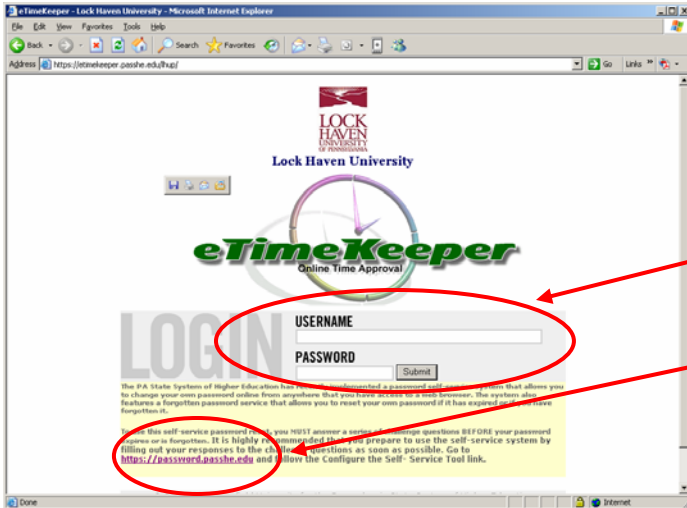


# TimeKeeper Instructions for Student Employees (eTime)



## Initial Login Screen

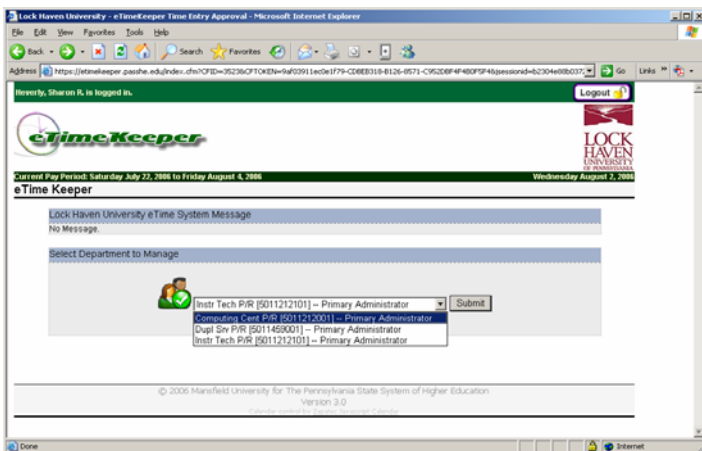
This screen is visible by going to website: <https://etimekeeper.passhe.edu/lhup>

This page provides 2 functions:

**Function 1:** Login into the eTime system to approve time entries.

**Function 2:** Blue Link:

<https://password.passhe.edu> (This is where you can change your password, as well as, setup vital information that will assist in resetting your password if you forget it). **Do this function as soon as possible.**

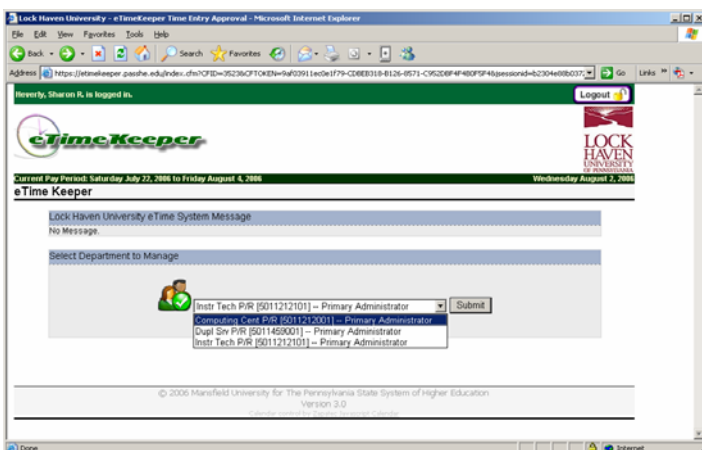


Once your username and password are validated, your screen will change to eTimeKeeper with your name in the upper left corner.

This screen will also indicate any System Messages\*.

\*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
- The departments your have access for pay approval



## Select a Department

If you are responsible for more than one department you will need to select the department whose area you wish to enter.

**Click the dropdown arrow**

**Select Department**

**Click Submit**

1	2	3	4	5	6	7
EMPLOYEE NAME	PAY RATE	ENTRIES SIGNED NOT APPROVED	ENTRIES UNSIGNED	ENTRIES APPROVED	HOURS SUBMITTED (APPROVED) PAY ENDING 8/2/2006	HOURS SUBMITTED (APPROVED) PAY ENDING 8/4/2006
Orosz, David C	25.15	0	0	0*	0.00 (0.00)	0.00 (0.00)
Packer, Justin G	25.15	0	0	0*	0.00 (0.00)	4.75 (0.00)
Peluso, Michael S	25.15	0	0	0*	0.00 (0.00)	0.00 (0.00)
Penna, Erica J	25.15	0	0	0*	0.00 (0.00)	0.00 (0.00)
Presewell, Ian T	25.15	0	0	0*	0.00 (0.00)	0.00 (0.00)
Purcell, Elizabeth M	25.15	0	0	0*	0.00 (0.00)	0.00 (0.00)
Rahney, Paul L	25.15	0	0	0*	0.00 (0.00)	0.00 (0.00)
Roth, John W	25.15	0	0	0*	0.00 (0.00)	0.00 (0.00)
Reyes, James	25.15	0	0	0*	0.00 (0.00)	0.00 (0.00)
Reynolds, Bryson S	25.15	0	0	0*	0.00 (0.00)	0.00 (0.00)
Ricardes, Maria D	25.15	0	0	0*	0.00 (0.00)	0.00 (0.00)
Schmitt, Lauren J	25.15	0	0	0*	0.00 (0.00)	0.00 (0.00)
Schultz, Michael J	25.15	0	0	0*	0.00 (0.00)	0.00 (0.00)
Sellers, Dolphonsoo M	25.15	0	0	0*	0.00 (0.00)	0.00 (0.00)
Snyder, Bradley J	26.50	0	0	0*	0.00 (0.00)	0.00 (0.00)
Short, Derek F	25.14	0	0	0*	0.00 (0.00)	0.00 (0.00)

\*A list of all student employees will be seen and 7 columns.

\*\* Column 1: Employee Names (This should be all names. If one is missing, then they may not have all their paperwork handed into Payroll)

Column 2: Pay Rate

Column 3: Entries Signed, Not Approved (These are waiting your approval)

Column 4: Entries Unsigned (These are unsigned by the student)

Column 5: Entries Approved (Ready for pay reimbursement)

Column 6: Previous Pay Period

Column 7: Current Pay Period

EMPLOYEE NAME	PAY RATE	ENTRIES SIGNED NOT APPROVED	ENTRIES UNSIGNED	ENTRIES APPROVED	HOURS SUBMITTED (APPROVED) PAY ENDING 8/2/2006	HOURS SUBMITTED (APPROVED) PAY ENDING 8/4/2006
Ash-Carlson, Kembra	25.15	0	0	0*	0.00 (0.00)	0.00 (0.00)
Aulich, Nicholas R	25.15	0	0	0*	0.00 (0.00)	0.00 (0.00)
Bachard, Ian F	25.15	0	0	0*	0.00 (0.00)	0.00 (0.00)
Orosz, David C	25.15	0	0	0*	0.00 (0.00)	0.00 (0.00)
Packer, Justin G	25.15	0	0	0*	0.00 (0.00)	4.75 (0.00)
Peluso, Michael S	25.15	0	0	0*	0.00 (0.00)	0.00 (0.00)
Penna, Erica J	25.15	0	0	0*	0.00 (0.00)	0.00 (0.00)
Presewell, Ian T	25.15	0	0	0*	0.00 (0.00)	0.00 (0.00)

### Approving a Time Entry

Scroll down the list to the student you want to approve.

Click on the Student

Justin G Packer's signed and unapproved time entries for Instr Tech P/R

DEPARTMENT	DATE WORKED	START TIME	FINISH TIME	HOURS WORKED	SIGNATURE	APPROVE	APPROVE ALL
Instr Tech P/R	Mon Jul 31, 2006	7:15 AM	12:00 PM	4.75	jpacker@psu.edu on Wed Aug 2, 2006 at 8:36 AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>

There are no unsigned time entries.

Select Pay Period: Pay Period Ending Friday August 4, 2006

Hours Worked Information for Pay Ending Friday August 4, 2006  
Total Hours: 4.75 Approved Hours: 0.00

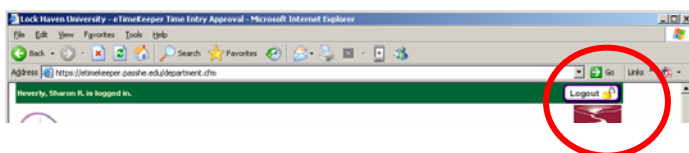
The table below shows all time entries for the selected pay period and their signed/approved status.

DEPARTMENT	DATE WORKED	START TIME	FINISH TIME	HOURS WORKED	WORK STATUS	APPROVAL STATUS
Instr Tech P/R	Mon Jul 31, 2006	7:15 AM	12:00 PM	4.75	Signed	Pending Approval

You can select which pay period you wish to approve

Place a check in the approve box

Click Approve Entries



**\*\*\* It is vital that you Logout when you have completed entry approval. \*\*\***  
**This MUST BE DONE FOR YOUR SECURITY!**