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
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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time In</th>
<th>Time Out</th>
<th>Hours Worked</th>
<th>Hours Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/xx/22</td>
<td>10:00 AM</td>
<td>12:00 PM</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>11/xx/22</td>
<td>1:00 PM</td>
<td>3:00 PM</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>11/xx/22</td>
<td>10:00 AM</td>
<td>12:00 PM</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>11/xx/22</td>
<td>8:00 AM</td>
<td>9:30 AM</td>
<td>1.5</td>
<td>7.5</td>
</tr>
<tr>
<td>11/xx/22</td>
<td>10:00 AM</td>
<td>12:00 PM</td>
<td>2</td>
<td>9.5</td>
</tr>
<tr>
<td>11/xx/22</td>
<td>1:00 PM</td>
<td>3:00 PM</td>
<td>2</td>
<td>11.5</td>
</tr>
<tr>
<td>11/xx/22</td>
<td>10:00 AM</td>
<td>12:00 PM</td>
<td>2</td>
<td>13.5</td>
</tr>
<tr>
<td>11/xx/22</td>
<td>8:00 AM</td>
<td>9:30 AM</td>
<td>1.5</td>
<td>15</td>
</tr>
</tbody>
</table>
| Pay Period #2
| 11/xx/22   | 10:00 AM  | 12:00 PM | 2            | 17          |
| 11/xx/22   | 1:00 PM   | 3:00 PM  | 2            | 19          |
| 11/xx/22   | 10:00 AM  | 12:00 PM | 2            | 21          |
| 11/xx/22   | 8:00 AM   | 9:30 AM  | 1.5          | 22.5        |
| 11/xx/22   | 10:00 AM  | 12:00 PM | 2            | 24.5        |
| 11/xx/22   | 1:00 PM   | 3:00 PM  | 2            | 26.5        |
| 11/xx/22   | 10:00 AM  | 12:00 PM | 2            | 28.5        |
| 11/xx/22   | 8:00 AM   | 9:30 AM  | 1.5          | 30          |
Listed below is the payroll processing schedule for 2022.

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Check Date</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
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<td>05/21/22</td>
<td>06/03/22</td>
<td>06/17/22</td>
</tr>
<tr>
<td>06/04/22</td>
<td>06/17/22</td>
<td>07/01/22</td>
</tr>
<tr>
<td>06/18/22</td>
<td>07/01/22</td>
<td>07/15/22</td>
</tr>
<tr>
<td>07/02/22</td>
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<tr>
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<tr>
<td>07/30/22</td>
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<td>08/26/22</td>
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<td>08/13/22</td>
<td>08/26/22</td>
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<tr>
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<td>09/09/22</td>
<td>09/23/22</td>
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<tr>
<td>09/10/22</td>
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<tr>
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<td>10/08/22</td>
<td>10/21/22</td>
<td>11/04/22</td>
</tr>
<tr>
<td>10/22/22</td>
<td>11/04/22</td>
<td>11/18/22</td>
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<tr>
<td>11/05/22</td>
<td>11/18/22</td>
<td>12/02/22</td>
</tr>
<tr>
<td>11/19/22</td>
<td>12/02/22</td>
<td>12/16/22</td>
</tr>
<tr>
<td>12/03/22</td>
<td>12/16/22</td>
<td>12/30/22</td>
</tr>
</tbody>
</table>
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:
  - 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:
  - 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/irj/portal](https://portal.passhe.edu/irj/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.
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.

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

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.
Step 3: Click on, “Or log in using your Handshake credentials”
Step 4: Enter password, then select “Sign in”
Step 5: You should come to a page that looks like the one below.
How to Post a New On-Campus Job

**Step 1:** Click on “Post a Job”
**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.
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
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.

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**Estimated salary**

- Paid  ☐  Unpaid  ☑
  - $ 8  Per hour  
  - 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**

<table>
<thead>
<tr>
<th>month</th>
<th>year</th>
</tr>
</thead>
</table>

**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)**

<table>
<thead>
<tr>
<th>GPA</th>
</tr>
</thead>
</table>

**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”

- Enter Information in at least the *required fields areas.
- Click “Create Contact”
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.
Step 4: Page 4

- Choose “Shippensburg University” using the drop down.

- 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.
Step 5: Page 5

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

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