

eTimesheet User Guide

Submit a Timesheet (WebClock User)

Biweekly Staff: Submit leave requests prior to submitting timesheets!

1. Login to eTimesheet (eTimesheet.osu.edu).

- The home screen will display the “WebClock” view for easy clock in and out access.

2. Clock In or Clock Out by clicking the appropriate option under “Time Details”.

WebClock

The screenshot shows the WebClock interface with several callout boxes:

- See weekly status:** Points to the 'Status' field showing 'Created, Not Submitted'.
- Verify current week:** Points to the 'Week' field showing '12/18/2011 - 12/24/2011'.
- View timesheet:** Points to the 'View Detailed Timesheet' link.
- Weekly summary:** Points to the 'Clocked Hours by Day' table.
- Clock in/out:** Points to the 'Clock In' button.

Employee Name	Employee Id	Status
Working Title	Empl Rcd Nbr 0	Created, Not Submitted
Dept Number	Dept Name	Supervisor

Pay Period: 12/18/2011 - 12/31/2011 | Week: 12/18/2011 - 12/24/2011 | Reported Hours: 38.20

Clocked Hours by Day

Day	Hours
Monday	8.0
Tuesday	3.0
Wednesday	3.2

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3. Click “View Detailed Timesheet” to review and submit the timesheet.

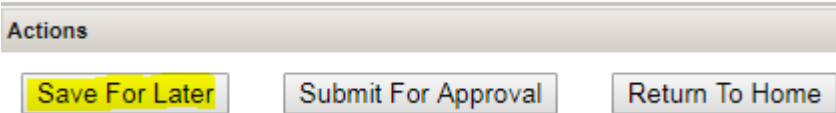
- Verify total hours for the week are accurate.
- “Edit” the timesheet if necessary. If edited, original time will appear in red.
- Comments are required if edits are made.
- “Extra Hours” (over 40) default to Overtime. Comp Time Earned is also an option.

Extra Hours As:

Date	In	Out	In/Out Hours	Lunch	Daily Total	Holiday Benefit	Holiday Worked	Regular	Overtime	Leave Hours	Leave Type	Reported Hours	Comments
Sun-01/15/2012	<input type="text" value="Edit"/>	<input type="text" value="Edit"/>	0.00	<input type="text" value="1.0"/>	0.00							0.00	
Mon-01/16/2012 <i>Holiday(Observed)</i>	<input type="text" value="Edit"/>	<input type="text" value="Edit"/>	0.00	<input type="text" value="0"/>	0.00	<input type="text" value="8"/>						8.00	
Tue-01/17/2012	<input type="text" value="Edit"/>	<input type="text" value="Edit"/>	0.00	<input type="text" value="1.0"/>	0.00					8.00	VCT	8.00	
Wed-01/18/2012	<input type="text" value="8:00 AM"/> <i>Was: [No Time]</i>	<input type="text" value="5:00 PM"/> <i>Was: [No Time]</i>	9.00	<input type="text" value="1.0"/>	8.00			8.00				8.00	All day meeting out of the office.
Thu-01/19/2012	<input type="text" value="3:45 AM"/> <input type="text" value="Edit"/>	<input type="text" value="Edit"/>	0.00	<input type="text" value="1.0"/>	0.00							0.00	
Fri-01/20/2012	<input type="text" value="Edit"/>	<input type="text" value="Edit"/>	0.00	<input type="text" value="1.0"/>	0.00							0.00	
Sat-01/21/2012	<input type="text" value="Edit"/>	<input type="text" value="Edit"/>	0.00	<input type="text" value="1.0"/>	0.00							0.00	
Total					8.00	8.00	0.00	8.00	0.00	8.00		24.00	

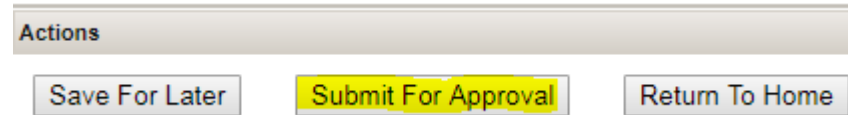
Verify total hours before submitting

4. "Save For Later" if not ready to submit the timesheet for approval.



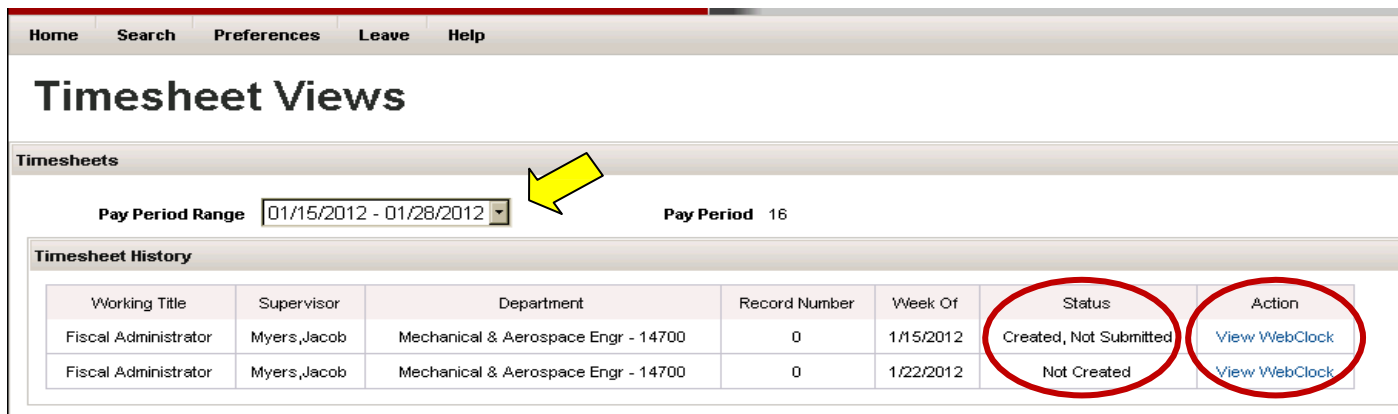
5. "Submit for Approval" at the end of each work week.

- 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.**



Additional Information:

- **Select the "Home" tab to view timesheets by Pay Period Range.**
 - This view allows you to review the timesheet "Status" (Not Created, Created Not Submitted, Submitted Pending Approval, or Approved) and navigate to different pay periods to review/edit timesheets.



- **Select "Preferences" tab.**

- Adjust "Timesheet Preferences".
- Do not edit preferences without management approval.
- Do not remove "Email Notification".
- Edit "Lunch Period Default" if desired.
- Click "Save" when finished.

