

# Monthly Payroll Certification

## Purpose:

The payroll certification process is a mechanism for supervisors to confirm that their monthly employees do still report to them and should be paid for the month. Payroll certification does not automatically stop the pay process for those employees certified as “No.”

## Overview:

1. Access your monthly payroll certification list, upon receiving your reminder email on the 2<sup>nd</sup> 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.

No Salary appointments will not appear on your roster.

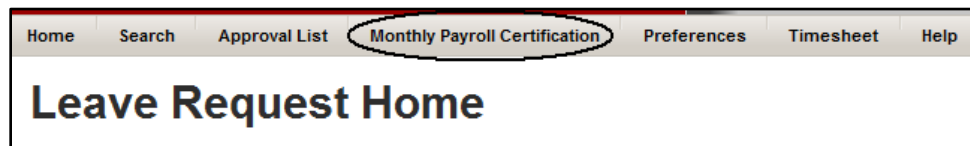
2. Certify “Yes” for employees that report to you and are eligible to be paid.
3. Certify “No” for any employees that no longer report to you and should be terminated or transferred.

For corrections to hires, termination dates or employee lists, contact Student Life Human Resources at [sl-hr@osu.edu](mailto:sl-hr@osu.edu) 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:

[Home](#) [Search](#) [Approval List](#) [Monthly Payroll Certification](#) [Preferences](#) [Timesheet](#) [Help](#)

### 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

Sort Direction Ascending

Search

Reset

Results: 2 Rows

Certified?			Employee Name	Employee ID	Empl Rcd	Student/Faculty /Staff	Termination Date	Comments	Service Center Comments
Yes	No	SC Resolved							
<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Buckeye, Brutus	87654321	0	Staff		<div>254 characters remaining</div>	
<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Culpeper, Vashti	07171234	0	Staff		<div>254 characters remaining</div>	

**Actions**

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

Save

Send Notification

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.

## Monthly Payroll Certification

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;

Note: checking “No” does not prevent an employee from being paid; it will alert Service Centers or Department Human Resource Professionals to follow up.

- a. If further action is needed by Student Life Payroll, click the Send Notification button to send an alert email to [payroll@studentlife.osu.edu](mailto:payroll@studentlife.osu.edu) for resolution. 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:



- 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.