

Timekeeper Reference Packet
Say Hello to Handshake!



SHIPPENSBURG
UNIVERSITY

Office of Human Resources

Hello Timekeeper,

Thank you for being a timekeeper of student employees! We appreciate your commitment and assistance to our students and the important role they play as employees on campus.

This packet includes important information that can serve as a reference for any questions you may have with the complete payroll process.

Should you have any further questions or concerns, please contact Student Payroll at studentpayroll@ship.edu or Kimberly Rockwell at karockwell@ship.edu.

Office of Human Resources

Student Payroll

Old Main 109

717-477-1124

Sample Student Tracking Sheet

It is highly recommended that students track their hours on an independent tracking sheet in addition to eTime. To use this template, please refer to the linked Excel sheet on the Human Resources page on the Shippensburg University website. It can be found at ship.edu/hr > Payroll > Student Payroll > Timesheets and Pay Statements.

File		Home		Insert		Page Layout		Formulas		Data	
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	A	B	C	D	E	F					
1	Sample Student Tracking Sheet										
2											
3	Date	Time In	Time Out	Hours Worked	Hours Total						
4	Pay Period #1										
5	xx/xx/22	10:00 AM	12:00 PM	2	2						
6	xx/xx/22	1:00 PM	3:00 PM	2	4						
7	xx/xx/22	10:00 AM	12:00 PM	2	6						
8	xx/xx/22	8:00 AM	9:30 AM	1.5	7.5						
9	xx/xx/22	10:00 AM	12:00 PM	2	9.5						
10	xx/xx/22	1:00 PM	3:00 PM	2	11.5						
11	xx/xx/22	10:00 AM	12:00 PM	2	13.5						
12	xx/xx/22	8:00 AM	9:30 AM	1.5	15						
13											
14	Pay Period #2										
15	xx/xx/22	10:00 AM	12:00 PM	2	17						
16	xx/xx/22	1:00 PM	3:00 PM	2	19						
17	xx/xx/22	10:00 AM	12:00 PM	2	21						
18	xx/xx/22	8:00 AM	9:30 AM	1.5	22.5						
19	xx/xx/22	10:00 AM	12:00 PM	2	24.5						
20	xx/xx/22	1:00 PM	3:00 PM	2	26.5						
21	xx/xx/22	10:00 AM	12:00 PM	2	28.5						
22	xx/xx/22	8:00 AM	9:30 AM	1.5	30						
23											
24											
25											
26											
27											
28											
29											
30											
31											
32											
33											
34											
35											
36											
37											

Student #1

Student #2

+

Student #1

Student #2



Listed below is the payroll processing schedule for 2022.

Pennsylvania State System of Higher Education 2022 Payroll Processing Schedule		
Start Date	End Date	Check Date
12/18/21	12/31/21	01/14/22
01/01/22	01/14/22	01/28/22
01/15/22	01/28/22	02/11/22
01/29/22	02/11/22	02/25/22
02/12/22	02/25/22	03/11/22
02/26/22	03/11/22	03/25/22
03/12/22	03/25/22	04/08/22
03/26/22	04/08/22	04/22/22
04/09/22	04/22/22	05/06/22
04/23/22	05/06/22	05/20/22
05/07/22	05/20/22	06/03/22
05/21/22	06/03/22	06/17/22
06/04/22	06/17/22	07/01/22
06/18/22	07/01/22	07/15/22
07/02/22	07/15/22	07/29/22
07/16/22	07/29/22	08/12/22
07/30/22	08/12/22	08/26/22
08/13/22	08/26/22	09/09/22
08/27/22	09/09/22	09/23/22
09/10/22	09/23/22	10/07/22
09/24/22	10/07/22	10/21/22
10/08/22	10/21/22	11/04/22
10/22/22	11/04/22	11/18/22
11/05/22	11/18/22	12/02/22
11/19/22	12/02/22	12/16/22
12/03/22	12/16/22	12/30/22

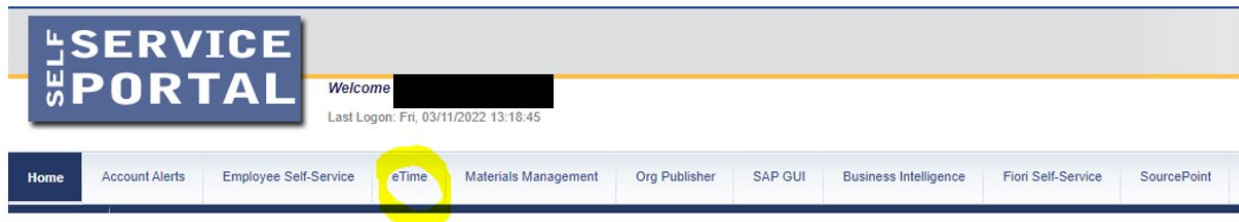
eTime Reminders

- Please remember that timekeepers must approve all time by noon on payroll processing Mondays (every other Monday). For the rest of the 2022 calendar year, those dates are:
 - o May 9, May 23, June 6, June 20, July 4, July 18, August 1, August 15, August 29, September 12, September 26, October 10, October 24, November 7, November 21, December 5, December 19
- Students must have their time entered and signed by the closing date of processing. This will always be the Friday before each payroll processing Monday. For the rest of the 2021-2022 academic year, those dates are:
 - o May 6, May 20, June 3, June 17, July 1, July 15, July 29, August 12, August 26, September 9, September 23, October 7, October 21, November 4, November 18, December 2, December 16, December 30
- After receiving an email from Student Payroll or Kimberly Rockwell that a student is authorized to begin working, it may take up to 24 hours before the student's position will appear in eTime.

eTime Information

To access eTime as a timekeeper, you will visit <https://portal.passhe.edu/iri/portal> and log in with your full Ship email and password.

From there, you will see a tab at the top that says "eTime"



On this screen you will see any cost centers that you are a timekeeper for along with the payroll calendar and department hour totals.

SEL SERVICE PORTAL Welcome [redacted] Last Login: Thu, 02/10/2022 08:38:34 [Log Out](#) **Pennsylvania's STATE SYSTEM of Higher Education**

Home Account Alerts Employee Self-Service **eTime** Materials Management SAP GUI Business Intelligence JournalPrint Print Self-Service

eTime

Welcome [redacted] to eTime! [Help](#) [Leave Feedback](#)

My Departments

Cost Center(s) will be listed here

Or enter the Cost Center Number

PASSHE Password Status

☐ Email me 14 days before my password expires [show more details](#)

Announcements

> No current announcements

Payroll Calendar

February 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
10	11	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	1	2	3	4	5
6	7	8	9	10	11	12

March 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5		
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
1	2	3	4	5	6	7
8	9	10	11	12	13	14

Today
Time entry period.
The pay date for this time entry period. [View All](#)
Approve time entries by noon.

Department Totals

Department: **Center Center**

	Feb 26 - Mar 11	Feb 12 - 25
Approved:	0.00	0.00
Unapproved:	0.00	0.00
Signed:	0.00	0.00
Unsubmitted:	0.00	0.00

Select the cost center and view the students listed. When you select a student, you will see the times that they entered. You will see that you can 'approve' or 'delete' the time by selecting the checkmark next to the entry and make a selection.

Cost Center

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

[Unapproved Students](#) | [All Students](#)

2 signed, unapproved entries.

Personnel Num: [redacted] | **Position:** 10143901 (SHIP - Std - GA Community Serv/Legal) | **Pay Rate:** [redacted] | **Work Dates:** 5/22/2021 - 12/31/9999

Feb 26 to Mar 11, 2022

<input type="checkbox"/>	Wed, Mar 2	8:00AM - 4:00PM	8.00	Signed Mar 3	Mar 3
<input type="checkbox"/>	Thu, Mar 3	8:00AM - 4:00PM	8.00	Signed Mar 3	Mar 3
Week 1 total:			16.00		
Week 2 total:			0.00		
Pay Period Total:			16.00		

Select: All, None, Signed, Unsigned

You may view any student's timesheet by using the tab shown below. The dates of hours work and pay date are also listed.

Cost Center

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

Select an employee Feb 26 to Mar 11, 2022 | paid Mar 25, 2022 ☐ Display deleted records

Timekeepers may also add time by utilizing the tab below. When timekeepers manually enter time in for a student, they do not need to approve it then; however, the student must go into the eTime system to sign their hours in order to get paid.

The screenshot shows the 'eTime' system interface. At the top, there is a 'Cost Center' dropdown menu. Below it is a row of tabs: 'Time Approval', 'Add Time' (which is highlighted), 'Timesheets', 'Messages', 'TimeKeepers', 'Virtual Depts', 'Email', 'Reports', and 'Submit Terminated Users'. Under the 'Add Time' tab, there is a 'Student' section with a dropdown menu labeled 'Select an employee'. Below that is a 'When' section with a calendar icon, a time range selector showing '1:45 pm' to '2:00 pm (15 mins)', and a 'Save' button.

Posting an On-Campus Job on Ship Career Connection


How to Log In

Step 1: Go to https://app.joinhandshake.com/login?requested_authentication_method=standard

Step 2: Login with your credentials under “Employers & Career Centers,” then click next.

The screenshot shows the Handshake login page. The browser address bar displays the URL: https://app.joinhandshake.com/login?requested_authentication_method=standard. The page has a blue header with the Handshake logo and a link 'No account? Sign up here.' The main content area is divided into two columns. The left column, titled 'Get the job done', lists three options: 'Students' (Launch the next step in your career.), 'Employers' (Hire the next generation of talent.), and 'Career Centers' (Bring the best jobs to your students.). Below these is a 'Learn More' link. The right column, titled 'Sign in', has a section for 'Students & Alumni (USA)' with a dropdown menu 'Please select your school to sign in'. Below that is a section for 'New to Handshake?' with a link 'Select your school to get started.' The next section is for 'Employers & Career Centers (USA)' with a text input field 'Please sign in with your email.' containing the placeholder 'email@example.edu' and a 'Next' button. At the bottom, there is a link 'Coming from the UK? Visit our UK site'.

Step 3: Click on, “Or log in using your Handshake credentials”



Shippensburg University of Pennsylvania
karockwell@ship.edu

Is this not you? [Switch Accounts.](#)

Hello!

Click below to sign in to your account

Shippensburg University Student Login >

Or log in using your Handshake credentials

Step 4: Enter password, then select “Sign in”



Shippensburg University of Pennsylvania
karockwell@ship.edu

Is this not you? [Switch Accounts.](#)

Welcome back, Kimberly

Please enter your password to sign in.

Password

Sign In

[Forgot your password?](#)



[Shippensburg University Student Login](#)

Step 5: You should come to a page that looks like the one below.

The screenshot shows the Handshake website interface. The browser address bar displays <https://ship.joinhandshake.com/emp>. The Handshake logo is in the top left, and a search bar is next to it. The top right navigation bar includes a calendar icon, a chat icon, a globe icon, a "Favorites filter off" dropdown, a "Help" dropdown, and a user profile for "Kimberly Rockwell".

The main content area is divided into three columns:

- Left Column (Navigation Menu):** Contains links for Home, My Profile, Company Profile, Postings, Jobs, Relationships, Search Students, Schools, Contacts, Meetings, Events, Scheduling, On-Campus, Interviews, Fairs, Talent Engagement, Branding, Segments, Campaigns, Analytics, and a "Learn More" link with a right arrow.
- Jobs:** A list of job postings, each with a company logo, title, and approval status. The jobs listed are:
 - TEST (Approved about 2 hours ago)
 - Applications Developer 2 (Approved about 6 hours ago)
 - Career Center Career Ambassador (FWS or Student Worker) (Approved July 06 at 1:03pm)
 - Applications Developer 2 (Approved July 13 at 12:4pm)
 - Sports Medicine Work Study (Approved about 1 hour ago)
- Interviews:** A section titled "Interviews" with the message: "You have not requested any on campus interviews yet."
- Upcoming Events:** A section titled "Upcoming Events" with the message: "You have not RSVP'd to any upcoming events."
- Upcoming Career Fairs:** A section titled "Upcoming Career Fairs" with a list of fairs:
 - Graduate School Fair (September 28th 2022 at 1:00 pm)Below the list is a link: "View All Upcoming Career Fairs".

How to Post a New On-Campus Job

Step 1: Click on “Post a Job”

The screenshot shows the Handshake website interface. The top navigation bar includes the Handshake logo, a search bar, and user account information (Kimberly Rockwell). The left sidebar contains a list of navigation links: Home, My Profile, Company Profile, Postings, Jobs, Relationships, Search Students, Schools, Contacts, Meetings, Events, Scheduling, On-Campus, Interviews, Fairs, Talent Engagement, Branding, Segments, Campaigns, Analytics, and Learn More. The main content area is divided into three columns. The first column, titled 'Jobs', lists five job postings, each with a logo, title, description, and an 'Approved' status. The second column, titled 'Interviews', contains a message: 'You have not requested any on campus interviews yet.' The third column, titled 'Upcoming Events', contains a message: 'You have not RSVP'd to any upcoming events.' Below these columns is a section titled 'Upcoming Career Fairs' which lists one event: 'Graduate School Fair' on September 28th 2022 at 1:00 pm, with a link to 'View All Upcoming Career Fairs'.

Logged in!

[Post a Job](#) [Request an Interview](#) [Create an Event](#)

Jobs

	TEST Approved about 2 hours ago	Approved
	Applications Developer 2 Approved about 6 hours ago	Approved
	Career Center Career Ambassador (FWS or Student Worker) Approved July 06 at 1:03pm	Approved
	Applications Developer 2 Approved July 13 at 1:24pm	Approved
	Sports Medicine Work Study Approved about 1 hour ago	Approved

Interviews

You have not requested any on campus interviews yet.

Upcoming Events

You have not RSVP'd to any upcoming events.

Upcoming Career Fairs

	Graduate School Fair September 28th 2022 at 1:00 pm
--	--

[View All Upcoming Career Fairs](#)

Step 2: Page 1 - Fill out the fields as shown below in relation to relevant job information.

- Always select: "Apply in handshake"
- Always select: "On Campus Student Employment"
- Always select: "Part-Time"
- Always select: "Permanent"
- Select whether this a Work Study position.

All fields required unless otherwise indicated

Where should students submit their application?

- ☒ Apply in Handshake
- ☐ Apply through external system

Job title

TEST

Company Division (optional)

Office of Human Resources



Job Type

- ☐ Internship
- ☐ Cooperative Education
- ☐ Experiential Learning
- ☒ On Campus Student Employment
- ☐ Fellowship
- ☐ Graduate School
- ☐ Job
- ☐ Volunteer

Employment Type

- ☐ Full-Time
- ☒ Part-Time

Duration

- ☒ Permanent
- ☐ Temporary / Seasonal

Is this a Work Study job?

Work study jobs are for eligible students only.

- ☒ Yes
- ☐ No

Step 2: Page 1 – Continued

-Select if you would like to speak with interested candidates or not.

-Click “Next” at bottom right hand corner.

Is this a Work Study job?

Work study jobs are for eligible students only.

- ☒ Yes
☐ No

Are you open to speaking with interested candidates?



Yes, I want interested candidates to reach out to me for a conversation



No, I'd rather candidates apply without contacting me

How do you want candidates to contact you?

- ☒ Message me on Handshake
☒ Schedule a virtual info chat based on my availability

[Learn more about virtual info chats](#)

Important: you don't currently have any available times to meet with students. You'll be prompted to set up your availability for virtual info chats after you create this job.

Candidate experience if you have times available



Sign up for a virtual chat

Ask about a role, company culture, or how to succeed in the application process.

[Learn more](#)

KR

Kimberly Rockwell
Student Employment Management Specialist

Find 15 minutes

Send a message

[<](#) [Basics](#) [Details](#) [Preferences](#) [Schools](#) [Preview](#) [Next >](#)

[Save](#)

Step 2: Page 2

-Insert job description and relevant duties/responsibilities. Add the below paragraph at the bottom of the descriptions if it is a Federal Work Study position:

“***HOW TO DETERMINE IF YOU HAVE FEDERAL WORK STUDY***

To determine if you have received federal work study funds, log in to your myship portal, click on "student," then "paying for college," then "financial aid award," and then select the current academic year (i.e. 2022-2023). To see your award for the current academic year, click on the tab labeled "award offered." There you should see what funds you have available. If you have questions about your aid package, please contact the financial aid office: (717) 477-1131 or finaid@ship.edu.”

-Insert number of students you wish to hire

All fields required unless otherwise indicated

Description

Heading 1 ▾ B I U A A ≡ ≡ ≡ 🔗 🖼️ T_x

Insert job description, duties, and responsibilities.

“***HOW TO DETERMINE IF YOU HAVE FEDERAL WORK STUDY***
To determine if you have received federal work study funds, log in to your [myship](#) portal, click on "student," then "paying for college," then "financial aid award," and then select the current academic year (i.e. 2022-2023). To see your award for the current academic year, click on the tab labeled "award offered." There you should see what funds you have available. If you have questions about your aid package, please contact the financial aid office: (717) 477-1131 or finaid@ship.edu.”

You can copy and paste a description directly from your website — we'll retain all the formatting.

How many students do you expect to hire for this position?

This number can be approximate and will not be displayed to students.

Step 2: Page 2 – Continued

- Select whether the position will be paid or unpaid and fill out relevant fields.
- Job location will always be campus address
- Always select “Resume” and “Other”. Always type “Student Employment Application” for “Other”
- Click “Next” at bottom right hand corner.

Estimated salary

☒ Paid ☐ Unpaid

\$	8	Per hour	▼
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Enter a number, not a range. Specifying a salary value is optional.

Job location

1871 Old Main Drive, Shippensburg, Pennsylvania 17257, United States
--

[+ add another location](#)

☐ Allow remote workers

Required documents (Optional)

☒ Resume

☐ Cover Letter

☐ Transcript

☒ Other Document (e.g. work sample, course schedule, or other misc documents)

Student Employment Application

Step 3: Page 3

- Optional to input graduation dates.
- Please select which school years you would like to apply for the position.
- Minimum GPA input is optional
- Major categories selection is optional

Graduation date range (Optional)

Earliest grad date

month



year



Latest grad date

month



year



Hiring alumni? You can leave earliest graduation date blank.

School years (Optional)

- ☒ Freshman
- ☒ Sophomore
- ☒ Junior
- ☒ Senior
- ☐ Masters
- ☐ Doctorate
- ☐ Alumni
- ☐ Postdoctoral Studies
- ☐ Masters of Business Administration
- ☐ First Year Community / Technical College
- ☐ Second Year Community / Technical College
- ☐ Certificate Program

Minimum GPA (Optional)


Major categories (Optional)

- ☐ Agriculture, Food & Horticulture - 0 of 9 majors selected
- ☐ Arts & Design - 0 of 19 majors selected
- ☐ Business, Entrepreneurship & Human Resources - 0 of 24 majors selected
- ☐ Civics & Government - 0 of 10 majors selected
- ☐ Communications - 0 of 7 majors selected
- ☐ Computer Science, Information Systems & Technology - 0 of 10 majors selected
- ☐ Education - 0 of 10 majors selected
- ☐ Engineering - 0 of 19 majors selected
- ☐ General Studies - 0 of 3 majors selected
- ☐ Health Professions - 0 of 19 majors selected
- ☐ Humanities & Languages - 0 of 13 majors selected


Step 3: Page 3 – continued

- Please deselect Kimberly Rockwell (clicking the “x”) from all job postings!
- Please search the contact you wish to be attached to the job posting.
- Make sure that both “Email a summary...” and “Email every time...” are checked.
- If you are not seeing the contact you need for the job posting, please click on “create a new contact”

Applicant package recipients (Optional)

Choose recipient 

Not seeing the recipient you're looking for? [Create a new contact](#)

 **Kimberly Rockwell**

☒ **Email a summary of all applicants once my job expires**

☐ **Email every time a new student applies**

☐ Send all applicants

☐ Only send applicants who match all preferences

[<](#) [Basics](#) [Details](#) [Preferences](#) [Schools](#) [Preview](#) [Next >](#)

- Enter Information in at least the *required fields areas.
- Click “Create Contact”

New Contact

Contacts [New Contact](#)

All fields marked with * are required

* **Email address**

* **First name**

Last name

Title

* **Location**

Phone

Cell phone

Fax

Description

Step 3: Page 3 – Continued

- After creating contact, go back to the tab where you left off and search for the new contact in the “Choose Recipient” dropdown. Select the contact.
- Make sure that “Kimberly Rockwell” is deleted from the posting by clicking the “x” beside the name.
- Make sure that both “Email a summary...” and “Email every time...” are checked.
- Click “Next” at the bottom right-hand corner.

Applicant package recipients (Optional)

Choose recipient



Not seeing the recipient you're looking for? [Create a new contact](#)

× Test Contact

☒ Email a summary of all applicants once my job expires

☒ Email every time a new student applies

☒ Send all applicants

☐ Only send applicants who match all preferences



Basics

Details

Preferences

Schools

Preview

Next >

Step 4: Page 4

-Choose "Shippensburg University" using the drop down.

New Job

Jobs New Job

Job postings

Search your schools to add job postings

Add All Schools

Add Favorite Schools

Find More

Global apply start date ⓘ

Set global start

Global expiration date ⓘ

Set global expiration

Choose the schools where this job should be posted

Each school can have its own apply start date or expiration date, or you can set global dates that apply to all postings of this job.

-Select "Interview on Campus"

-Select the time and date of when the posting is visible to students and the time and date of closing the posting.

-Click "Next" at the bottom right-hand corner.

New Job

Jobs New Job

Job postings

Search your schools to add job postings

Add All Schools

Add Favorite Schools

Find More


Global apply start date ⓘ

Set global start

Global expiration date ⓘ

Set global expiration

Great! We'll let these schools know you're interested in interviewing on their campus. Want to add this job to an interview schedule? Go to [Interviews](#) on the left navigation bar after you've created it.

Schools	Interview on campus?	Apply start date	Expiration date
<div><div>x</div><div> Shippensburg University of Pennsylvania</div></div>	<input checked="" type="checkbox"/>	2022/07/15 03:00 PM	2022/09/15 12:00 AM

Step 5: Page 5

- Review the preview page of the job posting.
- Click “Save” at the bottom right-hand corner.

New Job

Jobs New Job

i This preview no longer accurately represents the candidate experience

You can still use this preview to see that your information has been entered correctly, but due to changes in the candidate-facing experience, it's no longer 100% reflective. We'll be working to update this preview in the future to match the current experience.



TEST

Shippensburg University

1871 Old Main Drive, Shippensburg, Pennsylvania 17257, United States
Higher Education

Part-Time On Campus Student Employment
1,000 - 5,000 employees

\$8 per hour
No on-campus interviews

Applications close on September 15th, 2022 at 12:00 am

Apply

Job Description

Insert job description, duties, and responsibilities.

****HOW TO DETERMINE IF YOU HAVE FEDERAL WORK STUDY****

To determine if you have received federal work study funds, log in to your myship portal, click on "student," then "paying for college," then "financial aid award," and then select the current academic year (i.e. 2022-2023). To see your award for the current academic year, click on the tab labeled "award offered." There you should see what funds you have available. If you have questions about your aid package, please contact the financial aid office: (717) 477-1131 or

[See More](#)

Share Job



< Basics Details Preferences Schools Preview Next >

Save

- You should see a screen confirming that the posting was successful after clicking “Save.”