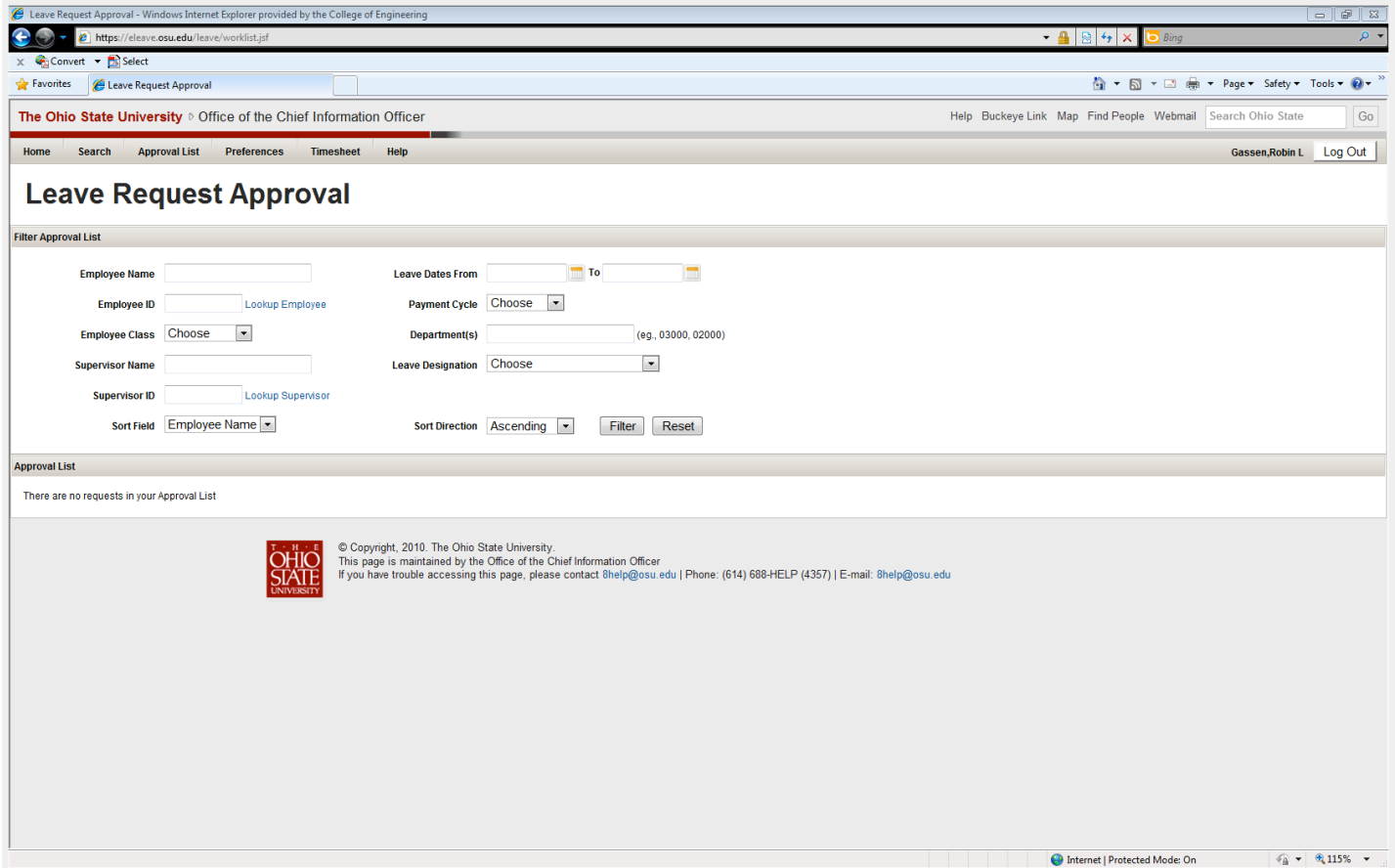


Approving Leave Requests and Timesheets Quick Guide

1 Login to eLeave by going to eleave.osu.edu.



2 Select **Approval List** from the navigation bar at the top of the page. The list will show all leave requests pending your approval. It is important to approve any pending leave requests BEFORE approving the submitted timesheet.

3 Click **Timesheet** from the navigation bar at the top of the page to view and approve any timesheets pending approval. Employees should be entering and submitting time on a weekly basis to facilitate the approval process.

4 There are two options for approving leave request and timesheets.

All supervisors will receive an email once a leave request or timesheet is submitted for approval.

Email Notification:

“Timesheet submitted by McMullen,Ryan Michael requires your approval. This needs to be approved before your departmental deadline (employees will not get paid for any unapproved timesheets).”

Please visit the following link to view the timesheet.

<https://etimesheet.osu.edu/timesheet/timesheet.jsf?id=15476>

Clicking on the highlighted link will take you directly to an individual timesheet or

If you are concerned about clicking a link in an email (such as this one) you can open an internet browser window and navigate to etimesheet.osu.edu to log into the system directly. To validate the authenticity of any website we recommend that you check the security certificate associated with the website to confirm its authenticity. For technical issues contact 8help@osu.edu or phone 614-688-HELP.”

Employee Roster:

The second way to approve leave requests or time is to utilize either the Bi-weekly supervisor roster (see below) or the approval list.

The screenshot shows the 'Biweekly Supervisor Roster' page in a web browser. The page title is 'Biweekly Supervisor Roster' and it is part of 'The Ohio State University' system. The interface includes a search bar, navigation tabs (Home, Search, Approval List, Biweekly Supervisor Roster, Preferences, Leave, Help), and a user profile (Gassen, Robin L). The main content area is titled 'Biweekly Supervisor Roster' and contains a 'Search Parameters' section with fields for Supervisor ID (97066495), Supervisor Name (Cumpston, Elizabeth M), Pay Period Range (26 - 06/05/2011 - 06/18/2011), Student/Staff (Choose), Request Status (Choose), Sort Field (Employee Name), and Sort Direction (Ascending). Below the search parameters is a table with 6 search results. The table columns are Employee Name, Employee ID, Emp Rcd, Student/Staff, Week Of, Standard Hours, eTimesheet Hours, and Request Status. The table data is as follows:

Employee Name	Employee ID	Emp Rcd	Student/Staff	Week Of	Standard Hours	eTimesheet Hours	Request Status
Elkeman, Todd Michael	97067578	0	Staff	06/12/2011	40	10	Created, Not Submitted
Elkeman, Todd Michael	97067578	0	Staff	06/05/2011	40	0	Not Created
Orr, Ralph Ray	94113168	0	Staff	06/12/2011	40	0	Not Created
Orr, Ralph Ray	94113168	0	Staff	06/05/2011	40	0	Not Created
Stonaker, Charles Gregory	91122566	0	Staff	06/12/2011	40	32.0	Created, Not Submitted
Stonaker, Charles Gregory	91122566	0	Staff	06/05/2011	40	40.0	Approved

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5 Enter a comment if you need to communicate with your employee when denying a leave request or timesheet. This allows the employee to know what needs to be correct before resubmitting. Please use caution when entering comments. All comments become part of the public record. Please do not disclose confidential information.

Comments

2000 characters remaining

NOTE: If approving leave for jury duty, bereavement or FMLA, you must obtain and review the appropriate required documentation. Please note your review in the comments section of either the timesheet or leave request (preferable).

For example: copy of letter for jury duty, obituary of deceased family member, approved FMLA request. Please refer to the Office of Human Resources for more information at <http://hr.osu.edu/policy/>

⑥ Approve the timesheet or leave request.

Save For Later

Approve

Deny