



## Federal Work-Study Off-Campus Timesheet Step-by-Step

Students and supervisors should read this document together, along with the Late Timesheet Policy. It is designed not only as a tutorial, but also to clarify expectations and responsibilities of each party. Following the steps below and understanding one another's role in the process should ensure that we all enjoy a healthy working relationship.

We recognize that it takes teamwork from the student, the supervisor, and our office to ensure paychecks are received on time. If either the student or the supervisor are ever facing challenges related to timesheets that will result in delinquent payment to the student, please let us know, and we will find a solution together.

### Student:

1. You are to submit time **after the last shift worked each week**. The last day to submit time for a given week is Saturday. To submit time, log into **eTimesheet.osu.edu**
2. Select the **pay period range**. Pay close attention to the dates, as it will automatically display dates for the current pay period.
3. Click **View Timesheet** to enter time for that week. You must enter and submit time on a weekly basis.
4. Using the **Time In/Out** feature, record your hours including when you came to work, when you left, and any breaks. The system will calculate the total hours.
5. If you are recording your hours each day as you work and are not ready to submit, click **save for later**.
6. If you are ready to submit, click **submit for approval**. **This should be done at the end of your last shift for each week**. Your supervisor **MUST** receive your timesheet before 10am Monday morning.
7. After you have submitted your timesheet, click '**Send Notification**' which appears after the page reloads. **This allows you to send a copy to your agency supervisor**.
8. A box will pop up where you will **enter your supervisor's email** and any notes you have for them. They will review the file and forward it to [ESUE-timesheets@osu.edu](mailto:ESUE-timesheets@osu.edu) for review and approval by the FWS Office.
9. Once you have submitted your timesheet to your supervisor your status will read **Submitted, Pending Approval**.
10. When your supervisor has forwarded the timesheet to the FWS Office with their written approval, we will submit the approval to the Payroll Office. Once we take that step, your timesheet will display as '**Approved**' in eTimesheet, and an automated confirmation message will be sent to your OSU email address.

### DEADLINES

- Weekly deadline for **student** to submit timesheets is **SATURDAY**
- Weekly deadline for **supervisor** approvals is **MONDAY, 10am**
- Hard payroll deadline is **every other Tuesday, 10am**.



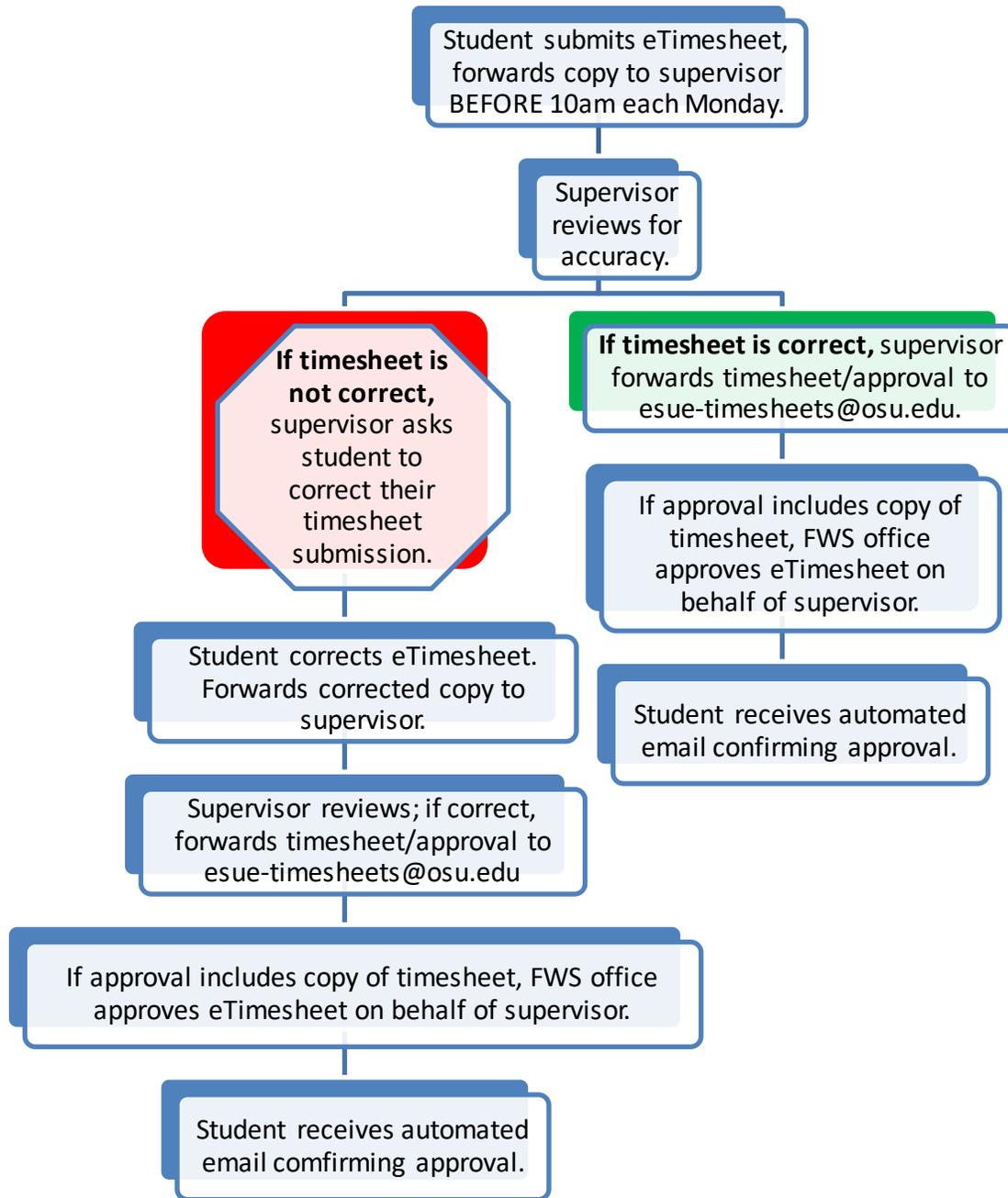
11. **Please note, by federal regulation we cannot approve your timesheet without your supervisor's written approval;** they cannot help you if they do not receive a copy of your timesheet, or it is received late. Also be aware that if your supervisor finds a mistake on your timesheet, you will need to submit a corrected timesheet. Submitting your timesheet at the end of each week will allow you and your supervisor time to make corrections if needed before deadlines are missed. **Late timesheets cannot be processed until the following pay period, significantly delaying when you will be paid for hours worked.**

## Agency:

1. The agency supervisor will receive an email forwarded from the student containing an attached copy of the student's timesheet for review.
  - a. The agency supervisor is responsible for following up with a student if they do not receive a timesheet from the student before **10am each Monday morning.**
2. Open the attachment from the email to view the student's timesheet (because you are not a university employee, you will not be able to click the link in the email).
3. If the hours are correct:
  - a. Forward the email to your OSU contact at [ESUE-timesheets@osu.edu](mailto:ESUE-timesheets@osu.edu). Make sure to write in the body of your email that this is 'Approved' and that the timesheet attachment is included.
  - b. **If the hours are incorrect**, reach out to your student. They will need to make corrections and resubmit their timesheet. Once you receive the correction, forward the correct timesheet with your approval to our office.
4. Once you have forwarded the message, and your contact has received the PDF timesheet and approval statement, your OSU contact will approve the time in eTimesheet on your behalf.
5. Once the timesheet is approved in eTimesheet, an email is sent by the system to the student notifying them of the approval.
6. It is best practice for supervisors to **approve timesheets each Monday by 10am**; this allows some time for you and your student to work together if there is an error on the timesheet.
  - a. **The final deadline is 10am the Tuesday following the last day of the pay period.** Missing this deadline is what impacts the Late Timesheet Policy. If you do not think you will be able to approve timesheets in a timely manner or you will be unavailable for a period of time, please delegate this duty to a staff member that has knowledge of the student's schedule adherence, and can meet the deadline. If a back-up cannot be appointed, it is best for the student not to work. **Late timesheets cannot be processed until the following pay period, significantly delaying the receipt of payment.**
7. Please note, by federal regulation we cannot approve timesheets without your **written approval**, so the email forwarded to our office **must** contain a copy of the timesheet and "approved" in the subject heading or the body of the email.



### FWS Off-Campus Timesheet Submission Flow Chart



- Students are to submit timesheets and forward a copy of their timesheet to their agency supervisor at the end of their last shift for the week. **This is to be done weekly, and before 10am each Monday.**
- Supervisors are to forward the timesheet along with their approval to [esue-timesheets@osu.edu](mailto:esue-timesheets@osu.edu) each Monday **by 10am**. If a timesheet requires correction, approval for that timesheet is due Tuesday by 10am.
- **There is a bi-weekly hard payroll deadline that falls on Tuesdays at 10am; there are no exceptions.** Missing this deadline delays payment until the following PayPeriod, and counts against the Late Timesheet Policy Agreement. **Meeting the weekly deadlines ensures the hard bi-weekly deadlines are met and students are paid on time.**