eTime FIRST TIME LOGON INSTRUCTIONS

1. eTime works best in Chrome

www.sru.edu/offices/payroll

CLICK HERE

2. Click HERE "Account Self-Service"

3. CLICK SRU

4. Click “Change Your Password”

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

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

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

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**YOUR PASSWORD HAS BEEN CHANGED.**

Click where indicated and set up the self service tool. Use an easy to remember pin and challenge questions.

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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

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**Helpful Information**

- **mobile:** metime.passhe.edu
- **Pay statements are available on the “Employee Self Service” tab.**
- **Click “Payroll” then “Online Pay Statement”**

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**IMPORTANT!! Expect an email for New Employee training, it may go to your “clutter”. Please complete this training as soon as possible.**

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