Employee eTime Entry Tutorial

(Including Departmental Time Reporters)

Prerequisite: none
Duration: 20 minutes

Introduction - Welcome

- Course Help

Lesson 1 - Overview and signing into eTime

- Introduction to eTime
- Signing into EMACS
- eTime Navigation
- Who to Contact for Assistance
- Quiz

Lesson 2 - eTime User Preferences

- Navigation and Page Overview
- Entering a default (non 9/80) schedule
- Quiz

Lesson 3 - eTime Entry

- Navigation and Page Overview
- eTime Entry and 'Save for Later' function
- Submit Time
- Exception Messages
- Quiz

Lesson 4 - eTime Requests

- Navigation and Page Overview for Absence Requests
- Navigation and Page Overview for Overtime Requests
- Create and submit an Absence Request
- Create and submit a Overtime Request
- Quiz

Lesson 5 - eTime Entry for Departmental Time Reporters (Departmental Time Reporters Only)

- Departmental Time Reporter Overview
- Navigation Overview
- eTime entry and submit time on behalf of other employees
- Quiz

Lesson 6 - 9/80 Work Schedules (Mandatory for 9/80 employees)

- Overview of the 9/80 Schedules
- Time Reporting Code - AWS - Alternate Work Schedule
- Overview of the 9/80 Agreement Steps and Guidelines
- Entering a 9/80 Default Schedule in the User Preference page
- Entering leave for each 9/80 schedule option
- Entering overtime for each 9/80 schedule option
- Quiz

Lesson 7 - eTime Practice (Optional Chapter)

- Interactive exercises using eTime
- Questions and review of Absence and Overtime Requests
- Practice entering and submitting Time

Manager/Approver eTime Training (Including HROs)

Prerequisite: Employee
Duration: 20 minutes

Introduction - Welcome

- Introduction to Manager/Approver Training

Lesson 1 - User Preferences (Including 9/80 Schedules)

- Navigation and Overview as an Employee
- Signing into EMACS
- Your direct employees' email options
- Navigation and Overview as an Approver/Manager
- Work Schedule (9/80) Descriptions
- Quiz

Lesson 2 - Alternate Manager Assignments

- Navigation and Overview as an Employee and Manager
- Your indirect employees' email options
- Assign other Managers as your delegate
  (Note: Your Departmental Security Administrator can assign your delegates on your behalf too)
- View a list of your employees and other Manager's employees who have assigned you as a delegate.
- Quiz

Lesson 3 - Approving Time by Employee

- Navigation and Overview
- Approve and/or Deny Time via Time Entry page
- Quiz

Lesson 4 - Approving Requests by Employee (Using the Absence and Overtime pages)

- Navigation and Page Overview for Absence Requests as a Manager
- Navigation and Page Overview for Overtime Requests as a Manager
- Approve and/or Deny Absence Requests
- Approve and/or Deny Overtime Requests
- Quiz

Lesson 5 - Mass Approval

- Navigation and Page Overview
- Description of search fields
- Overview of visual aids for assistance with time reconciliation
- Review and approval of Absence and Overtime Requests
- Timesheet approvals - individually and in mass
- Quiz

Lesson 6 - Audit History

- Navigation and Page Overview
- View audit log of an employee who submitted time
- View audit log of a manager who approved time
- Quiz

Departmental Time Administrator

Prerequisite: Employee and Manager/Approver Training
Duration: 15 minutes

Lesson 1 - Introduction - Welcome

- Introduction to Departmental Time Administrator
- Same access as a manager
- Longer pay period deadline for Time entry and approval

Lesson 2 - eTime Page Review

- Signing into EMACS
- Navigation and Review of the pages covered in the Manager Tutorial:
  - eTime User Preferences
  - eTime Entry and Payable Time
  - eTime Requests for Absence and Overtime
  - eTime Mass Approval
  - eTime Audit History
- Quiz

Lesson 3 - eTime Summary Pages

- Navigation and Manager Summary Overview
- Navigation and Department Summary Overview
- Mass Approval Page - Unapproved Time Review
- Manager Assignment Review
- Quiz

Departmental Security Administrator

Prerequisite: Employee (Recommended) Duration:
15 minutes

Lesson 1 - Introduction - Welcome

- Introduction to Departmental Security Administrator Training

Lesson 2 - Manager Assignment

- Navigation and Manager Assignment Overview
- Signing into EMACS
- Assign a Manager to an Individual
- How to search using “%” - wild cards
- Assign Managers in Mass
- Re-assign Managers/Approvers Individually or in Mass
- Quiz

Lesson 3 - Alternate Manager Assignments

- Navigation and Alternate Manager Assignment Overview
- Assign Alternate Managers on behalf of other Managers
- Quiz