

Employee Dashboard Time Entry

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

LANGSTON UNIVERSITY

myLangston

Home Finance Employee Logout

Home

Welcome/Instructions

Welcome to your portal new Banner users!

This is your gateway to all things Banner and other important applications and communication tools. Currently the portal is populated with essential links. Your campus portal is a work in progress. Over time, it will become instrumental to your campus for disseminating information and providing links to campus specific applications for students and employees.

Applications

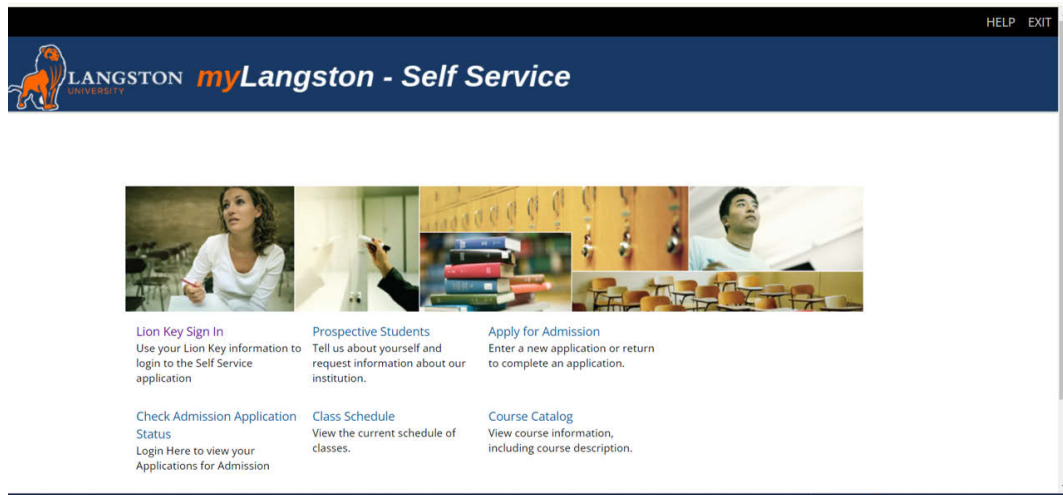
- canvas
- Self Service
- Lion Key
- My Online Billing
- Lion Mail
- Campus Labs

Quick Links

- Housing Application
- Housing and Residential Life
- HES Facilities Services
- Campus Map
- Parking & Transit
- Facility Rental Rates
- Recreation and Wellness
- Campus Police
- Campus Police Phone: 405-466-3366
- Office of Student Life
- Fiscal Affairs

//cowboymail.okstate.edu

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



LANGSTON UNIVERSITY **myLangston - Self Service** HELP EXIT

Lion Key Sign In
Use your Lion Key information to login to the Self Service application

Prospective Students
Tell us about yourself and request information about our institution.

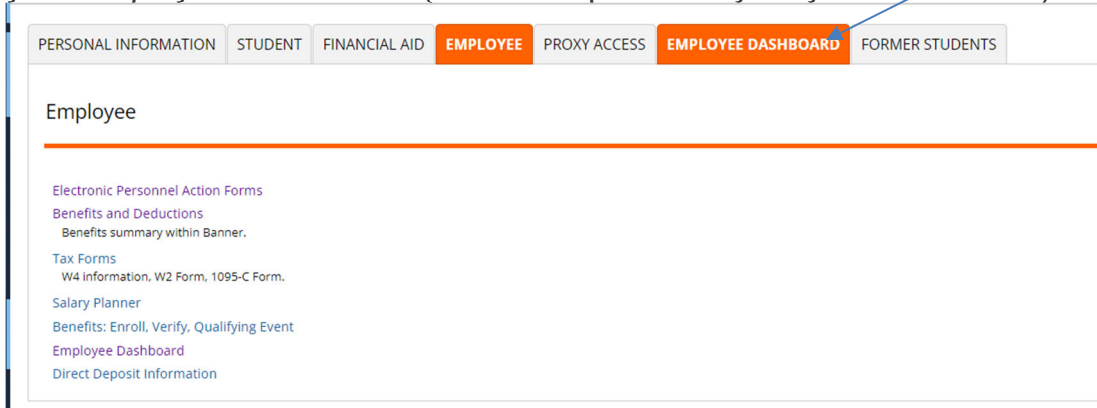
Apply for Admission
Enter a new application or return to complete an application.

Check Admission Application Status
Login Here to view your Applications for Admission

Class Schedule
View the current schedule of classes.

Course Catalog
View course information, including course description.

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



PERSONAL INFORMATION STUDENT FINANCIAL AID **EMPLOYEE** PROXY ACCESS **EMPLOYEE DASHBOARD** FORMER STUDENTS

Employee

[Electronic Personnel Action Forms](#)
[Benefits and Deductions](#)
Benefits summary within Banner.

[Tax Forms](#)
W4 information, W2 Form, 1095-C Form.

[Salary Planner](#)
[Benefits: Enroll, Verify, Qualifying Event](#)
[Employee Dashboard](#)
[Direct Deposit Information](#)

4. To enter your time, under **My Activities**, select **Enter Time**.

Employee Dashboard

Sanders, Barry J.

Leave Balances as of 03/04/2022

Compensatory Leave in hours: 0:00

Annual Leave in hours: 0:00:00

Sick Leave in hours: 0:00:00

Extended Sick Leave (TRS Only) in hours: 0:00

My Activities

- Enter Time
- Approve Time
- Approve Leave Report
- Approve Leave Request
- Electronic Personnel Action Forms (EPAF)
- Salary Planner
- Pay Stub Administrator

5. If you have yet to start your timesheet for the period, select the **Start Timesheet** button. If you have already started your timesheet select **In Progress**.

Timesheet

Pay Period: 02/20/2022 - 03/05/2022

Hours/Units: Not Started

Start Timesheet

6. To clock in for the time period, select the **Clock In** button.

Computer Specialist, AS9952-00, X, 100157, Human Resources

02/20/2022 - 03/05/2022

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

20 21 22 23 24 25 26

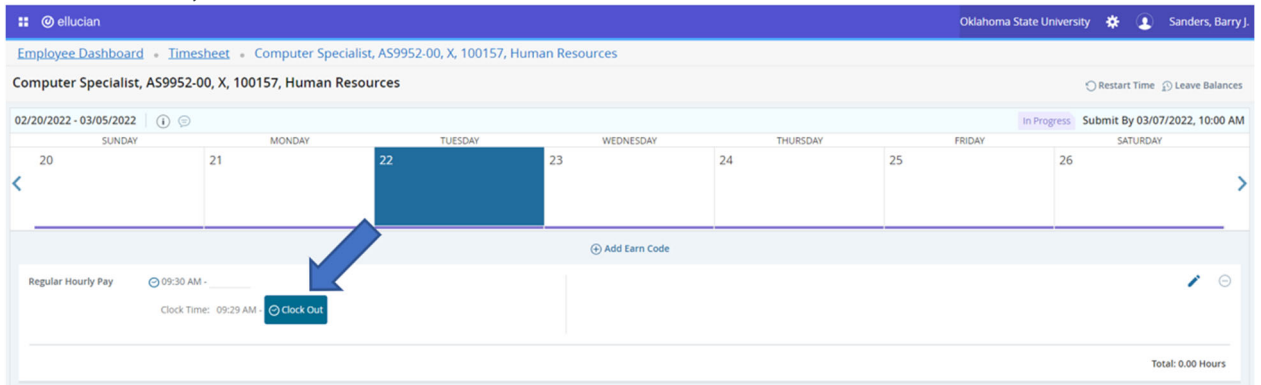
Regular Hourly Pay

Clock In

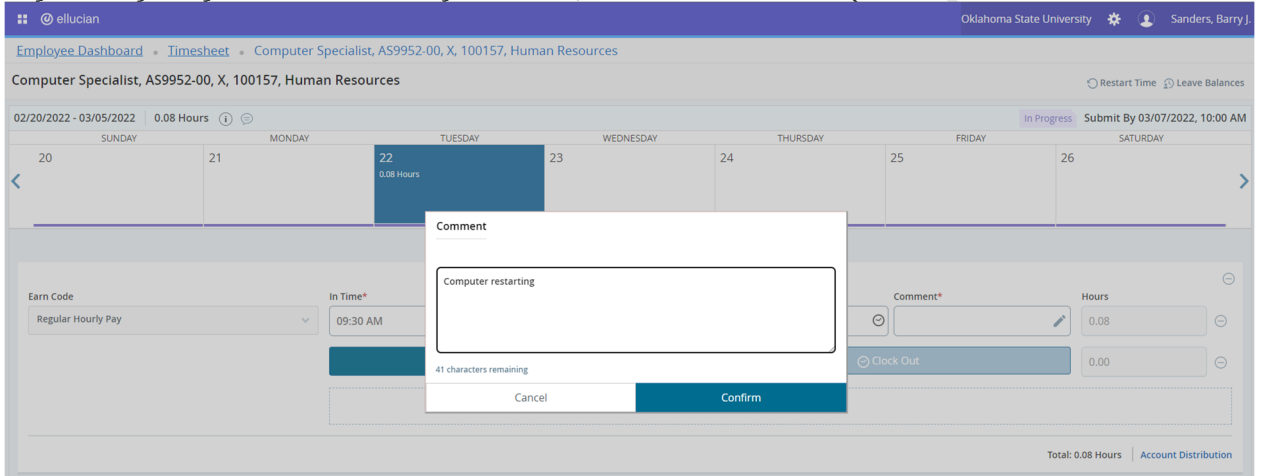
Clock Out

Hours: 0.00

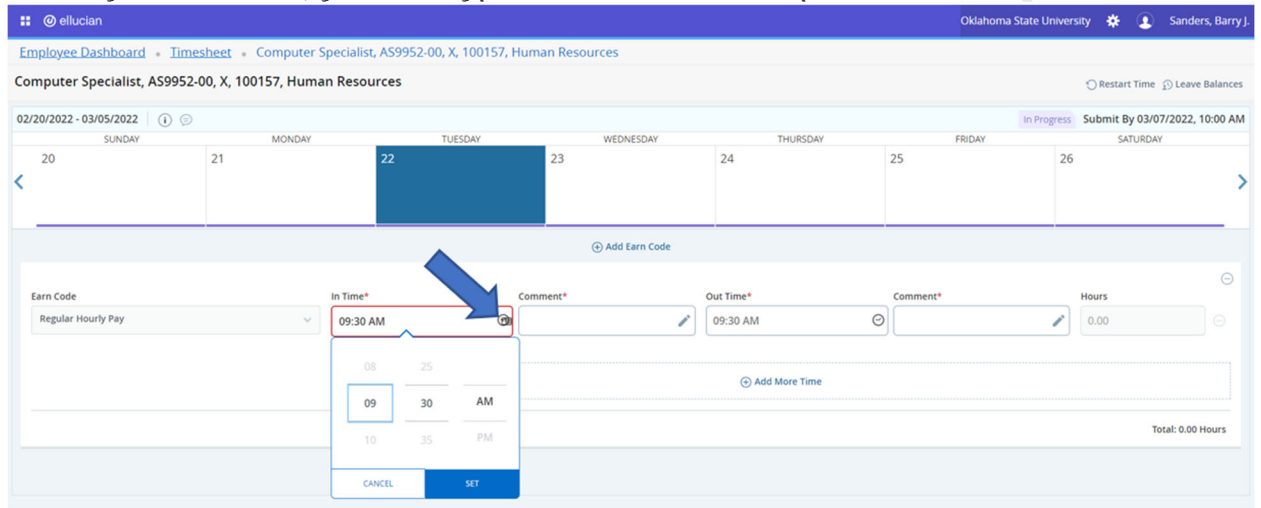
7. To clock out, select **Clock Out**.



8. If you adjust your time for any reason, a comment is required.



9. When you edit time, you can type it in or use the drop-down menu.



10. To enter additional earnings, such as Sick or Annual Leave, select the **Add Earn Code** button below the calendar.

ellucian Oklahoma State University Sanders, Barry J.
Employee Dashboard Timesheet Computer Specialist, AS9952-00, X, 100157, Human Resources
Computer Specialist, AS9952-00, X, 100157, Human Resources Restart Time Leave Balances
02/20/2022 - 03/05/2022 0.08 Hours In Progress Submit By 03/07/2022, 10:00 AM
20 21 22 23 24 25 26
0.08 Hours
Add Earn Code
Earn Code: Regular Hourly Pay In Time*: 09:30 AM Comment*: Computer restarting Out Time*: 09:35 AM Hours: 0.08
Clock In Clock Out Add More Time
Total: 0.08 Hours Account Distribution

ellucian Oklahoma State University Sanders, Barry J.
Employee Dashboard Timesheet Computer Specialist, AS9952-00, X, 100157, Human Resources
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20 21 22 23 24 25 26
0.08 Hours
Add Earn Code
Earn Code: Regular Hourly Pay In Time*: 09:30 AM Comment*: Computer restarting Out Time*: 09:35 AM Hours: 0.08
Clock In Clock Out Add More Time
Regular Hourly Pay
Compensatory Leave Taken
Annual Leave
Sick Leave
Holiday Pay
Select Earn Code
Total: 0.08 Hours Account Distribution

11. Select appropriate **Earn Code**. Enter start and end times for this earn code and click **Save**.

ellucian Oklahoma State University Sanders, Barry J.
Employee Dashboard Timesheet Computer Specialist, AS9952-00, X, 100157, Human Resources
Computer Specialist, AS9952-00, X, 100157, Human Resources Restart Time Leave Balances
02/20/2022 - 03/05/2022 4.00 Hours In Progress Submit By 03/07/2022, 10:00 AM
27 28 1 2 3 4 5
4.00 Hours
Add Earn Code
Regular Hourly Pay 08:00 AM - 12:00 PM | 4.00 Hours Shift: 1: 4.00 Hours
Clock Time: 08:33 AM - 08:33 AM
Clock In Comment: Forgot
Clock Out Comment: Forgot
Clock In
Total: 4.00 Hours Account Distribution
Earn Code: Sick Leave Start Time*: 12:00 PM End Time*: 04:00 PM Hours: 4.00
Add More Time
Exit Page Cancel Save Preview

12. To submit time, click the **Preview** button at the bottom right side of your screen.

The screenshot shows the ellucian timesheet interface for a Computer Specialist. The top navigation bar includes the ellucian logo, Oklahoma State University, and the user name Sanders, Barry J. The main content area displays a calendar for the week of 02/20/2022 to 03/05/2022, with 12.08 hours recorded for Wednesday, 02/23/2022. Below the calendar, there are sections for 'Regular Hourly Pay' and 'Sick Leave', each with a 'Clock In' or 'Add More Time' button. At the bottom right, there are three buttons: 'Cancel', 'Save', and 'Preview'. A blue arrow points to the 'Preview' button.

13. After reviewing your time, click Submit at the bottom right of your screen.

The screenshot shows the 'Preview' view of the timesheet. It displays a summary of the time entry for the pay period 02/20/2022 - 03/05/2022. The 'Time Entry Detail' table shows the following entries:

Date	Earn Code	Shift	Total
02/22/2022	020, Regular Hourly Pay	1	0.08 Hours
02/22/2022	170, Annual Leave	1	4.00 Hours
03/02/2022	020, Regular Hourly Pay	1	4.00 Hours
03/02/2022	180, Sick Leave	1	4.00 Hours

The 'Time Information' table shows the following entries:

Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
02/22/2022	020, Regular Hourly Pay		0.08	09:30 AM	09:29 AM	Computer restarting	09:35 AM	09:34 AM	
02/22/2022	170, Annual Leave		4.00	12:00 PM			04:00 PM		
03/02/2022	020, Regular Hourly Pay		4.00	08:00 AM	08:33 AM	Forgot	12:00 PM	08:33 AM	Forgot
03/02/2022	180, Sick Leave		4.00	12:00 PM			04:00 PM		

The 'Summary' table shows the following entries:

Earn Code	Shift	Week 1	Week 2	Total
020, Regular Hourly Pay	1	0.08	4.00	4.08 Hours
170, Annual Leave	1	4.00		4.00 Hours
180, Sick Leave	1		4.00	4.00 Hours
Total Hours		4.08	8.00	

At the bottom right, there are two buttons: 'Return' and 'Submit'. A blue arrow points to the 'Submit' button.

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