



ADP Enterprise eTIME - Timecard Entry/Approval Biweekly Employee

Job Tool

EMP-CS-2013JT

Revision 02 | Date 07/10/2014

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OVERVIEW

Biweekly employees access their timecard using ADP Enterprise eTIME (Time and Labor Management) and have the ability to:

- Enter hours worked
- Enter exception time (vacation, sick, personal, etc.)
- Transfer time among multiple positions
- Save and approve their timecard

Need Assistance

If you need assistance with these instructions, receive an error message at any step in the process or have any concerns once you are logged in, please contact our Shared Services Center (SSC) Customer Support team for assistance. Our normal business hours are Monday through Friday 8:00 A.M. – 5:00 P.M. except holidays. You can call us toll free at (855) 214-2644 or email us at helpdesk@ssc.usg.edu.

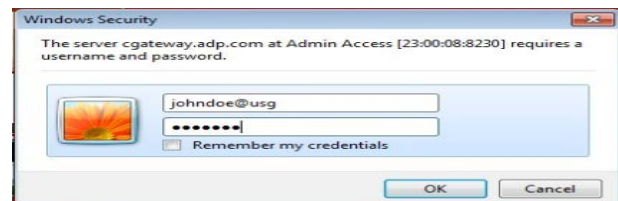
INSTRUCTIONS

1. Access eTIME through the ADP Portal at (<https://portal.adp.com>)

a) Click **User Login**.

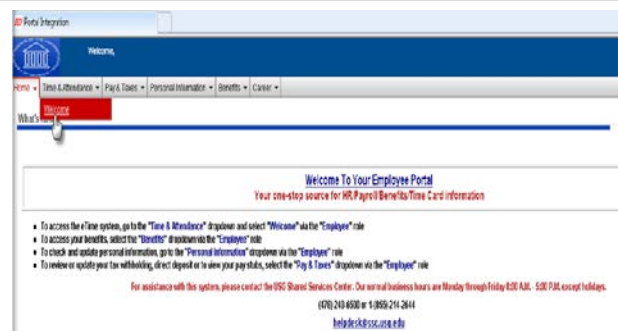


b) Enter your Portal **User name** and **Password**.
c) Click **OK**.



2. eTIME Access

a) On the Portal **Home** page, point to the **Time & Attendance** tab.
b) Click **Welcome**.





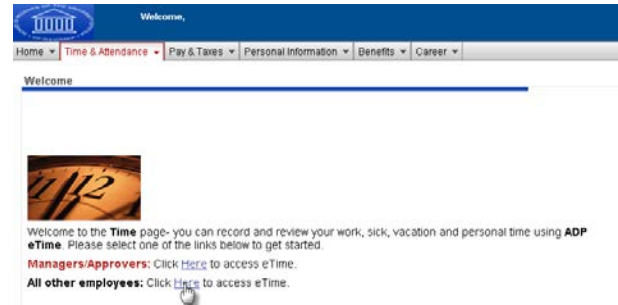
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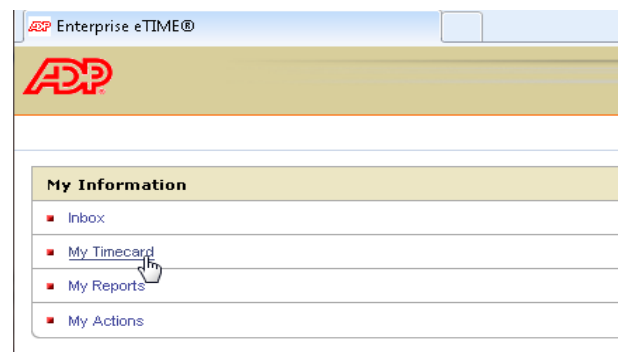
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c) Click **All other employees: Click [Here](#) to access eTime.**



3. Employee Menu

a) Under **My Information**, click **My Timecard**.



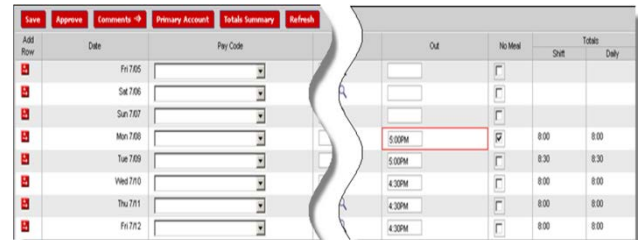
4. My Timecard

4.1. Enter Hours Worked

a) For the appropriate day, enter your beginning time **In** (example: 8:00AM).



b) Enter your ending time **Out** (example: 5:00PM).



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4.2. Enter Exceptions


Enter exception time (vacation, sick, personal, etc.) using the following steps. If you do not need to enter exception time, proceed to step 4.3, **Transfer Time**.










- For the appropriate day, select the appropriate exception code from the **Pay Code** list.
- Enter exception hours; you may enter **8** or **8:00**, either format is accepted.
- If you have multiple exceptions on a day, you will need to insert a row for each exception; on the appropriate day, click the **Add Row** icon  to insert a new row.
- Select the appropriate exception code from the **Pay Code** list.

Add Row	Date	Pay Code	Amount
	Fri 7/05	<input type="text"/>	<input type="text"/>
	Sat 7/06	<input type="text"/>	<input type="text"/>
	Sun 7/07	<input type="text"/>	<input type="text"/>
	Mon 7/08	<input type="text"/>	<input type="text"/>
	Tue 7/09	<input type="text"/>	<input type="text"/>
	Wed 7/10	<input type="text"/>	<input type="text"/>
	Thu 7/11	<input type="text"/>	<input type="text"/>
	Fri 7/12	<input type="text"/>	<input type="text"/>
	Sat 7/13	<input type="text"/>	<input type="text"/>
	Sun 7/14	<input type="text"/>	<input type="text"/>
	Mon 7/15	<input type="text"/>	<input type="text"/>
	Tue 7/16	SICK	8.00

4.3. Transfer Time

If you work multiple positions, transfer time among the positions using the following steps. If you did not work multiple positions, proceed to step 4.4, **Save Your Timecard**.

- For the appropriate day, enter a beginning time **In** (example: 8:00AM).
Note: If you worked multiple positions on a day, you will need to insert a row for each position; on the appropriate day, click the **Add Row** icon  to insert a new row.

Add Row	Date	Pay Code	Amount	In	Transfer
	Fri 3/28				
	Sat 3/29				
	Sun 3/30				
	Mon 3/31		8.00AM		
	Tue 4/01				
	Wed 4/02				
	Thu 4/03				
	Fri 4/04				
	Sat 4/05				

- Click the drop down arrow in the **Transfer** column and click **Search**.

Select Transfer

Labor Account

Name or Description:

Available Entries:

- 09001003,Custodian I
- 09001004,Admin Supvsr III

Position
 Account Code
 Business Unit
 Department

- Position** will be selected.
- From the **Available Entries** field, select the position that you are transferring time into.

Select Transfer

Labor Account

Name or Description:

Available Entries:

- 09001003,Custodian I
- 09001004,Admin Supvsr III

Position: 09001003
 Account Code
 Business Unit
 Department
 Pay Group

- Once you select the position, the position number will populate in the transfer set.

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- f) Select **Approver**.
- g) From the **Available Entries** field, select the supervisor for the position. Once you select the supervisor, the supervisor's employee ID will populate in the transfer set.
- h) Click **OK**.

- i) On your timecard, you will now see the **In** and **Transfer** columns populated.

Date	Pay Code	Amount	In	Transfer	Out
Fri 3/28					
Sat 3/29					
Sun 3/30					
Mon 3/31					
Tue 4/01			8:14PM	090010030000158805	
Wed 4/02					
Thu 4/03					
Fri 4/04					
Sat 4/05					

- j) Enter your ending time **Out** (example: 5:00PM).
- k) Click **Save**.

Date	Pay Code	Amount	In	Transfer	Out
Sat 3/29					
Sun 3/30					
Mon 3/31			4:54PM	090010030000158805	4:55PM
Tue 4/01					
Wed 4/02					
Thu 4/03					

4.4. Save Your Timecard

- a) Once you have made your entries, click **Save**.

- b) After you save your changes, you will see this message.

"Timecard successfully saved on: (date and time)"

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4.5. Approve Your Timecard

Note: Until your manager approves your timecard, you have the ability to remove your approval and enter information. Once your manager approves your timecard you can no longer edit your timecard.

- a) Verify the information on the timecard is correct.
- b) Click **Approve**.

A screenshot of the ADP eTIME interface. At the top, it says 'TIMECARD' and 'Person & Id'. Below that, there's a 'Time Period' dropdown menu set to 'Current Pay Period'. A green information icon with a lowercase 'i' is followed by the text 'Timecard successfully saved on: 2/14/2013 9:30AM'. Below this are several red buttons: 'Save', 'Approve', 'Comments' with a right-pointing arrow, 'Primary Account', 'Totals Summary', and 'Refresh'.

- c) After you approve your timecard, you will see this message.

"Approval by Employee (username):
(time period)"

A screenshot of the ADP eTIME interface showing an approval message. At the top, it says 'TIMECARD' and 'Person & Id'. Below that, there's a 'Time Period' dropdown menu. Underneath, there's a section titled 'Approvals:' followed by a green information icon with a lowercase 'i' and the text 'Approval by Employee (johndoe@usg): 2/01/2013 - 2/28/2013'.

- d) Click **Log Off**.

Task Complete