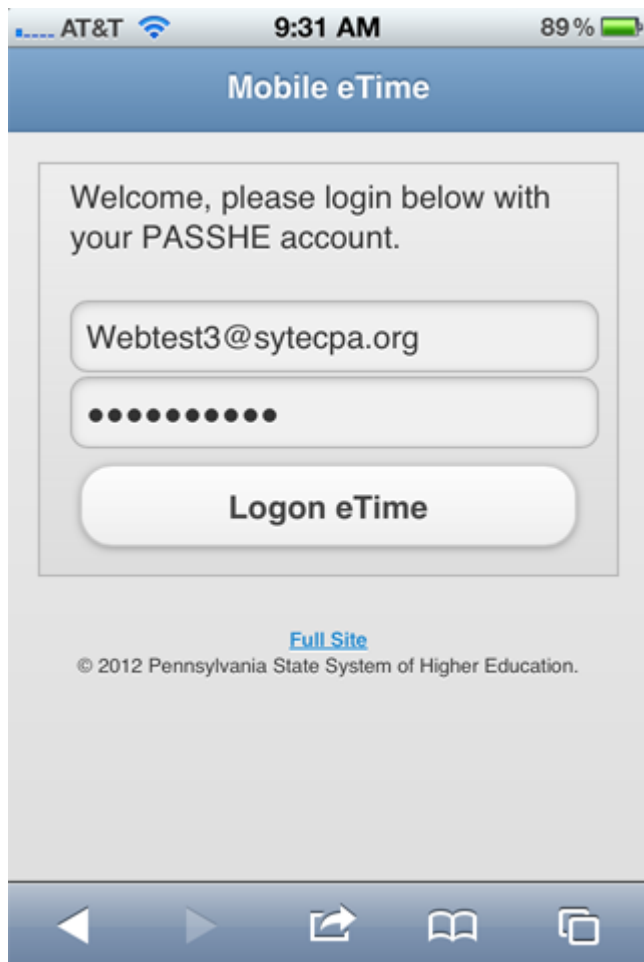


eTime Help - Mobile TimeKeeper Application

We have designed our mobile eTime website for a wide range of mobile devices. You can save this website to your smart phone by adding it as a bookmark. Then you can easily access it by selecting it from your favorite bookmarks.

Logging In

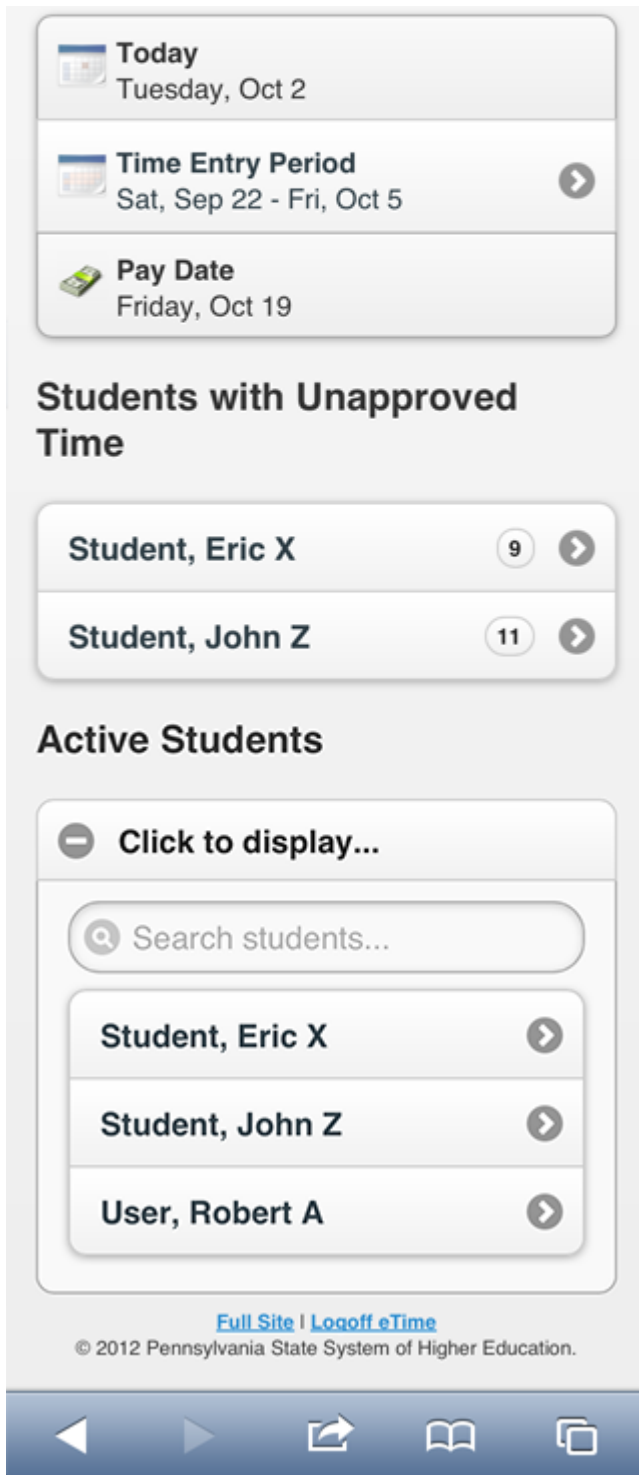
- To access the mobile site, visit metime.passhe.edu (M[obile]eTime).



Homepage

- After you log in, you'll see a screen similar to this. If there are important messages, they are displayed at the top.



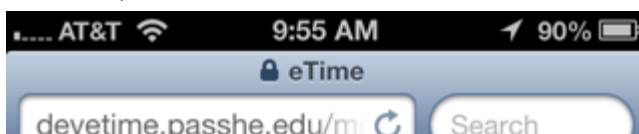


Student Timesheets

- Whether you click on a student under the "Unapproved Time" or "Active Students" section, it will always display by default **All Unapproved Time and the Current Pay Period**.

If there is unapproved time **in a department you work in**, it will display checkboxes next to each **unapproved** entry.

All past pay periods which the students has time entered can be viewed as well (but no actions can be taken on past timesheets).



Timesheets

Student, Eric X (90012346)

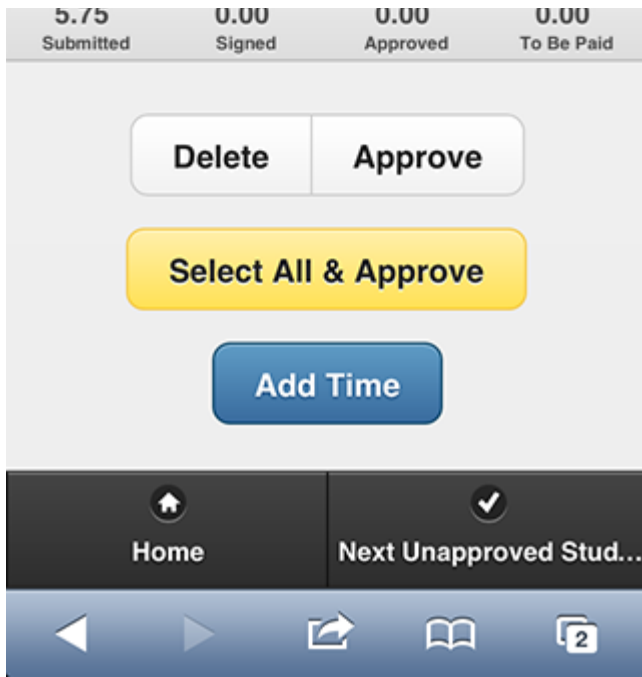
All Unapproved Time and ...

Sep 8, 2012 - Sep 21, 2012

<input type="checkbox"/>	09/10/2012 8:00AM-9:30AM 1.50	PASSHE Student \$9.00/hr (90000010 DUC - STUDEN... ✖ Not Signed!
<input type="checkbox"/>	09/12/2012 2:00PM-2:15PM 0.25	PASSHE Test Cost Center \$7.10/hr (90000002) ✖ Not Signed!
<input type="checkbox"/>	09/14/2012 3:00PM-3:15PM 0.25	PASSHE Student \$9.00/hr (90000010 DUC - STUDEN... ✖ Not Signed!
<input type="checkbox"/>	09/17/2012 9:00AM-10:00AM 1.00	PASSHE Student \$9.00/hr (90000010 DUC - STUDEN... ✖ Not Signed!
<input type="checkbox"/>	09/17/2012 12:00PM-4:00PM 4.00	PASSHE Student \$9.00/hr (90000010 DUC - STUDEN... ✖ Not Signed!
<input type="checkbox"/>	09/19/2012 2:00PM-3:00PM 1.00	PASSHE Test Cost Center \$7.10/hr (90000002) ✖ Not Signed!
	8.00 Submitted	
	0.00 Signed	
	0.00 Approved	
	0.00 To Be Paid	

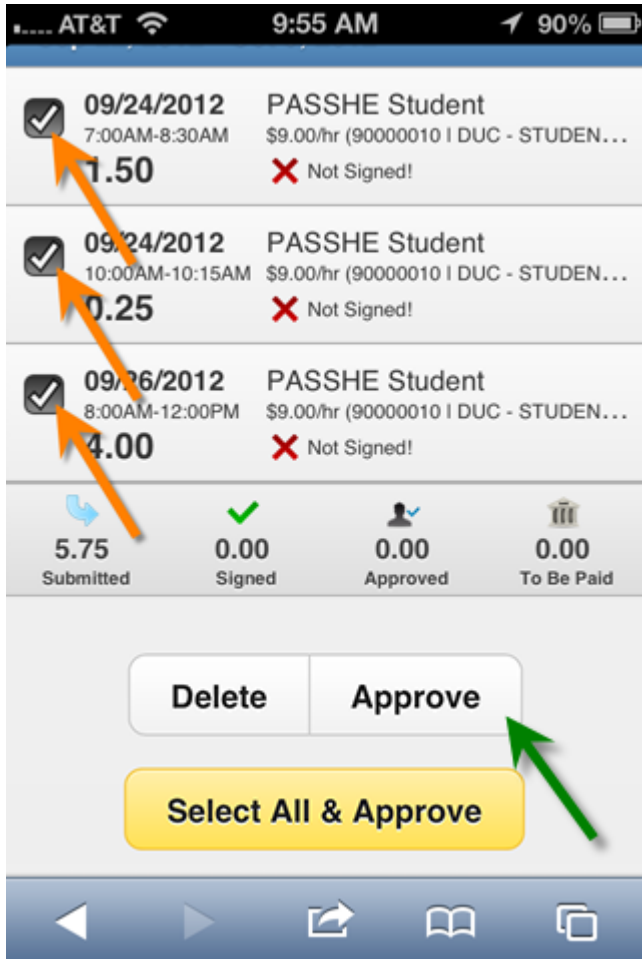
Sep 22, 2012 - Oct 5, 2012

<input type="checkbox"/>	09/24/2012 7:00AM-8:30AM 1.50	PASSHE Student \$9.00/hr (90000010 DUC - STUDEN... ✖ Not Signed!
<input type="checkbox"/>	09/24/2012 10:00AM-10:15AM 0.25	PASSHE Student \$9.00/hr (90000010 DUC - STUDEN... ✖ Not Signed!
<input type="checkbox"/>	09/26/2012 8:00AM-12:00PM 4.00	PASSHE Student \$9.00/hr (90000010 DUC - STUDEN... ✖ Not Signed!



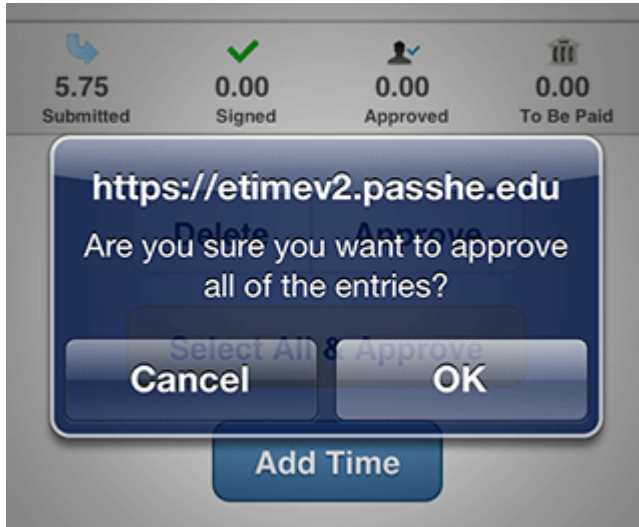
Approve Time

- To approve time, select the entries you want to approve, then select the **Approve** button.
NOTE: There is no warning, or popup to verify that you want to complete this action, be careful when tapping, as to not accidentally approve time you didn't want to approve.

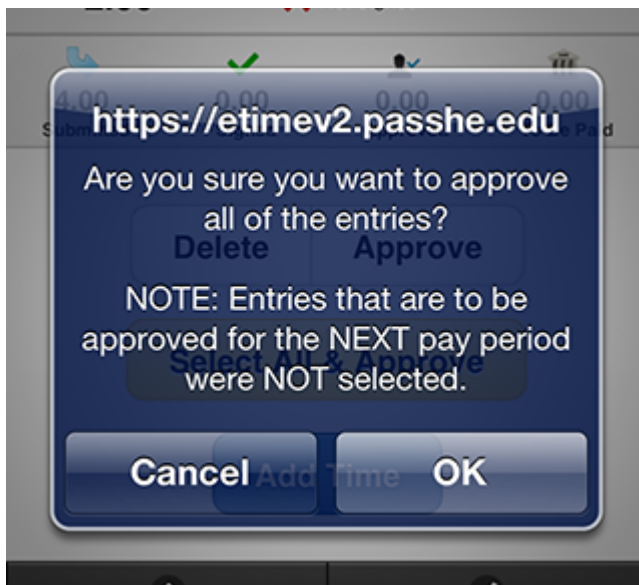


Approve All Time

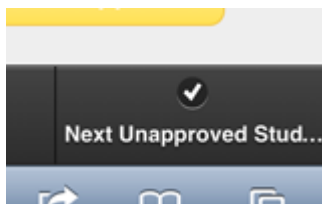
- To approve all time, select the **Select All & Approve** button. It will verify that you meant to click this button to approve all time. Click **OK** to continue and approve all time.



- NOTE:** On the Saturday, Sunday, and Monday of a new pay period, the system will **NOT** auto-select entries that are to be approved for the next pay period. The popup message will confirm that you want to approve only the selected entries.

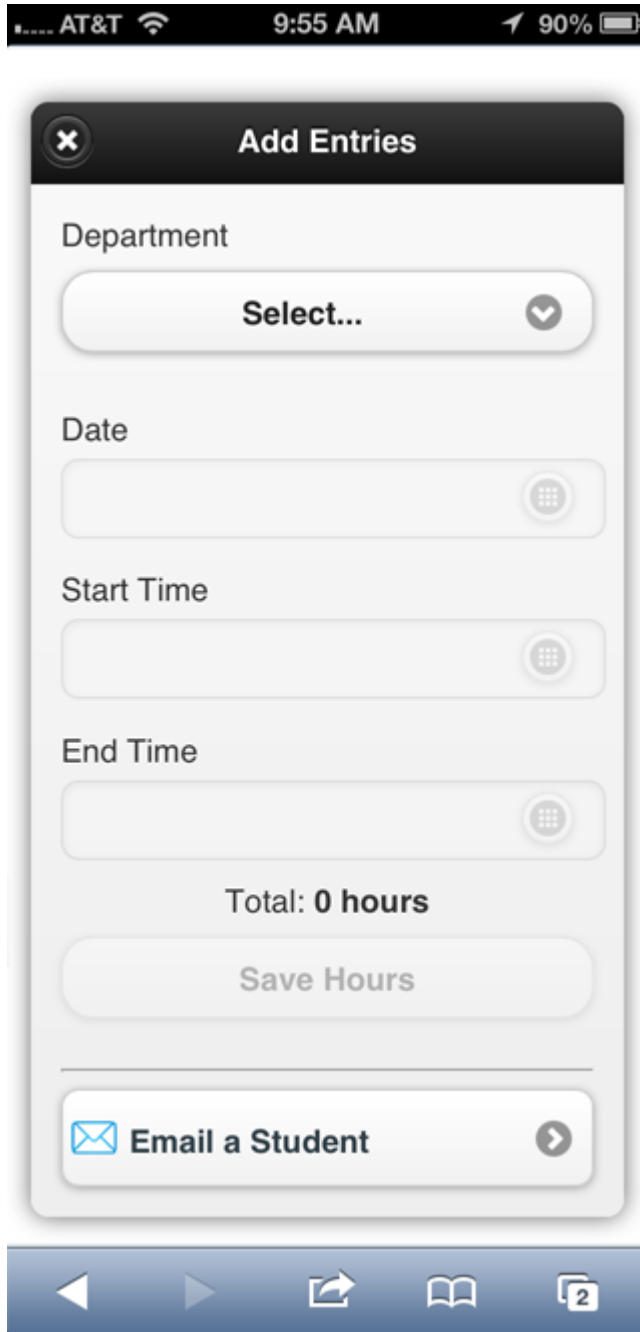


- When you have finished approving all the time for the student, click the button, **Next Unapproved Student - <STUDENT NAME>**, at the bottom, which will take you to the next student with unapproved time.

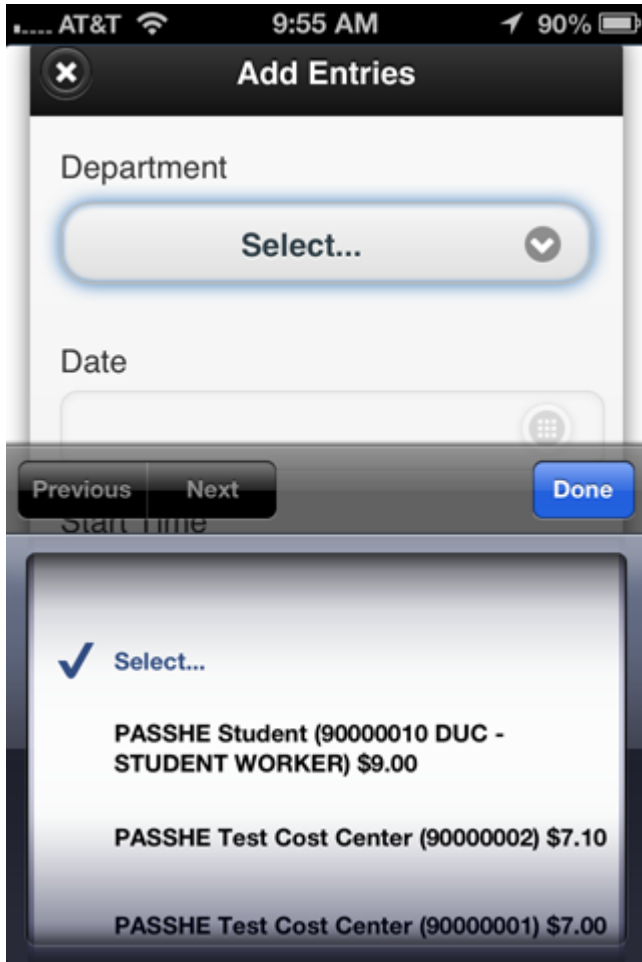


Add Time

- o To add time, click the **Add Time** button. Once selected, a new page will popup which looks like this:



- Choose a department:



- Select the date from the calendar that is displayed. You will notice that as you enter time some days will be colored blue. Those days are days you have already entered time in. This should assist you as you enter your time to know what

days you have already entered hours.



- Also, after you select a blue colored date, you will notice that in yellow, below the date, it will tell you the start time that was previously entered.

Add Entries

Department
PASSHE Test Cost Cen... ▼

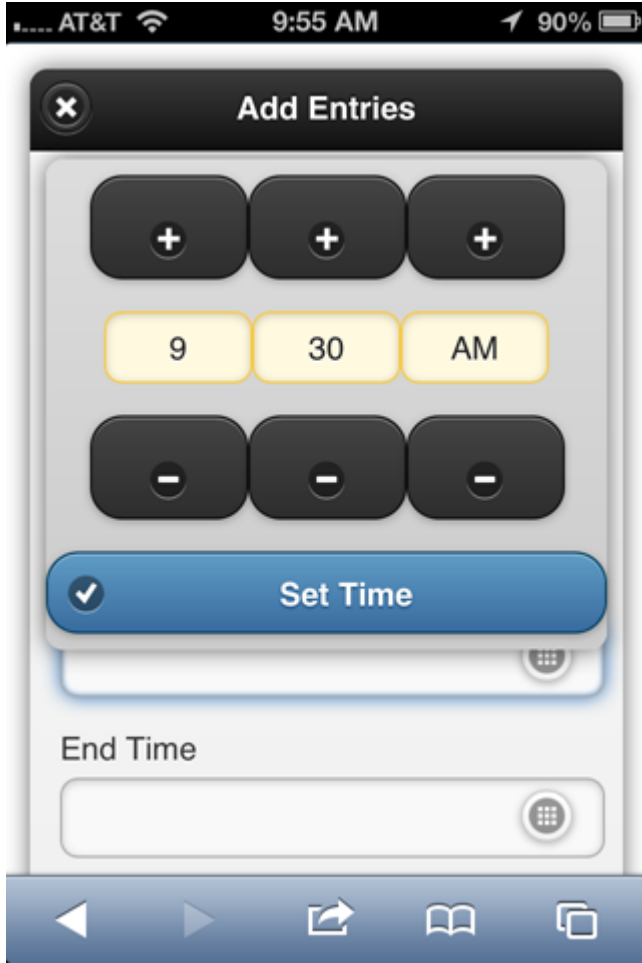
Date
9/26/2012
Time already entered for: 8:00 AM

Start Time

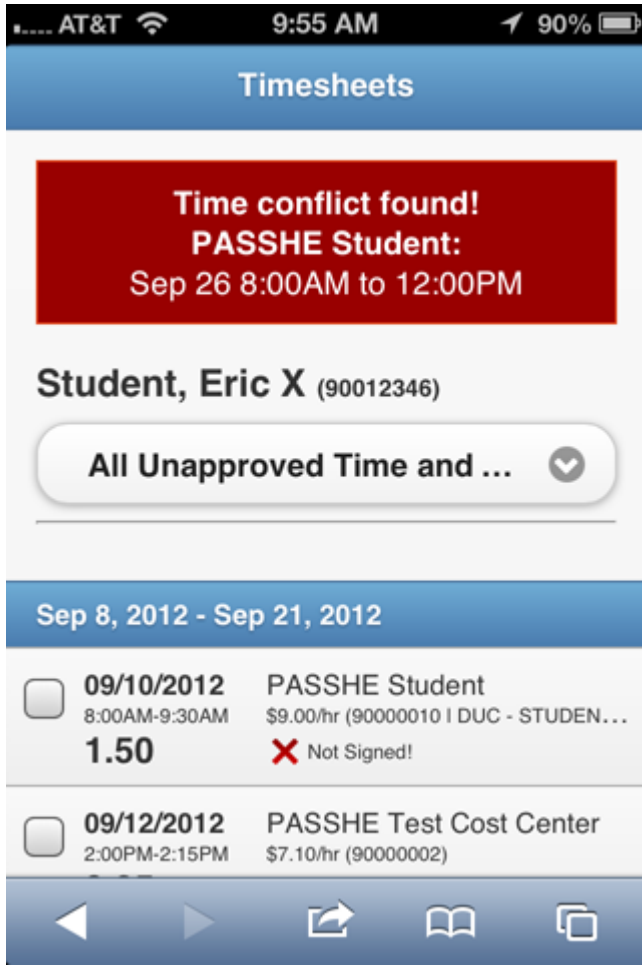
End Time

Total: 0 hours

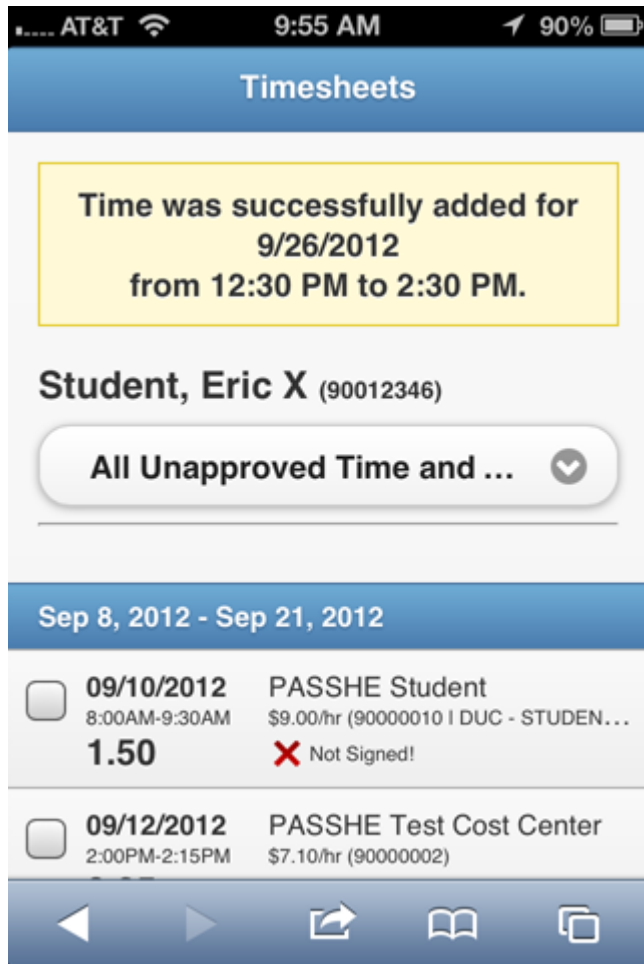
- Selecting the start and end times by using the plus and minus signs.



- Sample error message about a time conflict:

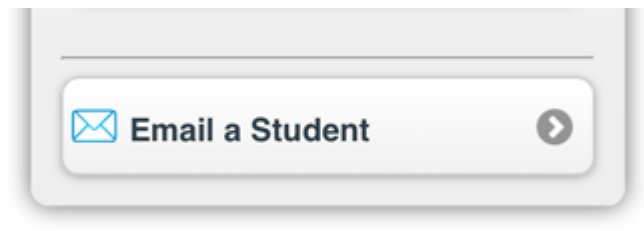


- Entry was successful!

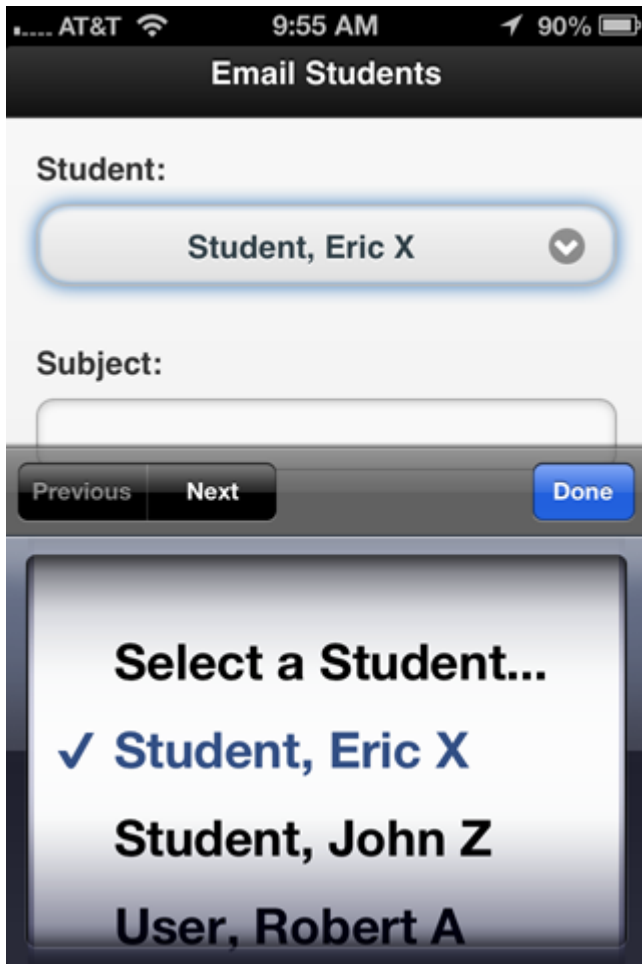


Email Students

- You'll find the button to email students on the **Add Time** screen.



- By default it will select the student that you were currently viewing to email. If you wish to change to a different student to email, you can as well, by selecting the student from the dropdown.



- Enter a subject, your message, and send your message to your student.

