

Logon to eTime

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

SELF SERVICE PORTAL

Pennsylvania's
STATE SYSTEM
of Higher Education

www.PASSHE.edu Account Self-Service

Enter Your Account Information

Username:

Password:

[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.

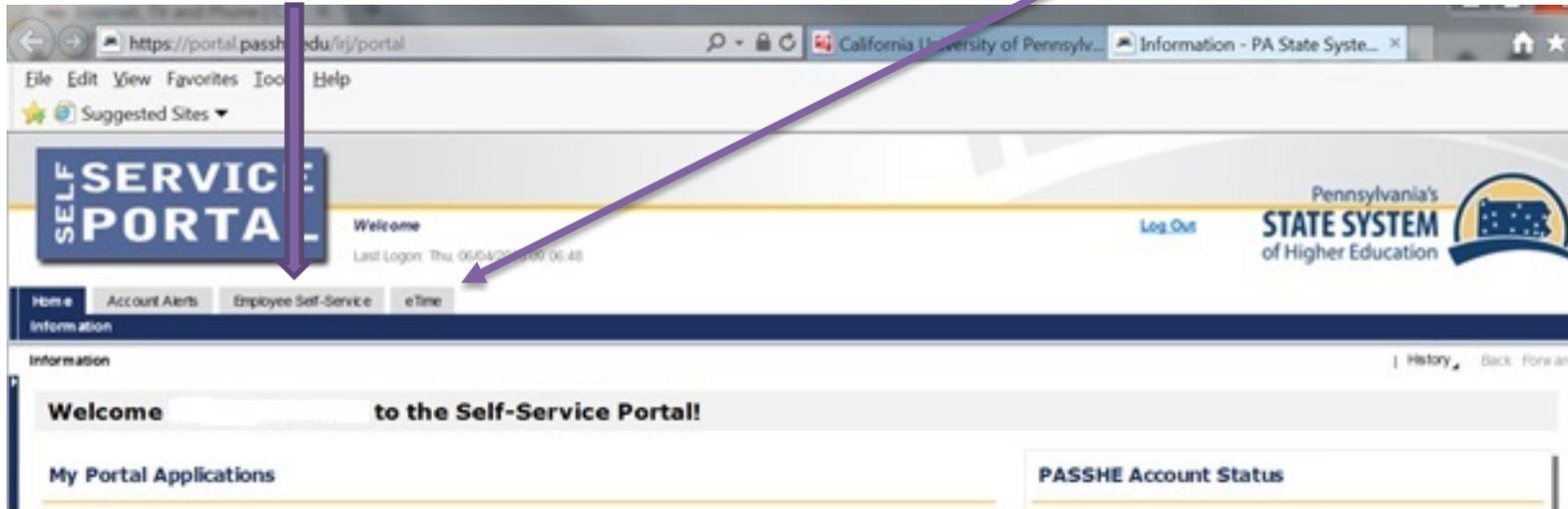
© Pennsylvania State System of Higher Education, 2986 North Second Street, Harrisburg, PA 17110
The home of PASSHE Employee Self-Service, Manager Self-Service & eTime.
If you need assistance, contact your university help desk.

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.

E-Time Instructions – STUDENT

1. Log into the Employee Self-Service (ESS) system and select the eTime tab.



NOTE: First time users may see a settings screen and a tutorial appear. Please follow the tutorial and adjust your settings.

Last Login: Thu, 06/04/2015 09:06:48

eTime

- Use the calendar at the top of the page to keep track of when time is due. Time can only be entered for the current time entry period! You have until 11:59PM on the Friday at the end of the time entry period to enter time for the previous 2 weeks.
- Don't pay more taxes than you have to!** If you are expected to make less than \$12,000 this year, then talk with the Human Resource department. It could save you some \$\$\$!
- You're busy with school, so set up reminders for when you forget!**
 - Text me at on when I have time entered but unsigned at noon on the Friday time is due. *Standard text messaging rates apply.
 - Email me when I have time entered but unsigned on the Friday time is due.
 - Email me when I have no time entered for the pay period on the Friday time is due.
- Mobile eTime is available!** Have a Smartphone, iPod Touch, iPad or other tablet device? Just visit metime.passhe.edu on your device and you'll have access to a mobile friendly version to add, sign and check your time!

Last Login: Thu, 06/04/2015 09:06:48

eTime

Department/Position
 PAYROLL | \$7.25
 Position Valid: 05/09/2015 - 12/31/9999

Date: Time Frame: 12:45 pm to 1:00 pm (15 mins)

June 2015 July 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6	28	29	30	1	2	3	4
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30	1	2	3	4	26	27	28	29	30	31	1
5	6	7	8	9	10	11	2	3	4	5	6	7	8

Today, Time entry period, Last day to enter time, The pay date

Welcome! Let's do a quick walkthrough...
 First, if you ever need help, or have a question, click this icon on the top right here to display the help and contact screens.

Next (1 of 6)

My Information My Timesheets My Settings

2. Choose date and select start/end times.

The screenshot shows the 'SERVICE PORTAL' interface. At the top, there's a 'Welcome' message and 'Last Login: Mon, 06/15/2015 12:45:30'. Below that, there are navigation tabs: 'Home', 'Account Alerts', 'Employee Self-Service', and 'Time'. The 'Time' tab is selected. The main content area is titled 'Department/Position' and shows 'PAYROLL | \$7.25'. Below this, there's a 'Position Valid: 05/05/2015 - 12/31/9999' and an 'Email' button. The 'Date' field is set to '6/26/2015' and the 'Time Frame' is set to '8:30 am' to '4:00 pm (7.5 hrs)'. There's an 'Add Entry' button with a green plus icon. To the right, there are two calendar views for June 2015 and July 2015. A legend indicates: 'Today' (grey), 'Time entry period' (light blue), 'Last day to enter and' (dark blue), and 'The pay date for this t' (green). At the bottom, there's a summary row: 'Mon, Jun 22 | 8:30AM - 4:00PM | 7.50 | \$7.25 | X Unsigned'.

3. Click on the Add Entry option.

4. Input the code the system directs you to input. It is different every time you log on.

The screenshot shows a 'Sign Time' dialog box. The title is 'Sign Time'. The main text says: '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.' Below this, the code '9 5 K D B' is displayed in large, bold letters. There's a 'Get Audio Code' link and a text input field containing '9 5 K D B'. A blue arrow points to the input field. At the bottom, there are 'Sign' and 'Cancel' buttons.

5. Review the data.

Home Account Alerts Employee Self-Service eTime

My Information My Timesheets My Settings

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

Jun 13 to Jun 26

<input type="checkbox"/>	PAYROLL	Mon, Jun 22	8:30AM - 4:00PM	7.50	\$7.25	✓ Signed Jun 15
<input type="checkbox"/>	PAYROLL	Wed, Jun 24	8:30AM - 4:00PM	7.50	\$7.25	✓ Signed Jun 15
<input type="checkbox"/>	PAYROLL	Thu, Jun 25	8:30AM - 4:00PM	7.50	\$7.25	✓ Signed Jun 15
<input type="checkbox"/>	PAYROLL	Fri, Jun 26	8:30AM - 4:00PM	7.50	\$7.25	✓ Signed Jun 15
				Week 1 total:	0.00	
				Week 2 total:	30.00	
				Pay Period Total:	30.00	

Select: All, None, Unsigned | Sign Copy Delete

Your input of hours

Your timekeeper's approval of your hours.

Setting Options:

Email

- Email when time is entered for me
This value cannot be changed and will always be active.
- Email when time is deleted for me
This value cannot be changed and will always be active.
- Email when **unsigned** time is **approved**.
- Email me on the **Fri** before the end of the time entry period if I have **unsigned time**.
- Email me on the **Thur** before the end of the time entry period and I have **no time entered**.
NOTE: You must have entered time at least once in eTime for this setting to work.
- Email when my password is 14 days from expiring.

Text

- *Text me at 7175551212 on AT&T at 12PM Noon Friday before the end of the time entry period if I have **unsigned time**.
*Standard text messaging rates apply. [What does that mean?](#)

Time Entry

- Enable audio feedback on the sign time screen.
NOTE: This feature does not work with Internet Explorer 7 or 8.
- Choose a default department/ position**
No default department chosen.
- Set default start time to**
 - Current Time
 - Choose a specific time
- Set the Starting Hours dropdown box to only show time between:**
 - Show All Time
 - Specify Hours

Frequently Asked Questions:

Why are the first two options grayed out? I don't want to be emailed!

Sorry, but you need to be notified when time is entered for you. You still need to sign time entered for you, and if you aren't notified you might not sign the entries before they are due. You are also notified when time is deleted, so you know why hours you were expecting to be paid for have disappeared.

What does 'set default start time to' mean?

On the Time Entry screen above, the default start time is set to the current hour and the minute is rounded to the closest 1/4 hour (e.g. 8:07 is rounded up to 8:15). If you would rather have the default time be something other than this, you can change it with this setting.

Why would I set the setting for 'Choose a default cost center/position'?

Some students are assigned multiple positions which they may not use frequently. If there is a department or position you normally use, you can choose it to be the default so you have one less button to click each time you enter time.

I only work between 8AM and 4:30PM, can I hide the other hours from the dropdown?

Yes! You can specify the hours to display in the dropdown so you only see hours you would work. If your schedule changes for any reason, you can either change it, or show all hours again.

What does 'Standard text messaging rates apply' mean?

If you pay for each text message sent or received, or you go over your allotted text message amounts, you may be charged by your service provider. Please check with your cell phone company for applicable rates. Unlimited texting plans have no limits and therefore do not accrue any extra fees.

Are there other settings planned for the future?

None are planned at this time. If you have a suggestion for a setting we may have missed, please let us know on the feedback page.