



# MyOK Staffing & Services

## Finance Training Guide

For Finance Officers

April 2026 • v2.1

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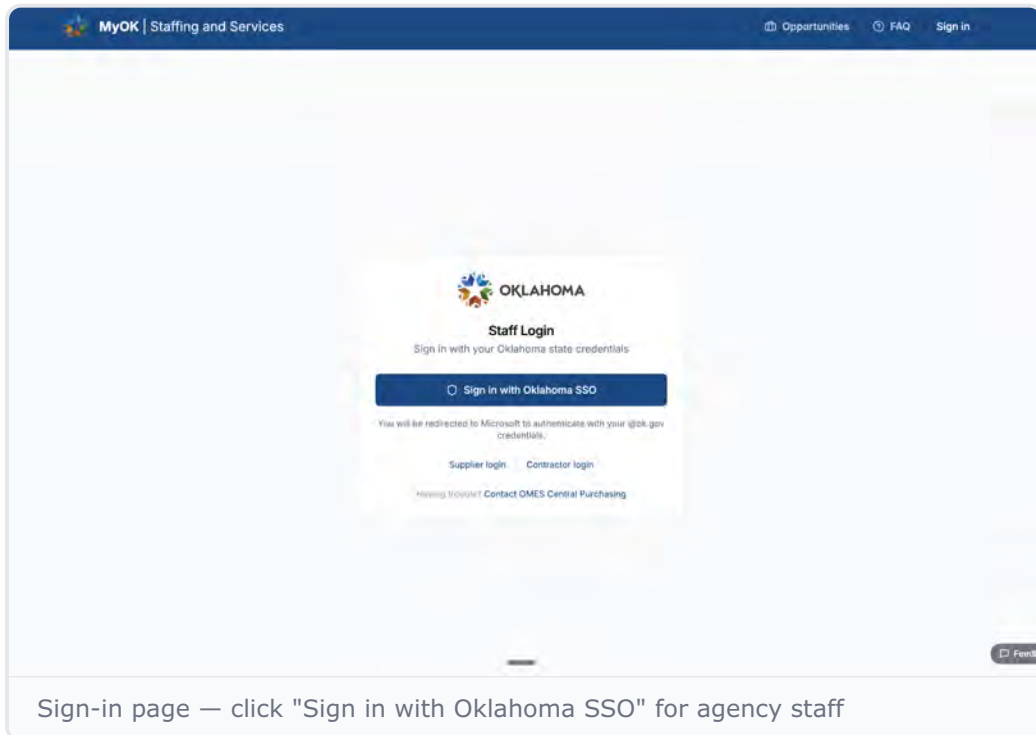
## 1. Getting Started

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As a **Finance** user, you review and approve postings at the finance step of the approval chain, review timesheets, monitor invoices, and track budget spend across your agency's engagements.

## How to Sign In

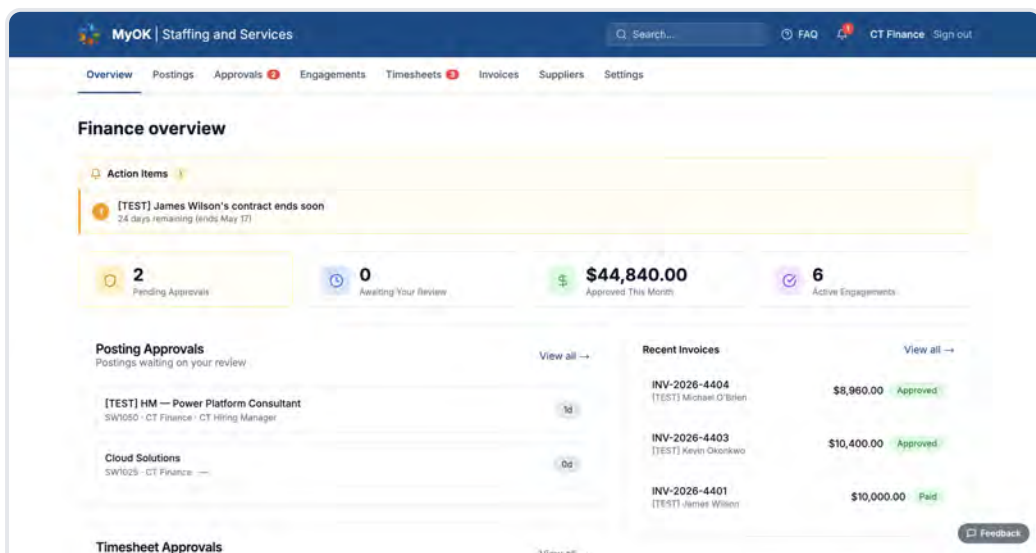
Navigate to the MyOK Staffing portal and click **Sign In with Oklahoma SSO**. Authenticate using your @ok.gov credentials. After authentication, you will be directed to the Finance Overview.



**Your navigation includes:** Overview, Postings, Approvals, Engagements, Timesheets, Invoices, Budget, Suppliers, and Settings.

## 2. Finance Overview

The Finance Overview is your command center for financial oversight of your agency's staffing engagements.



## Summary Cards

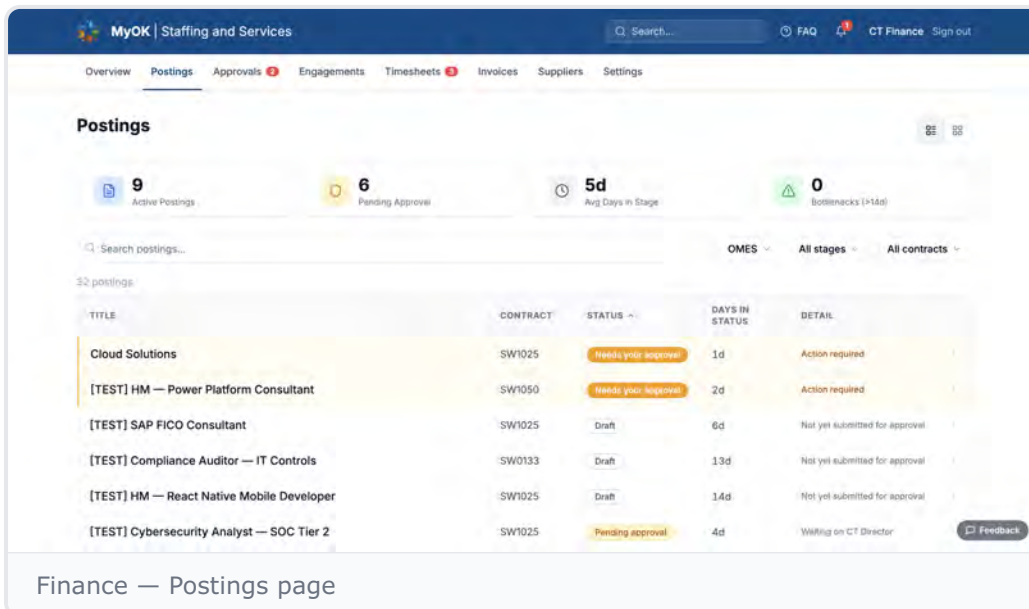
- **Pending Approvals** — Postings waiting on your review in the approval chain.
- **Awaiting Your Review** — Timesheets waiting on your finance review.
- **Approved This Month** — Dollar amount approved through timesheets this month.
- **Active Engagements** — Total active contractor engagements.

## Widgets

- **Posting Approvals** — Queue of postings waiting on your finance approval.
- **Timesheet Approvals** — Timesheets awaiting your review showing contractor name, week, hours, and amount.
- **Recent Invoices** — Latest invoices with amounts and status (Approved, Pending, Paid).
- **Monthly Spend Summary** — 3-month spend breakdown showing amounts and timesheet counts.

## 3. Postings

View all postings from your agency.



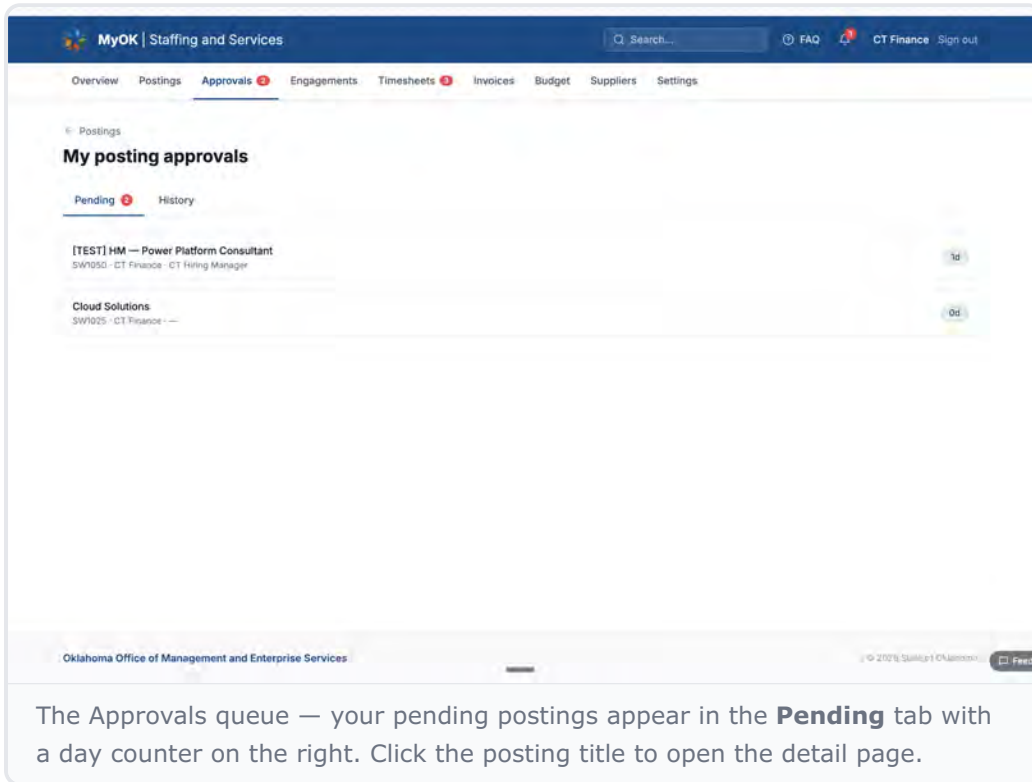
The screenshot shows the 'Postings' page in the MyOK Staffing and Services dashboard. The page features a navigation bar with 'Overview', 'Postings', 'Approvals', 'Engagements', 'Timesheets', 'Invoices', 'Suppliers', and 'Settings'. The 'Postings' section includes a search bar and filters for 'OMES', 'All stages', and 'All contracts'. The main content area displays a table of 9 postings, with the first two highlighted in yellow. The table has columns for Title, Contract, Status, Days in Status, and Detail.

TITLE	CONTRACT	STATUS	DAYS IN STATUS	DETAIL
Cloud Solutions	SW1025	Needs your approval	1d	Action required
[TEST] HM — Power Platform Consultant	SW1050	Needs your approval	2d	Action required
[TEST] SAP FICO Consultant	SW1025	Draft	6d	Not yet submitted for approval
[TEST] Compliance Auditor — IT Controls	SW0133	Draft	13d	Not yet submitted for approval
[TEST] HM — React Native Mobile Developer	SW1025	Draft	14d	Not yet submitted for approval
[TEST] Cybersecurity Analyst — SOC Tier 2	SW1025	Pending approval	4d	Waiting on CT Director

Finance — Postings page

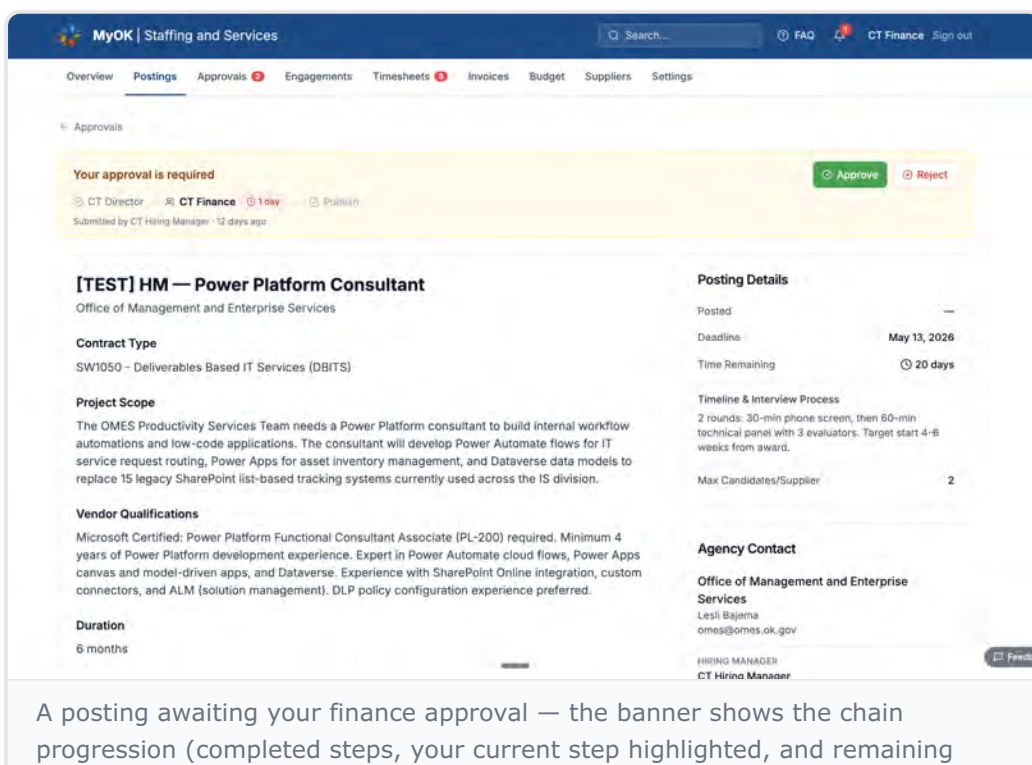
## 4. Approvals

Postings requiring your finance approval appear in your **Approvals** queue, sorted by how long each has been waiting. Click into any posting to review the full details and take action.



On the posting detail page, an amber **"Your approval is required"** banner shows the approval chain with your step highlighted, alongside **Approve** and **Reject** buttons.

**SW0132 & SW0133 postings carry a Contract Category.** The Hiring Manager picks one of the vehicle's categories (five on SW0132, nine on SW0133) when drafting. Once approvals complete and the posting goes live, the new-posting notification only reaches suppliers awarded under that category. SW1025 and SW1050 postings notify every qualified supplier on the vehicle.



A posting awaiting your finance approval — the banner shows the chain progression (completed steps, your current step highlighted, and remaining

steps) alongside **Approve** / **Reject** buttons. The posting body and sidebar with posting details appear below.

## How to approve or reject

- 1 Open the **Approvals** tab and click a pending posting
- 2 Review the posting content — scope, rate, duration, agency contact
- 3 From the amber banner, click **Approve** to advance the posting to the next step, or **Reject** with a reason to return it to Draft

## 5. Engagements

View all engagements with PO tracking, budget utilization, and status information.

MyOK | Staffing and Services

Overview Postings Approvals Engagements Timesheets Invoices Suppliers Settings

### Engagements

Engagements view Budget view

2 Starting soon 6 Active 2 Expiring soon \$94,680.00 Total spend

Search by contractor, supplier, or PO... All statuses

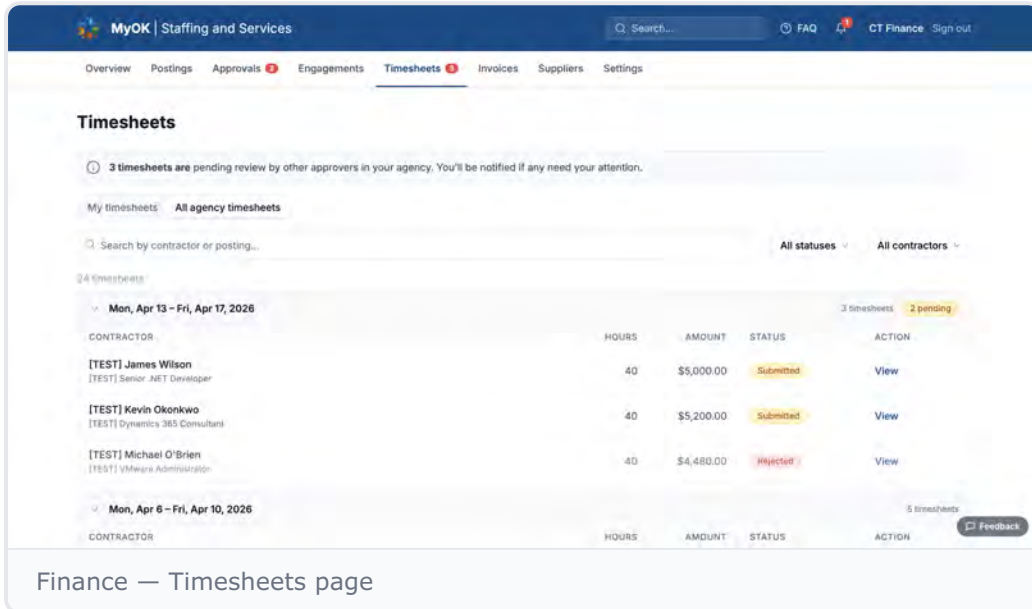
10 engagements

PO	NAME	SUPPLIER	RATE	HOURS	BILLED	STATUS	END DATE
Pending	[TEST] Winner Candidate 2 [TEST] Project Manager — ERP Upgrade	[TEST] Heartland IT Services	\$125.00/hr	0	\$0.00	Active	—
Pending	[TEST] Winner Candidate 1 [TEST] Business Analyst for EHR implementation	[TEST] Heartland IT Services	\$115.00/hr	0	\$0.00	Active	—
PO-2925-3981	[TEST] Daniel Foster [TEST] Cybersecurity Incident Responder	[TEST] TechForce Solutions LLC	\$138.00/hr	160	\$22,080.00	Active	Feb 6, 2027
PO-2925-3887	[TEST] Michael O'Brien [TEST] VMware Administrator	[TEST] TechForce Solutions LLC	\$112.00/hr	160	\$17,920.00	Active	Jun 16, 2026

Finance — Engagements page

## 6. Timesheets

Review and approve timesheets. Timesheets are submitted by contractors or their suppliers for hiring manager approval, and may require your finance review.



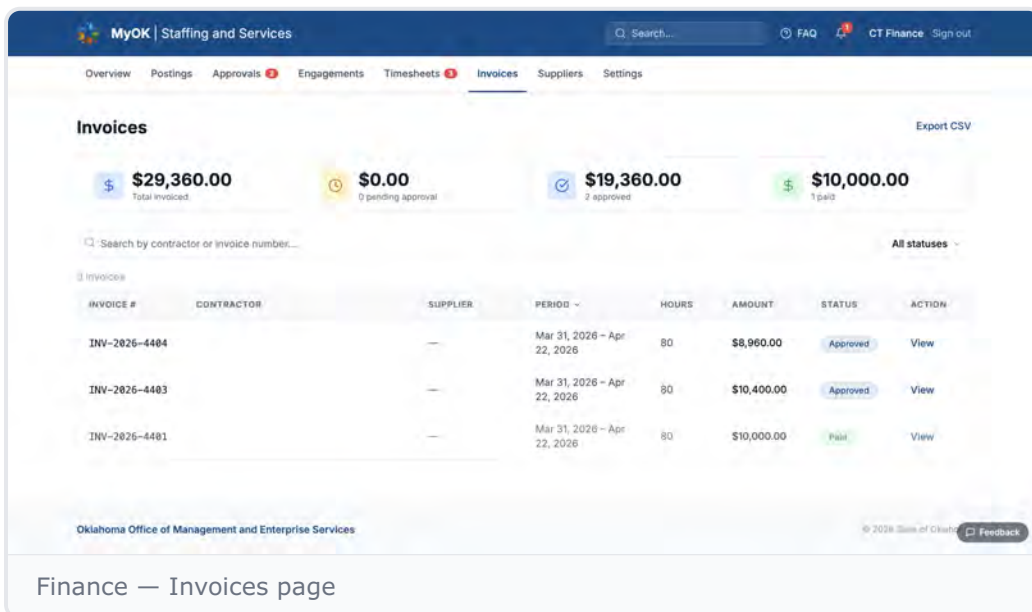
Finance — Timesheets page

## Key Actions

- **Approve** — Approve the timesheet. Budget tracking updates automatically.
- **Reject** — Reject with a required reason.
- Each timesheet shows hours, amounts, and project codes for each entry.

## 7. Invoices

View all invoices generated from approved timesheets. Track invoice status, amounts, and payment status.



Finance — Invoices page

## 8. Budget

Monitor budget utilization across all engagements. Track PO values against actual spend.

The screenshot shows the 'Engagements' page in 'Budget view'. At the top, there are four summary cards: Total PO value (\$1,102,400.00), Total billed (\$94,680.00), Remaining budget (\$1,007,720.00), and Budget utilization (9%). Below these is a search bar and a table of engagements. The table has columns for Contractor, Posting, PO #, PO Value, Billed, Remaining, Utilization, and Status. Four rows are visible, each with a progress bar and 'On track' status.

CONTRACTOR	POSTING	PO #	PO VALUE	BILLED	REMAINING	UTILIZATION	STATUS
[TEST] Daniel Foster	(TEST) Cybersecurity Incident Responder	PO-2025-3901	\$183,040.00	\$22,080.00	\$160,960.00	12%	On track
[TEST] James Wilson	(TEST) Senior .NET Developer	PO-2026-4401	\$156,000.00	\$15,000.00	\$141,000.00	10%	On track
[TEST] Kevin Okonkwo	(TEST) Dynamics 365 Consultant	PO-2026-4403	\$243,360.00	\$20,800.00	\$222,560.00	9%	On track
[TEST] Thanh Nguyen	(TEST) HM — Data Engineer — ETL Pipelines	PO-2026-4470	\$245,440.00	\$18,880.00	\$226,560.00	8%	On track

Finance — Budget page

## 9. Suppliers

View registered suppliers.

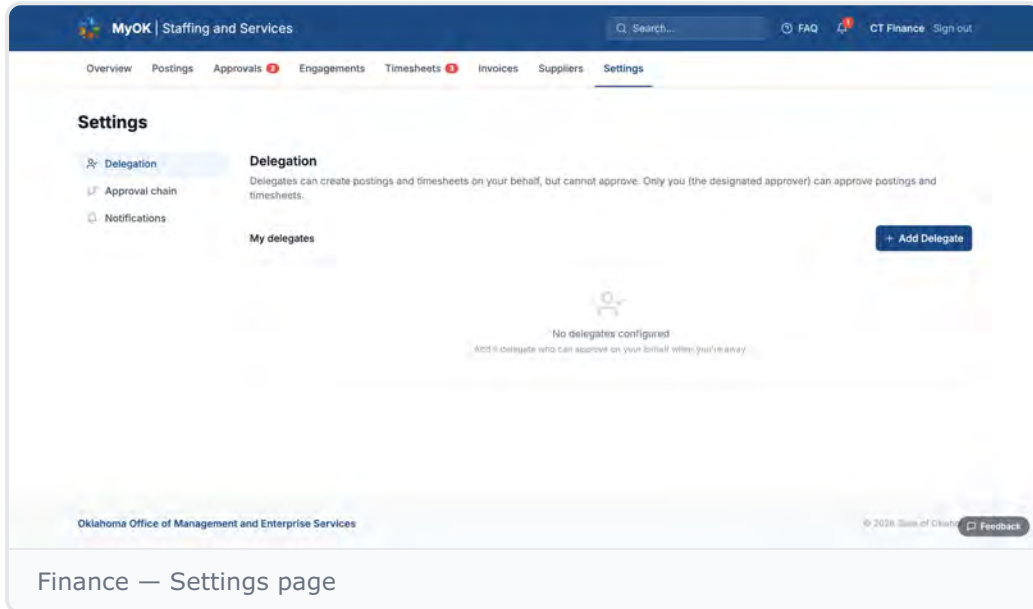
The screenshot shows the 'Suppliers' page. At the top, there are four summary cards: Total suppliers (8), Active (8), Submissions (0), and Awards (0). Below these is a search bar and a table of suppliers. The table has columns for Supplier, Contracts, Submissions, Awards, Win Rate, and Status. Seven rows are visible, all with 'Active' status and a 'View' link.

SUPPLIER	CONTRACTS	SUBMISSIONS	AWARDS	WIN RATE	STATUS
[TEST] Frontier Data Services	SW1025 SW1050	0	0	—	Active View
[TEST] Heartland IT Services	SW1025	0	0	—	Active View
[TEST] Oklahoma Staffing Solutions	SW1025 SW0132	0	0	—	Active View
[TEST] Prairie Digital Partners	SW1025 SW1050	0	0	—	Active View
[TEST] Red Earth Technology Group	SW1025 SW1050	0	0	—	Active View
[TEST] Sooner Systems Inc	SW1050	0	0	—	Active View
[TEST] TechForce Solutions LLC	SW1025 SW1050	0	0	—	Active View

Finance — Suppliers page

## 10. Settings

Agency settings including approval chains and notification preferences.



## 11. Common Tasks

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### Approve a Posting (Finance Step)

- 1 Navigate to **Approvals** or click the action banner on the Overview.
- 2 Click the posting to review details, including rate limits and contract type.
- 3 Verify the posting meets budget and compliance requirements.
- 4 Click **Approve** to advance the posting. If you are the final approver, the posting goes Active and all eligible suppliers are notified.

### Review Timesheets

- 1 Navigate to **Timesheets** or click the Timesheet Approvals widget on the Overview.
- 2 Review each timesheet's hours, project codes, and calculated amount.
- 3 Click **Approve** to approve. The budget tracking and invoice system update automatically.

### View Invoices

- 1 Navigate to **Invoices**.
- 2 Review invoice details including invoice number, contractor, amount, and status.
- 3 Click any invoice to view the full breakdown.

## Monthly Spend Tracking

- The **Monthly Spend Summary** on the Finance Overview shows the last 3 months of approved spend.
- The **Budget** page provides a detailed breakdown of PO values vs. actual spend per engagement.

## § Glossary — Contract Vehicle Codes

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Code	Name	Engagement Type
<b>SW0132</b>	Non-IT Temp Staff Svc	Task Order
<b>SW0133</b>	Non-IT Consulting	Statement of Work (SOW)
<b>SW1025</b>	IT Staff Aug Svc	Task Order
<b>SW1050</b>	Deliverable IT Svc	Statement of Work (SOW)

The four statewide contract vehicles above cover all engagements managed through MyOK Staffing & Services:

- **IT and Non-IT Temporary Staffing Services** (SW1025 & SW0132) — hourly engagements via Task Order. Suppliers submit candidates.
- **Deliverables Based IT Projects (DBITS)** (SW1050) — project-scope engagements via Statement of Work. Suppliers submit a proposal.
- **Non-IT Consulting Services** (SW0133) — consulting engagements via Statement of Work. Suppliers submit a proposal.