

eTime/Employee Self Service LOGON INSTRUCTIONS



eTime works best using Chrome

www.sru.edu/offices/payroll

PAYROLL

The Payroll Office is responsible for employees of Slippery Rock University. Links to the left find pay schedule and important payroll information.

MISSION STATEMENT

The mission of our Payroll Office is to provide quality services in a timely and accurate payroll processing and communication of information. Our goal is to provide these services with understanding, dedication, and respect for others.

RELATED LINKS

[ESS Portal / E-Time](#)

CLICK
HERE

APPLY >>

VISIT >>

INQUIRE >>

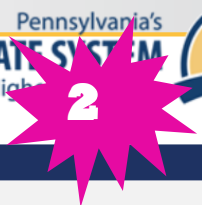
Pennsylvania's
STATE SYSTEM
of Higher Education

Choose your university.

University

- All Other PASSHE Users
- All Other PASSHE Users
- Kutztown University - MFA
- Mansfield University - MFA
- Millersville University - MFA
- Slippery Rock University - MFA**
- System Office - MFA
- West Chester University - MFA

CLICK drop down and select "Slippery Rock University"



Choose your university.

University

Continue Cancel

CLICK CONTINUE

It takes 3 to 5 days to create your eTime account.
LOG ON WILL NOT WORK UNTIL THIS IS COMPLETE.



Choose your SRU Account and logon with your SRU credentials



Pick an account



Your email address, include @sru.edu



Use another account



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 SRU Help Desk
724-738-4357

Mobile eTime: metime.pashe.edu

IMPORTANT! You will receive an email from Get Inclusive with new employee trainings. 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"



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 the "My Settings" tab to set up personalized automatic reminders

Department/Position
Payroll | \$7.25 | SRU - UNDERGRAD STAT...
Position Valid: 06/02/2012 - 12/31/9999 Email

Date: 8/14/2012
Time Frame: 11:00 am to 1:30 pm (2.5 hrs)

+ Add Entry

My Information | My Timesheets | My Settings

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

Aug 11 to Aug 24

Day	Payroll	Time
Mon, Aug 13	<input type="checkbox"/>	11:00AM - 1:30PM
Tue, Aug 14	<input checked="" type="checkbox"/>	11:00AM - 1:30PM

Week 1 total:
Week 2 total:
Pay Period Total:

Select: All, None, Unsigned | Sign Copy Delete

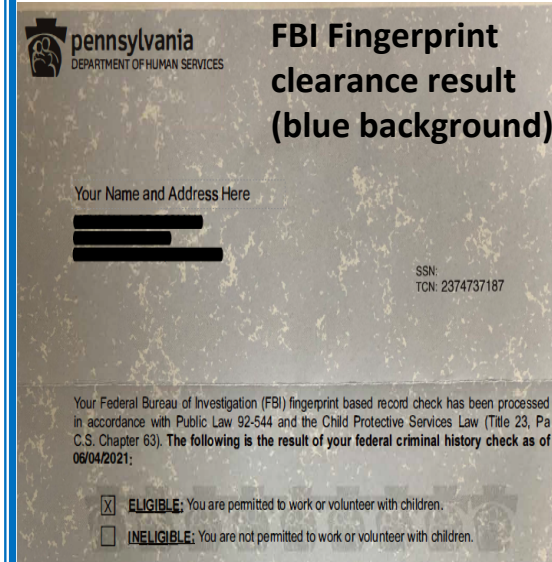
Unsigned Hours Will Not Pay

FBI FINGERPRINT RESULTS: 10

Your fingerprint clearance results will be emailed/mailed directly to you.

BRING THE RESULTS TO THE PAYROLL OFFICE, 203 OLD MAIN
OR EMAIL THEM TO: payroll@sru.edu

RESULTS EXAMPLE



Results must be submitted before you can be added to eTime.

Sign Time



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.

T B N H Y

T B N H Y

Sign

Cancel