



Overview:

1. Access your monthly payroll certification list, upon receiving your reminder email on the 2nd business day of each month, and confirm:
 - New hires are on the list;
 - Employees who terminated the month before are not on the list;
 - Employees who are terminating during the current month have a termination date listed.

New hires will not appear on your roster until the day after the hire is recorded in the HR/SIS.

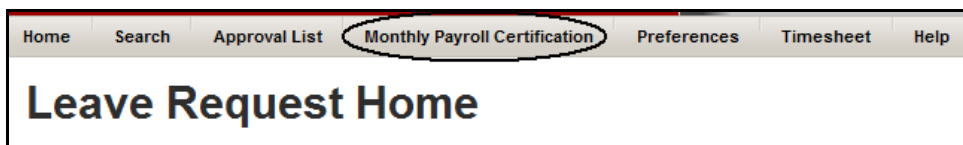
2. Certify **“Yes”** for employees that report to you and are eligible to be paid – including employees who only worked one day or more in the month, transferred in the middle of the month to another department/college, or left the University after the first working day.
3. Certify **“No”** for any employees that did not work at least one day in the month and/or are on unpaid leave of absence and should not be receiving a paycheck.

Contact your Department HRP for corrections ASAP by using the Send Notification feature within payroll certification. The application does not automatically route actions to the Department HRPs for resolution.

4. During the deadline week, review the payroll certification list for any late hires and certify, if applicable.

Steps:

1. Go to <http://eleave.osu.edu> and sign on with your name.# and password.
2. Click the Monthly Payroll Certification link at the top of the page:



The Monthly Payroll Certification page displays, listing your current monthly employees for the upcoming pay period:

The screenshot shows a web application interface for 'Monthly Payroll Certification'. At the top, there is a navigation bar with links: Home, Search, Approval List, Monthly Payroll Certification, Preferences, Timesheet, and Help. Below this is a header section with the title 'Monthly Payroll Certification'. A 'Parameters' section contains the following fields: Supervisor ID (12345678), Supervisor Name (Supervisor, Sally), Pay Period (6 - 12/01/2011 - 12/31/2011), Certification (Action Needed), Sort Field (Employee Name), and Sort Direction (Ascending). There are 'Search' and 'Reset' buttons. Below the parameters is a section for 'Results: 2 Rows' containing a table with columns: Certified? (Yes/No), SC Resolved, Employee Name, Employee ID, Empl Rcd, Student/Faculty /Staff, Termination Date, Comments, and Service Center Comments. Two rows of data are shown for employees 'Buckeye, Brutus' and 'Culpeper, Vashti'. Below the table is an 'Actions' section with a red warning message: 'Selecting Yes and clicking Save certifies that the employee is active and should receive pay for the Pay Period'. There are 'Save' and 'Send Notification' buttons.

3. Identify employees who will work or have worked for you during any part of the current pay period by selecting “Yes” under **Certified?** and clicking the Save button. Check “Yes” when:

- Employees will work for you during the entire month;
- Employees will work for you for any part of the month; including:
 - employees who are terminating during the current pay period;
 - employees on unpaid leave of absence for part of the current pay period;
 - employees who transferred to another supervisor in your department, but worked for you during part of the pay period;
 - employees who transferred to another department, but worked for you during part of the pay period.

4. Identify employees who have not worked for you during any part of the current pay period by selecting “No” under **Certified?**, entering comments, and clicking the Save button. Check “No” when:
- employee no longer reports to you and didn’t report to you for any part of the pay period;
 - employee no longer works at the university and didn’t work any part of the pay period;
 - employee was on unpaid leave for entire pay period;
- a. Click the **Send Notification** button to alert the Department HR Professional. If further action is needed, click the Send Notification button to alert them to resolve. The application does not automatically route actions to the Department HRP when “No” is selected. Please allow plenty of time in order to address issues in the HR System.
- b. The **Send Notification** button displays an email screen and attaches the currently displayed roster as a screenshot. Complete the email and look for the confirmation in the upper left hand corner:



- c. Click the **Save** button at the bottom of the screen.

Important eNotes!

Notify the Department HRP of issues on your monthly payroll certification list quickly!
They will need time to resolve them before the payroll deadline.

While failing to not certify your employees will not impact their paycheck immediately, over time, the university may stop payments of ALL of your employees if you fail to certify your employees for more than one pay period.