Bi-Weekly Payroll Web Time Entry Guidelines

OPENING YOUR TIME SHEET

1. Log into **my.okstate.edu** using your O-Key User Name and Password.
2. Under Applications click on the **Self Service** icon.
3. Click on the **Employee** tab.
4. Click on the **Time Sheet** link.
5. Select the radio button next to the **Title and Department** for the timesheet you wish to open.
6. Using the drop-down **Pay Period and Status**, select the correct pay period.
7. Click the **Time Sheet** button.

ENTERING WORKED HOURS

1. Click on the clock icon in the **Clock In or Out** column of the timesheet.
2. Click **Save** to record the entry.
3. To Return to Timesheet, click **Timesheet BUTTON**.
4. To Return to myOKSTATE, click on Exit at the top right hand corner of the screen.

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.

ADJUSTING CLOCK IN/OUT ENTRIES

If you are unable to clock in or out, follow the steps below:

1. Use the **Next or Previous Button** below the timesheet to position on the correct Time Sheet Period that requires the adjustment.
2. Locate the day that requires adjustment on the first time sheet line (**Regular Hourly Pay** or **Work Study Pay**).
3. Click on the text displayed on this day (text will vary).
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**.
6. To return to timesheet, click **Timesheet BUTTON**.
7. Repeat steps 1-6 for all remaining days that require an adjustment.

ENTERING LEAVE (Benefits-eligible employees)

1. Use the **Next** or **Previous** button below the timesheet to position on the correct week.
2. Locate the start date for the leave.
3. Click on the line associated with the type of leave taken (e.g. annual, sick, etc.) and the column associated with this start date.
4. Enter the appropriate number of hours that should be recorded for the leave.
5. Click **Save.**
6. If no additional days need to be recorded, go to Step 10.
7. Click **Copy**.
8. 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.
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 time sheet for approval.

1. Click '**Enter Hours'** or the **Hours** displayed for the date requiring correction.
2. Enter the appropriate number of hours (enter zero to remove the hours).
3. Click Save.
4. Click **Timesheet** button to return to timesheet.

LEAVING A COMMENT ON YOUR TIME SHEET

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.
2. In the **Comments** box, type your message.
3. Click the **Save** button.
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.

REVIEWING YOUR TIME SHEET

1. Click the **Preview** button at the bottom of your time sheet.
2. Click the **Previous Menu** button to return to the Time Sheet view.

SUBMITTING YOUR TIME SHEET

Check your hours to make sure the days, numbers, and earnings codes are all correct.

1. Click the **Submit for Approval** button at the bottom of your time sheet.

Hint: Submit the time sheet on your last working day of the biweekly pay period (not daily or weekly). You must submit no later than the **Submit By Date** at the top of the time sheet.

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.

1. Open the timesheet that you wish to recall.
2. Click **Return Time** at the bottom of the time sheet.
3. Make the required corrections.
4. Save the time sheet.
5. Click **Submit for Approval**.
6. You will certify the time entered and enter your PIN.