



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 does not work for Ohio State and does not have access to our systems? It takes teamwork! The FWS Office can approve time on behalf of the worksite supervisor if we have documentation proving that the supervisor has seen the timesheet. 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 payment is received on time. If either the student or the supervisor is 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, paying special attention to 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**. In that case, 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". A running tally of hours entered as you work is viewable in the **Summary** section. **However, hours are not sent to Payroll until you submit them.**



5. When you are ready to submit, click **Review**. During this step pay close attention to dates, and if holding multiple jobs, make sure that you have chosen the right employer for each time block. Fix any errors you find prior to submission.
6. If the time is correct in the Review view, click **Submit**. You will see the time blocks on the calendar change from “not submitted” to **Submitted**. They are now ready to be reviewed and approved by a supervisor.
 - a. **This step 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. **Now you need to email a copy of this timesheet 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 document you sent them and forward it to SAE-timesheets@osu.edu if they want us to approve it on their behalf.
9. Once the FWS Office has received confirmation from your worksite supervisor that the time submitted is correct, we will approve it in Workday on your supervisor’s behalf. Your timesheet will then display as **Approved** in Workday, and an automated message will go 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 supervisor 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. **Late timesheets cannot be processed until the following pay period, significantly delaying payment for hours worked.**

Agency:

1. **No later than each Saturday**, the agency supervisor will receive an emailed 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. Based on the attachment the student sent you:
 - a. **If the hours are correct, forward the document** to us at SAE-timesheets@osu.edu. **Make sure to indicate that the time is ‘Approved,’ and the 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 and request they make corrections. Once you receive the updated document, 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 leeway for you and your student to work together if there is an error.
 - 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.
 - b. If you do not think you will be able to approve timesheets in a timely manner for any reason, 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

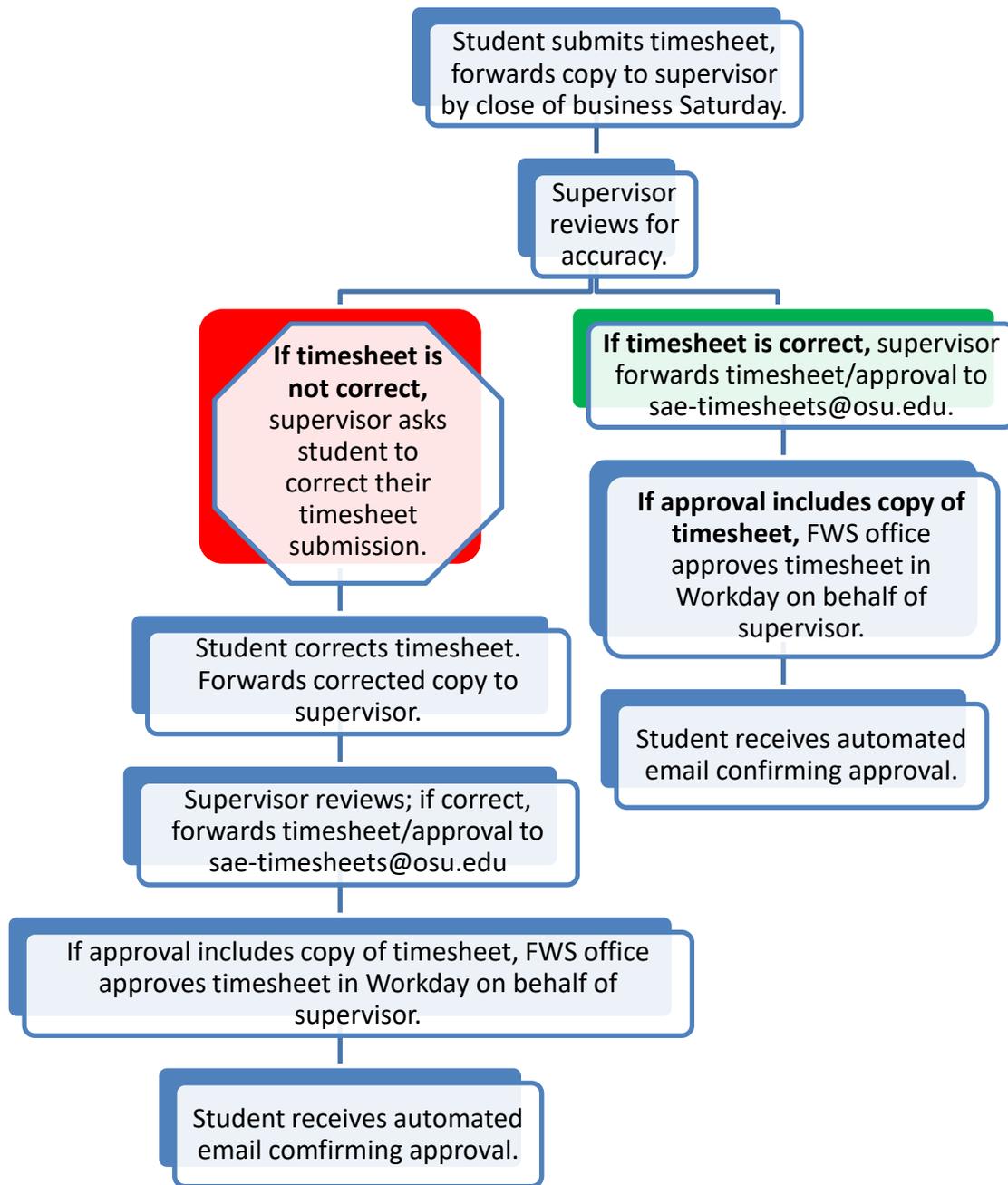
- [How to enter time](#)
- [How to correct time](#)
- [Mobile app version](#)

Videos

- [How to enter time](#)
- [How to 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. **Do this weekly, no later than close of business each Saturday.**
- Supervisors are to forward the timesheet along with their approval to 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.**



Federal Work-Study Off-Campus Timesheets

How to create a copy of your timesheet

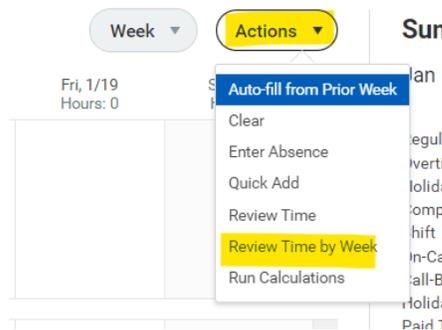
The goal is to create a document to share with your worksite supervisor so that they know what you entered into Ohio State’s timekeeping system. This document needs to be in a legible format your supervisor can use, which may be unique to them.

It also needs to capture the following data elements:

1. Your name
2. The week
3. The specific hours you worked each day (not just the total).

Please use the desktop version of Workday to create this document, as the mobile app view functionality is too limited for this task and will not include all required data elements.

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 elements 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 in this list view so that your worksite supervisor knows which blocks of time they should be reviewing.

(next page)



This is what the **list view** looks like:

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**.

Print 1 page

Destination 📄 Save as PDF

Pages All

Layout 📄 Landscape

More settings ▼

Save
Cancel

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



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 save the Excel document to your desktop, and 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, is legible for them, and also contains all three of the data elements. 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.

The Ohio State University
Student Financial Aid Office
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