Monthly Payroll Certification

Overview:

1. Access your monthly payroll certification list, upon receiving your reminder email on the 2nd business day of each month, and confirm:
   - New hires are on the list;
   - Employees who terminated the month before are not on the list;
   - Employees who are terminating during the current month have a termination date listed.

   New hires will not appear on your roster until the day after the hire is recorded in the HR/SIS.

2. Certify “Yes” for employees that report to you and are eligible to be paid.

3. Certify “No” for any employees that no longer report to you and should be terminated or transferred.

   Contact your Service Center/Department HRP for corrections ASAP by using the Send Notification feature within payroll certification. The application does not automatically route actions to the Service Center or Department HRPs for resolution.

4. During the deadline week, review the payroll certification list for any late hires and certify, if applicable.

Steps:

1. Go to http://eleave.osu.edu and sign on with your name.# and password.

2. Click the Monthly Payroll Certification link at the top of the page:
Monthly Payroll Certification

The Monthly Payroll Certification page displays, listing your current monthly employees for the upcoming pay period:

### Monthly Payroll Certification

**Parameters**

- **Supervisor ID**: 12345678
- **Supervisor Name**: Supervisor, Sally
- **Pay Period**: 6-12/01/2011 - 12/31/2011
- **Certification**: Action Needed

**Sort Field**: Employee Name

<table>
<thead>
<tr>
<th>Yes No SC</th>
<th>Employee Name</th>
<th>Employee ID</th>
<th>Employment ID</th>
<th>Student/Faculty</th>
<th>Term Date</th>
<th>Comments</th>
<th>Service Center Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Buckeye, Bruce</td>
<td>07654321</td>
<td></td>
<td>Staff</td>
<td></td>
<td></td>
<td>254 characters remaining</td>
</tr>
<tr>
<td></td>
<td>Culpeper, Vasili</td>
<td>071713234</td>
<td></td>
<td>Staff</td>
<td></td>
<td></td>
<td>254 characters remaining</td>
</tr>
</tbody>
</table>

**Actions**

Selecting Yes and clicking Save certifies that the employee is active and should receive pay for the Pay Period

3. Identify employees who will work for you during any part of the current pay period by selecting “Yes” under **Certified?** and clicking the Save button.

Check “Yes” when:
- Employees will work for you during the entire month;
- Employees will work for you for any part of the month; including:
  - employees who are terminating during the current pay period;
  - employees on unpaid leave of absence for part of the current pay period;
  - employees who transferred to another supervisor in your department, but worked for you during part of the pay period;
  - employees who transferred to another department, but worked for you during part of the pay period.
4. Identify employees who will not work for you during any part of the current pay period by selecting “No” under Certified?, entering comments, and clicking the Save button.

   Check “No” when:
   - employee no longer reports to you and didn’t report to you for any part of the pay period;
   - employee no longer works at the university and didn’t work any part of the pay period;
   - employee was on unpaid leave for entire pay period;

a. Click the Send Notification button to alert the Service Center/Dept. HRP.
   If further action is needed by the Service Center/Department HRP, click the Send Notification button to alert them to resolve. The application does not automatically route actions to the Service Center/Department HRP when “No” is selected.

b. The Send Notification button displays an email screen and attaches the currently displayed roster as a screenshot. Complete the email and look for the confirmation in the upper left hand corner:

   ![Monthly Payroll Certification]

   - Email has been sent

c. Click the Save button at the bottom of the screen.

   Notify the Service Center/Department HRP of issues on your monthly payroll certification list quickly! They will need time to resolve them before the payroll deadline.

January 2012