



ADP Enterprise eTIME - Transferring Time Biweekly Employee

Job Tool

EMP-CS-2026JT

Revision 02 | Date 11/19/2015

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OVERVIEW

Biweekly employees working multiple positions transfer time among the positions using ADP Enterprise eTIME (Time and Labor Management). Biweekly employees do not have to transfer time into their primary job; the system automatically places time in that position.

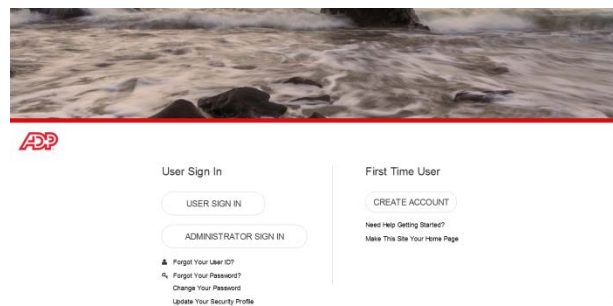
Need Assistance

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

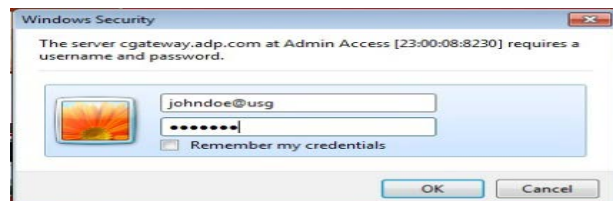
1. Access eTIME through the ADP Portal at (<https://portal.adp.com>)

a) Click **USER SIGN IN**.



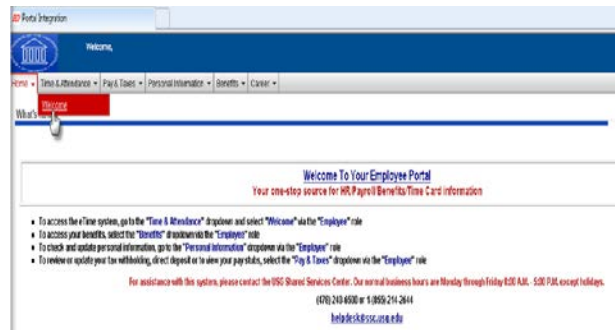
b) Enter your Portal **User name** and **Password**.

c) Click **OK**.

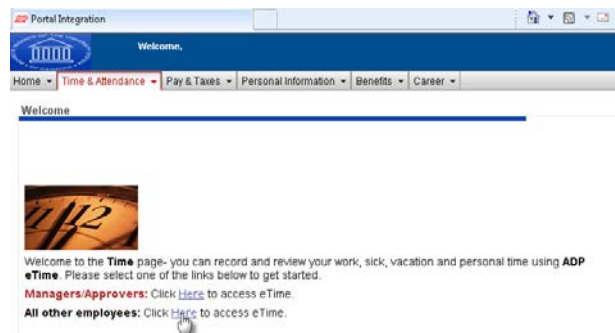


2. eTIME Access

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

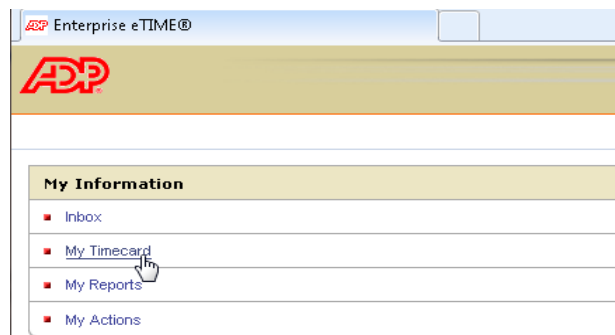


- c) Click **All other employees: Click [Here](#)** to access eTime.



3. Employee Menu

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





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4. Transfer Time

- a) 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.

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

	Date	Pay Code	Amount	In	Transfer
	Fri 3/28				
	Sat 3/28				
	Sun 3/30				
	Mon 3/31			8:00AM	
	Tue 4/01				
	Wed 4/02				
	Thu 4/03				
	Fri 4/04				
	Sat 4/05				

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

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

- 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**.



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

Timecard | Schedule | People | Reports | Leave Cases

TIMECARD

Loadin: 5:14PM

Name & ID: TEST900FF

Time Period: Current Pay Period

Save	Actions	Punch	Amount	Amount	Comment	Approvals	Reports	Leave
Date	Pay Code	Amount	In	Transfer	Out			
Fri 3/28								
Sat 3/29								
Sun 3/30								
Mon 3/31								
Tue 4/01			5:14PM	09001003110158805/				
Wed 4/02								
Thu 4/03								
Fri 4/04								
Sat 4/05								

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

Save	Actions	Punch	Amount	Amount	Comment	Approvals	Reports	Leave
Date	Pay Code	Amount	In	Transfer	Out			
Sat 3/29								
Sun 3/30								
Mon 3/31			4:54PM	00001003110158805/	4:55PM			
Tue 4/01								
Wed 4/02								
Thu 4/03								

Task Complete