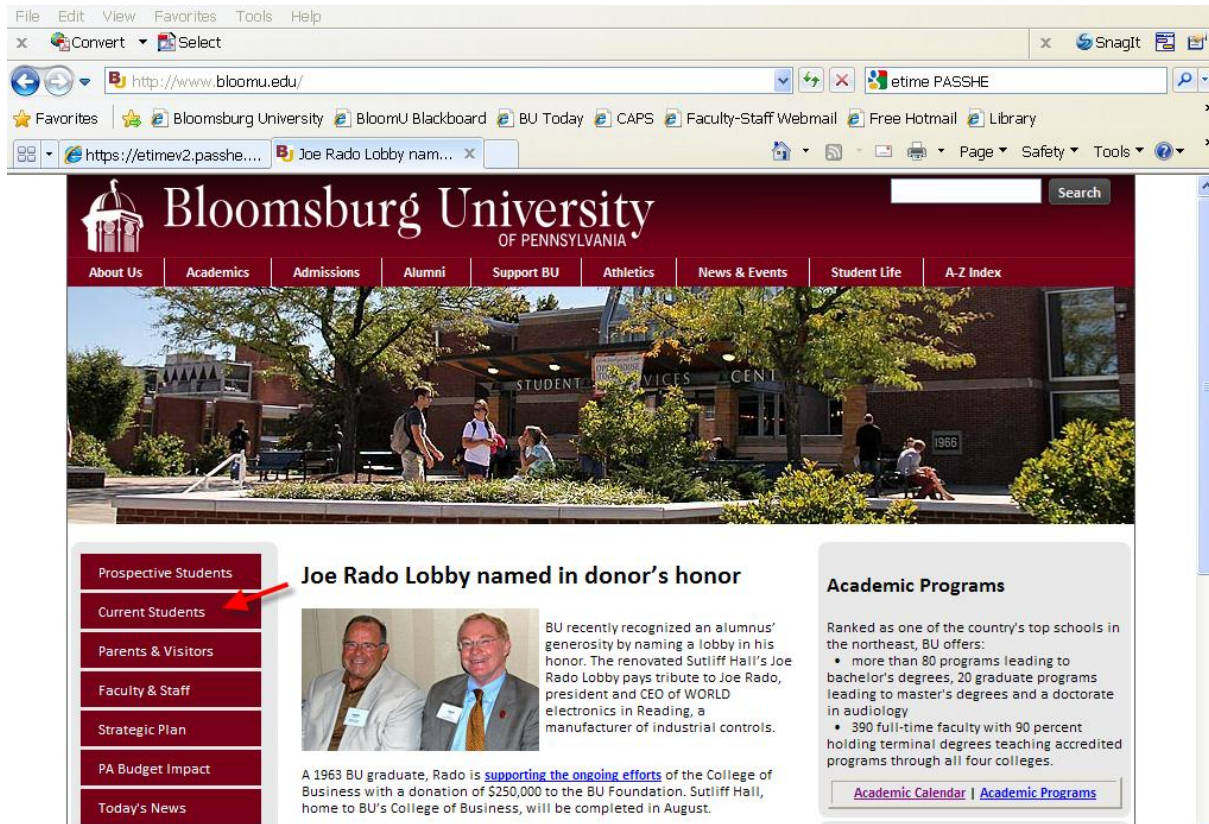Welcome to eTime! To logon to your eTime account, go to the BU web page and click on the Current Students tab.
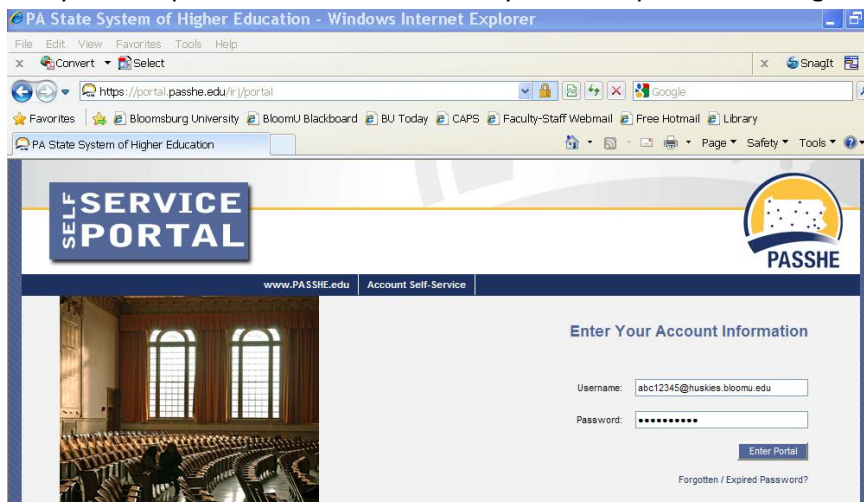http://www.bloomu.edu/

Click on the PASSHE logo under "eTime/ESS"

Use your complete BU email address and your email password to logon to eTime.

Once you are logged into eTime, you will need to select the eTime tab.

Here is what you will see when you click on the eTime tab.

Please click on the | Help ❓ tab to find out how to utilize the eTime system including how to enter your time, how to change your settings and view your pay statement. Take a few moments to change your settings to have an automatic email sent to you if you have unsigned time and if you have not input any time for the pay period.

PASSHE Password Status

Show more details

Payroll Calendar

| February 2011 |
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	1	2	3	4	5
6	7	8	9	10	11	12

| March 2011 |
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Today
Time entry period.
Last day to enter and sign for this entry period.
The pay date for this time entry period. **View All**

Once you have clicked on the eTime tab, take a few moments to look at Payroll Calendar. This lists the pay period dates and shows when your eTime has to be entered (before midnight of the Friday at the end of the pay period).

The calendar also shows the pay date for the pay period highlighted.

Click on "My Timesheet" when you are ready to input your time.
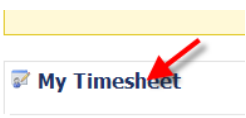
☑ **My Timesheet**

Please go to the | Help ❓ tab if you need any assistance when you go to enter your time sheet or to change your eTime settings.

Timesheet

Time Entry   Curre

Select a Department ▾ | 📅 | 3:00 pm ▾ | to | 3:15 pm (15 mins) ▾ | Add

Current Timesheet | Past Timesheets | Pay Stub Hours | My Settings

Select: **All, None, Unsigned** | Sign | Copy | Delete

Feb 12 to Feb 25

| ☐ | ███████ | Mon, Feb 14 | 3:00PM - 4:30PM | 1.50 | $7.25 | Signed Feb 15 |

Week 1 total:				1.50		
Week 2 total:				0.00		
Pay Period Total:				**1.50**		