Bi Weekly Web Time Entry

1. Log into my.okstate.edu using your O-Key User Name and Password.

   O-Key - Sign In Service

   Login Address:

   Password:

   Login

2. Under Applications in center of the screen click on the Self Service icon.

   Self Service

3. Click on the Employee tab.

4. Click on the Biweekly Time Sheet link.

   Employee

Biweekly Time Sheet
   For Employees Paid on a biweekly time - hours worked and leave taken.

Monthly Paid Leave Report
   For Monthly Paid Non-Exempt Employees to record hours worked and leave taken.
   For Monthly Paid Exempt Employees to record Leave taken.

Electronic Personnel Action Forms (EPAF)
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5. If you get the following message that will mean there is an error with your timesheet set up. Contact your payroll administrator or your supervisor as soon as possible to get the system corrected. If you do not get this message continue on to step 6.

*** ERROR ***
Contact your Payroll Administrator, ASAP

6. Select the radio button next to the **Title and Department** for the timesheet you wish to open.

7. Using the drop-down **Pay Period and Status**, select the correct pay period.
8. Click the **Time Sheet** button.

![Time Sheet Selection](image)

9. Click on the clock icon in the **Clock In or Out** column of the timesheet.

![Clock In or Out](image)

*Click on Clock when first arriving for the day, when leaving for lunch, when you return from lunch and when you leave for the day.*

The system will show the time you clicked on the clock symbol and round time to the nearest quarter hour.
10. Click **Save** to record the entry.

Date: Tuesday, May 31, 2016

**Earnings Code:** Regular Hourly Pay

<table>
<thead>
<tr>
<th>Shift</th>
<th>System Time In</th>
<th>Clock Time In</th>
<th>Clock Time Adjusted</th>
<th>Comment</th>
<th>Date and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>07:23 AM</td>
<td>07:30 AM</td>
<td>AM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total:

[Timesheet] [Previous Day] [Add New Line] [Save] [Delete]

11. To Return to Timesheet, click **Timesheet BUTTON**.

Date: Tuesday, May 31, 2016

**Earnings Code:** Regular Hourly Pay

<table>
<thead>
<tr>
<th>Shift</th>
<th>System Time In</th>
<th>Clock Time In</th>
<th>Clock Time Adjusted</th>
<th>Comment</th>
<th>Date and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>07:23 AM</td>
<td>07:30 AM</td>
<td>AM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total:

[Timesheet] [Previous Day] [Add New Line] [Save] [Delete]

12. To return to myOKSTATE, click on Exit at the top right hand corner of the screen.

**It is important to clock in and out daily when first arriving for the day, when leaving for lunch, when you return from lunch and when you leave for the day.**
Submitting your timesheet at the end of the pay period.

1. Review your time sheet. Click the Preview button at the bottom of your time sheet.

<table>
<thead>
<tr>
<th>Clock in</th>
<th>Earning</th>
<th>Shift</th>
<th>Default Hours or Units</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Monday May 23, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Regular Hourly Pay</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>No Time Entry</td>
</tr>
<tr>
<td></td>
<td>Compensatory Leave Taken</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
</tr>
<tr>
<td></td>
<td>Annual Leave</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
</tr>
<tr>
<td></td>
<td>Sick Leave</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
</tr>
<tr>
<td></td>
<td>Holiday Pay</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
</tr>
<tr>
<td></td>
<td>Administrative Leave</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
</tr>
<tr>
<td></td>
<td>Military Leave</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
</tr>
<tr>
<td></td>
<td>Jury Duty</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
</tr>
<tr>
<td></td>
<td>Unpaid Leave-Leave Report</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
</tr>
<tr>
<td></td>
<td>Family Medical Leave</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>Hours:</strong></td>
<td></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>Units:</strong></td>
<td></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td></td>
</tr>
</tbody>
</table>

2. After you have checked your hours to ensure all is correct, click the “submit for approval” button at the bottom of your timesheet.

<table>
<thead>
<tr>
<th>Clock in</th>
<th>Earning</th>
<th>Shift</th>
<th>Default Hours or Units</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Monday May 23, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Regular Hourly Pay</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>No Time Entry</td>
</tr>
<tr>
<td></td>
<td>Compensatory Leave Taken</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
</tr>
<tr>
<td></td>
<td>Annual Leave</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
</tr>
<tr>
<td></td>
<td>Sick Leave</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
</tr>
<tr>
<td></td>
<td>Holiday Pay</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
</tr>
<tr>
<td></td>
<td>Administrative Leave</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
</tr>
<tr>
<td></td>
<td>Military Leave</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
</tr>
<tr>
<td></td>
<td>Jury Duty</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
</tr>
<tr>
<td></td>
<td>Unpaid Leave-Leave Report</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
</tr>
<tr>
<td></td>
<td>Family Medical Leave</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>Hours:</strong></td>
<td></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>Units:</strong></td>
<td></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td></td>
</tr>
</tbody>
</table>
Adjusting clock in/out entries

If you miss an entry follow the steps below to make adjustments.

1. Log into your time sheet using steps 1-9 under Bi Weekly Time Entry.

2. Use the **Next or Previous Button** below the timesheet to position on the correct Time Sheet Period that requires the adjustment.

3. Locate the day that requires adjustment on the first time sheet line (**Regular Hourly Pay**) and click on the text displayed on that day.

4. Enter **Clock In and/or Out** as required. The format is hours: minutes. Minutes must be entered in increments of 15 minutes. Remember to verify the AM/PM information. **You MUST also enter the reason for adjusting the clock in the appropriate comment field.**

5. Click **Save** to record the entry.

6. To return to timesheet, click **Timesheet BUTTON.**
7. Repeat steps 2-6 for all remaining days that require an adjustment.

**RECALLING YOUR TIME SHEET TO MAKE CORRECTIONS**

If you have submitted your time sheet for approval, but it has not been approved, you can recall the timesheet to make corrections by using the steps below.

1. Log into your time sheet using steps 1-9 under Bi Weekly Time Entry.

2. Open the timesheet that you wish to recall.

3. Click **Return Time** at the bottom of the time sheet.

4. Make the required corrections.

5. Save the time sheet.

6. Click **Submit for Approval**.
ENTERING LEAVE (Benefits-eligible employees)

1. Log into your time sheet using steps 1-9 under Bi Weekly Time Entry.

2. Use the Next or Previous button below the timesheet to position on the correct week.

3. Locate the start date for the leave.

4. Click on the line associated with the type of leave taken (e.g. annual, sick, etc.) and the column associated with this start date.
5. Enter the appropriate number of hours that should be recorded for the leave.

6. Click **Save**.

7. If no additional days need to be recorded, go to Step 10.

8. If additional leave days are needed click **copy**. To copy hours from start date to end of pay period check “Copy from date displayed to end of the pay period.” Otherwise, check each day that you will be out. (Hint, do not check the day that you originally entered).
9. Click **Copy** button.

   ![Copy button](image)

   Possible Insufficient Leave Balance.

   **Earnings Code:**
   **Date and Hours to Copy:**
   **Copy from date displayed to end of the pay period:**
   **Include Saturdays:**
   **Include Sundays:**
   **Copy by date:**

   - **Monday**
     - May 23, 2016
   - **Tuesday**
     - May 24, 2016
   - **Wednesday**
     - May 25, 2016
   - **Thursday**
     - May 26, 2016
   - **Friday**
     - May 27, 2016

   - **Monday**
     - May 30, 2016
   - **Tuesday**
     - May 31, 2016
   - **Wednesday**
     - Jun 01, 2016
   - **Thursday**
     - Jun 02, 2016
   - **Friday**
     - Jun 03, 2016

   ![Time Sheet](image)

10. Click **Timesheet** button to return to timesheet.

### ADJUSTING LEAVE (Benefits-eligible employees)

Changing leave you have entered for a particular day is no problem, as long as you have not submitted the timesheet for approval.

1. Click 'Enter Hours' or the **Hours** displayed for the date requiring correction.

![Time sheet with Enter Hours highlighted](image)

2. Enter the appropriate number of hours (enter zero to remove the hours).
3. Click Save.

![Possible Insufficient Leave Balance.
Date: Monday, May 23, 2016
Earnings Code: Annual Leave

<table>
<thead>
<tr>
<th>Shift</th>
<th>Time In</th>
<th>Time Out</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>08:00 AM</td>
<td>12:00 PM</td>
<td>4</td>
</tr>
<tr>
<td>1</td>
<td>01:00 PM</td>
<td>05:00 PM</td>
<td>4</td>
</tr>
<tr>
<td>1</td>
<td>AM</td>
<td>AM</td>
<td>0</td>
</tr>
<tr>
<td>1</td>
<td>AM</td>
<td>AM</td>
<td>0</td>
</tr>
<tr>
<td>1</td>
<td>AM</td>
<td>AM</td>
<td>0</td>
</tr>
</tbody>
</table>

![Time Sheet button]

4. Click Timesheet button to return to timesheet.

Leaving a Comment on Your Timesheet

You can leave a comment on your time sheet your supervisor will see when s/he opens it up for approval.

1. Click the Comments button at the bottom of the time sheet page.

![Comments button]
2. In the **Comments** box, type your message.

   Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Clock Time In or Clock Time Out. Be sure to enter a comment explaining the adjustment and reason.

   **Date:** Tuesday, May 31, 2016

   **Earnings Code:** Regular Hourly Pay

<table>
<thead>
<tr>
<th>Shift</th>
<th>System Time In</th>
<th>Clock Time In</th>
<th>Clock Time Adjusted</th>
<th>Comment</th>
<th>Date and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>08:00 AM</td>
<td></td>
<td></td>
<td>enter accurate comment why you didn't enter with the clock</td>
<td>Jun 02, 2016 07:39 AM</td>
</tr>
</tbody>
</table>

3. Click the **Save** button.

   **Date:** Tuesday, May 31, 2016

   **Earnings Code:** Regular Hourly Pay

<table>
<thead>
<tr>
<th>Shift</th>
<th>System Time In</th>
<th>Clock Time In</th>
<th>Clock Time Adjusted</th>
<th>Comment</th>
<th>Date and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>07:23 AM</td>
<td>07:30 AM</td>
<td></td>
<td>time sheet corrections for training session set up @ 7:30.</td>
<td></td>
</tr>
</tbody>
</table>

4. Click the **Previous Menu** button to return to your time sheet. **Note:** Comments on your time sheet are only visible to you in Preview mode.