eTime Guide

A guide to all things eTime

- Overview
- Navigating and Finding Shifts
- Recording Time
- Adding Events to a Shift
- Editing Start and End Times
- Creating and Submitting a Forgotten Shift
- Enabling Location Services
- Fixing Location Inaccuracies
- Location Services Help
- Reviewing A Shift
- Viewing Shift Comments
- Correcting a Shift
- Requesting/Submitting Time Off
- Deleting a Shift
- Auto-Deleted eTime Shifts
- Method Options
- Recording a Virtual Face to Face Shift
- Data Validation
- Special Cases
- Staff-Side Overlaps
- Circle-Side Overlaps
- Tips for Preventing and Solving Common Issues
- Shift Approval Reminder Emails
- Glossary of Terms
- Glossary of eTime Icons

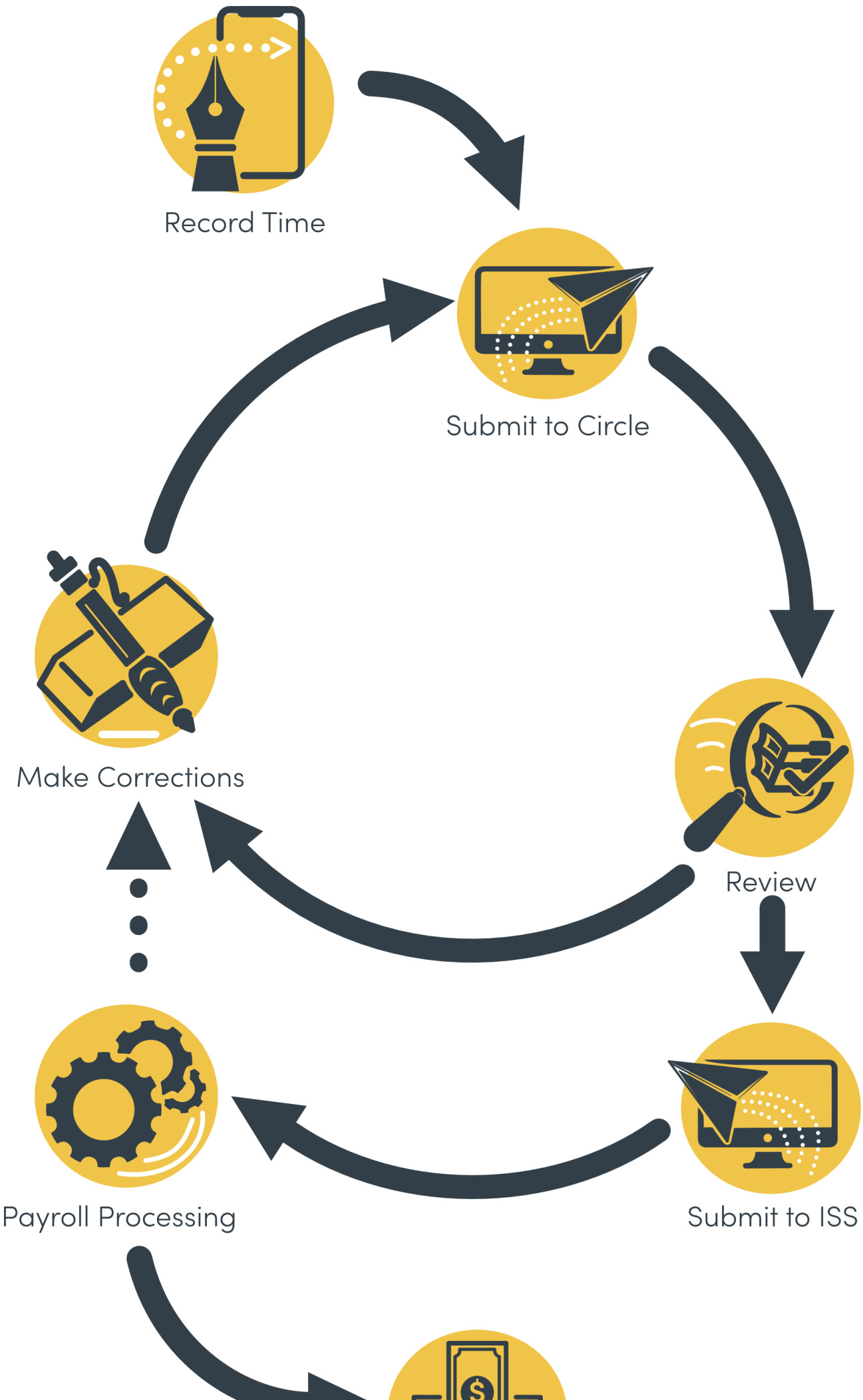
Overview

What is eTime?

eTime is a web browser-based method for recording, approving, and submitting time to ISS for payment. It requires the cooperative involvement of a support staff and the participant’s circle of support: the support staff to enter their time and the circle of support review and approve the time, each thereby electronically authenticating the information.

Process

There are four (4) main steps in the eTime process: Recording Time, Reviewing Time, Correcting Time, and Payroll Processing.


Record Time
Submit to Circle
Review
Submit to ISS
Payroll Processing
Make Corrections