Timekeeping Training Manual
for Supervisors & Approvers of
Biweekly Employees

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Accessing Timekeeping

1. Go to the Office of Student Life webpage: http://studentlife.osu.edu
2. Click on Resources & Policies
3. Click on Student Life Timekeeping
Logging in to Timekeeping

1. Enter your Timekeeping username
   a. Examples: A12345 or a12345
   b. Your timekeeping username and password is the same as your windows username and password

2. Enter your password

3. Click the login button

Note: If you are unable to login, please call (614) 292-5700.

4. The Header Line will allow you to navigate to the Main Menu, Logout, and view the Help screens.

5. From The Main Menu you can gain access to:
   a. Manage Employee Time
   b. Schedule Template Maintenance
   c. Late Unapproved Timecard Management
   d. Hours Category Reference List (Printable document with all leave codes in their various forms)
   e. Student Payroll HOLD Status (Place job record on Hold, or Release from Hold)
   f. Prior Period Adjustment Request Form
   g. View History Timecard details
   h. Reports
Managing Employee Time

1. From the Main Menu, click on “Manage Employee Time.” On the screen that follows:
   a. Change the Pay Class to Regular or Student depending on what you need to view.
   b. The default Pay Period is Current. Change to Previous if you need to review or approve the pay period that has most recently ended.
   c. Optional Criteria including Name, Job Label, or Org can be used to narrow your search.
   d. Click Continue to see the list of employees’ timecards created by the search.

   Note: Changes cannot be made to the previous pay period after the timekeeping approval deadline! (see http://slbp.osu.edu/payroll-timekeeping/pay-calendars-holidays/ for a list of deadlines.) If a change needs to be made to a previous pay period, the supervisor needs to submit a Prior Period Adjustment Form in Timekeeping.

2. You will now see a list of employees created from the criteria you entered above. You can click on any employee name to enter the timecard.
Timecard Overview

3. After clicking into the desired timecard, you can:
   a. Return to the Search List – this link is how you avoid entering your search all over again!
   b. Employee Overview – includes basic information that tells you what you are looking at and for whom
   c. Proceed to Previous or Next Timecard – easy navigation so that you can check all employees and approve without needing to access the search list between every employee
   d. Approval Summary – check the appropriate box to approve the timecard; displays who approved and when
   e. Other Options – you can click to:
      i. Audit Trail if there is a question of where a punch came from
      ii. Approval Audit Trail if there is a question of who approved as what and who removed approval
      iii. Auto Raise Information if you need to look into past period hours, pay rates, etc.
      iv. Salary & Misc. Information if you would like to view details about salary, etc.
      v. Schedule Template Maintenance if you need to assign or edit a schedule template
   f. Punch Summary and Schedule Details – you can toggle between the punches and what an employee is scheduled to work and make changes to either.

Punch Summary Overview

4. When you are looking at a timecard, here are some of the items you could be seeing:
   a. Comment Punches: punches with a blue border contain comments to explain why they were added or edited. You can hold your mouse over the punch to display the comments. Webclock punches will always display with comments that indicate the punch was from a webclock.
   b. Missing Punches are indicated with ?????. The shift will not pay out unless the missing punch is added.
   c. Schedule Warnings: Pink boxes issue a warning, which indicate that there is a discrepancy between the punch and schedule details. Hold your mouse over the box to see a detailed description.
   d. Job Start Date: Note this date for new employees – they cannot begin working prior to their Job Start Date.
Editing Timecard Details

5. **Adding a Punch**: You might need to add punches for a variety of reasons, such as an employee forgetting to clock in/out. The system will not allow approval of timecards until missing punches are filled in. Please note that policy requires you to obtain Time Change Request Forms for missing, edited, or deleted punches. For more information, see [http://slbp.osu.edu/payroll-timekeeping/](http://slbp.osu.edu/payroll-timekeeping/). To add a punch:
   a. **Click on Add Punch** (or if filling in a missing punch, you can also click the ?????)
   b. **Enter Date** for Punch (MM-DD-YYYY) or select a date from the drop down calendar
   c. **Enter Time** (HH:MM AM/PM) (You don’t have to type in the complete time in this form – for example, “10a” will fill in as “10:00 AM” once you tab out of the box)
   d. **Enter Comment** (comments should explain why punch is being manually entered and include name)
   e. **Select Create**

6. **Editing a Punch**: a punch can be edited to correct the date/time, to add comments, or to hard code.
   a. **Click on existing punch** time to edit it
   b. You can **change the date** (MM-DD-YYYY) or select a new one from calendar
   c. You can **change the time** (HH:MM AM/PM)
   d. You can **Hard Code** the punch (see note below) or mark it as an **Approved Call-In** if the REG employee was called in for an emergency while on standby status by checking the appropriate box(es).
   e. **Enter a comment** to explain why you are editing the punch and your name/date
   f. **Click Save** (or Delete to get rid of the punch altogether)

**A note about Hard Coding**: During modification, you have the option to Hard Code a punch. Generally you will have to hard code the punch if it has a **U warning** or if a shift goes over 12 hours straight. A U warning indicates that the employee was unassigned (or unscheduled) during that time and the system can’t tell if it should be an out or an in punch. Hard coding it means that you are telling the system it should be an IN or an OUT punch. These can get tricky, especially in the case of call-in pay, so don’t hesitate to contact your Payroll Training Officer ([hickey.146@osu.edu](mailto:hickey.146@osu.edu)) for assistance if they aren't lining up/counting hours correctly!
7. Adding Leave Time - Staff: Regular staff need leave time entered occasionally for various reasons – sick, vacation, comp time, etc. The staff member should fill out a leave form (found here: http://slbp.osu.edu/posts/documents/application-for-leave.pdf) to accompany any leave entered in timekeeping. These forms should be sent to Payroll (1140 Lincoln Tower) when signed and approved by the approval deadline.
   a. Click on Add Leave
   b. Enter Date leave was taken
   c. Enter Time (If leave was taken in the middle of the shift, the leave time should be entered one minute later than clock out time)
   d. Select Leave Category from drop-down menu
   e. Enter number of leave hours taken
      i. Be sure to check for adequate balance using the Balance Summary – the Current column displays the number of leave hours available to use
   f. Enter Comments
   g. Click on Create

8. Adding “Leave” Time - Students: Regular hours worked may need to be entered as “leave” on a student employee’s timecard in the event that the employee worked a rare shift off-site and away from a timeclock. If the punches aren’t lining up correctly, please consult with the Payroll office before entering the time in this manner.
   a. Click “Add Leave”
   b. Enter the date that the shift began or select date from the calendar drop down
   c. Enter the time the shift started
   d. Select Leave Category – “Regular Hours” is the only option for student employees
   e. Enter number of hours worked
   f. Enter Comments
   g. Click “Create"
9. **Converting Overtime to Comp Time:** The option to Convert Overtime to Comp will appear on the timecard when a Regular employee has worked more than 40 hours in Week One or Week Two of the Pay Period and has earned overtime hours. In the example, the employee worked 7.0 hours overtime in Week One. The employee can convert all 7.0 hours to Comp or only convert a portion of the hours to Comp and receive overtime pay for the remainder of the hours.

   a. Enter the number of hours to convert to comp time
   b. Click “Convert”

Please note that the employee must also complete the “Request to Convert Overtime into Compensatory Time Earned” form in order to process this request!

These forms should be sent to the attention of Carrie Cirincione (1140 Lincoln Tower) by the TUESDAY MORNING after the payroll approval deadline.

(See figure to the right for example of the form.)

Editing Schedule Details

An employee on a schedule will not receive pay for the time he or she clocks in before the start of the shift or out at the end of a shift unless the supervisor edits the schedule details. If an employee has approved overtime or due to departmental need worked a different shift than usual, follow these instructions to get timekeeping to correctly reflect payable hours worked for employees on a schedule. For more on Schedule Maintenance, see the following section in this manual.

10. **Adjusting a Scheduled Shift**: In the example, the employee is regularly scheduled 7:00 AM – 3:30 PM M-F. This employee has to work 6:00 AM – 2:30 PM on Wednesday, so the timekeeper will need to update the schedule on that day in order for the shift to pay out properly.
   a. Click on **Schedule Details**
   b. **Type the correct Start or End time over the existing time**. If an employee worked approved overtime due to not taking a meal break, erase the Meal Break by deleting the times in the boxes for the Meal Break.
   c. **Click on Save Changes** *(If you do not see this button, the original schedule template is no longer assigned and you will have to reassign the schedule.)*
11. **Adding a Shift:** if you need to add a shift to the schedule, here is how:
   a. Click on “Add Shift”
   b. Enter **Start Date** for the shift that is being added or select it from the drop down calendar
   c. Check the “Day Off?” box if it is a day off for the employee (all remaining fields will be disabled)
   d. **Enter shift start time**
   e. *(Optional) Enter a shift meal* start and end time – this will automatically deduct that time from the clock in and out times without the employee needing to clock in and out for a break.
   f. **Enter End Date** for the shift that is being added
   g. **Enter shift end time**
   h. Click “Save”

![](image1.png)

12. **Modifying an Entire Week’s Schedule:** Occasionally, a department will need to adjust an employee’s schedule for a whole week. This procedure will save you time in such a situation.
   a. Change the **Week 1 Schedule or Week 2 Schedule Template** at the top of the week to what the standard shift will be.
   b. All days that week which have the “Follow Schedule” box checked will update to the template shift. You can uncheck the appropriate boxes if certain days will be different than the template shift.
   c. If you need to delete a row, Click on the Roving Red X to delete the shift row when it is beside the desired day. Its position is based on where the mouse is within the schedule window.
Viewing the Audit Trail

13. **The Audit Trail** can be a useful tool when there is a question regarding a punch on a timecard. To view the punch details, click on “Audit Trail” in the “Other Options” box to the left.
   a. **The Action column** tells whether punches have been added or deleted. If a punch is changed, it will show as 2 rows – one delete (the old info) and one add (the new info).
   b. **The Date column** displays the date of the punch.
   c. **The Data column** displays the time of the punch or the number of leave hours taken. A “1.0” will show for days off in this column.
   d. **The Type column** displays “Punch” if an employee clocked in or out, “HR##” (with the ## being the hours category code corresponding to the leave type entered), or HR69 for a system-generated day off.
      i. You can view/print an Hours Category Reference List from the Main Menu – the number shown in the type column can be found to the far right of the sheet.
   e. **The Source ID column** displays whether a punch was added via a timeclock or manually added. A punch that is manually added will display the user ID of the person who made the change. A punch that is added by swiping in or out at the timeclock will display the name of the timeclock. A blank cell indicates a scheduled day off, which is automatically generated by the employee’s schedule.
   f. **The Source Date** displays the date the change was made in Timekeeping.
   g. **The Source Time** displays the time the change was made in Timekeeping.
Viewing the Approval Audit Trail

14. **The Approval Audit Trail** is useful if you are trying to determine if a timecard has been previously approved, who approved it and in what capacity, and who removed a previous approval status on a timecard.
   a. **The Date, Time, and User columns to the left** show the date, time, and user of the original approval.
   b. **The Type** is Employee approval vs. Supervisor approval.
   c. **The Status** indicates whether the approval was added or deleted.
   d. **The Rcd Crt Time** is the date and time of the action indicated in the status column. For Approval Deletes, this will tell you the date and time that the delete happened.
      i. If you want to know what deleted the approval, you can compare this date and time to the audit trail entries to figure out what punch action deleted approval.
   e. **The User column on the right** shows who did the action in the status column. For deletes, this is the user ID of the person who deleted prior approval.

![Timekeeping](image1)

Viewing Auto Raise Information

15. **Auto Raise Information** displays a table that contains pay information. To view an employee’s pay details click on Auto Raise Information in the “Other Options” box to the left. Some of the items of note you can find there:
   a. **Pay Period Year & Pay Period #**: Identifies the timeframe of the information
   b. **Hrs Worked Toward Raise**: The number of hours worked during the specified timeframe
   c. **Total Hrs Worked Toward Raise**: The total of hours worked up to that pay period from the last raise
   d. **Last Raise Date**: The date of the last raise, if any
   e. **Hourly Rate**: The rate of pay for the hours of the specified pay period
   f. **Auto Raise Table**: Should be MERIT for all students except Work Study students (WS), Rec Sports students (REC), and Housing Office Assistants (OA). REG staff is typically INT.

![Timekeeping](image2)
Viewing Salary & Misc. Information

16. **Salary & Misc. Information** displays additional information regarding an employee’s position. To view details of employment click on Salary & Misc. Information in the “Other Options” box to the left. Some of the items of note you can find there:

a. **Title Code**: a 4 digit code that equates to a general job category. Staff ones are generally more varied than Student codes. Some common student ones are 7968 (Student Assistant) and 7972 (Student Athletic Assistant – mostly used to designate work-study jobs).

b. **FTE**: the % of Full-Time of a position. Staff will generally have 1.00 here for 100% full-time, but it can be anything. Students are not permitted to hold more than 75% FTE (30 hrs/week) in all of their campus jobs combined, and work-study students are not permitted more than 50% FTE.

c. **Hourly/Monthly/Annual Salary Rate**: The allowable student range is $7.85/hr - $11.00/hr ($3.85/hr for tipped employees). For anything over $11/hr, we are required to have documented approval from OHR. Work-study students have more strict ranges per job category (as set by the Federal Government. For more info on the work-study program, see [http://sfa.osu.edu/jobs](http://sfa.osu.edu/jobs))

d. **Email**: It’s nice to know it’s there in case of questions when you are looking at questionable timecards!

e. **Various Service Dates and Total Hours Worked**
Enter Approval

1. The Employee Approval Field can be used in two ways. An Employee with access to web timekeeping should enter Employee-level approval each pay period. The employee should carefully review his or her Punch Summary details to ensure that all hours worked are accounted for. Any necessary changes need to be made prior to entering approval. The Employee Approval field can also be a first-level “check” for a reviewer to mark that they have checked the timecard prior to the supervisor approval. To approve timecard as an employee or as a first-level reviewer:
   a. Check the box next to “Empl.”
   b. Click on “Approve”

2. Supervisors are required to enter Supervisor-level approval on each one of their staff members’ timecards each pay period or else the employee will not be paid! The supervisor should carefully review their staff members’ Punch Summary details to ensure that all hours worked are accounted for and that there are no missing punches, etc. Any necessary changes need to be made prior to entering approval. To approve timecard as a supervisor:
   a. Check the box next to “Supv.”
      i. Take care to click the correct one – it doesn’t count as supervisor approval if you click Empl!
   b. Click on “Approve”
   c. Please note that if this step is not performed on time, the staff member will not be paid on time and you will have to complete the approval in the Late Unapproved Timecard Management module.
Approving Late Unapproved Timecards

If a timecard is unapproved at the time when access to that pay period is disabled, it will be considered a “Late Unapproved Timecard” and will need to be approved in the “Late Unapproved Timecard Management” module on the Main Menu of Student Life Timekeeping. After this late approval is completed, any hours on the timecard will process to pay with the next payroll cycle.

Accessing Late Unapproved Timecards

1. If you have any late unapproved timecards, you will see the message in red below when you log in to SLTK. To view and approve late unapproved timecards, please click on Late Unapproved Timecard Management.

2. You will then see the following screen. You can narrow by any of the search criteria below, or to see all late unapproved timecards just click the “Search / Display All (if search boxes are left empty)” button indicated below with the yellow arrow.
3. You should now see a list of employees based on the parameters you entered above. You can:
   a. Click on any name to enter that Late Unapproved Timecard, or
   b. If there are more employees to view, click on the arrow to view the next page of employees.

4. Late Unapproved Timecards have the following features:
   a. The “Return to Employee Search” button takes you back to the list of employees from your search
   b. The arrows at the top allow you to navigate forward or backward through the list of employees
   c. The Punch Summary displays exactly what the timecard had prior to access being disabled
   d. If there are missing punches on the timecard, you will see a line for each in the Missed Punch Comments below the Punch Summary.
   e. Any Shift Adjustments that have been made since access being disabled will display below the Missed Punch Comments.
   f. Approval can be made in the Approve as Supervisor box
   g. The Approval Audit Trail allows users to view the history of approval on a timecard.
Approving a Late Unapproved Timecard

1. To approve a late unapproved timecard, click the “Approve” button to the right of the Punch Summary.
   a. If you would like to add an explanatory comment (not required) please click on “Add Comment” to enable the comment box. This feature is disabled after approval is made, so if you need to make a comment, be sure to put it in before you click approve!
      i. If you do click “Add Comment” you will see a box to type in.
      ii. After you enter your comment, click “Approve” to save it.
      iii. You will then see your name in the Approved By: Supervisor field, and any comments you made below.

2. After you approve a Late Unapproved Timecard, you will no longer be able to see it in the Late Unapproved Timecard Management module.
Adding a Missing Shift to a Late Unapproved Timecard

1. If you find that a late unapproved timecard is missing a shift, you can add it with the Late Unapproved Timecard Management module. Please note that you can only add a shift, you cannot edit or remove shifts in the module. You do not need to enter a PPA for any shifts added in this manner. To add a shift to a late approved timecard, click on “Add New Adjustment Shift” prior to approving.

2. You will then see a box pop down below the button with blanks to fill in the missing shift information. Enter the appropriate information for the shift to be added and click the “Save” button.
   a. Note that if there is no meal break in a shift, you do not have to enter time in the Meal Time boxes.
3. You will see the shift you entered under the Punch Summary with “Shift Adjustments”.
   a. You can see the number of hours each adjustment shift entered is adding to the timecard and the total adjustment hours.
   b. You can delete an erroneous shift entered prior to approval with the red “X” button on that line as long as approval has not been entered yet.

4. After adding all necessary adjustment shifts, click “Approve”. The original time plus adjustment shifts will pay with the next processing period.
   a. In this example, the employee will be paid for 7.3 hours + 3 adjustment hours for a total of 10.3 hours.
Filling in a Missing Punch on a Late Unapproved Timecard

1. If a late approved timecard has any missing punches, you will need to address them in the Late Unapproved Timecard Management module before you can approve it for pay processing.
   a. Note the grayed out “Approve” button and the “Save Missed Punch Comments” warning. These will not go away until you select and save a Missed Punch Comment.

2. To address a missing punch, you will need to first investigate why it is there and what should happen with it. Then you will find the corresponding comment under “Missed Punch Comments (Required before approval)” and select one of the following:
   a. **Erroneous Punch**: choose if a missing punch should be ignored because it was made in error.
   b. **Complete Shift Added Below**: choose if the existing punch just needs to have the other punch filled in. You will select this option and add a new adjustment shift with both the in and out punches.
   c. **Correction PPA Submitted**: choose if the punches aren’t lined up correctly and the timecard needs more adjustments than just adding a complete shift. In that case, you will select this option and submit a traditional PPA to correct the timecard. Please note in the PPA comments that it is to correct a late approval timecard.

3. Click the “Save” button after selecting the proper comment.
4. After the comment is saved, you can click the “Edit” button to change the comment. You cannot edit a comment selection after you approve the timecard.

5. Remember to add any adjustment shift(s) needed prior to approving the timecard using the “Add New Adjustment Shift” button.

6. Once the Late Unapproved Timecard looks as it should, you can enter your approval.
   a. Note that the Missed Punch comment edit and the Shift Adjustment “X” buttons are grayed out. Once the approval is logged, no further changes can be made.
   b. Further note that even though the comment is saved and the adjustment shift is entered, the original punch summary will always have that missing punch in the late approval screen.
**Editing a Late Unapproved Timecard**

1. The Late Unapproved Timecard Management module can only accommodate filling in missing punches and adding shifts. If you need to take away a shift that is on a timecard and shouldn't be or move a shift to another record number, you will need to submit a regular PPA form to get the shift removed. You can access the PPA form in the Main Menu of Student Life Timekeeping.
   a. Please put in the comments of the PPA that it is to correct a late approved timecard. If you need to explain in greater detail than the PPA form allows in the comments, please send an explanatory email to sl-payroll@osu.edu.

2. If you are trying to determine the best way to edit a timecard and are not sure how to enter what you need, please contact Sabra Hickey (hickey.146@osu.edu, 614-247-8419, or sl-payroll@osu.edu).
Student Payroll HOLD Status

The Student Payroll HOLD Status is a tool that allows supervisors to place students on hold, meaning they cannot successfully clock in/out and their zero-punch time cards will not require supervisor approval for pay periods while on hold. The HOLD status should be used when a student will not be working for at least 30 days and is expected to return within 120 days (approximately one semester.) Supervisors will still be able to view the timecards of students who are on hold, but hours cannot be added to the timecard and the approval box is disabled. You can tell if a student is on hold, because you will see the following banner on their timecard:

1. To place or remove a student on HOLD status, select “Student Payroll HOLD Status (Place job record on Hold, or release from Hold)” from the Main Menu.

2. If you would like to narrow your selection of employees with the Org, UserDef, Timeclock, Job Label, Status, Sort By, and/or Name fields at the top of the page in the HOLD tool, please do so and click “Search” to see the desired list of employees.
3. To place a student on hold:
   a. Select Action: Hold
   b. Select Hold Effective Date and Expected Return Date from drop-down box.
   c. Comments can also be added to explain the purpose of the hold to anyone that might have questions about the status.
   d. Select which students should be placed on hold by checking the box under the "Apply to" column.
   e. If all students need to be placed on hold, you may click on the "Select All" button.
   f. Click on the “Save Changes” button.
   g. Please note that you can only put a student on hold for the first FULL pay period that they will not be working. For example, if they work the first few days of pay period 23, they cannot be put on hold until effective pay period 24. You will still need to approve the pay period 23 timecard in this example.

4. To release a student from Hold before their first shift back: Once you’ve narrowed your selection of employees with the Org, UserDef, Timeclock, Job Label, Status, Sort By, and/or Name fields at the top of the page in the HOLD tool (see #2):
   a. Select Action: Release
   b. Select Release Effective Date from drop-down box.
   c. Comments can also be added to explain the purpose of the release to anyone that might have questions about the status.
   d. Select which students should be released by selecting the box under the “Apply to” column.
   e. If all students need to be released, you may click on the “Select All” button.
   f. Click on the “Save Changes” button.
Viewing History Timecard Details

There is a module in Timekeeping that allows users to view timecards prior to the “previous” pay period in Manage Employee Time. Users can view the comments and print those from this module with better results than the previously available reporting options (see Reports Section below).

1. To Access View History Timecard Details, click on the link in the Main Menu.

2. Select the appropriate pay period and employee. To select the desired employee, you can either:
   a. Start typing the name, OR
   b. Select from the drop-down

3. Click “View Report”.

4. You will now see the timecard selected. You can do the following from this screen:
   a. Toggle between pay periods (NOT previous or current) with the arrows
   b. Select to view or hide any comments on punches
   c. Print the timecard as shown (if comments are within view, they will print)
Schedule Template Maintenance

Regular biweekly employees are usually set up on a schedule to ensure that the employee receives pay for 40 hours each week. An employee on a schedule will not receive pay for the time he or she clocks in before the start of the shift or out at the end of a shift unless the supervisor edits the schedule details, reflecting approval of the overtime. Having a schedule enables supervisors to find missing hours easily because the employee will show up on the Scheduled but Not Accounted for Report (SNAR). The majority of student employees are not on a schedule in timekeeping to allow for flexibility.

Accessing Schedule Template Maintenance

1. From the Main Menu, Click on Schedule Template Maintenance (a) OR you can access the tool from an employee’s timecard via Manage Employee Time (b). I’ll show here how to access it through the latter.

2. Enter the desired search criteria to find the employee(s) you need to work with.
   a. Select the Pay Class (defaults to “Monthly” – must change to “Regular” or “Student” to access Schedule Template Maintenance)
   b. Select the Pay Period (defaults to “Current”)
   c. Enter any optional free form fields for Names, Job Label, and Org
   d. Click “Continue”
3. From the search results, click on the desired employee’s name.

4. From the employee timecard, click on the “Schedule Template Maintenance” link under “Other Options” on the left side.
Working with Schedule Template Maintenance

5. At the top is a link back to the timecard you were working on IF you accessed the tool through an employee timecard.
   a. You can navigate to Create a new template, Mod/Del existing templates, Assign a template, Unassign a template, and see a List of employees assigned to a template with an option to remove each employee from that template.

Creating a New Template

6. To create a new template:
   a. Click on “Create Template” on the left side of the screen
   b. Type in a unique, descriptive name for the new template
   c. Select “No” on the dropdown to secure the template
      i. This means that you will be able to edit the template you are creating in the future. Selecting “Yes” means that you will not be able to make changes to it in the future and is not recommended.
   d. Click “Create”
7. Fill in the template information – this will save you quite a bit of typing in the next screen, where you fine-tune the details of each day of a pay period.
   a. Enter the Start Time, Start Meal, End Meal, and End Time that will apply to most days of the schedule
   b. Click “Generate Template”

8. Now you will see the following screen which displays the template by day. Note that on the top, the screen displays the day on which the schedule will automatically generate for any job record assigned to it and the starting day for the schedule.
9. To customize and complete the template:
   a. Click the appropriate boxes to designate the days off each week
   b. Fine-tune the time any outlier days that don't follow the normal schedule entered in # 7
   c. When you have completed the changes, click “Save Template”
      i. Be sure the desired changes are reflected after clicking “Save Template” – at this time, the system
         does not issue an error to tell you it hasn’t saved due to errors – it just won’t save!

Assigning a Template

10. The system will automatically take you to the Assign Template Screen upon saving a template. You can also access this
    function by clicking on “Assign Template”.
11. To select the template you would like to assign, you can:
   a. Start typing in the box next to the drop down list and it will populate in the dropdown, OR
   b. You can also just scroll through the drop down if you prefer.

![Image of Timekeeping interface]

12. To select the employee(s) you want to assign to the schedule template:
   a. You can type into the filter box and hit “search” to get a desired set of employees.
      i. The filter can be used for any of the criteria shown in the lines – name, job label, timeclock, org
   b. OR you can scroll through the list to find the desired employees.
   c. Note that there is a running list of all selected employees at the bottom of the screen.
      i. Also note that it does not tell you if an employee is already assigned to a schedule here, so use caution
         if you are unsure whether they should switch schedules or not.
13. Once you have selected all employees you would like to assign to the selected template, scroll to the bottom of the window and **click “Assign”**.
   a. Please note that the system will once again remind you when the employee’s schedule will pull in the template information.

14. The screen will display a message that lets you know the template was successfully assigned. From here, you can continue to work more with templates or navigate back to the employee timecard.
Working with a List of Employees on a Template

15. To see a list of employees assigned to a given template:
   a. Click on “List Template”
   b. To select the desired template, you can either start typing the template name OR
   c. Select the template from the drop down list
   d. Click “List Employees”

16. A list of all employees assigned to a template will appear. You can choose to remove (or “unassign”) an employee from the template by clicking “Remove” next to their name.
17. If you click remove, you will see their name struck out and the message “Successfully removed” where the button was. From this screen, you can continue to work with templates or return to the employee timecard.

18. You can also unassign a template from an employee record by clicking on “Unassign Template” to the left.
   a. With this method, you only have to know the employee name – you don’t have to know the template that they are currently assigned to. Select the employee to unassign by scrolling through the drop-down list.
   b. Click “Unassign”.
Working with the Employee Schedule after Template Maintenance

19. Once you are done working with Template Maintenance, navigate back to the employee timecard by clicking on the link at the top of the screen. You can only navigate back to the employee listed at the top, so as you go along you may want to take note of who all employees with newly assigned schedules who may need steps #21-22 (stay tuned!) performed on their timecard as you go along.

20. Once back in the employee timecard, click on “Schedule Details”.
21. If the employee has no existing schedule details, you will see this screen. To generate the Schedule Details manually until the system starts auto-generating the schedule into the employee’s timecard, **click on “Generate Schedule Details From Template”**.

   a. If an employee has pre-existing schedule details and you want to generate a new template into the schedule details, you can click on the red “X” to delete each day’s schedule until you see this button.

   b. Note that if you do this in the previous pay period, the details will only generate to the current pay period. If you need schedule details for the previous pay period on the approval deadline, you will have to manually enter them in the schedule details tab (see Editing Schedule Details section under Manage Employee Time in this manual.)

22. Now you will see the schedule you just assigned filled in without having to manually enter every shift! This is where noting the employees you assigned to a schedule would come in handy, so that you can go into their timecard(s) via Manage Employee Time and generate their schedules, too.
Prior Period Adjustments

Whenever you need to adjust time on a period that is closed for approvals, you will need to enter a Prior Period Adjustment (PPA) in Timekeeping to let the payroll team know to enter the time (or subtract the time, depending on the situation) manually. Most PPAs should be accompanied by either a Time Change Request (TCR) form or a leave form in order to be processed, so please scan any necessary forms to sl-payroll@osu.edu upon submission of a PPA.

1. From the Main Menu, click on “Prior Period Adjustment Request Form”

2. Fill in the form with the appropriate information. Some things to keep in mind:
   a. Make sure you fill in the dates MM/DD/YY, the times HH:MM AM/PM and the hours and breaks #.# or else the form will kick back an error until you correct these fields.
   b. If you’re adding a later punch to an existing shift (they forgot to clock out, and you didn’t hear back from them before you had to add the missing punch and approve the time or something), then in the hours column, put the total they should have been paid for and mention that in the comments.
   c. If you need more room than the comments allow (it’s a big box, but cuts you off at a pretty low character count) you can just send an email to sl-payroll@osu.edu and explain it in more detail.
   d. Click “Create” to send the info to the Payroll Team!
Reports

Below is a brief description and how to run selected reports that will aid you in your timekeeping duties, but is not conclusive list. If you need any assistance with reports or would like to see a new kind of report that is not available at this time, feel free to call/email Sabra Hickey 146@osu.edu @ 247-8419.

Active Employee & Sub# Listing By Timeclock Multiple Employees Only

1. This report can be run and posted by timeclocks as a reference for employees that need to use sub numbers while clocking in to designate which job they are recording hours for. I would encourage timekeepers to run this periodically and post by their timeclock if they have employees with multiple jobs on the same timeclock.

   a. Select “Active Employee & Sub# Listing By Timeclock Multiple Employees Only” from the Reports Menu
   b.  Click “Select Parameters To Run Report”
   c.  Start typing the timeclock name or select from the drop-down.
   d.  Click “Run Report”
e. Once the atom stops spinning, click “PDF” to view and print the requested report.

f. If there are no employees at the timeclock who need to use sub numbers, the report will look like this:

![Image of a report with no records found.]

g. If there are employees who need to use their sub numbers while clocking in, they will appear like this:

![Image of a report with sub numbers.]

h. Please see the Timeclock Instructions section at the end of this manual if you or your employees need assistance in using sub numbers to clock in.
2. This report displays the number of hours worked, leave balance totals, and gross paycheck totals for each pay period. This report is helpful if an employee has questions regarding payment for a prior pay period and can be run for a range of pay periods.
   a. Select “Biweekly Timekeeping Library Report” from the Reports Menu
   b. Start typing the desired employee’s name or select from the drop-down.
   c. Select the desired date range. The dates you see in the “From Date” drop-down are the pay period begin dates, and the dates you see in the “To Date” drop-down are the pay period end dates.
   d. Click “Run Report”

   e. After the atom-figure stops “spinning” you will see this screen. Depending on the output you desire, you can click on PDF, Excel, or CSV. PDF is generally the most user-friendly format if you do not intend to manipulate the data you pull in a report. Click on the “PDF” to view the report in that format.
   f. To run the report again for a different set of criteria, you can select new parameters by clicking on the “Select Parameters To Run Report” button – but not before you view the first one you ran!
g. On the report, you can note:
   i. The time worked is a number and any leave time is the letter code from the Hours Category List (found in the Main Menu) under the appropriate day in the row for that week. In this example, you see I = Sick Leave, H = Holiday, and V = Vacation.
   ii. The total of payable hours/overtime for each week
   iii. The current leave balances are listed at the top, and also under the balances used those weeks
   iv. The gross pay amount for each week is listed at the end of the row

For a complete list of the codes listed in this report, click on “Hours Category Reference List” in the Main Menu:
Duplicate Timecard Reports

These reports provide a quick, easy-to-read display of an employee’s timecard in a current, previous, or historical pay period. Keep in mind that the comments will not be available to print on these reports, so if you need that information please see the View History Timecard Details section of this manual.

3. **Current or Previous Pay Period**: This report can be run for the pay period currently being reported in, or the one that has most recently ended. To run this report, you will follow the same instructions as the History Pay Period Report below with the only difference being that you cannot select an employee to run the report on (it will run this report for everyone you have access to in either REG or STU.)
   a. The limitation (or advantage, depending on what you are trying to do) of this version of the report is that there is no way to specify which employee to run it for, so everyone you have access to will come up on this report. If you want ONE employee and not ALL, you can either run the report and only print off the page you need, or you can go into the desired employee timecard via Manage Employee Time and click the print button (see below).

4. **History Pay Periods**: This report can be run for any pay period besides the current and previous ones.
   a. To run the Duplicate Timecard Report, select the desired version from the Reports Menu. For this example, we are running the History Pay Periods version.
   b. Click “Select Parameters To Run Report”
c. Select the desired date range from the drop downs.
d. Start typing the desired employee’s last name OR select employee from the drop-down.
e. Click “Run Report”

![Enterprise Reporting]

c. Select the desired date range from the drop downs.
d. Start typing the desired employee’s last name OR select employee from the drop-down.

e. Click “Run Report”

f. After the atom-figure stops “spinning” you will see this screen. Depending on the output you desire, you can click on PDF, Excel, or CSV. PDF is generally the most user-friendly format if you do not intend to manipulate the data you pull in a report. Click on the “PDF” to view the report in that format.

g. To run the report again for a different set of criteria, you can select new parameters by clicking on the “Select Parameters To Run Report” button – but not before you view the first one you ran!

![Enterprise Reporting]

h. This is the output of the Duplicate Timecard Report. Note that even though our search criteria was for 2 pay periods, the student only worked one of those so that is the only one that shows up here.
Scheduled But Not Accounted for Report (SNAR)

5. This report helps to catch missing time by reporting the difference between the number of hours an employee was scheduled to work versus the actual number of hours in Timekeeping. To make the correction the employee will either need to correct the timecard by adding time worked or leave that was taken or adjust the employee’s schedule. Please note that this report only works for areas that make use of schedules in timekeeping.

   a. To run the SNAR report, select it from the Reports Menu.
   b. Click on “Select Parameters To Run Report”
   c. Select the Pay Class (REG or STU) and the Pay Period (CURR or PREV).
   d. Click on “Run Report”
   e. After the atom-figure stops “spinning” you will see this screen. Depending on the output you desire, you can click on PDF, Excel, or CSV. PDF is generally the most user-friendly format if you do not intend to manipulate the data you pull in a report. Click on the “PDF” to view the report in that format.
   f. To run the report again for a different set of criteria, you can select new parameters by clicking on the “Select Parameters To Run Report” button – but not before you view the first one you ran!
g. On the output, you will see everyone you have timekeeping access to who is on a schedule in timekeeping if they have days in which they were scheduled to work but do not have punches or leave time entered. You can then work to resolve the errors before the approval deadline so that you can approve the timecards by the deadline.

**Employee Unapproved Report**

This report is designed to pull in any unapproved timecards, no matter the pay period. It should be run prior to the Monday noon deadline to catch any unapproved timecards so that they can be approved and process with the pay period. To run this report:

1. Click on Reports in the Main Menu of Timekeeping.
2. Click on Employee Unapproved Report.
3. Click on “Select Parameters to Run Report”

![Image of Enterprise Reporting interface]

4. Enter the appropriate search criteria and click “Run Report”, You can narrow the results returned by:
   a. Pay Class
   b. Org
   c. Program
   d. Timeclock Name
   e. Job Label
   f. Employee Last Name
   g. Employee ID
   h. Supervisor Last Name
   i. Supervisor Employee ID
   j. If you do not narrow your search, you will get all unapproved timecards within the scope of your access.

![Image of Employee UnApproved Report interface]
5. When the report is ready, click on the desired format to download the results of the report.

Late Approved Report

This report is designed to pull information pertaining to timecards that were approved late within a date range for a specific supervisor. To run this report:

1. Click on Reports in the Main Menu of Timekeeping.
2. Click on Late Approved Report.
3. Click on “Select Parameters to Run Report”
4. Enter the appropriate search criteria and click “Run Report”, You can narrow the results returned by:
   a. Pay Class
   b. Pay Period To and From Dates
   c. Org
   d. Program
   e. Timeclock Name
   f. Supervisor Employee ID
   g. Supervisor Last Name
   h. Approver User ID (SLTK login = first initial + last 5 digits of Employee ID)
   i. Employee ID
   j. Employee Last Name
   k. Job Label

1. When the report is ready, click on the desired format to download the results of the report.
Payroll Time Table

You’ve gone through this manual, maybe you’ve even scheduled training in person, and you know how to do what you need to do in the system. But WHEN do you need to do it, and what sort of reminders will you get? Here is a quick summary of when you should be approving your staff’s time, when you will see reminders and requests, and sends them.

First and foremost, you will want to get acquainted with the Payroll Approval Calendar, found here: [http://slbp.osu.edu/payroll-timekeeping/pay-calendars-holidays/](http://slbp.osu.edu/payroll-timekeeping/pay-calendars-holidays/). I suggest either hanging it by your work area or putting the approval dates in your calendar so that you can see when deadlines are coming in advance.

- **Deadlines will generally be every other Monday.**
  - A trick for remembering which Monday: the Monday directly after Biweekly Payday Fridays.
- **Be sure to communicate with your backup approver when you know you will be out for a deadline.**
  - If you are unsure who your backup approver is, discuss it with your supervisor and consult with your Payroll Team if needed.

Reminder Emails

The emails highlighted in green below go out to a Student Life Biweekly Timekeepers email list. If you are not receiving these emails, please check your spam box. If you don’t see them there, please email sl-payroll@osu.edu and request to be added to the list.

<table>
<thead>
<tr>
<th>#</th>
<th>Reminder</th>
<th>Applies To:</th>
<th>When to Expect</th>
<th>Who it Comes From</th>
<th>Warning to Specific Timekeeper</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Specialty Reminder</td>
<td>Approvers of REG, STU</td>
<td>Friday before Approval Deadline</td>
<td>Carrie Cirincione.5</td>
<td>Reminder of holidays or daylight savings entries needed by Monday by noon.</td>
</tr>
<tr>
<td>2</td>
<td>Deadline Reminder</td>
<td>Approvers of REG, STU</td>
<td>By 8am Approval Deadline</td>
<td>Carrie Cirincione.5</td>
<td>Reminder to approve that day. If you notice that you are not getting these, and they are not going to SPAM, please send an email to <a href="mailto:sl-payroll@osu.edu">sl-payroll@osu.edu</a> requesting to be added to the Biweekly Timekeepers list.</td>
</tr>
</tbody>
</table>
| 3  | Last Chance: Employees Still Need Approval | Approvers of REG, STU | 11am Approval Deadline (email comes from payroll inbox) | Carrie Cirincione.5 | This system-generated email is sent to the listed supervisor on all unapproved timecards automatically as a reminder that any timecards listed on the attached PDF still need approval.  
  - If you notice that any staff members who report to you have the wrong supervisor listed, please email sl-payroll@osu.edu to get that information updated so that you get this last-chance email.  
  - This is a system email. Since it attaches a PDF file of the timecards you have yet to approve, we cannot see the employees you are referring to in a reply unless you make sure that attachment comes through. |
| 4  | Balances Updated               | REG Timekeepers | Tuesday Afternoon of Processing Weeks | Sabra Hickey.146 | Notification that Vacation, Sick, and Comp balances have been updated as of the end of the previous pay period. This notification is to let timekeepers know that they can enter leave during the current pay period and have their correct leave balances reflected. If you enter leave before this notification, you may run into a negative leave balance and will be asked to remove it. |
A Visual Aid

As you can see in the example month below, there are several different stages of processing going on at any given time. See the color coded key at the bottom right and try to trace an entire payroll run’s worth of emails using that color. We’d need a 2 month calendar to get an entire run visible, but you get the idea! On any given day, you can be in one pay period, approving the previous pay period, and entering PPAs for mistakes found for the period before the previous pay period!

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEC 30</td>
<td>DEC 31</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>PP15 Start</td>
<td>PP 14 Approval NOON Deadline</td>
<td>University Holiday</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>● #2 Approval Reminder</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>● #3 Last Chance Approval</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>● #4 Balances Updated (Holiday Tuesday)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td>PP15 End</td>
<td>PP14 Pay Day</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>● #1 PP15 Approval Reminder</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td>PP16 Start</td>
<td>PP 15 Approval Deadline</td>
<td>#4 Balances Updated (Holiday Tuesday)</td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
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<td></td>
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<tr>
<td></td>
<td>● #3 Last Chance Approval</td>
<td></td>
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<tr>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
</tr>
<tr>
<td>PP16 End</td>
<td>PP15 Pay Day</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>● #1 PP16 Approval Reminder</td>
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<tr>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td>FEB 1</td>
<td>KEY</td>
</tr>
<tr>
<td>PP17 Start</td>
<td>PP 16 Approval Deadline</td>
<td>#4 Balances Updated (Holiday Tuesday)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>● #2 Approval Reminder</td>
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<tr>
<td></td>
<td>● #3 Last Chance Approval</td>
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</tr>
</tbody>
</table>

January 2013

Pay Period 14
Pay Period 15
Pay Period 16
Pay Period 17
Help Pages

1. If you click on Help located at the top right of the toolbar, it will direct you to our web page (below).

![Help Pages Image]

2. You can also visit the Timekeeping Training pages on the Student Life Budget and Planning website directly ([http://slbp.osu.edu/payroll-timekeeping/timekeeping-training/](http://slbp.osu.edu/payroll-timekeeping/timekeeping-training/)) for the most up-to-date training materials and enhancement guides.

![Timekeeping Training Image]

2. Additional questions? Contact your Student Life Payroll Manager, Sabra Hickey!
   a. Email: hickey.146@osu.edu
   b. Phone: (614)247-8419
Web Clock Instructions

1. Log into Timekeeping.
2. Go to the Main Menu and click on “Web Clock”.

3. You will see the following screen. To add a punch, click on “Web Clock Add Punch”.

4. When you see this screen, your punch has been successfully recorded.
**Note:** In the Audit Trail, Web Clock punches appear as an “Add” for the real-time date/time of the punch with your user ID as the source (see figure directly below.) They are preferred over adding a manual punch because they reflect real-time activity equivalent to the swipe time clocks.

They will look like comment punches in your timecard with the comment being “WebClock: (the employee user ID)” (see figure right)

**Access Note:** If you are interested in having one of your employees use the web clock function but he/she cannot see it when he/she logs into the main menu, please contact your Student Life Payroll team to have it added to their profile.

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**Additional Resources**

**Student Life Budget & Planning (Payroll)**
[http://slbp.osu.edu/](http://slbp.osu.edu/)

**Employee Self Service**
To manage Direct Deposit, Personal Information Changes, View your Paystubs and Tax Documents and more [https://hr.osu.edu/](https://hr.osu.edu/) Click on the Employee Self Service link under Ohio State “Hot Links” or use direct link below: [https://hr.erp.ohio-state.edu/psp/shcosuhr/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.OS_ESS_LOGIN.GBL](https://hr.erp.ohio-state.edu/psp/shcosuhr/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.OS_ESS_LOGIN.GBL)

**Student Life Human Resources**
[http://slhr.osu.edu/resources/](http://slhr.osu.edu/resources/)

**Pay Calendars and Holiday Schedules**
[http://slbp.osu.edu/payroll-timekeeping/pay-calendars-holidays/](http://slbp.osu.edu/payroll-timekeeping/pay-calendars-holidays/)

**Forms**

**Policies**
[http://slhr.osu.edu/policies/](http://slhr.osu.edu/policies/) OR [http://hr.osu.edu/policy/](http://hr.osu.edu/policy/)

**OSU Work-Study Website**
[http://sfa.osu.edu/jobs/](http://sfa.osu.edu/jobs/)