

# eTime/Employee Self Service LOGON INSTRUCTIONS



eTime works best using Chrome

[www.sru.edu/offices/payroll](http://www.sru.edu/offices/payroll)



## PAYROLL

The Payroll Office is responsible for the employees of Slippery Rock University. The links to the left to find payroll information.

APPLY >>

VISIT >>

INQUIRE >>

## MISSION STATEMENT

The mission of our Payroll Office is to provide quality services in a timely and accurate payroll processing and communication of information. Our goal is to provide these services with understanding, dedication, and respect for others.

## RELATED LINKS

[ESS Portal / E-Time](#)



CLICK drop down and select "Slippery Rock University"

Choose your university.

University

**CLICK CONTINUE**

It takes 3 to 5 days to create your eTime account. **LOG ON WILL NOT WORK UNTIL THIS IS COMPLETE.**



Choose your SRU Account and logon with your SRU credentials



Pick an account



Your email address, include @sru.edu



Use another account



eTime will text you a security code each time you log in.

To update your phone number, logon to Office365; profile; view account; security info.

For additional password or phone number change assistance, contact the SRU Help Desk 724-738-4357

Mobile eTime: [metime.pashe.edu](http://metime.pashe.edu)

**IMPORTANT!** Expect an email from the State System of Higher Education and EverFi regarding required new employee training. It sometimes goes to your 'clutter'. Please complete as soon as possible.

Pay statements are available on the "Employee Self-Service" tab under "Payroll" then "Online Pay Statement". **More Info. on Page 2.....**

## 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**

Department/Position  
Payroll | \$7.25 | SRU - UNDERGRAD STAT...  
Position Valid: 06/02/2012 - 12/31/9999 Email

Date: 8/14/2012  
Time Frame: 11:00 am to 1:30 pm (2.5 hrs)

+ Add Entry

My Information | My Timesheets | My Settings

My Timesheet for: Current Time Entry Period & All Unsigned Time

Aug 11 to Aug 24

Payroll	Mon, Aug 13	11:00AM - 1:30PM
<input checked="" type="checkbox"/>	Tue, Aug 14	11:00AM - 1:30PM

Week 1 total:  
Week 2 total:  
Pay Period Total:

Select: All, None, Unsigned | Sign Copy Delete

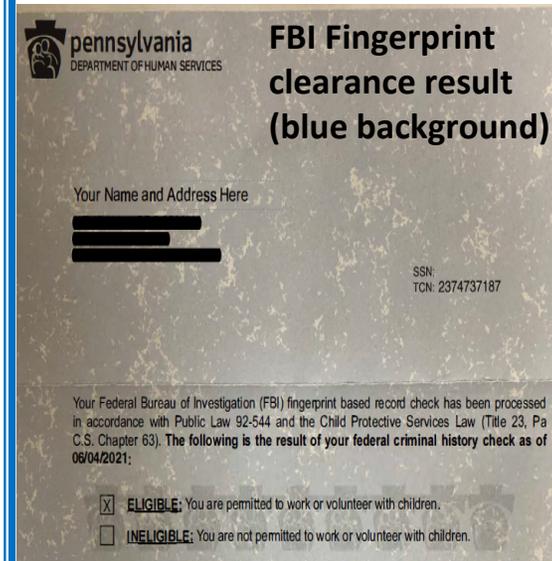
**Unsigned Hours Will Not Pay**

## FBI FINGERPRINT RESULTS: 10

Your fingerprint clearance results will be mailed directly to you.  
**BRING THE RESULTS TO THE PAYROLL OFFICE, 203 OLD MAIN**  
**OR EMAIL THEM TO: [payroll@sru.edu](mailto:payroll@sru.edu)**

**Failure to provide these results will result in employment suspension.**

RESULTS EXAMPLE (blue background):



Or Mail to:

SRU Payroll  
104 Maltby Ave Ste 203  
Slippery Rock, PA 16057

## Sign Time

Entering the following code indicates your approval and agreement that the **time submitted is correct**, and that you will be legally liable for any fraudulent hours entered.

T B N H Y

T B N H Y

Sign

Cancel