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 acce

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.

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

OSU Self Service

PERSONAL INFORMATION FINANCE EMPLOYEE PROFILE 9

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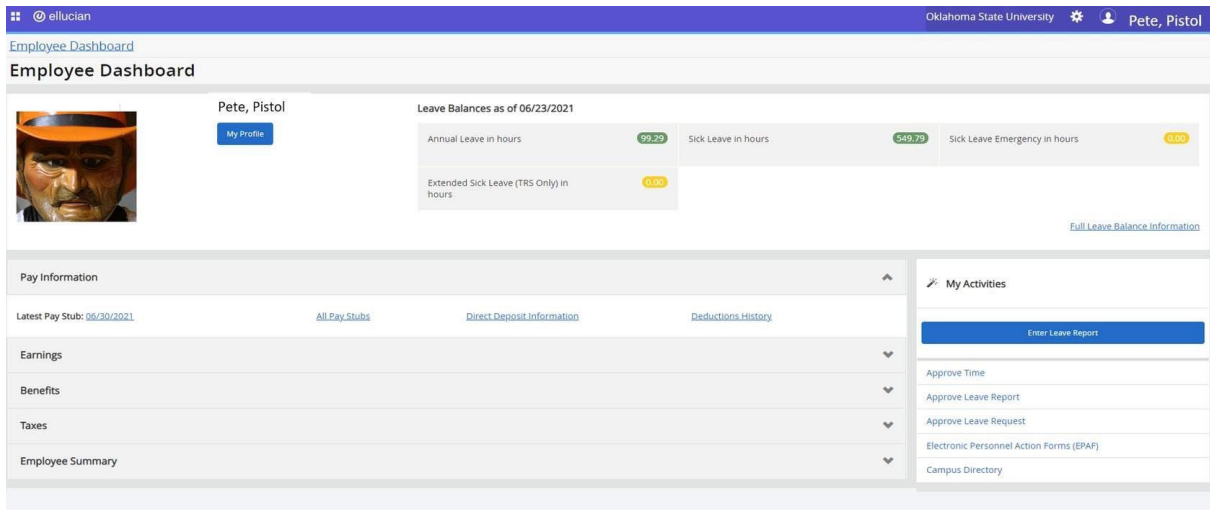
Employee
Time sheets, time off, benefits, leave or job data, paystubs, W2 forms, W4 data.

Finance
Create or review financial documents, budget information, approvals.

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

---

ellucian   Oklahoma State University ⚙ 👤 Pete, Pistol

Employee Dashboard
Employee Dashboard

Pete, Pistol
My Profile

Leave Balances as of 06/23/2021

| Annual Leave in hours | 99.29 | Sick Leave in hours | 549.79 | Sick Leave Emergency in hours | 0.00 |

Extended Sick Leave (TRS Only) in hours 0.00

Full Leave Balance Information

Pay Information   ▲

Latest Pay Stub: 06/30/2021   All Pay Stubs   Direct Deposit Information   Deductions History

Earnings   ▾

Benefits   ▾

Taxes   ▾

Employee Summary   ▾

🔧 My Activities

Enter Leave Report

Approve Time

Approve Leave Report

Approve Leave Request

Electronic Personnel Action Forms (EPAF)

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.
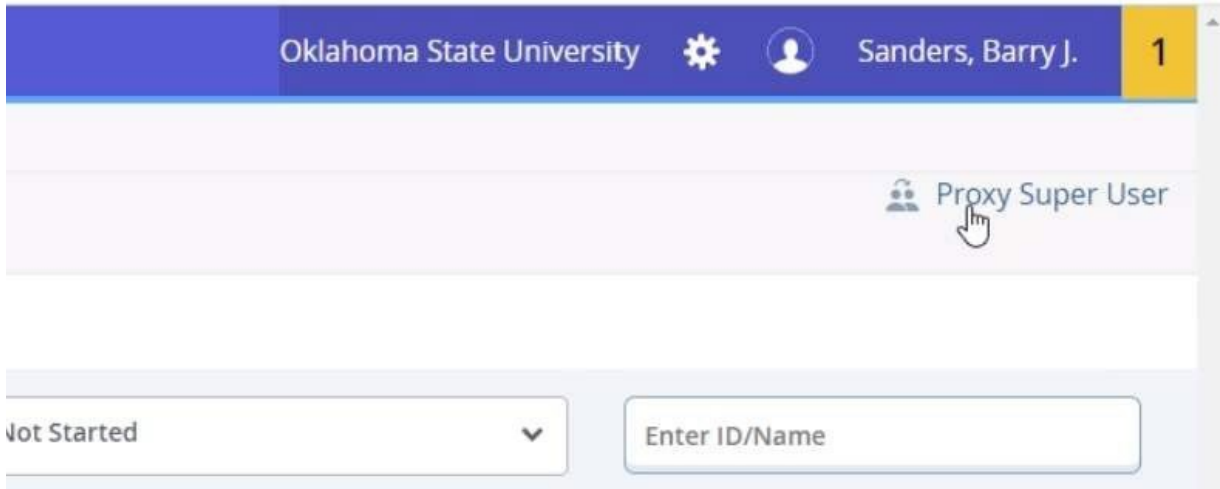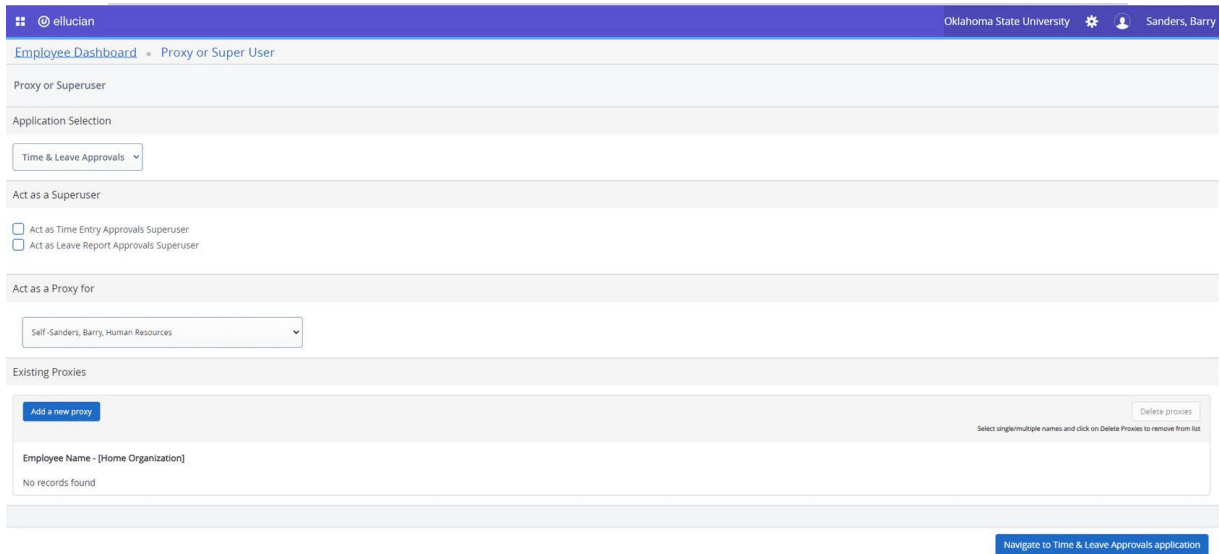

Proxy
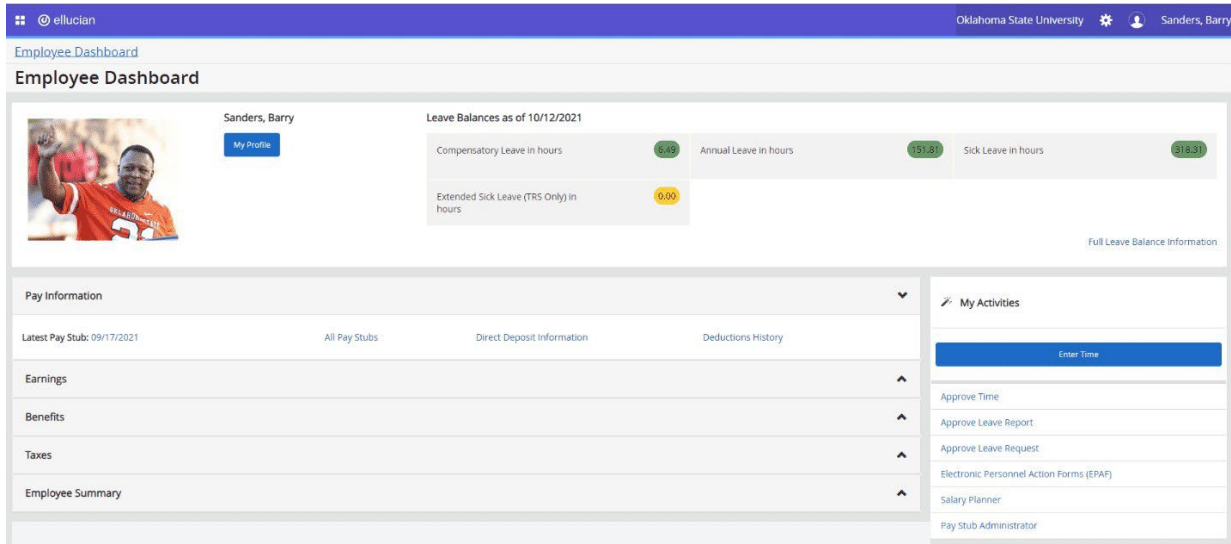
To act as a Proxy, select **Enter Time** under **My Activities**.
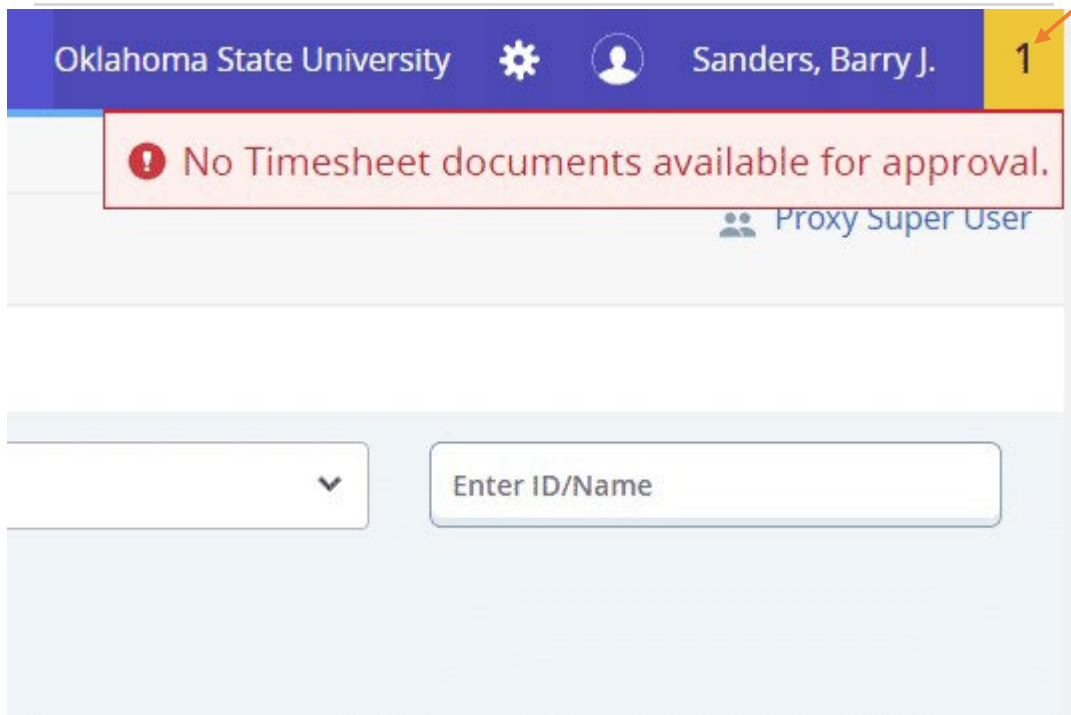
You will receive a message stating **No Timesheet documents available for approval**. Acknowledge the message by clicking on the **yellow 1**.
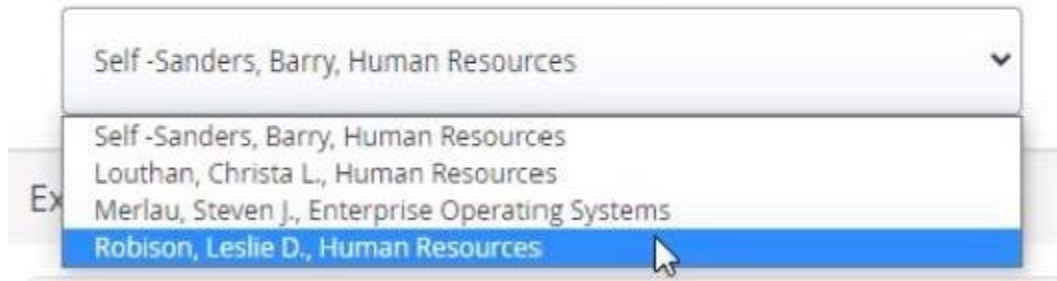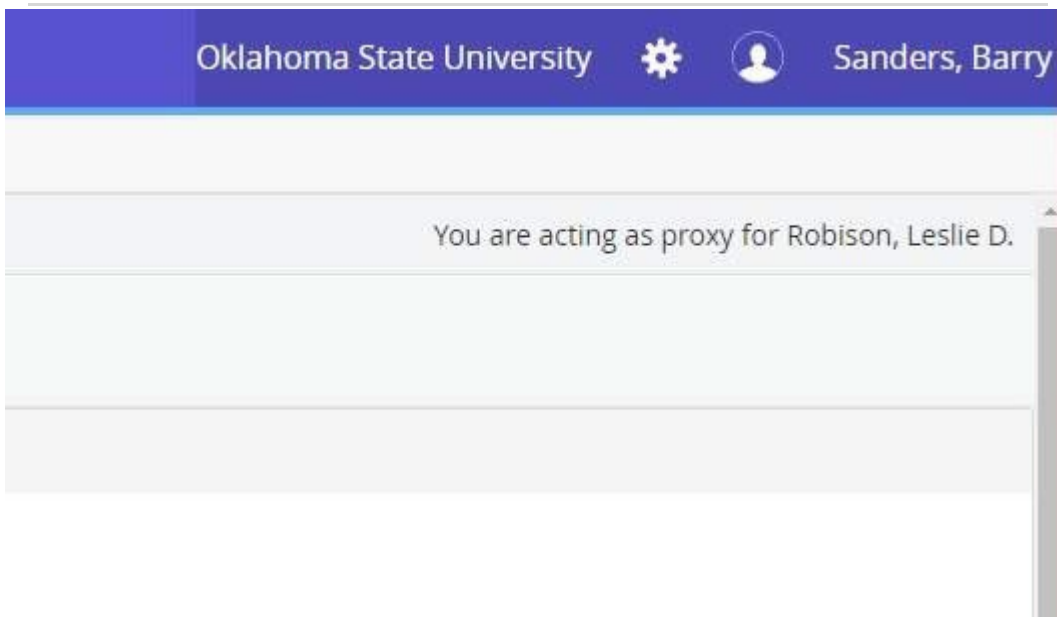
Select **Proxy Super User**.

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

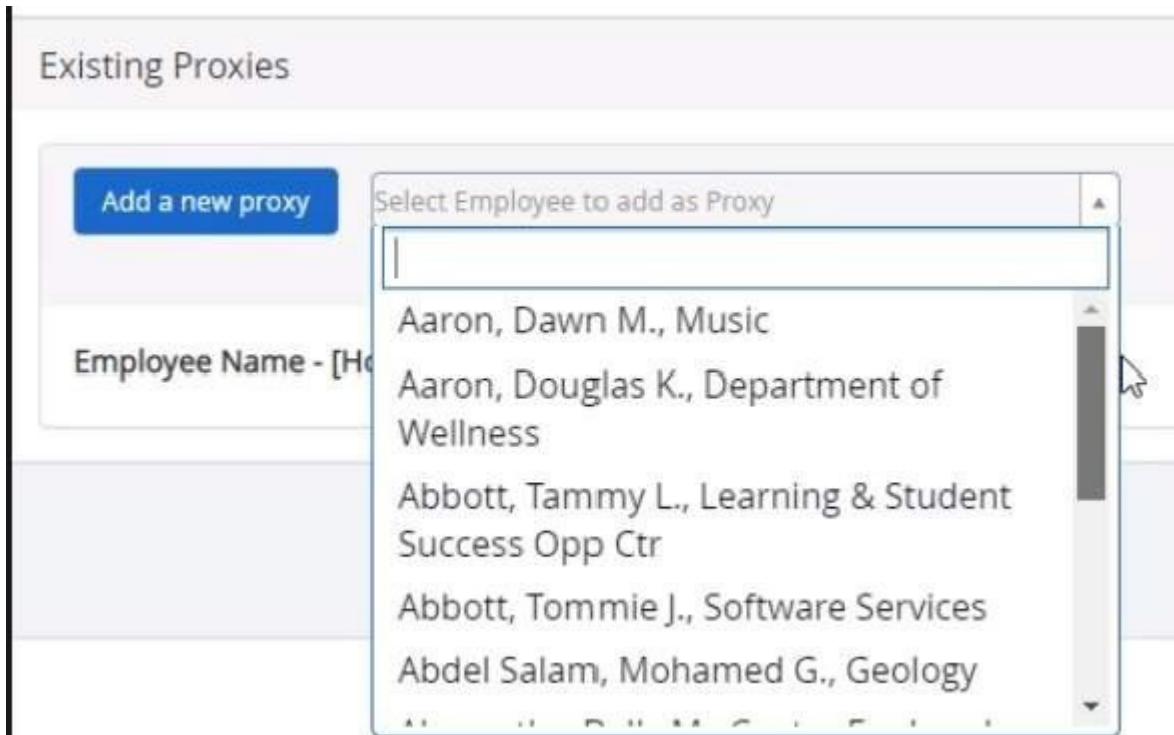Select the appropriate approver from the drop-down menu.

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.
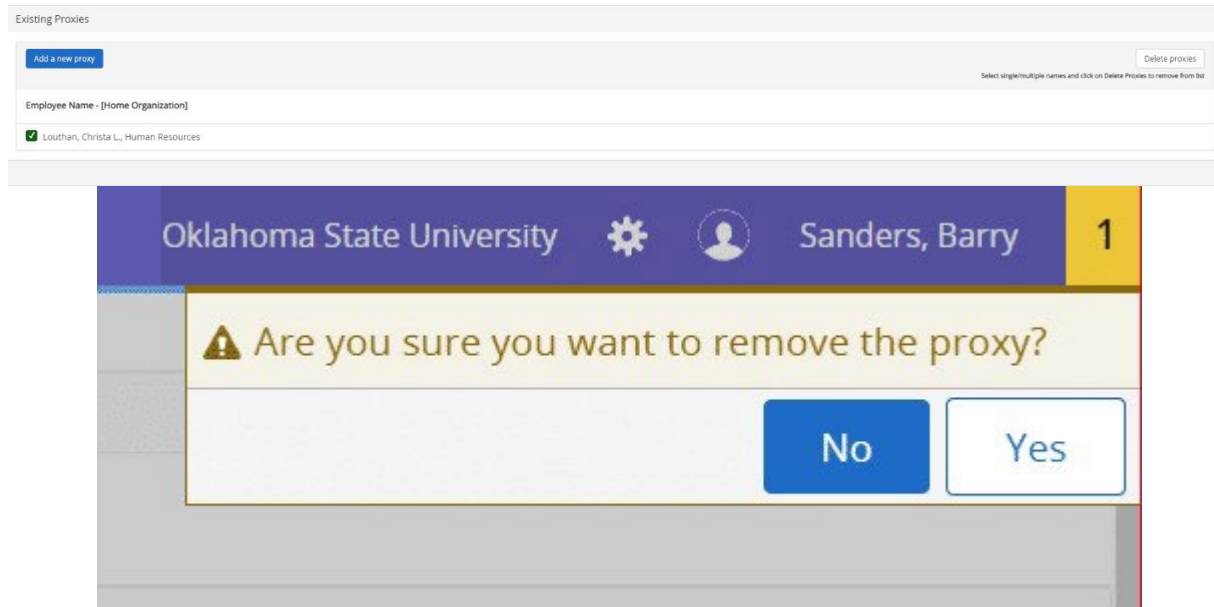
Adding Proxies

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.

Delete proxies

Select single/multiple names and click on Delete Proxies to remove from list
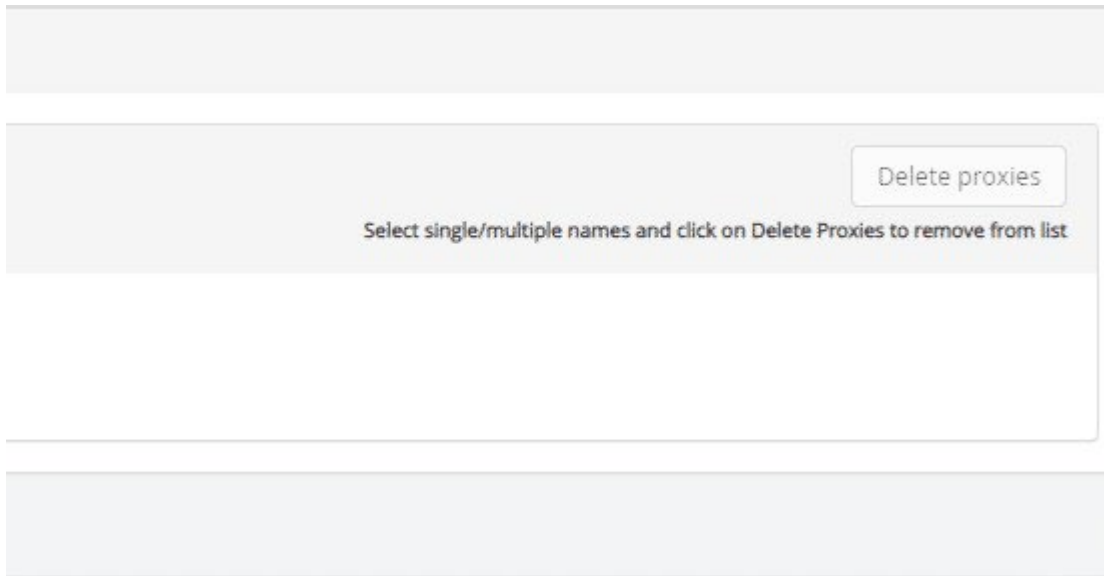
To delete a proxy, select one or more existing proxies from the list of proxies and click **Delete proxies**.

Existing Proxies

Add a new proxy

Delete proxies

Select single/multiple names and click on Delete Proxies to remove from list

Employee Name - [Home Organization]

☑ Louthan, Christa L., Human Resources

Oklahoma State University   ⚙   👤   Sanders, Barry   1

⚠ Are you sure you want to remove the proxy?

No   Yes

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