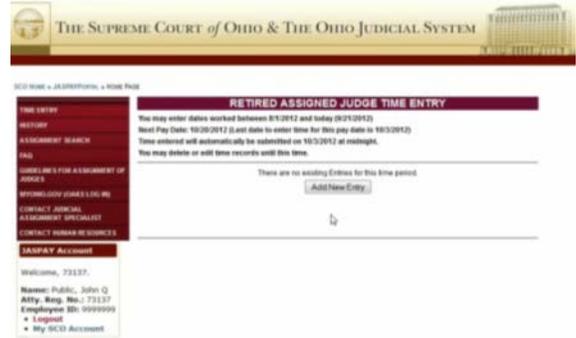


## JASPAY Portal Instructions

The JASPAY Portal allows retired assigned judges to request compensation and keep track of the hours they have worked.

### To get to JASPAY

- Go to <https://supremecourt.ohio.gov/JASPAYPortal>
- Log in with your username (attorney ID) and password.



### Using JASPAY

Below is an overview of the different parts of the JASPAY Portal.

|   |   |  |
|---|---|--|
| <b>TIME ENTRY</b>                             | ← | Enter time you worked for the current pay period.              |
| <b>HISTORY</b>                                | ← | View your past entries.  |
| <b>ASSIGNMENT SEARCH</b>                      | ← | Find details on your assignments.                              |
| <b>FAQ</b>                                    | ← | See answers to frequently asked questions about JASPAY.        |
| <b>GUIDELINES FOR ASSIGNMENT OF JUDGES</b>    | ← | Review the Guidelines for Assignment of Judges.                |
| <b>MYOHIO.GOV (OAKS LOG III)</b>              | ← | Log into OAKS to review your paycheck.                         |
| <b>CONTACT JUDICIAL ASSIGNMENT SPECIALIST</b> | ← | Fill out a form to contact the Judicial Assignment Specialist. |
| <b>CONTACT HUMAN RESOURCES</b>                | ← | Fill out a form to contact Human Resources.                    |

### Time Entry

On the Time Entry page, click on Add New Entry to enter time worked.

**RETIREE ASSIGNED JUDGE TIME ENTRY**

You may enter dates worked between 8/1/2012 and today (9/21/2012)  
 Next Pay Date: 10/20/2012 (Last date to enter time for this pay date is 10/3/2012)  
 Time entered will automatically be submitted on 10/3/2012 at midnight.  
 You may delete or edit time records until this time.

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There are no existing Entries for this time period.

- Enter the date worked.
- Enter or select the assignment number from the dropdown list.
- Enter the number of **whole** hours worked (may not be more than 8 hours for a given date).
- Check the box to certify your entry.

- Click on Submit when finished with the time entry.
- Click on Cancel to exit the screen without saving the time entry.

If you need to change any details about an entry, click on Edit.

To permanently remove an entry, click on Delete.

| RETIRED ASSIGNED JUDGE TIME ENTRY  |        |                |            |                        |        |
|--|--------|----------------|------------|------------------------|--------|
| <small>You may enter dates worked between 9/1/2012 and today (9/21/2012)<br/>           Next Pay Date: 10/26/2012 (Last date to enter time for this pay date is 10/3/2012)<br/>           Time entered will automatically be submitted on 10/3/2012 at midnight.<br/>           You may delete or edit time records until this time.</small> |        |                |            |                        |        |
| <a href="#">Add New Entry</a>  |        |                |            |                        |        |
|  |        | Date Worked    | Assignment | Hours                  | Amount |
| Edit   | Delete | 9/17/2012      | 09JA1366   | 8                      | 485.44 |
| Total Entries: 1   |        | Total Hours: 8 |            | Total Amount: \$485.44 |        |

## History

The History page allows you to view past time entries.

Search for past time entries using one or more of the following:

- Assignment
- Pay Date
- Date Range

Click on Get Report to view the results.

| RETIRED ASSIGNED JUDGE TIME ENTRY HISTORY                  |                           |                 |                 |            |            |
|--|---------------------------|-----------------|-----------------|------------|------------|
| <small>Please select one or more of the following:</small> |                           |                 |                 |            |            |
| Select Assignment:   | 09JA1366 (Erie Co. CP, I) | Pay Date:       | Choose Pay Date |            |            |
| Date worked From:  |                           | Date worked To: |                 |            |            |
| <a href="#">Get Report</a>                                 |                           |                 |                 |            |            |
| Date Worked  | Assignment                | Hours           | Amount          | PayDate    | Entered By |
| 9/17/2012  | 09JA1366                  | 8               | 485.44          | 10/26/2012 | Judge      |
| 1/5/2010   | 09JA1366                  | 1               | 60.68           | 2/26/2010  | SCO        |
| 1/4/2010   | 09JA1366                  | 3               | 182.04          | 2/26/2010  | SCO        |
| 12/30/2009   | 09JA1366                  | 1               | 60.68           | 1/29/2010  | SCO        |

## Assignment Search

The Assignment Search page allows you to look up details about your assignments.

SCO HOME » JUDGEASSIGNMENTSEARCH » JUDGE ASSIGNMENTS SEARCH

### JUDGE ASSIGNMENTS SEARCH

Enter an Assignment No., Requesting Judge Name, Case No. or Court Name and click Search. (Searching for an entire year may result in an extended delay)

|                              |                      |                               |                      |
|------------------------------|----------------------|-------------------------------|----------------------|
| Assignment No.:              | <input type="text"/> | Assignment Year (YY):         | <input type="text"/> |
| Req. Admin. Judge Last Name: | <input type="text"/> | Req. Admin. Judge First Name: | <input type="text"/> |
| Assigned Judge Last Name:    | <input type="text"/> | Assigned Judge First Name:    | <input type="text"/> |
| Case No.:                    | <input type="text"/> | Requesting Court Name:        | <input type="text"/> |

Enter your search terms and click on Search.

Click on an assignment number in the search results for more details about the assignment.

## FAQ/Help

Check out the FAQ/Help page for answers to frequently asked questions as well as other information about using the JASPAY Portal.

## Guidelines for Assignment of Judges

Click on this link to view the latest version of the Guidelines for Assignment of Judges.

## OAKS Login

Click on the OAKS Login link to log into OAKS. You will need to use your OAKS username and password.

## Contact Forms

There are two contact forms on the JASPAY Portal.

- Click on the applicable link to contact the Judicial Assignment Specialist or the Office of Human Resources.
- Fill out the contact form, including your email address and your question or request.
- Click on Submit.

### Contact Judicial Assignment Specialist

Please enter your Email:

Please enter your question or request below:

## Further Questions

If you have any questions about the JASPAY Portal, please contact Diane Hayes, Judicial Assignment Specialist, at [Diane.Hayes@sc.ohio.gov](mailto:Diane.Hayes@sc.ohio.gov) or (614) 387-9415.