Lehman eTime Step-By-Step Guide to Electronic Timesheets for ECP Employees

HUMAN RESOURCES/INFORMATION TECHNOLOGY

September 18, 2023

LEHMAN ETIME STEP-BY-STEP GUIDE TO ELECTRONIC TIMESHEETS FOR ECP EMPLOYEES

PURPOSE

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

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

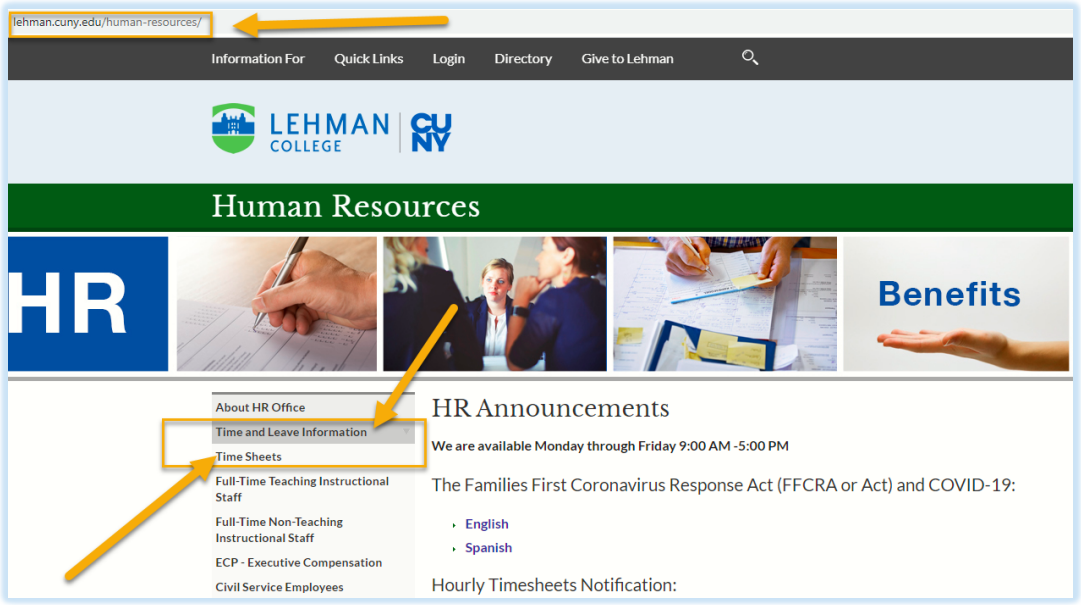
If you need assistance completing your electronic timesheet, if the information is inaccurate, or you are getting an error message, please contact Human Resources:

- By email at roseann.ramos@lehman.cuny.edu

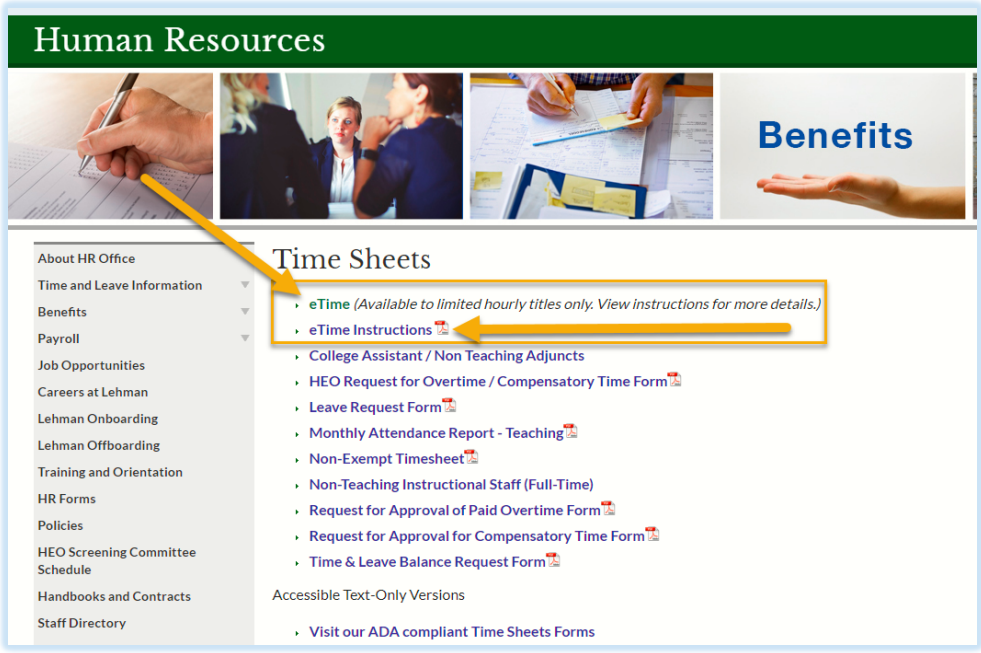
ACCESSING eTIME

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**.



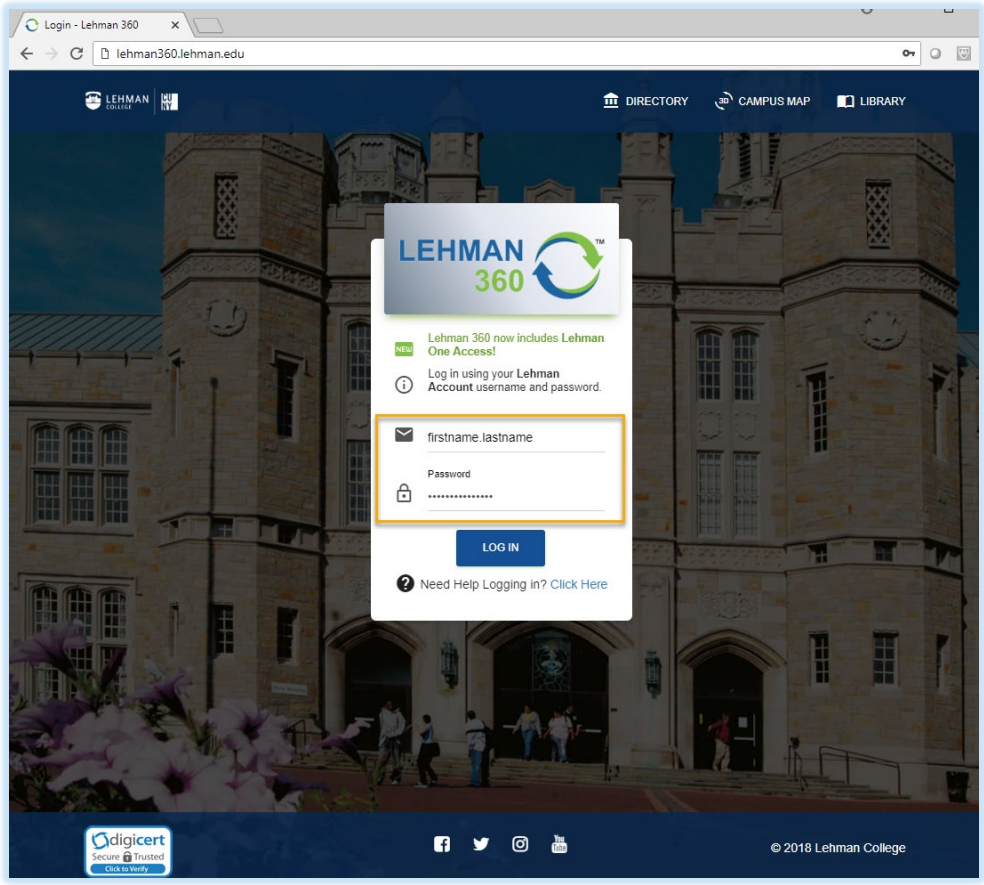
C. From the **Time Sheets** page, click on the **eTime** link. Downloadable instructions are available to assist you navigating through the system.



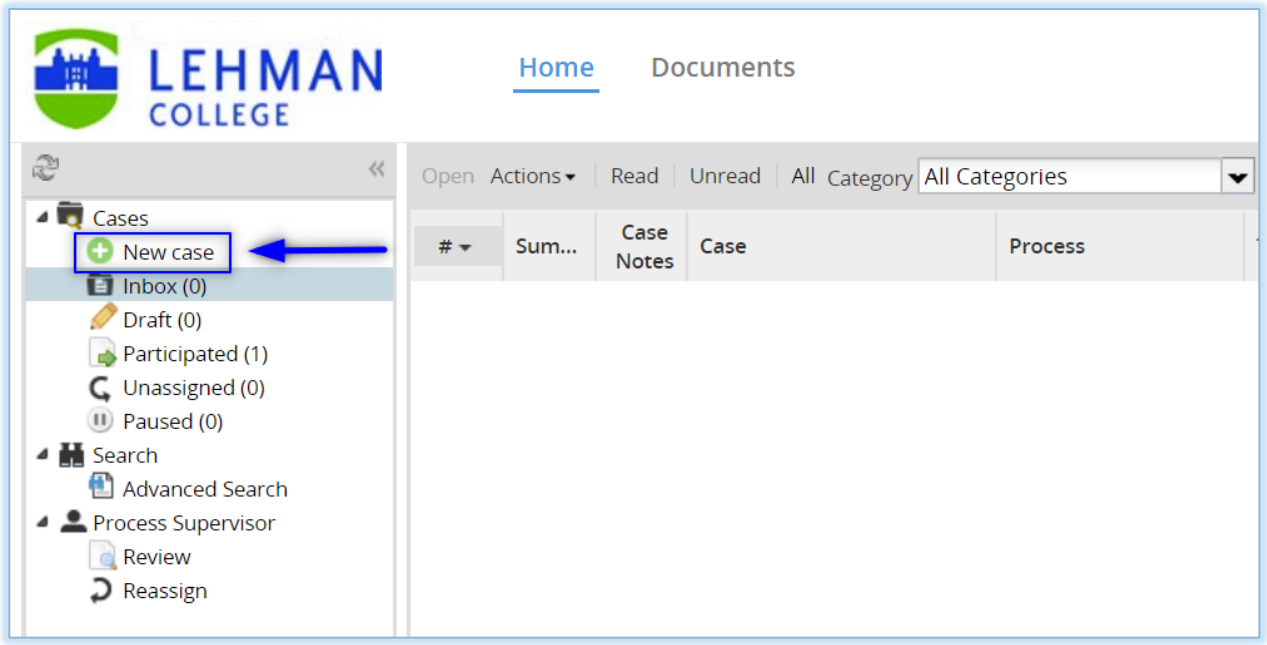
Note: You can also find eTime under MyApps in Lehman 360.

STEP 1: LOG IN

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



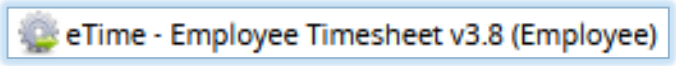
B. After a successful log in, a second tab or window will open.



STEP 3: CREATE NEW TIMESHEET

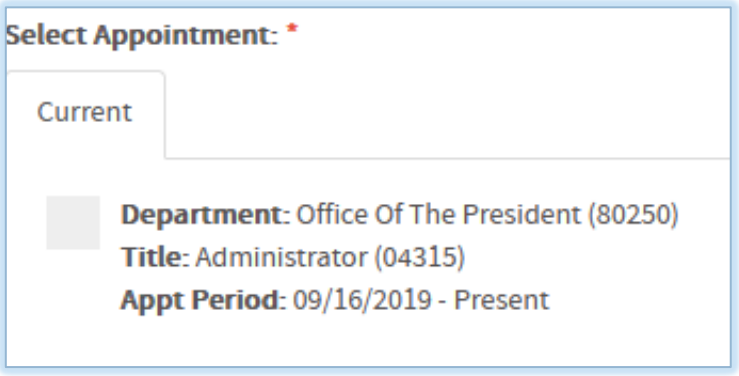
A. Click on **"New case"** to launch the process of generating a new electronic timesheet.

B. Double-click on **"eTime - Employee Timesheet (Employee)"** to open the corresponding timesheet.

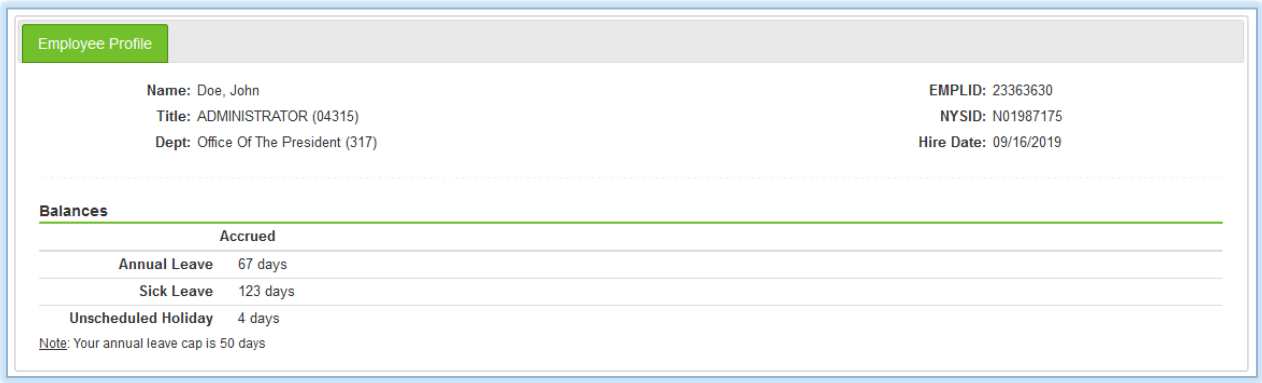


C. You will be able to see all your appointments (multiple jobs/positions), which also includes appointment period dates and rates for each appointment. If you have more than one appointment, select the one for which you will submit a timesheet, then click on **"Next."**

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

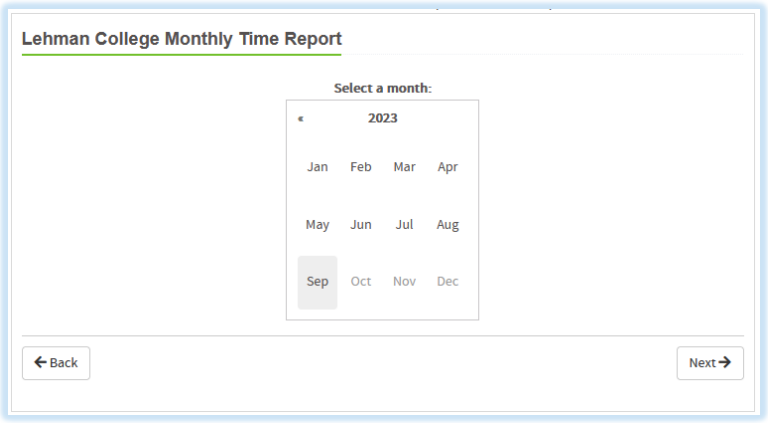


D. On the next page, you will see the information corresponding to the specific appointment selected. This includes annual and sick leave balances as well as other essential information associated with your employment record and appointment.



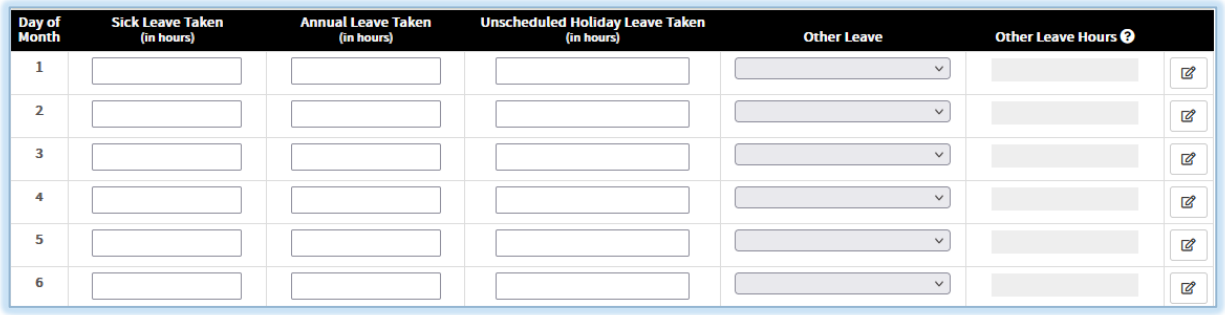
E. Select the **"month"** by clicking it in the calendar shown. The corresponding **Pay Period** range will automatically populate to the right of the screen.

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

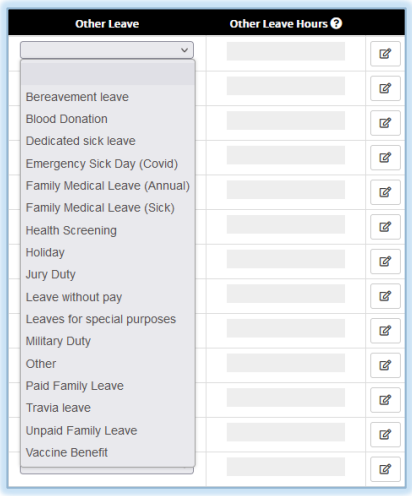


STEP 4: FILL-IN TIMESHEET

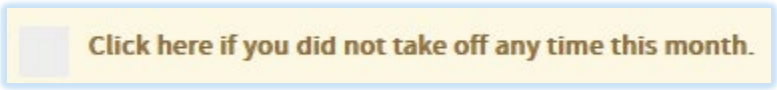
A. After selecting the pay period month, a blank timesheet will display, where you will enter the hours worked during the given range as you would normally do it in the paper timesheet.



Note: As you enter the information, the hours will be calculated automatically. You may also select leave time such as Holiday or Jury Duty to be included in your timesheet, by selecting from the **"Other Leave"** dropdown menu.

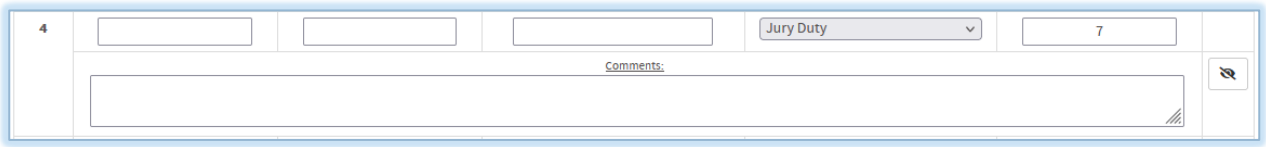


B. If you did not take any time off during the selected month, you can click the indicator box. This will take you to the end of the timesheet document.



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

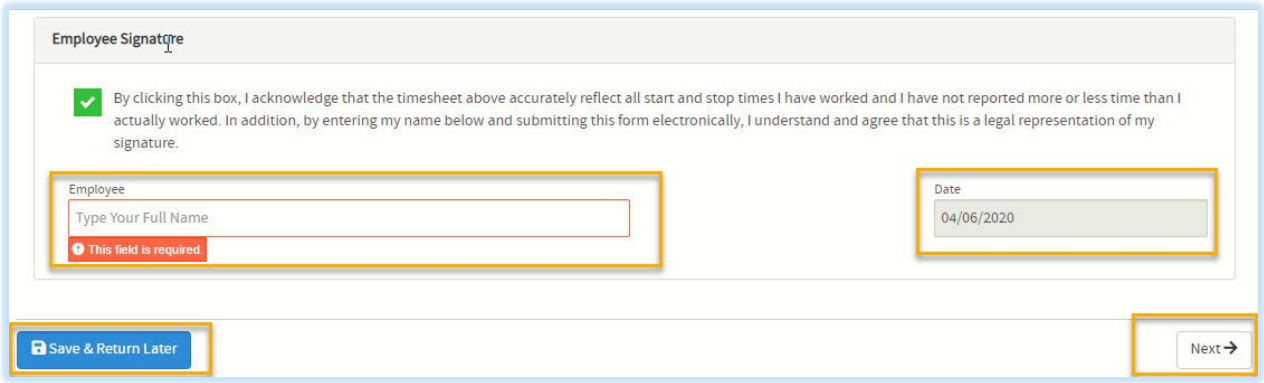
D. Once you're done with your comments, save and hide them by clicking the "hide/show" icon on the right.



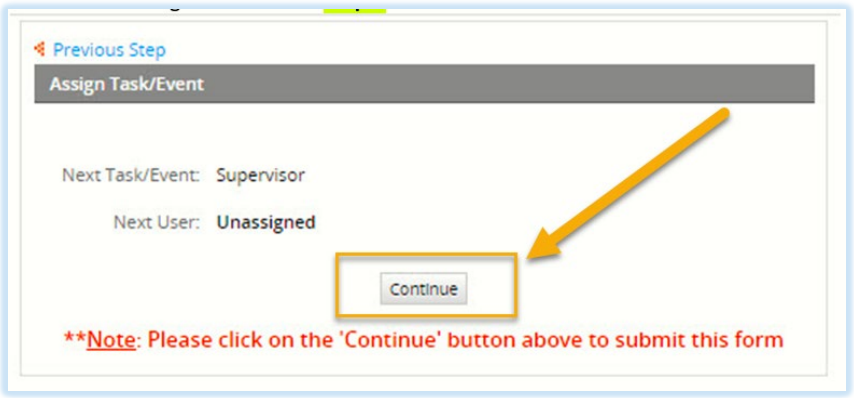
STEP 5: SIGN TIMESHEET

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.

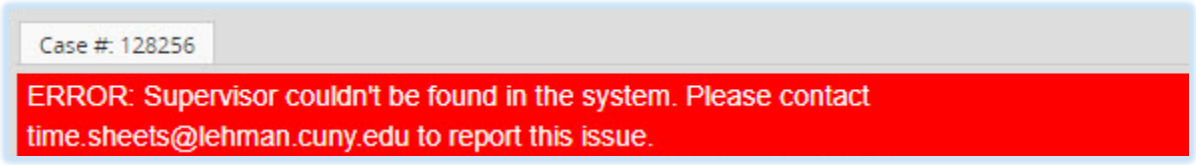


B. On the next screen, click the "**Continue"** button to submit your timesheet. Once submitted, your timesheet is sent to your supervisor and/or timesheet reviewer (if applicable).



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 roseann.ramos@lehman.cuny.edu



We look forward to your feedback on eTime.

---- End of Document ----