Logon to eTime

Website - https://portal.passhe.edu/irj/portal

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.

*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.
Welcome John P-TimeKeeper to eTime.

Mobile eTime is available for iPhone, iPod Touch and mobile internet browser and enter metime.pashe.edu.

If you need any help, please refer to our mobile help sheet.

After you’ve used the site a bit, please fill out our quick feedback form and access the link directly at http://goo.gl/IYpk

Important messages for students and Timekeepers are displayed here.

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

Messages created by Payroll for Timekeepers appear here.

Current Payroll Calendar.

A list of the departments you have access to.

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

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September 2011

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Department Totals

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
NOTE: Timekeepers cannot sign time entries for students.

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

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

| Student, Eric X | Signed, 6 unapproved entries. | Unapproved Students | All Students |

**Student, Eric X**
- Signed, 7 unapproved entries.
- Signed, unapproved entries.
- Signed, 3 unapproved entries.
- Signed, 5 unapproved entries.
- Signed, 3 unapproved entries.

**Student, John Z**
- Signed, 3 unapproved entries.
- Signed, 3 unapproved entries.

**Student, John Z**
- Signed, 3 unapproved entries.
- Signed, 3 unapproved entries.
- Signed, 3 unapproved entries.


**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

**Select: All, None, Signed, Unsigned | Approve, Delete**
Select the student.

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

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

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

After you save the new entry, don’t forget to go back to the Approval tab and approve the time for the student.
This screen is to view past (and current) timesheets for all users in the department.

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

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

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

Hours entered, signed, or approved after payroll processing will be sent in the next pay period. Once paid, are show in this box.
Timekeepers can create dept. messages. TK needs to be in correct dept if they are TK for multiple depts. Payroll Personnel are emailed copies of all messages.

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

Current messages are also shown and may be edited or removed.
This tab is only visible to Primary Timekeepers.

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

Click on red button to remove a Timekeeper.

Primary Timekeeper can add secondary and read only timekeepers. No limit on # of users.
Dept Screen – Virtual Depts.

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.

All Primary Timekeepers and those Secondary Timekeepers in Depts with 30+ students can create Virtual Departments.
TK can email select students from the drop down list or individual students. For depts. with a large number of students this may take some time.
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.

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**
  Searches 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.
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.

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.

<table>
<thead>
<tr>
<th>Notes</th>
<th>Student Name</th>
<th>Per Number</th>
<th>Position</th>
<th>Hire Date</th>
<th>Term Date</th>
<th>Rate</th>
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<td>User, Robert A</td>
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<td>90200001</td>
<td>07/01/2010</td>
<td>12/31/9999</td>
<td>$8.00</td>
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