eTime FIRST TIME LOG ON INSTRUCTIONS

1. eTime works best in Chrome

2. CLICK HERE

3. CLICK SRU

4. CLICK HERE “Forgotten/ Expired Password?”

5. Click “Change Your Password”

6. Create a new password using requirements listed. Click “Change Password”

USERNAME: Your complete e-mail address – always include @sru.edu

INITIAL PASSWORD: your six digit date of birth followed by Sru (MMDDYY) (the “S” is capitalized) For example: 070199Sru

For more help, call Payroll at 724-738-7581.
**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

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**FBI Fingerprint Results:**

Your fingerprint clearance results will be mailed directly to you.

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

Failure to provide these results will result in employment suspension.

**RESULTS EXAMPLE (blue background):**

Federal Criminal History Background Check

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