eTime FIRST TIME LOG ON INSTRUCTIONS

www.sru.edu/offices/payroll

eTime WORKS BEST IN CHROME & SAFARI

1. Click "Change Your Password"

2. Click HERE

3. Click HERE

4. Click "Change Your Password"
**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: 070495Sr

**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 click “Payroll” then “Online Pay Statement”

For password issues call the HELP desk at: 724-738-4357

Expect an email from “The Law Room” for Mandatory Reporter training, it may go to your “clutter”. Please complete this training as soon as possible.