Welcome to the eTimesheet and eLeave Tools! Submitting and tracking your timesheets and leave requests using these electronic tools is easy and intuitive. This Quick Start Guide provides an overview of eTimekeeping and eLeave. Below are 6 easy steps to help get you started.

Getting Started

1. **Create your Favorites** to easily navigate to the timesheet and leave tools. You will be using these tools on a daily basis to enter the time you work, and if eligible, submit requests for leave. Go to [http://etimesheet.osu.edu](http://etimesheet.osu.edu) and [http://eleave.osu.edu](http://eleave.osu.edu) to add them as favorites.

2. **Read the Walkthroughs** for eTimesheet and eLeave. Learn to use the tools by practicing alongside a how-to and become a pro!

3. **Set up your Preferences** according to your department’s guidelines. Time can be entered by “In/Out” or by “Hours Worked.” The default in eTimesheet is “In/Out” but check with your supervisor for how you should record your time.

4. **Practice Timesheet and Leave Entry** to familiarize yourself with the tools. Think of a scenario you envision happening and try it out in the tools.

5. **Read the Tip Sheets and FAQ’s** for both Employees and Supervisors. It addresses common issues and concerns, as well as policies and procedures. Go to [http://ascbsc.osu.edu/e_leave_e_time](http://ascbsc.osu.edu/e_leave_e_time) and click on the Tip Sheets and FAQ’s.

6. **Contact us** if you need some help, [http://ascbsc.osu.edu/contact](http://ascbsc.osu.edu/contact).
The eLeave Interface

1. Prepare a new leave request; Search and view other leave requests; Set up preferences; Navigate to eTimesheet; Get help for the tool.

2. Select date ranges for a new leave request.

3. Pick the job the request applies to.

4. Pick the leave designation.

5. Enter the daily hours to be missed and choose type of leave for the absence.

6. Confirm the accuracy of leave requests that were submitted on your behalf.

7. See the status of a leave request; Track approved leave requests; Click on the link to view leave request details or modify a leave request.
The eTimesheet Interface

1. View your current timesheets; Search and view other timesheets; Set up preferences according to how your supervisor will review your time; Navigate to eLeave; Get help for the tool.

2. Select a specific pay period date range; The current pay period is displayed by default; View the pay period number for the selected date range.

3. Displays your working title; Displays the supervisor who will serve as primary approver of your time; Displays the department code.

4. View the timesheets listed by week; Check the status of a timesheet; Click the link to see the timesheet details or modify a timesheet.

5. View your preferences at a glance; Click the link to change your preferences with the guidance of your supervisor.

6. Confirm the accuracy of timesheets that were submitted on your behalf.