



# eTime

*The following guide will help you navigate through entering, signing and viewing your timesheets.*

- Students will only be PAID if hours are entered and signed by the student and approved by their supervisor.
  - Students can ONLY enter hours for the current pay period. See the payroll calendar for when the pay period starts and ends.
  - If a student does not enter their hours during the current pay period they will have to have their supervisor or payroll administrator enter their hours for them.
  - The pay period usually ends on the last Friday of the pay period at 11:59PM.
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**Welcome to Etime!**  
If you need to email your supervisor you can do so by selecting "My Timesheet". Then select your timekeeper from the "Email Timekeepers" drop down list.

Important messages such as system outage or changes to the time entry schedule will be displayed here.

**I will be on vacation.** | *PASSHE Test Cost Center*  
I will be on vacation for the next two weeks. Please see John Smith your backup timekeeper for any questions.

Messages from your dept. will be displayed here.

**My Timesheet**  
Your timesheet is where you can add and remove time, sign your time, view your current positions, and view past timesheets.

This is where you enter, view, and sign your time

**My Messages** Remove All  
× Supervisor Schneider, Bill deleted entry from **01/13/2010** from 11:00:00 - 11:15:00.  
**Reason: Employee did not work time entered**  
× Supervisor P-TimeKeeper, Jon added an entry for **02/09/2010** from 11:15:00 - 13:30:00.

You will get an email if time is added or removed. Clicking the 'X' next to each message will remove the message.

Summary of your hours.

**PASSHE Password Status**

Click here for online HELP!

Show more details

**Payroll Calendar**

February 2010							March 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6	28	1	2	3	4	5	6
7	8	9	10	11	12	13	7	8	9	10	11	12	13
14	15	16	17	18	19	20	14	15	16	17	18	19	20
21	22	23	24	25	26	27	21	22	23	24	25	26	27
28	1	2	3	4	5	6	28	29	30	31	1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10

- Today
- Current pay period
- Have time entered and signed by
- The pay date for this pay period

**My Department Totals**

Department: **PASSHE Test Cost Center**

	Feb 13 - 26	Jan 30 - Feb 12
<b>Approved:</b>	0.00	0.50
<b>Unapproved:</b>	0.00	2.25
<b>Signed:</b>	0.00	0.00
<b>Unsigned:</b>	0.00	2.75

This box contains your password status along with the number of hours for the selected dept. and a calendar showing when hours must be entered and signed.

This top section is where you add your time. It also includes your pay rate and work dates.

# Timesheet

## Add Time Entry

Current Pay Period: Saturday, Feb 13 to Friday, Feb 26

PASSHE Test Cost Center | \$7.25 | 2/16/2010 | 3:00 pm to 4:30 pm (1.5 hrs) | Add

Click here to email your Timekeeper

Quick question...

\$7.25 / hr | 07/22/2009 - 12/31/9999 | Email Timekeepers...

This feature allows you to take one date's entered time and copy it to future dates in the pay period; making regular schedules a snap to enter!

Print Timesheet

Select: All, None, Unsigned | Sign | Copy | Delete

### Jan 30 to Feb 12

<input type="checkbox"/>	PASSHE Test Cost Center	Tue, Feb 2	10:15AM - 10:30AM	0.25	\$7.25	Unsigned	<b>Approved Feb 11 by P-TimeKeeper, Jon P</b>
<input type="checkbox"/>	PASSHE Test Cost Center	Mon, Feb 8	6:00PM - 6:15PM	0.25	\$7.25	Unsigned	<b>Approved Feb 11 by P-TimeKeeper, Jon P</b>
Week 1 total:				0.25			
Week 2 total:				0.25			
<b>Pay Period Total:</b>				<b>0.50</b>			

### Feb 13 to Feb 26

<input type="checkbox"/>	PASSHE Test Cost Center	Mon, Feb 15	8:00AM - 10:30AM	2.50	\$7.25	Signed Feb 16	Unapproved
<input type="checkbox"/>	PASSHE Test Cost Center	Tue, Feb 16	3:00PM - 4:30PM	1.50	\$7.25	Unsigned	Unapproved
<input type="checkbox"/>	PASSHE Test Cost Center	Wed, Feb 17	8:00AM - 10:30AM	2.50	\$7.25	Signed Feb 16	Unapproved
<input type="checkbox"/>	PASSHE Test Cost Center	Thu, Feb 18	3:00PM - 4:30PM	1.50	\$7.25	Unsigned	Unapproved
<input type="checkbox"/>	PASSHE Test Cost Center	Fri, Feb 19	8:00AM - 10:30AM	2.50	\$7.25	Unsigned	Unapproved
<input type="checkbox"/>	PASSHE Test Cost Center	Mon, Feb 22	8:00AM - 10:30AM	2.50	\$7.25	Unsigned	Unapproved
<input type="checkbox"/>	PASSHE Test Cost Center	Tue, Feb 23	3:00PM - 4:30PM	1.50	\$7.25	Unsigned	Unapproved
<input type="checkbox"/>	PASSHE Test Cost Center	Thu, Feb 25	3:00PM - 4:30PM	1.50	\$7.25	Unsigned	Unapproved
Week 1 total:				10.50			
Week 2 total:				5.50			
<b>Pay Period Total:</b>				<b>16.00</b>			

**NOTE:** Only unsigned time from previous pay periods are displayed

Signed time entries appear white; Unsigned, Unapproved appear light blue; Unsigned, Approved entries appear in **bold** face.

## Entering time – “Current Timesheet” tab.

ADD TIME ENTRY

PASSHE Test Cost Center | \$7.25

Select a Department

PASSHE Test Cost Center | \$7.15

PASSHE Test Cost Center | \$7.50

PASSHE Test Cost Center | \$7.25

1. Choose the department and position you work for from the drop down.  
Next, choose the date you worked from the calendar in the textbox field.
2. Choose the start time. **Note:** Under settings tab you can set your default start time.
3. Choose the end time

**Note:** you may only be able to add a few days of time into the future. *This setting is set by your university payroll office.*

- a. This field also displays how many hours have passed since the start time.

4. Click **Add**

10:30 am to 12:00 pm (1.25 hrs) Add

12/31/9999

11:00 am (15 mins)

11:15 am (30 mins)

11:30 am (45 mins)

11:45 am (1 hr)

12:00 pm (1.25 hrs)

12:15 pm (1.5 hrs)

5. If successful, you will see the message **Time was successfully added.**

- a. If you get an error message, make sure that you have selected a date and not manually entered a date into the text field. Also be sure that you are not trying to add time that conflicts with another department or previous time you have entered. Lastly, you **MUST** have a 15 minute break between all entries.\*

*\*The only exception is Friday nights at the end of a pay period. If you work past 12AM on Friday night's you will need to choose 12AM as the ending time and sometime during the next payperiod choose 12AM as the starting time.*

6. The new entry will now show up in the table below.

## Copying time - **Copying time allows you to take one entry entered, copy the department, the entry duration and copy it to other dates within the same pay period. This allows for easy time entry where you have multiple days where you work the same schedule.**

1. Enter a time using the directions above
2. Check the box next to the time you wish to copy  and then click **Copy**
3. Choose the dates that you wish to copy the time to.
  - a. The only date you cannot select is the date that you are copying.
4. It will attempt to copy the time for every entry you chose.
  - a. If there are any conflicts, you will be notified with a screen listing the errors and why it could not copy the time.
5. Your new time is now listed in the table below.

**NOTE:** *If you are limited from entering time too far into the future, you CAN copy time past this date, but you will not be able to sign those entries until you would be able to enter time for those dates.*

**Error(s) found!**

Conflicts with Admissions Office: May 14 11:00AM to 1:00PM

**Successfully copied:**

5/12/2008 10:30:00 AM - 5/12/2008 12:00:00 PM

5/16/2008 10:30:00 AM - 5/16/2008 12:00:00 PM

5/21/2008 10:30:00 AM - 5/21/2008 12:00:00 PM

5/23/2008 10:30:00 AM - 5/23/2008 12:00:00 PM

Close

# Signing Time

1. Select the entries you wish to sign
2. Click the Sign button
3. You will see the screen dim and a popup window appear



4. Enter the random text displayed into the text box, and click **Sign Selected Entries**
5. If you correctly enter the text displayed you should see a similar success message: **4 entries were signed.**
  - a. If you get an error saying that you did not enter the text correctly, select the entries, and try again
6. The signed time now has a timestamp, and you may no longer select it.

## May 10 to May 23

<input type="checkbox"/>	Registrar's Office	May 12	8:00AM - 10:00AM	2.00	Signed May 23	Unapproved
<input type="checkbox"/>	Admissions Office	May 12	10:30AM - 12:00PM	1.50	Signed May 23	Unapproved
<input type="checkbox"/>	Registrar's Office	May 14	8:00AM - 10:00AM	2.00	Signed May 23	Unapproved
<input type="checkbox"/>	Admissions Office	May 14	11:00AM - 1:00PM	2.00	Signed May 23	Unapproved
<input checked="" type="checkbox"/>	Admissions Office	May 15	11:00AM - 1:00PM	2.00	Unsigned	Unapproved
<input checked="" type="checkbox"/>	Registrar's Office	May 16	8:00AM - 10:00AM	2.00	Unsigned	Unapproved
<input checked="" type="checkbox"/>	Admissions Office	May 16	10:30AM - 12:00PM	1.50	Unsigned	Unapproved
<input checked="" type="checkbox"/>	<b>Admissions Office</b>	<b>May 17</b>	<b>10:45AM - 11:00AM</b>	<b>0.25</b>	<b>Unsigned</b>	<b>Approved May 14 by <u>Timekeeper, John</u></b>
<input checked="" type="checkbox"/>	Admissions Office	May 19	10:30AM - 12:00PM	1.50	Unsigned	Unapproved
<input checked="" type="checkbox"/>	Admissions Office	May 21	10:30AM - 12:00PM	1.50	Unsigned	Unapproved
<input checked="" type="checkbox"/>	Admissions Office	May 23	10:30AM - 12:00PM	1.50	Unsigned	Unapproved
Week 1 total:				13.00		
Week 2 total:				4.75		
<b>Pay Period Total:</b>				<b>17.75</b>		

## Deleting Time

1. Select the entries you wish to delete



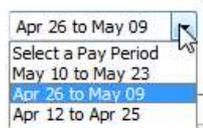
2. Click the button

3. A message will be displayed such as **The entry was deleted. [Undo](#)**

- a. If you accidentally delete an entry you did not wish to be deleted, select the **Undo** link. The deleted entry will be restored
- b. NOTE: This message will only be displayed for 60 seconds OR until you create a new action, such as delete, sign or copy. Make sure that you immediately click the link when you see it otherwise your time will be lost and must be manually re-entered.

## Viewing Past Entries

1. Click the tab labeled **Past Timesheets**
2. Choose from the dropdown the pay period you wish to view



3. You will see your timesheet for that week, along with the submitted and approved time entered.

Current Timesheet		Past Timesheets						Print Page
Apr 26 to May 09		<input type="checkbox"/> Show deleted items						
Cost Center	Date	Time Worked	Hours	Approval Status	Sign Status	Date Entered		
Admissions Office	Apr 26	11:00AM - 12:00PM	1.00	Approved Apr 28 by <b>Gillette, Jonathan</b>	Signed Apr 28	Apr 28		
Admissions Office	Apr 27	1:30AM - 8:30AM	7.00	Approved Apr 30 by <b>Kinsey, Jeff</b>	Signed Apr 30	Apr 28		
Admissions Office	Apr 27	11:00AM - 12:00PM	1.00	Approved Apr 30 by <b>Kinsey, Jeff</b>	Signed Apr 28	Apr 28		
Admissions Office	Apr 28	2:00PM - 8:00PM	6.00	Approved Apr 30 by <b>Kinsey, Jeff</b>	Signed Apr 30	Apr 28		
Admissions Office	Apr 29	1:30AM - 8:30AM	7.00	Approved Apr 30 by <b>Kinsey, Jeff</b>	Signed Apr 30	Apr 28		
Admissions Office	Apr 30	1:30AM - 8:30AM	7.00	Approved Apr 30 by <b>Kinsey, Jeff</b>	Signed Apr 30	Apr 28		
Admissions Office	May 1	3:45PM - 4:00PM	0.25	Unapproved	Unsigned	Apr 28		
Registrar's Office	May 1	4:15PM - 4:30PM	0.25	Unapproved	Unsigned	Apr 28		
<b>Approved Hours:</b>			<b>29.00</b>					
<b>Submitted Hours:</b>			<b>29.50</b>					

4. To view deleted hours in your timesheet, check the **Show deleted items** checkbox.

Current Timesheet		Past Timesheets						Print Page
Apr 26 to May 09		<input checked="" type="checkbox"/> Show deleted items						
Cost Center	Date	Time Worked	Hours	Approval Status	Sign Status	Date Entered	Deleted	
Admissions Office	Apr 26	11:00AM - 12:00PM	1.00	Approved Apr 28 by <b>Gillette, Jonathan</b>	Signed Apr 28	Apr 28		
Registrar's Office	Apr 26	11:00AM - 12:00PM	1.00	Unapproved	Unsigned	Apr 28	Apr 28	
Admissions Office	Apr 27	1:30AM - 8:30AM	7.00	Approved Apr 30 by <b>Kinsey, Jeff</b>	Signed Apr 30	Apr 28		
Admissions Office	Apr 27	11:00AM - 12:00PM	1.00	Approved Apr 30 by <b>Kinsey, Jeff</b>	Signed Apr 28	Apr 28		
Admissions Office	Apr 27	11:00AM - 12:00PM	1.00	Unapproved	Unsigned	Apr 28	Apr 28	
Registrar's Office	Apr 27	11:00AM - 12:00PM	1.00	Unapproved	Unsigned	Apr 28	Apr 28	
Admissions Office	Apr 28	11:00AM - 12:00PM	1.00	Unapproved	Unsigned	Apr 28	Apr 28	
Admissions Office	Apr 28	11:00AM - 12:00PM	1.00	Approved Apr 28 by <b>Gillette, Jonathan</b>	Signed May 1	Apr 28	May 13	
Admissions Office	Apr 28	2:00PM - 8:00PM	6.00	Approved Apr 30 by <b>Kinsey, Jeff</b>	Signed Apr 30	Apr 28		
Admissions Office	Apr 28	9:00PM - 10:00PM	1.00	Unapproved	Unsigned	Apr 28	Apr 28	
Admissions Office	Apr 29	1:30AM - 8:30AM	7.00	Approved Apr 30 by <b>Kinsey, Jeff</b>	Signed Apr 30	Apr 28		
Admissions Office	Apr 29	11:00AM - 12:00PM	1.00	Unapproved	Unsigned	Apr 28	Apr 28	

## Pay Stub Hours

This tab shows the hours you will be **paid**. This includes past pay period hours if you were not previously paid those hours.

[Current Timesheet](#) [Past Timesheets](#) [Pay Stub Hours](#) [My Settings](#)

This tab reflects the hours that you are being paid per the pay date selected below. If you have any questions, please see your payroll administrator.

**Pay Date:** Feb 26 2010 ▼

There were no entries submitted for this pay date.

## My Settings

This tab allows the student to set automatic email notifications so that the student can be notified via email when time needs to be signed or when their password needs to reset. It also allows the student to set the default start time and cost center on the time entry screen.

[Current Timesheet](#) [Past Timesheets](#) [Pay Stub Hours](#) [My Settings](#)



NOTE: All email settings are reset on Jan 1, and June 1. You will always have an opportunity to opt-out of email messages on each email sent from eTime.

### Email

- Email when time is **entered** for me  
This value cannot be changed and will always be active.
- Email when time is **deleted** for me  
This value cannot be changed and will always be active.
- Email when **unsigned** time is **approved**
- Email me on the **Fri** ▼ before the end of the pay period if I have **unsigned time**.
- Email me on the **Thur** ▼ before the end of the pay period and I have **no time entered**.  
NOTE: You must have entered time at least once in eTime for this setting to be active.
- Email when my password is 14 days from expiring

### Time Entry

#### Set default start time to

- Current Time
- Choose a specific time

8 ▼ : 00 ▼ AM ▼

#### Choose a default cost center/position

PASSHE Test Cost Center | \$7.25 ▼

[Save Settings](#)

# Student Timesheet Tab – Why some dates cannot be selected.

**Timesheet**

## Add Time Entry

PASSHE Test Cost Center | \$7.50 | 11:30 am to 11:45 am (15 mins) | Add

\$7.50 / hr | 01/01/2009 -

Current Timesheet | Past Timesheets

Select: All, None, Unsigned

Jan 2 to Jan 15

Su	Mo	Tu	We	Th	Fr	Sa
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	13

Why are some dates unavailable?

Why are some dates unavailable? - Google Chrome

<https://etimev2.passhe.edu/datesUnavailable.aspx>

### Why are some dates unavailable to be selected?

- Only the **current pay period** is available for time entry. You can find the dates of the pay period in the top right corner of the screen
- You can only add and sign entries up to **4 days** into the future OR until the end of the pay period, whichever happens first.
- You have been terminated from your position in the Payroll system. Please contact your supervisor and/or payroll administrator for more information if this is the case.
- You were hired after the pay period began. The dates before you were hired are unavailable for time entry.

Jan 16

Jan 30

Pay Period Total: 4.00