# Logon to eTime

**https://portal.passhe.edu/irj/portal**

PA State System of Higher ...

## SELF SERVICE PORTAL

### PASSHE

www.PASSHE.edu | Account Self-Service

### Enter Your Account Information

Username: [                    ]

Password: [                    ]

Enter Portal

Forgotten / Expired Password?

Enter your PASSHE username and password, then click **Enter Portal**.
E.g.
jsmith@ship.edu, jsmith@edinboro.edu, jsmith@lhup.edu, etc.

Forgot your password?* Click here to reset.

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The home of PASSHE Employee Self-Service, Manager Self-Service & eTime.
If you need assistance, contact your university help desk.

*It is recommended that you setup your account in the Account Self-Service Portal before you logon to the PASSHE portal, in the event that you need to reset your forgotten password.

# eTime Homepage

**Welcome John P-TimeKeeper to eTime**

Help ❓ | Leave Feedback 💬

**Important messages for students and Timekeepers are displayed here.**

**Mobile eTime is available for iPhone, iPod**
Mobile eTime allows easy access to add, sign, and v
from your PC! In our latest update, we added a feat
statement on the go as well.

⚠️ To access mobile eTime using an iPhone, iPod Touch a
browser and enter **metime.passhe.edu**.

If you need any help, please refer to our **mobile help**

After you've used the site a bit, please fill out our quick
access the link directly at **http://goo.gl/IiYpk**

**Password status box. Be sure to change your password before it expires!**

## My Departments

- **PASSHE Student**
- **PASSHE Student Hidden VCC **
- **PASSHE Test Cost Center [12 Unapproved]**
- **PASSHE Test Cost Center Virtual dept **
- **PASSHE Test Cost Center test **

** - denotes this department is a virtual department

**Or enter the Cost Center Number**

[                    ] [ **Submit** ]

**A list of the departments you have access to.**

**Messages created by Payroll for Timekeepers appear here.**

**Current Payroll Calendar.**

**A list of the total hours for the current and previous pay periods for the selected department.**

## PASSHE Password Status

[                                              ]

**Show more details**

☐ Email me 14 days before my password expires

## Announcements

> **There is a NEW report for timekeepers!!!!!**
A new report labeled "**Unsigned, Approved Hours Report**" will show all entries that have been approved but NOT signed by your students.  Students do NOT get paid until their hours are signed.  This report is included with all the other reports.  It can be viewed by selecting the "Reports" tab for each department.

## Payroll Calendar

### August 2011

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 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 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |

### September 2011

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 28 | 29 | 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 | 29 | 30 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |

- Today
- Time entry period.
- The pay date for this time entry period. **View All**
- Approve time entries by noon.

## Department Totals

Department: [ PASSHE Student ▼ ]

|  | **Aug 13 - 26** | **Jul 30 - Aug 12** |
|---|---|---|
| **Approved:** | 0.00 | 0.00 |
| **Unapproved:** | 0.00 | 0.00 |
| **Signed:** | 0.00 | 0.00 |
| **Unsigned:** | 0.00 | 0.00 |

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

# Dept Screen – Time Approval

NOTE: Timekeepers **cannot** sign time entries for students.

Only students with unapproved time are displayed by default. Click **All Students** to view all the students.

## PASSHE Test Cost Center

Home 🏠 | Help ❓ |

| Time Approval | Add Time | Timesheets | Messages | TimeKeepers | Virtual Depts | Email | Reports | Submit |

🔍 Unapproved Students | **All Students**

**Students with Unapproved Time**

Students with **unapproved time** are displayed by defualt.

To view all the students in the department, click All Students

Close

⊗ **Student, Eric X** - signed, 7 unapproved entries.
⊗ **Student, Eric X** - signed, 4 unapproved entries.
⊗ **Student, John Z** - 0 signed, 3 unapproved entries.

Students with multiple positions in the same dept can show under Unapproved Students & All Students.

⊼ **Student, Eric X** - 3 signed, 6 unapproved entries.

Student's information.

**Personnel Num: 90012346 | Position: 90000001 | Pay Rate: $7.15 | Work Dates: 10/1/2008 - 12/31/9999**

List of unapproved time for all pay periods with unapproved time

**Jul 16 to Jul 29**

| | Jul 25 | 9:00AM - 4:00PM | 7.00 | Signed Aug 8 | *Jul 20* |
| | Jul 27 | 9:00AM - 4:00PM | 7.00 | Signed Aug 8 | *Jul 20* |
| | Jul 29 | 9:00AM - 4:00PM | 7.00 | Signed Aug 8 | *Jul 20* |

Week 1 total: 0.00
Week 2 total: 21.00
Pay Period Total: 21.00

**Aug 13 to Aug 26**

| | Aug 22 | 8:00AM - 10:00AM | 2.00 | Unsigned | *Aug 24* |
| | Aug 23 | 8:00AM - 10:00AM | 2.00 | Unsigned | *Aug 24* |
| | Aug 24 | 8:00AM - 10:00AM | 2.00 | Unsigned | *Aug 24* |

Week 1 total: 0.00
Week 2 total: 6.00
Pay Period Total: 6.00

Quick selection links and **Approve** and **Delete** buttons.

Select: All, None, Signed, Unsigned | Approve | Delete

# Dept Screen – Add Time

Select the student.

Timekeepers **cannot** sign time entries for students. **Students** must **SIGN** time to be **paid**. Timekeepers can approve unsigned time.

**PASSHE Test Cost Center**

| Time Approval | Add Time | Timesheets | Messages | TimeKeepers | Virtual Depts | Email |

**Student**

Student, Eric X | 90000002 | $7.50 ▼

**When**

8/26/2011 ▦ 3:00 pm ▼ to 4:00 pm (1 hr) ▼ Save

| « | ‹ | | August 2011 | | › | » |
|---|---|---|---|---|---|---|

ese entries!

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| 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 | 29 | 30 | 31 | 1 | 2 | 3 |

Choose the start and end times. The minutes shown will adjust based on the start time chosen.

Select the date worked from the calendar; dates outside of the pay period and/or outside of the students employment are disabled.

After you save the new entry, don't forget to go back to the Approval tab and approve the time for the student

# Dept Screen – Timesheets

## PASSHE Test Cost Center

Time Approval | Add Time | **Timesheets** | Messages | TimeKeepers | Virtual Depts | Email | Reports

me 🏠 | Help ❓ | Leave Feedback 💬

Student, Eric X - 90012346 ▼ | Jun 18 to Jul 1 | paid Jul 15 ▼ | ☐ Display deleted records

Print Page

View

To view deleted entries, select this box then click **View.**

💡 **Entries in Red** - These entries were **not paid** in the pay period shown. They were either entered, signed or approved after payroll had already been processed.

PASSHE Test Cost Center | **Display All**

| Cost Center | Position | Pay Rate | Date | Time Worked | Hours | Approval Status | Sign Status | Date Entered |
|---|---|---|---|---|---|---|---|---|
| PASSHE Test Cost Center | 90000001 | $7.15 | Jun 20 | 4:00PM - 9:00PM | 5.00 | Jul 7 Gillette, Jonathan T | Jul 1 Gillette, Jonathan T | *Jun 22* |
| PASSHE Test Cost Center | 90000001 | $7.15 | Jun 21 | 2:45PM - 3:00PM | 0.25 | Jun 22 Gillette, Jonathan T | Jun 22 Student, Eric X | *Jun 22* |
| PASSHE Test Cost Center | 90000001 | $7.15 | Jun 22 | 4:00PM - 9:00PM | 5.00 | Jun 22 Gillette, Jonathan T | Jun 22 Student, Eric X | *Jun 22* |
| PASSHE Test Cost Center | 90000001 | $7.15 | Jun 24 | 4:00PM - 9:00PM | 5.00 | Jun 22 Gillette, Jonathan T | Jul 1 Student, Eric X | *Jun 22* |
| PASSHE Test Cost Center | 90000001 | $7.15 | Jun 27 | 4:00PM - 9:00PM | 5.00 | Jul 7 Gillette, Jonatha | | |
| PASSHE Test Cost Center | 90000001 | $7.15 | Jun 29 | 4:00PM - 9:00PM | 5.00 | Jun 22 Gillette, Jonatha | | |
| PASSHE Test Cost Center | 90000001 | $7.15 | Jul 1 | 4:00PM - 9:00PM | 5.00 | Jun 22 Gillette, Jonathan T | Jul 11 Student, Eric X | *Jun 22* |

**Total Entered Hrs:** 30.25
**Total Paid Hrs:** **30.25**

If student has multiple depts. Timekeepers can select "Display All" to see all depts.

Jun 22
Student, Eric X
Wed Jun 22 2011 | 2:53PM
Jul 1

You can see extra details by placing your cursor over entries.

## Hours worked in previous pay periods and paid in this selected pay period.

| Cost Center | Position | Date | Hours |
|---|---|---|---|
| PASSHE Test Cost Center | 90000001 | 03/06/2011 | 2 |
| PASSHE Test Cost Center | 90000001 | 03/14/2011 | 2 |
| | | **Total Hours:** | **4.00** |

Hours entered, signed, or approved after payroll processing will be sent in the next pay period. Once paid, are show in this box.

# Dept Screen - Messages

## PASSHE Test Cost Center

| Time Approval | Add Time | Timesheets | **Messages** | TimeKeepers | Virtual Depts | Email | Reports | Submit Terminated Users |

### 🗐 Add new message

**Title** News

| B | I | 🔗 🔗 ≔ | **T** ▾ ✗ | 📋 📋 | ↺ ↻ |

Check back *here* for news throught the year. We will have interesting things posted from time to time.

Thanks,
**J Smith**

🖌 🔍 ‹›

**Expires** 9/30/2011   Expires at 12:01AM on the date chosen

Submit

*All messages have an expiration date. Default is 30 days. You can set it up to 90 days in the future.*

## Current Messages:

*Current messages are also shown and may be edited or removed.*

**Welcome Back**
Welcome back students for the Fall 2011 Semester!

Don't forget to enter and sign your time before the end of each shift.

**Expires:** Sep 30 @ 12:01AM | **Last Edited:** Aug 26 by P-TimeKeeper, John
🗐 **Edit Message** | ❌ **Delete Message**

# Dept Screen - Timekeepers

## PASSHE Test Cost Center

| Time Approval | Add Time | Timesheets | Messages | TimeKeepers | Virtual Depts | Email |

**Add TimeKeeper** `tes` `Secondary ▼` `Add`

P-TimeKeeper, John Q(90WEBTEST1)
User, Test (90backbone)

Type a few characters and names appear which you can then select the name from the list.

| | Name | | | nt | User Type | Assigned to Cost Center |
|---|---|---|---|---|---|---|
| ⊗ | P-TimeKeeper, John | | | ST1 | Primary | 10/2/2008 2:58:40 PM |
| ⊗ | Maust, Tom | | | | Secondary | 6/25/2009 11:25:14 AM |
| ⊗ | Padagaonkar, Deepa | | onkar | Secondary | 6/24/2011 9:11:18 AM |
| ⊗ | Underkoffler, Rod | | off | Secondary | 6/25/2009 11:25:54 AM |
| ⊗ | Wible, Jeff | jwible@passhe.edu | 90jwible | Secondary | 6/24/2011 9:10:15 AM |

Primary Timekeeper can add secondary and read only timekeepers. No limit on # of users.

Click on red button to remove a Timekeeper.

# Dept Screen – Virtual Depts.

**PASSHE Test Cost Center**

Home 🏠 | Help ❓ | Leave Feedback 💬

| Time Approval | Add Time | Timesheets | Messages | TimeKeepers | Virtual Depts | Email | Reports | Submit Terminated Users |

Save

*Dept name is pre-appended when saved*

**PASSHE Test Cost Center Virtual dept** — 3

**PASSHE Test Cost Center test** — 2

**Unassigned Users** — 3

**All Users** — 9

### Welcome to the Virtual Departments Page
Create your own Virtual Deparments to manage your students more effectively.

By creating one or more virtual departments, you allow the secondary timekeepers to manage only the students they need to without the need to create a *real* department in SAP.

**Help**

🔍 **What can we help you with?**

✔️ **First Time Users**
**Getting Started Guide**
**Approving Time**
**Adding Time**
**Timesheets**
**Reports**

🎓 **Learn more about using eTime**
**Approving Time**
**Adding Time**
**Timesheets**
**Messages**
**TimeKeepers** Primary TK only
**Virtual Departments** Primary TK & Dept >30 students

The Virtual Departments tool is more complex than this introductory tutorial display. Visit the Help Section in eTime for a more detailed view of Virtual Departments.
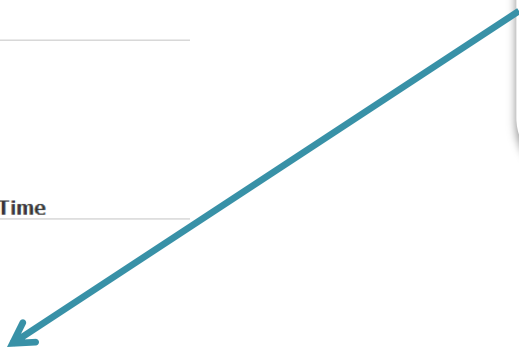
# Dept Screen – Email

**PASSHE Test Cost Center**

| Time Approval | Add Time | Timesheets | Messages | TimeKeepers | Virtual Depts | Email | Reports | Submit Terminate |

💡 **Note:** The payroll administrators will be CC'ed on any emails sent to more than one person and you will always receive a copy of the email sent.

To...

> To...
> All Students
> All Students and Timekeepers
> Students with unsigned/unapproved hours
> Students with unsigned/approved hours
> ------------------------------------------------------
> Student, Eric X (███████████████)
> Student, John Z (███████████████)
> User, Robert A (███████████)

**Message**

Send email

# Dept Screen – Reports

Reports only reflect hours shown on the web NOT hours ACTUALLY hours paid. Hours actually paid MUST come from the **SAP payroll system**.

**PASSHE Test Cost Center**

Home 🏠 | Help ❓ | Leave Feedback 💬

| Time Approval | Add Time | Timesheets | Messages | TimeKeepers | Virtual Depts | Email | Reports | Submit Terminated Users |

💡 Below are a list of reports for your department. If you have any questions please contact your payroll administrator.

- **Student Hours Report** | 📄 **Save**
  Lists all the students hours signed and approved for the current and the previous pay periods.
- **Student Overworked Hours**
  Lists the students who worked over 40 hours **already sent to SAP**. The report allows you to change the overtime number from 40 to whatever number works best for your department.
- **Student Time**
  Lists all the hours approved and signed for the students in this department for the default date range of 1/15/2011 to 8/28/2011.
- **Student Time - All Depts**
  Lists all the hours approved and signed for the students in this department and all the departments those students belong to for the default date range of 1/15/2011 to 8/28/2011.
- **Unapproved Time**
  Lists all the unapproved hours in the department.
- **Approved, Unsigned Time** | 📄 **Save**
  Lists the entries where the time has been approved, but the student has not yet signed their time.
- **NEW! Active Students**
  Search for a student to see if they are active in eTime. If they are, it will also display the departments they are currently active in.

NOTE: This report is not available at all universities.

# Dept Screen – Submit Terminated Users

This is ONLY a tool that is used to notify Payroll that a student should be terminated in SAP. This does NOT automatically terminate students in SAP.

**PASSHE Test Cost Center**          Home 🏠 | Help ❓ | Leave Feedback 💬

| Time Approval | Add Time | Timesheets | Messages | TimeKeepers | Virtual Depts | Email | Reports | Submit Terminated Users |

💡 Choose the students which are to be terminated from their position; you may add a note as to a specific termination date or reasons as to why the student is terminated. Once you select the **Submit** button, an email will be sent to the payroll administrator(s) notifying them of the list of student to be terminated in SAP. You cannot "undo" a student once you select Submit.

Due to the large size of some departments, this list is hidden by default. Click the link below to display the students.

| | Notes | Student Name | Per Number | Position | Hire Date | Term Date | Rate | Submitted for Term |
|---|---|---|---|---|---|---|---|---|
| ☐ | test fix | Student, Eric X | 90012346 | 90000001 | 10/01/2008 | 12/31/9999 | $7.15 | 08/19/2010 |
| ☑ | This student graduated.<br><br>Cancel Note | Student, Eric X | 90012346 | 90000002 | 01/01/2009 | 12/31/9999 | $7.50 | |
| ☐ | | Student, John Z | 90012345 | 90000001 | 10/01/2008 | 12/31/9999 | $7.15 | 12/14/2009 |
| ☐ | **Add Note...** | User, Robert A | 90000001 | 90200001 | 07/01/2010 | 12/31/9999 | $8.00 | |

Submit