


ellucian. Oklahoma State University Merlau, Steven J.

Employee Dashboard

Employee Dashboard



Merlau, Steven J.

[My Profile](#)

Leave Balances as of 04/05/2019

Annual Leave in hours	148.00	Sick Leave in hours	262.74	Extended Sick Leave (TRS Only) in hours	0.00
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[Full Leave Balance Information](#)

Pay Information

Latest Pay Stub: [02/28/2019](#) [All Pay Stubs](#) [Direct Deposit Information](#) [Deductions History](#)

Earnings

Benefits

Taxes

My Activities

[Enter Leave Report](#)

[Approve Time](#)

[Approve Leave Report](#)

[Approve Leave Request](#)

Electronic Personnel Action Forms (EPAF)

From the Employee Dashboard, click on Enter Leave Report (1).

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Employee Dashboard • Leave Report

Leave Report

Approvals Leave Report

Leave Report Period

Leave Period	Hours/Days/Units	Submitted On	Status
Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems			
03/16/2019 - 04/15/2019		Not Started	Start Leave Report

Prior Periods

145%

Select leave report desired from the dropdown box (1) and then click Start Leave Report button (2). The pay period start and end dates display on the left hand side of page (3).

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Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems

03/16/2019 - 04/15/2019 In Progress Submit By 04/16/2019, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3	4	5	6

← Add Earn Code →

Earn Code

Select Earn Code

- Annual Leave
- Sick Leave
- Administrative Leave
- Military Leave

Exit Cancel Save Preview

Select day (1) you wish to record leave time or worked hours (monthly non-exempt employees only).

Select Earnings Code for the entry (2).

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Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems [Restart Leave Report](#) [Leave Balances](#)

03/16/2019 - 04/15/2019 [In Progress](#) Submit By 04/16/2019, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3	4	5	6

[Add Earn Code](#)

Earn Code
Annual Leave

Hours
8.00

[Exit Page](#) [Cancel](#) [Save](#) [Preview](#)

145%

Enter hours associated with the Earnings Code (1), then click Save (2).

Browser address bar: <https://employeeselfservice.okstate.edu:8063/EmployeeSelfService/ssb/timeEntry#/teApp/le>

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Employee Dashboard • Leave Report • Database Admin, AS9819-00, X, 100460, Enterprise O

Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems

03/16/2019 - 04/15/2019 8.00 Hours In Progress Submit By 04/16/2019, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3	4	5 8.00 Hours	6

← Add Earn Code →

Annual Leave 8.00 Hours

Total: 8.00 Hours

Exit Page Cancel Save Preview

145%

A message will display saying the changes were saved (1).

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Employee Dashboard • Leave Report • Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems

Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems

03/16/2019 - 04/15/2019 8.00 Hours In Progress Submit By 04/16/2019, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3	4	5 8.00 Hours	6

← →

+ Add Earn Code

Annual Leave 8.00 Hours

Total: 8.00 Hours

Edit

Exit Page Cancel Save Preview

https://employeeselfservice.okstate.edu:8063/EmployeeSelfService/ssb/timeEntry 145%

To edit a prior entry, click on the date (1), then click pencil icon (2).

The screenshot shows the 'ellucian' Employee Self-Service interface. At the top, the breadcrumb trail reads: 'Employee Dashboard • Leave Report • Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems'. Below this is a horizontal bar with seven segments, numbered 1 through 6. Segment 5 is highlighted in blue and labeled '8.00 Hours'. Below the bar is a section titled 'Add Earn Code' with a plus icon. This section contains two rows of input fields. The first row has 'Earn Code' set to 'Annual Leave' and 'Hours' set to '6'. A red arrow labeled '1' points to the 'Add Earn Code' header. A red arrow labeled '2' points to the 'Earn Code' dropdown menu, which is open and shows 'Sick Leave' and 'Annual Leave' as options. A red arrow labeled '3' points to the 'Hours' input field in the second row. A red arrow labeled '4' points to the 'Save' button at the bottom right of the form. The bottom right also contains 'Cancel' and 'Preview' buttons. The total hours for the current entry are shown as 'Total: 8.00 Hours'.

To record hours for an additional earnings code, click Add Earn Code (1), select Earnings Code (2) and enter hours (3). Then click on Save (4).

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Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems

✓ Leave Report data successfully saved. Restart Leave Report Leave Balance

03/16/2019 - 04/15/2019 8.00 Hours In Progress Submit By 04/16/2019, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3	4	5 8.00 Hours	6

➕ Add Earn Code

Annual Leave 6.00 Hours Total: 6.00 Hours

Sick Leave 2.00 Hours Total: 2.00 Hours

Copy

Exit Page Cancel Save Preview

https://employeeselfservice.okstate.edu:8063/EmployeeSelfService/ssb/timeEntry 145%

A message will display saying the changes were saved (1).

To Copy hours from one day to another, click on the Copy Icon (2).

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Employee Dashboard • Leave Report • Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems

Database Admin

Copy Leave Report Entry

Annual Leave : 6.00 Hours (04/05/2019, FRIDAY)

Select Options

- ☐ Copy to the end of pay period
- ☐ Include Saturdays
- ☐ Include Sundays

Pay Period: 03/16/2019 - 04/15/2019

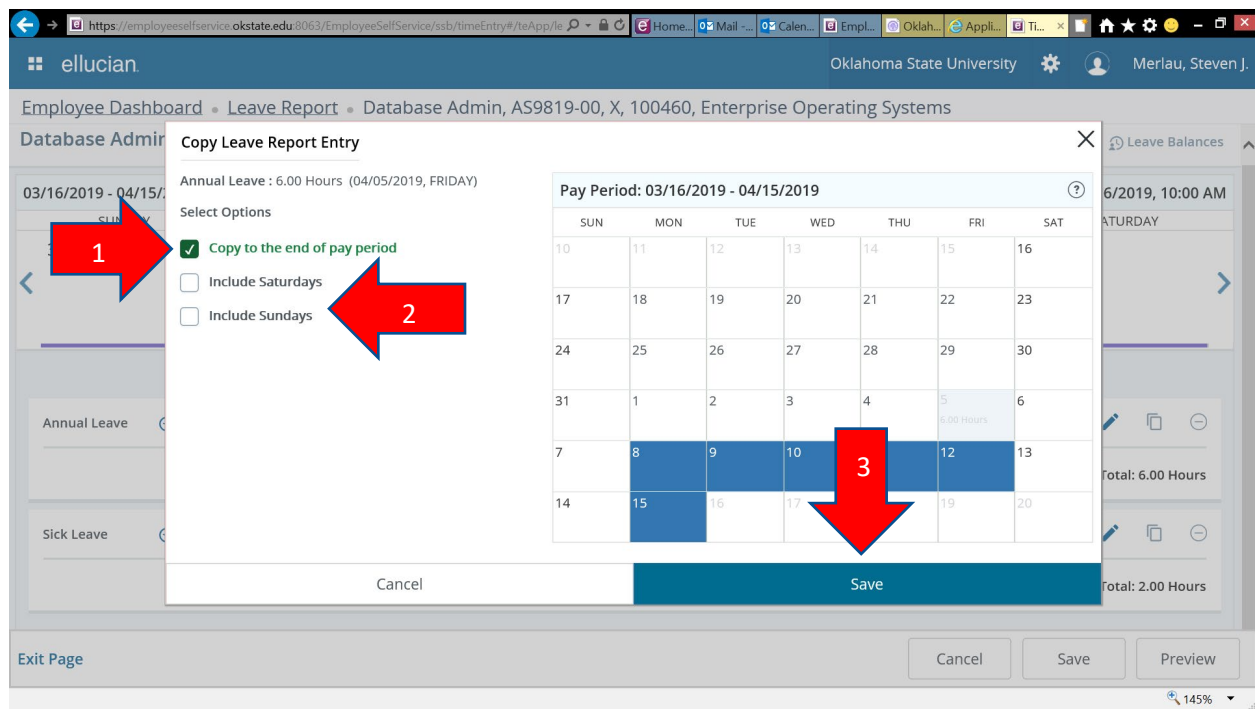
SUN	MON	TUE	WED	THU	FRI	SAT
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5 6.00 Hours	6
	8	9	10	11	12	13
	15	16	17	18	19	20

Cancel Save

Exit Page Cancel Save Preview

145%

To copy the hours to specific dates within the leave report period, click on each day that you wish to have the hours copied (1).



To copy the hours to each working day (Monday-Friday) until the end of the leave reporting period click on checkbox item "Copy to the end of the pay period" (1). If you wish to include Saturday or Sundays (in addition to Mondays-Fridays) click either of these checkbox items (2). Click Save when you have finished specifying the dates that the hours will be copied (3).

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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

03/16/2019 - 04/15/2019 44.00 Hours In Progress Submit By 04/16/2019, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3	4	5 8.00 Hours	6

1

Add Earn Code

Annual Leave 6.00 Hours Total: 6.00 Hours

Sick Leave 2.00 Hours Total: 2.00 Hours

Delete

2

Exit Page Cancel Save Preview

https://employeeselfservice.okstate.edu:8063/EmployeeSelfService/ssb/timeEntry 145%

To completely delete a prior earnings code entry, click on the day (1), then click on the Delete icon (2).

The screenshot shows the ellucian Employee Self-Service portal for Oklahoma State University. The user is Steven J. Merlau. The page displays a calendar for the period 03/16/2019 to 04/15/2019, showing 44.00 hours. A confirmation pop-up is visible, asking "Are you sure you want to delete the earning record?". A red arrow labeled "1" points to the pop-up, and another red arrow labeled "2" points to the "Yes" button. Below the calendar, there are sections for "Annual Leave" (6.00 Hours) and "Sick Leave" (2.00 Hours). The page includes navigation links like "Employee Dashboard", "Leave Report", and "Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems". The bottom of the page has an "Exit Page" link and buttons for "Cancel", "Save", and "Preview".

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Employee Dashboard • Leave Report • Database Admin, AS9819-00, X, 100460

Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems

03/16/2019 - 04/15/2019 44.00 Hours

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

31 1 2 3 4 5 6

8.00 Hours

Are you sure you want to delete the earning record?

No Yes

Add Earn Code

Annual Leave 6.00 Hours Total: 6.00 Hours

Sick Leave 2.00 Hours Total: 2.00 Hours

Exit Page Cancel Save Preview

https://employeeselfservice.okstate.edu:8063/EmployeeSelfService/ssb/timeEntry 145%

A pop-up will appear when requesting a delete (1). Answer yes, if you wish to continue to delete the entry. Answer no, if you wish to keep the entry (2).

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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](#)

03/16/2019 - 04/15/2019 44.00 Hours [In Progress](#) Submit By 04/16/2019, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3	4	5 8.00 Hours	6

[Add Earn Code](#)

Annual Leave 6.00 Hours [Total: 6.00 Hours](#)

[Exit Page](#) [Cancel](#) [Save](#) [Preview](#)

<https://employeeselfservice.okstate.edu:8063/EmployeeSelfService/ssb/timeEntry#/?teApp/le> 145%

Make sure you click Save (1) after the information is deleted to show the correct total hours for the day.

The screenshot displays the ellucian Employee Self-Service portal. The main interface shows a calendar for the period 03/16/2019 - 04/15/2019 with 42.00 Hours. A red arrow labeled '2' points to the 'Preview' button in the top right corner of the main interface. A 'Preview' window is open in the center, showing details for 'Database Admin, AS9819-00, X, 100460, Enterprise Operating Systems'. The window includes a table for 'Earning Distribution' and a 'Weekly Summary' section. A red arrow labeled '1' points to the 'Preview' button at the bottom right of the main interface.

Earn Code	Total
Annual Leave	42.00
Total Hours	42.00
Total Units	0.00

Weekly Summary	
Cancel	Submit

At the end of the leave report period you must submit your timesheet to your supervisor for approval. Click Preview (1) when you are ready to submit your leave report. The Preview window will pop up in the middle of the page (2).

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Employee Dashboard • Leave Report • Database Admin, AS9819-00, X, 100460, Enter

03/16/2019 - 04/15/2019 42.00 Hours

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

31 1 2

Annual Leave 6.00 Hours

Restart Leave Report Leave Balances

In Progress Submit By 04/16/2019, 10:00 AM

5 6

6.00 Hours

Total: 6.00 Hours

Preview

Week 1

Week 2

Week 3

Week 4 6.00

Week 5 30.00

Week 6 6.00

Comment (Optional):

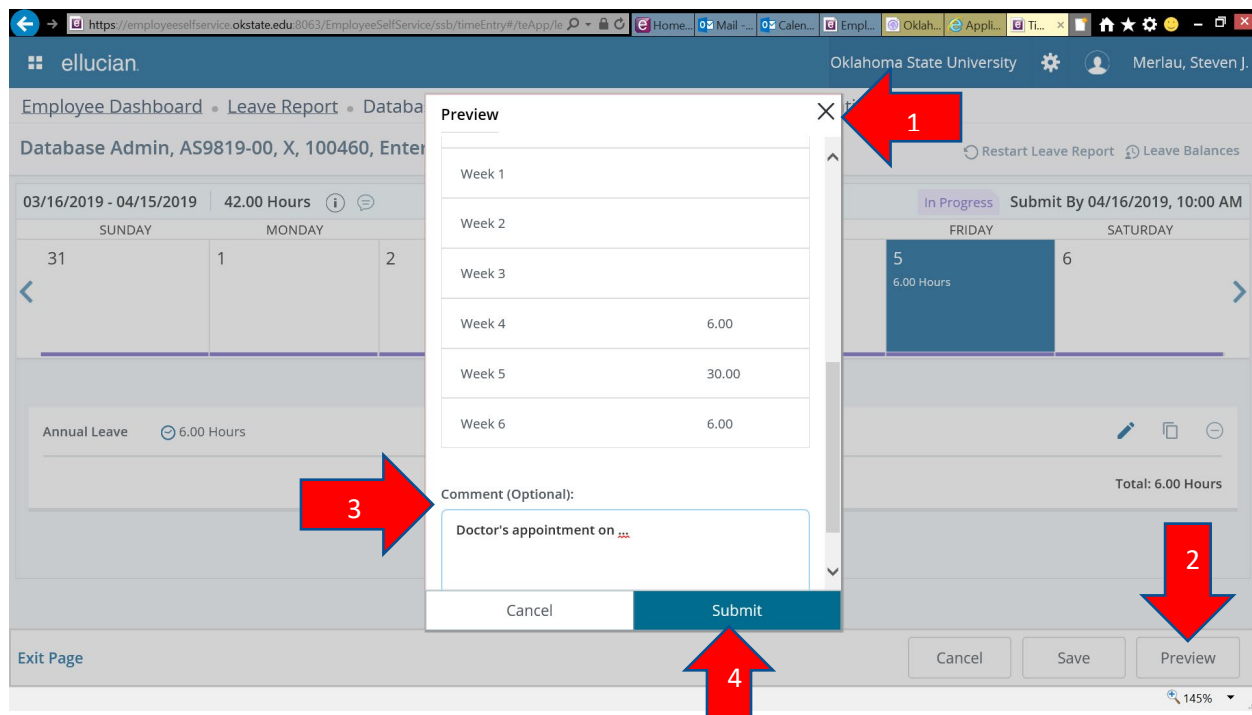
Add Comments

Cancel Submit

Exit Page Cancel Save Preview

145%

Review the information in the Preview Window (1).



If corrections are needed prior to submitting to your supervisor, click the X in the upper righthand corner of the Preview Window (1). Make the changes needed, then Click Preview again (2).

You can enter comments (3) if you feel it would be helpful prior to submitting the leave Report.

To submit the Leave Report to your supervisor, click Submit (4).

The screenshot displays the Oklahoma State University Employee Self-Service portal. At the top, the breadcrumb navigation shows 'Employee Dashboard' (labeled with a red arrow and '3'), 'Leave Report', and the user's name 'Database Admin, AS9819-00, X, 100460, Enterprise Operating System'. A green success message (labeled with a red arrow and '1') states: 'The Leave Report has been successfully submitted.' Below this, a calendar view for the period '03/16/2019 - 04/15/2019' shows a total of '42.00 Hours'. The calendar highlights Friday, April 5th, with '6.00 Hours' of leave. Below the calendar, a summary bar shows 'Annual Leave' with a clock icon and '6.00 Hours', and a 'Total: 6.00 Hours' label. At the bottom left, an 'Exit Page' link is highlighted with a red arrow and '2'. At the bottom right, there are buttons for 'Recall Leave Report' and 'Preview'. The browser's address bar shows the URL 'employee.selfservice.okstate.edu'.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3	4	5 6.00 Hours	6

Annual Leave 6.00 Hours

Total: 6.00 Hours

Exit Page Recall Leave Report Preview

A message will display saying the report has been submitted (1).

When you are done, you can click Exit Page (2) or Click Employee Dashboard (3) to go back to this page.