



LEHMAN
COLLEGE

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NY

Lehman eTime Step-By-Step Guide to Electronic Timesheets

DIVERSITY & HUMAN RESOURCES/ADMINISTRATION & FINANCE/INFORMATION TECHNOLOGY

March 30, 2022

PURPOSE

The purpose of this document is to provide a step-by-step guide on how to submit electronic timesheets using Lehman eTime.

AUDIENCE

Release 1 launches on Monday, April 13, 2020 and covers the following CUNY **hourly** titles:

1. College Assistant
 2. IT Support Assistant
 3. IT Assistant
 4. IT Senior Associate
 5. IT Business Data Representative Analyst
 6. Student Aide
 7. Disability Accommodation Specialist
 8. CUNY Art Model
-

USER EXPERIENCE

eTime delivers the flexibility to submit timesheets electronically. This resource facilitates timely supervisory approval, allows for the review of past submissions, provides leave balance status, and much more.

NEED HELP?

If you need login assistance, please can contact the IT Help Desk:

- By email at help.desk@lehman.cuny.edu
- Via our [Chatbot](#)
- By phone at (718) 960-1111
- In-Person at Academic IT Center, Carman Hall Room 108

If you need assistance completing your electronic timesheet, if the information is inaccurate, or you are getting an error message, please contact Human Resources:

- By email at time.sheets@lehman.cuny.edu

ACCESSING eTIME

A. From a Browser

A. Go to the Human Resources website at, <http://www.lehman.cuny.edu/human-resources/>

B. From the left navigation menu, navigate to **Time and Leave Information -> Time Sheets.**

The screenshot shows the top of the Lehman College Human Resources website. The URL bar shows 'lehman.cuny.edu/human-resources/'. The navigation menu includes 'Information For', 'Quick Links', 'Login', 'Directory', and 'Give to Lehman'. The main header features the Lehman College logo and the text 'Human Resources'. Below this is a banner with 'HR' and 'Benefits' sections. A dropdown menu is open under 'Time and Leave Information', with 'Time Sheets' highlighted. The main content area shows 'HR Announcements' with a list of links including 'English' and 'Spanish', and a section for 'Hourly Timesheets Notification:'.

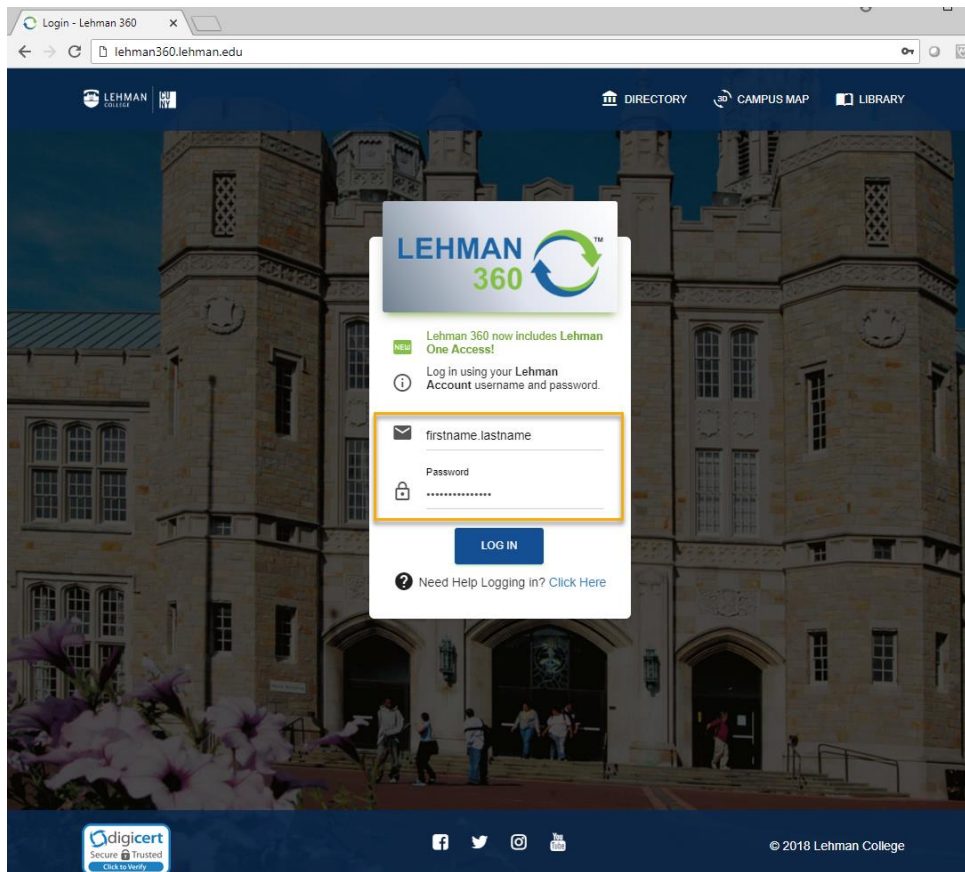
C. From the **Time Sheets** page, click on the **eTime** link. Downloadable instructions are available to assist you navigating through the system.

The screenshot shows the 'Time Sheets' page on the Lehman College Human Resources website. The page title is 'Time Sheets'. The left navigation menu is expanded to show 'Time and Leave Information' with a dropdown arrow. The main content area lists various links, including 'eTime (Available to limited hourly titles only. View instructions for more details.)', 'eTime Instructions', 'College Assistant / Non Teaching Adjuncts', 'HEO Request for Overtime / Compensatory Time Form', 'Leave Request Form', 'Monthly Attendance Report - Teaching', 'Non-Exempt Timesheet', 'Non-Teaching Instructional Staff (Full-Time)', 'Request for Approval of Paid Overtime Form', 'Request for Approval for Compensatory Time Form', and 'Time & Leave Balance Request Form'. Below the links, there is a section for 'Accessible Text-Only Versions' with a link to 'Visit our ADA compliant Time Sheets Forms'.

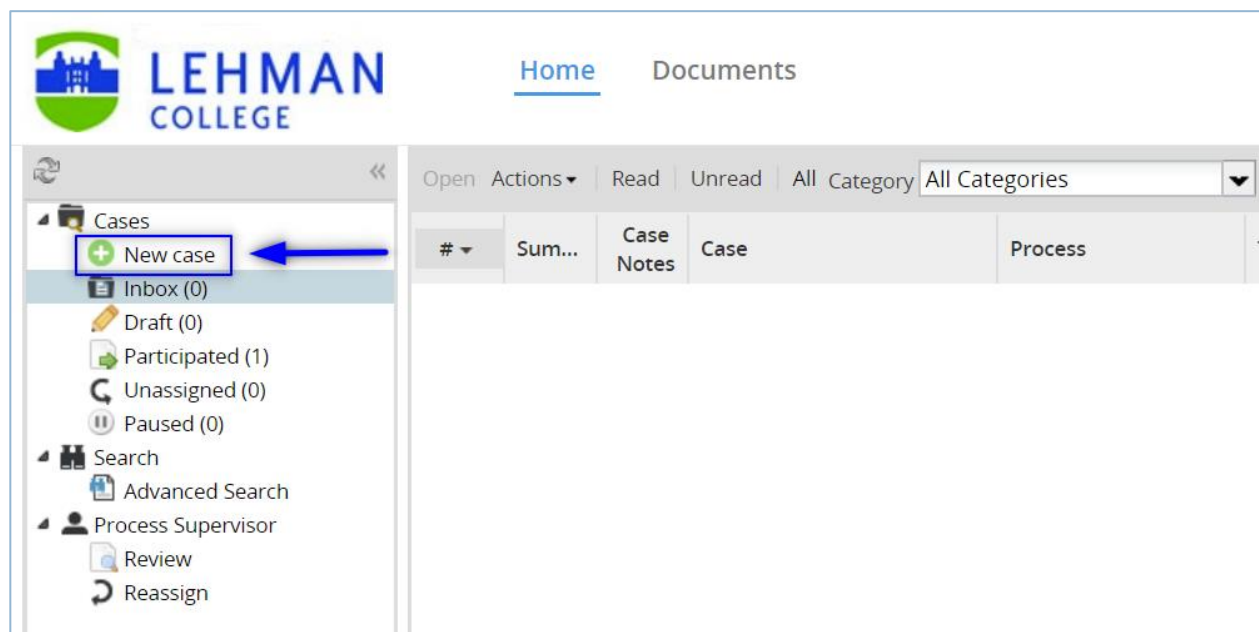
Note: You can also find eTime under MyApps in [Lehman 360](#).

STEP 1: LOG IN

A. On the login page, enter your Lehman Account username and password

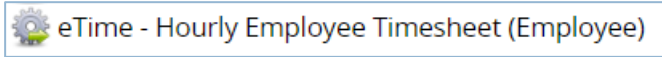


B. After successful log in, a second tab or window will open.



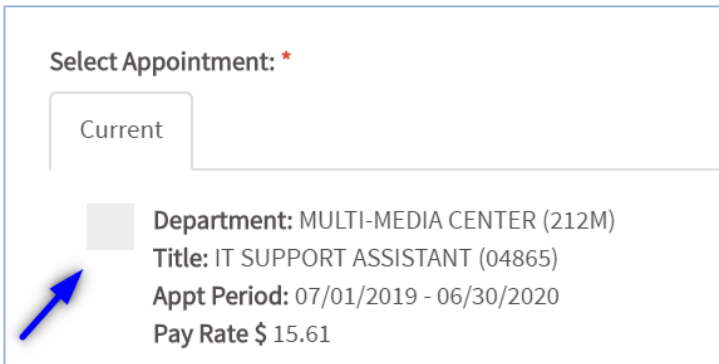
STEP 3: CREATE NEW TIMESHEET

- A. Click on **“New case”** to launch the process of generating a new electronic timesheet.
- B. Double-click on **“eTime - Employee Timesheet (Employee)”** to open the corresponding timesheet.



- C. You will be able to see all your appointments (multiple jobs/positions), which also includes appointment period dates and rates for each appointment. If you have more than one appointment, select the one for which you will submit a timesheet, then click on **“Next.”**

Note: You must submit a separate timesheet for each appointment for which you worked during the same payment period.



- D. On the next page, you will see the information corresponding to the specific appointment selected. This includes annual and sick leave balances as well as other essential information associated with your employment record and appointment.

Employee Profile

Name: Smith, John	EMPLID: 12345678	NYSID: N12345678
Title: IT Support Assistant (04865)		
Dept: MULTI-MEDIA CENTER (212M)		
Appt. Period: 07/01/2019 - 06/30/2020	Pay Rate \$ 15.61	
Appt. Work Hours: 1500	Appt. Shift Diff.: 180	
Remaining Work Hours: 440	Remaining Shift Diff.: 110	
Remaining Annual Hours: 60	Remaining Sick Hours: 50	

Annual & Sick Balances	Accrued	Charged	Current
Annual Leave	75	15	60
Sick Leave	50	0	50

- E. Select the **“last day of bi-weekly pay period”** by clicking at the available dates in the calendar shown. The corresponding **Pay Period** range will automatically populate to the right of the screen.

Note: You must select a pay period before a blank timesheet can be shown to input your hours worked.

Select last day of the bi-weekly pay period:

The screenshot shows a calendar for March 2020. The date 28 is highlighted in blue, with a blue arrow pointing to it from the right. To the right of the calendar, a form displays 'Pay Period From' followed by a yellow box containing '03/15/2020', 'To', and another yellow box containing '03/28/2020'.

STEP 4: FILL-IN TIMESHEET

- A. After selecting a pay period, a blank timesheet will display, where you will enter the hours worked during the given pay period range as you would normally do it in the paper timesheet.

Note: As you enter the information, the hours will be calculated automatically. You may also select leave time such as Annual or Sick Day to be included in your timesheet, by selecting from the **“Leave”** dropdown menu.

	Date	In	Out	In	Out	Leave	Leave Hrs	Total Straight Hrs	Shift Diff. Hours	
Sun	03/15/2020	_:__:	_:__:	_:__:	_:__:	▼				✎
Mon	03/16/2020	_:__:	_:__:	_:__:	_:__:	▼				✎
Tues	03/17/2020	_:__:	_:__:	_:__:	_:__:	▼				✎
Wed	03/18/2020	_:__:	_:__:	_:__:	_:__:	▼				✎
Thurs	03/19/2020	_:__:	_:__:	_:__:	_:__:	▼				✎
Fri	03/20/2020	_:__:	_:__:	_:__:	_:__:	▼				✎
Sat	03/21/2020	_:__:	_:__:	_:__:	_:__:	▼				✎
1st WK Total										

Leave	Leave Hrs ?	Total Straight Hrs	Shift Diff. Hours	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Annual	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Bereavement	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Jury Duty	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Military Duty	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Sick Day	<input type="text"/>	<input type="text"/>	<input type="text"/>	

- B. Additionally, you can add comments for your supervisor, as needed, for any day of the week by clicking on the pencil icon to the right.

Leave Hrs ?	Total Straight Hrs	Shift Diff. Hours	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

- C. Once you're done with your comments, save and hide them by clicking the "hide/show" icon on the right.

09:00 AM	02:00 PM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	5	<input type="text"/>	
<p>Comments:</p> <p>This is a sample comment.</p>								

STEP 5: SIGN TIMESHEET

- A. After recording your hours, proceed to the bottom of the page and click the checkbox to affirm that the information you entered is accurate. Additionally, type your full name which will serve as your digital signature. The submission date is automatically populated.

Note: You have the option to **Save & Return Later** to complete your timesheet. Or you can click the **Next** button to proceed. Electronic timesheets that are submitted late have the same implications as the paper timesheets that are submitted late.

Employee Signature

By clicking this box, I acknowledge that the timesheet above accurately reflect all start and stop times I have worked and I have not reported more or less time than I actually worked. In addition, by entering my name below and submitting this form electronically, I understand and agree that this is a legal representation of my signature.

Employee
Type Your Full Name
This field is required.

Date
04/06/2020

Save & Return Later Next →

- B. On the next screen, click the **“Continue”** button to submit your timesheet. Once submitted, your timesheet is sent to your supervisor and/or timesheet reviewer (if applicable).

Previous Step

Assign Task/Event

Next Task/Event: Supervisor
Next User: Unassigned

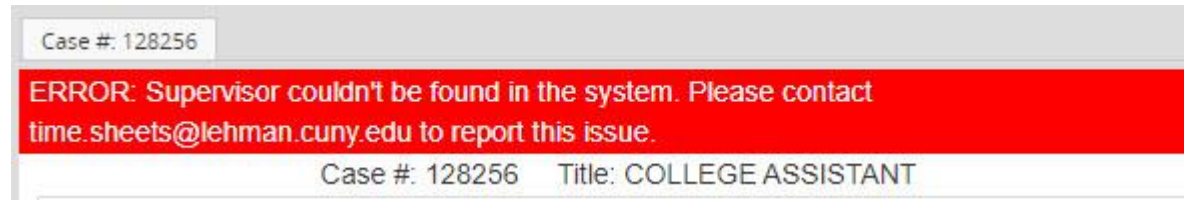
Continue

****Note: Please click on the 'Continue' button above to submit this form**

Note: Your supervisor will return the timesheet if any of the information is found to be inaccurate. You can only delete an unsubmitted timesheet by navigating to **Actions -> Delete** menu as shown below:



If you receive an error message (sample below), please contact Human Resources by sending an email to time.sheets@lehman.cuny.edu



We look forward to your feedback on eTime.

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