

# ASSIST Online Help

## Use Webclock

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### Use Webclock to Submit Your Timesheet

1. Login to eTime Webclock by going to [etimesheet.osu.edu](http://etimesheet.osu.edu) (<http://etimesheet.osu.edu>).

eTimesheet loads your Webclock view to allow easy access to clocking in and out.

2. Review your page.

- Review your weekly status.
- Verify the current week.
- Clock In or Clock Out by clicking the appropriate button
- Review your weekly summary of hours worked.

## WebClock

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Employee Name A. ...

Working Title Std Ast - ES Imaging Center

Dept Number 42143

Employee Id 2...

Empl Rcd Nbr 0

Dept Name Professional Admissions

Status Created, Not Submitted

Supervisor D. ...

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Pay Period 06/12/2016 - 06/25/2016

Week 06/19/2016 - 06/25/2016

Reported Hours 0.00

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Time Details

Clock In

Clock Out

View Detailed Timesheet

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Clocked Hours by Day

Day	Hours
Sunday	5.0
Monday	2.7

3. Click on View Detailed Timesheet to either make edits or submit timesheet for the week.

4. Make changes to your timesheet by clicking the Edit button **Edit** for a specific day.

- Original time will appear in red in order for supervisor to view changes made.
- Comments are required (on the right) if edits are made. Supervisor will need to review edits before approving timesheet for the week.
- All hours over 40.0 for week default to overtime. If comp time earned is preferred, change drop down box at top of timesheet, if available.

5. Save your timesheet if you have made edits but are not ready to submit for approval (only submit timesheet once per week).

- To discard your entries, click the Return to Home button **Return To Home**.
- Submit your timesheet when you have completed a work week. This will notify approver that timesheet is ready to be reviewed in order to take action. Best practice is to submit timesheet at the end of the day on Fridays. Timesheets which are not submitted will not be paid.

BEFORE SUBMITTING: Verify total hours for the week are accurate. All leave time for the week should be submitted prior to submitting timesheet. If supervisor has not approved leave yet, it will not appear in timesheet.

### Review Your Timesheets

To view different weeks/pay periods, or to verify whether a timesheet has been submitted or approved, click on the Home link at the top of the page.

## Timesheet Views

**Timesheets**

Pay Period Range 06/12/2016 - 06/25/2016 ▼ Pay Period 01

**Timesheet History**

Working Title	Supervisor	Department	Record Number	Week Of	Status	Action
Std Ast - ES Imaging Center	Dallas, Kristina (Dallas)	Professional Admissions - 42143	0	6/12/2016	Not Created	<a href="#">View WebClock</a>
Std Ast - ES Imaging Center	Dallas, Kristina (Dallas)	Professional Admissions - 42143	0	6/19/2016	Submitted, Pending Approval	<a href="#">View WebClock</a>

### Set Your Lunch Period

Set your lunch period by clicking on the preferences tab at top of the page. Select either 30 minutes or 60 minutes. Timesheets automatically default to "none."

# Preferences

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## General Preferences

Email Notification  On

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## Timesheet Preferences

Timesheet Option  In/Out  Hours Worked

Lunch Period Default None ▼  
None  
.5 (30 min)  
1.0 (60 min)

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## Actions