

College of Education and Human Ecology  
**eTimesheet Walkthrough**

**1** Login to eTimesheet by going to [etimesheet.osu.edu](http://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. Pick a different Pay Period Range if you need to fill out time worked for a previous pay period.

Pay Period Range: 03/13/2011 - 03/26/2011

Timesheet History	
Working Title	Supervisor
Office Associate	The Ohio State Univers
Office Associate	The Ohio State Univers

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

Week Of	Status	Action
3/13/2011	Not Created	<a href="#">View Timesheet</a>
3/20/2011	Not Created	<a href="#">View Timesheet</a>

Click to select

**4** Record your hours or the times that you worked depending on your department’s preference. The tool will automatically calculate your totals, load approved leave requests to your timesheet, indicate and record holidays, 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** if you are not ready to submit it for approval. To discard your entries, click “Return to Home.”

Actions

Save For Later

Submit For Approval

Return 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. The best practice is to submit your timesheet at the end of the day on Fridays.

Actions

Save For Later

Submit For Approval

Return 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>

Upon approval of your timesheet by your supervisor or a designated backup, 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>