

eTimesheet Walkthrough for Student Employees

1 Login to eTimesheet by going to <https://etimesheet.osu.edu>. The tool will load your home screen which will display “Timesheet Views.”

2 Select the Pay Period Range using the drop down menu. The tool will automatically display the current pay period. Choose a different Pay Period Range if you need to record time worked during a previous pay period.

3 Click on “View Timesheet” to enter time for a specific week. Each pay period consists of two weeks that you can record time for; however, you should complete and submit your timesheet on a weekly basis.

Week Of	Status	Action
3/13/2011	Not Created	View Timesheet
3/20/2011	Not Created	View Timesheet

Click to select

4 Record your hours using the “In” and “Out” time sheet layout. The tool will automatically calculate your totals and warn you of potential problems.

Date	Time			Hours Worked		
	In	Out	In/Out Hours	Regular	Overtime	Comp Time Earned
Sun-03/13/2011	<input type="text"/> AM ▾	<input type="text"/> AM ▾	0.0	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mon-03/14/2011	8 AM ▾	12 PM ▾	4.0	4	<input type="text"/>	<input type="text"/>
	1 PM ▾	5 PM ▾	4.0	4	<input type="text"/>	<input type="text"/>
Tue-03/15/2011	8 AM ▾	12 PM ▾	4.0	4	<input type="text"/>	<input type="text"/>
	1 PM ▾	5 PM ▾	4.00	4	<input type="text"/>	<input type="text"/>
Wed-03/16/2011	<input type="text"/> AM ▾	<input type="text"/> AM ▾	0.0	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thu-03/17/2011	<input type="text"/> AM ▾	<input type="text"/> AM ▾	0.0	<input type="text"/>	<input type="text"/>	<input type="text"/>

5 Enter a comment if you need to communicate with your timesheet approver. *Please note that comments are public record. They cannot be deleted and can be viewed by anyone.*

Comments

2000 characters remaining

6 Save your timesheet upon completion of your work day by clicking the “Save For Later” box at the bottom of the screen.

Actions

Save For LaterSubmit For ApprovalReturn To Home

7 Submit your timesheet when you have completed a work week. This will notify your approver that your timesheet is ready to be reviewed so they can take action. Upon completion of your work week, select the “Submit For Approval” option and your timesheet will be sent to your supervisor electronically.

Actions

Save For LaterSubmit For ApprovalReturn To Home

Once submitted, you will receive an email indicating your timesheet has been submitted for approval and that the status is “pending.” Below is a sample email:

Dear Benjamin Fortman,

Your timesheet was submitted for approval on 10/04/2010 12:20 PM by Suryadevara, Santhosh Kumar
The timesheet status is pending.

Please visit the following link to view the timesheet and indicate your agreement with the time submitted on your behalf.
<https://timesheet.osu.edu/hr/timesheet.jsf?id=357>

Once your supervisor approves your timesheet, you will receive an email indicating that your timesheet has been approved. Below is a sample email:

Your timesheet submitted on 09/28/2010 12:58 PM has been approved.
Please visit the following link to view the complete details of this timesheet.
<https://kualitest.it.ohio-state.edu/timesheet/timesheet.jsf?id=14211>