DoIT eTime - etime.illinois.gov
Employee New Version Changes Guide

DoIT Illinois Department of Innovation & Technology

What's New in eTime for Employees?

eTime 2.1.8 Employee Home View

New eTime Employee Home View

Changes to Leave, Overtime Pre-Approval and Overtime Worked Requests

eTime 2.1.8   New eTime 2.2

Moved to the **Request** menu at the top.

Location, **Type** and **Pay Method** must now be supplied with the Overtime Pre-Approval request. If Pre-Approval is still pending, you may modify the existing request and resubmit. If already approved, create a new request for the total (original plus additional hours); this will automatically replace the previous request.

Leave Requests outside of scheduled work hours are now allowed (this will generate a warning message requiring your confirmation).

Note: If you change supervisors, any pending or approved leave and overtime worked requests will be routed to your new supervisor in a pending status. Only overtime pre-approvals in a pending status will be routed to your new supervisor.

Submitting Timesheets

Moved to the **Time Report** menu at the top. Additionally, when completing the Time Report, comments may now be added for each day as well as the timesheet as a whole. The Time Report main view now shows all history instead of just the past 3 months.

Profile

Profile menu item has been moved. Click username listed in the white box at the top right corner to access My Profile.

The **Username->My Profile** view adds the **Average Shift** tab.

- **Average Shift** - Allows you to change the length of your workday so that Benefit Summary information displays days accurately.

Quick Info

eTime now employs a mobile-friendly interface. The interface will scale and shift elements to properly accommodate all screen sizes.

Navigation - The system menu is now located across the top instead of down the left-hand side. On normal screens, the full menu will be visible. On smaller screens, the menu will be minimized - click or tap the ☰ symbol in the upper right-hand to show the full menu.

Full Menu   Compact Menu

Help link - click to view quick reference and what's new guides along with timekeeper contact information.

Buttons - Default buttons in views are blue while other buttons are gray. This aids the eye in moving to those buttons more intuitively.

Icons - Icons and images have been replaced with textual links or buttons to reduce visual clutter.