

Q. When is my timesheet due?

A. The employee deadline for timesheet submittal is **Mondays at 9:00 AM**. **Best practice is to submit your timesheet end of the workday on Friday**. Your timesheet will workflow to your supervisor for review. Your supervisor must approve your timesheet by 2:00 PM on Monday.

Q. Should I submit my timesheet on a weekly or bi-weekly basis?

A. Timesheets must be submitted on a weekly basis. This will allow time for your supervisor to review your timesheet and take the appropriate action.

Q. Will I get paid if I do not submit a timesheet?

A. No, you will not be paid. In order to address audit concerns, time worked must be submitted and approved.

Q. Should total weekly reported hours on the timesheet equal scheduled hours?

A. Yes. For example, full-time staff must have total weekly reported hours of at least 40.0. If total weekly reported hours are less than 40.0, the difference will need to be fulfilled by the appropriate leave (paid or unpaid depending on the situation).

Q. Will I get a reminder that my timesheet is due?

A. Employees who have created but not submitted their timesheet for the previous week will receive a system generated reminder email on Monday at 9:00 AM.

Q. What if my supervisor is absent when my timesheet is due?

A. Supervisors have backup approvers who can approve in their absence. You can identify the backup approver on the submitted timesheet or leave request; approvers and backup approvers display under the "Workflow" section.

Q. What if I'm absent and can't submit my timesheet?

A. The eTime and Leave tool is web based and a timesheet can be submitted from any computer. If you do not have internet access at home, contact Katelynd Shoff or Scott Millard in the B&F HR Service Center (688-3499). The HR Service Center can initiate on an employee's behalf in emergency situations only. Once time has been submitted on your behalf you will receive an acknowledgement e-mail. Review the timesheet submitted, then click acknowledge to verify that your time was entered correctly.

Q. What if someone submits an incorrect timesheet on my behalf?

A. You can correct the timesheet and resubmit it.

Q. If the deadline is approaching and I'm still waiting for a leave request to be approved, what do I do?

A. Submit your timesheet with the hours worked for the period. Once your supervisor approves the request, it will automatically load to the timesheet.

Q. Can you edit comments in a saved timesheet (that has not been submitted for approval)? Are there any times you can edit comments?

A. Comments can't be changed after the leave request or timesheet is saved, regardless of whether the timesheet or leave has been routed for approval.

Q. Does the leave need to be approved before it downloads into the timesheet?

A. Yes. Only approved leave loads to the timesheet. Requested leave does not display in the timesheet.

Q. Is there an overnight delay when submitting a timesheet or leave request for approval?

A. No. Supervisors can view submitted timesheets or leave requests immediately after they're submitted. Once approved (or denied), the employee has immediate access to the timesheet or leave request.

Q. If I have zero hours worked, and no leave taken for the pay period, should I submit a timesheet?

A. Non-student employees must request leave without pay and submit a timesheet. Student employees do not need to submit a timesheet if no hours were worked.

Q. Can I attach documentation, such as a doctor's note, to my leave request as an attachment?

A: No. Attachments are not designed to be part of the functionality due to the sensitive nature of medical information. Employees will continue to submit appropriate documentation to their supervisor who will then submit to the Business & Finance HR Service Center.

Q. If I submit a leave request in advance and my plans change, who deletes the request, me or my supervisor?

A: The employee controls the leave request. If plans change, the employee deletes the leave request. Supervisors can't delete a leave request. Once resubmitted, the supervisor is notified of the deletion (it appears in the worklist like any other leave request), and approves it. Once the supervisor approves the deletion of the leave request, the associated time disappears from the timesheet.

Q. What email notifications will we receive?

A. Employees receive email notifications in these instances:

- When a timesheet or leave request is submitted by the employee or by another person on the employee's behalf
- When a supervisor approves or denies a timesheet or leave request
- When a timesheet or leave request needs to be resubmitted
- Supervisors receive an email notification when a timesheet or leave request has been submitted.

Q. I'm resigning, how do I handle my timesheet?

A. You will need to submit your timesheet for approval **before** you leave at the end of your last day of work. You will have access to eLeave/eTimesheet through the end of your last day of employment.

Q. Will my pay frequency change with eTime and Leave?

A. No. You will continue to get paid every two weeks. The same university pay calendar will remain.

Q. What if I don't know my OSU Kerberos ID and/or Password?

A: Please contact the OIT Help Desk at 688-HELP (4357) for assistance confirming your OSU Kerberos ID and/or Password.

Q. What if I don't have an OSU Kerberos ID and Password?

A: If you have not activated your OSU Kerberos ID and name.# email account go to my.osu.edu and activate your name.#.

Common Problems

My timesheet doesn't show the hours of leave requested.

- Make sure the leave request has been submitted **and** approved by your supervisor. Leave will not appear on the timesheet until it has been approved by your supervisor. This is almost always the cause of this problem.
- Make sure you are viewing the correct pay period.
- Please note that a timesheet can be submitted if leave submitted is pending approval by the supervisor.

How do I view a timesheet from a previous pay period?

- From the Home page, use the dropdown box to change pay period. The dates shown in the dropdown are Sunday through Saturday, or
- Click on the Search tab and specify the date range of the timesheet you wish to view

How do I edit a submitted/approved timesheet?

- If the timesheet has been submitted but not approved –
 - View timesheet for the submitted week, scroll to bottom of page and click **edit**. After changes are complete, click **submit**. The supervisor will need to **approve** the timesheet before the employee can be paid
- If timesheet has been approved –
 - The supervisor must access the timesheet for the week in question and click **unapprove**. The employee will receive an email notifying them that they must resubmit their timesheet. Edits can be made and resubmitted for approval.

My timesheet won't submit due to insufficient leave balances.

- Due to timing related to payroll processing, a leave request can be approved when balances are insufficient. Therefore, the system hard stop occurs within eTime, NOT eLeave. When this occurs, correct your leave request, notify your supervisor that your leave request has been resubmitted for approval, and then submit your timesheet.