



eTIME 4.3 for Staff Overview

ADP eTIME at Loyola – a bit of background

The eTIME system is not new to the Westchester campus. Many of you have used it since summer of 2003 for student payroll entry and approval.

Accessing the system and login – three ways

1. **From ManeGate:** On the Home tab, scroll down to the bottom and look for My Bookmarks channel. There is an e-TIME link.
2. **From LMU home page:** From the Quick Link box located on the bottom left of the screen. Select Logins + E-Mail and click on the e-TIME link.
3. **Direct URL Address:** <http://etime.lmu.edu>

eTIME is available on a PC and on a Mac. After the go-live date of February 12, 2006, eTIME will be accessible off campus. **Use Internet Explorer on PC or iSafari on Mac** to access eTIME.

The first time you visit the site, a version of Java will automatically install to your PC. Please do not stop or otherwise interrupt this download. The Java run-time information is required to run eTIME correctly.

You may want to consider creating a **Favorite** for the eTIME login page so you can easily get to it in the future. To create a Favorite, have the Web page listed above visible in your browser. From the menu bar, **select Favorite**, and then select **Add to Favorites**. This will add it to the list shown in that drop down menu.



User Name and Password

User Name for eTIME will be the same login you are using to access ManeGate, Outlook, and LMU network. Initial password for new users will be “welcome”. The first time you access eTIME, you will be asked to change the password.

Passwords for existing eTIME supervisors will be reset to “welcome” after the go-live date.

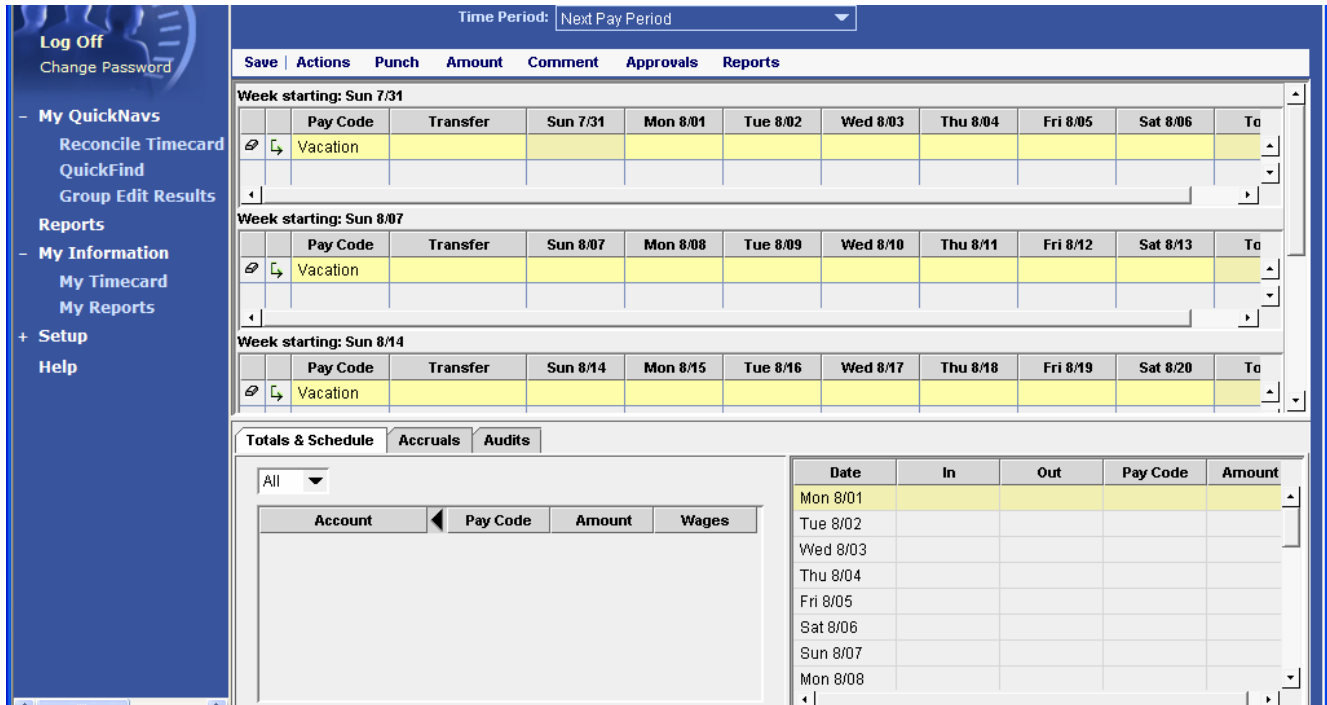


eTIME 4.3 for Staff Exempt (A&P)



Step #1 – Entering data in eTIME (Project View)

Once you have successfully logged in you will come to a screen similar to this:





If you supervise others you will need to first select **My Information** from the left-hand navigation menu and then **My Timecard** to get your timecard to appear.

You will record the exceptions to a regular day of work. These include:

- Jury duty
- Vacation
- Sick pay
- Bereavement

Click the drop down menu from the Pay Code column and select the appropriate type. Enter the number of hours taken underneath the selected date. A full day of leave will be **eight (8) hours**. Only enter full days of leave. **Partial days should NOT be entered**. You are to make up partial days of leave you take by adjusting your work hours.

If you need to use multiple pay codes during a week, each pay code should be shown on its own line. Click the  button to give yourself another line to enter a new pay code. If you need to remove an entry, click the  button to erase it. See example below.



eTIME 4.3 for Staff Exempt (A&P)



The screenshot shows the eTIME 4.3 interface for staff. The 'Time Period' is set to 'Next Pay Period'. The main area displays a table with columns for 'Pay Code', 'Transfer', and dates from 'Sun 7/31' to 'Sat 8/06'. A row for 'Jury Duty' is highlighted for 'Thu 8/11' with an 8:00 entry. A red arrow points to the 'Create new row' button in the left sidebar.

Pay Code	Transfer	Sun 7/31	Mon 8/01	Tue 8/02	Wed 8/03	Thu 8/04	Fri 8/05	Sat 8/06	To
Vacation									
Vacation			8:00						
Sick Pay					8:00				
Jury Duty			8:00		8:00	8:00			

Step #2 – Approving your timecard

When your timecard is due, you must complete all input and then approve your timecard. Since there is no paper involved with eTIME, you will approve your timecard online. Click the **Approvals** option and select **Approve**. You must approve your timecard **FIRST**, then your supervisor can approve it for further processing.

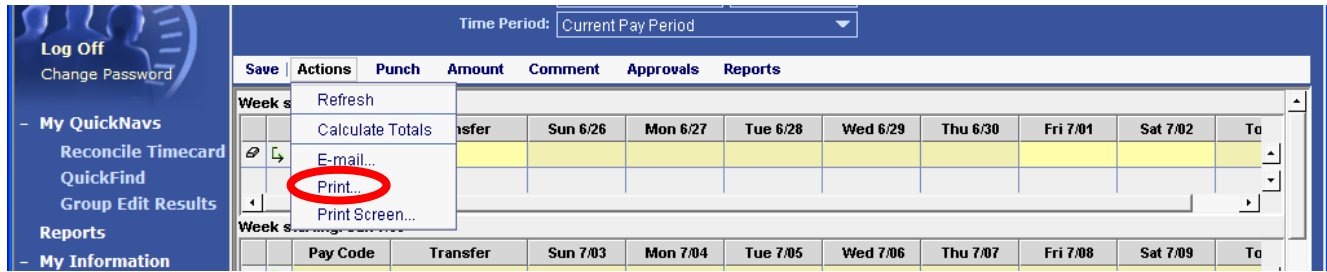
The screenshot shows the eTIME 4.3 interface with the 'Approvals' dropdown menu open. The 'Approve' option is circled in red. The background table shows the same timecard entry as the previous screenshot.

If your supervisor notes changes that need to be made to your timesheet before granting the final approval, you must remove your approval to make them. Click Approvals/Remove Approval. Make the changes. Then select Approvals/Approve to resubmit the modified timesheet to your supervisor.

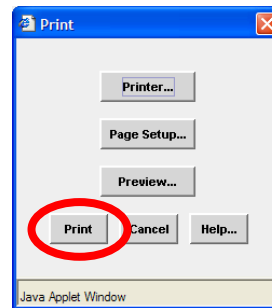
Step #3 – Printing your timesheet

Some staff members like to have their own paper copy of their eTIME timesheet. There are two ways to print your entries:

- 1). From the timecard window, click the **Actions** option then the **Print** option.

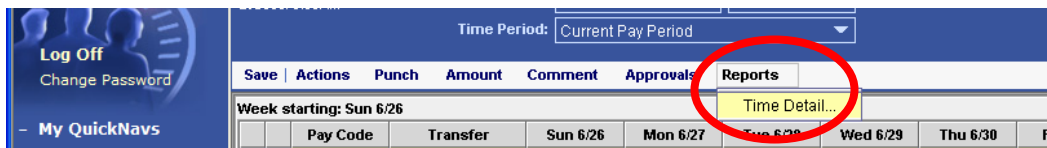


To send a copy of your timesheet immediately to a printer, click the **Print** button on the next window.



or,

2). From the timecard window, click the **Reports** tab, **Time Detail** link



A separate window will open and will display a listing of your leave taken for the month by day



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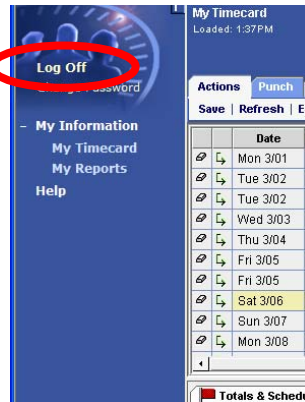


Date	Apply To	In Punch	In Exc	Out Punch	Out Exc	\$Amt	Adj/Ent Amount	Totaled Amount	Cum. Tot. Amount	Absence
Fri 10/01									0.00	
Sat 10/02									0.00	
Sun 10/03									0.00	
Mon 10/04	Vacation						7.00		7.00	
Tue 10/05	Sick Pay						7.00		14.00	
Wed 10/06									14.00	
Thu 10/07									14.00	
Fri 10/08									14.00	
Sat 10/09									14.00	
Sun 10/10									14.00	
Mon 10/11									14.00	
Tue 10/12									14.00	
Wed 10/13									14.00	
Thu 10/14									14.00	
Fri 10/15									14.00	
Sat 10/16									14.00	
Sun 10/17									14.00	
Mon 10/18									14.00	
Tue 10/19									14.00	
Wed 10/20									14.00	
Thu 10/21									14.00	
Fri 10/22									14.00	
Sat 10/23									14.00	
Sun 10/24									14.00	
Mon 10/25									14.00	
Tue 10/26									14.00	
Wed 10/27									14.00	
Thu 10/28									14.00	
Fri 10/29									14.00	
Sat 10/30									14.00	
Sun 10/31									14.00	
Totals						0.00	14.00	0.00	14.00	

Pay Code	Money	Hours	Pay Code	Money	Hours	Wages
WSM/11300006150/073320/Kieley			Vacation			7.00
James/2/NONE/NONE			Sick Pay			7.00
Vacation		7.00	Totals	0.00	14.00	0.00
Sick Pay		7.00				

Logging off eTIME

When you are through with your eTIME session, be sure to select the **Log Off** link in the upper left corner. This will properly sign you off the system.



Who to call for help

If you have questions about how to use eTIME, contact Payroll at payroll@lmu.edu. They will direct your question to the appropriate staff member. This applies to questions such as how to use eTIME, changes to your schedule (if applicable), or reset password.