Online Pay Statement: E-time

1. Log into E-time using your ship username and password.

2. On the home screen, click on the "Employee Self Service" tab.

Home	Account Alerts	Employee Self-Service	eTime

Overview | Personal Information | Payroll | Help Documents

3. Click on the "Payroll" tab under the "Areas of Employee Self Service."

Areas of Employee Self-Service

Personal Information

Display your personal data, addresses, and bank information.

Payroll

Access online copies of your printed pay statements and manage information about your W-4 withholdings.

Help Documents

Here you will find all supporting Employee Self-Service (ESS) help documentation about every feature and tool of the ESS system. This document repository is a good location to start if you have a question about an ESS application's use.

4. The first tab under "Available Applications" should read "Online Pay Statement." This is where you can access your current and past pay statements.

Available Applications

Online Pay Statement

Display an online version of current and past pay statements.

W-4 Information

Display or update your W-4 tax information stored in the HCM system.

Direct Deposit / Bank Information

Display/Maintain your bank account information.

Display W-2 Form

Display your W-2 form.

Update W-2 Election

Update your W-2 election. Choose to receive an electronic or paper W-2 form.