eTime

The following guide will help you navigate through entering, signing and viewing your timesheets.

• Students will only be PAID if hours are entered and signed by the student and approved by their supervisor.

• Students can ONLY enter hours for the current pay period. See the payroll calendar for when the pay period starts and ends.

• If a student does not enter their hours during the current pay period they will have to have their supervisor or payroll administrator enter their hours for them.

• The pay period usually ends on the last Friday of the pay period at 11:59PM.

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Welcome Gmail Student to eTime.

I will be on vacation. | PASSHE Test Cost Center
I will be on vacation for the next two weeks. Please see John Smith your backup timekeeper for any questions.

My Timesheet
Your timesheet is where you can add and remove time, sign your time, view your current positions, and view past timesheets.

My Messages
- Supervisor Schneider, Bill deleted entry from 01/13/2010 from 11:00:00 - 11:15:00. Reason: Employee did not work time entered.
- Supervisor P-TimeKeeper, Jon added an entry for 02/09/2010 from 11:15:00 - 13:30:00.

You will get an email if time is added or removed. Clicking the ‘X’ next to each message will remove the message.

Important messages such as system outage or changes to the time entry schedule will be displayed here.

Messages from your dept. will be displayed here.

This box contains your password status along with the number of hours for the selected dept. and a calendar showing when hours must be entered and signed.

Click here for online HELP!
This feature allows you to take one date’s entered time and copy it to future dates in the pay period; making regular schedules a snap to enter!

Signed time entries appear white; Unsigned, Unapproved appear light blue; Unsigned, Approved entries appear in bold face.

NOTE: Only unsigned time from previous pay periods are displayed.

This top section is where you add your time. It also includes your pay rate and work dates.
Entering time – “Current Timesheet” tab.

1. Choose the department and position you work for from the drop down. Next, choose the date you worked from the calendar in the textbox field. **Note:** you may only be able to add a few days of time into the future. *This setting is set by your university payroll office.*

2. Choose the start time. **Note:** Under settings tab you can set your default start time.

3. Choose the end time
   a. This field also displays how many hours have passed since the start time.

4. Click **Add**

5. If successful, you will see the message **Time was successfully added.**
   a. If you get an error message, make sure that you have selected a date and not manually entered a date into the text field. Also be sure that you are not trying to add time that conflicts with another department or previous time you have entered. Lastly, you MUST have a 15 minute break between all entries.*

*The only exception is Friday nights at the end of a pay period. If you work past 12AM on Friday night’s you will need to choose 12AM as the ending time and sometime during the next pay period choose 12AM as the starting time.*

6. The new entry will now show up in the table below.

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Copying time -  **Copying time allows you to take one entry entered, copy the department, the entry duration and copy it to other dates within the same pay period. This allows for easy time entry where you have multiple days where you work the same schedule.**

1. Enter a time using the directions above
2. Check the box next to the time you wish to copy  and then click **Copy**
3. Choose the dates that you wish to copy the time to.
   a. The only date you cannot select is the date that you are copying.
4. It will attempt to copy the time for every entry you chose.
   a. If there are any conflicts, you will be notified with a screen listing the errors and why it could not copy the time.
5. Your new time is now listed in the table below.

**NOTE:** If you are limited from entering time too far into the future, you CAN copy time past this date, but you will not be able to sign those entries until you would be able to enter time for those dates.
1. Select the entries you wish to sign
2. Click the Sign button
3. You will see the screen dim and a popup window appear

4. Enter the random text displayed into the text box, and click **Sign Selected Entries**

5. If you correctly enter the text displayed you should see a similar success message: **4 entries were signed.**
   a. If you get an error saying that you did not enter the text correctly, select the entries, and try again
6. The signed time now has a timestamp, and you may no longer select it.

### May 10 to May 23

<table>
<thead>
<tr>
<th>Entry</th>
<th>Date</th>
<th>Time</th>
<th>Rate</th>
<th>Signed Date</th>
<th>Approval Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registrar's Office</td>
<td>May 12</td>
<td>8:00AM - 10:00AM</td>
<td>2.00</td>
<td>Signed May 23</td>
<td>Unapproved</td>
</tr>
<tr>
<td>Admissions Office</td>
<td>May 12</td>
<td>10:30AM - 12:00PM</td>
<td>1.50</td>
<td>Signed May 23</td>
<td>Unapproved</td>
</tr>
<tr>
<td>Registrar's Office</td>
<td>May 14</td>
<td>8:00AM - 10:00AM</td>
<td>2.00</td>
<td>Signed May 23</td>
<td>Unapproved</td>
</tr>
<tr>
<td>Admissions Office</td>
<td>May 14</td>
<td>11:00AM - 1:00PM</td>
<td>2.00</td>
<td>Signed May 23</td>
<td>Unapproved</td>
</tr>
<tr>
<td>Admissions Office</td>
<td>May 15</td>
<td>11:00AM - 1:00PM</td>
<td>2.00</td>
<td>Unsigned</td>
<td>Unapproved</td>
</tr>
<tr>
<td>Registrar's Office</td>
<td>May 16</td>
<td>8:00AM - 10:00AM</td>
<td>2.00</td>
<td>Unsigned</td>
<td>Unapproved</td>
</tr>
<tr>
<td>Admissions Office</td>
<td>May 16</td>
<td>10:30AM - 12:00PM</td>
<td>1.50</td>
<td>Unsigned</td>
<td>Unapproved</td>
</tr>
<tr>
<td><strong>Admissions Office</strong></td>
<td><strong>May 17</strong></td>
<td><strong>10:45AM - 11:00AM</strong></td>
<td><strong>0.25</strong></td>
<td><strong>Unsigned</strong></td>
<td><strong>Approved May 14 by Timekeeper, John</strong></td>
</tr>
<tr>
<td>Admissions Office</td>
<td>May 19</td>
<td>10:30AM - 12:00PM</td>
<td>1.50</td>
<td>Unsigned</td>
<td>Unapproved</td>
</tr>
<tr>
<td>Admissions Office</td>
<td>May 21</td>
<td>10:30AM - 12:00PM</td>
<td>1.50</td>
<td>Unsigned</td>
<td>Unapproved</td>
</tr>
<tr>
<td>Admissions Office</td>
<td>May 23</td>
<td>10:30AM - 12:00PM</td>
<td>1.50</td>
<td>Unsigned</td>
<td>Unapproved</td>
</tr>
</tbody>
</table>

**Week 1 total:** 13.00  
**Week 2 total:** 4.75  
**Pay Period Total:** 17.75
Deleting Time

1. Select the entries you wish to delete
2. Click the **Delete** button
3. A message will be displayed such as **The entry was deleted. Undo**
   a. If you accidentally delete an entry you did not wish to delete, select the **Undo** link. The deleted entry will be restored
   b. NOTE: This message will only be displayed for 60 seconds OR until you create a new action, such as delete, sign or copy. Make sure that you immediately click the link when you see it otherwise your time will be lost and must be manually re-entered.

Viewing Past Entries

1. Click the tab labeled **Past Timesheets**
2. Choose from the dropdown the pay period you wish to view
   - Apr 26 to May 09
   - Select a Pay Period
     - May 10 to May 23
     - Apr 26 to May 09
     - Apr 12 to Apr 25
3. You will see your timesheet for that week, along with the submitted and approved time entered.

To view deleted hours in your timesheet, check the **Show deleted items** checkbox.
Pay Stub Hours
This tab shows the hours you will be paid. This includes past pay period hours if you were not previously paid those hours.

Pay Date: Feb 26 2010

There were no entries submitted for this pay date.

My Settings
This tab allows the student to set automatic email notifications so that the student can be notified via email when time needs to be signed or when their password needs to be reset. It also allows the student to set the default start time and cost center on the time entry screen.

Email
- Email when time is entered for me
- Email when time is deleted for me
- Email when unsigned time is approved
- Email me on the Fri before the end of the pay period if I have unsigned time.
- Email me on the Thur before the end of the pay period and I have no time entered.

NOTE: You must have entered time at least once in eTime for this setting to be active.

Email when my password is 14 days from expiring

Time Entry
Set default start time to
- Current Time
- Choose a specific time
  8:00 AM

Choose a default cost center/position
PASSHE Test Cost Center | $7.25

Save Settings
Student Timesheet Tab – Why some dates cannot be selected.

- Only the current pay period is available for time entry. You can find the dates of the pay period in the top right corner of the screen.
- You can only add and sign entries up to 4 days into the future OR until the end of the pay period, whichever happens first.
- You have been terminated from your position in the Payroll system. Please contact your supervisor and/or payroll administrator for more information if this is the case.
- You were hired after the pay period began. The dates before you were hired are unavailable for time entry.