

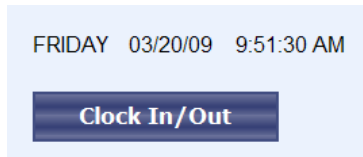
eTime Hourly RSC Staff Quick Reference Guide

Accessing eTime



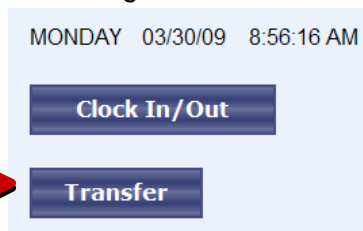
- Open the Experience Works internet page: www.experienceworks.org
- Click on the link for eTime
- Click on the link for Employee Module Production

Entering Time in Your Primary Accounting Unit



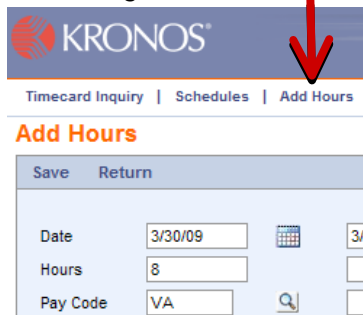
Click the Clock In/Out button on the Timestamp screen, and a punch will be recorded on your timecard for the system date/time displayed.

Entering Time in a Non-Primary Accounting Unit



1. Click the Transfer button
2. Click the magnifying glass icon next to Acct Unit and an Accounting Unit list will appear.
3. Select the Accounting Unit that you are transferring to.
4. Click Save.
5. The system will record your Timestamp transfer and automatically log you out of eTime.

Entering Time Off



Click the Add Hours link to access this screen.

1. Enter the date
2. Enter the number of hours
3. Click the magnifying glass next to Pay Code to bring up the pay code list and select the pay code to which you are charging time to.
 - Optional – You can also change the accounting unit.
4. Click Save.

Timecard Inquiry



To view your timecard and punches to date in the pay period, click the Timecard Inquiry link at the top left of the page

Missing Punches – If you miss a punch, notify your manager immediately.

Log Off

To manually log off of eTime, click the Log Off link at top right corner of the screen.