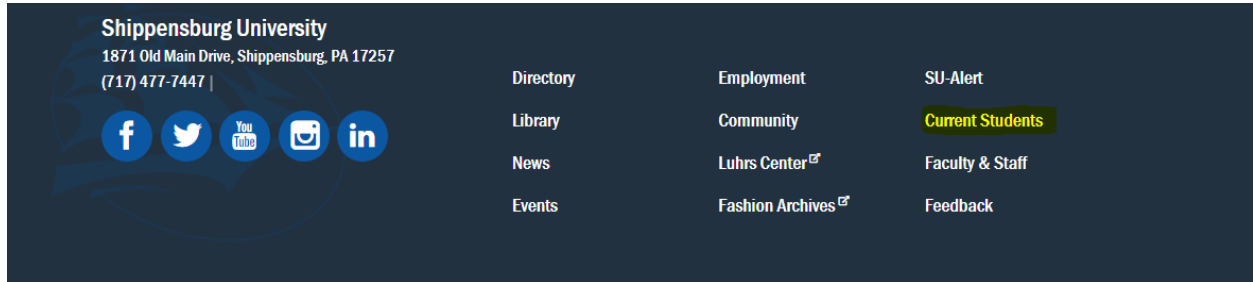


# E-Time Instructions

- The easiest way to get there is by going through Ship.edu. Go to the banner of the bottom of the page, click **Current Students**, and then **E-Time**. (See images below for further guidance.)



## Academic Info

- Welcome
- Graduation Process
- Academic Catalogs
- Courses
- Honors
- Internships
- Study Abroad
- Student Research Front Page
- myShip
- Registrar
- E-Time**
- Student Accounts
- Recreation & Club Sports
- Services & Resources
- Student Services, inc.
- Housing & Residence Life
- Student Government

## Current Student Information



*View up to date Covid- 19 information at Raider Respect*

## Get Connected

- myShip
- Student Resources for Courses Delivered Virtually
- D2L Brightspace (D2L Instructions)
- Microcomputer Labs
- E-Time**
- ShiPLink
- Zoom Online Meeting
- Ship Email Access
- Student Help Desk
- Student File Storage
- Registration Instructions [PDF]

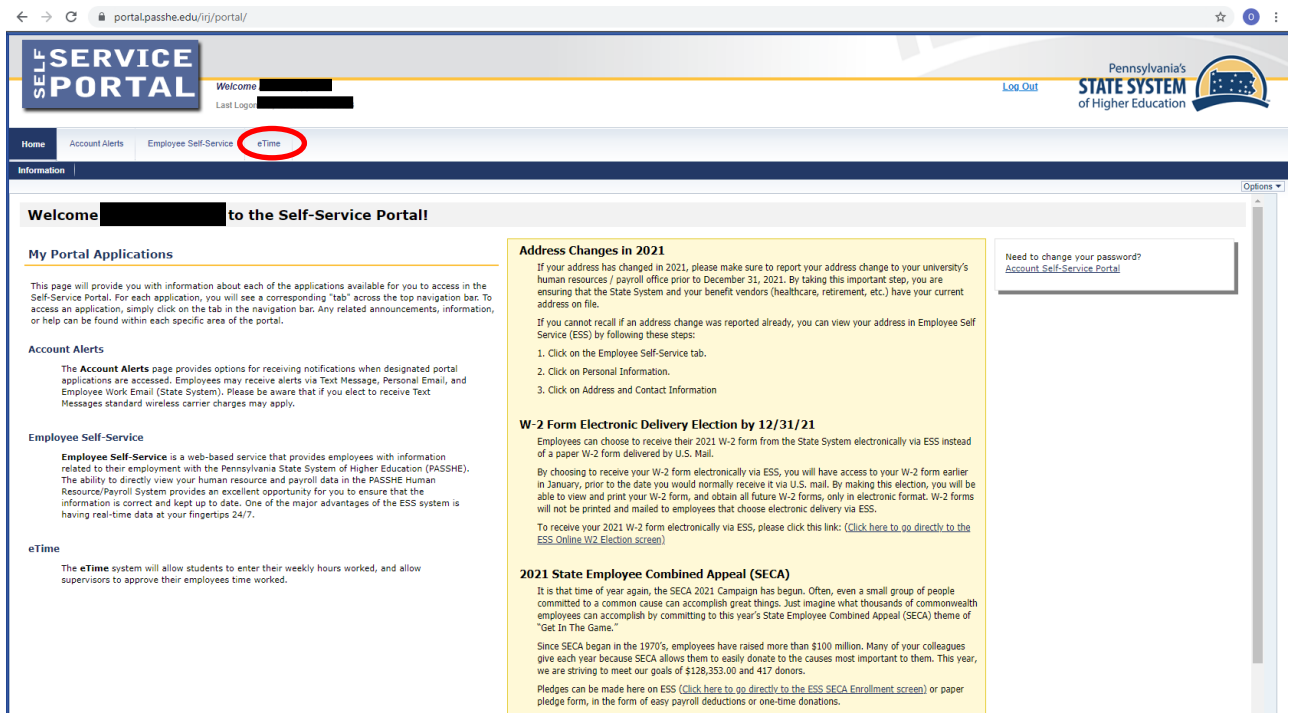
## Self-Service Portal

- To log into the portal, you will use your Ship email and password.

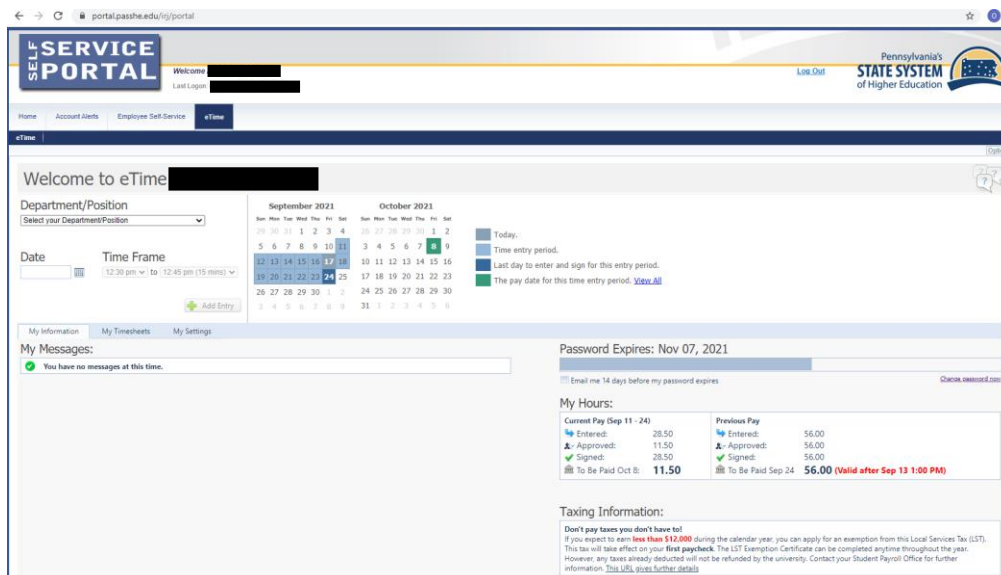
Sign in with your organizational account

Sign in

- Below is the Home page. Click on the eTime tab to enter hours.



- There are various features on this page. The calendar in the middle shows the current pay period, what day it is, the last day to enter and sign any entries for the current pay period, and shows the pay date for the current pay period.
- The page tells you how long you have until your password expires. To the right, it will show your hours for this pay period and last pay period's hours.



- To get to the page below, you will click on the tab that says, **My Timesheet**.
- The page will look different if you do not have any hours entered.
- To enter hours, first select your department/position under the **Department/Position** section. Then select the date in the section labeled **Date**. In the **Time Frame** category, use the drop arrows and find the beginning and ending time for the hours you worked.
- Please note that times are in 15-minute increments.
- Once you have the date and times entered, click the button that is labeled **+ Add Entry**.

Welcome to eTime [redacted]

Department/Position:

Date:  Time Frame:  to

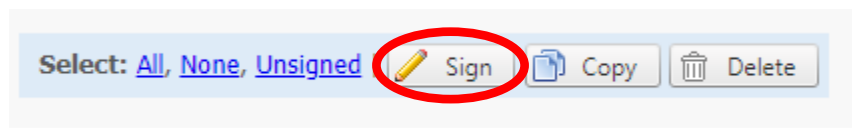
My Information | My Timesheets | My Settings

My Timesheet for:

Sep 11 to Sep 24

<input type="checkbox"/>	Human Resources	Mon, Sep 13	8:00AM - 1:45PM	5.75	\$8.00	✓ Signed Sep 13	✗ Approved on [redacted]
<input checked="" type="checkbox"/>	First Year Experience*	Mon, Sep 13	4:00PM - 5:30PM	1.50	\$7.25	✓ Signed Sep 13	✗ Unapproved
<input checked="" type="checkbox"/>	First Year Experience*	Tue, Sep 14	11:00AM - 12:15PM	1.25	\$7.25	✓ Signed Sep 15	✗ Unapproved
<input type="checkbox"/>	Human Resources	Wed, Sep 15	8:00AM - 1:45PM	5.75	\$8.00	✓ Signed Sep 15	✗ Approved on [redacted]
<input checked="" type="checkbox"/>	First Year Experience*	Wed, Sep 15	4:00PM - 6:00PM	2.00	\$7.25	✓ Signed Sep 15	✗ Unapproved
<input checked="" type="checkbox"/>	First Year Experience*	Thu, Sep 16	9:00AM - 9:30AM	0.50	\$7.25	✓ Signed Sep 17	✗ Unapproved
<input checked="" type="checkbox"/>	First Year Experience*	Thu, Sep 16	11:00AM - 12:15PM	1.25	\$7.25	✓ Signed Sep 17	✗ Unapproved
<input checked="" type="checkbox"/>	Human Resources	Fri, Sep 17	8:00AM - 1:30PM	5.50	\$8.00	✓ Signed Sep 17	✗ Unapproved
<input checked="" type="checkbox"/>	First Year Experience*	Fri, Sep 17	8:00PM - 11:00PM	3.00	\$7.25	✓ Signed Sep 17	✗ Unapproved
				Week 1 total:	26.50		
				Week 2 total:	0.00		
				Pay Period Total:	26.50	<a href="#">View Totals by Department</a>	

- After you have entered a time, you will need to sign it. This is to verify that your times are correct. You can sign one or multiple entries at a time.
- Once you have the time(s) selected that you want to sign, click on the sign button with the pencil icon.



- After clicking **Sign**, the box below will pop up and you will need to enter the generated code to virtually sign your time. You are agreeing that the time you submitted is correct.

**Sign Time**

Entering the following code indicates your approval and agreement that the **time submitted is correct**, and that you will be legally liable for any fraudulent hours entered.

8 9 8 D M

[Get Audio Code](#)