DoIT eTime - etime.illinois.gov
Employee Quick Reference Guide

Release Version
8/3/2016

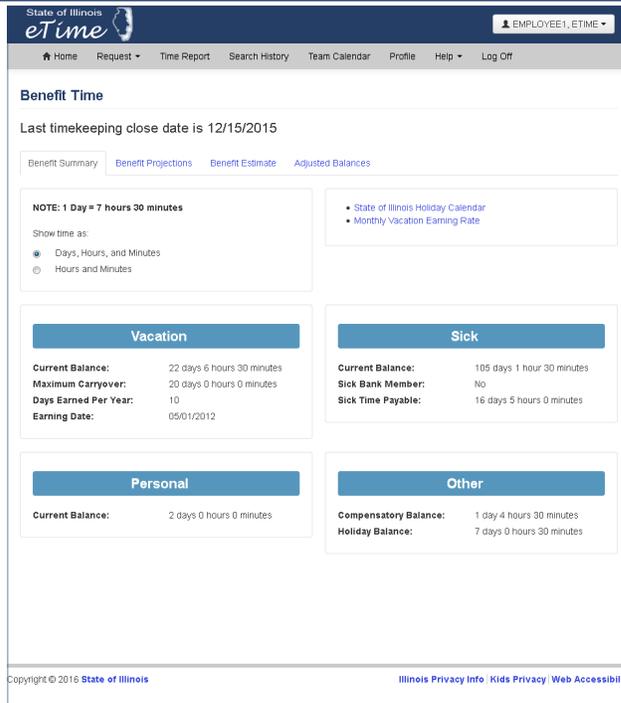**DoIT**
Illinois Department of
Innovation & Technology

The eTime Screen - Employee Home View

eTime

eTime is a Graphical User Interface (GUI) component that works in conjunction with the Central Time and Attendance System (CTAS) application.

eTime empowers employees to manage and account for their time and attendance records. The interface enables timekeepers, managers, and employees to better collect, submit for approval, and track time and attendance information in a consistent and automated format.

eTime provides a secure and centralized storage of time and attendance records. eTime eases the complexity of entering and maintaining time and attendance information for employees. Embedded formulas and calculations eliminate the necessity for employees, managers and timekeepers to spend an excessive amount of time each pay period reconciling attendance records.

Navigation Fundamentals - Top Menu Bar

Home – Summary and projection of an employee's earned benefit time. Reflects current balance of available benefit time, maximum vacation carryover, payable sick time (if applicable), FMLA balances (if applicable), and sick bank membership. Benefit Time can be displayed in days or hours.

*Request->Leave Request – Request authorization for absence. Also displays 3 months of request history. Requests older than 3 months can be accessed through the Search History menu item.

*Request->Overtime Pre-Approval Request – Request authorization for Overtime Pre-Approval. Also displays Overtime Pre- Approval Request History. Requests older than 3 months can be accessed the Search History Screen.

*Request->Overtime Worked – Enter actual hours of overtime worked. Also displays overtime request history. Requests older than 3 months can be accessed through the Search History Screen.

*Time Report – A reflection of your daily/weekly time spent on official business.

Search History – Historical eTime records for Leave, Overtime, Overtime Pre-Approval and Time Reports. eTime maintains historical information up to seven years.

*Team Calendar – A view of scheduled time off in a team calendar. (A team consists of employees within your work unit).

Profile – Contains your personal settings such as name, title, supervisor, team, work schedule, lunch hour, and email address.

Log Off – Log off to prevent others from accessing your eTime session from your computer.

Help – Timekeeper contact information and Quick Reference / What's New guides.

* Optional functions (availability based on agency business and operational requirements)

Sorting Lists/Grids

Users may sort leave requests, overtime pre-approval requests, overtime reports, and time reports in any order. Click on the column to sort. Click on the same column again and it will reverse the order.

Sort multiple columns by holding down the shift key while clicking on the next column(s).

Action column in grids

The Action column contains the command links used to view, edit or cancel any request.

eTime Assistance

All timekeeping related questions should be directed to the designated timekeeper or supervisor for your work unit (see **Help** link in menu).

eTime **LOGIN ISSUES** should be directed to the Customer Service Center (CSC) by calling (217) 524-3648.

Create a Leave Request

1. Select **Request**, then **Leave Request** from the top navigation menu.

2. Click the **Create Leave Request** button.

3. Select the **Type of Request** and **Leave Date**. Enter **Hours From** and **Hours To**, noting AM and PM.

4. Mark *Yes* only if the leave request is used in conjunction with underlined approved **FMLA** time.

5. Enter an optional **Reason** for your request.

6. Click **Submit Request** to submit your request to your supervisor for approval.

Create an Overtime Pre-Approval Request

1. Select **Request**, then **Overtime Pre-Approval Request** from the top navigation menu.

2. Click the **Create Overtime Pre-Approval** button.

3. Select **Pay Period Month**, **Pay Period**, **Location**, **Type**, and **Pay Method**. Enter **Estimated Hours** and the required **Reason**.

4. Click **Submit Request** to submit your request to your supervisor for approval.

NOTE: If Pre-Approval is still pending, you may modify the existing request and resubmit. If already approved, create a new request for the total (original plus additional hours); this will automatically replace the previous request.

Create an Overtime Worked Request

1. Select **Request**, then **Overtime Worked** from the top navigation menu.

2. Click the **Create Overtime Worked** button.

3. Select **Date Worked**, **Start Time**, **End Time**, **Location**, **Type** and **Pay Method**. Enter optional **EPMO Pin** and **Remedy ID** if supplied by your supervisor.

4. Enter a required **Reason**. Be as specific as possible.

5. Click **Submit Request** to submit your request to your supervisor for approval.

Time Report Entries

1. Select **Time Report** from the top navigation menu.

2. From the list, locate the week to edit and click **View**.

3. The Time Report Form for the selected week will appear on the screen.

4. The Time Report Form contains populated default entries for work and lunch Start/End Times. If necessary, modifications to these default entries can be made on a daily basis by selecting the appropriate entry and adjusting the time. *NOTE: **do not** adjust On and Off entries to accommodate for submitted leave and/or overtime requests. The system will automatically adjust On and Off entries on the Time Report Form once approved leave and overtime requests have been posted.*

5. Enter optional **Daily** or **Employee Comments**. Daily comments are saved immediately. Employee Comments are only saved when submitting the Time Report.

6. Click **Submit Time Report** to submit your report to your supervisor for approval.