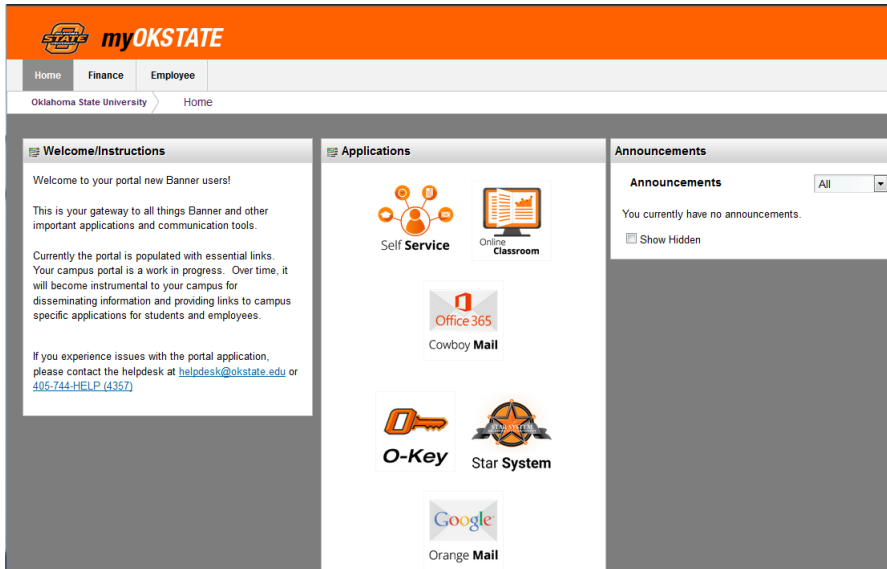
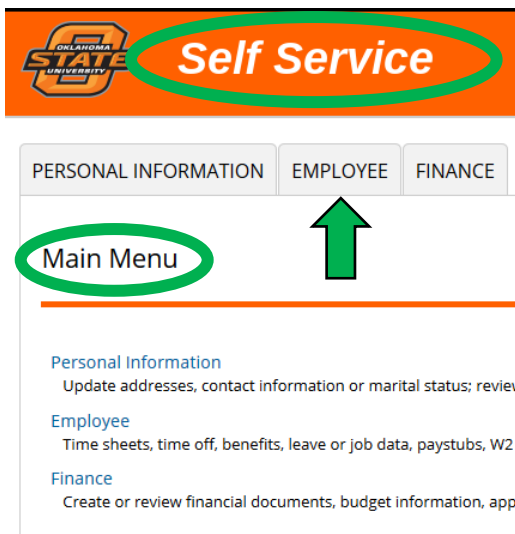


## Time Sheet & Leave Information EMPLOYEE Tab -Self Service Main Menu

- Access the OSU Portal using the O-Key Sign In Service at my.okstate.edu use your OSU email address and password to login
- When logged in you should see a screen similar to the following.  
**DO NOT** click on the Employee Tab on the 'myokstate' page; click Self Service.



- Click on Self Service in the 'Applications' block
- The Self Service Main Menu will appear; click the EMPLOYEE tab



- Make sure you use the EMPLOYEE tab on the Self Service Main Menu anytime you need to access your Time Sheet or Leave information.
- Click on the Employee Tab  
When Access Time Sheet, or Leave information make sure you are clicking on the Employee Tab **on the Self Service Main Menu**