



USG Shared Services Initiative
"Creating A More Educated Georgia"

**Board of Regents of the
University System of Georgia
eTIME® Employee User Guide**

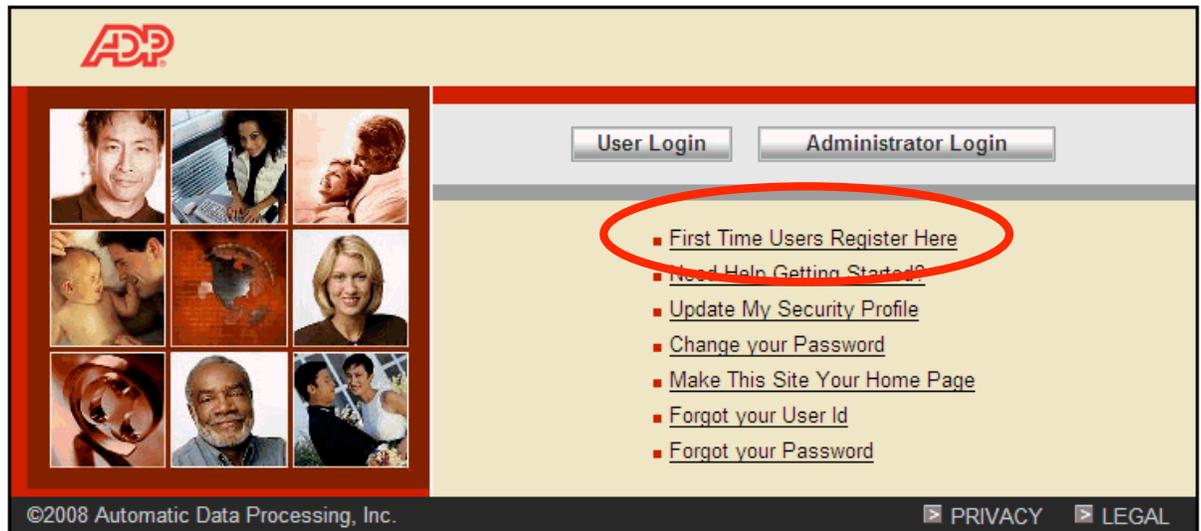
**Employees with the
Hourly View Time Card**

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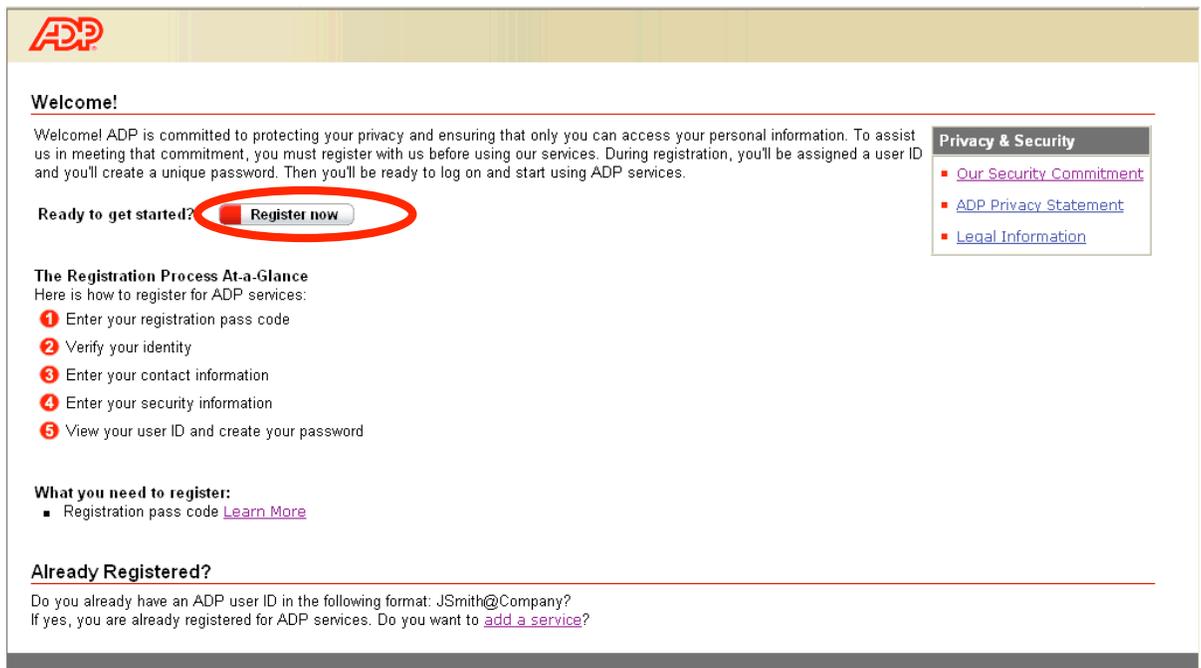
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Registering for Self Service

1. Click the **Employee Self Service** link on your institution's webpage.
2. Click the **First Time Users Register Here** link on the Self Service Login page.



3. Click **Register Now**.



4. Enter your **Registration Pass Code** and click **Next**.

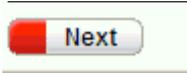
Note: Your Self Service Registration Pass Code was provided to you by your Human Resources Department.

The screenshot shows the ADP registration interface at Step 1 of 6. The title is "Register for ADP Services" with a sub-header "Enter Your Registration Pass Code". A sidebar on the left lists six steps, with the first step, "1. Enter Your Registration Pass Code", highlighted in red. The main content area explains that the employer provided a registration pass code and provides a note that the code is not case-sensitive and is required. Below this is a text input field for the "Registration Pass Code" with an example "Genco-1234abc". A "Next" button is located at the bottom left.

5. Select to verify with either your SSN or TIN, using the full number of digits.

The screenshot shows the ADP registration interface at Step 2 of 6. The title is "Register for ADP Services" with a sub-header "Verify Your Identity". The sidebar on the left lists six steps, with the second step, "2. Verify Your Identity", highlighted in red. The main content area explains ADP's privacy policy and provides two radio button options for identity verification: "Social Security Number (SSN)" (selected) and "Individual Taxpayer Identification Number (ITIN)". Below these options is a text box containing instructions for SSN use and a note that it is required. This is followed by several text input fields for "First Name", "Middle Initial", "Last Name", "SSN", and "Confirm SSN", and two dropdown menus for "Date of Birth" (Month and Day). "Next" and "Cancel" buttons are at the bottom. The footer includes "Copyright © 2007 ADP Inc.", "PRIVACY & SECURITY", and "LEGAL".

6. Enter your data in the fields with the ►. After completing these fields, click **Next**. *Please Note – you must enter your name as it appears in the HR/Payroll system of record.*



7. In rare circumstances, a second page (below) of *Verify Your Identity* may appear. This may be due to incorrect data being entered in the previous screen. If this occurs, click **Cancel** and verify your entered information. Note – you must enter your name as it appears in the HR/Payroll system of record. If all data is correct and you are still seeing this form, please contact the SS Help Desk for more information.

 This is a screenshot of the ADP registration interface, specifically the "Verify Your Identity" step (Step 2 of 6). The page has a yellow header with the ADP logo. Below the header, it says "Register for ADP Services" and "Please enter the following information to register for ADP services." A progress bar shows "Step 2 of 6" with a red highlight under "2. Verify Your Identity". On the left, a list of steps is shown: 1. Enter Your Registration Pass Code, 2. Verify Your Identity (highlighted), 3. Enter Your Contact Information, 4. Enter Your Security Information, 5. View Your User Id & Create Your Password, and 6. Confirmation. The main content area is titled "Verify Your Identity" and includes the text: "We need some more information in order to verify your identity. Please complete the information on this page." Below this, it says "► = Required". There are two sections: "A. Select a Service" with a dropdown menu set to "Self Service", and "B. ADP Self-Service Information" with the text: "Your employer sent you a letter with your Employee ID and PIN. If you do not know what your Employee ID or PIN is, contact your manager or system administrator." There are two input fields: "Employee ID: ►" and "PIN: ►". At the bottom, there are "Next" and "Cancel" buttons.

8. Complete the fields on your Contact Information and click **Next**.

 This is a screenshot of the ADP registration interface, specifically the "Enter Your Contact Information" step (Step 3 of 6). The page has a yellow header with the ADP logo. Below the header, it says "Register for ADP Services" and "Please enter the following information to register for ADP services." A progress bar shows "Step 3 of 6" with a red highlight under "3. Enter Your Contact Information". On the left, a list of steps is shown: 1. Enter Your Registration Pass Code, 2. Verify Your Identity, 3. Enter Your Contact Information (highlighted), 4. Enter Your Security Information, 5. View Your User Id & Create Your Password, and 6. Confirmation. The main content area is titled "Enter Your Contact Information" and includes the text: "Your e-mail address is only used for notifications. If necessary, you can change this information later." Below this, it says "► = Required". There are four input fields: "First Name: ►" with a "MI: ►" field next to it, "Last Name: ►" with the note "(Apostrophes and hyphens are allowed.)", "Business/Personal E-Mail: ►" with the note "(This e-mail address is only used for notifications.)", and "Confirm E-Mail: ►". There is also a "Phone: ►" field with the note "(Area code and number in any format.)". At the bottom, there are "Next" and "Cancel" buttons.

9. Complete all the fields on your Security Information and click **Next**.

The screenshot shows the ADP registration process at Step 4 of 6, titled "Enter Your Security Information". The left sidebar lists the steps: 1. Enter Your Registration Pass Code, 2. Verify Your Identity, 3. Enter Your Contact Information, 4. Enter Your Security Information (highlighted), 5. View Your User ID & Create Your Password, and 6. Confirmation. The main content area includes instructions: "For security reasons, you must select two different security questions and provide their answers. If you forget your logon information, you will be asked to answer the questions in order to verify your identity." It also states: "Important: Be sure to choose answers you can remember." Below this, there are input fields for "City/Town of Birth", "Security Question 1" (with a dropdown menu), "Answer 1", "Security Question 2" (with a dropdown menu), and "Answer 2". At the bottom, there are "Next" and "Cancel" buttons.

10. The View Your Userid & Create Your Password will appear. Your user ID is displayed.

Note: The security questions and answers are used if you forget your logon credentials. Be sure to choose information that you can readily remember.

The screenshot shows the ADP registration process at Step 5 of 6, titled "View Your ADP Services User ID" and "Create Your ADP Services Password". The left sidebar lists the steps: 1. Enter Your Registration Pass Code, 2. Verify Your Identity, 3. Enter Your Contact Information, 4. Enter Your Security Information, 5. View Your User ID & Create Your Password (highlighted), and 6. Confirmation. The main content area includes instructions: "Your user ID is provided below. You'll use this ID and password to log on to ADP services. A confirmation e-mail containing your user ID will be sent to the e-mail address you provided." It also states: "Note: Your user ID is not case-sensitive." Below this, there is a "User ID" field displaying "tsmith@MPLX", which is circled in red. The "Create Your ADP Services Password" section includes instructions: "Your password must be at least 8 characters long and must contain at least 1 letter and either 1 number or 1 special character." It also states: "Note: Your password is case sensitive." Below this, there are input fields for "Create Password:" and "Confirm Password:", with an example "(Example: Password1!)" next to the first field. At the bottom, there are "Submit" and "Cancel" buttons.

11. Enter your password in the **Create Password** field.

Note: Your password must be a minimum of 8 characters and contain at least one alpha and either one numeric or special character. Your password is case-sensitive.

5. New Your User Id & Create Your Password

5. Confirmation

Create Your ADP Services Password

Your password must be at least 8 characters long and must contain at least 1 letter and either 1 number or 1 special character.

Note: Your password is case sensitive.
 * = Required

Create Password: (Example: Password01)

Confirm Password:

12. Re-enter your password in the **Confirm Password** field and click **Submit**.

5. New Your User Id & Create Your Password

5. Confirmation

Create Your ADP Services Password

Your password must be at least 8 characters long and must contain at least 1 letter and either 1 number or 1 special character.

Note: Your password is case sensitive.
 * = Required

Create Password: (Example: Password01)

Confirm Password:

13. The Confirmation page will appear. You are now registered for Self-Service. Click **Close**.

ADP

Register for ADP Services

Please enter the following information to register for ADP services.

Step 6 of 6

1. Enter Your Registration Pass Code
 2. Verify Your Identity
 3. Enter Your Contact Information
 4. Enter Your Security Information
 5. View Your User Id & Create Your Password

5. Confirmation

Thank you for registering!
 You can now log on to, and start using, your ADP services.
 Note: An e-mail containing your User ID has been sent to the address you provided.

Log On to an ADP Service
 The following ADP services are currently available to you. Select a service and click Log On. If you want to log on later, click Close.

Your ADP Service

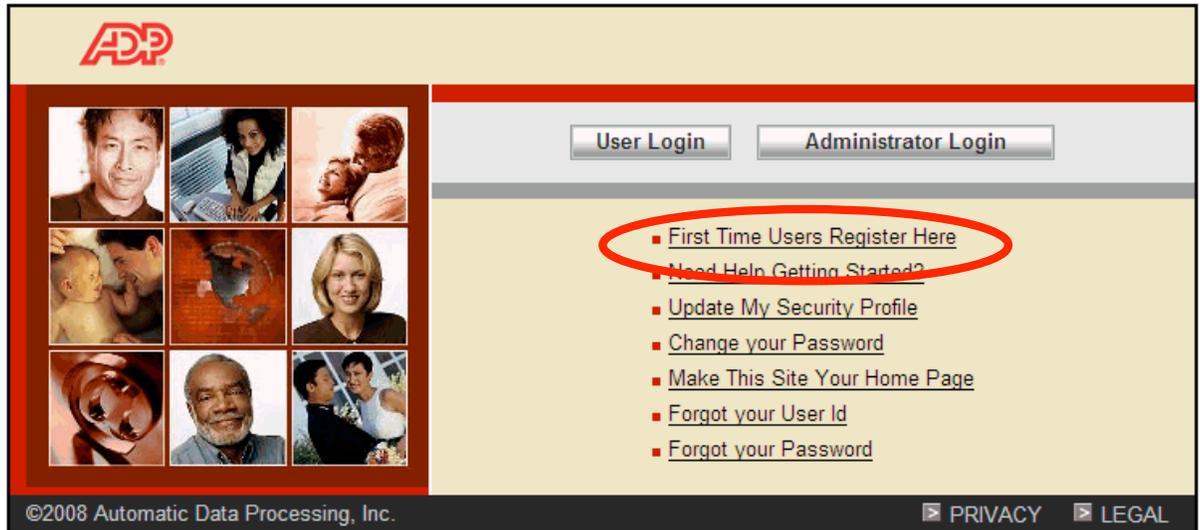
Add ADP Services
 The following additional ADP services are available to you. To associate another service with your user account, click Add Another Service.

* ADP Service

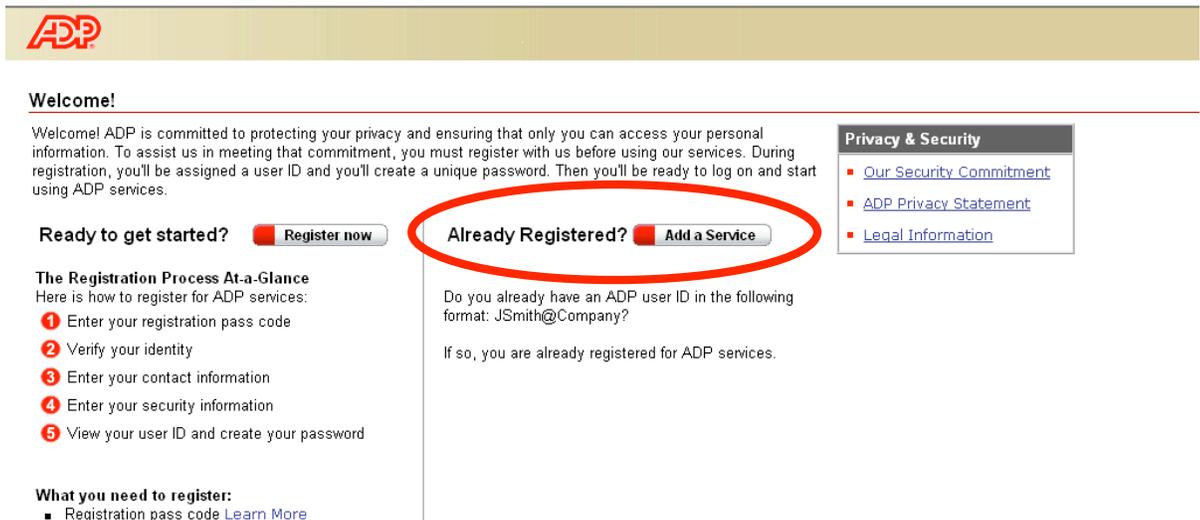
The next step is to add Additional Services, so you have access to eTIME.

Adding eTime

1. Go back to the Portal main login page: <http://portal.adp.com> and select “First Time Users Register Here”



2. Click **Add a Service**.



3. On the Enterprise eTIME line, choose **Add**.

ADP Welcome, Diana Grillo

Manage My Profile Change My Password Manage My Services

Manage My Services

The following ADP services are currently available to you. To associate another service with your user account, click **Add**. To remove a service from your account, click **Delete**.

If you have a service that is pending and want to use your pay statement or form W-2 to associate that service with your user account, click **Try Again**.

Important: If ADP services are displayed without Add/Delete options next to them, you automatically have access to those products. You don't need to add them separately.

Service	
Self Service	
iPayStatements	
Enterprise eTIME	Add

4. Enter your Employee ID number and click **Submit**.

ADP Welcome, Diana Grillo

Manage My Profile Change My Password Manage My Services

Verify Your Identity

We need some information in order to verify your identity. Please complete the information on this page.

▶ = Required

Enterprise eTime Information

Employee ID: ▶ (Your Employee ID is provided by your manager or system administrator.)

5. Upon successful completion, you will see the following screen:

ADP Welcome, John Doe

Manage My Profile Change My Password Manage My Services

Manage My Services

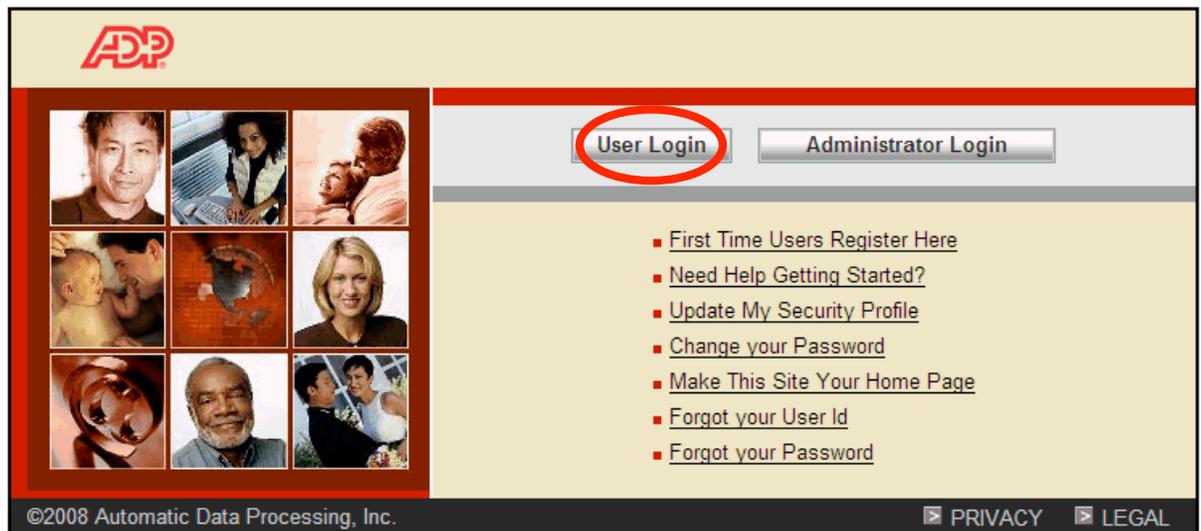
The following ADP services are currently available to you. To associate another service with your user account, click **Add**. To remove a service from your account, click **Delete**.

✔ <<Service Name>> has been added successfully.

Log On

Access the eTime Timesheets link from the Employee Self Service Portal.

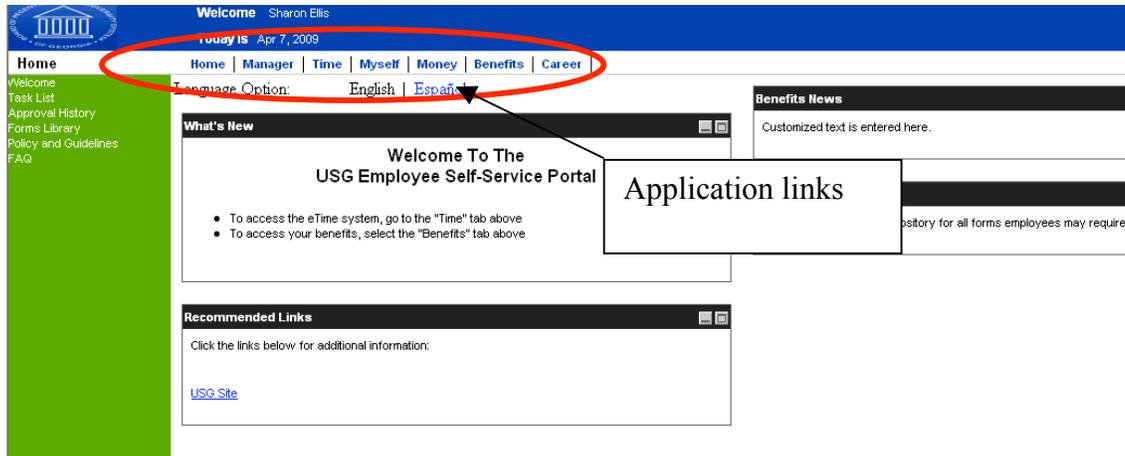
1. Click the Employee Self Service link on your institution's webpage.
2. Click 'User Login' button.



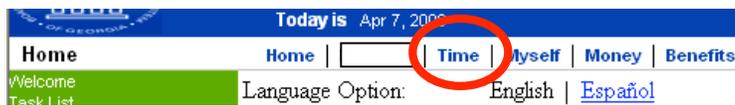
3. Enter User Name and Password and click **OK**.



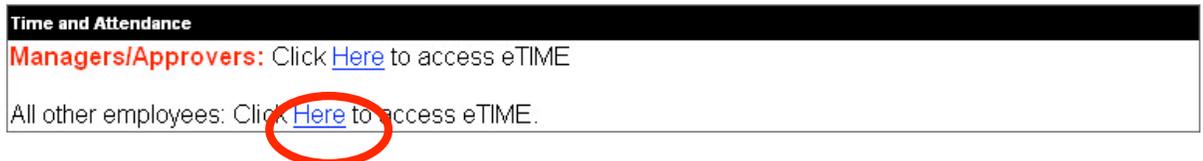
4. The Netsecure Portal will appear. The application links allow you to enter into each application.



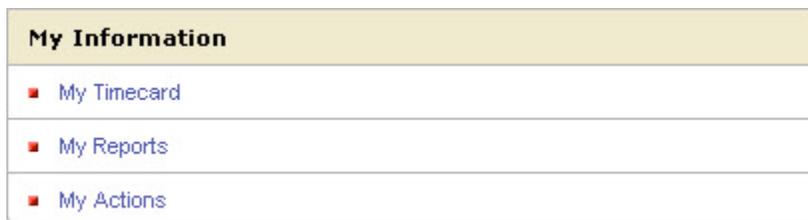
5. Click the Time application link



6. Click the Here link for All other employees if you are not a manager or approver of time cards.



7. Now you are in the eTime application



8. You will click the various links –
 - a. My Timecard will take you into your time card
 - b. My Reports allows you to view you leave accruals and time card for printing
 - c. My Actions allows you to request time off if you are eligible for time off

Hourly View Time Card

The Hourly View timecard is where you will enter, review, edit, and approve the time that you spend in job-related activities. Your Supervisor will then review, edit, or approve the timecard and release the information to the payroll department.

TIMECARD
Loaded: 1:17PM

Name & ID: Jarvis, Frank 430
Time Period: Current Pay Period

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X	Mon 5/28	Memorial Day ...	0:30	7:00AM		3:30PM				7:30	8:00	8:00
X	Tue 5/29			7:00AM		3:30PM				7:30	7:30	15:30
X	Wed 5/30			7:00AM		3:30PM				7:30	7:30	23:00
X	Thu 5/31			7:00AM		3:30PM				7:30	7:30	30:30
X	Fri 6/01			7:00AM		3:30PM				7:30	7:30	38:00
X	Sat 6/02											38:00
X	Sun 6/03											38:00

Entering Time in an Hourly View Timecard

The timecard grid contains two sets of In and Out columns in which you enter punches. The two sets of In and Out columns allow you to enter more than one start and stop time; for example, if you punch out for a meal or break and then punch back in when you return to work.

You should have an out-punch for every in-punch.

To enter your punches:

TIMECARD
Last Saved: 4:22PM

Name & ID: Barbato, Samuel 1130
Time Period: Current Pay Period

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X	Sun 4/05											
X	Mon 4/06			7:00AM		12:00PM	12:30PM		3:30PM	8:00	8:00	8:00
X	Tue 4/07			7:00AM		10:00AM	11:00AM		12:00PM			
X	Wed 4/08			12:30PM		3:30PM				7:00	7:00	15:00
X	Thu 4/09			7:00AM		3:30PM				8:00	8:00	23:00
X	Fri 4/10			7:00AM		3:30PM				8:00	8:00	31:00
X	Sat 4/11			7:00AM		3:30PM				8:00	8:00	39:00

1. Click the first 'In' cell across from the appropriate date and enter the time that you start work. AM does not have to be typed but PM does.
2. Click the first 'Out' cell and enter the time that you end work. This time can be at the end of the day or for a break or lunch.
3. If you punched out for a break or meal, click the second 'In' cell and enter the time that you returned to work.
4. Click the second 'Out' cell and enter the time that you ended work
5. If you punch in or out more than twice in the same day, you can add a row to the timecard and continue to enter punches. Click  to add a row.
6. Click 'Save'

For some users, your hours might already be entered for any of the following reasons:

- You punched in at a data collection device such as a timeclock.
- You used the Time Stamp feature.
- A holiday or scheduled time off was preloaded by ADP or your manager.

Recording Comp Time in a Timecard

The University System of Georgia will now track Comp Time earned and taken on the Time card. Comp Time will now be calculated and applied based on the Overtime rules where an employee must physically work 40 hours before Comp Time will be calculated at Time and a half. The Tuesday following the end of the Pay Period the Comp Time will appear in the Comp Time bucket for you to begin using. After 20 weeks from the Tuesday the Comp Time was placed in the bucket, if the Comp Time has not been used, eTime will process the Comp Time to be paid in the upcoming pay period.

For example, the Pay Period is April 4 – April 17. Comp Time is earned on April 7 of 2 hours. During the week of April 4 – April 10, you physically worked 40 hours; therefore, the 2 hours for April 7 will be calculated at Time and a half giving 3 hours to be placed in the Comp Time bucket for you. You will not be able to use this 3 hours until Tuesday April 21 (Tuesday after the pay period end date of April 17) when it will be placed in the Comp Time bucket.

To record Comp Time Taken, insert a row on the week the Comp Time was taken. On this new row select the Pay Code for Comp Time Off. On this same row in the column of the day the Comp Time was taken, enter the total time that will be documented as Comp Time taken.

Timecard | Schedule | People | Reports | More ▾

***TIMECARD**

Name & ID: DeAngelis, Jade MONTHLY9250

Last Saved: 10:07AM

Time Period: Next Pay Period ▾

Save	Actions ▾	Punch ▾	Amount ▾	Accruals ▾	Comment ▾	Approvals ▾	Reports ▾	Leave ▾
Week starting: Sun 5/10								
	Pay Code	Transfer	Sun 5/10	Mon 5/11	Tue 5/12	Wed 5/13		
x	Hours Worked			8:00	8:00	8:00		
				8:00	8:00	8:00		
Week starting: Sun 5/17								
	Pay Code	Transfer	Sun 5/17	Mon 5/18	Tue 5/19	Wed 5/20		
x	Hours Worked			6:00	8:00	8:00		
x	Vacation			2:00				
				8:00	8:00	8:00		

Pay Code of **Comp Time Off** will be selected from this drop down.

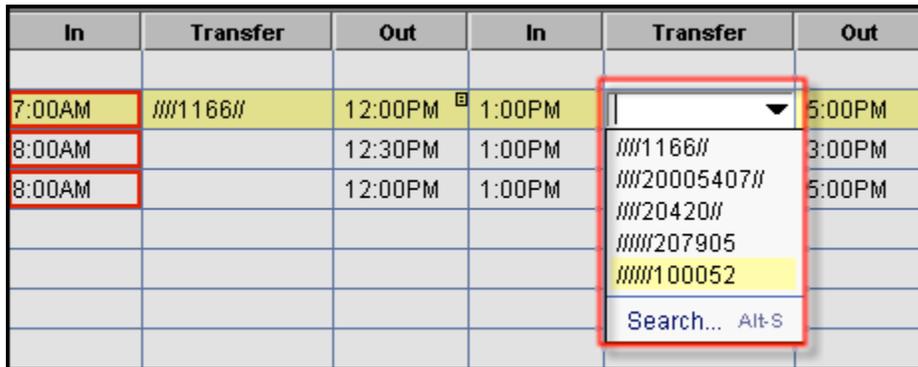
Enter amount of time that was taken for Comp Time.

Transferring Time in a Timecard

Each employee is assigned a primary labor account, primary job, and default work rule. However, you may sometimes be asked to work at a different area or job and charge your hours there. This is referred to as a timecard transfer.

To perform a timecard transfer:

In the timecard grid, click the Transfer column on the row associated with the punch or amount that you want to transfer.



The screenshot shows a timecard grid with columns for In, Transfer, and Out. The first row has In: 7:00AM, Transfer: ///1166//, and Out: 12:00PM. The second row has In: 8:00AM, Transfer: (empty), and Out: 12:30PM. The third row has In: 8:00AM, Transfer: (empty), and Out: 12:00PM. A dropdown menu is open over the Transfer cell of the first row, showing a list of recent transfers: ///1166//, ///20005407//, ///20420//, ///207905, and ///100052. A search bar at the bottom of the dropdown says "Search... Alt-S".

In	Transfer	Out	In	Transfer	Out
7:00AM	///1166//	12:00PM	1:00PM		5:00PM
8:00AM		12:30PM	1:00PM	///1166//	3:00PM
8:00AM		12:00PM	1:00PM	///20005407//	5:00PM
				///20420//	
				///207905	
				///100052	
				Search... Alt-S	

- Select the transfer from the drop-down list of recent transfers.

Click the down arrow in the Transfer cell that you selected to show the list of most recent transfers. At the bottom of the list, click Search to access the Select Transfer dialog box.

The timecard grid supports up to two transfers in each row. To transfer your time more than twice in a given day, add a row under the day that you are currently editing and continue your entries.

Note: Transfers remain in effect on each day one is added, until you cancel them.

Entering Time Off in an Hourly View Timecard

To report time off, enter the correct Pay Code. Instead of entering in-punches and out-punches for time not worked, enter the number of hours in the Amount column.

The following example shows 8 hours of SICK for Monday and 8 hours for Tuesday:

Date	Pay Code	Amount
Mon 4/06	SICK	8:00
Tue 4/07	VACATION	8:00
Wed 4/08		
Thu 4/09		
Fri 4/10		

Refers to number of hours when adding time off

Note: There cannot be a Pay Code change on the same line as a punch. If there is a need for this to happen on the same day as a punch, simply add a line.

An example of a time card that shows time worked and then VACATION taken on the same day:

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out
Sun 4/05								
Mon 4/06			8:00AM		12:00PM			
Mon 4/06	VACATION	4:00						

Adding Comments

To add a comment to any cell, right-click in the cell and choose 'Add Comment', or **Comment > Add**.

TIMECARD
loaded: 3:48PM

Name & ID: Brown, Peter
Time Period: Current Pay Period

Save | Actions | Punch | Amount | Accruals | Comment | Approvals | Reports

Date	Pay Code	Amount	In	Transfer	Out
Sun 4/05					
Mon 4/06					
Tue 4/07					
Wed 4/08			9:00AM		

Add Comment

Comments

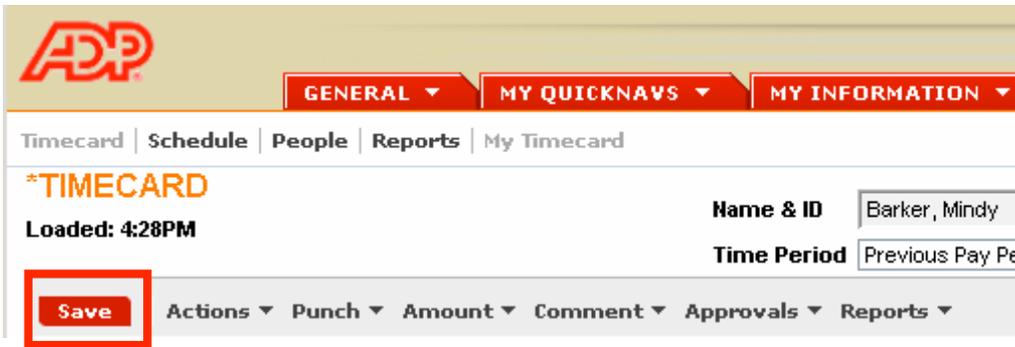
- 12 Hour Off Violation
- Absence with <1 hr notice
- Absence with 1 hr notice
- Absence with no notice
- Approved
- Company Meeting
- Decrease QTY Reported
- Department Shortage

Note

Java Applet Window

Saving the Time Card

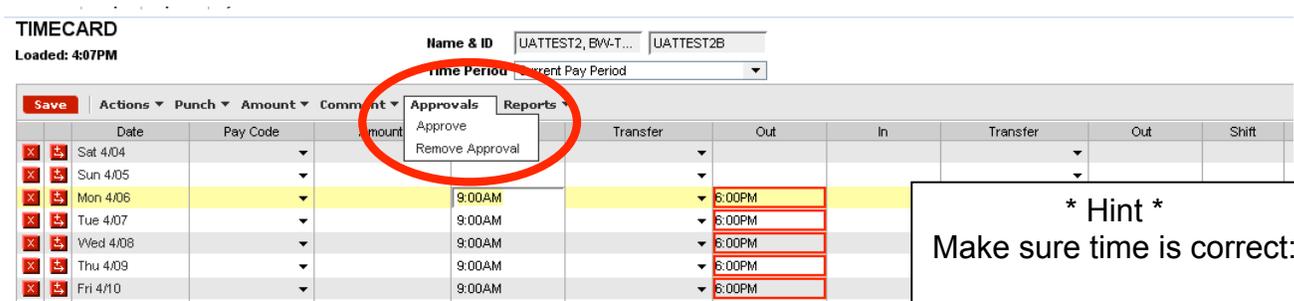
You need to save your changes to your timecard. The word TIMECARD will be orange indicating changes had been made and saving is required. Click Save from the menu bar.



Approving the Timecard

Approving your timecard 'submits' your time card for manager approval. Approval lets a manager know that the timecard is accurate, complete and ready to be sent to payroll for processing.

Approval can be *removed* if a manager has not submitted the timecards to payroll.



Click on 'Approvals' then 'Approve'

Since Leave is managed and monitored in eTime®, the request is executed in eTime®.

*** Hint ***
 Make sure time is correct:
 Don't approve until any missed punches are fixed. These are identified as a solid red box where the punch should be. Missed punches will cause the time card to not be paid.