

## Time Sheet Completion Instructions

- ◆ Name
- ◆ Employee Identification Number (EID#)
- ◆ Org. Name (T&L-Admin, R&R, RRCNA, ALP, ESL, OAS)
- ◆ Pay Period
- ◆ Enter Days and Hours Worked
  - ◆ Sick Leave/Vacation/Holiday/CompTime/Other
  - ◆ Correctly Entered Time (Ex: 8:00 AM)

Day/Date	In	Out	In	Out	In	Out	Total Hours
Monday	8:30 AM	12:00 PM	1:00 PM	5:30 PM			8.0
12/01/2008							

- ◆ **If You Have Comp Time**- Gray box needs Supervisor's signature and date
- ◆ **If You Have Overtime**- Gray box is to be completed entirely to include Supervisor's Signature and date
- ◆ Employee Signature and Date
- ◆ Supervisor Signature and Date

### \*No Handwritten Time Sheets Accepted\*

**ATTENTION STUDENT EMPLOYEES:** If you work for another department and you submit more than one time sheet during any pay period, you are required to provide a copy of the time sheet you submit to the other department with your Teaching & Learning time sheet.

### **Time Sheets & University Payroll Pay Calendar can be found at the following links:**

- ◆ Staff Time sheet Web Link: <http://ehe.osu.edu/admin/business/forms-docs.cfm>
- ◆ Student Time sheet Web Link: <http://ehe.osu.edu/admin/business/forms-docs.cfm>
- ◆ Pay Calendar Web Link: <http://hr.osu.edu/payroll/calendar.aspx>

Turn completed time sheet into Jacquelyn Severance's mailbox, Rm. 327 Arps Hall by payday Friday at the completion of your work day or no later than the following Monday by noon. All timesheets must be received in order to process compensation.