

ETA (Employee Time & Attendance)

The primary objective of the **Employee Time and Attendance System (ETA)** is to provide departments with an on-line method of entering employee work and leave time data. The system is composed of on-line screens which allow departmental representatives to enter and verify the time data for each Classified, Contingent (transient), and Student employee in the department. The department will use the on-line facility to verify, print, and release employee time data to the Payroll Office.

Every department with hourly paid employees is required to use the ETA System. Hourly paid employees are classified, restricted, contingent (transient) or student employees. Departments must be connected to LSU's mainframe, have a printer or have access to one that is connected to the mainframe, and currently be on the Leave Tracking System. Restricted employees are included with classified employees on the ETA System.

Please see the [ETA Manual](#) on the Payroll website for detailed instructions.