Training

There are four (4) separate eTime web-based training (WBT) modules. **All employees are required to take the 20 minute Employee eTime Entry Tutorial before EMACS allows you access to the eTime pages.**

What to do:

➢ Click on the following link to access all four (4) tutorials.
- eTime Web Based Tutorial

➢ Select the Employee eTime Entry Tutorial and walk through the chapters. This is the only `required' tutorial and you will be asked for your employee Id when entering the WBT.
- Chapters 1 - 4 are required and must be completed before you are allowed access to eTime.
- Chapter 5 is optional and reviews 9/80 schedules, guidelines and other reporting requirements. Chapter 6 is for employees who will be entering time on behalf of other employees and chapter 7 is an optional practice lesson.
- If you need to exit a chapter before finishing, be sure to click on the Exit button from the Menu. When you re-enter again and access the same chapter, it will ask if you would like to continue where you left off or to start at the beginning of the chapter.
- Remember, you must complete at least Chapters 1 - 4 before you can access EMACS eTime pages.

➢ Select the **Manager Course** in addition to the Employee Tutorial if you will approve time, absence and overtime requests.

Employee Time Entry Deadlines

eTime deadlines are much different than paper TLR deadlines. Time can be submitted up to Tuesday AFTER pay period end date. You will no longer have to forecast any time for the last few days of the pay period. The deadline for time submission is displayed on the eTime Entry page and you will also receive emails notifying you of the dates each pay period. A manager/supervisor cannot approve any timesheets until after the pay period end date.

Manager/Supervisor Approval Deadlines

An 'approver' can approve absence and overtime requests any time before (future pay periods) or during the current pay period. **Time can only be approved after the pay period end date and before the approver deadline which is usually Wednesday AFTER pay period end date.**

Password Problems

➢ Click on the following link for help with password problems.
- Passwords

Getting Help

If you encounter any issues with the web-based training tutorials or with the eTime pages, please contact the ISD Help Desk for assistance either by clicking on the link or directly calling their number.
- http://countyline.sbcounty.gov/helpdesk/
- (909) 884-4884

Verify that EMACS has your correct email address

You will receive automatic emails from EMACS notifying you of pay period deadlines and when your time or absence requests have been submitted (to approvers) or approved/denied by your supervisor/manager.

What to do:

➢ Verify if EMACS has your correct email address so eTime can send you email. The attached link will provide instructions for accessing and updating your EMACS email address.

- [Email Address Update](#)

Popup Blockers

All popup blockers must be turned off for eTime to work correctly. **You may need to ask for assistance from your departments' internal ISD section when changing internet popup blocker options.**

Access to EMACS

➢ Click on the following link to sign on to EMACS.

- https://emacsapp.sbcounty.gov/