Monthly Payroll Certification

1. **Login to eLeave** and click on “Monthly Payroll Certification” at the top. Your OSU ID will automatically populate the page. The current pay period will automatically be selected.

2. **Click “Search” with the default parameters** to view all of the employees assigned to you who need certification.

3. **Select “Yes” under “Certified?”** for those who worked for you during any part of the current month, including employees who:
   1. Terminate during the current pay period. The termination date will be listed.
   2. Go on unpaid leave of absence for part of the current pay period.
   3. Transferred to another supervisor, but worked for you during part of the pay period.
   4. Transferred to another department, but worked for you during part of the pay period.

4. **Select “No” under “Certified?”** for those who no longer report to you and should be terminated or transferred, including employees who:
   1. No longer report to you and did not report to you for any part of the pay period.
   2. No longer works at the university and did not work any part of the pay period.
   3. Was on unpaid leave of absence for the entire pay period.

5. **Make selections for all employees. “Send Notification” whenever “No” is selected to email your HRP.**

6. **Click “Save” at the bottom** after certifying all employees in the list.