



e-Timesheet and e-Leave Policy

Effective Date: 9/25/11

Policy Background

As part of an on-going effort to streamline processes and strengthen internal controls, the university developed two new systems for recording and approving time worked and leave requested.

Policy

The College of Education and Human Ecology (EHE) adheres to University Payroll Processing Requirements with regard to Timekeeping and OHR policies and procedures 6.0 series, Hours or Work and Leaves. All EHE biweekly paid employees (staff and students) will utilize the e-Timesheet system to record and submit time worked. The e-Leave system will be used by all leave eligible faculty and staff to request paid or unpaid leave. All timesheets and/or leave submitted will require supervisor or backup approval prior to processing.

Procedure

A. Timelines and Approvals for e-Timesheets (<https://etimesheet.osu.edu>)

Timeliness for submission and approval are critical to this process. If an e-timesheet is not entered/not approved by designated timelines, the employee will not receive their pay.

1. All e-timesheets must be submitted by the last working day of the week or each Saturday. An initiator will be assigned in each unit to submit an e-Timesheet on behalf of an employee who is unable to do so themselves.
2. Timesheets may be submitted in advance, in the case of vacation, however, supervisors are unable to approve them prior to the time period for which they are submitted.
3. All e-timesheets must be approved no later than **each Monday by 10:00 a.m.** If a University Holidays may alter the approval timeline. If this occurs, you will notified accordingly.
4. Individuals authorized to approve the e-timesheet must be a person who can verify the hours worked by the employee and who has signature authority.
5. A backup approver may be assigned to approve submitted timesheets and leave forms.
6. Time will be entered using the “In” and “Out” format which is the exact time of arrival and the departure.
7. OHR policy requires all overtime and/or compensatory time to be pre-approved. Supervisors will be responsible for sending the prior approval to the unit HRP prior to weekly deadline. An e-mail authorizing the prior approval is acceptable.



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B. e-Leave (<https://eleave.osu.edu>)

The e-Leave request takes the place of the current Application for Leave form. All paid and/or unpaid leave must be submitted and approved through the e-Leave system.

1. Both monthly and biweekly staff submit leave requests through e-Leave.
2. Biweekly staff must submit leave requests for the current time period before submitting their timesheet. Once the leave is approved, it automatically loads to the timesheet.
3. e-Leave documents must be approved by the person's supervisor or backup approver.
4. Sufficient leave hours must be available. A disclaimer stating the following "I understand that approval of the request is contingent upon the availability of adequate leave balances. Falsification of this Application for Leave of the supporting documentation is grounds for disciplinary action, up to and including dismissal" must be checked on the form.
5. Entries for future leave are allowable.
6. Additional leave related documentation, e.g., FML, summons for jury duty, military orders, medical certification, etc., cannot be attached to the e-Leave request. Supervisors will be responsible for sending all documents to the unit HRP for appropriate designation and processing.
 - a. Discretion should be used when recording comments on the e-documents. Once the comments are saved, they cannot be changed and may be subject to disclosure based upon the State of Ohio's statutes regarding public records.
7. University business leave cannot be entered on the e-Leave document. Current individual unit's policies and procedures for these will continue to be followed.

HRP Responsibilities

1. The Human Resources Professional (HRP) of each unit within EHE is responsible for:
 - a. Oversight and monitoring of the e-Timekeeping/e-Leave processes, policies and procedures for their respective units and disseminating information about these systems to all employees and supervisors in their unit(s).
 - b. Assuring that those required to submit e-Timesheets are reminded to do so at the appropriate time.
 - c. Assuring that all information relative to approvers and backup approvers is submitted accurately, timely and maintained properly.
 - d. Verify and resolve discrepancies and approve any adjustments necessary.