Process Flow

- Log in to [https://eleave.osu.edu](https://eleave.osu.edu) using your OSU username and password
- Select the “Start Date” and “End Date” for your leave request
- Designate the leave as “Family Medical Leave”, “Work Related Injury/Illness” or “Neither”
- Enter the “Daily Hours” and select the “Leave Type” from the drop down menu
- Click on “Create Leave Request”
- Review and edit the “Leave Details” section and enter comments if necessary
- Click the box next to the statement after reviewing it and click “Submit for Approval”
- Click on the “Timesheet” tab at the top of the page
- Select the “Pay Period” from the drop down menu
- Click the “View Timesheet” link next to the current week
- Enter the hours actually worked next to the day they are worked and click “Save for Later”
- **Click “Submit” to submit time at the end of each work week**
- Monitor your OSU email account for approval notifications or requests to re-submit

Items to Know

- It is best to use separate requests for separate events because if the leave request is denied all leave on it is denied.
- Leave balances are as of the last pay period and do not factor in current and future pay period requests.
- Approved leave will default into the timesheet. If requested leave has not been approved the day should be left blank on the timesheet so you do not get double paid.
- Supervisors will receive an email to approve your leave and timesheets when you submit them. Once the leave and timesheets are approved an email will be sent to your OSU account confirming the approval. You may need to check your junk folder for these emails.

Questions

- Contact the SBS HR ([SBS.HR@osumc.edu](mailto:SBS.HR@osumc.edu)) if you have any questions, receive the error message “Access Denied” or cannot sign in to eLeave