eTime FIRST TIME LOGON INSTRUCTIONS

1. eTime works best in Chrome

2. www.millersville.edu/logins

   CLICK HERE

   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

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.passhe.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

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**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:

Or Mail to:
MU Payroll
20 Dilworth Ave
Millersville, PA 17551
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).

Mobile eTime

Welcome, please login below with your PASSHE account.

Webtest3@sytelcpa.org

Logon eTime

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

Mobile Update

Jan 30, 2012

We've updated eTime mobile so it looks less iPhone specific; has a cleaner look and feel; we've redesigned the how the time entry screen works; and every other page has lots of improvements!

Let us know your thoughts here!

My Time

- Add Time
- View Timesheets
- View Pay Statement

*Note: As a security feature you may have to re-logon to view your pay statement on the portal.

Payroll Calendar

- Today
  Thursday, Feb 9
- Time Entry Period
  Sat, Jan 28 - Fri, Feb 10
- Pay Date
  Friday, Feb 24

Full Site | Logoff eTime
Adding time has the same fields as the regular eTime. We'll walk through the steps in the images below:
Choosing 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
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 Time

Department
PASSHE Student I $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:

Time conflict found!
PASSHE Student:
Feb 6 2:30PM to 3:45PM

Department
PASSHE Student | $9.00

Date
2/6/2012

Start Time
02:00 PM
Entry was successful!

Time was successfully added for 2/6/2012 from 02:30 PM to 03:45 PM.

Copy this time
If Time Entry is disabled, the following error message displays:

**NOTICE:** Time entry is disabled today. Please contact your timekeeper if you need to enter time.

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 still 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.
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.
Enter code...

Entering the above code indicates your approval and agreement that the instructions and terms are true.
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

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
<th>Rate</th>
<th>Signed</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/05/2012</td>
<td>4.00</td>
<td>$9.00/hr</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>12/31/2011</td>
<td>3.50</td>
<td>$7.10/hr</td>
<td>❌</td>
<td></td>
</tr>
<tr>
<td>01/02/2012</td>
<td>4.25</td>
<td>$7.00/hr</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>01/04/2012</td>
<td>4.25</td>
<td>$7.10/hr</td>
<td>❌</td>
<td>✔️</td>
</tr>
<tr>
<td>01/06/2012</td>
<td>4.25</td>
<td>$7.00/hr</td>
<td>❌</td>
<td></td>
</tr>
</tbody>
</table>

## Week 2: Jan 7 - Jan 13

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
<th>Rate</th>
<th>Signed</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/09/2012</td>
<td>4.25</td>
<td>$7.00/hr</td>
<td>❌</td>
<td></td>
</tr>
<tr>
<td>01/12/2012</td>
<td>4.25</td>
<td>$7.00/hr</td>
<td>❌</td>
<td></td>
</tr>
</tbody>
</table>

**Total: 22.50 hrs**

**Submitted:** 31.00
**Signed:** 10.50
**Approved:** 8.50
**To Be Paid:** 4.25
Copy Time

- **There are 2 ways to copy time.**

  - The first and easiest is to click **Copy this time** after entering time.

    ![Copy Time Screen]

    - 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.
You have chosen to copy the time and department you worked on **Mon, Feb 6**.

Below, choose the other dates you worked the same time and same department.

**Week 1:**

- Saturday, Jan 28
- Sunday, Jan 29
- Monday, Jan 30
- Tuesday, Jan 31
Select the days you want the time/department copied to and click **Copy**.
If completely successful, you'll see the following message...

Successfully copied the entry 3 times.

Timesheet for: Jan 28 - Feb 10, 2012

Week 1: Jan 28 - Feb 3

01/30/2012 8:30AM-9:45AM
PASSHE Student
$9.00/hr
1.25
Signed!

01/31/2012 8:30AM-9:45AM
PASSHE Student
$9.00/hr
1.25
Signed!

02/01/2012 8:30AM-9:45AM
PASSHE Student
$9.00/hr
1.25
Signed!

...if there are conflicts, or you went over the maximum number of hours for the day/week, you'll see a summary error message will 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 logon, via the portal screen.
The next screen displayed, after successfully logging in, will be your pay statement.