eTime/Employee Self Service LOGON INSTRUCTIONS

1 eTime works best using Chrome

www.sru.edu/offices/payroll

CLICK HERE

PAYROLL

The Payroll Office is responsible for... employees of Slippery Rock Univer... the links to the left to find pay sche... important payroll information.

MISSION STATEMENT

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

APPLY >>
VISIT >>
INQUIRE >>

RELATED LINKS

ESS Portal / E-Time

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2 Pennsylvania's STATE SYSTEM of Hig...

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"

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3 Choose your university.

University: Slippery Rock University - MFA

Continue   Cancel

CLICK CONTINUE

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

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4 **Choose your SRU Account and logon with your SRU credentials**

SlipperyRock University of Pennsylvania

Pick an account

👤 Your email address, include @sru.edu
your_portal@sru.edu

➕ Use another account

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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 SRU Help Desk 724-738-4357

Mobile eTime: metime.passhe.edu

IMPORTANT! Expect an email from the State System of Higher Education and EverFi 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:

9

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

FBI FINGERPRINT RESULTS:

10

Your fingerprint clearance results will be mailed directly to you.
BRING THE RESULTS TO THE PAYROLL OFFICE, 203 OLD MAIN
OR EMAIL THEM TO: payroll@sru.edu

Failure to provide these results will result in employment suspension.

RESULTS EXAMPLE (blue background):

pennsylvania
DEPARTMENT OF HUMAN SERVICES

FBI Fingerprint clearance result (blue background)

Your Name and Address Here

SSN:
TCN: 2374737187

Your Federal Bureau of Investigation (FBI) fingerprint based record check has been processed in accordance with Public Law 92-544 and the Child Protective Services Law (Title 23, Pa C.S. Chapter 63). **The following is the result of your federal criminal history check as of** 06/04/2021:

[X] **ELIGIBLE:** You are permitted to work or volunteer with children.
[ ] **INELIGIBLE:** You are not permitted to work or volunteer with children.

Or Mail to:

SRU Payroll

104 Maltby Ave Ste 203

Slippery Rock, PA 16057

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

	Au
Sun Mon Tu	
29 30 3	
5 6 7	
12 13 1	
19 20 2	
26 27 2	
2 3 4	

My Information | **My Timesheets** | My Settings

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

Aug 11 to Aug 24

☐	Payroll	Mon, Aug 13	11:00AM - 1:30PM
☑	Payroll	Tue, Aug 14	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

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

TBNHY

✏ Sign   Cancel