

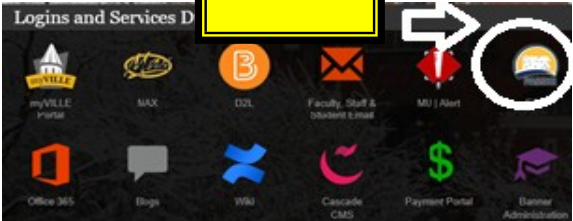
eTime FIRST TIME LOGON INSTRUCTIONS

1

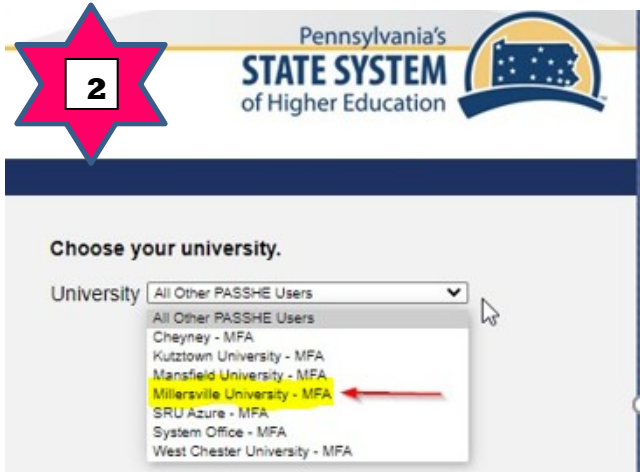
eTime works best in
Chrome

www.millersville.edu/logins

CLICK
HERE

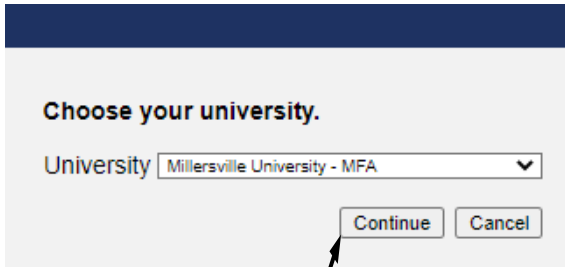


2



CLICK drop down and select
"Millersville University"

3



CLICK
CONTINUE

4

Enter Your full email address,
including @millersville.edu to
logon with your MU credentials

Sign in with your organizational account

someone@example.com

Password

Sign in

5

eTime will text you a
security code each time
you log in.

To update your phone
number, logon to
Office365; profile; view
account; security info.

For additional password
or phone number change
assistance, contact the
MU Help Desk
717-871-7777

***Mobile eTime:** metime.pashe.edu
(See Timekeeper for Details)

IMPORTANT! Expect an email from
the State System of Higher Education
regarding required new employee
training. It sometimes goes to your
'clutter'. Please complete as soon as
possible.

Pay statements are available on the
"Employee Self-Service" tab under
"Payroll" then "Online Pay Statement".
More Info. on Page 2.....

ENTERING HOURS IN ETIME:

Click "eTime" tab

Select a Department from the drop down menu

Choose Date

Choose start and end time, click "Add Entry"

(*Remember to Clock OUT & IN for Lunch Breaks)

Place a check in the small box in front of your entry

Click "Sign" - IMPORTANT STEP, UNSIGNED HOURS DO NOT PAY!

Type in code, click "Sign"

Checkout "My Settings" tab to set up personalized automatic reminders



Department/Position
Payroll | \$7.25 | SRU - UNDERGRAD STAT...
Position Valid: 06/02/2012 - 12/31/9999 Email

Date: 8/14/2012
Time Frame: 11:00 am to 1:30 pm (2.5 hrs)
Add Entry

My Information My Timesheets My Settings

My Timesheet for: Current Time Entry Period & All Unsigned Time

Aug 11 to Aug 24

	Payroll	Mon, Aug 13	11:00AM - 1:30PM
<input checked="" type="checkbox"/>	Payroll	Tue, Aug 14	11:00AM - 1:30PM

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

Select: All, None, Unsigned | Sign Copy Delete

FBI FINGERPRINT RESULTS:

Your fingerprint clearance results will be mailed directly to you.
BRING THE RESULTS TO THE PAYROLL OFFICE, IN DILWORTH OR
EMAIL THEM TO: Jeremy.Houck@millersville.edu

Failure to provide these results will result in employment suspension.

RESULTS EXAMPLE:

pennsylvania
DEPARTMENT OF HUMAN SERVICES

FBI Fingerprint clearance result

Your Name and Address Here

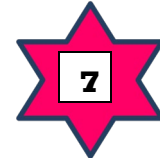
SSN: TCN: 2374737187

Your Federal Bureau of Investigation (FBI) fingerprint based record check has been processed in accordance with Public Law 92-544 and the Child Protective Services Law (Title 23, Pa C.S. Chapter 63). The following is the result of your federal criminal history check as of 08/04/2021:

☒ **ELIGIBLE:** You are permitted to work or volunteer with children.
☐ **INELIGIBLE:** You are not permitted to work or volunteer with children.

Or Mail to:

MU Payroll
20 Dilworth Ave
Millersville, PA 17551



Sign Time



Entering the following code indicates your approval and agreement that the **time submitted is correct**, and that you will be legally liable for any fraudulent hours entered.

T B N H Y

TBNHY



Enter CODE,
then click on
"Sign"

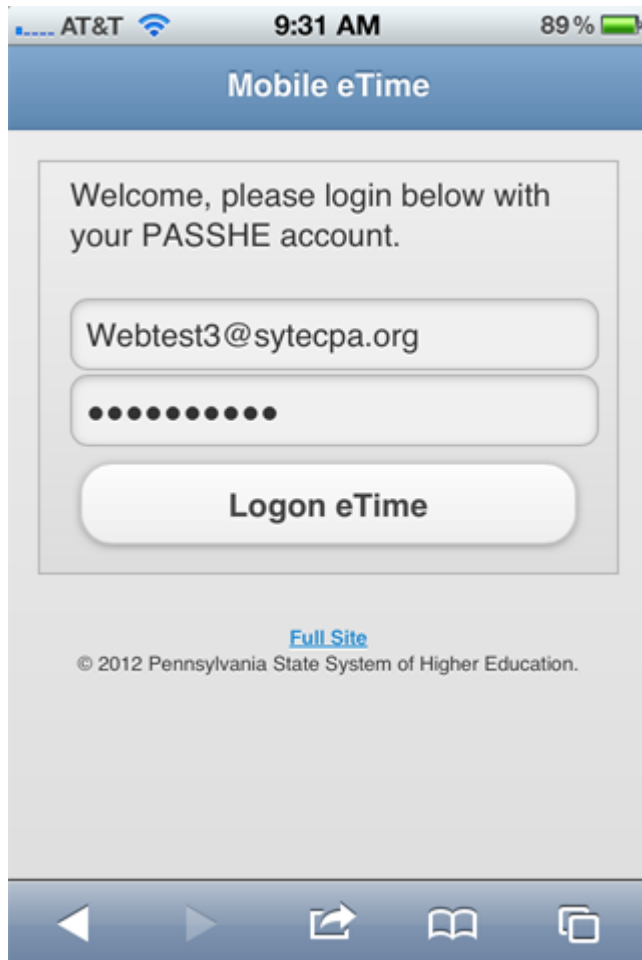
eTime Help - Mobile Application

 [Help Home](#)

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.

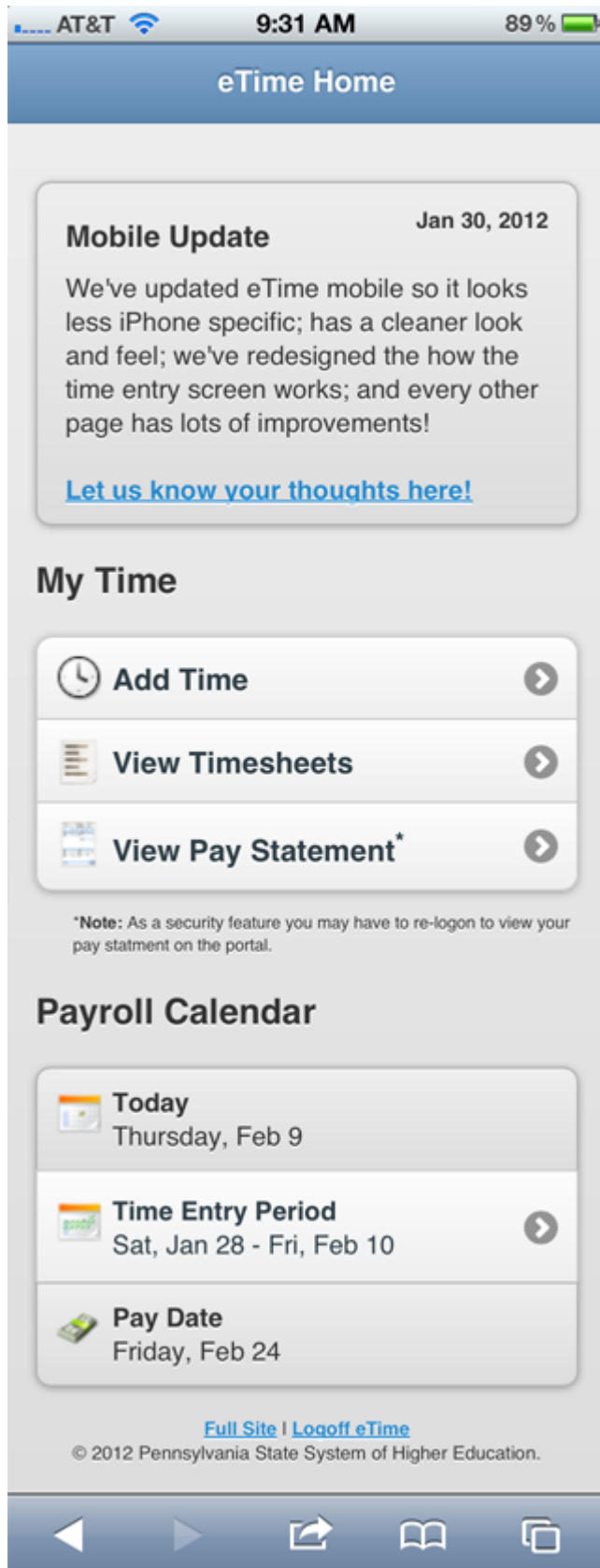
Logging In

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



Homepage

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

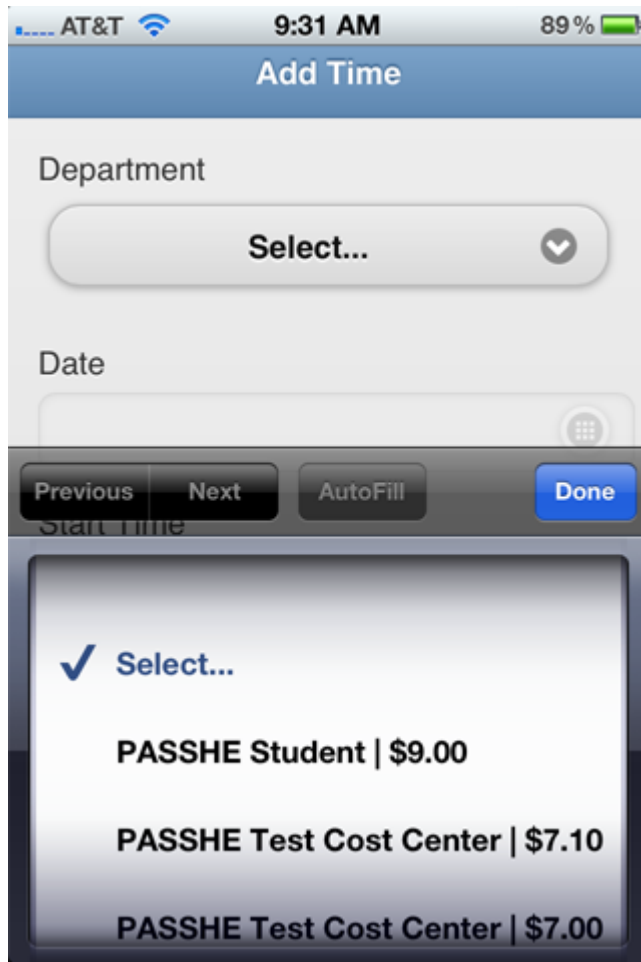


Add Time

- Adding time has the same fields as the regular eTime. We'll walk through the steps in the images below:

The screenshot shows the 'Add Time' screen of a mobile application. At the top, the status bar displays 'AT&T', signal strength, '9:31 AM', and '89%' battery. The app title 'Add Time' is centered in a blue header. Below the header, the form includes a 'Department' dropdown menu with 'Select...' and a downward arrow. The 'Date' field is a text input with a date picker icon. The 'Start Time' and 'End Time' fields are also text inputs with time picker icons. Below these fields, the text 'Total: 0 hours' is displayed. A 'Save Hours' button is positioned below the total. At the bottom of the form, there are two action items: 'Email your Timekeeper' with an envelope icon and 'Sign your time' with a pencil icon, both with right-pointing arrows. The bottom navigation bar features three tabs: 'Home' (house icon), 'Add Time' (plus icon), and 'Timesheets' (grid icon). The very bottom of the screen shows a standard iOS-style navigation bar with back, forward, and other system icons.

- Choosing a department:



The screenshot shows the 'Add Time' app interface on a mobile device. At the top, the status bar displays 'AT&T', signal strength, time '9:31 AM', and battery level '89%'. The app title 'Add Time' is in a blue header. Below it, the 'Department' label is followed by a dropdown menu with 'Select...' and a downward arrow. The 'Date' label is below the department dropdown. At the bottom, there are four buttons: 'Previous', 'Next', 'AutoFill', and 'Done'. A modal selection list is open, showing a blue checkmark next to 'Select...' and three options: 'PASSHE Student | \$9.00', 'PASSHE Test Cost Center | \$7.10', and 'PASSHE Test Cost Center | \$7.00'.

- 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.

The screenshot shows the 'Add Time' interface on a mobile device. At the top, the status bar displays 'AT&T', '9:31 AM', and '89%' battery. The app title 'Add Time' is in a blue header. Below it is a 'Department' label. A calendar for February 2012 is displayed, with the 6th selected. Below the calendar is an 'End Time' input field with a dropdown icon. At the bottom, it shows 'Total: 0 hours' and a navigation bar with icons for back, forward, share, book, and copy.

- 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.

AT&T

9:31 AM

89 %

Add Time

Department

PASSHE Student | \$9.00

Date

2/6/2012

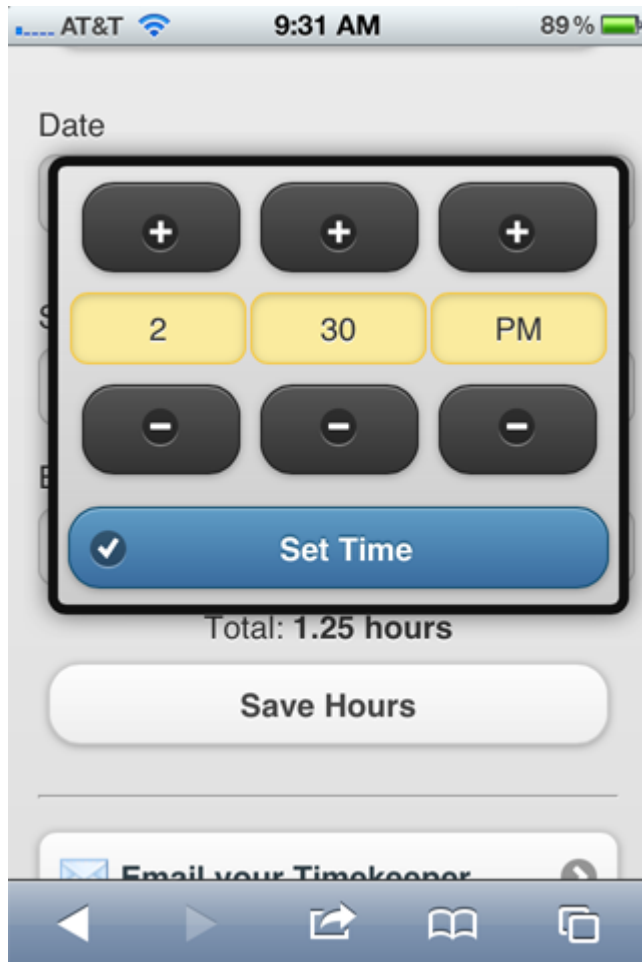
Time already entered for: 9:30 AM

Start Time

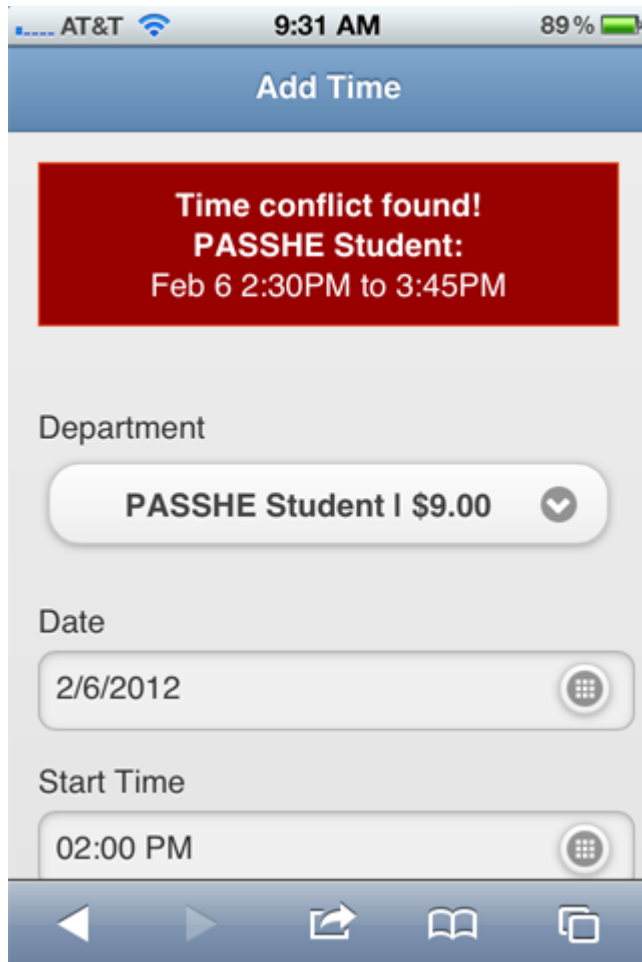
End Time

Total: 0 hours

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

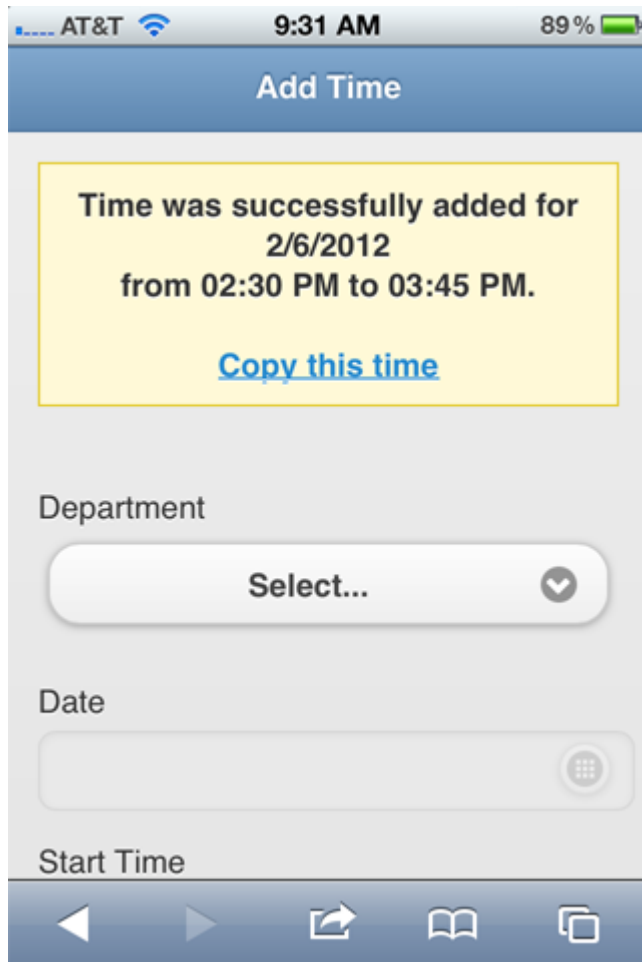


- Sample error message about a time conflict:

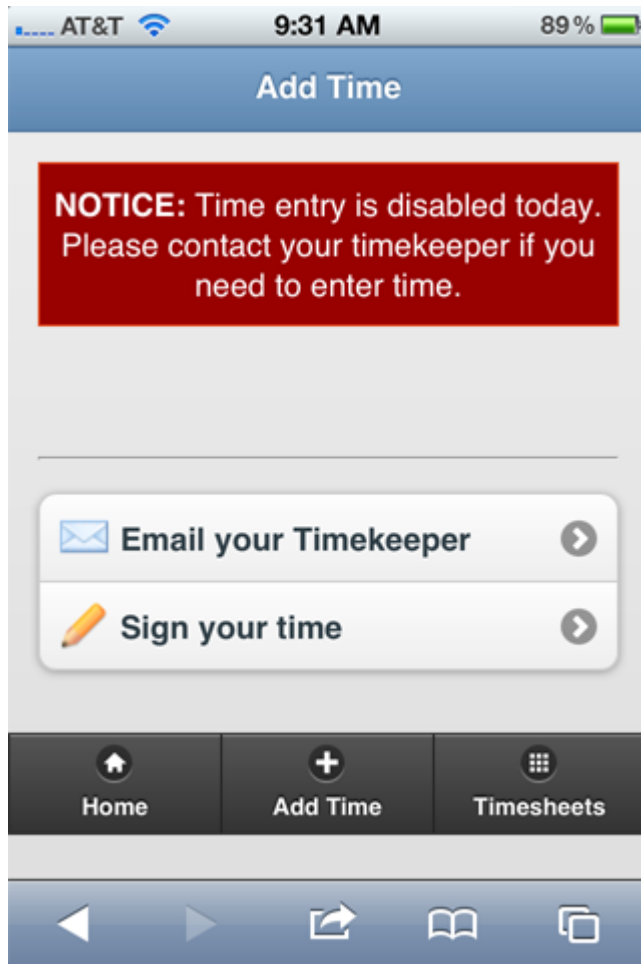


The screenshot shows the 'Add Time' screen of the eTime mobile app. At the top, the status bar displays 'AT&T', '9:31 AM', and '89%' battery. The app header is blue with the text 'Add Time'. Below the header, a red banner contains the message: 'Time conflict found! PASSHE Student: Feb 6 2:30PM to 3:45PM'. Underneath the banner, there are three input fields: 'Department' with a dropdown menu showing 'PASSHE Student | \$9.00', 'Date' with a text field showing '2/6/2012', and 'Start Time' with a text field showing '02:00 PM'. Each input field has a circular icon with a grid of dots to its right. At the bottom of the screen, there is a navigation bar with five icons: a back arrow, a forward arrow, a share icon, a book icon, and a document icon.

- Entry was successful!

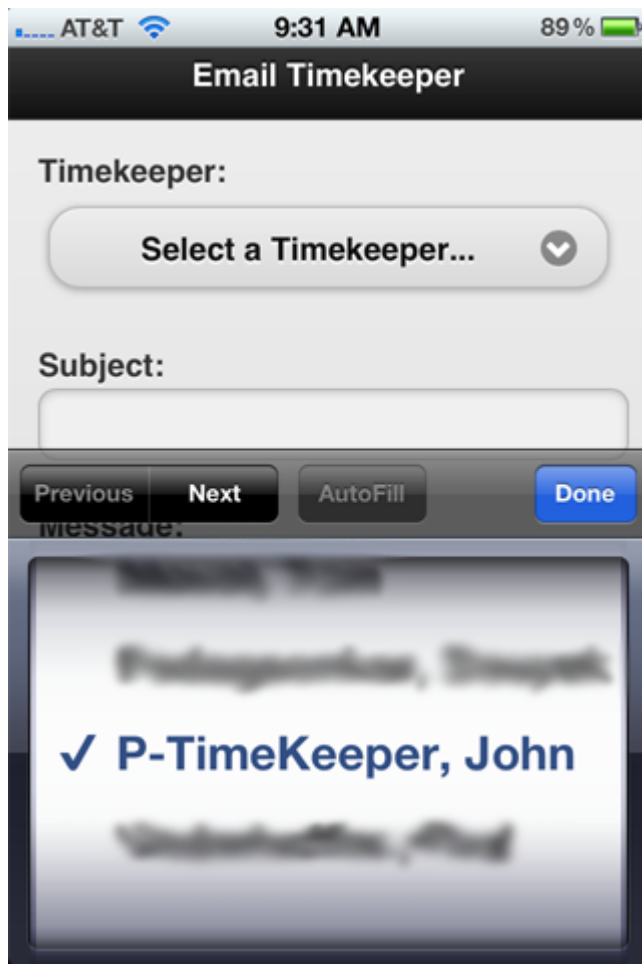


- If Time Entry is disabled, the following error message displays:

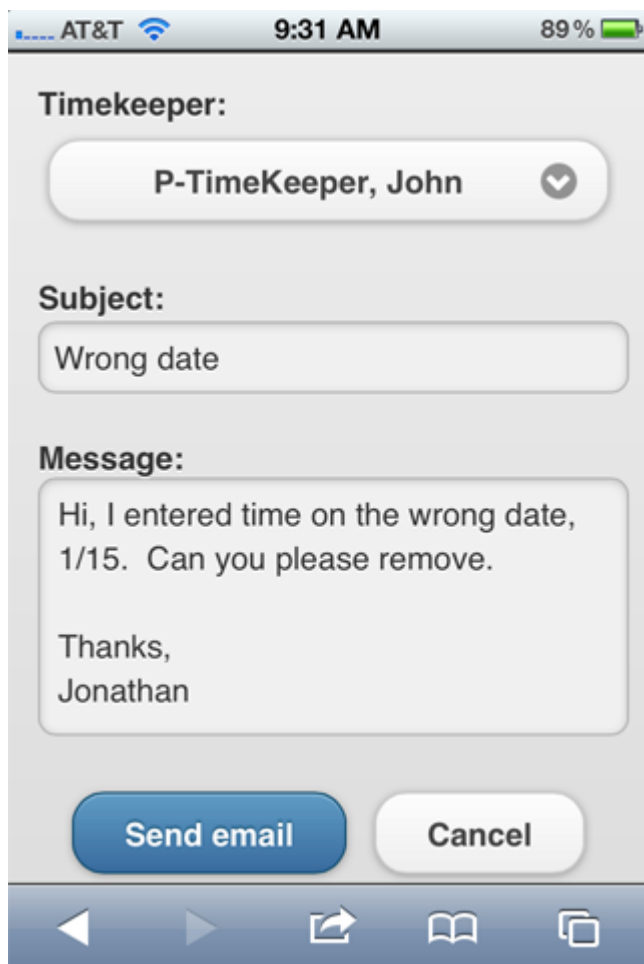


Email Timekeepers

- You can now email your timekeepers right from the mobile eTime site. First select the timekeeper you wish to send a message to.



- Enter a subject, your message, and send your message to your timekeeper. The message is automatically sent from your school email address. If your timekeeper replies it will be to that address.



Timesheets

- The top will always contain the **current timesheet**. The number to the right tells you the number of unsigned entries that are waiting to be signed.

If you have time in other pay periods which haven't been signed, they are showed beneath the current with the number of unsigned entries sill needing to be signed.

All past pay periods which you have time entered can be viewed as well.



- When you click on a timesheet you will be taken to a screen similar to this one. It displays all your time separated by week. When you are ready to sign your time, the simplest method is to click the **Select All & Sign** button.

AT&T 9:31 AM 89%

Timesheets




Timesheet for: Jan 28 - Feb 10, 2012

Week 1: Jan 28 - Feb 3 1.25 hrs

<input type="checkbox"/>	02/02/2012 8:30AM-9:45AM 1.25	PASSHE Student \$9.00/hr ✗ Not Signed!
--------------------------	---	---

Week 2: Feb 4 - Feb 10 1.75 hrs

<input type="checkbox"/>	02/06/2012 9:00AM-9:15AM 0.25	PASSHE Student \$9.00/hr ✗ Not Signed!
<input type="checkbox"/>	02/06/2012 2:00PM-2:15PM 0.25	PASSHE Student \$9.00/hr ✗ Not Signed!
<input type="checkbox"/>	02/06/2012 2:30PM-3:45PM 1.25	PASSHE Student \$9.00/hr ✗ Not Signed!

 3.00 Submitted	 0.00 Signed	 0.00 Approved	 0.00 To Be Paid
---	--	--	--

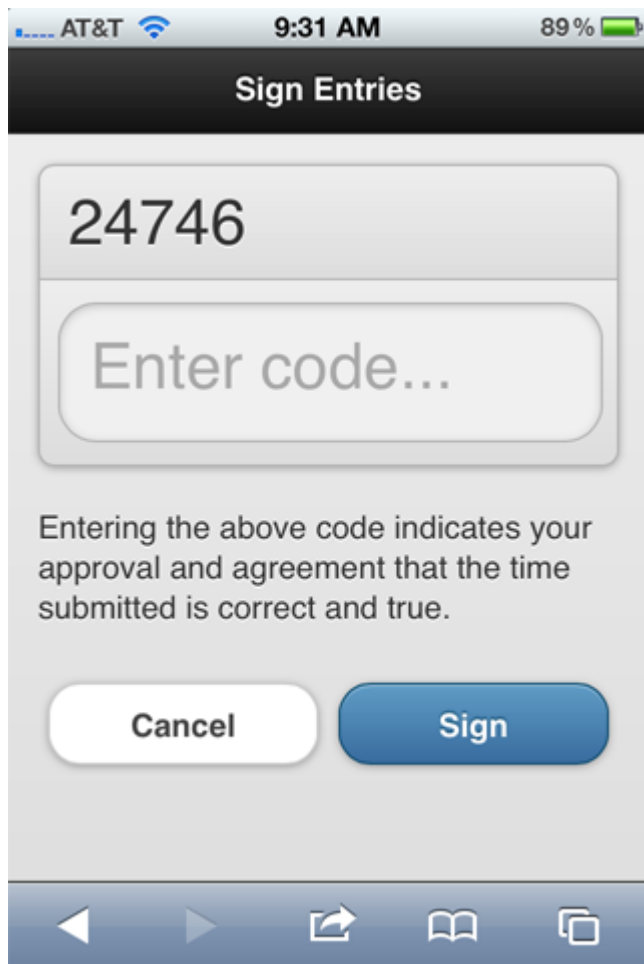
Copy **Delete** **Sign**

Select All & Sign

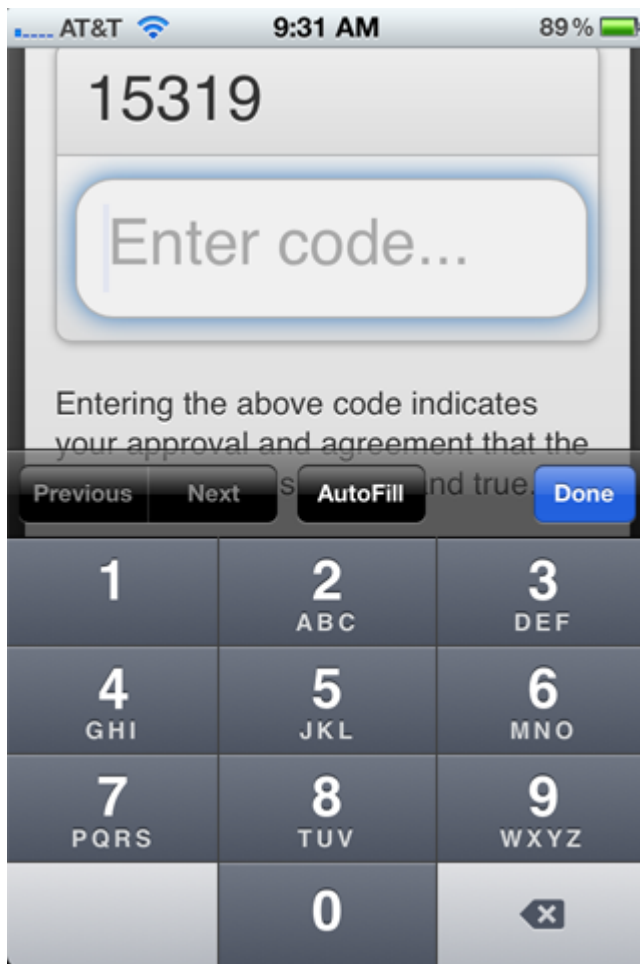
Home **Add Time** **Timesheets**

Navigation icons: back, forward, search, list, print

- As with the regular eTime, they must enter a special code that signifies your signature.



- To keep things simple and easier to sign only numbers will be required for signing entries. When you click in the box **Enter Code**, a number pad comes up, and you can easily tap the numbers and then click the **Sign** button.



- The entry was signed!



- Here is a view of an older timesheet with many entries, some approved, some signed, some neither.



Timesheets

Timesheet for: **Dec 31 - Jan 13, 2012**

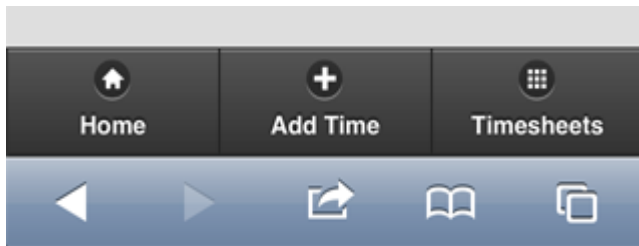
Week 1: Dec 31 - Jan 6		22.50 hrs
01/05/2012 <small>11:00AM-3:00PM</small> 4.00	PASSHE Student <small>\$9.00/hr</small> Signed!	
<input type="checkbox"/> 12/31/2011 <small>9:00AM-12:30PM</small> 3.50	PASSHE Test Cost Center <small>\$7.10/hr</small> Not Signed!	
01/02/2012 <small>11:00AM-3:15PM</small> 4.25	PASSHE Test Cost Center <small>\$7.00/hr</small> Signed!	Approved!
<input type="checkbox"/> 01/04/2012 <small>11:00AM-3:15PM</small> 4.25	PASSHE Test Cost Center <small>\$7.00/hr</small> Not Signed!	Approved!
01/04/2012 <small>7:30PM-9:45PM</small> 2.25	PASSHE Test Cost Center <small>\$7.10/hr</small> Signed!	
<input type="checkbox"/> 01/06/2012 <small>11:00AM-3:15PM</small> 4.25	PASSHE Test Cost Center <small>\$7.00/hr</small> Not Signed!	
Week 2: Jan 7 - Jan 13		8.50 hrs
<input type="checkbox"/> 01/09/2012 <small>11:00AM-3:15PM</small> 4.25	PASSHE Test Cost Center <small>\$7.00/hr</small> Not Signed!	
<input type="checkbox"/> 01/12/2012 <small>11:00AM-3:15PM</small> 4.25	PASSHE Test Cost Center <small>\$7.00/hr</small> Not Signed!	
31.00 <small>Submitted</small>	10.50 <small>Signed</small>	8.50 <small>Approved</small>
4.25 <small>To Be Paid</small>		

Copy

Delete

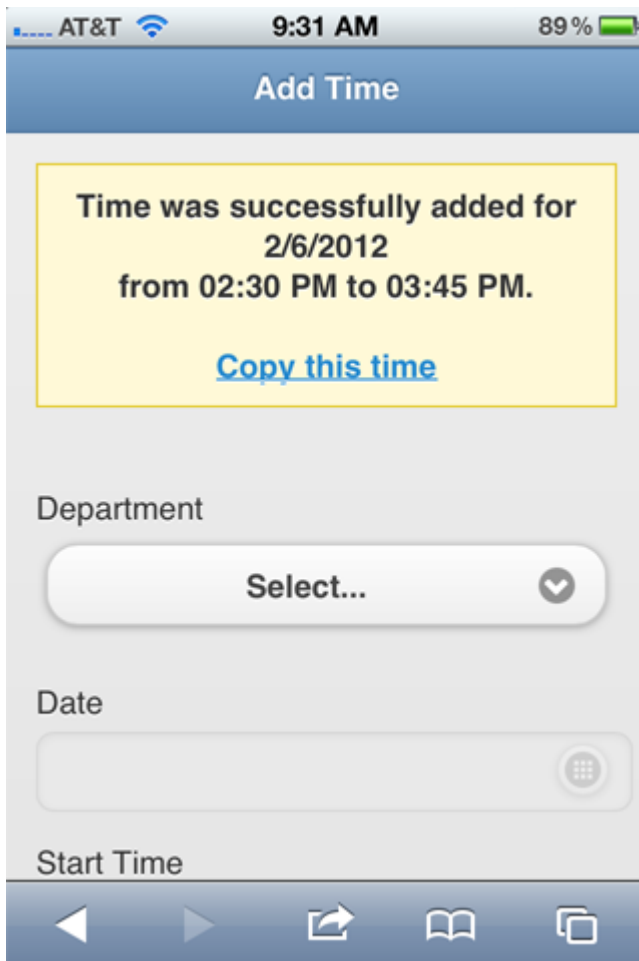
Sign

Select All & Sign



Copy Time

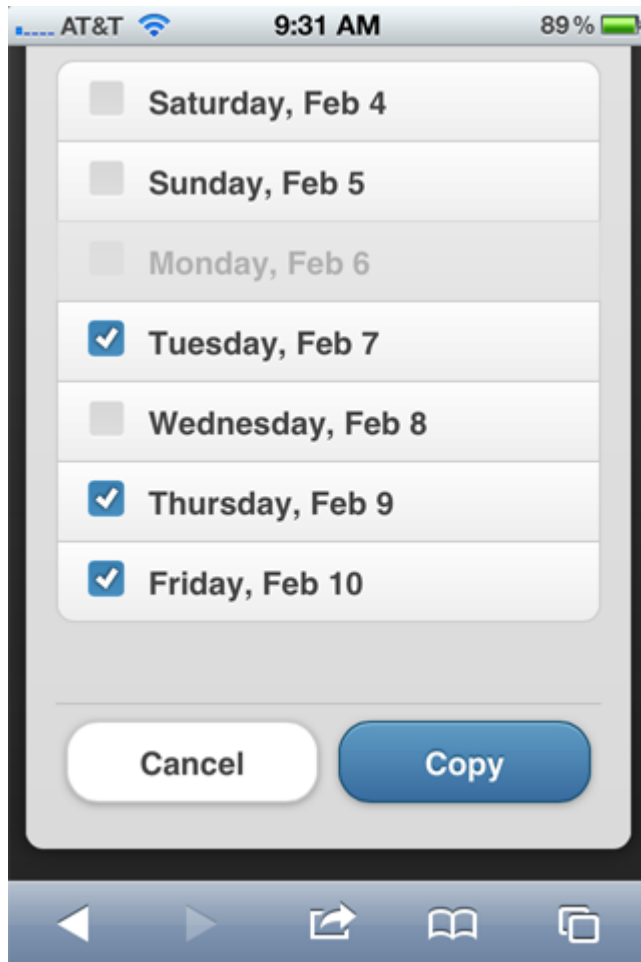
- **There are 2 ways to copy time.**
- The first and easiest is to click **Copy this time** after entering time.



- Clicking on the link takes you to the timesheet screen, where it will automatically select and gray out the date you just entered, and display the copy entry box.



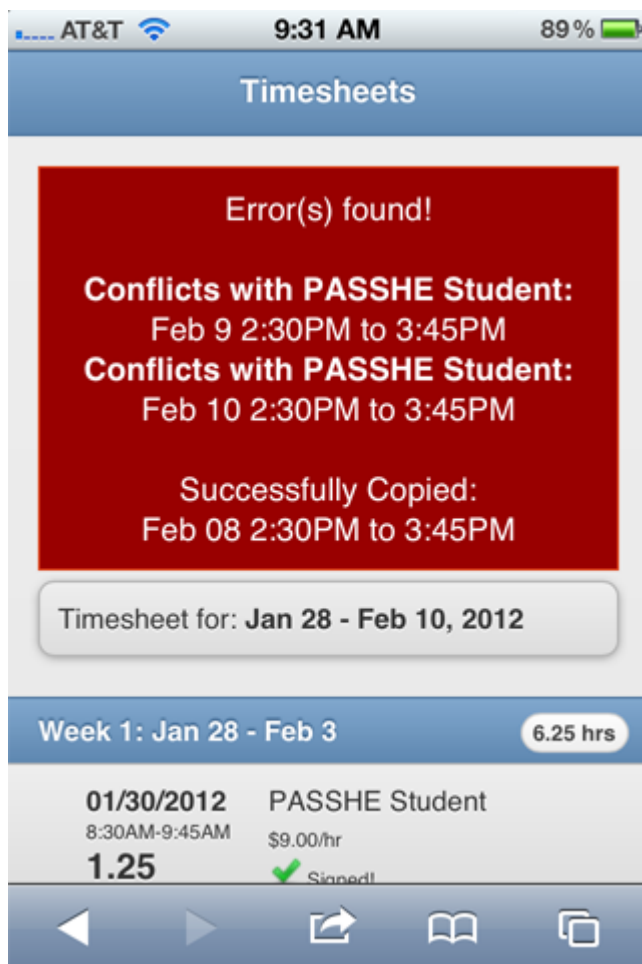
- Select the days you want the time/department copied to and click **Copy**.



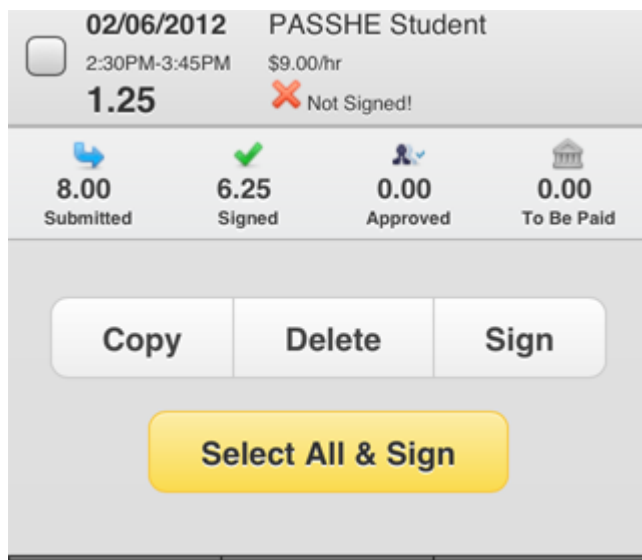
- If completely successful, you'll see the following message...



- ...if there are conflicts, or you went over the maximum number of hours for the day/week, you'll see a summary error message with all the problems.

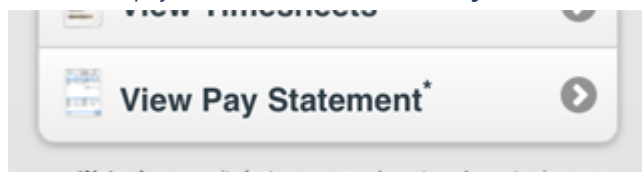


- The second way to copy entries is to select the entry you want to copy and then select the **Copy** button at the bottom of the timesheet screen.



Pay Statement

- To view the pay statement, click on **View Pay Statement** on the homepage of mobile eTime.



- You may be asked to login, via the portal screen.

AT&T 10:49 AM 92%

PA State System of Higher Education

portal.passhe.edu/irj/p... Google

SELF SERVICE PORTAL

www.PASSHE.edu Account Self Service

Enter Your Account Information

Username:

Password:

Log In

Forgot Your Password?

© Pennsylvania State System of Higher Education, 2004 North Second Street, Harrisburg, PA 17110
The home of PASSHE Employees Self-Service, Manager Self-Service & eTime.

- The next screen displayed, after successfully logging in, will be your pay statement.

