

**BANNER**

**Banner 9 Timesheet Entry**

**User Documentation**

**Version 1.0**

**Jan 08, 2018**

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## Banner 9 Timesheet Entry

### Clocking in and Basic Navigation

The screenshot shows the Banner 9 Employee Dashboard for Smith, Dakota. The dashboard includes a header with the ellucian logo and the user's name. The main content area is divided into several sections: a profile section with a 'My Profile' button, a 'Leave Balances as of 04/06/2019' section showing Compensatory Leave (0.00), Annual Leave (148.00), Sick Leave (262.74), and Extended Sick Leave (0.00), and a 'Pay Information' section with links for 'Latest Pay Stub: 02/28/2019', 'All Pay Stubs', 'Direct Deposit Information', and 'Deductions History'. On the right side, there is a 'My Activities' section with a prominent blue 'Enter Time' button, which is highlighted by a red arrow and the number 1. Below the 'Enter Time' button is an 'Approve Time' button. The footer of the dashboard includes a copyright notice for 2018 Ellucian Company L.P. and its affiliates, and a zoom level of 145%.

Employee Dashboard

Employee Dashboard

Smith, Dakota

My Profile

Leave Balances as of 04/06/2019

Compensatory Leave in hours	0.00	Annual Leave in hours	148.00	Sick Leave in hours	262.74
Extended Sick Leave (TRS Only) in hours	0.00				

[Full Leave Balance Information](#)

Pay Information

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

Benefits

Taxes

My Activities

Enter Time

Approve Time

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1. From the Employee Dashboard, click Enter Time (under My Activities on the right) (1).

The screenshot shows the 'ellucian' Employee Self-Service interface for Oklahoma State University. The user is logged in as 'Smith, Dakota'. The 'Timesheet' tab is selected under the 'Employee Dashboard'. The 'Timesheet' section shows a table with the following data:

Pay Period	Hours/Units	Submitted On	Status
Acct II, 530149-00, X, 100460, Enterprise Operating Systems, Rate: \$10.750000			
03/24/2019 - 04/06/2019			Not Started

A red arrow labeled '1' points to the 'Start Timesheet' button. A 'Pay Period' dropdown menu is visible in the top right corner of the table area. A 'Prior Periods' link is also visible next to the 'Start Timesheet' button.

2. Select timesheet and click Start Timesheet button (1).

Employee Dashboard • Timesheet • Acct II, 530149-00, X, 100460, Enterprise Operating Systems, Rate: \$10.750000

Acct II, 530149-00, X, 100460, Enterprise Operating Systems, Rate: \$10.750000 [Restart Time](#) [Leave Balances](#)

03/24/2019 - 04/06/2019 [In Progress](#) Submit By 04/08/2019, 10:00 AM

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

[Add Earn Code](#)

Earn Code: Regular Hourly Pay

[Clock In](#)

Hours:

[Add More Time](#)

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

3. Timesheet is opened and positioned on the current date (1).
4. Click Clock In to record the start of a work period (2).

https://employeeselfservice.okstate.edu/0063/EmployeeSelfService/ssb/timeEntry#/tehgpr/0  
ellucian Oklahoma State University Smith, Dakota

Employee Dashboard • Timesheet • Acct II, 530149-00, X, 100460, Enterprise Operating Systems, Rate: \$10.750000

Acct II, 530149-00, X, 100460, Enterprise Operating Systems, Rate: \$10.750000 [Restart Time](#) [Leave Balances](#)

03/24/2019 - 04/06/2019 [In Progress](#) Submit By 04/08/2019, 10:00 AM

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

[Add Earn Code](#)

Regular Hourly Pay 04:45 PM - [Clock Out](#)

Clock Time: 04:40 PM - [Clock Out](#)

Total: 0.00 Hours

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

145%

## Clocking Out

ellucian Oklahoma State University Smith, Dakota

Employee Dashboard • Timesheet

Timesheet

Approvals Timesheet Leave Report

Pay Period

Pay Period	Hours/Units	Submitted On	Status
Acct II, 530149-00, X, 100460, Enterprise Operating Systems, Rate: \$10.750000			<a href="#">Prior Periods</a>
03/24/2019 - 04/06/2019		In Progress	1

145%

1. To Return to the timesheet to clock out for a lunch break or the end of the day, click on a timesheet with the In Progress Status (1).

Employee Dashboard • Timesheet • Acct II, 530149-00, X, 100460, Enterprise Operating Systems, Rate: \$10.750000

Acct II, 530149-00, X, 100460, Enterprise Operating Systems, Rate: \$10.750000 [Restart Time](#) [Leave Balances](#)

03/24/2019 - 04/06/2019 [In Progress](#) Submit By 04/08/2019, 10:00 AM

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

[Add Earn Code](#)

Regular Hourly Pay  [Clock Out](#)

Clock Time: 04:40 PM - [Clock Out](#)

Total: 0.00 Hours

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

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

2. You will automatically be positioned on the current date (1). Click on the Clock Out Button (2).



Employee Dashboard • Timesheet • Acct II, 530149-00, X, 100460, Enterprise Operating Systems

Acct II, 530149-00, X, 100460, Enterprise Operating Systems, Rate: \$10.750000

03/24/2019 - 04/06/2019 | 2.25 Hours | In Progress | Submit By 04/08/2019, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3	4	5 2.25 Hours	6

← Add Earn Code

Regular Hourly Pay 04:45 PM - 07:00 PM | 2.25 Hours | Shift 1: 2.25 Hours

Clock Time: 04:40 PM - 07:04 PM

Total: 2.25 Hours | Account Distribution

Exit Page Cancel Save Preview

3. You should then see the Total time for that day at locations (1) and (2).

## Clocking back in after a break on the same day

The screenshot displays the ellucian employee self-service interface. At the top, the navigation bar shows "ellucian" and "Oklahoma State University". Below this, the breadcrumb trail reads: "Employee Dashboard" > "Timesheet" > "Acct II, 530149-00, X, 100460, Enterprise Operating Systems, Rate: \$10.750000". The main header area shows "Acct II, 530149-00, X, 100460, Enterprise Operating Systems, Rate: \$10.750000" and links for "Restart Time" and "Leave Balances".

The timesheet grid shows the period from 03/24/2019 to 04/06/2019, with a total of 2.25 hours. The calendar view shows the following days and hours:

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3	4	5 2.25 Hours	6

A red arrow labeled "1" points to the Thursday entry (5) which shows 2.25 hours. Another red arrow labeled "2" points to the "Edit" icon (pencil) next to the entry.

Below the calendar, there is a section for "Add Earn Code". The entry shows "Regular Hourly Pay" for the time period 04:45 PM - 07:00 PM, with 2.25 hours. The shift is listed as "Shift 1: 2.25 Hours". The clock time is 04:40 PM - 07:04 PM. There is an "Edit" button and a minus icon next to the entry.

The bottom of the interface shows a "Total: 2.25 Hours" and a link for "Account Distribution". At the very bottom, there are buttons for "Exit Page", "Cancel", "Save", and "Preview".

1. To clock back in after a break on the same day (1) Click on the pencil (edit) icon (2).

Employee Dashboard • Timesheet • Acct II, 530149-00, X, 100460, Enterprise Operating Systems, Rate: \$10.750000

31 1 2 3 4 5 6  
2.25 Hours

⊕ Add Earn Code

Earn Code	In Time	Comment	Out Time	Comment	Hours
Regular Hourly Pay	04:45 PM		07:00 PM		2.25

1 → Clock In Clock Out 0.00

⊕ Add More Time

Total: 2.25 Hours | [Account Distribution](#)

Exit Page Cancel Save Preview

2. Click the Clock In button (1).

Employee Dashboard • Timesheet • Acct II, 530149-00, X, 100460, Enterprise Operating Systems, Rate: \$10.750000

03/24/2019 - 04/06/2019 | 2.25 Hours | In Progress | Submit By 04/08/2019, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3	4	5 2.25 Hours	6

+ Add Earn Code

Regular Hourly Pay | 04:45 PM - 07:00 PM | 2.25 Hours  
Clock Time: 04:40 PM - 07:04 PM  
07:15 PM -  
Clock Time: 07:08 PM - **Clock Out**

Shift 1: 2.25 Hours

Total: 2.25 Hours | [Account Distribution](#)

Exit Page | Cancel | Save | Preview | 145%

3. You should see then see a screen similar to the one above, to clock out, follow the steps in the Clocking out section. If you need to clock in and out more than twice a day repeat this section.

## Entering Leave Time

Employee Dashboard • Timesheet • Acct II, 530149-00, X, 100460, Enterprise Operating Systems, Rate: \$10.750000

Acct II, 530149-00, X, 100460, Enterprise Operating Systems, Rate: \$10.750000

03/24/2019 - 04/06/2019 | 2.25 Hours | In Progress | Submit By 04/08/2019, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3	4	5 2.25 Hours	6

+ Add Earn Code

Earn Code

- Regular Hourly Pay
- Regular Hourly Pay
- Compensatory Leave Taken
- Annual Leave
- Sick Leave

In Time | Comment | Out Time | Comment | Hours

0.00

+ Add More Time

Cancel | Save | Preview

1. To enter leave time, click on the day that you wish to enter leave hours (1), then select from the Earnings Code drop down menu the appropriate type of leave (2).

The screenshot shows the 'ellucian' interface for Oklahoma State University. The user is logged in as 'Smith, Dakota'. The page title is 'Employee Dashboard • Timesheet • Acct II, 530149-00, X, 100460, Enterprise Operating Systems, Rate: \$10.750000'. Below the title, it says 'Acct II, 530149-00, X, 100460, Enterprise Operating Systems, Rate: \$10.750000' with links for 'Restart Time' and 'Leave Balances'. The main content area shows a calendar for the week of 03/24/2019 to 04/06/2019. The calendar shows 2.25 hours for Friday (04/06/2019). Below the calendar is a form to 'Add Earn Code'. The form has four fields: 'Earn Code' (a dropdown menu with 'Sick Leave' selected), 'Start Time' (a time picker with '01:00 PM' selected), 'End Time' (a time picker with '02:00 PM' selected), and 'Hours' (a text input with '1.00' entered). Below these fields is a button labeled 'More Time'. At the bottom of the form are three buttons: 'Exit Page', 'Cancel', 'Save', and 'Preview'. A red arrow labeled '1' points to the 'Start Time' field, a red arrow labeled '2' points to the 'End Time' field, and a red arrow labeled '3' points to the 'Save' button.

2. Enter the Start Time (1) and End Time(2) (format is Hour:Minute (space) then AM or PM – e.g. 1:00 PM for 1:00 p.m.) then click Save (3).

This screenshot is identical to the one above, showing the 'Add Earn Code' form. The 'Save' button is highlighted with a red arrow labeled '3', indicating the final step in the process.

## Adding additional earning types for the same day

The screenshot displays the 'Employee Self-Service' interface for 'Oklahoma State University'. The user is logged in as 'Smith, Dakota'. The page title is 'Employee Dashboard • Timesheet • Acct II, 530149-00, X, 100460, Enterprise Operating Systems, Rate: \$10.750000'. The main content area shows a table with columns for 'Earn Code', 'Start Time', 'End Time', and 'Hours'. A red arrow labeled '1' points to the 'Add Earn Code' button. Below the table, a dropdown menu for 'Earn Code' is open, showing options like 'Regular Hourly Pay', 'Compensatory Leave Taken', 'Annual Leave', 'Sick Leave', and 'Holiday Pay'. A red arrow labeled '2' points to this dropdown menu. The interface also includes buttons for 'Cancel', 'Save', and 'Preview'.

1. To add an additional earnings type for the same day, Click on Add Earn Code (1), then select from the Earn Code drop down (2).

The screenshot displays the 'Employee Dashboard' and 'Timesheet' section for 'Acct II, 530149-00, X, 100460, Enterprise Operating Systems, Rate: \$10.750000'. The interface includes a header with the 'ellucian' logo and user information 'Smith, Dakota'. Below the header, there are navigation links and a search bar. The main content area shows two rows of time entry. The first row is for 'Sick Leave' with a start time of 01:00 PM and an end time of 02:00 PM, totaling 1.00 hour. The second row is for 'Compensatory Leave Taken' with a start time of 02:00 PM and an end time of 05:00 PM, totaling 3.00 hours. Red arrows indicate the steps: arrow 1 points to the Start Time field, arrow 2 points to the End Time field, and arrow 3 points to the Save button.

Employee Dashboard • Timesheet • Acct II, 530149-00, X, 100460, Enterprise Operating Systems, Rate: \$10.750000

ellucian Oklahoma State University Smith, Dakota

Employee Dashboard • Timesheet • Acct II, 530149-00, X, 100460, Enterprise Operating Systems, Rate: \$10.750000

Exit Page

Cancel Save Preview

2. Enter Start Time (1) and End Time (2) (format is Hour:Minute (space) then AM or PM – e.g. 1:00 PM for 1:00 p.m.) then click Save (3).



ellucian. Oklahoma State University Smith, Dakota

Employee Dashboard • Timesheet • Acct II, 530149-00, X, 100460, Enterprise Operating Systems, Rate: \$10.750000

03/24/2019 - 04/06/2019 6.25 Hours In Progress Submit By 04/08/2019, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3 4.00 Hours	4	5 2.25 Hours	6

+ Add Earn Code

Compensatory Leave Taken 02:00 PM - 05:00 PM 3.00 Hours Shift 1: 3.00 Hours

Total: 3.00 Hours Account Distribution

Sick Leave 01:00 PM - 02:00 PM 1.00 Hours Shift 1: 1.00 Hours

Total: 1.00 Hours Account Distribution

Exit Page Cancel Save Preview

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## Copying Hours from one day to another

The screenshot shows the 'Employee Dashboard' with a 'Timesheet' tab selected. The timesheet is for the period 03/24/2019 to 04/06/2019, showing 6.25 hours. The interface includes a calendar view with days of the week and dates. A red arrow labeled '1' points from the 'TUESDAY' cell (date 2) to the 'WEDNESDAY' cell (date 3). Below the calendar, there is a section for 'Compensatory Leave Taken' and 'Sick Leave'. A red arrow labeled '2' points to the 'Copy' icon in the 'Compensatory Leave Taken' section. The 'Compensatory Leave Taken' section shows a total of 3.00 hours. The 'Sick Leave' section shows a total of 1.00 hour. At the bottom, there are buttons for 'Exit Page', 'Cancel', 'Save', and 'Preview'.

Employee Dashboard • Timesheet • Acct II, 530149-00, X, 100460, Enterprise Operating Systems, Rate: \$10.750000

03/24/2019 - 04/06/2019 6.25 Hours In Progress Submit By 04/08/2019, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3 4.00 Hours	4	5 2.25 Hours	6

+ Add Earn Code

Compensatory Leave Taken 02:00 PM - 05:00 PM | 3.00 Hours | Shift 1: 3.00 Hours

Total: 3.00 Hours | Account Distribution

Sick Leave 01:00 PM - 02:00 PM | 1.00 Hours | Shift 1: 1.00 Hours

Total: 1.00 Hours | Account Distribution

Exit Page Cancel Save Preview

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

1. To copy leave hours from one day to other day(s). Click on the day (1), then click on the Copy Icon (2).

The screenshot shows the 'Copy Time Entry' modal in the Oklahoma State University Employee Self-Service Timesheet. The modal displays the following information:

- Compensatory Leave Taken:** 3.00 Hours (04/03/2019, WEDNESDAY)
- Select Options:**
  - ☐ Copy to the end of pay period
  - ☐ Include Saturdays
  - ☐ Include Sundays
- Pay Period:** 03/24/2019 - 04/06/2019
- Calendar:** A calendar grid showing the days from Sunday (24) to Saturday (30). The days are color-coded: Sunday (24) is light blue, Monday (25) is dark blue, Tuesday (26) is dark blue, Wednesday (27) is light blue, Thursday (28) is light blue, Friday (29) is light blue, and Saturday (30) is light blue. A red arrow labeled '1' points to the calendar grid.
- Buttons:** 'Cancel' and 'Save' buttons are at the bottom of the modal. A red arrow labeled '2' points to the 'Save' button.

The background shows the 'Employee Dashboard' with the 'Timesheet' tab selected. The 'Acct II, 530149-00, X, 100460, Enterprise Operating Systems, Rate: \$10.750000' is displayed. The 'Submit By' date is 04/08/2019, 10:00 AM. The 'Total: 1.00 Hours' is shown at the bottom right of the modal.

2. To copy to specific days, click on each day that you wish the hours to be copied to (1), then Click Save (2).

Employee Dashboard • Timesheet • Acct II, 530149-00, X, 100460, Enterprise Operating Systems, Rate: \$10.750000

03/24/2019 - 04/06/2019 | 6.25 Hours | In Progress | Submit By 04/08/2019, 10:00 AM

**Copy Time Entry**

Compensatory Leave Taken : 3.00 Hours  
(04/03/2019, WEDNESDAY)

Select Options

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

Pay Period: 03/24/2019 - 04/06/2019

SUN	MON	TUE	WED	THU	FRI	SAT
24	25	26	27	28	29	30
31	1	2	3 3.00 Hours	4	5	6

Cancel Save

Sick Leave 01:00 PM - 02:00 PM | 1.00 Hours | Shift 1: 1.00 Hours

Total: 1.00 Hours | Account Distribution

Exit Page Cancel Save Preview

3. To copy the hours to all working days (Monday through Friday) to the end of the pay period, click on the “Copy to the end of the pay period” check box (1) on the left of the Copy Time Entry pop-up window. If you wish to include Saturdays and/or Sundays click these checkbox items (2). Click Save (3) when you have specified all the days where the hours will be copied to.

ellucian. Oklahoma State University Smith, Dakota

Employee Dashboard • Timesheet • Acct II, 530149-00, X, 100460, Enterprise Operating System

✓ The entry has been successfully copied.

03/24/2019 - 04/06/2019 | 12.25 Hours | In Progress | Submit By 04/08/2019, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3 4.00 Hours	4 3.00 Hours	5 5.25 Hours	6

⊕ Add Earn Code

Compensatory Leave Taken 02:00 PM - 05:00 PM | 3.00 Hours | Shift 1: 3.00 Hours

Total: 3.00 Hours | [Account Distribution](#)

Sick Leave 01:00 PM - 02:00 PM | 1.00 Hours | Shift 1: 1.00 Hours

Total: 1.00 Hours | [Account Distribution](#)

Exit Page Cancel Save Preview

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## Removing Hours

Employee Dashboard • Timesheet • Acct II, 530149-00, X, 100460, Enterprise Operating Systems, Rate: \$10.750000

Acct II, 530149-00, X, 100460, Enterprise Operating Systems, Rate: \$10.750000

Timesheet Messages 3

03/24/2019 - 04/06/2019 12.50 Hours In Progress Submit By 04/08/2019, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3 4.00 Hours	4	5 5.50 Hours	6

Add Earn Code

Earnings Code	Start Time	End Time	Hours	Shift
Regular Hourly Pay	04:45 PM - 07:00 PM	07:15 PM - 07:30 PM	2.25 Hours	Shift 1: 2.50 Hours

Delete

Exit Page Cancel Save Preview

1. To remove **all hours** for a given earnings code and day, select the day (1), click on the Delete icon (2).

Employee Dashboard • Timesheet • Acct II, 530149-00, X, 100460, Enterprise Operating Systems, Rate: \$10.750000

Acct II, 530149-00, X, 100460, Enterprise Operating Systems, Rate: \$10.750000

Timesheet Messages 3

03/24/2019 - 04/06/2019 12.50 Hours In Progress Submit By 04/08/2019, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3 4.00 Hours	4 5.50 Hours	5 5.50 Hours	6

Add Earn Code

Regular Hourly Pa 04:45 PM - 07:00 PM 2.25 Hours Shift 1: 2.50 Hours  
Clock Time: 04:40 PM - 07:04 PM  
07:15 PM - 07:30 PM 0.25 Hours  
Clock Time: 07:08 PM - 07:26 PM

Exit Page Cancel Save Preview

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

2. To delete a **single time in/out entry** for an earnings code and day (1), click the pencil (edit) icon (2).

Employee Dashboard • Timesheet • Acct II, 530149-00, X, 100460, Enterprise Operating Systems, Rate: \$10.750000

03/24/2019 - 04/06/2019 12.50 Hours In Progress Submit By 04/08/2019, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3 4.00 Hours	4 3.00 Hours	5 5.50 Hours	6

⊕ Add Earn Code

Earn Code	In Time	Comment	Out Time	Comment	Hours	
Regular Hourly Pay	04:45 PM		07:00 PM		2.25	⊖
	03:30 PM		07:30 PM		0.25	⊖
	04:30 PM					
	05:00 PM					
	05:30 PM					
	06:00 PM					
	06:30 PM					
	07:00 PM					
	07:30 PM					

⊕ Add More Time

Total 5.50 Hours Account Distribution

Exit Page Save Preview

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

3. Click on the delete icon next to the time in/out line you would like to remove (1). Click on the top delete icon (2) to delete all entries for the earnings on this day. Click Save (3) when you have finished.



ellucian. Oklahoma State University Smith, Dakota 1

Employee Dashboard • Timesheet • Acct II, 530149-00, X, 100460, Enterprise Operating System

03/24/2019 - 04/06/2019 12.25 Hours In Progress Submit By 04/08/2019, 10:00 AM

✓ Timesheet data successfully saved.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3 4.00 Hours	4 3.00 Hours	5 5.25 Hours	6

➕ Add Earn Code

Regular Hourly Pay 04:45 PM - 07:00 PM | 2.25 Hours | Shift 1: 2.25 Hours  
Clock Time: 04:40 PM - 07:04 PM

Total: 2.25 Hours | [Account Distribution](#)

Compensatory Leave Taken 02:00 PM - 05:00 PM | 3.00 Hours | Shift 1: 3.00 Hours

Total: 3.00 Hours | [Account Distribution](#)

Exit Page Cancel Save Preview

145%

## Submitting your timesheet for approval

ellucian. Oklahoma State University Smith, Dakota

Employee Dashboard • Timesheet • Acct II, 530149-00, X, 100460, Enterprise Operating Systems, Rate: \$10.750000

03/24/2019 - 04/06/2019 12.25 Hours In Progress Submit By 04/08/2019, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3 4.00 Hours	4 3.00 Hours	5 5.25 Hours	6

⊕ Add Earn Code

Regular Hourly Pay 04:45 PM - 07:00 PM 2.25 Hours Shift 1: 2.25 Hours  
Clock Time: 04:40 PM - 07:04 PM  
Total: 2.25 Hours Account Distribution

Compensatory Leave Taken 02:00 PM - 05:00 PM 3.00 Hours Shift 1: 3.00 Hours  
Total: 3.00 Hours Account Distribution

Exit Page Cancel Save Preview

1. After you have clocked out for your last working day within the pay period and enter any leave hours for the remainder of the pay period, you must submit your timesheet to your supervisor for approval. Click the Preview button (1) to begin the submission process.

The screenshot shows the ellucian Employee Dashboard interface. A red arrow labeled '1' points to the 'Preview' pop-up window. The dashboard displays a calendar for the period 03/24/2019 - 04/06/2019, showing 12.25 hours for Sunday and 2 hours for Monday. The 'Preview' window shows the following information:

Acct II, 530149-00, X, 100460, Enterprise Operating Systems  
Pay Period: 03/24/2019 - 04/06/2019 | 12.25 Hours  
Submit By: 04/08/2019, 10:00 AM

Earn Code	Shift	Total
Regular Hourly Pay	1	2.25
Compensatory Leave Taken	1	9.00
Sick Leave	1	1.00

The 'Preview' window also includes 'Cancel' and 'Submit' buttons. The background dashboard shows a calendar for Friday (5.25 hours) and Saturday (6 hours), with a total of 11.25 hours. The rate is \$10.750000. The submit by date is 04/08/2019, 10:00 AM. The dashboard also shows 'Regular Hourly Pay' and 'Compensatory Leave Taken' sections.

2. Review the information in the Preview pop-up window (1).

The screenshot displays the 'ellucian' Employee Self-Service portal for Oklahoma State University. A 'Preview' window is open, showing a weekly summary of hours. The window includes a 'Weekly Summary' table with columns for 'Week' and 'Total Hours'. It also features a 'Comment (Optional)' section with a text input field and a '2000 characters remaining' indicator. At the bottom of the preview window is a 'Submit' button. Red arrows with numbers 1 through 4 point to specific elements: 1 points to the close (X) button in the top right of the preview window; 2 points to the 'Preview' button in the bottom right of the main interface; 3 points to the 'Add Comment' text input field; and 4 points to the 'Submit' button within the preview window.

Week	Total Hours
Week 1	
Week 2	12.25

Comment (Optional):  
Add Comment  
2000 characters remaining

Submit

3. If corrections are needed prior to submitting to your supervisor, click the X (1) in the upper righthand corner of the Preview Window. Make the changes needed, then Click Preview (2) again.
4. You can enter comments (3) if you feel it would be helpful prior to submitting the timesheet.
5. To submit the timesheet to your supervisor, click Submit (4).

ellucian. Oklahoma State University Smith, Dakota 1

Employee Dashboard 2 149-00, X, 100460, Enterprise Operating Systems, Rate: \$10.750000

Acct II, 530149-00, X, 100460, Enterprise Operating Systems, Rate: \$10.750000

Timesheet Messages 3

03/24/2019 - 04/06/2019 12.25 Hours Pending Submitted On 04/05/2019, 02:50 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3 4.00 Hours	4 3.00 Hours	5 5.25 Hours	6

Regular Hourly Pay 04:45 PM - 07:00 PM 2.25 Hours Shift 1: 2.25 Hours  
Clock Time: 04:40 PM - 07:04 PM

Total: 2.25 Hours Account Distribution

Compensatory Leave 02:00 PM - 05:00 PM 3.00 Hours Shift 1: 3.00 Hours

Exit Page Recall Timesheet Preview

6. When you are done, you can click Exit Page (1) or Click Employee Dashboard (2) to go back to this page.