## eTime/Employee Self Service LOGON INSTRUCTIONS



## **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"

Checkout the "My Settings" tab to set up personalized automatic reminders



**Unsigned Hours Will Not Pay** 



Your fingerprint clearance results will be emailed/mailed directly to you.

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

## RESULTS EXAMPLE

Entering the following code indicates your approval

correct, and that you will be legally liable for any

BNHY

and agreement that the time submitted is

TBNHY

fraudulent hours entered.

Sian



Cancel

Results must be submitted before you can be added to eTime.