



## 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.

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

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

The screenshot shows the eTIME 4.3 interface. At the top, there is a 'Time Period' dropdown menu set to 'Next Pay Period'. Below this is a navigation bar with buttons for 'Save', 'Actions', 'Punch', 'Amount', 'Comment', 'Approvals', and 'Reports'. The 'Save' button is circled in red. To the left is a sidebar with 'Log Off', 'Change Password', and navigation links for 'My Information', 'My Timecard', 'My Reports', and 'Help'. The main area contains a large table with columns: Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, and Daily. The table lists dates from Sat 7/16 to Tue 7/26. A red arrow points to the vertical scroll bar on the right side of this table. Below the main table are tabs for 'Totals & Schedule', 'Accruals', and 'Audits'. The 'Totals & Schedule' tab is active, showing a summary table with columns: Date, In, Out, Pay Code, and Amount. The summary table lists dates from Sat 7/16 to Sun 7/24, with some dates marked with '(x)' and showing In and Out times (e.g., 2:00PM to 10:30PM).

This is your primary data entry screen. Notice that each day has a line for time entry. You see only a certain number of days in the pay period at a time. To see more days, use the right hand vertical scroll bar and drag down.

You will use the **Pay Code** column only when the hours for a particular day reflect hours off:

- Jury duty
- Sick pay
- Vacation
- Bereavement

The **Amount** column is used to record a number of hours taken of a particular pay code (such as sick, vacation). Enter the time in hours:minutes. For example, 3 hours and 30 minutes would be recorded at 3:30. You may enter the time as a decimal (for example, 3.5) but the display will convert this to hours:minutes format.

Enter your start time for a particular day in the first **In** column. When you enter time, be sure to add “**am**” or “**pm**” as appropriate. You will not enter anything in the **Transfer** column. Enter your time out for your lunch break in the first **Out** column. Enter the time you return from lunch in the second **In** column. Finally, enter the time you leave work in the second **Out** column. After entering new information or changing existing information, click the **Save** button just above the date column in your timesheet.



# eTIME 4.3 for Staff Non-Exempt (O&T)



Time Period:


Save	Actions	Punch	Amount	Comment	Approvals	Reports				
		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out
🗑️ ↕		Wed 2/01			8:00AM		12:00PM	1:00PM		5:00PM
🗑️ ↕		Thu 2/02			8:00AM		12:00PM	1:00PM		5:00PM
🗑️ ↕		Fri 2/03			8:00AM		12:00PM	1:00PM		5:00PM
🗑️ ↕		Sat 2/04								
🗑️ ↕		Sun 2/05								
🗑️ ↕		Mon 2/06			8:00AM		12:00PM	1:00PM		5:00PM
🗑️ ↕		Tue 2/07			8:00AM		12:00PM	1:00PM		5:00PM
🗑️ ↕		Wed 2/08			8:00AM		12:00PM	1:00PM		5:00PM
🗑️ ↕		Thu 2/09			8:00AM		12:00PM	1:00PM		5:00PM
🗑️ ↕		Fri 2/10			8:00AM		12:00PM	1:00PM		5:00PM
🗑️ ↕		Sat 2/11								
🗑️ ↕		Sun 2/12								
🗑️ ↕		Mon 2/13			8:00AM		12:00PM	1:00PM		5:00PM
🗑️ ↕		Tue 2/14			8:00AM		12:00PM	1:00PM		5:00PM
🗑️ ↕		Wed 2/15			8:00AM		12:00PM	1:00PM		5:00PM

(example of a timesheet with time entry)

A red box around an individual punch time means there is an exception to the expected data for that box. Place your mouse along the edge of the box for some additional information about the exception. If you work late, come in early, take lunch at a different time than normal, etc. you will see the red box around your punch. This is only meant to indicate to your supervisor that there was an exception. There is no way to remove the red box. Just make sure that the data you entered is actually correct.

When you need to vacation, sick, jury duty, etc., and you take a full day of that type, click the drop down menu from the Pay Code column and select the appropriate type. Enter the number of hours taken in the Amount column. The number of hours entered should be the same as the number of hours you work for that day.

When you need to record these types of leave for partial days **you must provide a separate line for that portion of the day associated with the other type. You cannot combine leave with time entries on the same line.**

To create another data entry line for a day, click the  button on the row for that day. Select the appropriate pay code and enter the number of hours taken in the Amount column. See example below where the employee took sick leave at the start of a shift and then took the entire next day as a sick day.

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out
🗑️ ↕		Thu 2/16								
🗑️ ↕		Fri 2/17			8:00AM		12:00PM	1:00PM		3:00PM
🗑️ ↕		Fri 2/17	Sick Pay	2:00						
🗑️ ↕		Sat 2/18								
🗑️ ↕		Sun 2/19								

## Step #2 – Approving your timecard

When your time reports are 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** tab and select the **Approve** option. You must approve your timecard **FIRST**, then your supervisor can approve it for further processing.

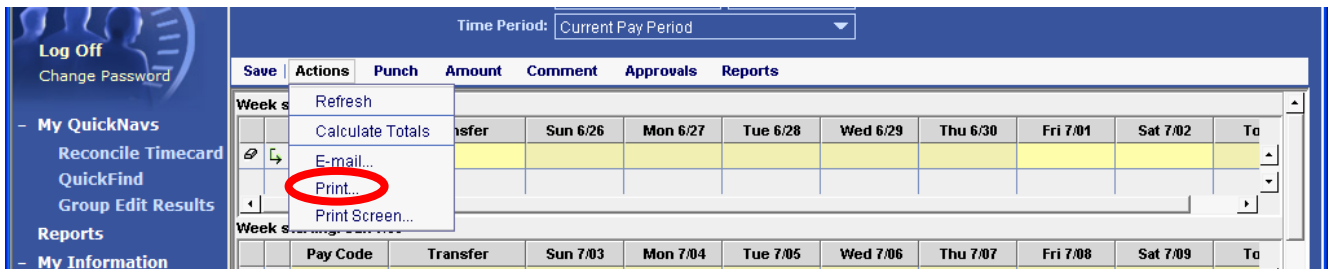
Save	Actions	Punch	Amount	Comment	Approvals	Reports			
		Date	Pay Code	Amount	Approve	Out	In	Transfer	Out
		Wed 2/01		8:00	Remove Approval	12:00PM			
		Wed 2/01		1:00PM		5:00PM			
		Thu 2/02	Sick Pay	8:00					

If your supervisor notes changes to your timesheet that you need to modify before the final approval, you must first 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:

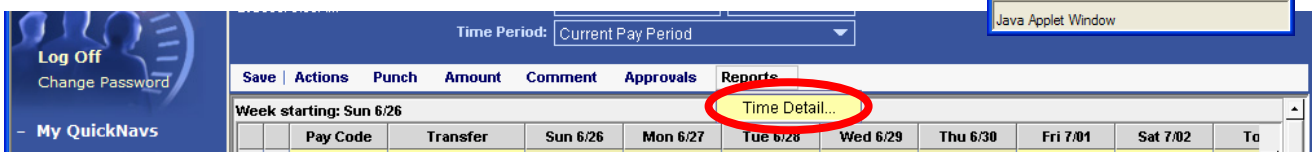
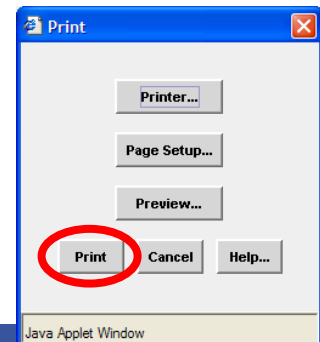
1). From the **My Timesheet** window, click the **Actions** option then the **Print** option.



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

or,

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





# eTIME 4.3 for Staff Non-Exempt (O&T)



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

Date	Apply To	In Punch	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	
<b>Totals</b>					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	<b>Totals</b>	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](mailto: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.

