

# eTimesheet User Guide

## Submit a Timesheet (In/Out or Hours Worked User)

**Biweekly Staff: Submit leave requests prior to submitting timesheets!**

### 1. Login to eTimesheet ([eTimesheet.osu.edu](http://eTimesheet.osu.edu)).

- The home screen will display the “Timesheet Views” for the current pay period.
- Select a different “Pay Period Range” to review or edit that [pay period](#).

Pay Period Range   Pay Period 17

Timesheet History						
Working Title	Supervisor	Department	Record Number	Week Of	Status	Action
Human Resources Associate	Millard,Scott Laurance	HR Service Center - 39511	0	1/21/2018	Approved	<a href="#">View Timesheet</a>
Human Resources Associate	Millard,Scott Laurance	HR Service Center - 39511	0	1/28/2018	Not Created	<a href="#">View Timesheet</a>

### 2. Click “View Timesheet” to enter time for a specific week.

- Each pay period consists of two (2) workweeks.
- Complete and submit your timesheet on a weekly basis.

Pay Period Range  Pay Period 17

Timesheet History						
Working Title	Supervisor	Department	Record Number	Week Of	Status	Action
Human Resources Associate	Millard,Scott Laurance	HR Service Center - 39511	0	1/21/2018	Approved	<a href="#">View Timesheet</a>
Human Resources Associate	Millard,Scott Laurance	HR Service Center - 39511	0	1/28/2018	Not Created	<a href="#">View Timesheet</a>

### 3. Record In/Out hours or daily Hours Worked (manager approves user type).

- Verify total hours for the week are accurate.
- “Extra Hours” (over 40) default to Overtime. Comp Time Earned is also an option.

Timesheet Details [\[Click Preferences to change the timesheet format\]](#)

Extra Hours As  

Date	In	Out	Add/ Delete	In/Out Hours	Lunch	Daily Total	Regular	Overtime	Leave Hours	Leave Type	Reported Hours
Sun-01/28/2018	<input type="text"/> AM	<input type="text"/> PM	<input type="button" value="+"/> <input type="button" value="-"/>	0.00	<input type="text" value=".5"/>	0.00					0.00
Mon-01/29/2018	6:30 AM	4:30 PM	<input type="button" value="+"/> <input type="button" value="-"/>	10.00	<input type="text" value="0"/>	10.00	10.00				10.00
Tue-01/30/2018	6:30 AM	12:30 PM	<input type="button" value="+"/> <input type="button" value="-"/>	6.00	<input type="text" value="0"/>	6.00	6.00		4.00	PSL	10.00
Wed-01/31/2018	6:30 AM	<input type="text"/> PM	<input type="button" value="+"/> <input type="button" value="-"/>	0.00	<input type="text" value="0"/>	0.00					0.00
Thu-02/01/2018	<input type="text"/> AM	<input type="text"/> PM	<input type="button" value="+"/> <input type="button" value="-"/>	0.00	<input type="text" value=".5"/>	0.00					0.00
Fri-02/02/2018	<input type="text"/> AM	<input type="text"/> PM	<input type="button" value="+"/> <input type="button" value="-"/>	0.00	<input type="text" value=".5"/>	0.00					0.00
Sat-02/03/2018	<input type="text"/> AM	<input type="text"/> PM	<input type="button" value="+"/> <input type="button" value="-"/>	0.00	<input type="text" value=".5"/>	0.00					0.00
<b>Total</b>						16.00	16.00	0.00	4.00		20.00

#### 4. Enter “Comments” to communicate important information to the approver.

- Once a comment is submitted, it cannot be deleted or changed. Comments can be viewed and become part of the employee's personnel records. They may be subject to disclosure to the employee and others under the Ohio public records statute and the rules of discovery.

Comments

Reason for absence, person responsible in my absence, etc.

#### 5. “Save For Later” if not ready to submit the timesheet for approval.

Actions

[Save For Later](#) [Submit For Approval](#) [Return To Home](#)

#### 6. “Submit for Approval” at the end of each work week.

- Approver will receive notification to approve.
- Best practice is to submit timesheets each Friday (or the last day of each workweek).
- **Deadline for submittal is 9am Monday morning.**
- **Timesheets that are not submitted will not be paid.**

Actions

[Save For Later](#) [Submit For Approval](#) [Return To Home](#)

#### Additional Information:

- **Select “Preferences” tab.**
  - Do not edit preferences without management approval.
  - Do not remove “Email Notification”.
  - Edit “Lunch Period Default” if desired.
  - Click “Save” when finished.

Home Search Preferences Leave Help

## Preferences

General Preferences

Email Notification  On

Timesheet Preferences

Timesheet Option  In/Out  Hours Worked

Lunch Period Default 1.0 (60 min)

None  
.5 (30 min)  
1.0 (60 min)

Actions

Save