



# OPSU Monthly Non-Exempt Leave Reporting

## Step-by-Step Guide

### 1. Sign in to Aggie Access at my.opsu.edu

Oklahoma Panhandle State University

## OPSU

### Aggie Access - Sign In Service

Login Address:

Password:

**Login**

[Forgot password?](#)  
[Need Help?](#)

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

### 2. Select Self Service

Applications

**OPSU**  
Aggie  
Access

Self Service

Software  
Distribution

### 3. Select Employee tab or Employee link

Oklahoma Panhandle State University

**OPSU** myOPSU - Self Service

PERSONAL INFORMATION   STUDENT   FINANCIAL AID   **EMPLOYEE**   FINANCE   PROXY ACCESS

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#### Main Menu

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

**Student**  
Apply for Admission, Register, View your academic records.

**Financial Aid**  
Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.

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

**WebCT.com, The e-Learning Hub**  
Find online help, research tools, discussions, and more!

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

**Proxy Access**  
Create and maintain access for others to your information with Proxy Access.

**Events**  
Banner 9 Events

### 4. Select Leave report

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#### Employee

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

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

**Pay Information**  
Direct deposit information

5. Select 'Access my Leave Report' then press Select

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## Time Reporting Selection

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Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input checked="" type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	<input type="text" value="Self"/>
Act as Superuser:	<input type="checkbox"/>

Select

[Proxy Set Up](#)

6. Select correct Title and choose Leave Period. Press 'Leave Report'

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## Leave Report Selection

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Title and Department	My Choice	Leave Report Period and Status
BOOKKEEPER I, 001366-00 Business Office, 940003	<input checked="" type="radio"/>	Jul 03, 2016 to Jul 16, 2016 In Progress

Leave Report

7. Enter hours worked on each day. Note: Holiday hours do not have to be entered. OPSU full work day work is 7.5 hours. Press Save.

PERSONAL INFORMATION STUDENT FINANCIAL AID **EMPLOYEE** FINANCE PROXY ACCESS

Your current Institution is OPSU

### Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

**Leave Report**  
**Title and Number:** BOOKKEEPER I -- 001366-00  
**Department and Number:** Business Office -- 940003  
**Leave Report Period:** Jul 03, 2016 to Jul 16, 2016  
**Submit By Date:** Jul 18, 2016 by 12:00 PM

Earning	Total Hours	Total Units	Sunday Jul 03, 2016	Monday Jul 04, 2016	Tuesday Jul 05, 2016	Wednesday Jul 06, 2016	Thursday Jul 07, 2016	Friday Jul 08, 2016	Saturday Jul 09, 2016
Hours Worked	47.5		Enter Hours	Enter Hours	7.5	7.5	7.5	7.5	7.5
Compensatory Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Paid Time Off	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave-Leave Report	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>	47.5		0	0	0	7.5	7.5	7.5	7.5
<b>Total Units:</b>		0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

**Submitted for Approval By:**  
**Approved By:**  
**Waiting for Approval From:**

8. Select day then enter time where highlighted. Press Save.

PERSONAL INFORMATION STUDENT FINANCIAL AID **EMPLOYEE** FINANCE PROXY ACCESS

Your current Institution is OPSU

### Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

**Possible Insufficient Leave Balance.**

**Leave Report**  
**Title and Number:** BOOKKEEPER I -- 001366-00  
**Department and Number:** Business Office -- 940003  
**Leave Report Period:** Jul 03, 2016 to Jul 16, 2016  
**Submit By Date:** Jul 18, 2016 by 12:00 PM

**Earning:** Hours Worked  
**Date:** Jul 14, 2016  
**Hours:** 7.5

Save Copy

Earning	Total Hours	Total Units	Sunday Jul 10, 2016	Monday Jul 11, 2016	Tuesday Jul 12, 2016	Wednesday Jul 13, 2016	Thursday Jul 14, 2016	Friday Jul 15, 2016	Saturday Jul 16, 2016
Hours Worked	47.5		Enter Hours	9	8.5	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Compensatory Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Paid Time Off	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave-Leave Report	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>	47.5		0	9	8.5	0	0	0	0
<b>Total Units:</b>		0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Previous

**Submitted for Approval By:**  
**Approved By:**  
**Waiting for Approval From:**

9. The copy button is handy if you work same hours all week. Note: You can go in and change copied time later if necessary. To Copy hours select ‘Copy’.

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Your current Institution is OPSU

### Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

**Possible Insufficient Leave Balance.**

**Leave Report**  
**Title and Number:** BOOKKEEPER I -- 001366-00  
**Department and Number:** Business Office -- 940003  
**Leave Report Period:** Jul 03, 2016 to Jul 16, 2016  
**Submit By Date:** Jul 18, 2016 by 12:00 PM

**Earning:** Hours Worked  
**Date:** Jul 14, 2016  
**Hours:**  x

Earning	Total Hours	Total Units	Sunday Jul 10, 2016	Monday Jul 11, 2016	Tuesday Jul 12, 2016	Wednesday Jul 13, 2016	Thursday Jul 14, 2016	Friday Jul 15, 2016	Saturday Jul 16, 2016
Hours Worked	47.5		Enter Hours	Enter Hours	9	8.5	Enter Hours	Enter Hours	Enter Hours
Compensatory Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Paid Time Off	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave-Leave Report	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>	47.5		0	0	9	8.5	0	0	0
<b>Total Units:</b>		0	0	0	0	0	0	0	0

**Submitted for Approval By:**  
**Approved By:**  
**Waiting for Approval From:**

10. Check days you want to copy hours. Can also select ‘Copy from date displayed to end of the leave period’. Then select ‘Leave Report’ when finished.

PERSONAL INFORMATION STUDENT FINANCIAL AID **EMPLOYEE** FINANCE PROXY ACCESS

Your current Institution is OPSU

### Copy

Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying from, your hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is also copied.

**Possible Insufficient Leave Balance.**

**Leave Code:** Hours Worked, Shift 1  
**Date and leave time to copy:** Jul 14, 2016, 7.5 Hours  
**Copy from date displayed to end of the leave period:**   
**Include Saturdays:**   
**Include Sundays:**

**Copy by date:**

Sunday Jul 03, 2016	Monday Jul 04, 2016	Tuesday Jul 05, 2016	Wednesday Jul 06, 2016	Thursday Jul 07, 2016	Friday Jul 08, 2016	Saturday Jul 09, 2016
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday Jul 10, 2016	Monday Jul 11, 2016	Tuesday Jul 12, 2016	Wednesday Jul 13, 2016	Thursday Jul 14, 2016	Friday Jul 15, 2016	Saturday Jul 16, 2016
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11. You must enter Worked hours and Leave hours. To Enter leave hours select appropriate leave category. For example: Paid time off (most common). Enter time press 'Save'. Note: Must equal 7.5 hours.

PERSONAL INFORMATION STUDENT FINANCIAL AID **EMPLOYEE** FINANCE PROXY ACCESS

Your current Institution is OPSU

### Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

**Leave Report**  
**Title and Number:** BOOKKEEPER I -- 001366-00  
**Department and Number:** Business Office -- 940003  
**Leave Report Period:** Jul 03, 2016 to Jul 16, 2016  
**Submit By Date:** Jul 18, 2016 by 12:00 PM

**Earning:** Paid Time Off  
**Date:** Jul 05, 2016  
**Hours:** 3.5

Save Copy

Earning	Total Hours	Total Units	Sunday Jul 03, 2016	Monday Jul 04, 2016	Tuesday Jul 05, 2016	Wednesday Jul 06, 2016	Thursday Jul 07, 2016	Friday Jul 08, 2016	Saturday Jul 09, 2016
Hours Worked	59		Enter Hours	Enter Hours	4	7.5	7.5	7.5	7.5
Compensatory Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Paid Time Off	3.5		Enter Hours	Enter Hours	3.5	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave-Leave Report	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>	<b>62.5</b>		0	0	7.5	7.5	7.5	7.5	0
<b>Total Units:</b>		0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

**Submitted for Approval By:** You on Jul 14, 2016  
**Approved By:**  
**Waiting for Approval From:**

12. Leave reports are due Bi-Weekly (every two weeks). Important: Note the 'Submit By Date:' Leave reports must be submitted for approval by noon on submission date.

PERSONAL INFORMATION STUDENT FINANCIAL AID **EMPLOYEE** FINANCE PROXY ACCESS

Your current Institution is OPSU

### Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

**Possible Insufficient Leave Balance.**

**Leave Report**  
**Title and Number:** BOOKKEEPER I -- 001366-00  
**Department and Number:** Business Office -- 940003  
**Leave Report Period:** Jul 03, 2016 to Jul 16, 2016  
**Submit By Date:** Jul 18, 2016 by 12:00 PM

**Earning:** Hours Worked  
**Date:** Jul 14, 2016  
**Hours:** 7.5

Save Copy

Earning	Total Hours	Total Units	Sunday Jul 10, 2016	Monday Jul 11, 2016	Tuesday Jul 12, 2016	Wednesday Jul 13, 2016	Thursday Jul 14, 2016	Friday Jul 15, 2016	Saturday Jul 16, 2016
Hours Worked	62.5		Enter Hours	0	8.5	Enter Hours	7.5	7.5	Enter Hours
Compensatory Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Paid Time Off	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave-Leave Report	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>	<b>62.5</b>		0	9	8.5	0	7.5	7.5	0
<b>Total Units:</b>		0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Previous

**Submitted for Approval By:**  
**Approved By:**  
**Waiting for Approval From:**

### 13. You may preview your time before submitting. Select preview and will look like below:

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Your current Institution is OPSU

#### Summary of Reported Time

Set your printer layout to Landscape before printing.

Melissa Glover  
BOOKKEEPER I, 001366-00

Business Office, 940003

**Leave Report**

Earning Code	Total Hours	Total Units	Sunday, Jul 03, 2016	Monday, Jul 04, 2016	Tuesday, Jul 05, 2016	Wednesday, Jul 06, 2016	Thursday, Jul 07, 2016	Friday, Jul 08, 2016	Saturday, Jul 09, 2016	Sunday, Jul 10, 2016	Monday, Jul 11, 2016	Tuesday, Jul 12, 2016	Wednesday, Jul 13, 2016	Thursday, Jul 14, 2016	Friday, Jul 15, 2016	Saturday, Jul 16, 2016
Hours Worked	62.5				7.5	7.5	7.5	7.5			9	8.5		7.5	7.5	
<b>Total Hours:</b>	62.5				7.5	7.5	7.5	7.5			9	8.5		7.5	7.5	
<b>Total Units:</b>		0														

[Previous Menu](#)

### 14. To Submit for Approval select 'Submit for Approval'. Please note: Once you submit to Approver, you cannot make any changes. You must contact Approver to get your leave report back to make changes or corrections.

PERSONAL INFORMATION STUDENT FINANCIAL AID **EMPLOYEE** FINANCE PROXY ACCESS

Your current Institution is OPSU

#### Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

**Leave Report**

**Title and Number:** BOOKKEEPER I -- 001366-00  
**Department and Number:** Business Office -- 940003  
**Leave Report Period:** Jul 03, 2016 to Jul 16, 2016  
**Submit By Date:** Jul 18, 2016 by 12:00 PM

**Earning:** Paid Time Off  
**Date:** Jul 05, 2016  
**Hours:** 3.5

[Save](#) [Copy](#)

Earning	Total Hours	Total Units	Sunday Jul 03, 2016	Monday Jul 04, 2016	Tuesday Jul 05, 2016	Wednesday Jul 06, 2016	Thursday Jul 07, 2016	Friday Jul 08, 2016	Saturday Jul 09, 2016
Hours Worked	59		Enter Hours	Enter Hours	Enter Hours	4	7.5	7.5	Enter Hours
Compensatory Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Paid Time Off	3.5		Enter Hours	Enter Hours	3.5	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave-Leave Report	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>	62.5		0	0	0	7.5	7.5	7.5	7.5
<b>Total Units:</b>		0	0	0	0	0	0	0	0

[Position Selection](#) [Comments](#) [Preview](#) [Submit for Approval](#) [Restart](#) [Next](#)

**Submitted for Approval By:** You on Jul 14, 2016  
**Approved By:**  
**Waiting for Approval From:**

Contact HR/Payroll office if you have any questions or problems.