

How to Access Employee Self-Service (ESS) and eTime

1. Navigate to the PASSHE Employee Self-Service (ESS) portal, (<https://portal.passhe.edu/irj/portal>)
2. Select “Indiana University of PA – MFA” from the University drop down list and click the Continue button.
3. Enter your IUP network username and password at the IUP WebSO screen.
 - a. This is your 4 or 5 letter combination used to log into IUP computers and applications.

Students who have been hired onto Payroll should see a series of tabs across the top:



Home

Account Alerts

Employee Self-Service

- Personal Information - Displays your personal data, addresses, and bank information.
 - Changes to this information must be done separately through IUP Payroll Services (<https://www.iup.edu/payroll/forms/index.html>)
 - Student workers should not show or update their “Campus Address”, even if you have been assigned office space for your campus job. Campus Addresses are primarily used for faculty and staff. Student employees do not technically have a campus address, other than your dormitory or local address. Instead, please update your contact information through MYIUP.
- Payroll – Access electronic copies of pay statements and manage information about your Federal W4 tax withholdings.

eTime

- Allows students to enter weekly hours worked and allow supervisors to approve time worked.
- This tab appears the day after the student has been hired onto Payroll.
- Hours worked should be logged under the actual date the time was worked.
- Students are only able to enter hours within the current pay period.
- If hours need entered into a prior pay period, this must be done by the supervisor/timekeeper. Students may then sign for the hours after the entry is completed by the timekeeper.
- Instructions for entering hours worked in eTime are available in the Help link located in the top right corner within eTime.
- A current payroll calendar is available on the eTime homepage, which includes timesheet deadline for student signature, supervisor approval and pay dates.
- A comprehensive payroll calendar is available on the [Payroll Services Forms website](#) under the header, Student Payroll Documents.

