



**LEHMAN**  
COLLEGE

**CU**  
**NY**

# **Lehman eTime Step-By-Step Guide to Electronic Timesheets for ECP and Classified Managers**

**HUMAN RESOURCES/INFORMATION TECHNOLOGY**

**April 10, 2026**

### PURPOSE

The purpose of this document is to provide a step-by-step guide on how to submit electronic timesheets using Lehman eTime.

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### USER EXPERIENCE

eTime delivers the flexibility to submit timesheets electronically. This resource facilitates timely supervisory approval, allows for the review of past submissions, provides leave balance status, and much more.

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### NEED HELP?

If you need login assistance, please can contact the IT Help Desk:

- By email at [help.desk@lehman.cuny.edu](mailto:help.desk@lehman.cuny.edu)
- Via our [Chatbot](#)
- By phone at (718) 960-1111
- In-Person at Academic IT Center, Carman Hall Room 108

If you need assistance completing your electronic timesheet, if the information is inaccurate, or you are getting an error message, please contact Human Resources:

- By email at  
[roseann.ramos@lehman.cuny.edu](mailto:roseann.ramos@lehman.cuny.edu)  
[human.resources@lehman.cuny.edu](mailto:human.resources@lehman.cuny.edu)

### ACCESSING eTIME

#### A. From a Browser

- A. Go to the Human Resources website at <http://www.lehman.cuny.edu/human-resources/>
- B. From the left navigation menu, navigate to **Time and Leave Information -> Time Sheets**.

# HUMAN RESOURCES



The Office of Human Resources at Lehman College plays a pivotal role in advancing the institution's mission as an urban public college and a catalyst for social mobility. We are committed to fostering a dynamic, inclusive, and supportive work environment. By providing strategic guidance and innovative solutions in recruitment, professional development, benefits, compensation, and labor relations, we empower our faculty, staff, students, and administrators. Through collaboration, integrity, and a dedication to continuous improvement, we enhance organizational effectiveness and contribute to the College's transformative educational experience, while championing equity, inclusion, and social justice.

## HUMAN RESOURCES

- Benefits
- Compliance Training
- Employee Resources
- Job Opportunities
- Lehman Onboarding
- Lehman Offboarding
- Payroll
- Performance Management
- Policies
- Staff Directory
- Time and Leave Information**
- Internal Vacancy Review
- Holiday and Annual Leave



## Announcements

### Stress Awareness Month

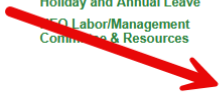
Stress Awareness Month is an opportunity to pause, reflect, and prioritize your well-being. Managing stress starts with small, intentional steps-whether it's taking a break, connecting with others, or seeking support when needed. Remember, you don't have to manage stress alone-resources like the Employee Assistance Program (EAP) are available to support you every step of the way.



[All Announcements](#)

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- Internal Vacancy Review
- Holiday and Annual Leave
- Labor Management Commission & Resources



[New York State Payroll Online](#)

## CONTACT

**Human Resources**  
 Email  
 718-960-8181  
 Shuster Hall, Room 230  
 Office Hours  
 Mon - Fri: 9:00 AM to 5:00 PM  
 Fax: 718-960-1191

## TIME AND LEAVE INFORMATION



Full-Time Teaching Instructional Staff



Full-Time Non-Teaching Instructional Staff

## RESOURCES



Time sheets



ECP - Executive Compensation



Civil Service Employees

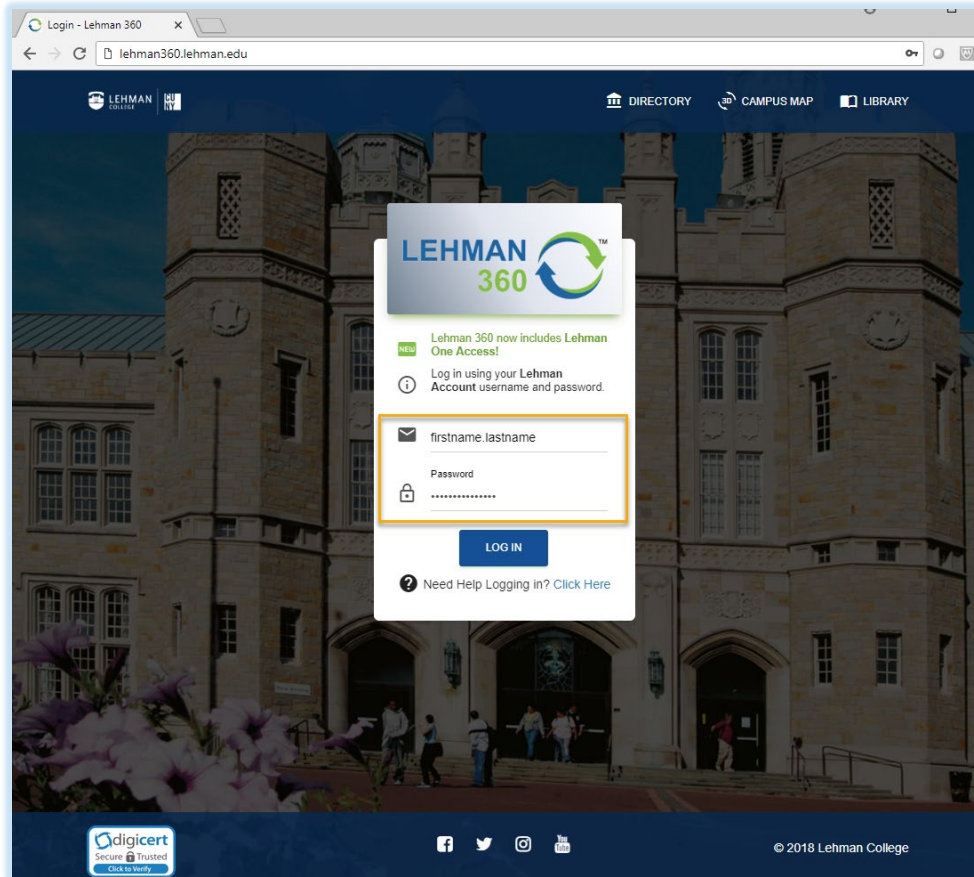
C. From the Time Sheets page, click on the eTime link. Downloadable instructions

The screenshot shows the Lehman College website header with the logo and navigation menu. The breadcrumb trail is: [Lehman College](#) > [Human Resources](#) > [Time and Leave Information](#) > [Time Sheets](#). A red arrow points from the breadcrumb trail to the **Time Sheets** section. Under **Time Sheets**, the [eTime](#) link is highlighted with a red box. Other links in the **Time Sheets** section include: [eTime Instructions for ECP Staff](#), [eTime Instructions for Full-Time Staff](#), [eTime Instructions for Hourly Staff](#), [Leave Request Form](#), [Monthly Attendance Report - Teaching](#), [Request for Approval of Paid Overtime Form](#), [Request for Approval for Compensatory Time Form](#), and [Request for Approval of Paid Overtime Form - Classified Staff](#).

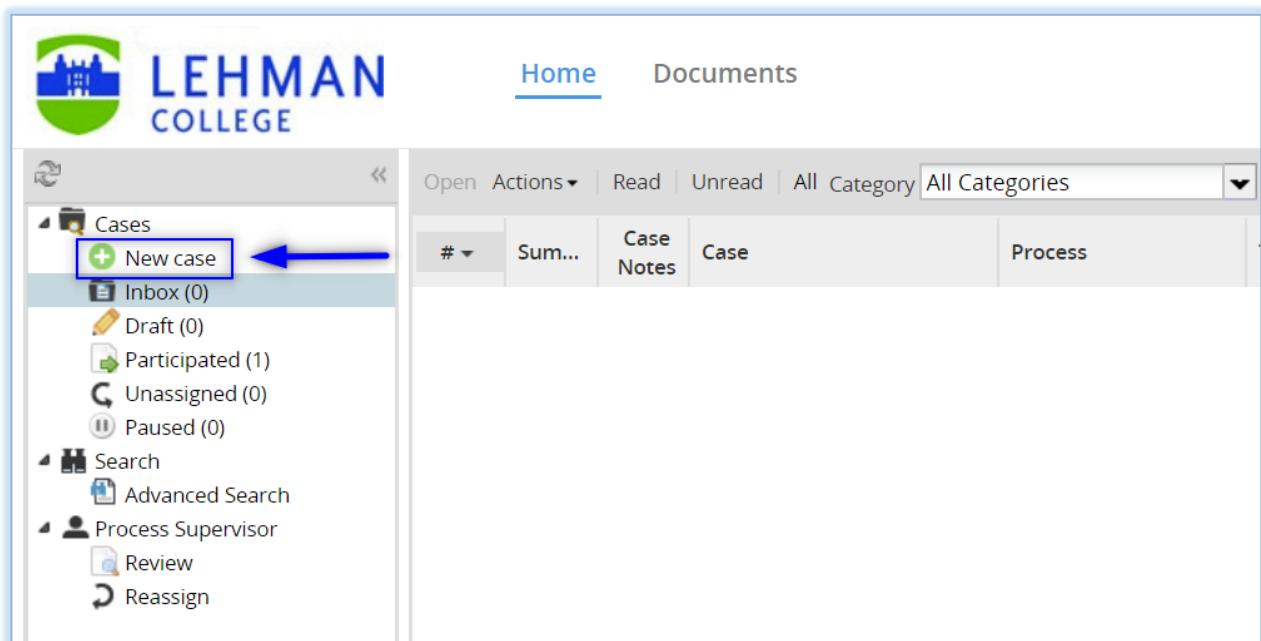
**Note:** You can also find eTime under MyApps in [Lehman 360](#).

## STEP 1: LOG IN

A. On the login page, enter your Lehman Account username and password.

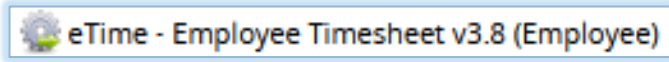


B. After a successful log in, a second tab or window will open.



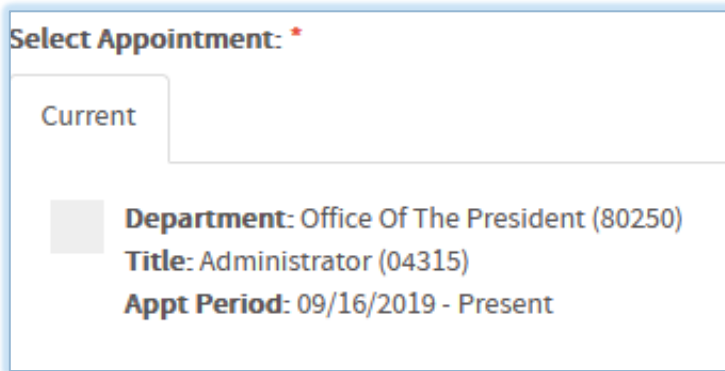
### STEP 3: CREATE NEW TIMESHEET

- A. Click on **“New case”** to launch the process of generating a new electronic timesheet.
- B. Double-click on **“eTime - Employee Timesheet (Employee)”** to open the corresponding timesheet.

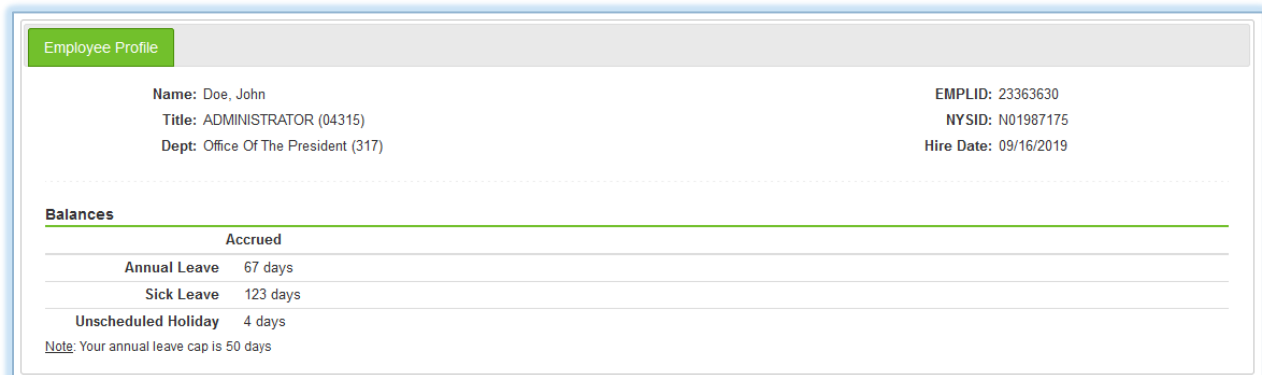


- C. You will be able to see all your appointments (multiple jobs/positions), which also includes appointment period dates and rates for each appointment. If you have more than one appointment, select the one for which you will submit a timesheet, then click on **“Next.”**

**Note:** You must submit a separate timesheet for each appointment for which you worked during the same payment period.



- D. On the next page, you will see the information corresponding to the specific appointment selected. This includes annual and sick leave balances as well as other essential information associated with your employment record and appointment.



- E. Select the **“month”** by clicking it in the calendar shown. The corresponding **Pay Period** range will automatically populate to the right of the screen.

**Note:** You must select a pay period before a blank timesheet can be shown to input your hours worked.

#### STEP 4: FILL-IN TIMESHEET

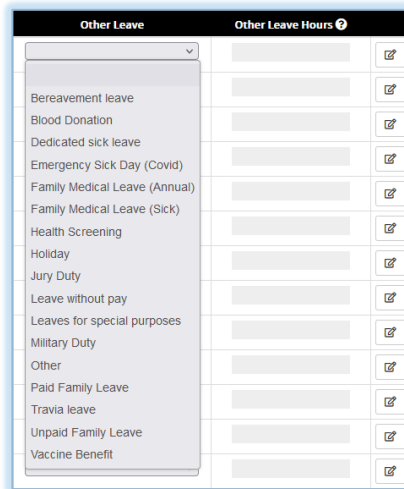
- A. After selecting the pay period month, a blank timesheet will display, where you will enter the hours worked during the given range as you would normally do it in the paper timesheet.

Day of Month	Sick Leave Taken (in hours)	Annual Leave Taken (in hours)	Unscheduled Holiday Leave Taken (in hours)	Other Leave	Other Leave Hours ⓘ	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

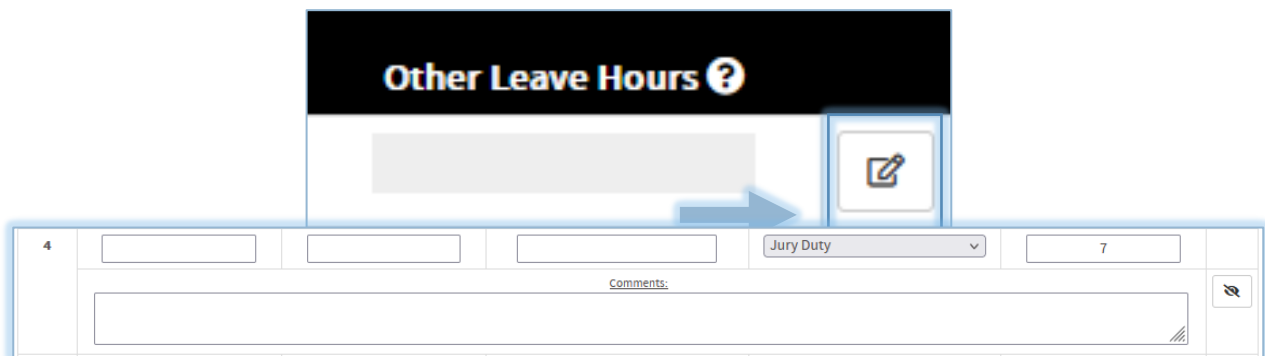
**Note:** As you enter the information, the hours will be calculated automatically. You may also select leave time such as Holiday or Jury Duty to be included in your timesheet, by selecting from the **“Other Leave”** dropdown menu.

- B. If you did not take any time off during the selected month, you can click the indicator box. This will take you to the end of the timesheet document.

[Click here if you did not take off any time this month.](#)



- C. Additionally, you can add comments for your supervisor, as needed, for any day of the month by clicking on the pencil icon to the right.



- D. Once you're done with your comments, save and hide them by clicking the "hide/show" icon on the right.

## STEP 5: SIGN TIMESHEET

A. After recording your hours, proceed to the bottom of the page and click the checkbox to affirm that the information you entered is accurate. Additionally, type your full name which will serve as your digital signature. The submission date is automatically populated.

**Note:** You have the option to **Save & Return Later** to complete your timesheet. Or you can click the **Next** button to proceed. Electronic timesheets that are submitted late have the same implications as the paper timesheets that are submitted late.

**Employee Signature**

By clicking this box, I acknowledge that the timesheet above accurately reflect all start and stop times I have worked and I have not reported more or less time than I actually worked. In addition, by entering my name below and submitting this form electronically, I understand and agree that this is a legal representation of my signature.

Employee  
Type Your Full Name  
This field is required.

Date  
04/06/2020

- B. On the next screen, click the **“Continue”** but on to submit your timesheet. Once submit ed, your timesheet is sent to your supervisor and/or timesheet reviewer (if applicable).

**Previous Step**  
Assign Task/Event

Next Task/Event: Supervisor  
Next User: Unassigned

**\*\*Note:** Please click on the 'Continue' button above to submit this form

**Note:** Your supervisor will return the timesheet if any of the information is found to be inaccurate. You can only delete an unsubmit ed timesheet by navigating to **Actions -> Delete** menu as shown below:

Information Actions Case No

Case #: 12823

Pause  
Delete

**Lehman College NON**

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If you receive an error message (sample below), please contact Human Resources by sending an email to [roseann.ramos@lehman.cuny.edu](mailto:roseann.ramos@lehman.cuny.edu)

Case #: 128256

**ERROR: Supervisor couldn't be found in the system. Please contact [time.sheets@lehman.cuny.edu](mailto:time.sheets@lehman.cuny.edu) to report this issue.**

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We look forward to your feedback on eTime.

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