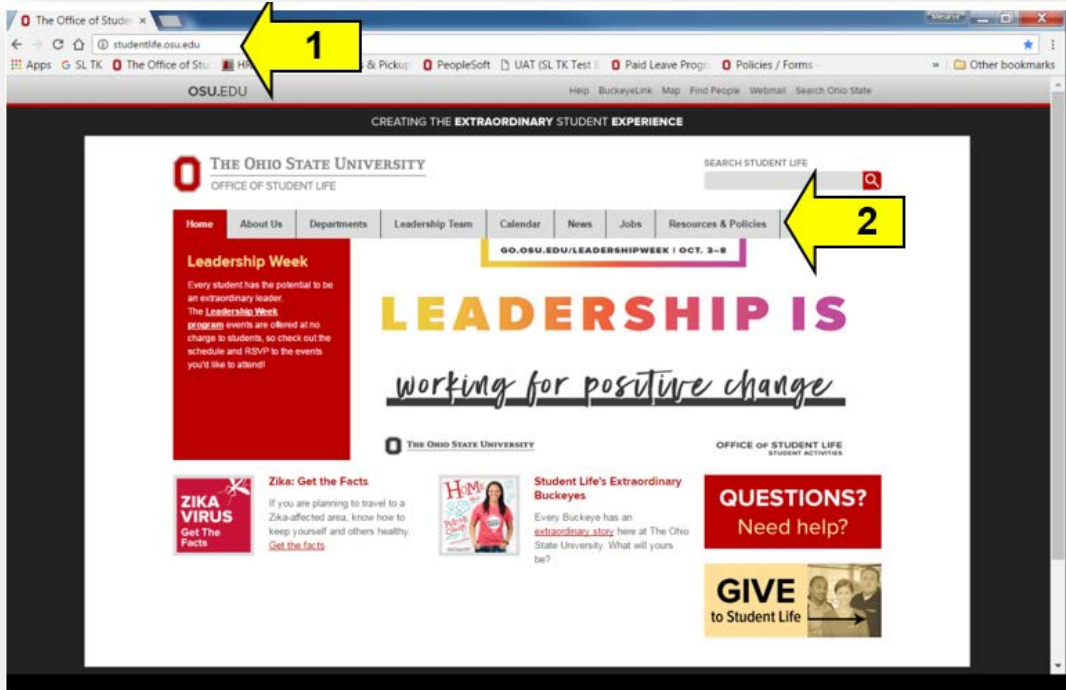


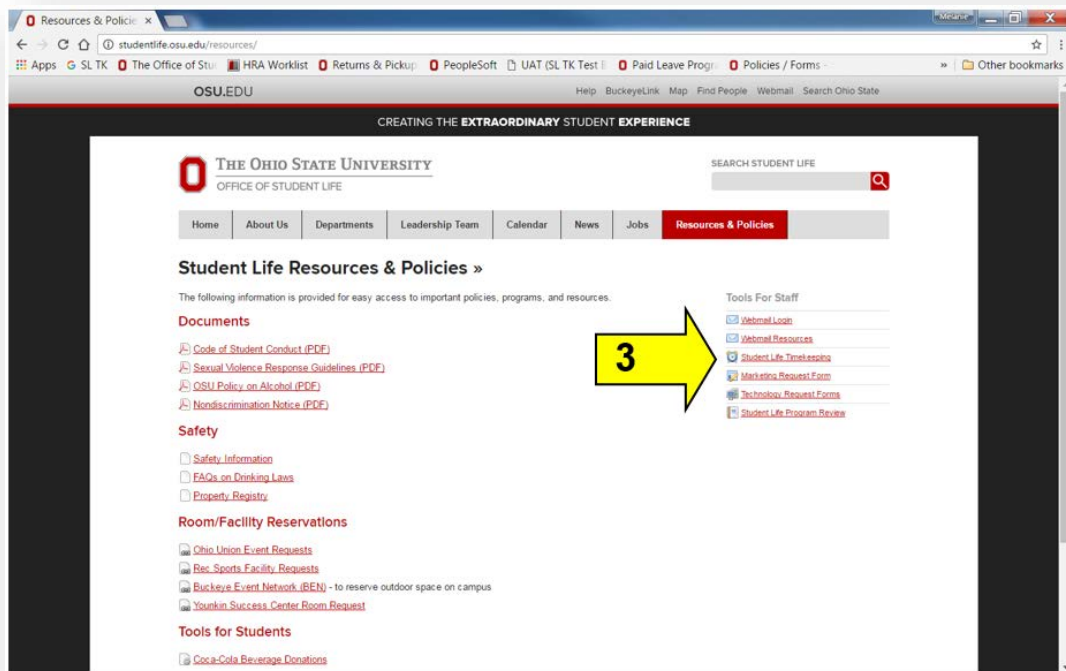
# Accessing and Logging in to SL Timekeeping

## Accessing Timekeeping

1. Go to the [Office of Student Life Webpage](#)
2. Click Resources & Policies



3. Click Student Life Timekeeping under Tools for Staff



## Logging in to Timekeeping

1. Note the instructions and announcements on the login page:
  - a. The instructions contain useful information about who to call in the event of a login or time clock failure, as well as who to call for general timekeeping questions
  - b. The announcements typically reflect the date of the next payroll deadline
2. Enter your Timekeeping username
3. Enter your password
4. Click the login button

The screenshot shows the 'STUDENT LIFE TIMEKEEPING' login page. At the top right is the logo for 'THE OHIO STATE UNIVERSITY OFFICE OF STUDENT LIFE'. Below the header is a 'Welcome to Student Life Timekeeping' message. On the left, there are two sections: 'Instructions' (grey box) and 'Announcements' (light blue box). On the right is the login form with fields for 'Username\*' and 'Password\*', and a red 'Login' button. Yellow arrows with numbers 1 through 4 point to the instructions, announcements, username field, password field, and login button respectively.

**STUDENT LIFE TIMEKEEPING** THE OHIO STATE UNIVERSITY  
OFFICE OF STUDENT LIFE

Welcome to Student Life Timekeeping

**a** Instructions

- Login using your **Student Life** username and password.
- If you are unable to login or need to report a time clock issue, please call the Technology Support Center at (614) 292-5700.
- For Timekeeping questions, please call Student Life Payroll at (614) 688-4603.

**b** Announcements

- BW21 FY18 Timekeeping Deadline is April 2nd at Noon

Login

Username\*

Password\*

Login

5. **The Application Toolbar** will allow navigation to the following at any time:
- a. Main Menu
  - b. Payclass Selection (a shortcut to the Manage Employee Time selection screen)
  - c. Logout
  - d. Help (a shortcut to our website, which contains job aids, forms, calendars, and other helpful materials)
6. **The Main Menu** will allow navigation to the following modules:
- a. Manage Employee Time
  - b. Schedule Template Maintenance
  - c. Late Unapproved Timecard Management
  - d. Hours Category Reference List (PDF listing of leave codes)
  - e. Student Payroll HOLD Status
  - f. Web Clock
  - g. History Timecard Details
  - h. Prior Period Adjustment Request
  - i. Reports

