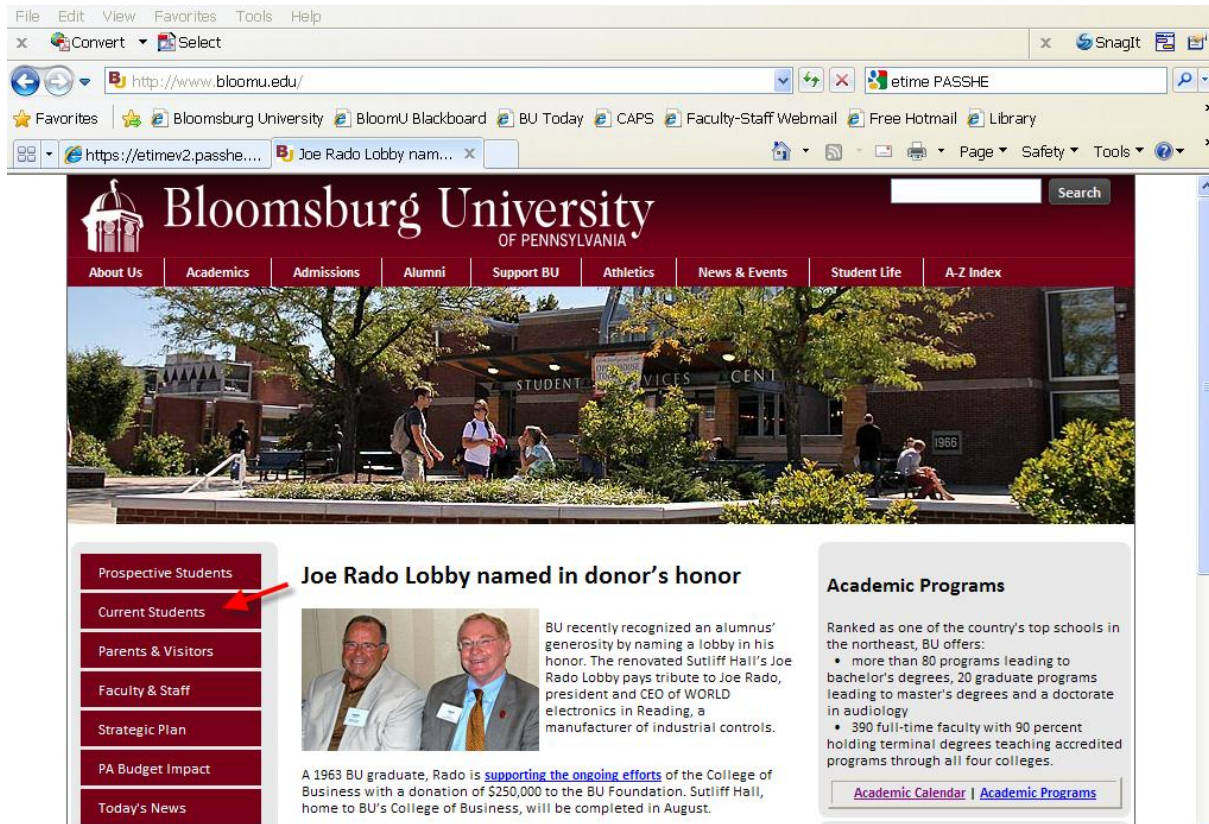


Welcome to eTime! To logon to your eTime account, go to the BU web page and click on the Current Students tab.

<http://www.bloomu.edu/>



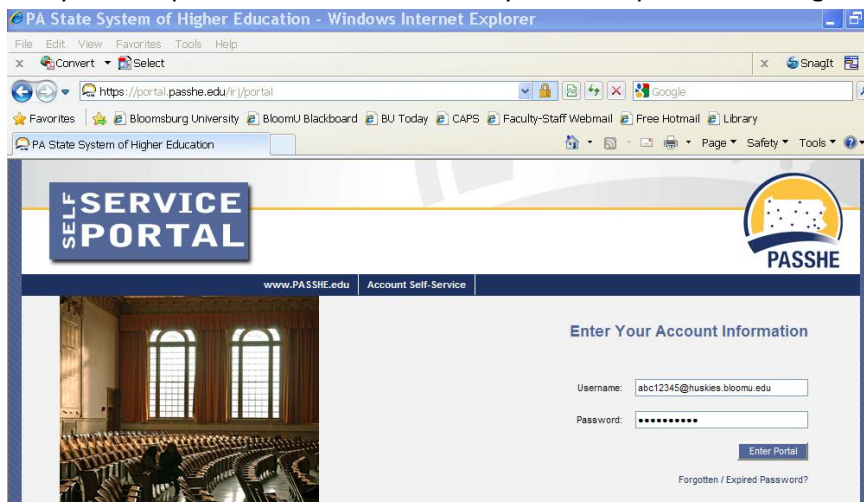
Click on the PASSHE logo under “eTime/ESS”

## eTime/ESS

Log into eTime/ESS by clicking the logo button below!



Use your complete BU email address and your email password to logon to eTime.



Once you are logged into eTime, you will need to select the eTime tab.

The screenshot shows a Windows Internet Explorer browser window displaying the Pennsylvania State System of Higher Education (PASSHE) portal. The address bar shows the URL <https://portal.passhe.edu/irj/portal>. The page header includes a navigation bar with tabs for Home, Employee Self-Service, and eTime. A red arrow points to the eTime tab. Below the navigation bar, the page content includes a welcome message, a section for My Portal Applications, and a section for Employee Self-Service. The PASSHE logo is visible on the right side of the page.

Here is what you will see when you click on the eTime tab.

The screenshot shows the eTime portal interface. The address bar shows the URL <https://portal.passhe.edu/irj/portal>. The page header includes a navigation bar with tabs for Home, Employee Self-Service, and eTime. A red arrow points to the eTime tab. Below the navigation bar, the page content includes a welcome message, a section for My Timesheet, and a section for My Messages. The My Timesheet section is highlighted with a red arrow. The My Messages section shows a message from Supervisor Hicks, Karen, dated 02/14/2011, regarding a funding change. The PASSHE Password Status section is also visible, along with a Payroll Calendar for February 2011 and March 2011.

**My Timesheet**

Your timesheet is where you can add and remove time, sign your time, view your current positions, view past timesheets, view your pay sub hours, and modify eTime settings.

**My Messages**

1 Supervisor Hicks, Karen deleted entry from 02/14/2011 from 15:00:00 - 16:30:00.  
Reason: Funding change, please reenter

**PASSHE Password Status**

Show more details

**Payroll Calendar**

February 2011							March 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5	27	28	1	2	3	4	5
6	7	8	9	10	11	12	6	7	8	9	10	11	12
13	14	15	16	17	18	19	13	14	15	16	17	18	19
20	21	22	23	24	25	26	20	21	22	23	24	25	26
27	28	1	2	3	4	5	27	28	29	30	31	1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9

Legend:  
Today  
Time entry period.  
Last day to enter and sign for this entry period.  
The pay date for this time entry period. View All

**My Department Totals**

Department: Human Resources

Feb 12 - 25	Jan 29 - Feb 11
Approved: 1.50	19.75
Unapproved: 0.00	0.00
Signed: 1.50	19.75
Unsigned: 0.00	0.00

*Hrs reflect current totals, not hrs sent to Payroll*



Please click on the [Help ?](#) tab to find out how to utilize the eTime system including how to enter your time, how to change your settings and view your pay statement. Take a few moments to change your settings to have an automatic email sent to you if you have unsigned time and if you have not input any time for the pay period.

### PASSHE Password Status



[Show more details](#)

### Payroll Calendar

February 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	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 2011

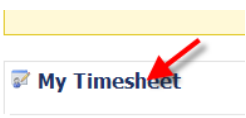
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

- Today
- Time entry period.
- Last day to enter and sign for this entry period.
- The pay date for this time entry period. [View All](#)

Once you have clicked on the eTime tab, take a few moments to look at [Payroll Calendar](#). This lists the pay period dates and shows when your eTime has to be entered (before midnight of the Friday at the end of the pay period).

The calendar also shows the pay date for the pay period highlighted.

Click on "My Timesheet" when you are ready to input your time.



Please go to the [Help ?](#) tab if you need any assistance when you go to enter your time sheet or to change your eTime settings.

### Timesheet

**Time Entry** Curre

Select a Department    3:00 pm to 3:15 pm (15 mins)

- Current Timesheet
- Past Timesheets
- Pay Stub Hours
- My Settings

Select: **All, None, Unsigned** |

**Feb 12 to Feb 25**

<input type="checkbox"/>		Mon, Feb 14	3:00PM - 4:30PM	1.50	\$7.25	Signed Feb 15
Week 1 total:				1.50		
Week 2 total:				0.00		
<b>Pay Period Total:</b>				<b>1.50</b>		