

Entering a Timesheet

Non-exempt staff and hourly student employees are required to submit timesheets. Submit your time by logging onto <http://etimesheet.osu.edu> with your name.n and password no later than noon of the Monday following the close of each pay period. The timesheets automatically route to your supervisor for approval.

Employees are encouraged to enter timesheets at the end of every week to facilitate timely approvals.

For questions, please contact Juliana Hardymon at Hardymon.7@osu.edu.

Entering Timesheets (adopted from ascbsc.osu.edu)

- 1.) Login to etimesheet by going to <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 for a prior week.
- 3.) Click “View Timesheet” to enter time for a specific week. Each pay period consists of two weeks that you can fill out. The best practice is to enter your time on a weekly basis.
- 4.) Record your hours that you worked. The tool will automatically calculate your totals, flow approved leave requests to your timesheet, indicate and record holidays and warn you of potential problems.
- 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 reviewed by anyone.
- 6.) Save your timesheet if you are not ready to submit it for approval. To discard your entries, click “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 by the end of the day on Fridays.