

# ePayroll Employee Quick Start Guide

Log into ePayroll via employee portal

Or go directly to: <https://swapp.oregon.gov/EmployeePayrollPortal/>



Enter your sign in information

Employee Identification (OR) Number (including the OR) and password

Click Sign In  
Click ePayroll  
Click My Time



Enter time by selecting the day from the calendar

Enter regular hours, leave, overtime, or shift differential hours used or worked.



Review Entries by the 5<sup>th</sup> of the following month

ePayroll will forecast your regular hours around the 23<sup>rd</sup> of each month for any day you did not previously save.



If you wish to print a copy of your timesheet

Select "Print Summary" located at the bottom left of the calendar. When asked if you want to "open or save time.pdf", select open to print a copy and save to save an electronic copy.



When finished:

Select "Submit" located at the bottom left of the calendar.  
Click "Sign Out" by hovering over your name (located in the top right of page), and clicking on the Sign Out link.

*\*Additional Information and help is available by contacting your agency payroll department or visiting*

*<http://www.oregon.gov/DAS/Financial/Payroll/Pages/epaymain.aspx>*

*For a list of payroll contacts, visit:*

*<http://www.oregon.gov/das/Financial/Payroll/Pages/epayaqycontacts.aspx>*

**When you log into ePayroll / eTime, your timesheet will default to the current calendar day. If you need to enter time for another day, select day from the calendar.**

- ❖ eTime will pay based on your work schedule. If you change your schedule for a week, check each day to make sure it is correct and 'Save' all changes.
- ❖ If you need to remove the pay code or hours, back space through or highlight and delete. Be sure to 'Save' when done.
- ❖ If you need to change the pay code, delete what is there and replace from the drop down list. Be sure to 'Save' when done.
- ❖ When entering partial day hours (3 hours of SL) make sure to add up the pay and leave codes for the rest of the day to total your regular scheduled hours. The system does not subtract and make up the difference.
- ❖ Make sure each week has 40 regular hours (RG, VA, SL, HO, PB, CTL, etc.) recorded.
- ❖ Make sure you enter your overtime, shift differential and other miscellaneous pay.
- ❖ When making any changes to a day, always be sure to hit 'Save' or 'Save and Next'.
- ❖ After all time entries are completed for the month verify in the 'Forecasted Monthly Summary' section that the total 'Entered' hours equals the total 'Forecast' hours.
  - The total 'Entered' hours will be highlighted in yellow if there are more hours entered than forecasted.
  - Review the hours entered each day to find where there are too many hours recorded and make correction.
  - If hours are over due to a work schedule change in the last week of the month please contact your payroll office.

### **Tips, tricks and reminders:**

- ✓ *Just because you do not see hours on the 'Summary View' calendar screen does not mean they are not there or will not populate during the forecasting process. If you are flexing hours for a week, be sure to change and 'Save' all work days in the week.*
- ✓ *A full list of pay and leave of codes can be found here on the Oregon.Gov ePayroll Portal website or at the following link:*  
[http://www.oregon.gov/das/Financial/Payroll/Documents/paystub\\_pay\\_code\\_descriptions\\_ee\\_time\\_entry.pdf](http://www.oregon.gov/das/Financial/Payroll/Documents/paystub_pay_code_descriptions_ee_time_entry.pdf)
- ✓ *If you do not see a pay or leave code listed in the drop down box please talk with your supervisor or payroll office.*
- ✓ *If your agency uses Work Charge or Override codes then please talk with your supervisor.*

*Need to contact your payroll office? Find contact info here*

<http://www.oregon.gov/das/Financial/Payroll/Pages/epayaqycontacts.aspx>

*Need to access the ePayroll website? Click here-*

<http://www.oregon.gov/das/Financial/Payroll/Pages/epaymain.aspx>