



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

Federal regulations for the FWS program require that worksite supervisors provide written confirmation that the hours submitted for payment by the student are true and correct. But how do we do that when the worksite supervisor doesn't work for Ohio State and doesn't have access to our systems? It takes teamwork! The FWS Office can approve time on behalf of the worksite supervisor, provided that we have documentation that the worksite supervisor has seen the timesheet we're approving on their behalf. Per FERPA, only the student may share their timesheet information with someone outside the university, so the following process was created to meet the requirements of this task.

**Students and supervisors should read this document together**, along with the Late Timesheet Policy as part of the employee orientation at the worksite. 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.

### 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.**

We recognize that it takes teamwork between 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 **Workday** and navigate to the **Time** section on your dashboard.
2. Choose **This Week** to enter time for the current week for the pay period. Be sure you are inputting hours for the correct dates.
3. Clicking in the desired day/time on the calendar will open a **popup box**.
  - a. Leave the **Time Type** as **Regular**, and record when you came in to work, when you left, and include any unpaid meal breaks using the **Meal** option in the **Out Reason** field.
  - b. **If you hold multiple positions**, be sure to choose the right position from the **Positions** menu.
  - c. The **Details** section may be left blank, **unless you hold multiple positions**. If you hold multiple positions, please notate "Community Service" in the **Comments** section.
  - d. Click **OK** located at the bottom of the popup box.
4. If you are recording your hours each day as you work and are not ready to submit, Workday will automatically save the time block you entered as "not submitted" until you are ready to submit at the end of the week. A running tally of hours entered as you work is viewable in the **Summary** section. **However, they are not sent to Payroll for payment until you submit them.**



5. When you are ready to submit, click **Review**. Review the time entered, paying close attention to dates, and if holding multiple jobs, make sure that you've chosen the right employer for each time block. If anything is incorrect, go back and fix the error prior to submission.
6. If the time is correct in the Review view, click **Submit**. You'll see the time blocks on the calendar change from "not submitted" to **Submitted** and are now ready to be reviewed and approved by a supervisor.
  - a. **This should be done at the end of your last shift for each week.** Your supervisor MUST receive your timesheet no later than close of business each Saturday.
7. **After you have submitted your timesheet in Workday, you need to email a copy to your worksite supervisor.** This is because, per FERPA, only the student may share this information with their employer. Instructions on how to create a copy of your timesheet are on **page 5** of this job aid.
8. Your worksite supervisor will review the PDF you sent them and forward it to [SAE-timesheets@osu.edu](mailto:SAE-timesheets@osu.edu). This is how we in the FWS Office know your timesheet is correct.
9. Once the FWS Office has received confirmation from your worksite supervisor that the time submitted is correct, we will approve the time in Workday on your supervisor's behalf. Your timesheet will then display as **Approved** in Workday, and an automated message will be sent to your OSU email address.
10. **Please note, by federal regulation we cannot approve your timesheet in Workday without your worksite supervisor's written approval.** Your worksite supervisor cannot help you get paid on time 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. **No later than each Saturday**, the agency supervisor will receive an email from the student containing an attached copy of their 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. Based on the attachment the student sent you:
  - a. **If the hours are correct, forward the document** to us at [SAE-timesheets@osu.edu](mailto:SAE-timesheets@osu.edu). **Make sure to indicate that the time is 'Approved' and that the timesheet attachment is included.** *This creates the documentation that proves you have seen what the student submitted in Ohio State's time tracking system.*
  - 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.



3. Once we receive your approval with the documentation attached, **we will approve the time in Workday on your behalf.** This generates an automated email to the student notifying them of the approval.
4. It is best practice for supervisors to **approve timesheets no later than Monday by 10am each week;** 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.**
5. 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.

### Ohio State Workday Time Tracking Job Aids and Videos for Student Employees

#### Job Aids

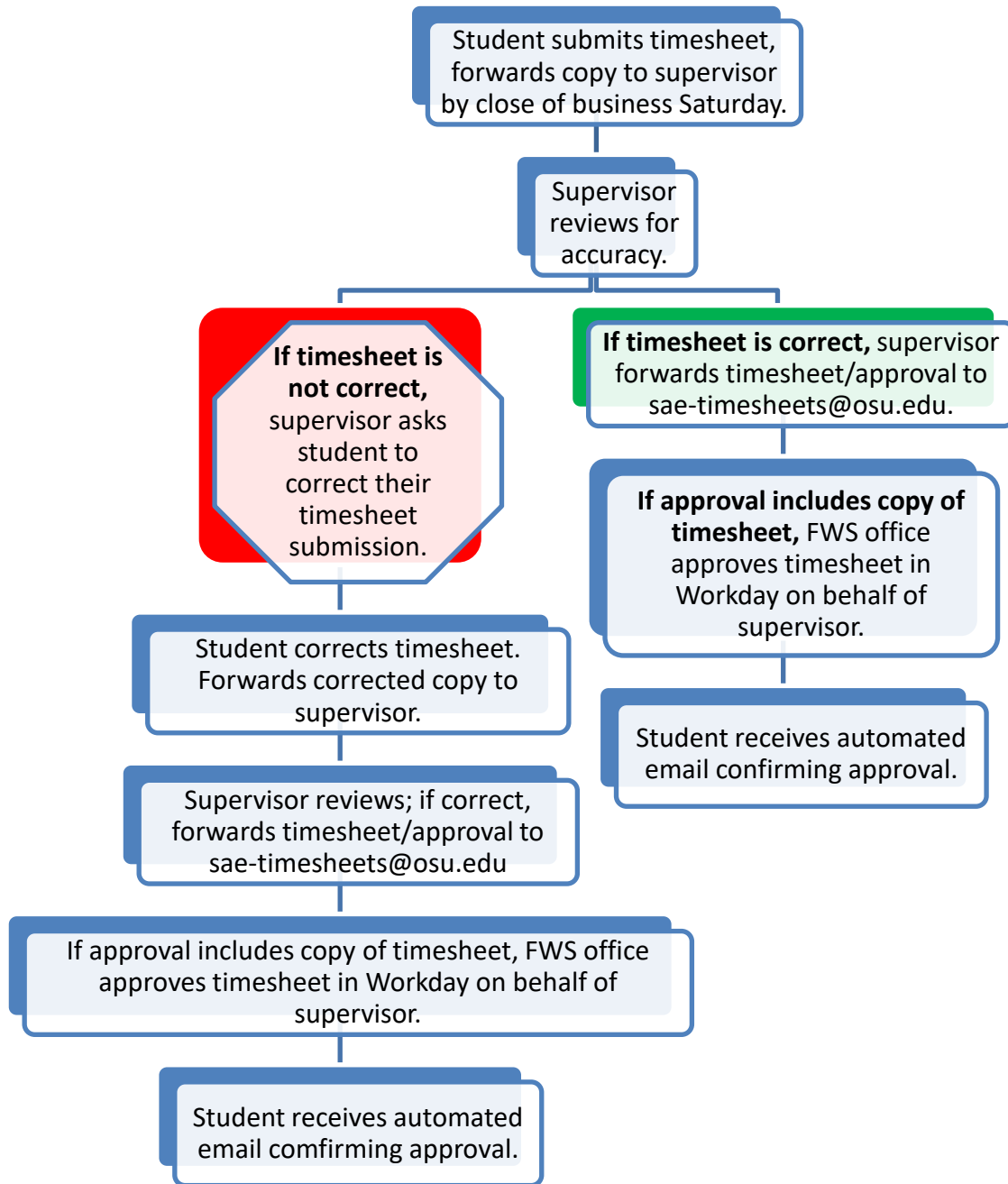
- How to enter time: <https://admin.resources.osu.edu/workday/workday-for-employees/time-entry-processes>
- How to correct time: <https://admin.resources.osu.edu/workday/workday-for-employees/time-entry-corrections>
- Mobile app version: <https://admin.resources.osu.edu/workday/workday-for-employees/time-entry-check-inout-mobile>

#### Videos:

- How to enter time: <https://admin.resources.osu.edu/workday/workday-for-employees/enter-time-time-calendar>
- How to correct time: <https://admin.resources.osu.edu/workday/workday-for-employees/correct-time>



### 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, no later than close of business each Saturday.**
- Supervisors are to forward the timesheet along with their approval to [SAE-timesheets@osu.edu](mailto:SAE-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 Pay Period 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.**



## How to create a copy of your timesheet

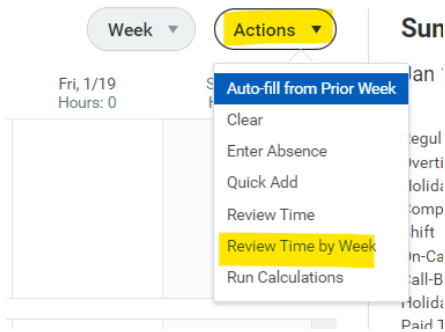
The goal is to create a document to share with your worksite supervisor so that they know what you entered into Ohio State’s timekeeping system. This document needs to be in a legible format your supervisor can use, which may be unique to them.

It also needs to capture the following data points:

- Your name
- The week
- The specific hours you worked each day (not just the total)
- “Community Service” comment if holding multiple positions

**Please use the desktop version of Workday** to create this document, as the mobile app view functionality is too limited for this task.

From the **calendar view** where you’ve been adding your time blocks, navigate to the **Actions** menu, then choose **Review Time by Week**:



This will create a **list view** of your timesheet that contains all of the data points that need to be sent to your supervisor. For those holding multiple positions that entered “Community Service” in the Comments section as instructed, that note will populate here so that your worksite supervisor knows which blocks of time they should be reviewing.



## Review Time by Week January 7, 2024 - January 13, 2024

Regular	Overtime	Holiday Worked	Comp Time Earned	Shift	On-Call	Call-Back	Holiday Benefit
11.7	0	0	0	0	0	0	0
Paid Time Off	Unpaid Time Off	Total Hours					
0	0	11.7					



4 items

Date	Status	Type	In	Out	Out Reason	Quantity	Units	Worktags	Comment	Details
Mon, 1/8	Paid	Regular	01:35 PM	04:30 PM	Out	2.9	Hours			🔍
Tue, 1/9	Paid	Regular	08:58 AM	11:57 AM	Out	3	Hours			🔍
Tue, 1/9	Paid	Regular	01:55 PM	04:35 PM	Out	2.7	Hours			🔍

Next, **generate a PDF** of your timesheet by bringing up the **Print** menu in your browser. Instead of choosing a printer, choose **Save as PDF** and change the layout to **Landscape**.

The screenshot shows a browser window displaying the 'Review Time by Week' page. A print menu is open on the right side of the screen. The 'Print' button is highlighted in yellow. The 'Destination' dropdown menu is set to 'Save as PDF', and the 'Layout' dropdown menu is set to 'Landscape'. The 'Pages' dropdown is set to 'All'. At the bottom of the print menu, there are 'Save' and 'Cancel' buttons.

Save the PDF to your desktop, and email as an attachment to your worksite supervisor.



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If you cannot generate a PDF using this method, in the right side of the dark bar across the top of the page, click the **Generate Excel** icon. **You can then save the Excel document to your desktop, and then email as an attachment to your supervisor.**

Time Earned	Shift	On-Call	Call-Back	Holiday Benefit	Paid Time Off	Unpaid Time Off
0	0	0	0	0	0	0

If none of these methods work, a screenshot of the list view of your timesheet is acceptable as long as it captures all required data elements. This is the least favorable method, as the screenshot can result in text too small for your supervisor to read and could be missing some of the required data points. **Save the screenshot as a JPEG to your desktop, and email as an attachment to your supervisor.**

Whatever method you choose, the format needs to be something your worksite supervisor can open and is legible for them. You may need to work together to figure out the best method. If you have any questions, we're here to help at [sae-timesheets@osu.edu](mailto:sae-timesheets@osu.edu).

The Ohio State University  
Student Financial Aid Office  
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