E-Time Instructions

- The easiest way to get there is by going through Ship.edu. Go to the banner of the bottom of the page, click **Current Students**, and then **E-Time**. (See images below for further guidance.)

Self-Service Portal

- To log into the portal, you will use your Ship email and password.
• Below is the Home page. Click on the eTime tab to enter hours.

• There are various features on this page. The calendar in the middle shows the current pay period, what day it is, the last day to enter and sign any entries for the current pay period, and shows the pay date for the current pay period.

• The page tells you how long you have until your password expires. To the right, it will show your hours for this pay period and last pay period’s hours.
• To get to the page below, you will click on the tab that says, My Timesheet.
• The page will look different if you do not have any hours entered.
• To enter hours, first select your department/position under the Department/Position section. Then select the date in the section labeled Date. In the Time Frame category, use the drop arrows and find the beginning and ending time for the hours you worked.
• Please note that times are in 15-minute increments.
• Once you have the date and times entered, click the button that is labeled + Add Entry.

• After you have entered a time, you will need to sign it. This is to verify that your times are correct. You can sign one or multiple entries at a time.
• Once you have the time(s) selected that you want to sign, click on the sign button with the pencil icon.

• After clicking Sign, the box below will pop up and you will need to enter the generated code to virtually sign your time. You are agreeing that the time you submitted is correct.