

Time Entry for Bi-Weekly Paid Employees

This document will show you how to enter your time in the new Banner 9 Employee Self-Service system.

Remember: It is the Employee's responsibility to clock in and out on a daily basis. Submit your time for approval before Payroll Monday, if possible, in case there are computer or network issues on those days. You only have until 10 AM on the deadline date to submit your time. Employees will not be able to make changes to their time after 10 AM. After the payroll deadline, if you have corrections to your hours, please submit a paper timesheet to HR. Include all your hours worked for two weeks, not just the hours missed. If you are a new employee who does not have access to Banner, fill out the paper timesheet, and have you supervisor sign before submitting to HR.

This new timekeeping system rounds to the nearest 5 minute interval vs 15 minutes.

Go to my.okstate.edu and log in using your Orange Key (O-key) credentials.

Choose Campus

Please choose your campus below to access

OSU Oklahoma City
OSUIT
OSU Stillwater/Tulsa



If you are asked to choose a campus, pick OSU Stillwater/Tulsa for time or leave entry.

myOKSTATE - STILLWATER/TULSA

Home Finance Employee Logout

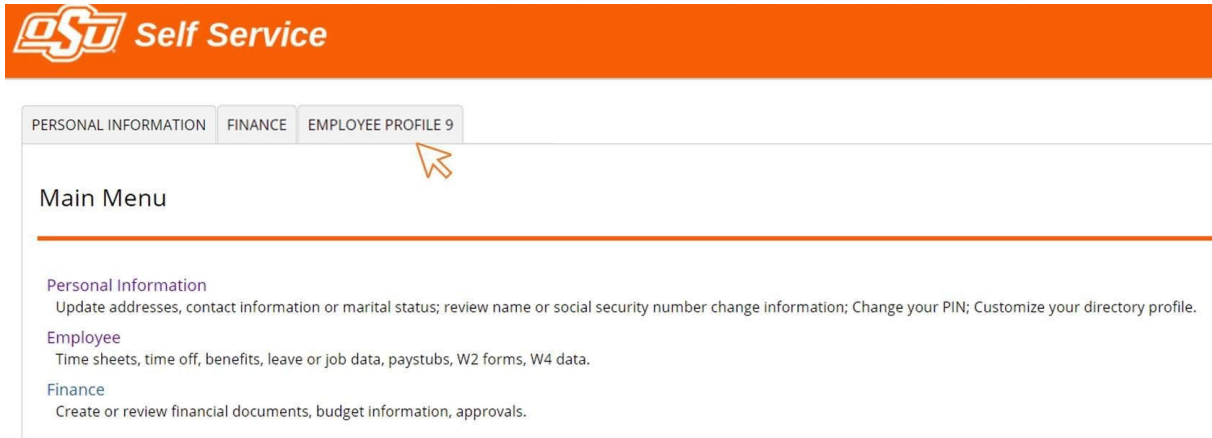
Home

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.
If you experience issues with the portal application, please contact the helpdesk at helpdesk@okstate.edu or 405-744-HELP (4357)

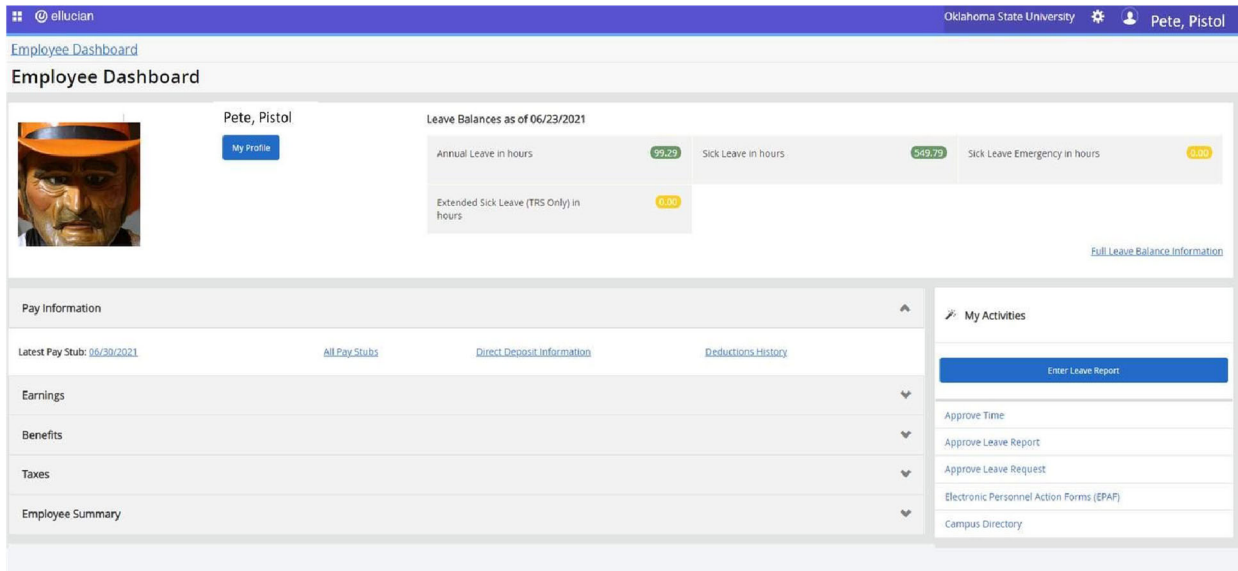
Applications
Self Service, canvas, Degree Works, Star System, Office 365, Cowboy Mail, O-KEY, Google Orange Mail

Quick Links
Dining Services
Campus Maps
Parking and Transit
Safety Resources
Directory
Events Calendar
Academic Calendar
Hire OSU Grads
OSU Stillwater/Tulsa Bursar Account
Talent Management System

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

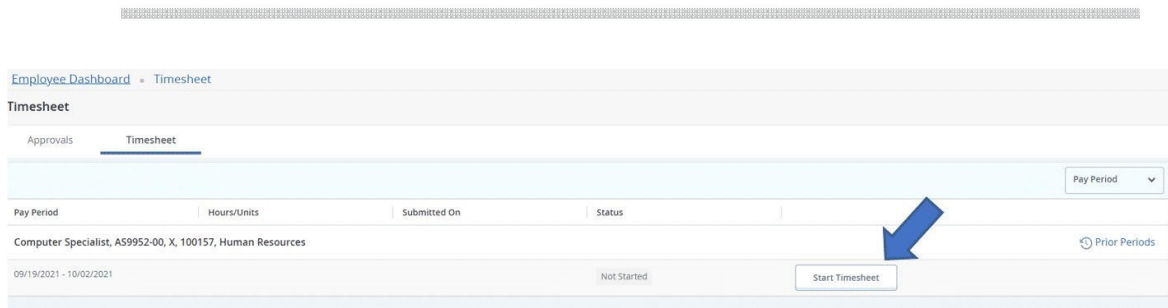


Employee Profile 9 Tab: Select the Employee Profile 9 tab to enter your Employee Dashboard.

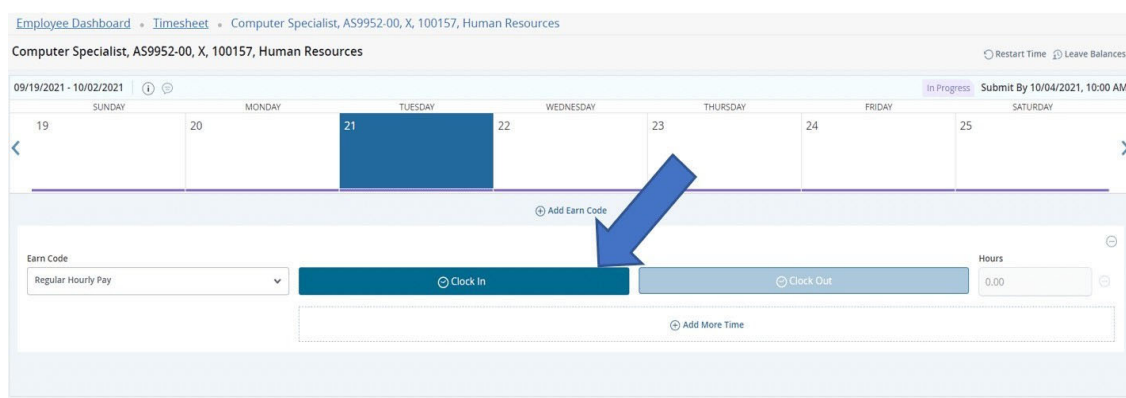


Employee Dashboard: Your dashboard is streamlined to include time entry, leave reporting and any time approval options you may have depending on your classification and job responsibilities. All your options are in one place on this

dashboard. **Enter Time:** From the Employee Dashboard, select the link labelled Enter Time.



If you have yet to start your time sheet for the period select the **Start Timesheet** button. If you have already started your timesheet your option will show **In Progress**. Select **In Progress**.



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

09/19/2021 - 10/02/2021 6.83 Hours In Progress Submit By 10/04/2021, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
19	20	21	22	23	24	25

Regular Hourly Pay 02:45 PM -

Clock Time: 02:43 PM **Clock Out**

Total: 0.00 Hours

Clocking out is done in a similar way. To clock out, select **Clock Out**.

09/19/2021 - 10/02/2021 6.83 Hours In Progress Submit By 10/04/2021, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
19	20	21 6.83 Hours	22	23	24	25

⊕ Add Earn Code

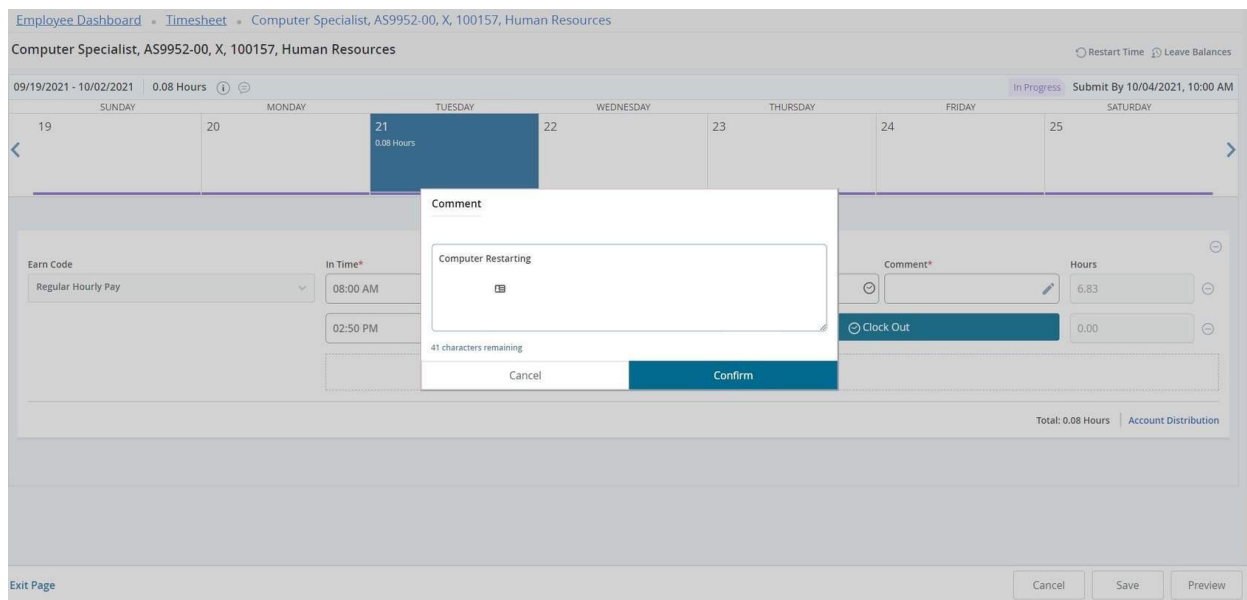
Earn Code	In Time*	Comment*	Out Time*	Comment*	Hours
Regular Hourly Pay	08:00 AM	Computer Restarting	02:50 PM		6.83
	02:50 PM		Clock Out		0.00

⊕ Add More Time

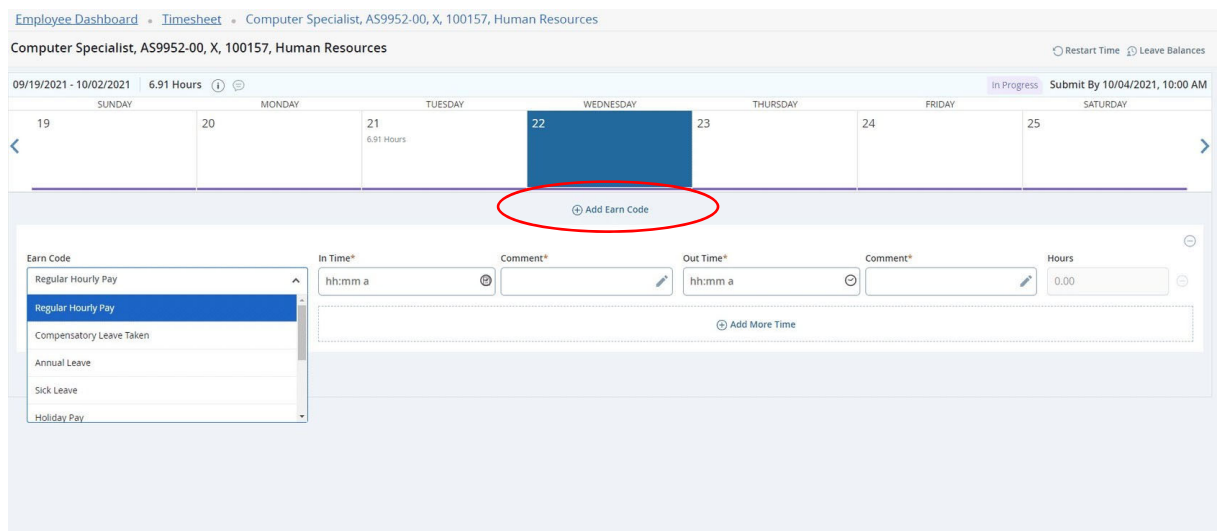
Total: 6.83 Hours Account Distribution

Exit Page

Cancel Save Preview



If you adjust your time for any reason, the system requires a comment such as **Computer Restarting** or **No Internet**, etc.



Manually entering Time: Click on Add Earn Code link, enter appropriate **Earn Code** such as **Regular Hourly Pay**, **Compensatory Leave Taken**, etc. **Be sure to hit the Save button when time or leave is entered.**

Once you have entered all your time, click Preview, and then click to Submit time to supervisor.

03/06/2022 - 03/19/2022 | 76.08 Hours | In Progress | Submit By 03/21/2022, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
13	14 8.00 Hours	15 8.00 Hours	16 8.00 Hours	17 8.00 Hours	18 4.08 Hours	19

+ Add Earn Code

Regular Hourly Pay 07:50 AM - 11:55 AM | 4.08 Hours
Clock Time: 07:51 AM - 11:56 AM
12:55 PM - _____
Clock Time: 12:54 PM -

Shift 1: 4.08 Hours

Total: 4.08 Hours | Account Distribution

Exit Page


Timesheet Detail Summary

Human Resources Coordinator, 633438-00, X, 160109, Human Resources

Pay Period: 03/06/2022 - 03/19/2022 | 76.08 Hours | In Progress | Submit By 03/21/2022, 10:00 AM

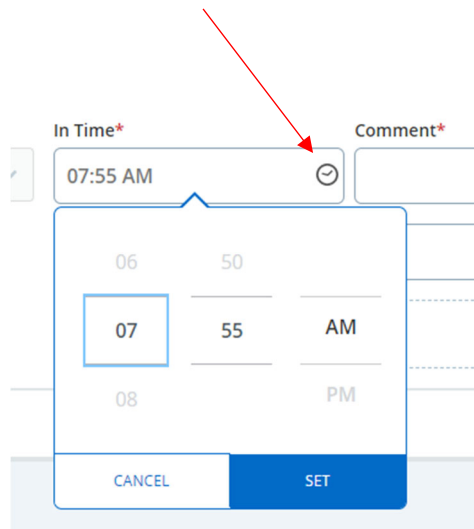
Date	Earn Code	Shift	Total
03/07/2022	020, Regular Hourly Pay	1	8.25 Hours
03/08/2022	020, Regular Hourly Pay	1	8.00 Hours
03/09/2022	020, Regular Hourly Pay	1	8.00 Hours
03/10/2022	020, Regular Hourly Pay	1	8.00 Hours
03/11/2022	300, Compensatory Leave Taken	1	7.75 Hours
03/14/2022	020, Regular Hourly Pay	1	8.00 Hours
03/15/2022	020, Regular Hourly Pay	1	8.00 Hours
03/16/2022	020, Regular Hourly Pay	1	8.00 Hours
03/17/2022	020, Regular Hourly Pay	1	8.00 Hours
03/18/2022	020, Regular Hourly Pay	1	4.08 Hours

Helpful Hints

If you need to make a change to your time, select the day of the week you are changing and hit the edit button to the right. 










If you type over the **In** or **Out** time, it has to be typed in this format: **HH:MM AM/PM** or 02:05 PM (don't forget the space in between the time and AM or PM)

If you click on the clock face, you will have to select hours, minutes, and AM separately and scroll with your mouse wheel to change the options.



A comment will be required for every manual change.

The dash icon  to the right of your time is used to delete time entries. 

In Time*	Comment*	Out Time*	Comment*	Hours
07:55 AM 		11:30 AM 	clock out button gone 	3.58 
12:30 PM 		Clock Out 		0.00 

The new Banner 9 will run in any modern browser.

Questions? Email okc.humanresources@okstate.edu