



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

DIVERSITY & HUMAN RESOURCES/ADMINISTRATION & FINANCE/INFORMATION TECHNOLOGY

May 11, 2022

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:

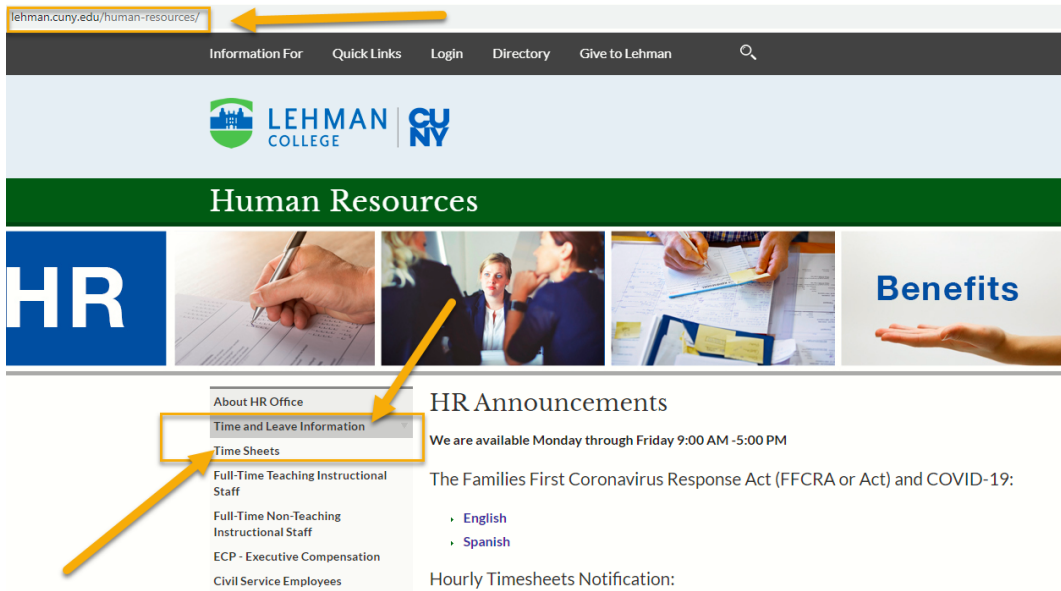
- By email at help.desk@lehman.cuny.edu
- Via our [Chatbot](#)
- By phone at (718) 960-1111
- In-Person at Academic IT Center, Carman Hall Room 108

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

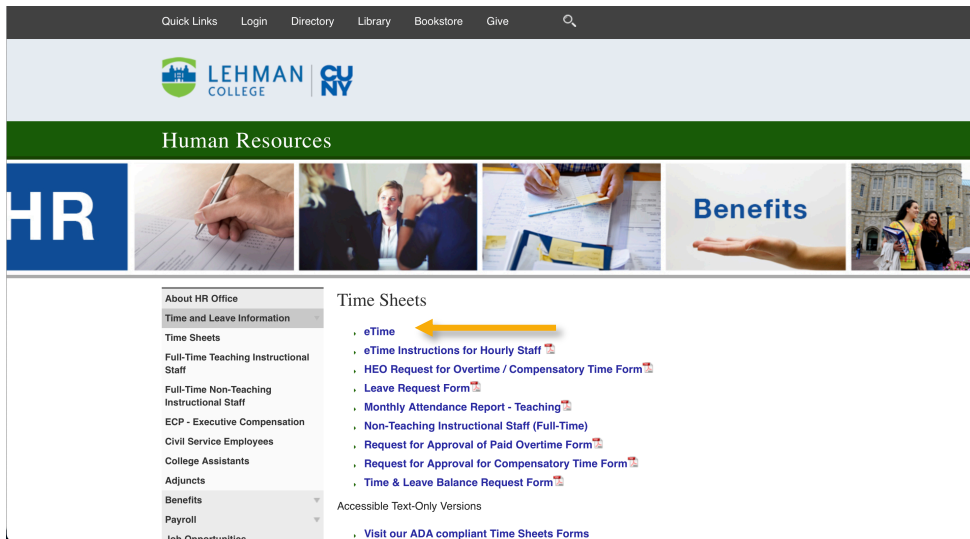
- By email at roseann.ramos@lehman.cuny.edu

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**.



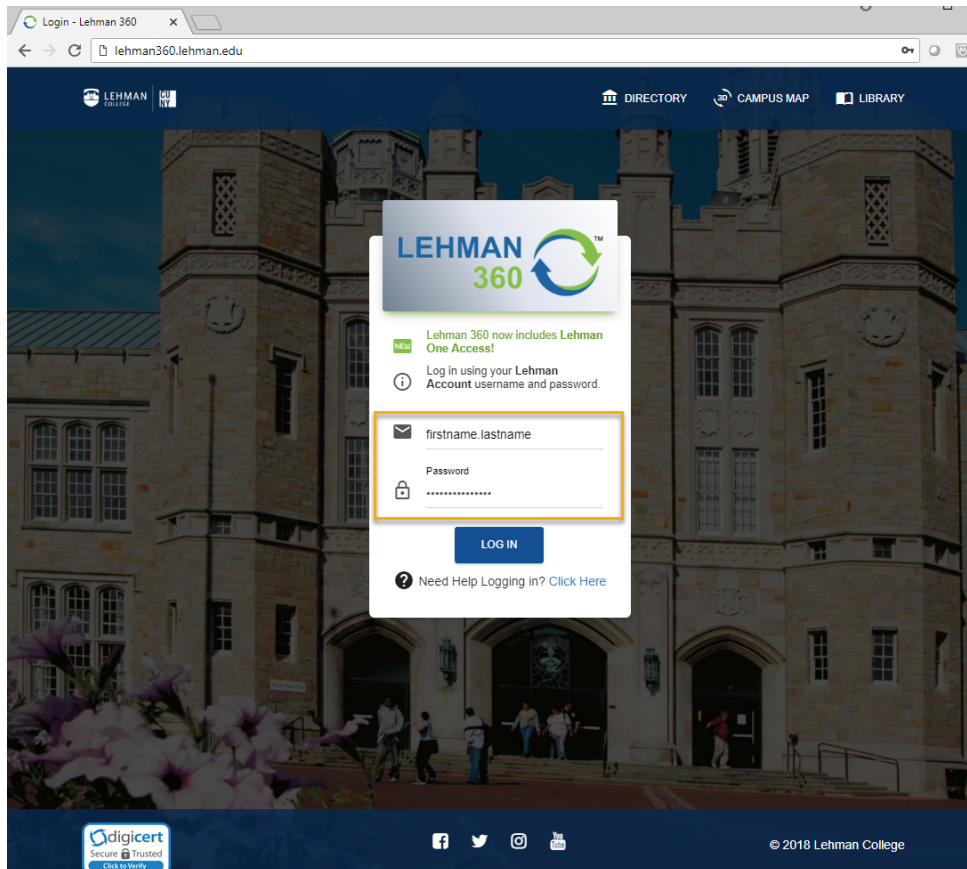
C. From the **Time Sheets** page, click on the **eTime** link. Downloadable instructions are available to assist you navigating through the system.



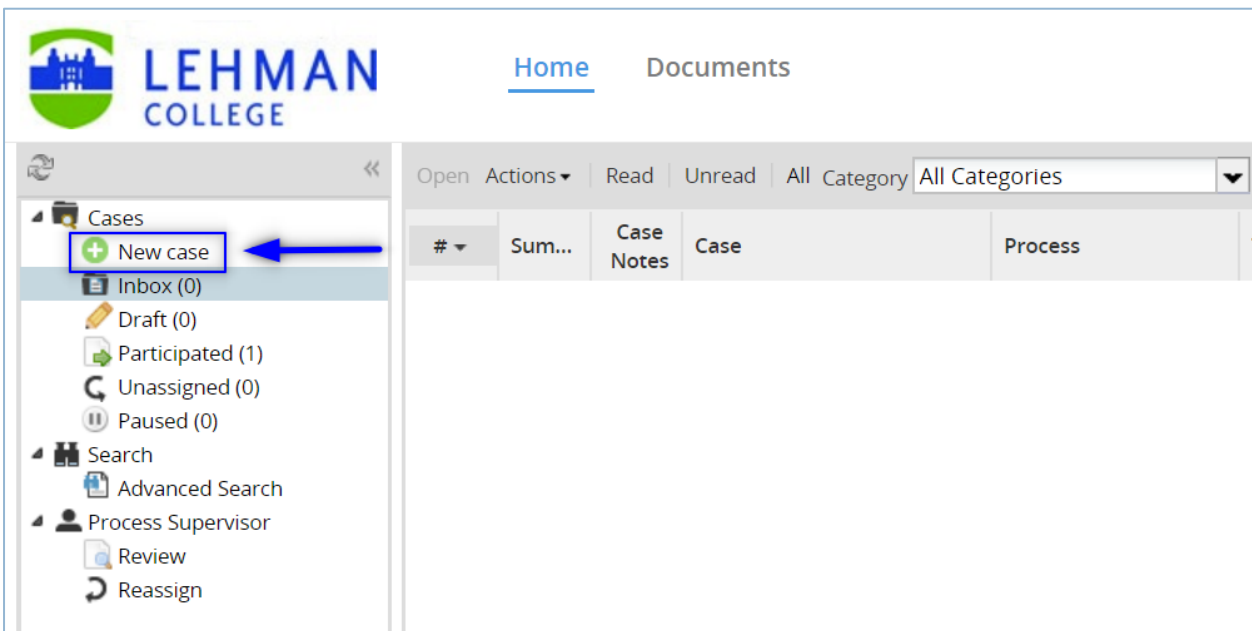
Note: You can also find eTime under MyApps in [Lehman 360](#).

STEP 1: LOG IN

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



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



STEP 3: CREATE NEW TIMESHEET

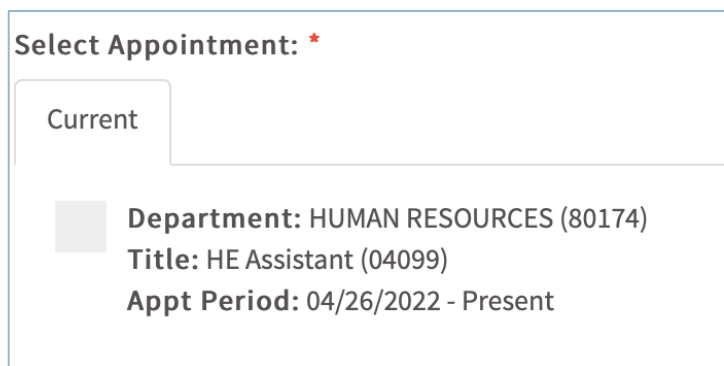
A. Click on **“New case”** to launch the process of generating a new electronic timesheet.

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

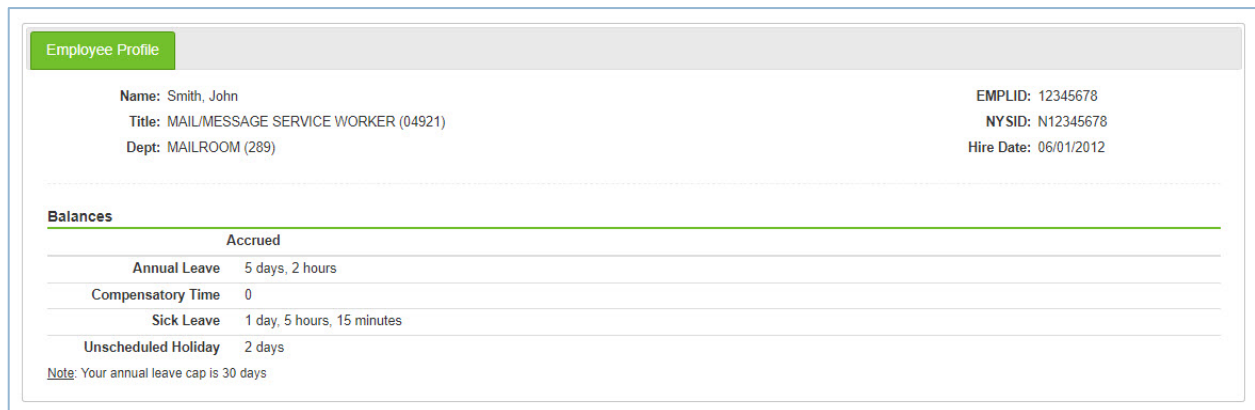


- C. You will be able to see all your appointments (multiple jobs/positions), which also includes appointment period dates and rates for each appointment. If you have more than one appointment, select the one for which you will submit a timesheet, then click on **“Next.”**

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

A screenshot of a web form titled "Select Appointment: *". The form has a dropdown menu with "Current" selected. Below the dropdown, there is a grey square icon followed by the text: "Department: HUMAN RESOURCES (80174)", "Title: HE Assistant (04099)", and "Appt Period: 04/26/2022 - Present".

- 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.

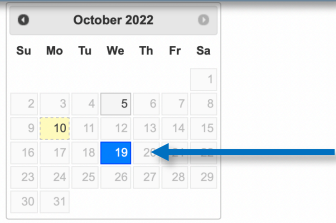
A screenshot of an "Employee Profile" page. The page has a green header with the text "Employee Profile". Below the header, there are two columns of information. The left column contains: "Name: Smith, John", "Title: MAIL/MESSAGE SERVICE WORKER (04921)", and "Dept: MAILROOM (289)". The right column contains: "EMPLID: 12345678", "NYSID: N12345678", and "Hire Date: 06/01/2012". Below this information is a section titled "Balances" with a sub-section "Accrued". This section contains a table with the following data: "Annual Leave: 5 days, 2 hours", "Compensatory Time: 0", "Sick Leave: 1 day, 5 hours, 15 minutes", and "Unscheduled Holiday: 2 days". A note at the bottom of the section reads: "Note: Your annual leave cap is 30 days".

- 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:

Pay Period From **10/06/2022** To **10/19/2022**



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"/>	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

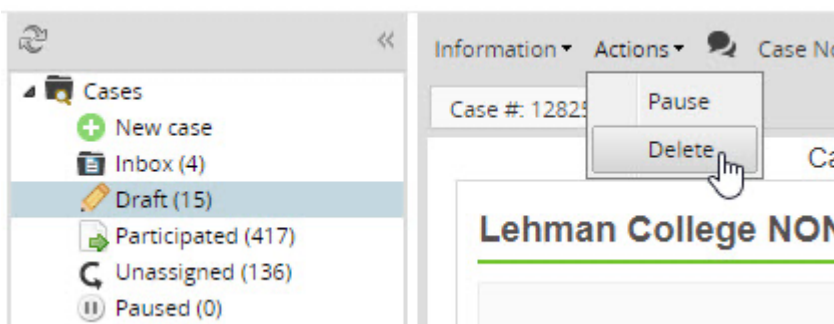
Next Task/Event: Supervisor

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 roseann.ramos@lehman.cuny.edu



We look forward to your feedback on eTime.

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