



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.

Entering your own timecard

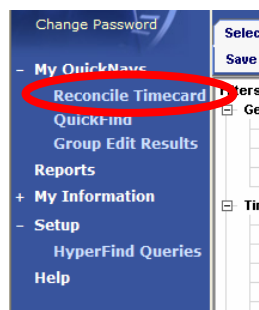
If you supervise others you will need to first select **My Information** from the left-hand navigation menu and then **My Timecard** to get your timecard to appear.

Accessing a list of your staff members (Reconcile Timecard)

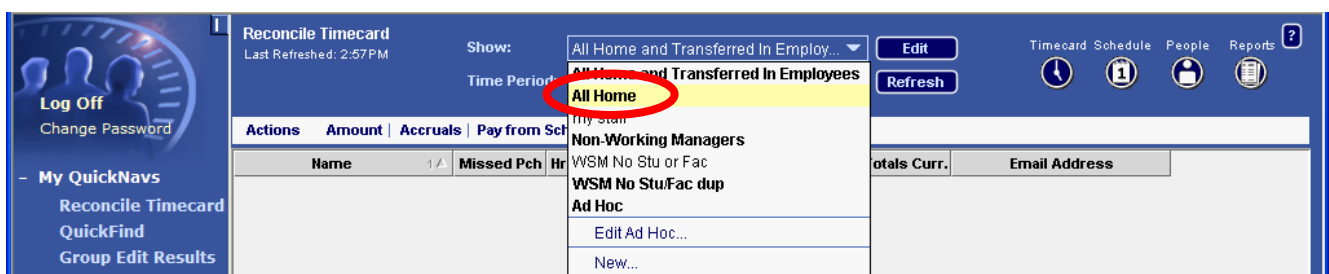
Your staff must complete and approve their timecard BEFORE you can approve them.

In order for the system to locate your staff's time sheets you will need to run a **query** to pull them to a screen you can view. For most staff, you can use a pre-defined query called **All Home**. This query will display for you a list of staff showing a home department (budget charge) similar to yours. Some people may need to have custom queries developed for their needs. Contact ITS for assistance.

To view and approve employee timesheets, click the **Reconcile Timecard** prompt under the **My QuickNavs** menu.



At the top of window, click on the drop down menu next to the **Show** options and select your query from the list. Select the **All Home** query.



The time period should reflect the time period of the timecards you need to approve. If you are approving them within the same time period, the Time Period window should show Current Pay Period. If it is after the end of the pay period, you must change the Time Period option to show Previous Pay Period



eTIME 4.3 for Staff Manager Approvals

Approving your staff members' timecards (all at the same time)

Select Actions from the menu bar and then select Select All. All the names on your list will be highlighted in yellow.

Actions	Amount	Accruals	Pay from Schedule	Approvals	Person
Select All		1▲	Missed Pch	Hrs Worked	EE Appv Mgr Appv Signed Off Totals Curr.
Print...				29:00	✓ 1 ✓
Tstaff99P, Zachary				✓	1 ✓
Tstu99H, Zachary					0 ✓
Tstu99P, Zachary					0 ✓

Click on the Timecard Launch Bar.



eTIME will display the timecard for the first staff member on your list. Click on Approvals to approve the timecard. Click on the arrow keys to go to the next staff member.

Save	Actions	Punch	Amount	Comment	Approvals	Reports
Timecard		Name & ID: Tstaff99H, Zach... 888898		1 of 4		
Loaded: 8:06PM		Time Period: Current Pay Period				
Date	Pay Code	Amount	In	Transfer	Out	In
Wed 2/01			8:00AM		12:00PM	
Wed 2/01			1:00PM		5:00PM	
Thu 2/02	Sick Pay	8:00				



eTIME 4.3 for Staff Manager Approvals



E-mailing your staff member

Open the staff's timecard that you want to e-mail. Click on **Actions** from the menu bar and then select **E-mail**.

Save	Actions	Punch	Amount	Comment	Approvals	Reports
	Refresh		Amount	In	Transfer	
	Calculate Totals			8:00AM		
	E-mail...			1:00PM		
	Print...		8:00			
	Print Screen...		8:00			
	Sat 2/04					
	Sun 2/05					

An new Outlook message window opens with the staff member's e-mail address automatically entered in the To: field. The Subject of the new message will be entered, for example, "Timecard, staff's name, staff's eTIME ID, and pay period."

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.