eLeave & eTimesheet FAQ – for Biweekly Employees

**eLeave Questions**

**Q.** Does the leave need to be approved before it downloads into the timesheet?
**A.** Yes; only approved leave loads to the timesheet. Requested leave does not display in the timesheet.

**Q.** If the deadline is approaching and I’m still waiting for a leave to be approved, what do I do?
**A.** Submit your timesheet with the “hours worked” for the period. Make sure to exclude the leave hours from the timesheet. Once the leave is approved in eLeave, it will automatically load onto the eTimesheet. As long as the leave doesn’t cause the total hours on the timesheet to exceed 40, you will not need to resubmit the timesheet.

**Q.** Can I attach documentation, such as a doctor’s note, to my leave request as an attachment?
**A:** No; attachments are not designed to be part of the functionality. We don’t want sensitive medical information captured with time and leave because that information is public record and subject to the Ohio laws of disclosure. Employees will continue to submit the documentation using the current process.

**Q.** If I submit a leave request in advance and my plans change, who deletes the request, me or my supervisor?
**A:** The employee controls the leave request; if plans change, the employee deletes the leave request. Supervisors can’t delete a leave request. The supervisor is notified of the deletion (it appears in the worklist like any other leave request), and approves it. Once the supervisor approves the deletion of the leave request, the associated time disappears from the timesheet.

**eTimesheet Questions**

**Q.** Will I get a reminder that my timesheet is due?
**A.** No automatic notification is generated by eTimesheet. Departments will share a timesheet deadline calendar with staff, and employees can view the status of their timesheets on the eTimesheet site.

**Q.** What if someone submits an incorrect timesheet on my behalf?
**A.** You can correct the timesheet and resubmit it.
Q. What if my supervisor is absent when my timesheet is due?
A. Supervisors have backup approvers who can approve in their absence. You can identify the backup approver on the submitted timesheet or leave request; approvers and backup approvers display under the “Workflow” section.

Q. What if I’m absent and can’t submit my timesheet?
A. The timesheet is web based and can be submitted from anywhere. If you do not have internet access, your department will have one person designated who can submit a timesheet on your behalf.

Q. Can you edit comments in a saved timesheet (that has not been submitted for approval)? Are there any times you can edit comments?
A. Comments cannot be changed after the leave request or timesheet is saved, regardless of whether the timesheet or leave has been routed for approval.

Q. Is there an overnight delay when submitting a timesheet or leave request for approval?
A. No; supervisors can view submitted timesheets or leave requests immediately after they’re submitted. Once they’re approved (or denied), the employee has immediate access to the timesheet or leave request.

Q. What email notifications will we receive?
A. Employees receive email notifications in these instances:
   - When a timesheet or leave request is submitted by the employee or by another person on the employee’s behalf
   - When a supervisor approves or denies a timesheet or leave request
   - When a timesheet or leave request needs to be resubmitted

   Supervisors receive email notifications in these instances:
   - When a timesheet or leave request has been submitted
   - When a timesheet or leave request has been resubmitted
   - When a leave request has been deleted

Q. If I have zero hours worked, and no leave taken for the pay period, should I submit a timesheet?
A. No. If you are eligible for unpaid leave and requested it, zero hours have already been submitted. If you aren’t eligible for unpaid leave (e.g. students), you don’t need to submit a timesheet if no hours were worked.