eTime FIRST TIME LOG ON INSTRUCTIONS

www.sru.edu/offices/payroll

1. Click SRU

2. Click "Change Your Password"

3. Click HERE

4. 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

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

**CHECK US OUT ON:**
- Facebook
- Slippery Rock University Payroll Department

**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

**YOUR PASSWORD HAS BEEN CHANGED.**

CLOSE THIS WINDOW AND RETURN TO THE INITIAL LOG ON PAGE TO LOG ON USING YOUR NEW PASSWORD.

eTime is also available from your mobile device metime.passhe.edu