eTime FIRST TIME LOG ON INSTRUCTIONS

www.sru.edu/offices/payroll

Click "Change Your Password"
**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”
- Check “My Settings” tab to set up personalized automatic reminders

**FBI FINGERPRINT RESULTS:**

Your fingerprint clearance results will be mailed directly to you. In order to continue employment: **BRING THE RESULTS BACK TO THE PAYROLL OFFICE, 203 OLD MAIN OR EMAIL THEM TO:** susan.patton@sru.edu

**RESULTS EXAMPLE (blue background):**

Federal Criminal History Background Check

Or Mail to:
SRU Payroll
104 Maltby Ave Ste 203
Slippery Rock, PA 16057

**USERNAME:** Enter your complete e-mail address – always include @sru.edu

**INITIAL PASSWORD:** your six digit date of birth followed by Sru (the “S” is capitalized)

For example: 070495Sru

**PAY STATEMENTS ARE AVAILABLE ON THE “Employee Self Service” tab**
click “Payroll” then “Online Pay Statement”