

College of Public Health

eTime Supervisor Approval Walkthrough

There are two ways to access the eTime system to approve/deny time submitted. You can choose either option:

- 1) Via the link in the email you receive once an employee submits her/his timesheet.
- 2) Via accessing the eTime system directly.

****Leave requests** (e.g., sick leave, vacation) must be approved **prior** to approving timesheets.

Option 1: Accessing the eTime system via the link in the email upon employee submission of a timesheet:

1 Click on eTimesheet link in email upon receipt (you will receive and email once an employee submits her/his timesheet—see sample email below).

Dear Kristi Todd,

Timesheet submitted by Fitzer,Ramona A requires your approval. This needs to be approved before your departmental deadline (employees will not get paid for any unapproved timesheets).



Click here

Please visit the following link to view the timesheet: <https://timesheet.osu.edu/hr/timesheet.jsf?id=355>

2 Review the timesheet. Pay special attention to the hours worked, total hours reported, comments, and if appropriate, the leave balances. Remember, your approval of the timesheet means that the hours recorded on the timesheet accurately reflect the time worked by the employee.

3 Enter a comment if you need to communicate with the employee. *Please note that comments are public record. They cannot be deleted and can be viewed by anyone.*

Comments

Reason for absence, person responsible in my absence, etc.

2000 characters remaining

Once a comment is submitted, it cannot be deleted or changed. Comments can be viewed and become part of the employee's personnel records. They may be subject to disclosure to the employee and others under the Ohio public records statute and the rules of discovery.

4 Take action on the timesheet by choosing an action at the bottom of the timesheet (Remember, leave requests need to be approved before approving the employee timesheet). If the timesheet is accurate as submitted, click “Approve.” If the timesheet is inaccurate, click “Deny.” Note that “Deny” requires you to enter a comment. The employee will receive an email indicating the action you take. The “Save for Later” option will allow you to save a comment and you can take action later. To return to your list without taking action, click “Approval List” at the top.

Workflow Information

Action	User(s)	Date/Time	Step
Submitted	Roberts,Cordelia C	07/08/2011 11:29 AM	Submitted for Approval
Pending Approval	Recruitment,Train04 Myers,Jacob	07/08/2011 11:29 AM	Supervisor Approval

Actions

Option 2: Accessing the eTime system directly

1 Log in to the eTime system by going to etimesheet.osu.edu (Note: you cannot access the link from this document).

2 Click “Approval List” on the navigation bar at the top to view timesheets that are ready for your review.

3 View the Approval List at the bottom. Your complete list of items will load automatically. You can filter your list by using the Filter feature.

Filter Approval List

Employee Name Submitted Date From To

Employee ID [Lookup Employee](#) Fiscal Year Pay Period Range

Employee Rcd Department(s) (eg., 03000, 02000)

Employee Class

Sort Field Sort Direction

4 Open a timesheet in the Approval List by clicking on the employee name.

Approval List: 1-1 of 1

Select	Employee Name	Employee ID	Emp Rcd	Working Title	Supervisor / ID	Submitted By / Date
<input type="checkbox"/>	Roberts, Cordelia C	200002207	0	Fiscal Administrator	Myers, Jacob 200002200	Roberts, Cordelia 07/08/2011 11:29

5 Review the timesheet. Pay special attention to the hours worked, total hours reported, comments, and if appropriate, the leave balances.

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

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Save For Later

Approve

Deny