

Proxy Setup in Banner 9 Self-Service

This document will show you how to use Proxy and Super User features in the new Banner 9 Employee Self-Service system.

Go to my.okstate.edu and log in using your Orange Key (O-key) credentials.

Choose Campus

Please choose your campus below to access

OSU Oklahoma City
OSUIT
OSU Stillwater/Tulsa



If you are asked to choose a campus, pick OSU Stillwater/Tulsa for time or leave entry and approvals.

The screenshot shows the myOKSTATE - STILLWATER/TULSA landing page. At the top, there is a navigation bar with the OSU logo, the text 'MYOKSTATE - STILLWATER/TULSA', and a search bar. Below the navigation bar, there are links for 'Home', 'Finance', 'Employee', and 'Logout'. The main content area is titled 'Home' and is divided into three columns. The first column is 'Welcome/Instructions', which includes a 'Welcome to your portal new Banner users!' message and contact information for the helpdesk. The second column is 'Applications', which features icons for 'Self Service', 'canvas', 'Degree Works', 'Star System', 'Office 365', 'Cowboy Mail', 'O-KEY', and 'Google Orange Mail'. The third column is 'Quick Links', which lists various services such as 'Dining Services', 'Campus Maps', 'Parking and Transit', 'Safety Resources', 'Directory', 'Events Calendar', 'Academic Calendar', 'Hire OSU Grads', 'OSU Stillwater/Tulsa Bursar Account', and 'Talent Management System'.

Landing Page: Your landing page is customized based on your level of access. Choose Self Service to enter your employee information.

Main Menu

Personal Information

Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

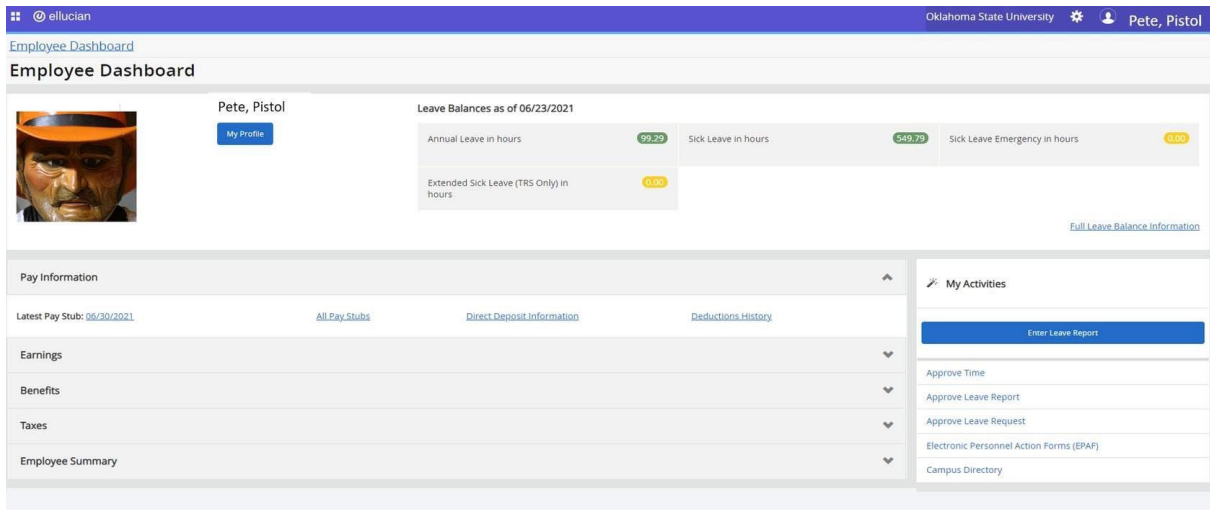
Employee

Time sheets, time off, benefits, leave or job data, paystubs, W2 forms, W4 data.

Finance

Create or review financial documents, budget information, approvals.

Employee Profile 9 Tab: Select the Employee Profile 9 tab to enter your Employee Dashboard.



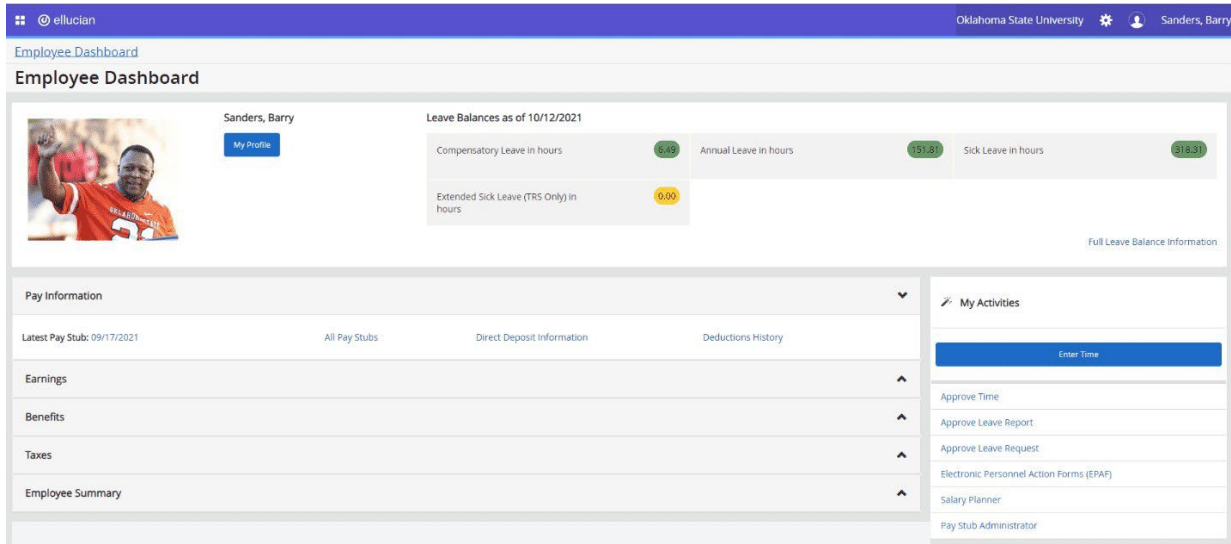
The screenshot shows the Employee Dashboard for Pete, Pistol. The top navigation bar includes the ellucian logo, Oklahoma State University, and the user name Pete, Pistol. The dashboard features a profile picture, a 'My Profile' button, and a 'Leave Balances as of 06/23/2021' section with the following data:

Category	Value
Annual Leave in hours	99.29
Sick Leave in hours	549.75
Sick Leave Emergency in hours	0.00
Extended Sick Leave (TRS Only) in hours	0.00

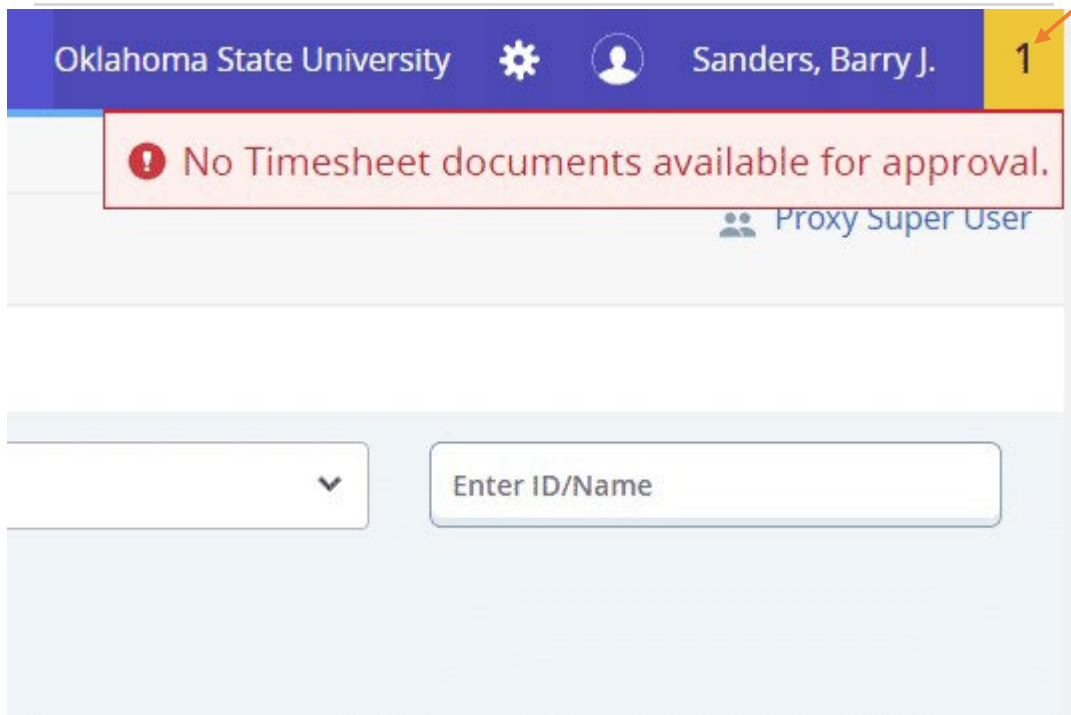
Below the leave balances are sections for 'Pay Information' (with links for Latest Pay Stub, All Pay Stubs, Direct Deposit Information, and Deductions History), 'Earnings', 'Benefits', 'Taxes', and 'Employee Summary'. A 'My Activities' sidebar on the right contains an 'Enter Leave Report' button and a list of actions: Approve Time, Approve Leave Report, Approve Leave Request, Electronic Personnel Action Forms (EPAF), and Campus Directory.

Employee Dashboard: Your dashboard is streamlined to include time entry, leave reporting and any time approval options you may have depending on your classification and job responsibilities. All of your options are in one place on this dashboard.

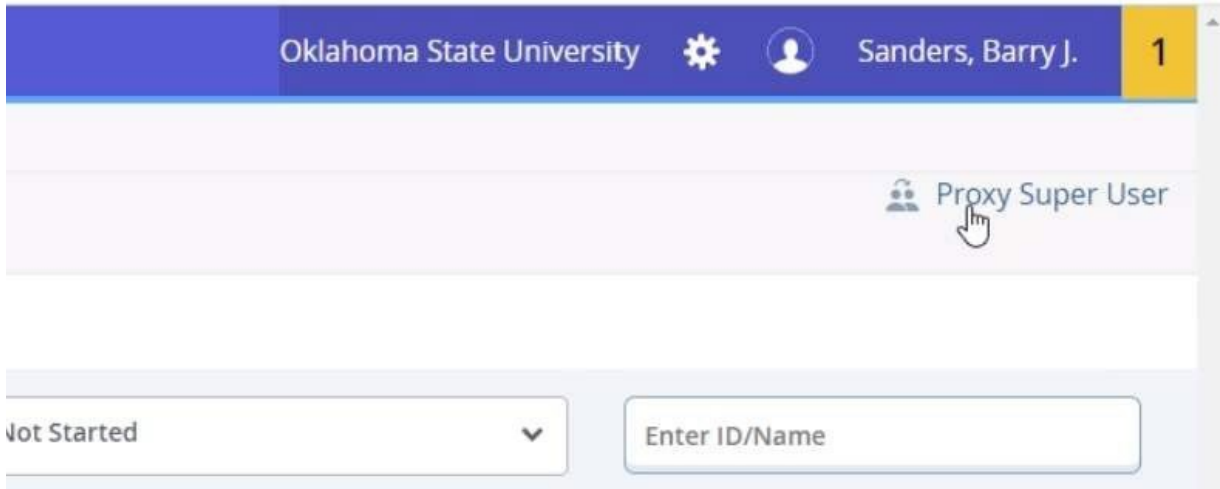
Proxy



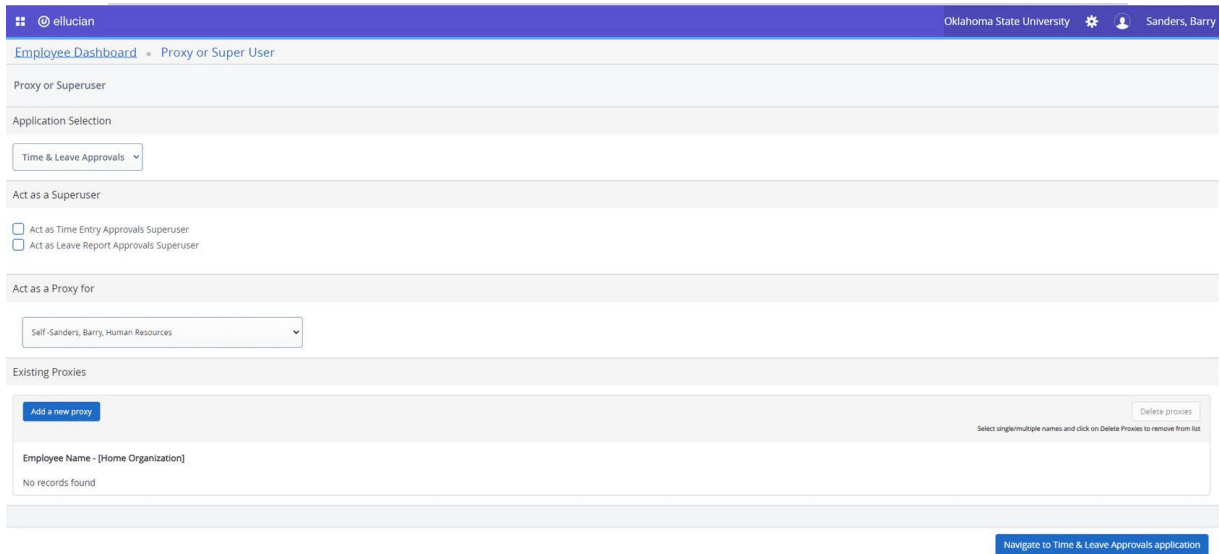
To act as a Proxy, select **Enter Time** under **My Activities**.



You will receive a message stating **No Timesheet documents available for approval**. Acknowledge the message by clicking on the **yellow 1**.

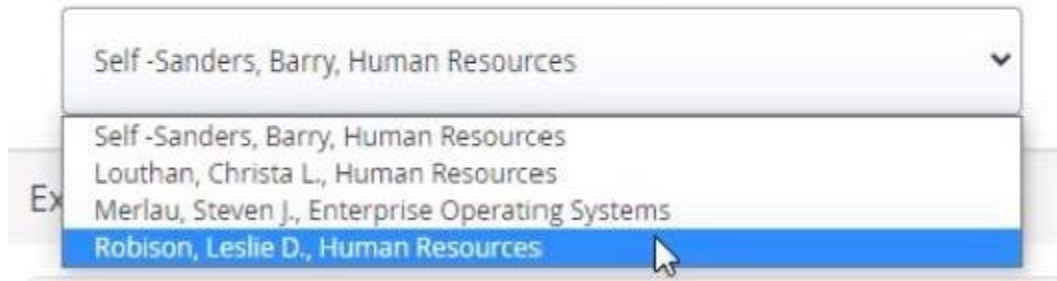


Select **Proxy Super User**.

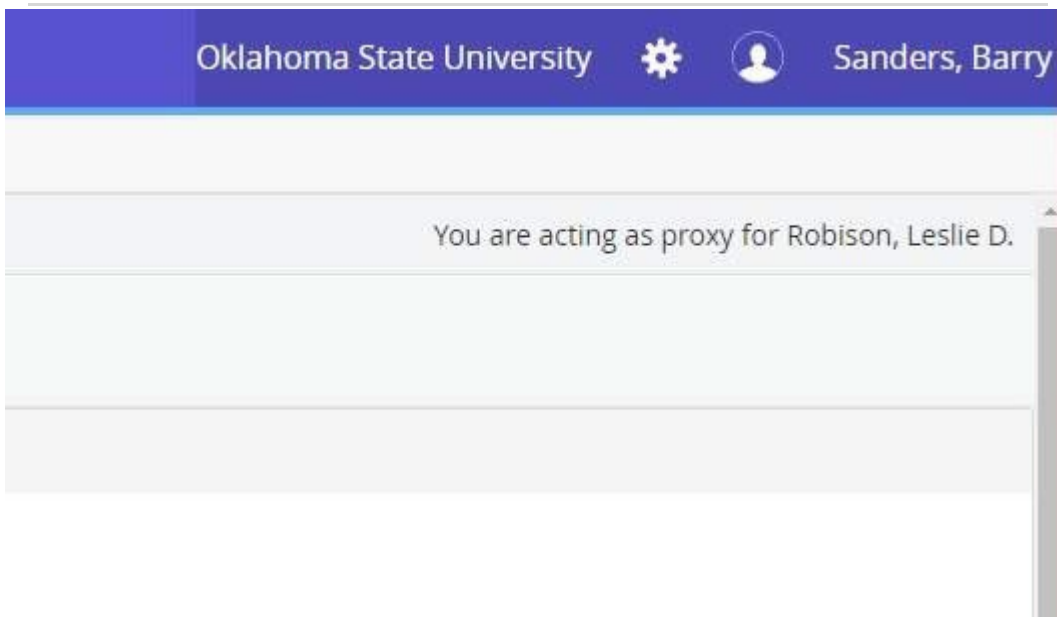


Select the drop-down menu under **Act as a Proxy for** to select the approver for whom you are acting as a Proxy.

Act as a Proxy for



Select the appropriate approver from the drop-down menu.

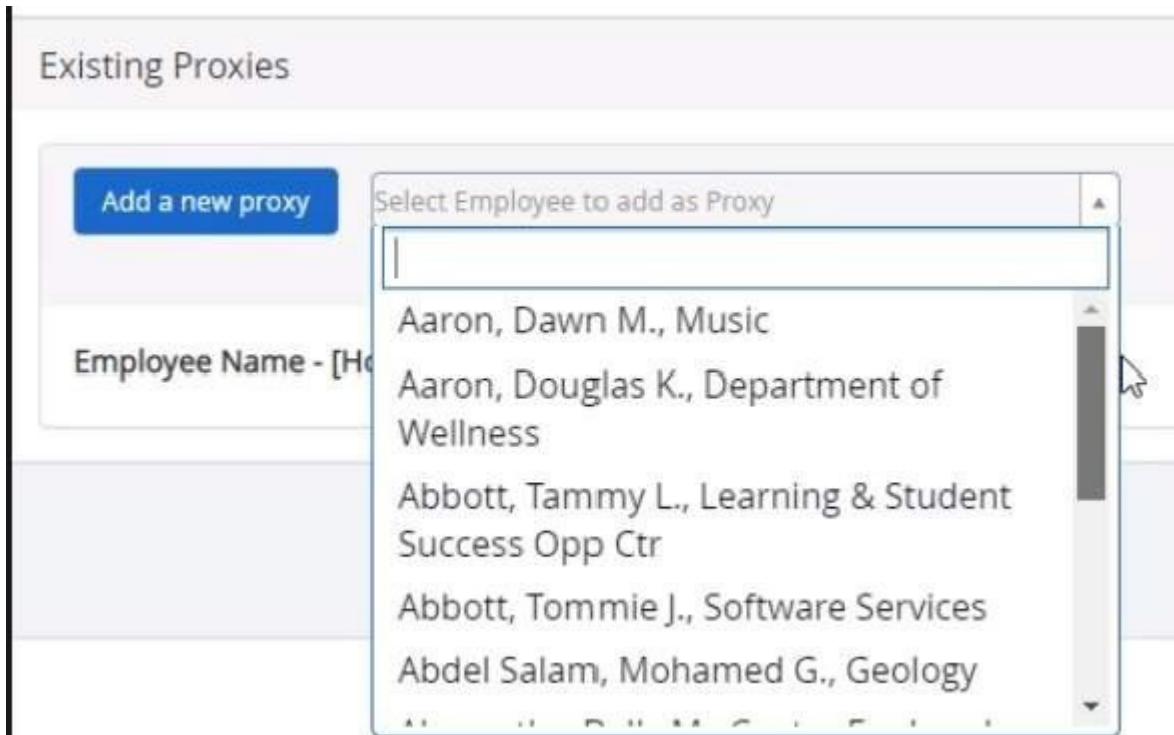


In the upper-right hand corner, you will see a message letting you know for whom you are acting as a proxy.

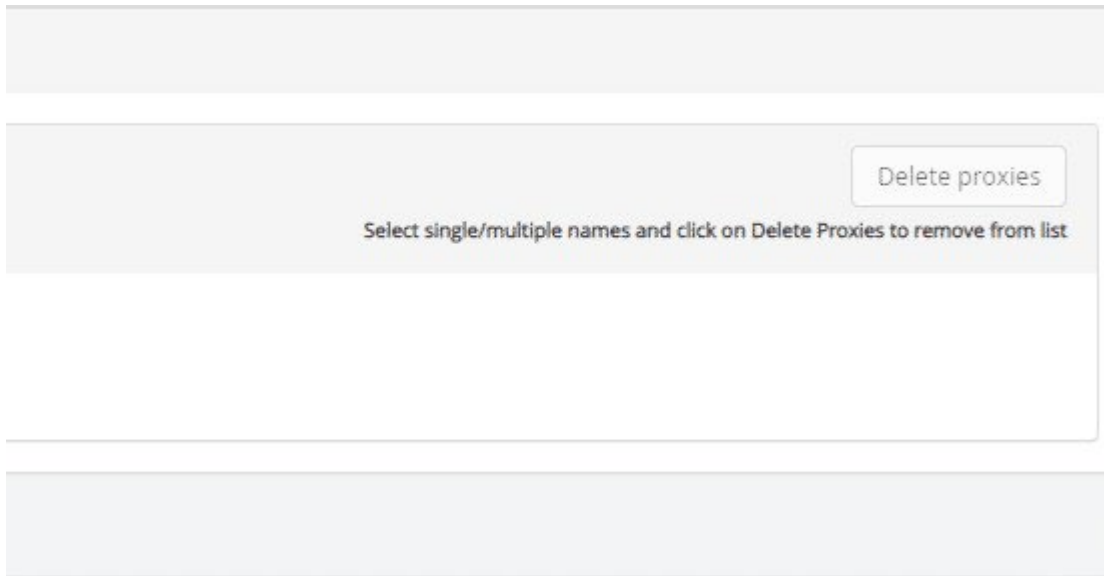
If you do not see that person's name in your proxy drop-down list, that person will have to add you as their proxy. Instructions below.

Refer to the **Approvals** Section for further details.

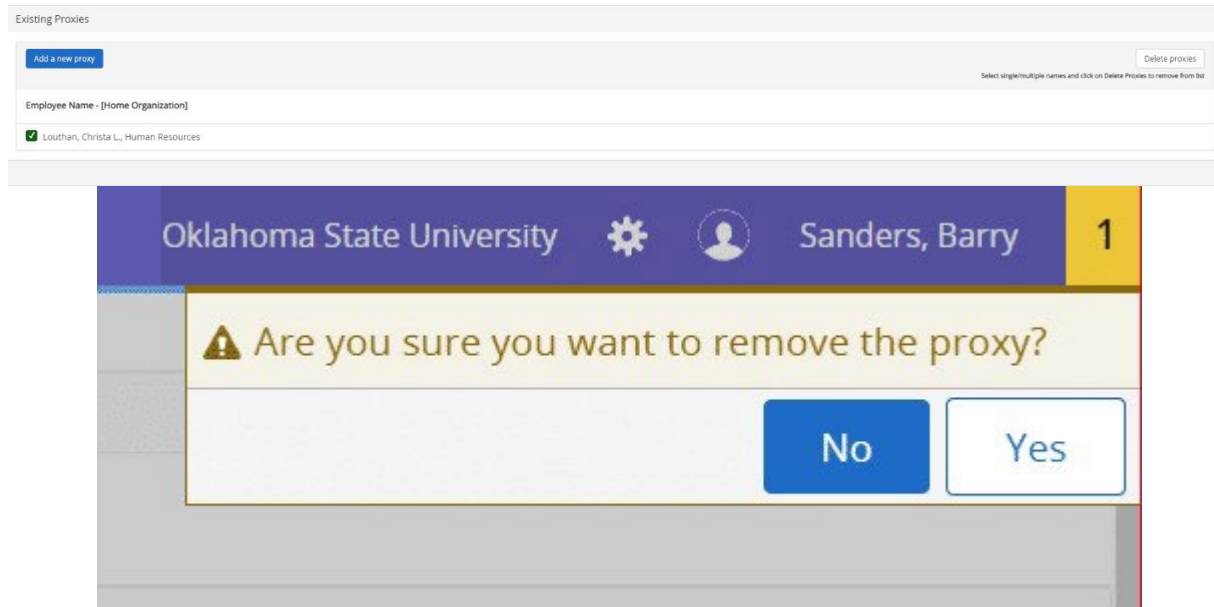
Adding Proxies



To add a new proxy (if you are an Approver), click the Add a new proxy button and select a name from the list. **NOTE:** You can enter a name to search. Select the individual you want to add as your proxy.



To delete a proxy, select one or more existing proxies from the list of proxies and click **Delete proxies**.



You will receive a message **Are you sure you want to remove the proxy?** Click **Yes** to delete the proxy or proxies.

Questions? Email okc.humanresources@okstate.edu
