-Student Employee-
Timecard Entry

***If you work in department that has a time clock, please see sign posted by timeclock on how to do this correctly***

To record hours using E-time

E-time is only accessible from campus

Enterprise E-time Web address: [https://etime27.adphc.com/bm9e/logon](https://etime27.adphc.com/bm9e/logon)

Logging on: Enter your User Name and Password (case sensitive)

**LOG ON**

User Name
username

Password
********

On the top of your screen under “My Information” Click on “My Timecard”

This will bring up your timecard for the current pay period.
To enter In and Out punches:

Click in the first column and enter your starting time. Press the TAB key to move across the timecard to finish entering time. Click Save

Once you have entered hours work you must now transfer them to the correct department.

- This step allows your supervisor to view your timecard and apply the correct wage, thus making sure you’re paid the correct rate.
- Your supervisor will give you a 6 digit department code and a 3 digit supervisor code, this is what you’ll use to transfer your hours.

To transfer hours click in the “Transfer” column

Click on “search” at the bottom of the drop down box.

A “Select Transfer” box will open up.
On the right hand side under “Department” enter the 6 digit department code…
Example: 390815

Under “Position” enter the 3 digit supervisor code: Example: 750

Tip: If you’re unsure of the supervisor code, on the left hand side of the transfer box you’ll see the description for each department. After the description it says “SC ####” That 3 digit number is what should be entered under position on the right hand side.
After you have both entered, click on ok.

Once you have selected the code this will now be the first code you see when clicking on the down arrow in the transfer column. This will allow you to select this from the drop down box instead of repeating the previous steps for each shift worked.

After all changes are made, click on “Save”

End of each pay period:
Once everything is entered and correct you must approve your timecard.
Go to “Approvals” at the top of the timecard.
• All time must be entered by the last day of the current pay period
Click on “Approve”

At the bottom of the time sheet you will now see “Sign-offs & Approvals” To view your approval, click on the tab.

- Students are paid Semi-Monthly on the 15th and 30th
  - If pay day falls on Saturday, pay day will be on Friday
  - If pay day falls on Sunday, pay day will be on Monday
- Pay period of the 1st - 15th are paid on the 30th of the month
- Pay period of the 16th – final day of month are paid on the 15th of the following month.
- For a complete list of pay dates and deadlines for the current academic year go to [http://www.grinnell.edu/offices/accounting/payroll/](http://www.grinnell.edu/offices/accounting/payroll/)
- If you have any questions call x 4500 or email campbelc@grinnell.edu