



eTimesheet Quick Guide

College of Veterinary Medicine – Revised March 2012

Filling Out a Timesheet

1. **Login to eTimesheet** by going to 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 week you forgot to submit.

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

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

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.

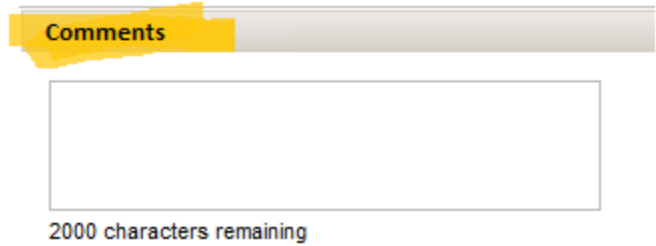
Week Of	Status	Action
3/13/2011	Not Created	View Timesheet
3/20/2011	Not Created	View Timesheet

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, flow 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"/>

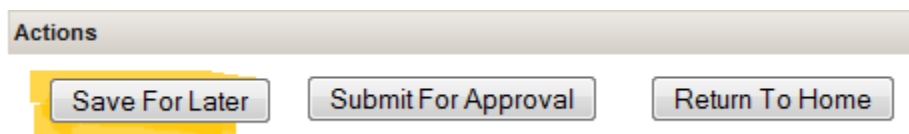
5. **Enter a comment** if you need to communicate with your timesheet approver. Please note that comments are public record. They cannot be deleted and can be viewed by anyone.



Comments

2000 characters remaining

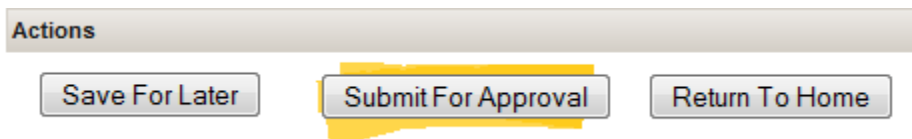
6. **Save your timesheet** if you are not ready to submit it for approval. To discard your entries, click “Return to Home.”



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

Resources

<http://vet.osu.edu/etime>