• The Regional Director (RD) authorizes leave forms on-line for all educators in the South Central Region.
• The County Extension Director (CED) authorizes leave and timesheets on-line for all staff (excluding educators) in their respective office.
• It is the responsibility of each employee to submit their own leave (or timesheet, if applicable) in the on-line system. [https://eleave.osu.edu](https://eleave.osu.edu) and [https://etimesheet.osu.edu](https://etimesheet.osu.edu)
• Leave is to be submitted in advance of being taken or immediately following. It is understood that in some situations sick leave is not planned in advance or on occasion vacation.
• Leave balances now appear on every individual’s paystub and it is their responsibility to monitor the accuracy of the balance(s).

Process for Educator Leave

• Leave for the previous month is submitted by the educator online before the 12th of the month so that it will be reflected on pay stubs the end of the month.

• It is recommended that each individual maintain a shadow tracking system for ease of reconciling. Excel is suggested. If you would like to have an Excel template to track your own leave balance, contact Lee Ann at the Region Office at johnson.82@osu.edu.

• Be sure to use the correct hourly accrual rate which is a different rate each month based on the number of days in the month (these rates change annually). The accrual rate chart can be found at [http://extensionhr.osu.edu/payroll/leaveaccrualmo.htm](http://extensionhr.osu.edu/payroll/leaveaccrualmo.htm)

• The hours submitted online are reflected in balances that appear on pay stubs. Paystubs are now your official balance. If you feel that your balance is not correct, contact Linda Roberts (614.292.1240) in Extension HR.

Service Date/Anniversary Month

Vacation balances are adjusted in the system in your anniversary month. It is the responsibility of the employee to monitor the leave balances so that leave is not lost due to allowed carryover.

Accrual Rate Charts

Accrual rate increases are based on years of service and take affect in the month of the employee’s service date/anniversary and not at the beginning of a fiscal year. Intervals of rate change vary, based on title.

<table>
<thead>
<tr>
<th>CCS – office support titles and nutrition specialists</th>
<th>Educator 1, Program Manager, Program Coordinator and all “systems” titles</th>
<th>Educators 2, 3, and 4 and faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 through 7 years</td>
<td>0 through 3 years</td>
<td>0 through 25 years</td>
</tr>
<tr>
<td>Beginning of 8th through 14 years</td>
<td>Beginning of 4th through 10 years</td>
<td>Beginning of 26th year</td>
</tr>
<tr>
<td>Beginning of 15th through 24 years</td>
<td>Beginning of 11th through 24 years</td>
<td></td>
</tr>
<tr>
<td>Beginning of 25th year</td>
<td>Beginning of 25th year</td>
<td></td>
</tr>
</tbody>
</table>
**Carry Forward Hours**

Educators and staff who are paid monthly need to be aware of possible “cut-back” in hours. If you plan on using vacation so that you don’t lose hours, your hours will need to be submitted online prior to the 12th day in your anniversary month. Those hours will be keyed for current usage and not “after the fact” which is the typical reporting timeline.

In an anniversary month, monthly-paid educators and OSUE program assistants may carry forward only 240 vacation hours, plus the hours accrued in the anniversary month. If an individual has a balance more than 240 hours (after leave taken in the month has been subtracted) a reduction is necessary. Example for December 2010: 240 (carry forward) + 10.6 (accrual rate) = 254.6 balance beginning January 2011 (not including hours that may have been taken in December).

Classified Civil Service staff carries forward vacation hours equal to the total of the past three year’s accrual.

**Process for Bi-Weekly Staff**

- Leave must be submitted each week at [https://eleave.osu.edu](https://eleave.osu.edu)
- Leave must be approved before the timesheet can be finalized. Once the leave is approved on-line, it automatically feeds the hours into the timesheet.
- A timesheet must be submitted on-line each week at [https://etimesheet.osu.edu](https://etimesheet.osu.edu)
- A shadow tracking system (Excel) is recommended.

A **Check Distribution Report** is mailed to the CED for staff (other than educators) in their respective office. This report is used to monitor payroll changes (changes in funding source, change in hours, etc.) and to reconcile with eReports to assure changes are accurate with what was submitted online. The report should be signed and dated by the CED after review and then filed. A Check Distribution Report is mailed to the RD for all educators in the region.

**Web links:**

- Bi-Weekly Payroll Schedule: [http://extensionhr.osu.edu/payroll/biweeklypayrollschedule.htm](http://extensionhr.osu.edu/payroll/biweeklypayrollschedule.htm)
- Accrual Rates Classified (CCS) [http://extensionhr.osu.edu/payroll/leaveaccrualcl.htm](http://extensionhr.osu.edu/payroll/leaveaccrualcl.htm)
- Accrual Rates Unclassified A&P [http://extensionhr.osu.edu/payroll/leaveaccrualuncl.htm](http://extensionhr.osu.edu/payroll/leaveaccrualuncl.htm)