

Monthly Pay Certification Supervisor Emails

1) First email reminder (sent second business day of the month):

Subject: Monthly Payroll Certification requires approval

Your monthly payroll certification is now available and requires your approval. This needs to be approved before your departmental deadline.

Please visit the following link to view your monthly payroll certification.

If you have any questions with regard to this email, please contact your Human Resources representative.

If you are concerned about clicking a link in an email (such as this one) you can open an internet browser window and navigate to eleave.osu.edu to log into the system directly. To validate the authenticity of any website we recommend that you check the security certificate associated with the website to confirm its authenticity. For technical issues contact 8help@osu.edu or phone 614-688-HELP.

2) Final email reminder (sent the day before Monthly College Deadline):

Subject: Final Notification - Monthly Payroll Certification requires approval TODAY

Monthly payroll certifications are still pending and require your approval TODAY.

Please visit the following link to view your monthly payroll certification.

If you have any questions with regard to this email, please contact your Human Resources representative.

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