



## STUDENT TIMESHEET INSTRUCTIONS

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### Instructions for Completing Student Time Sheet

- 1 Enter OSU ID number.
- 2 Enter name.
- 3 Enter record number, if known.
- 4 Enter pay period number. (corresponding dates will default)
- 5 Enter time in and time out daily. Hours must be reported as am or pm with a space after the number. (**Example: 8:30 AM; 2:15 PM**)
- 6 Save your entries each day.
- 7 Print your timesheet on your last working day of the pay period.
- 8 Sign the timesheet **in ink** and submit it to your supervisor for review and signature.

**Note:** If you are working multiple jobs you will need a separate timesheet for each.

At the beginning of each pay period clear previous entries by clicking the **CLEAR** button in the upper right corner and change the pay period number.



## NON-EXEMPT TIMESHEET INSTRUCTIONS

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### Instructions for Completing Non-Exempt Daily Time Record

- 1 Enter name, OSU ID number, and org name.
- 2 Enter pay period number. (corresponding dates will default)
- 3 Enter time in and time out worked each day. Hours must be reported as am or pm with a space after the number. **(Example: 8:30 AM; 2:15 PM)**
- 4 Enter any benefit leave taken in hours.
- 5 Save your entries each day.
- 6 Select comp time or overtime for hours noted in the overtime box. Any hours over 40 in an active pay status (hours worked plus any paid leave hours used) will count as overtime. You can choose to be paid or accrue compensatory time, or a combination of both. Both are calculated at 1.5 times your hourly pay rate. Any overtime worked must be approved in advance by your supervisor. Supervisors may also elect to schedule flex time in lieu of overtime.
- 7 Print your timesheet on your last working day of the pay period.
- 8 Sign your timesheet (in ink), and submit it to your supervisor for review and signature. Attach an Application for Leave Form for any benefit time taken.

Note: At the beginning of each pay period clear previous entries by clicking the **CLEAR** button in the upper right corner and change the pay period number.