Lehman eTime
Step-By-Step Guide to Electronic Timesheets

DIVERSITY & HUMAN RESOURCES/ADMINISTRATION & FINANCE/INFORMATION TECHNOLOGY
April 10, 2020
LEHMAN ETIME STEP-BY-STEP GUIDE TO ELECTRONIC TIMESHEETS

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 contact the IT Help Desk:

➢ By email at help.desk@lehman.cuny.edu

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.

   C. From the Time Sheets page, click on the eTime link. Downloadable instructions are available to assist you navigating through the system.
**STEP 1: LOG IN**

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

*Note: You can also find eTime under MyApps in [Lehman 360](https://www.lehman360.edu).*
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](image)

Annual & Sick Balances

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<thead>
<tr>
<th></th>
<th>Accrued</th>
<th>Charged</th>
<th>Current</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Leave</td>
<td>75</td>
<td>15</td>
<td>60</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>50</td>
<td>0</td>
<td>50</td>
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</tbody>
</table>

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](image)

**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.

<table>
<thead>
<tr>
<th>Date</th>
<th>In</th>
<th>Out</th>
<th>In</th>
<th>Out</th>
<th>Leave</th>
<th>Leave Hrs</th>
<th>Total Straight Hrs</th>
<th>Shift Diff. Hours</th>
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<tbody>
<tr>
<td>Sun 03/15/2020</td>
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<td>Thurs 03/19/2020</td>
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<td>Fri 03/20/2020</td>
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<td>Sat 03/21/2020</td>
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</table>

**1st WK Total**

**Leave**

<table>
<thead>
<tr>
<th>Leave</th>
<th>Leave Hrs</th>
<th>Total Straight Hrs</th>
<th>Shift Diff. Hrs</th>
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<tbody>
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<tr>
<td>Annual</td>
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<td>Bereavement</td>
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<td>Jury Duty</td>
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<tr>
<td>Military Duty</td>
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<tr>
<td>Sick Day</td>
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</table>

**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.
C. 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:

![Image of timesheet actions]

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

```
ERROR: Supervisor couldn't be found in the system. Please contact time.sheets@lehman.cuny.edu to report this issue.
```

We look forward to your feedback on eTime.