



ADP Enterprise eTIME - Request Time Off Biweekly Employee

Job Tool

EMP-CS-2018JT

Revision 04 | Date 07/11/2016

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OVERVIEW

Biweekly employees request time off using ADP Enterprise eTIME (Time and Labor Management).

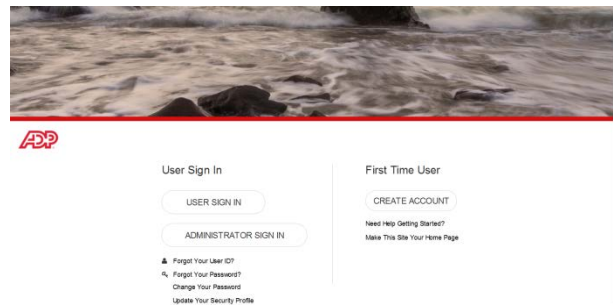
Need Assistance

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 SIGN IN**.



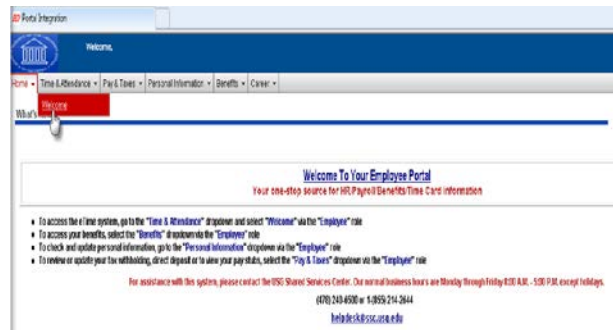
b) Enter your Portal **User name** and **Password**.

c) Click **OK**.

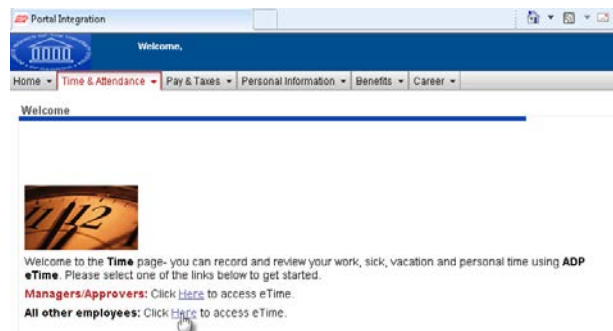


2. eTIME Access

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

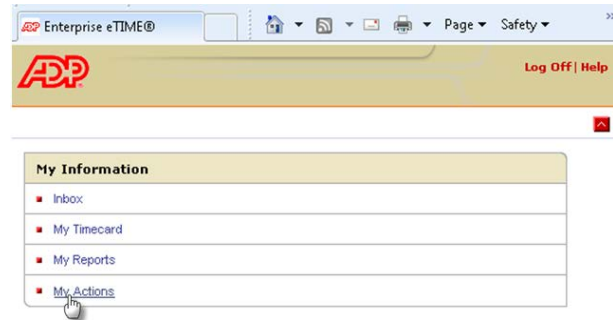


- Click **All other employees: Click [Here](#)** to access eTime.



3. Employee Menu

- Under **My Information**, click **My Actions**.



4. My Actions

- a) Under **Actions**, click **Request Time Off**.

Note: The list of the actions you see may vary from the sample screenshot. The wording is based on your pay group and/or set up.

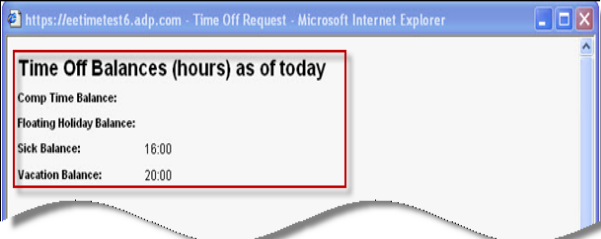
MY ACTIONS


Last Refreshed: 10:26 PM



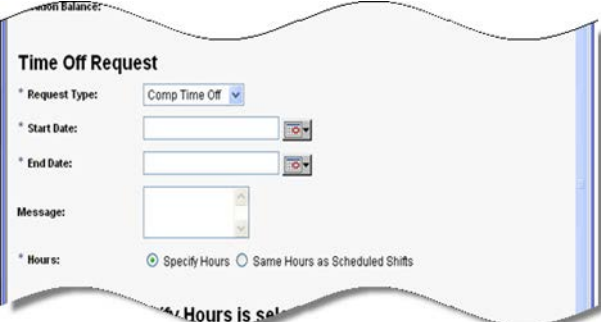
5. Request Time Off

- a) Your accrual balances are displayed under **Time Off Balances**.



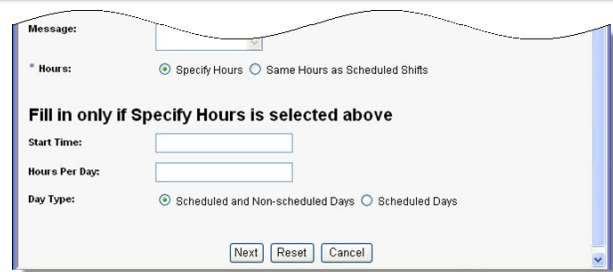
- b) Under **Time Off Request**, select the appropriate **Request Type**.
- c) Click the **Calendar** icon  to select the **Start Date** and **End Date**.

Caution: Do not select start and end dates that include a weekend or state recognized holiday. Submit separate requests excluding weekends and state recognized holidays. If weekends and/or holidays are included, the system will dock time for the days.

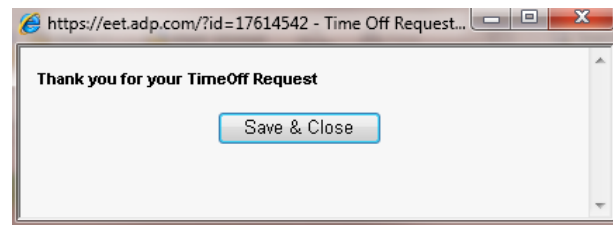


- d) Select **Specify Hours**.

- e) Enter the time your leave will begin in the **Start Time** field.
- f) Enter the number of hours per day you will be requesting off in the **Hours Per Day** field.
- g) Select **Scheduled and Non-scheduled Days**.
- h) Click **Next**.



- i) Click **Save & Close**.
- j) Click **Log Off**.



6. Time Off Request Submission Confirmation

- a) You should receive an email with your request details confirming the submission of your request for time off.
- b) Your Manager should receive an email stating that a time off request has been submitted.
- c) Once your Manager has evaluated your request, you should receive an email notification that your request has been approved or rejected.




Task Complete