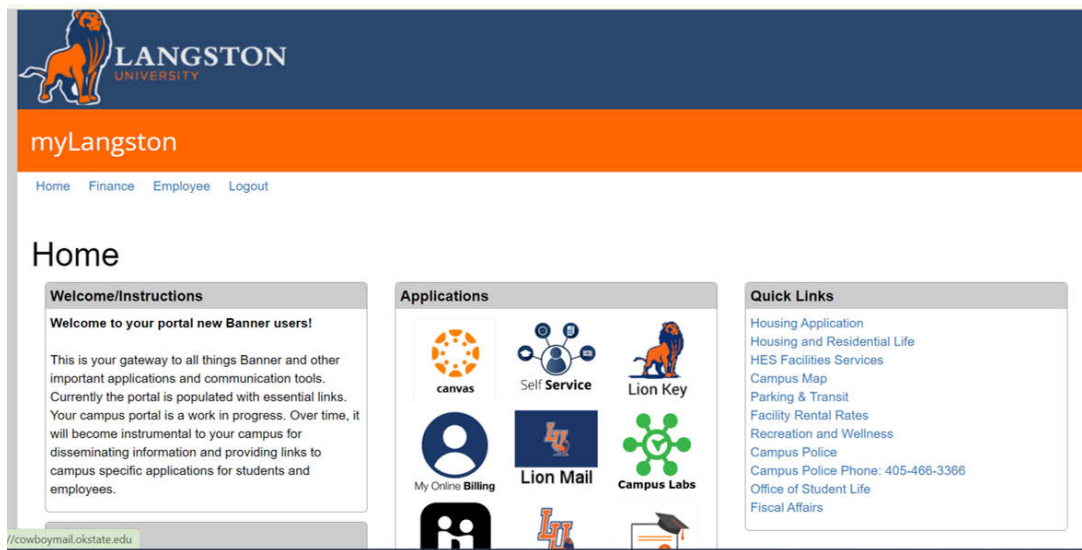


Employee Dashboard Proxy and Super User

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.

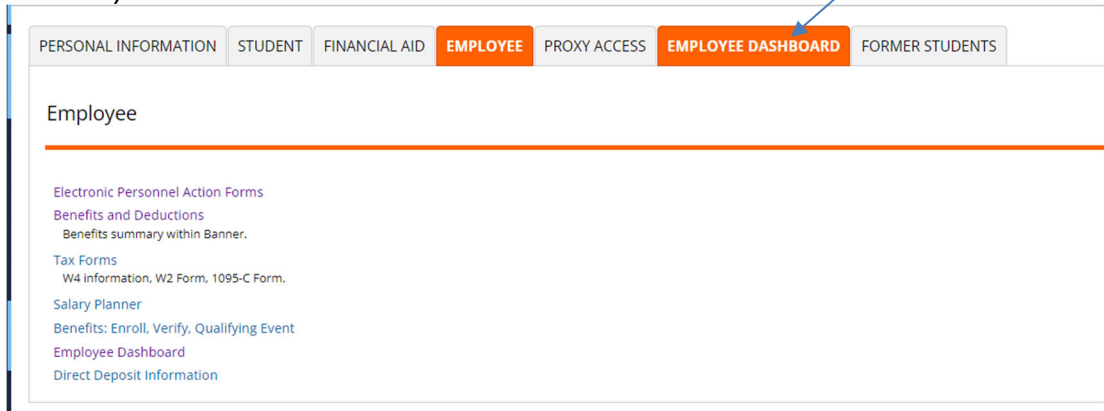
1. Go to my.langston.edu and log in using your Lion Key (O-key) credentials. Select **Self Service**



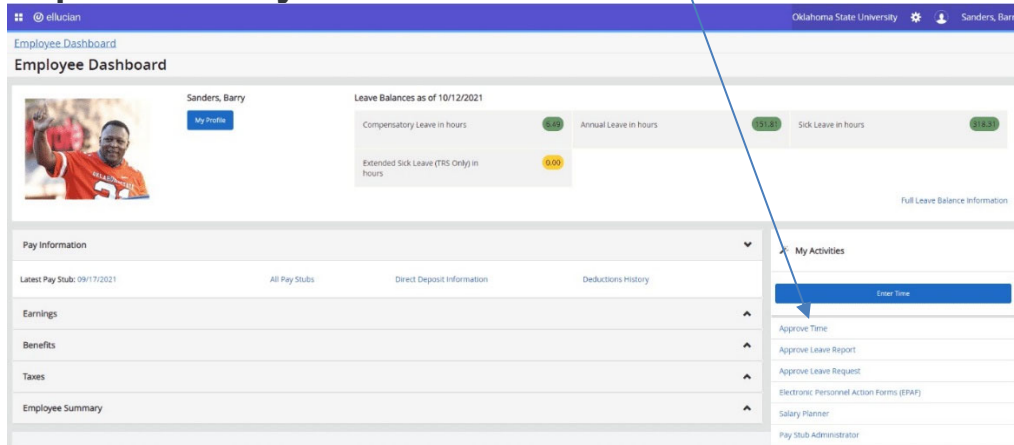
2. Landing Page: Your landing page is customized based on your level of access. Select **Self Service** to enter your employee information.



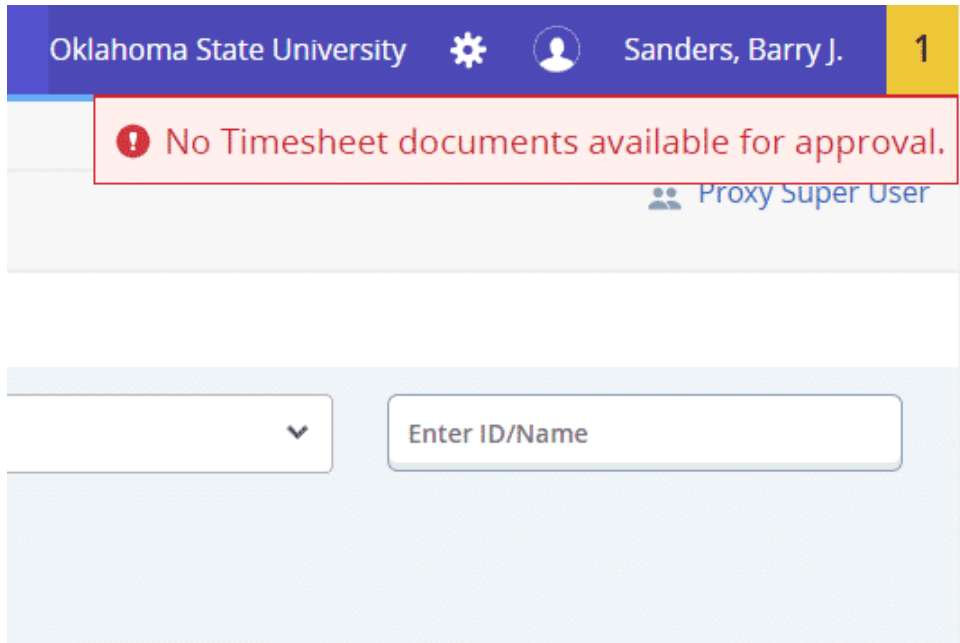
3. **Employee Dashboard Tab:** Select the **Employee Dashboard** tab to enter your Employee Dashboard. (Your tab options may vary due to access)



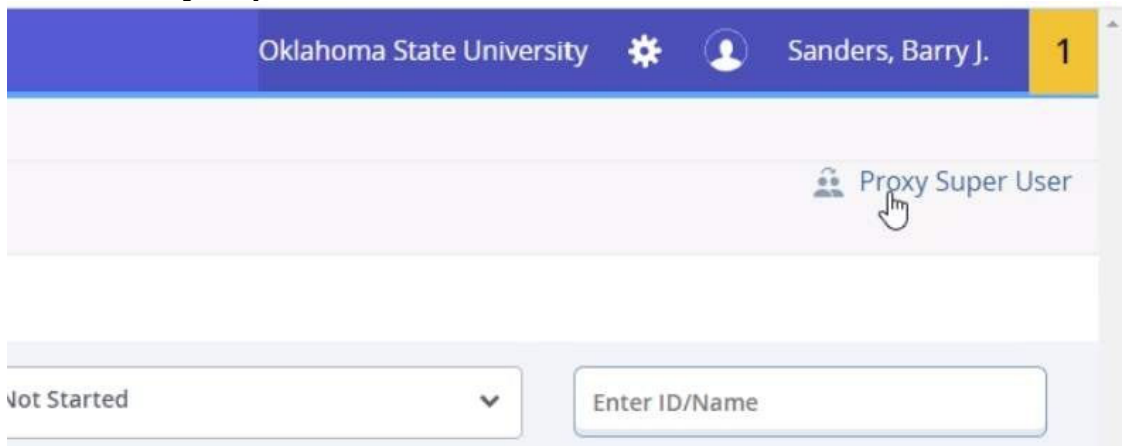
4. To act as a Proxy, select **Approve Time** or **Approve Leave Report** under **My Activities**.



5. You may receive a message stating **No Timesheet documents available for approval**. Acknowledge the message by selecting the **yellow 1**.



6. Select **Proxy Super User**.



7. 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

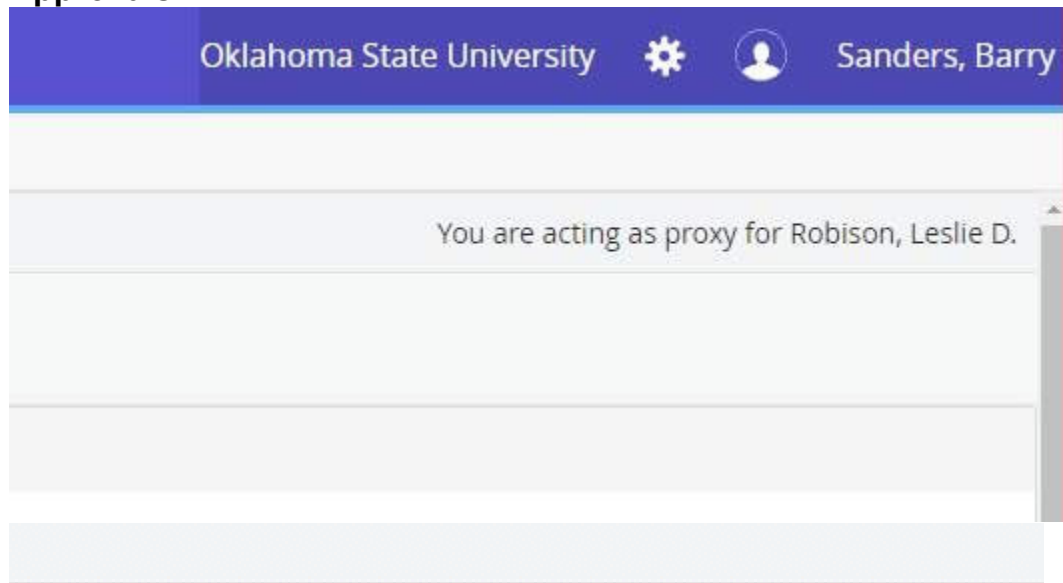
8. Select the appropriate approver from the drop-down menu.

Act as a Proxy for

Self-Sanders, Barry, Human Resources

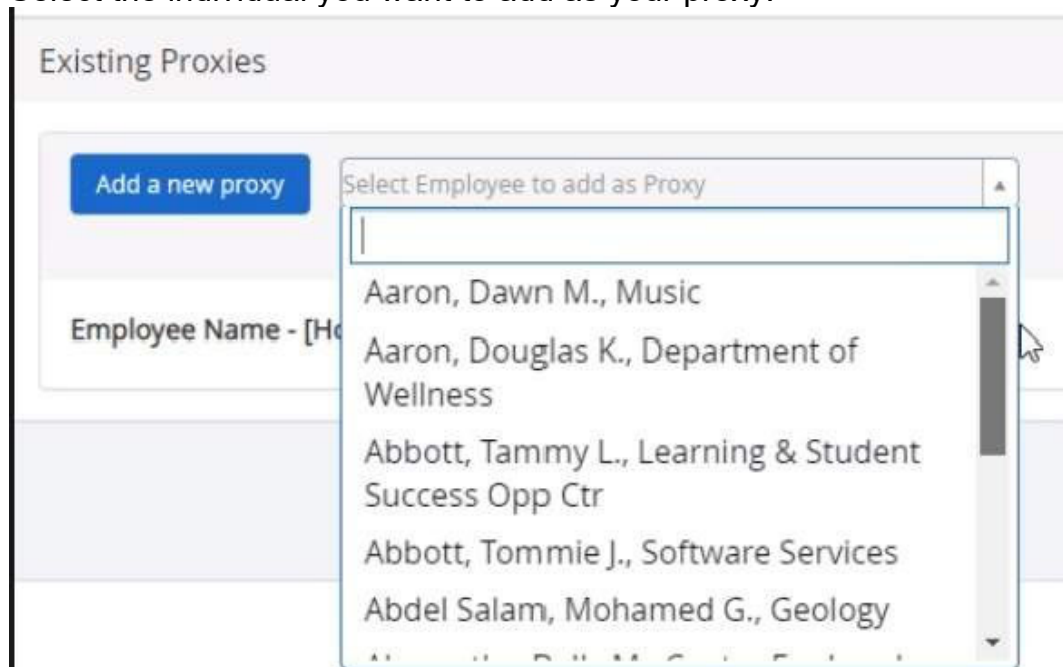
Self-Sanders, Barry, Human Resources
Louthan, Christa L., Human Resources
Merlau, Steven J., Enterprise Operating Systems
Robison, Leslie D., Human Resources

9. 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.

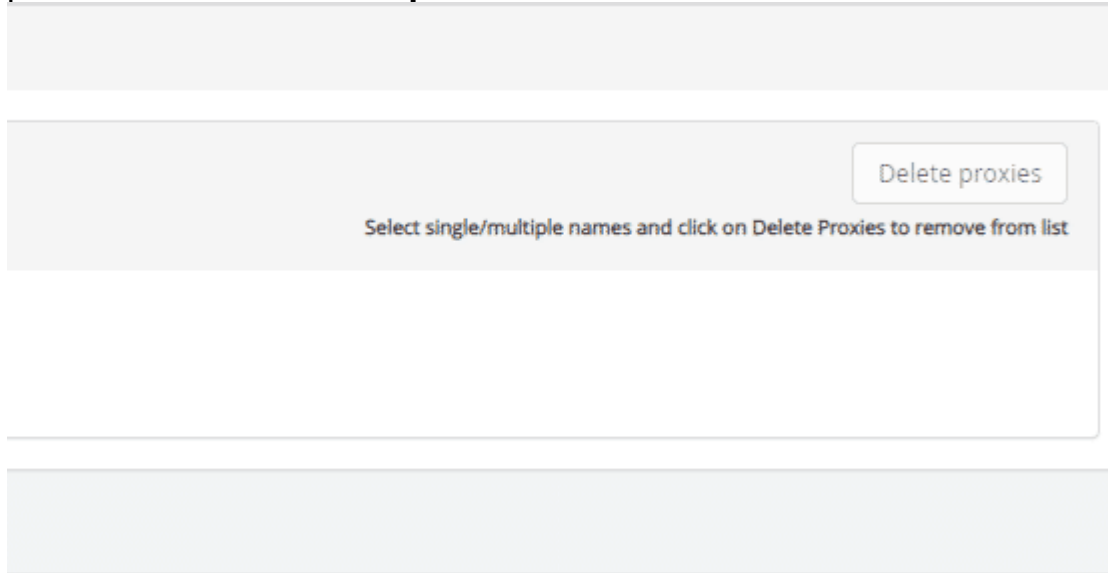


Navigate to Time & Leave Approvals application

10. 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.

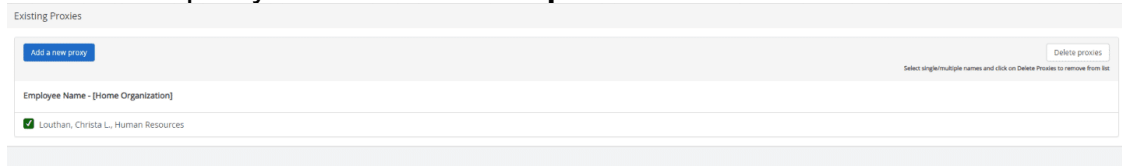


11. To delete a proxy, select one or more existing proxies from the list of proxies and select **Delete proxies**.



The screenshot shows a light gray interface with a 'Delete proxies' button in the top right corner. Below the button, the text reads: 'Select single/multiple names and click on Delete Proxies to remove from list'. The interface is mostly empty, suggesting no proxies are currently selected or listed.

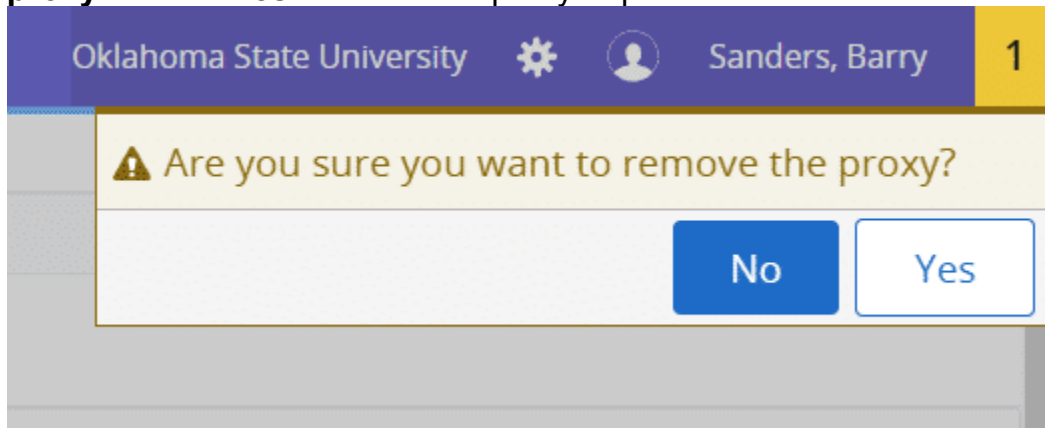
12. Choose the proxy and select **Delete proxies**.



The screenshot shows the 'Existing Proxies' interface. At the top left is a blue button labeled '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 table with the following content:

Employee Name - (Home Organization)
<input checked="" type="checkbox"/> Louthan, Christa L., Human Resources

13. 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 dialog box has a yellow background and a warning icon. The text inside reads: 'Are you sure you want to remove the proxy?'. At the bottom right of the dialog box are two buttons: a blue 'No' button and a white 'Yes' button with a blue border. The background interface shows 'Oklahoma State University' on the left, a gear icon, a user profile icon for 'Sanders, Barry', and a yellow notification badge with the number '1'.

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	11.17	Sick Leave in hours	11.17
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.

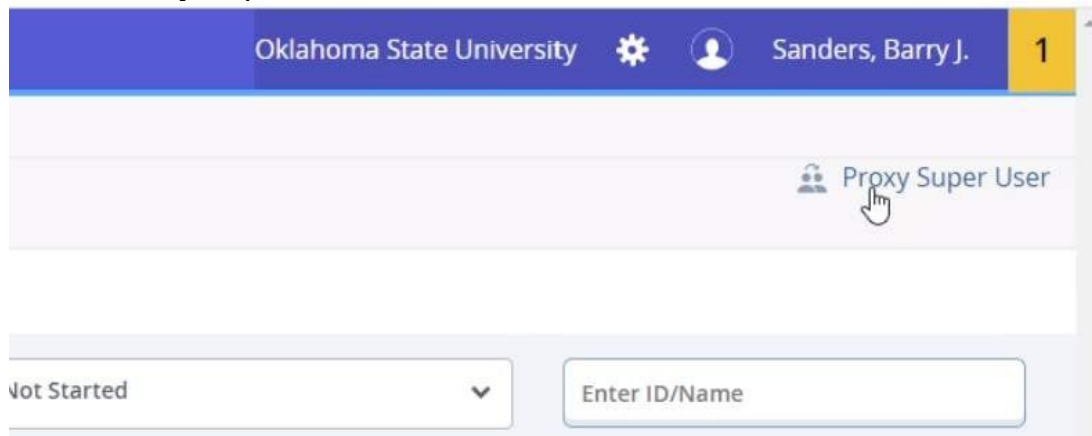
1

No Timesheet documents available for approval.

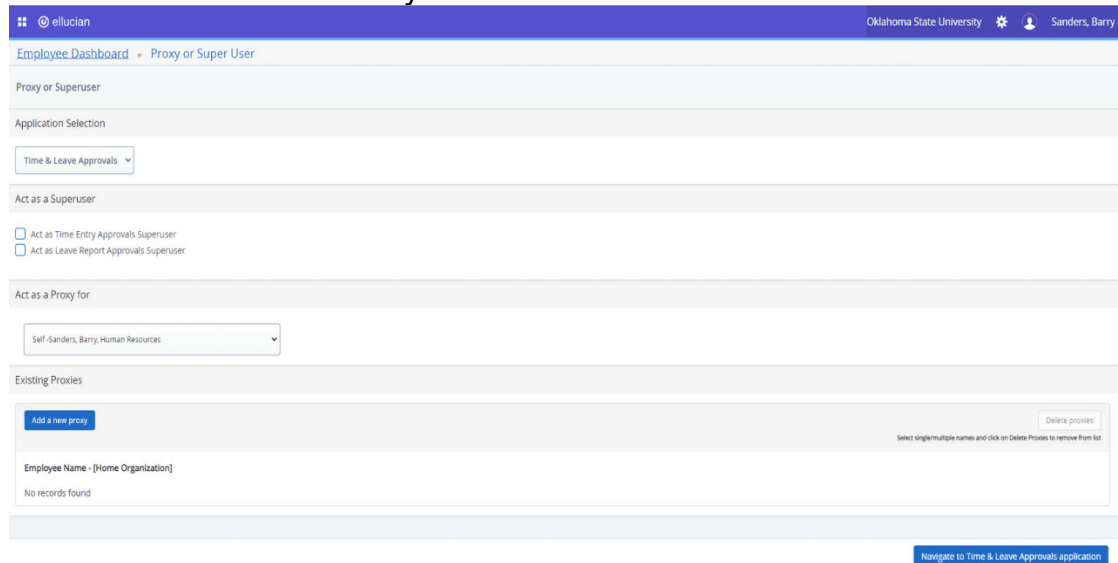
Proxy Super User

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 a web interface for managing proxy users. At the top, it says 'Employee Dashboard - Proxy or Super User' and 'You are acting as a Superuser for Time Entry Approval'. Below this, there are several sections: 'Proxy or Superuser', 'Application Selection' (with a dropdown menu set to 'Time & Leave Approvals'), 'Act as a Superuser' (with two radio buttons: 'Act as Time Entry Approvals Superuser' which is selected, and 'Act as Leave Report Approvals Superuser'), and 'Act as a Proxy for' (with a dropdown menu set to 'Self: Sanders, Barry, Human Resources'). At the bottom, there is an 'Existing Proxies' section with an 'Add a new proxy' button and a 'Delete proxies' button. A blue button at the bottom right says 'Navigate to Time & Leave Approvals application'.

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

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