

College of Public Health Monthly Payroll Certification

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.

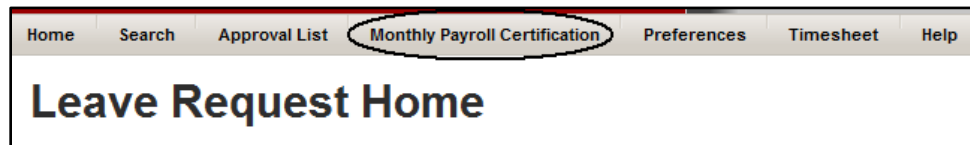
2. Certify “Yes” for employees that report to you and are eligible to be paid.
3. Certify “No” for any employees that no longer report to you and should be terminated or transferred.

Contact the College of Public Health HR Office for corrections ASAP by using the Send Notification feature within payroll certification.

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:

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Home Search Approval List Monthly Payroll Certification Preferences Timesheet Help

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Parameters

Supervisor ID 12345678

Supervisor Name Supervisor, Sally

Pay Period 6 - 12/01/2011 - 12/31/2011

Certification Action Needed

Sort Field Employee Name Sort Direction Ascending Search Reset

Results: 2 Rows

Certified?			Employee Name	Employee ID	Empl Rcd	Student/Faculty /Staff	Termination Date	Comments	Service Center Comments
Yes	No	SC Resolved							
<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Buckeye, Brutus	87654321	0	Staff		<input type="text"/> 254 characters remaining	
<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Culpeper, Vashti	07171234	0	Staff		<input type="text"/> 254 characters remaining	

Actions

Selecting Yes and clicking Save certifies that the employee is active and should receive pay for the Pay Period

Save Send Notification

3. Identify employees who will work 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.

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4. Identify employees who will not work for you during any part of the current pay period by selecting “No” under **Certified?**, entering comments, and clicking the Save button.

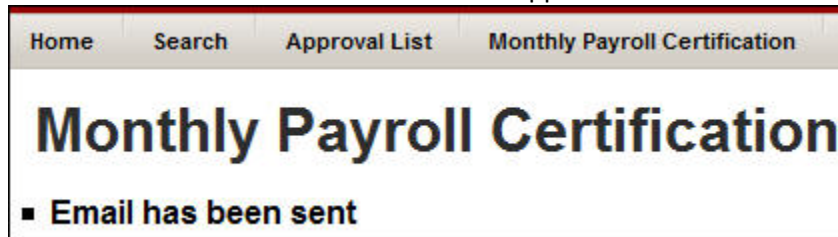
Check “No” when:

- 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 Service Center/Dept. HRP.

If further action is needed by the Service Center/Department HRP, click the Send Notification button to alert them to resolve. The application does not automatically route actions to the Service Center/Department HRP when “No” is selected.

- 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.

Notify the College of Public Health Human Resources Office of issues on your monthly payroll certification list quickly! They will need time to resolve them before the payroll deadline.