PASSHE - SELF SERVICE PORTAL

- PASSHE - PA State System of Higher Education, used by all state universities.
- This is how you will log your hours and how you get paid.
- The easiest way to get there is by going through Ship.edu; go to the banner at the bottom of the page, click students, and then E-Time. See Images below for guidance on where to find this.

CURRENT STUDENTS

Academic Info:

Welcome
Programs >
Academic Catalogs
Colleges >
Courses

Current Student Information

Get Connected

- myShip
- D2L (D2L Instructions)
- Microcomputer Labs
- E-Time

- Ship Email Access
- Student Help Desk
- Student File Storage
- Registration Instructions [PDF]

- This is the Self-Service Portal for PASSHE.
- To log in you will use your normal Ship username and password, Username must have the @ship.edu on the end.
• This is the page you will see when you log in.
• This page tells you how long you have till your password expires.
• To get to where you need to go to enter your hours for the pay period, go to the tab that says eTime.

Once you click on the eTime tab a window like the one below will open.

There are many features from this page.
The calendar to the top shows the current pay period, what day it is, the last day to enter and sign any entry’s for the current pay period and also shows you when the pay date for the current pay period.

To the right it will show your hours for this pay period and also last pay period’s hours.
To get to this page you will want to click on the tab that says “My Timesheet”. The page will look different if you do not have any hours entered.

To enter hours you find the day in the “Date” calendar. Then in the “Time Frame” category, use the drop arrows and find the beginning time and the ending time for the hours you worked. *Note: The times are in 15 minute increments. Once you have the date and times you click on the button on the bottom right that says “+ Add Entry” and then this entry will show up down below.

*TIP* - If you work the same hours two or more days you can save some time by only changing the date. The times will stay the same until you change them.

- After you have entered a time you will need to sign it. This is just a way for you to check your times and verify that they are correct.
- You can sign each one as you enter it or you can wait till you are done and sign all of them at once. You can either do this by clicking each box or by clicking on the select all button.
- Once you have the times selected that you want to sign, click on the sign button, has a pencil on it.

**If you entered a time wrong just click in the box for that time and then click the delete button to delete this entry.**
- A box like this will pop up and you will need to enter the code to sign your times.

![Sign Time]

- After you enter the code a pop up message will come up saying your times were signed or that they were not. If it comes up that they were not signed just repeat this process. This happens every now and then.