

# LHUP Student Employee Time Entry: eTime

PA State System of Higher Education (PASSHE) has developed an online timecards system that allows student employees to enter their hours worked into a central server in Harrisburg (this site is NOT hosted on the LHU campus). Initial access webpage is:

<https://etime.passhe.edu/lhup> (Note: the “s” in https, MUST be present to access the secure eTime system).

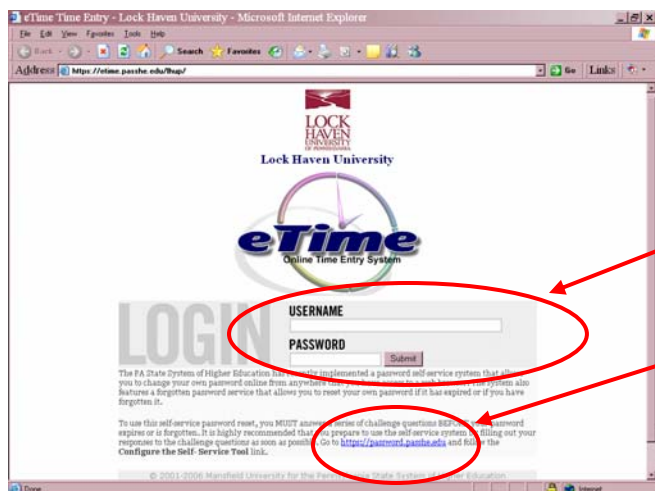
## Essential eTime login information:

1. You must have approved working papers for university employment through the Human Resources (HR) Office to have access to the eTime system. Please refer to the information at <http://www.lhup.edu/studentemployment/>.
2. **USERNAME:** your complete LHUP email address, for example for Jane W. Doe it would be: [jdoe@lhup.edu](mailto:jdoe@lhup.edu).
3. **PASSWORD:** your initial password will be the initial, temporary password assigned to your LHUP email account:
  - a. **temp!xyy** where “x” is your middle initial (“x” if you have none) and “yy” is the last two digits of your social security number (“00” if you have none). For Jane W. Doe with social security number 123-45-6789 the initial password would be: **temp!w89**
  - b. **Note:** This temporary password was created from information in the student information system at the time your account was created. Therefore, if Jane in the previous example had not provided her middle initial or social security number or neither, then other possible initial passwords would be, respectively: **temp!x89** or **temp!w00** or **temp!x00**. You may have to try these alternate passwords if the primary password does not work.

**REMINDER:** the eTime system resides in Harrisburg, it is a system separate from the University’s network and email systems. Although your USERNAME (e.g. [jdoe@lhup.edu](mailto:jdoe@lhup.edu)) will be the same for both, the password for each could be different. It will be your responsibility to remember the password for each environment.

**NOTE:** This password will expire every 90 days

## Initial Screen



This is the initial screen you will see when you access web site: <https://etime.passhe.edu/lhup>

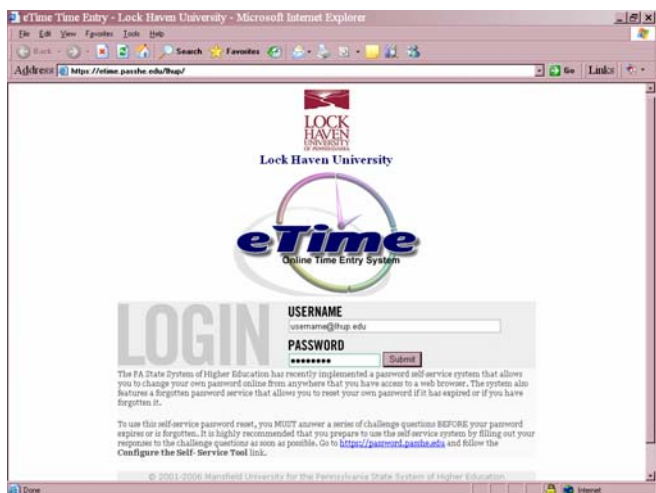
This page provides 2 functions:

Function 1: Login to eTime to enter current timesheet information.

Function 2: Blue link: <https://password.passhe.edu>. **DO this function as soon as possible.** This area allows you to change your password and setup essential information that is needed to reset your password if you forget it at a later date.

## Entering eTime Information for Student Pay

The following information will assist you in logging in to the eTime system and enter and signing your entered time.



At the initial screen

Username: [username@lhu.edu](mailto:username@lhu.edu)

Password: temp!xy\*

\* where “x” is your middle initial (“x” if you have none) and “yy” is the last two digits of your social security number (“00” if you have none).

**Reminder:** This password may be different from your LHU email and login account.

**NOTE:** Password will expire every 90 days.

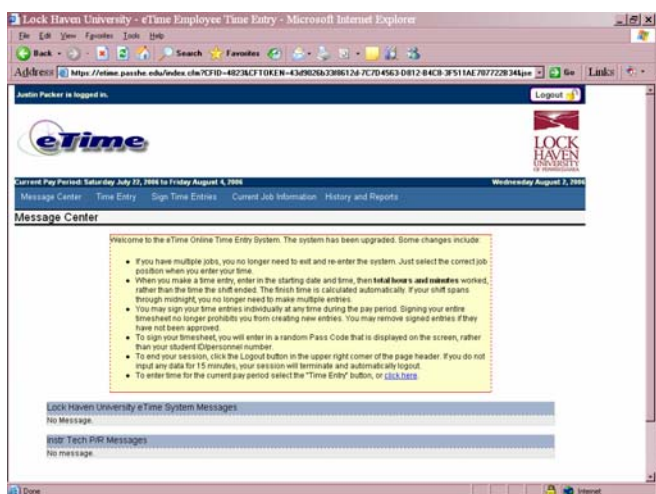
There are two possible error messages you may receive when you login.

**Logon failure: unknown user name or bad password.**

This indicates that your username or password was not accepted for authentication.

**You do not have an active record in the eTime system.**

This means that you do not have an active work record, or the cost center you have been assigned is not active.

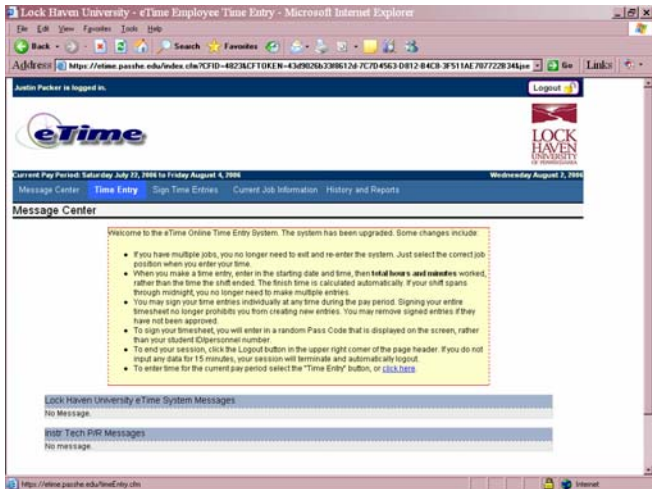


Once your username and login are validated, you are taken immediately to the Message Center\*.

\*This lists a least two different messages. These messages may include items indicating deadline changes, pay date changes, system shutdown notices, and special departmental events and notices.

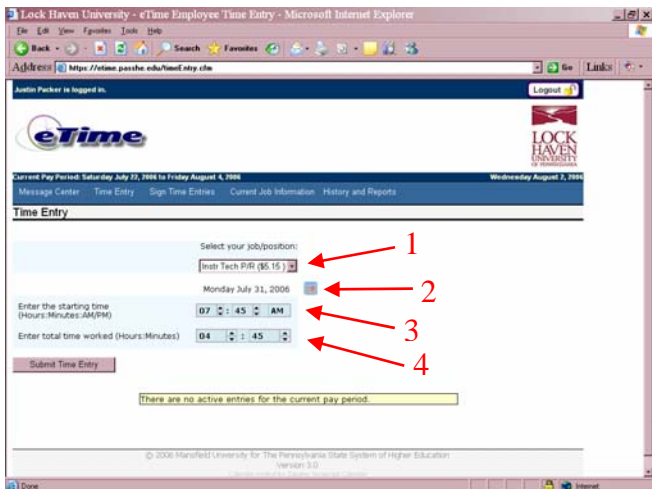
- Lock Haven University Payroll Messages
- Your Department (or departments if you have multiple jobs)

# Time Entry



## Time Entry

Select Time Entry from menubar



There are 4 areas that you MUST complete prior to clicking “Submit Time Entry”

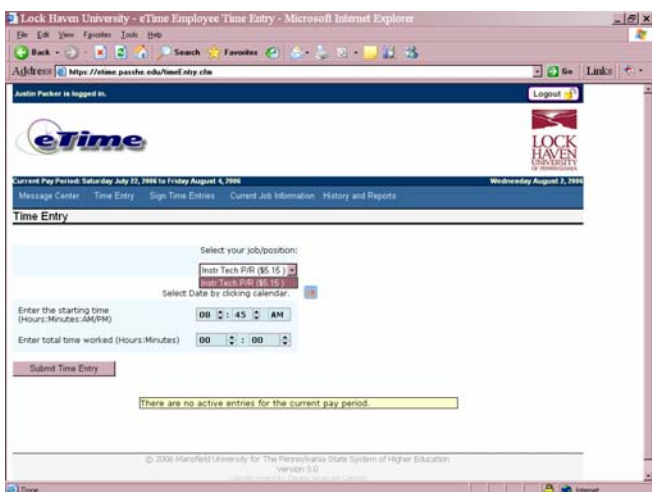
1 – Job/position (Note: this is only changeable if you are working in more than one area)

2 – Calendar (Ensure that the appropriate date is selected in viewable to the left of the calendar icon).

3 – Starting time (Select the closest 15 minute interval for your start time).

4 – Total time worked\* (This is total hours from the start time. DO NOT enter end time as this will make this entry invalid).

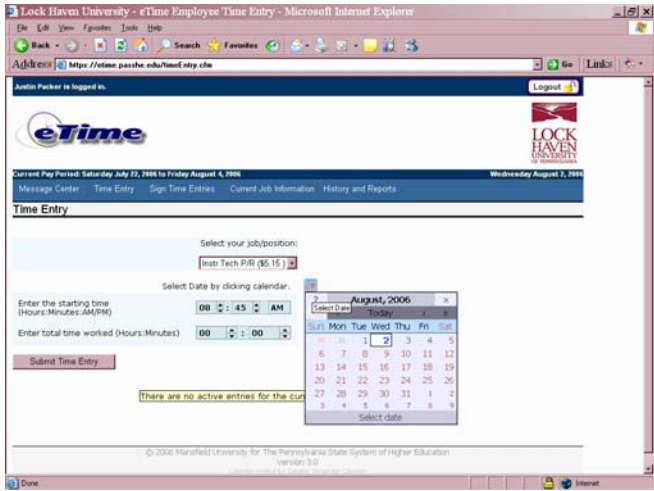
\* You **MAY NOT** enter more than 5 straight total hours. You **MUST** leave have a 30 minute break after every 5 consecutive hours.



## Selecting job/position

If you work in more than one cost center, you will need to ensure you are enter time for the correct position.

## Click dropdown arrow Select Position

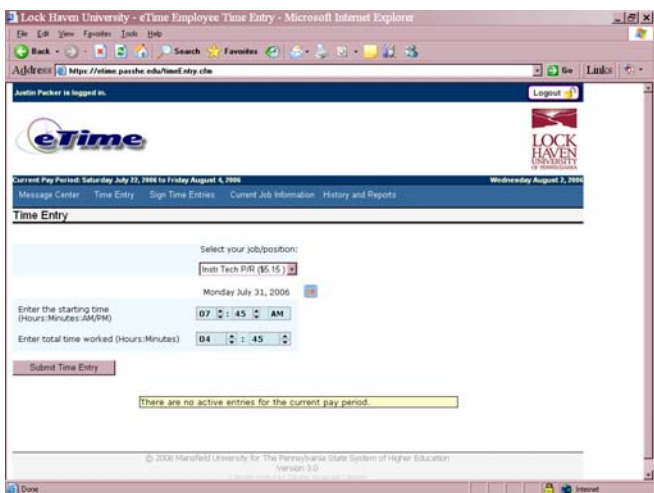


## Selecting a Date

Click on the calendar icon

Click on the date

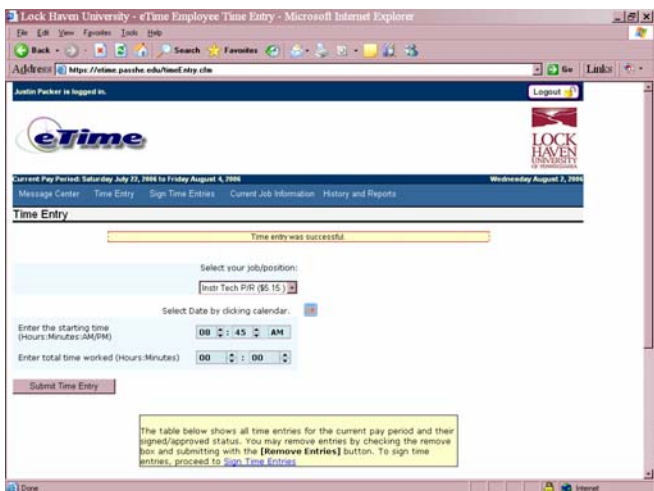
When date is selected appropriately, the calendar will convert back and date will appear to the left of the icon.



## Selecting Start Time

Click on the up and down arrows to select hour, minutes (15 minute intervals)

Click on the AM or PM box to switch between the two.



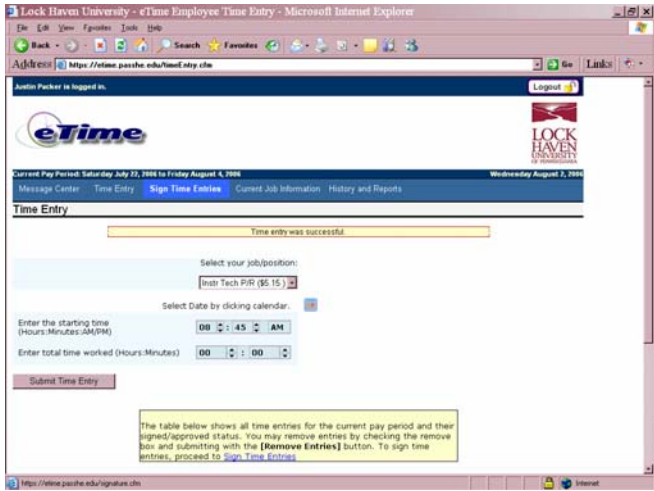
## Selecting Total Work Hours

Remember that this is the total time worked from the start time selected above.

- You **MAY NOT** enter more than 5 straight total hours.
- You **MUST** leave have a 30 minute unpaid break after every 5 consecutive hours.
- **DO NOT** attempt to put your end time here. This will make this entry invalid.

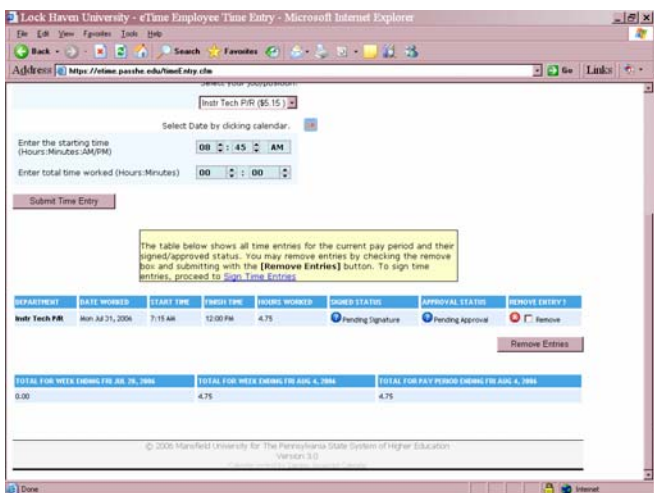
After all 4 areas have been entered

**Click Submit Time Entry**



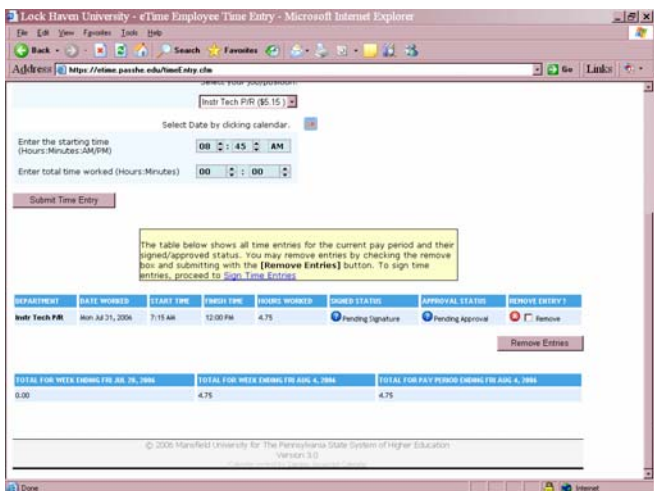
Your screen will refresh for a new time entry and indicate that your last entry was accepted.

Scroll down and you will see the current pay period table.



### Pay Period Table Information

- You will see a chart showing the department, the date worked, start/finish time, total hours worked, signed status (by student), approval status (by supervisor), and the option to remove entries made in error (only unsigned entries).
- Just below this table of data will be weekly totals.



### Invalid Entry

If you have entered an invalid pay period information.

Place a check in the corresponding box marked Remove

Click Remove Entries

# Sign Time Entries

Lock Haven University - eTime Employee Time Entry - Microsoft Internet Explorer

Address: <https://etime.pascho.edu/TimeEntry.cfm>

Austin Parker is logged in. Logout

**eTime**

Current Pay Period: Saturday July 22, 2006 to Friday August 4, 2006

Message Center Time Entry **Sign Time Entries** Current Job Information History and Reports

Time Entry

Time entry was successful.

Select your job/position:  
Instr Tech PIR (\$5.15)

Select Date by clicking calendar.

Enter the starting time (Hours:Minutes:AM/PM) 00 : 45 AM

Enter total time worked (Hours:Minutes) 00 : 00

Submit Time Entry

The table below shows all time entries for the current pay period and their signed/approved status. You may remove entries by checking the remove box and submitting with the **[Remove Entries]** button. To sign time entries, proceed to **Sign Time Entries**.

## Sign Time Entries

You **MUST** sign all time entries in order to release these pay entries for approval and payment. If you fail to sign a time entry, you will not be paid for that time period only.

**Click on Sign Time Entries** from the menu bar

Lock Haven University - eTime Employee Time Entry - Microsoft Internet Explorer

Address: <https://etime.pascho.edu/signature.cfm>

Current Pay Period: Saturday July 22, 2006 to Friday August 4, 2006

Message Center Time Entry Sign Time Entries Current Job Information History and Reports

Sign Time Entries

The table below shows all time entries you have not signed and have not been approved by your time keeper. You may sign entries by clicking the **Submit Signed Entries** box (or the **Sign All** button), and confirming your entries by entering pass-code displayed in the box below. Confirming your entries indicate your approval and agreement the time submitted is correct and true.

**BJANRE**

Pass code:

Enter the pass code displayed:

Submit Signed Entries

DEPARTMENT	DATE WORKED	START TIME	FINISH TIME	HOURS WORKED	SIGN ENTRIES
Instr Tech PIR	Mon Jul 31, 2006	7:15 AM	12:00 PM	4.75	<input type="checkbox"/> (Sign All) <input type="checkbox"/> Sign

You have no signed entries for the current pay period.

You will see a pass-code security box.

**Scroll down** until you see the table entries

**Choose the entry or entries you will no longer make changes to (or click the “Sign All” box).** Note: status change from “Pending Signature” to “Signed” They will continue to appear on the “Sign Time Entries” screen until your supervisor approves them. They will show as pending approval. You may still remove unapproved signed entries, however once the hours have been approved you will no longer be able to make changes to the hours, your supervisor will need to do this on your behalf.

1. If no entries appear you have no entries pending a signature
2. Once entries are signed, they will still remain visible on the “Time Entry” screen during that pay period only.

**Enter pass-code in available box**

**Click Submit Signed Entries**

Lock Haven University - eTime Employee Time Entry - Microsoft Internet Explorer

Address: <https://etime.pascho.edu/signature.cfm>

Current Pay Period: Saturday July 22, 2006 to Friday August 4, 2006

Message Center Time Entry Sign Time Entries Current Job Information History and Reports

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**BJANRE**

Pass code:

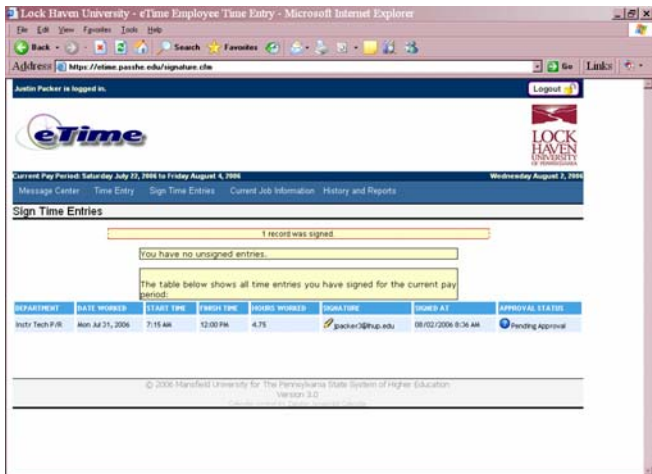
Enter the pass code displayed:

Submit Signed Entries

DEPARTMENT	DATE WORKED	START TIME	FINISH TIME	HOURS WORKED	SIGN ENTRIES
Instr Tech PIR	Mon Jul 31, 2006	7:15 AM	12:00 PM	4.75	<input type="checkbox"/> (Sign All) <input type="checkbox"/> Sign

You have no signed entries for the current pay period.

# Logout

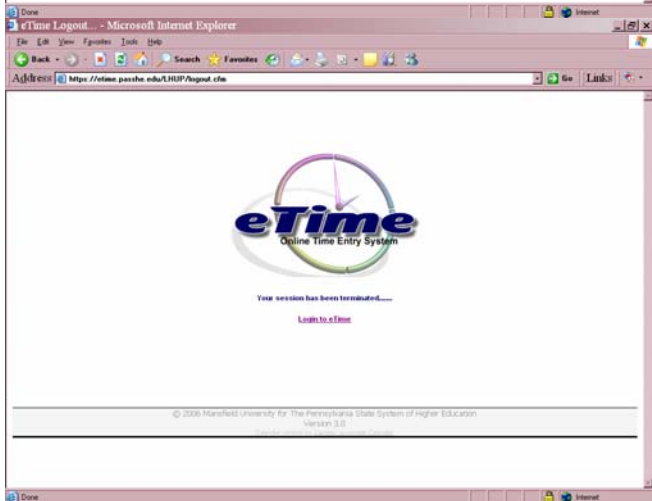


The box will indicate the status of your Pay Period Table.

## Logging Out

It is vital that you remember to click on the Logout button located in the upper right corner of the window.

**THIS MUST BE DONE FOR YOUR SECURITY!.**



**You have successfully logged out.**

You can now close Internet Explorer.