

eTimesheet and eLeave Quick Start Guide



THE OHIO STATE UNIVERSITY
JOHN GLENN COLLEGE OF PUBLIC AFFAIRS

Welcome to the eTimesheet and eLeave Tools! Submitting and tracking your timesheets and leave requests using these electronic tools is easy and intuitive. This Quick Start Guide provides an overview of eTimekeeping and eLeave. Below are 6 easy steps to help get you started.

Getting Started

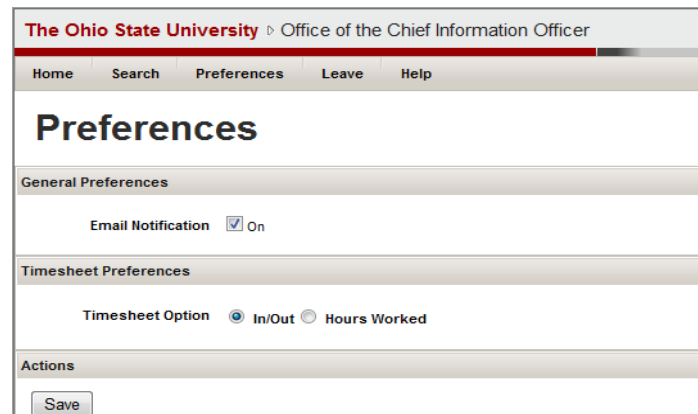
1 Create your Favorites to easily navigate to the timesheet and leave tools. You will be using these tools on a daily basis to enter the time you work, and if eligible, submit requests for leave. Go to <http://etimesheet.osu.edu> and <http://eleave.osu.edu> to add them as favorites.



2 Read the Walkthroughs for eTimesheet and eLeave. Learn to use the tools by practicing alongside a how-to and become a pro!

3 Set up your Preferences according to your department's guidelines. Time can be entered by "In/Out" or by "Hours Worked." The default in eTimesheet is "In/Out" but check with your supervisor for how you should record your time.

4 Practice Timesheet and Leave Entry to familiarize yourself with the tools. Think of a scenario you envision happening and try it out in the tools.



eLeave Quick Start Guide



The eLeave Interface

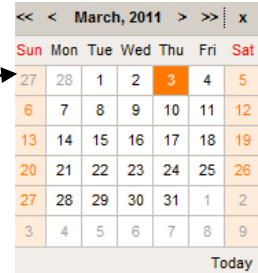
1 Prepare a new leave request; Search and view other leave requests; Set up preferences; Navigate to eTimesheet; Get help for the tool

The Ohio State University ▾ Office of the Chief Information Officer

Home Search Preferences Timesheet Help

Dates of Leave

* Start Date * End Date



2 Select date ranges for a new leave request

Job Details

Select	Working Title	Supervisor
<input checked="" type="radio"/>	Office Associate	The Ohio State University

3 Pick the job the request applies to

Type of Leave

4 Pick the leave designation

Leave Designation Family and Medical Leave ** Work Related Injury/Illness ** Neither

5 Enter the daily hours to be missed and choose type of leave for the absence

Daily Hours

Leave Type

Choose

Create Leave Request

** requires appropriate documentation

- Choose
- Choose
- Vacation
- Sick
- Vacation in Place of Sick Leave
- Comp Time
- Parental
- Jury Duty*
- Military*
- Organ Donation
- Unpaid

6 Confirm the accuracy of leave requests that were submitted on your behalf

7 See the status of a leave request; Track approved leave requests; Click on the link to view leave request details or modify a leave request

Acknowledgements

You do not have any leave acknowledgements

My Recent Requests

Status	Date Created	Hours-Designation	Starting Date	Ending Date	Working Title	Action
Created, Not Submitted	Mar 10 2011		Mar 11 2011	Mar 14 2011	Office Associate	View Leave
Approved	Feb 10 2011	8-SLT	Feb 9 2011	Feb 9 2011	Office Associate	View Leave

eTimesheet Quick Start Guide



JOHN GLENN SCHOOL
OF PUBLIC AFFAIRS
glenn.osu.edu

The eTimesheet Interface

The Ohio State University ▸ Office of the Chief Information Officer

Home Search Preferences Leave Help

1

View your current timesheets; Search and view other timesheets; Set up preferences according to how your supervisor will review your time; Navigate to eLeave; Get help for the tool

2

Select a specific pay period date range; The current pay period is displayed by default; View the pay period number for the selected date range

Timesheets

Pay Period Range 02/27/2011 - 03/12/2011 ▾

Pay Period 19

Timesheet History

Working Title	Supervisor	Department	Rate	Record Number	Week Of	Status	Action
Office Associate	The Ohio State University	11111	\$0.00	0	2/27/2011	Not Created	View Timesheet
Office Associate	The Ohio State University	11111	\$0.00	0	3/6/2011	Not Created	View Timesheet

3

Displays your working title; Displays the supervisor who will serve as primary approver of your time; Displays the department code

4

View the timesheets listed by week; Check the status of a timesheet; Click the link to see the timesheet details or modify a timesheet

5

Timesheet Preference

Timesheet Option In/Out

Click the [Preferences](#) link to change the Timesheet Option

View your preferences at a glance; Click the link to change your preferences with the guidance of your supervisor

6

Acknowledgements

You do not have any timesheet acknowledgements

Confirm the accuracy of timesheets that were submitted on your behalf