Logon to eTime

Website Address - https://portal.passhe.edu/irj/portal

Enter your PASSHE username and password, then click Enter Portal.
E.g. jsmith@ship.edu, jsmith@edinboro.edu, jsmith@lhup.edu, etc.

Welcome to the Self-Service Portal

The Pennsylvania State System of Higher Education has implemented a new web-based environment allowing access to many virtual tools which are designed to benefit administrators, faculty, staff, and students of its member universities. Access to records and essential tools via the web is a powerful, convenient, and productive means of doing business. We are confident you will find the portal both progressive and easy to use.

In order to access the Self-Service Portal, you must have a valid university account and password. If you need assistance with an online function, tips and documentation have been integrated into the portal applications or you can contact your local help desk.

Look for continuous enhancements to this system in the future. More options are being developed and more tools will be implemented as they become portal ready.

Forgot your password?* Click here to reset.

*It is recommended that you setup your account in the Account Self-Service Portal before you logon to the PASSHE portal, in the event that you need to reset your forgotten password.
eTime Homepage

Welcome John P-TimeKeeper to eTime!

- July 4th Holiday
  - All students and timekeepers must have time entered, signed and approved.

- Sign up for Direct Deposit
  - Direct deposit is the way to go. Don’t wait for your money.

Important messages for students and TK are created by PA.

Password status box. Be sure to change your password before it expires!

Messages created by PA for TK appear here.

Students and TK both see the payroll calendar.

A list of the departments you have access to.

A list of the total hours for the current and previous pay periods for the selected department.

For more help click here.
NOTE: Timekeepers can NO longer sign time entries for students.

Students with multiple positions in the same dept can show under Unapproved Students & All Students.

Students with unapproved time are displayed by default. Click All Students to view all the students.

Quick selection links and Approve and Delete buttons.
Dept Screen – Add Time

Select the student.

Select the date worked from the calendar; dates outside of the pay period and/or outside of the student's employment are disabled.

Timekeepers can NO longer sign time entries for students. **Students** must **SIGN** time to be paid. Timekeepers can approve unsigned time.

Choose the start and end times. The minutes shown will adjust based on the start time chosen.

After you save the new entry, don’t forget to go back to the Approval tab and approve the time for the student.
Dept Screen – Timesheets

This screen is to view past (and current) timesheets for all users in the department.

To view deleted entries, select this box then click View.

If student has multiple depts. TK can select “Display All” to see all depts.

Shows summary total for time frame selected.

You can see extra details by placing your cursor over entries.
Timekeepers can create dept. messages. TK needs to be in correct dept if they are TK for multiple depts. PA are emailed copies of all messages.

All messages have an expiration date. Default is 30 days. You can set it up to 90 days in the future.

Current messages are also shown and may be edited or removed.

For spell checking, install the Google toolbar or use another browser such as Firebox or chrome. IE does NOT have spell check.
Primary TK are the only TK that see the TK tab. This screen allows primary TK to add or remove TK (secondary or read only).

Click on red button to remove a timekeeper.

Type a few characters and names appear which you can then select the name from the list.

Primary TK can add secondary / read only TK. No limit on # of users.
Dept Screen – Virtual Depts.

Primary TKs and Secondary TKs with more than 30 students can create Virtual Departments.

PASSHE Test Cost Center

Virtual Depts

Welcome to the Virtual Departments Page
Create your own Virtual Departments to manage your students more effectively.

By creating one or more virtual departments, you allow the secondary timekeepers to manage only the students they need to without the need to create a real department in SAP.

For documentation on virtual depts. go to online HELP.

eTime Help

What can we help you with?

Below are some documents which may help you in using the eTime system. If you

- TimeKeeper Help Document
  This document provides a quick overview of the eTime system.

- Virtual Departments New!
  This document provides a tutorial of how to setup and use virtual departments.

- Student's First Time Users Document
  This document is the help document for students, provided for you as a reference.
TK can email select students from the drop down list or individual students. For depts. with a large number of students this may take some time.
Reports only reflect hours shown on the web NOT hours ACTUALLY hours paid. Hours actually paid MUST come from the **SAP payroll system.**

**TK can delete **unsigned & approved** hours using this report. TK can **NOT** delete signed & approved time.**

### PASSHE Test Cost Center

#### Time Approval | Add Time | Timesheets | Messages | TimeKeepers | Virtual Depts | Email | Reports | Submit Terminated Users

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Below are a list of reports for your department. If you have any questions please contact your payroll administrator.

- **Student Hours Report**
  - Lists all the students hours submitted, signed and approved for the current and the previous pay periods.

- **Student Time**
  - Lists all the hours for the students in this department from 7/1/2009 to 1/15/2010.

- **Student Time - All Depts**
  - Lists all the hours for the students in this department and all the departments those students belong to for the date range 7/1/2009 to 1/15/2010. **This report may take awhile to load if your dept has many students. Please be patient as it loads.**

- **Unapproved Hours**
  - Lists all the unapproved hours for the current and the previous pay period.

- **Unsigned, Approved Hours Report**
  - Lists the entries where the time has been approved, but the student has not yet signed their time.

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#### UnsIGNED, Approved Hours Report

<table>
<thead>
<tr>
<th>Per #</th>
<th>Name</th>
<th>Position #</th>
<th>Cost Center ID</th>
<th>Cost Center</th>
<th>Pay Rate</th>
<th>Date Worked</th>
<th>Start Time</th>
<th>Duration</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>90012346</td>
<td>Student, Eric Q</td>
<td>90000000001</td>
<td>90000000001</td>
<td>PASSHE Test Cost Center</td>
<td>$7.25</td>
<td>3/4/2010</td>
<td>11:00 AM</td>
<td>5.00</td>
<td>4/15/2010 2:47:27 PM</td>
</tr>
<tr>
<td>90012346</td>
<td>Student, Eric Q</td>
<td>90000000001</td>
<td>90000000001</td>
<td>PASSHE Test Cost Center</td>
<td>$7.25</td>
<td>3/31/2010</td>
<td>1:45 PM</td>
<td>2.50</td>
<td>4/15/2010 2:47:16 PM</td>
</tr>
</tbody>
</table>

Delete Selected Entries
This is ONLY a tool that is used to notify your PA that a student should be terminated in SAP. This does NOT automatically terminate students in SAP.

Dept Screen – Submit Terminated Users

PASSHE Test Cost Center

Submit Terminated Users

Choose the students which are to be terminated from their position; you may add a note as to a specific termination date or reasons as to why the student is terminated. Once you select the Submit button, an email will be sent to the payroll administrator(s) notifying them of the list of student to be terminated in SAP. You cannot "undo" a student once you select Submit.

Due to the large size of some departments, this list is hidden by default. Click the link below to display the students.

<table>
<thead>
<tr>
<th>Notes</th>
<th>Student Name</th>
<th>Per Number</th>
<th>Position</th>
<th>Hire Date</th>
<th>Term Date</th>
<th>Rate</th>
<th>Submitted for Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>This student has graduated</td>
<td>Student, Eric Q</td>
<td>90012346</td>
<td>900000003</td>
<td>10/01/2008</td>
<td>12/31/9999</td>
<td>$7.45</td>
<td></td>
</tr>
<tr>
<td>Add Note...</td>
<td>Student, Eric Q</td>
<td>90012346</td>
<td>900000001</td>
<td>07/22/2009</td>
<td>12/31/9999</td>
<td>$7.25</td>
<td></td>
</tr>
<tr>
<td>Add Note...</td>
<td>Student, John P</td>
<td>90012345</td>
<td>900000001</td>
<td>10/01/2008</td>
<td>12/31/9999</td>
<td>$7.15</td>
<td></td>
</tr>
</tbody>
</table>