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 (Mobile 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.

Feedback

Welcome Timekeepers to Mobile eTime!
If you have feedback (positive or negative) please take 5 minutes to fill out our survey!

Payroll Calendar
Students with Unapproved Time

Student, Eric X
Student, John Z

Active Students

Click to display...

Search students...
Student, Eric X
Student, John Z
User, Robert A

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).
### Sep 8, 2012 - Sep 21, 2012

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Rate</th>
<th>Position</th>
<th>Status</th>
</tr>
</thead>
</table>
| 09/10/2012 | 8:00AM-9:30AM | $9.00/hr | PASSHE Student                                | Not Signed!
|            | 1.50               |          |                                               |            |
| 09/12/2012 | 2:00PM-2:15PM    | $7.10/hr | PASSHE Test Cost Center                       | Not Signed!
|            | 0.25               |          |                                               |            |
| 09/14/2012 | 3:00PM-3:15PM    | $9.00/hr | PASSHE Student                                | Not Signed!
|            | 0.25               |          |                                               |            |
| 09/17/2012 | 9:00AM-10:00AM   | $9.00/hr | PASSHE Student                                | Not Signed!
|            | 1.00               |          |                                               |            |
| 09/17/2012 | 12:00PM-4:00PM   | $9.00/hr | PASSHE Student                                | Not Signed!
|            | 4.00               |          |                                               |            |
| 09/19/2012 | 2:00PM-3:00PM    | $7.10/hr | PASSHE Test Cost Center                       | Not Signed!
|            | 1.00               |          |                                               |            |

### Sep 22, 2012 - Oct 5, 2012

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Rate</th>
<th>Position</th>
<th>Status</th>
</tr>
</thead>
</table>
| 09/24/2012 | 7:00AM-8:30AM | $9.00/hr | PASSHE Student                                | Not Signed!
|            | 1.50               |          |                                               |            |
| 09/24/2012 | 10:00AM-10:15AM | $9.00/hr | PASSHE Student                                | Not Signed!
|            | 0.25               |          |                                               |            |
| 09/26/2012 | 8:00AM-12:00PM   | $9.00/hr | PASSHE Student                                | Not Signed!
|            | 4.00               |          |                                               |            |
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 accidently 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 **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
To add time, click the **Add Time** button. Once selected, a new page will popup which looks like this:

![Add Time Page](image)

- **Department**: Select...
- **Date**: 
- **Start Time**: 
- **End Time**: 
- **Total**: 0 hours
- **Save Hours**
- **Email a Student**
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.
Selecting the start and end times by using the plus and minus signs.
Sample error message about a time conflict:

**Time conflict found!**
PASSHE Student: Sep 26 8:00AM to 12:00PM

**Student, Eric X (90012346)**

*All Unapproved Time and...*

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**Sep 8, 2012 - Sep 21, 2012**

- **09/10/2012**
  - 8:00AM-9:30AM
  - PASSHE Student
  - 1.50
  - $9.00/hr (90000010) | DUC - STUDEN...
  - Not Signed!

- **09/12/2012**
  - 2:00PM-2:15PM
  - PASSHE Test Cst: Center
  - $7.10/hr (9000002)
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.
Email Students

Student:

Student, Eric X

Select a Student...

✓ Student, Eric X
Student, John Z
User, Robert A
Enter a subject, your message, and send your message to your student.

**Subject:**

Deleted time

**Message:**

Eric, I deleted your time since you we're sick those days and didn't work them.

-Jonathan