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.

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.

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.
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.

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

**Resources**

[ASC BSC eTimesheet and eLeave](http://ascbsc.osu.edu)
- eTimesheet and eLeave Quick Start Guide
- ASC Tip Sheets and FAQs
- Creating a Leave Request
- Contact Us for Help