

## e-Time Requirements:

**LINK** – <https://portal.passhe.edu/irj/portal>

**USERNAME** – YOUR Cheyney email address

**PASSWORD** - Same password used for Desire 2 Learn (D2L)  
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Working with the e-Time system is easy and efficient. Just log onto the link provided on the Payroll website and enter your hours worked. Sign your timesheet & save the document (unsigned timesheets cannot be processed). Your supervisor will approve your hours and you're done.

### PLEASE NOTE:

- The Payroll Office does not save, maintain or keep anyone's password. Should you forget your password, you must follow the password restoration steps that apply to restore passwords for D2L access.
- You **MUST** sign your electronic timesheet in order to be paid!!!

If you have any questions about this process or encounter any problems with e-Time access, please contact Payroll personnel listed below:

- Mrs. Brenda Lavender - 610-399-2576
- Mrs. Marie Williams - 610-399-2060
- Email – payroll @wolf.cheyney.edu