



USG Shared Services Initiative
"Creating A More Educated Georgia"

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

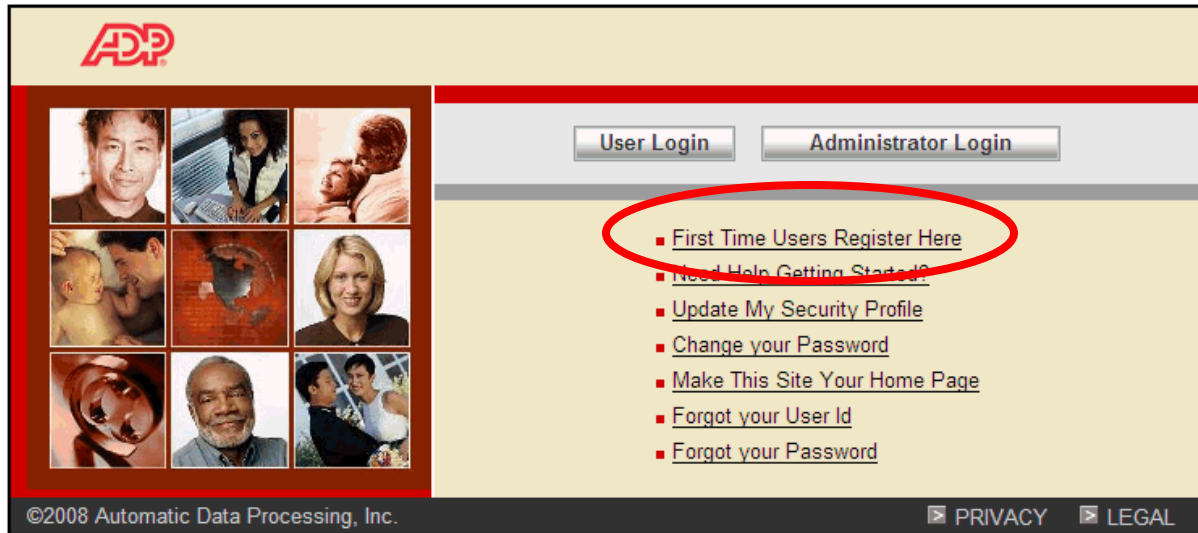
**Project View Time Card for
Benefited BiWeekly Employees**

Contents

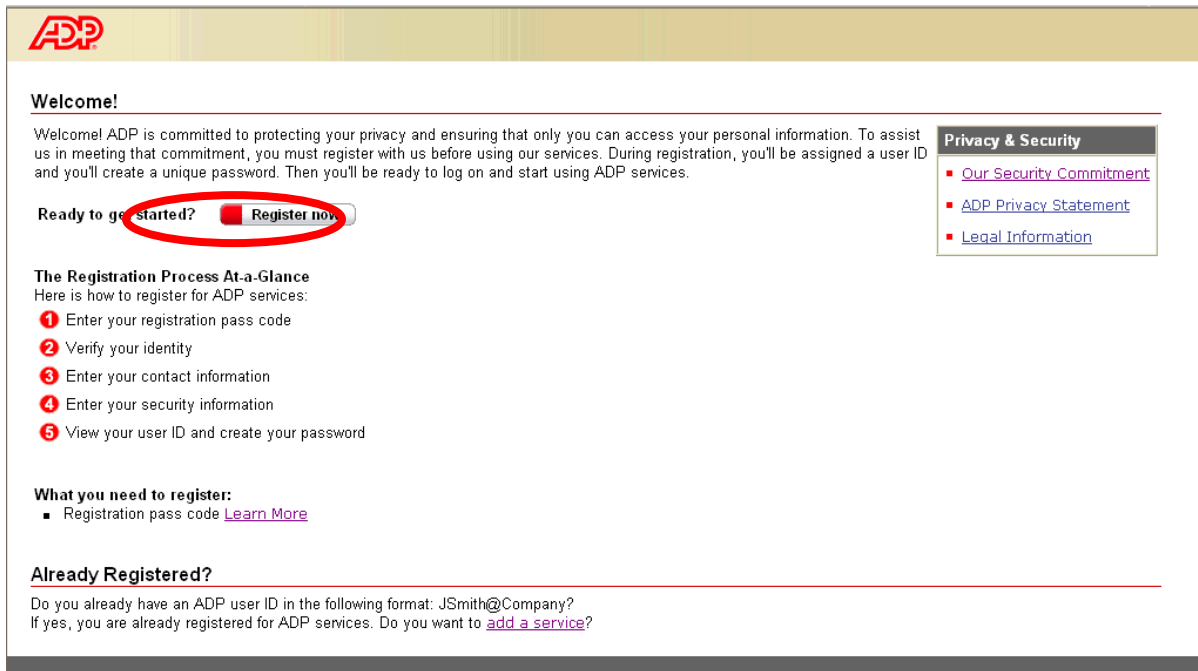
REGISTERING FOR SELF SERVICE	3
ADDING ETIME	8
LOG ON	10
PROJECT VIEW TIME CARD	11
Entering Time in a Project View Timecard	12
Transferring Time in a Timecard	13
Adding Comments	14
SAVING THE TIME CARD	14
APPROVING THE TIMECARD	15
VIEWING ACCRUALS IN ETIME	16
Accrual Detail Tab	16
Accruals Tab	17
REQUESTING LEAVE TIME OFF	18
CANCELLING LEAVE TIME OFF REQUEST	20
EXTENDED LENGTHS OF LEAVE TIME OFF REQUEST	21
CANCELLING EXTENDED LENGTHS OF LEAVE TIME OFF REQUEST	24

Registering for Self Service

1. Open Internet Explorer, in the address bar, type <https://portal.adp.com>, press Enter.
2. Click the **First Time Users Register Here** link on the Self Service Login page.



3. Click **Register Now**.

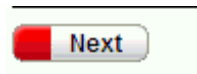


4. Enter your **Registration Pass Code (USG-6775)** and click **Next**.

The screenshot shows the ADP registration interface. At the top left is the ADP logo. Below it, the heading "Register for ADP Services" is followed by the instruction "Please enter the following information to register for ADP services." A grey bar indicates "Step 1 of 6". On the left, a vertical list of steps is shown, with "1. Enter Your Registration Pass Code" highlighted. The main content area is titled "Enter Your Registration Pass Code" and contains the text: "Your employer provided you with a registration pass code when they instructed you to register online for ADP services. If you don't know what your pass code is, contact your administrator for assistance." Below this is a "Note: The pass code is not case-sensitive." followed by a red arrow icon and the text "= Required". A form field for "Registration Pass Code" is shown with a red arrow icon to its left and "(Example: Genco-1234abc)" to its right. At the bottom left of the main content area is a red "Next" button.

5. 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.*

The screenshot shows the ADP registration interface for Step 2 of 6. The heading is "Verify Your Identity". Below it is a paragraph: "ADP is committed to protecting your privacy and ensuring that only you can access your data. We ask for some personal information so we can confirm that you are the individual you claim to be. Then we can provide you with the appropriate online access to ADP services." Below this is a section titled "I want to verify my identity using:" with two radio button options: "Social Security Number (SSN)" (which is selected) and "Individual Taxpayer Identification Number (ITIN)". Below this is a text box: "Your SSN is used during the account creation process; it is not used for any other purpose." followed by "▶= Required". The form fields include: "First Name:" with a red arrow icon and "(Your legal first name; do not enter a nickname.)"; "Middle Initial:" with a small square input field; "Last Name:" with a red arrow icon and "(Apostrophes and hyphens are allowed.)"; "SSN:" with a red arrow icon and "(All nine digits in any format)"; "Confirm SSN:" with a red arrow icon and "(All nine digits in any format)"; and "Date of Birth:" with a red arrow icon, a dropdown for "(Month)", and another dropdown for "(Day)". At the bottom left of the main content area are red "Next" and "Cancel" buttons. The footer contains "Copyright © 2007 ADP Inc.", "PRIVACY & SECURITY LEGAL", and a browser status bar showing "Internet" and "100%".



6. 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.

The screenshot shows the ADP 'Register for ADP Services' interface at Step 2 of 6. The page title is 'Verify Your Identity'. A message states: 'We need some more information in order to verify your identity. Please complete the information on this page.' Below this, there is a section 'A. Select a Service' with a dropdown menu set to 'Self Service'. A second section, 'B. ADP Self-Service Information', contains instructions: '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.

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

The screenshot shows the ADP 'Register for ADP Services' interface at Step 3 of 6. The page title is 'Enter Your Contact Information'. A message states: 'Your e-mail address is only used for notifications. If necessary, you can change this information later.' Below this, there is a section '3. Enter Your Contact Information' with a list of required fields: 'First Name', 'Last Name', 'Business/Personal E-Mail', 'Confirm E-Mail', and 'Phone'. Each field has an input box. The 'Last Name' field has a note: '(Apostrophes and hyphens are allowed.)'. The 'Business/Personal E-Mail' field has a note: '(This e-mail address is only used for notifications.)'. The 'Phone' field has a note: '(Area code and number in any format.)'. At the bottom, there are 'Next' and 'Cancel' buttons.

8. 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 explains that for security reasons, two different security questions must be selected and answered. It includes a note: "Important: Be sure to choose answers you can remember." and a red asterisk indicating required fields. The form contains the following fields: "City/Town of Birth" (text input), "Security Question 1" (dropdown menu), "Answer 1" (text input), "Security Question 2" (dropdown menu), and "Answer 2" (text input). At the bottom, there are "Next" and "Cancel" buttons.

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

Note your Userid here: _____@USG

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". 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 explains that the user ID is generated and will be used for logging on to ADP services. A note states: "Note: Your user ID is not case-sensitive." Below this, the "User ID" is displayed as "tsmith@MPLX", which is circled in red. The next section is "Create Your ADP Services Password", which includes a note: "Your password must be at least 8 characters long and must contain at least 1 letter and either 1 number or 1 special character." and "Note: Your password is case sensitive." It also indicates required fields with a red asterisk. The form contains "Create Password" and "Confirm Password" text input fields. At the bottom, there are "Submit" and "Cancel" buttons.

10. 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. View 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:

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

5. View 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. 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 5 of 5

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

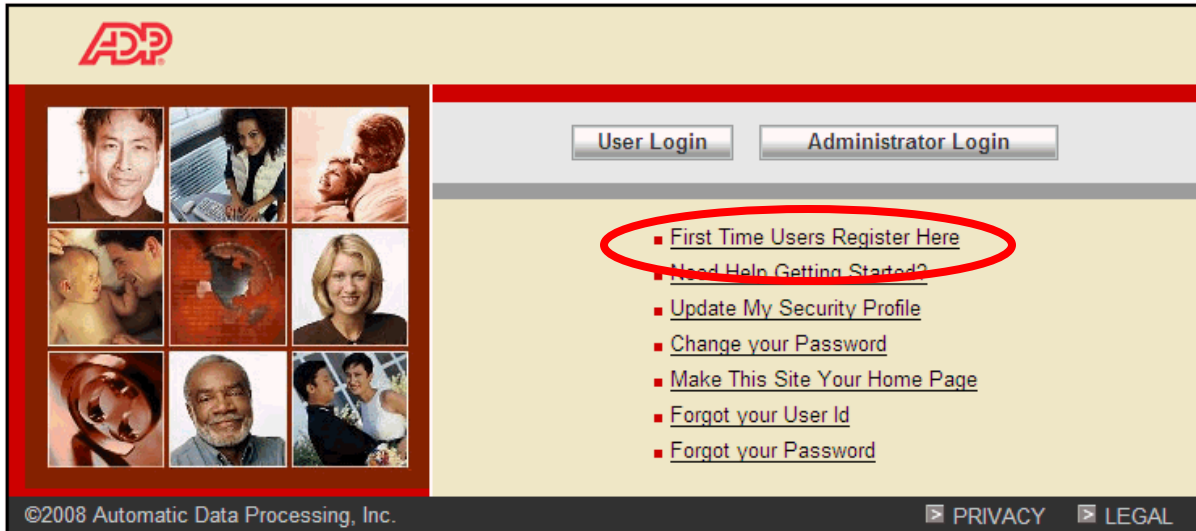
The following additional ADP services are available to you. To associate another service with your user account, click Add Another Service.

ADP Service

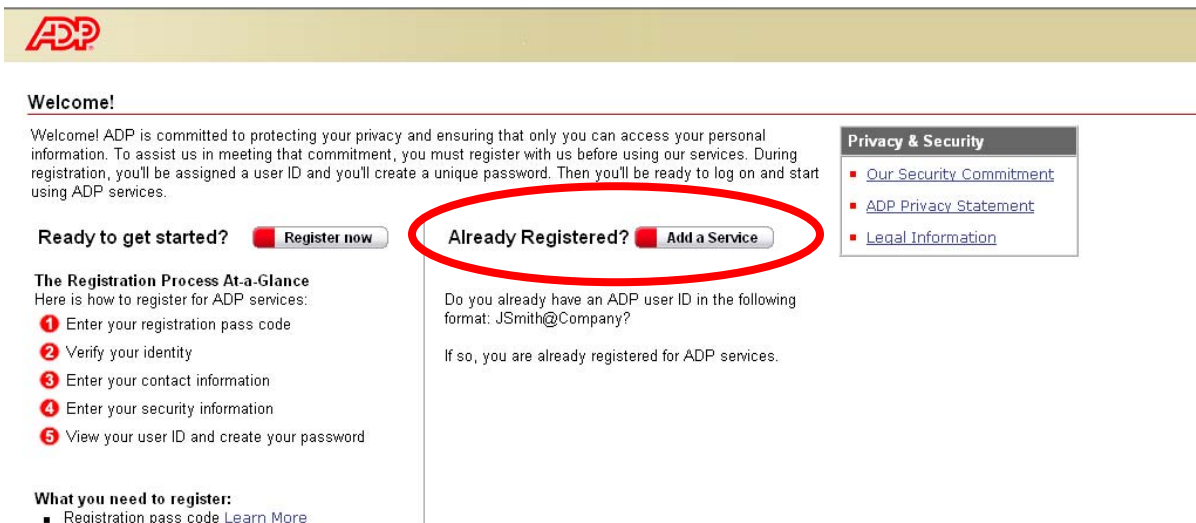
The next step is to add Additional Services, so you have access to eTIME.

Adding eTime

1. Go back to the Portal main login page: <https://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

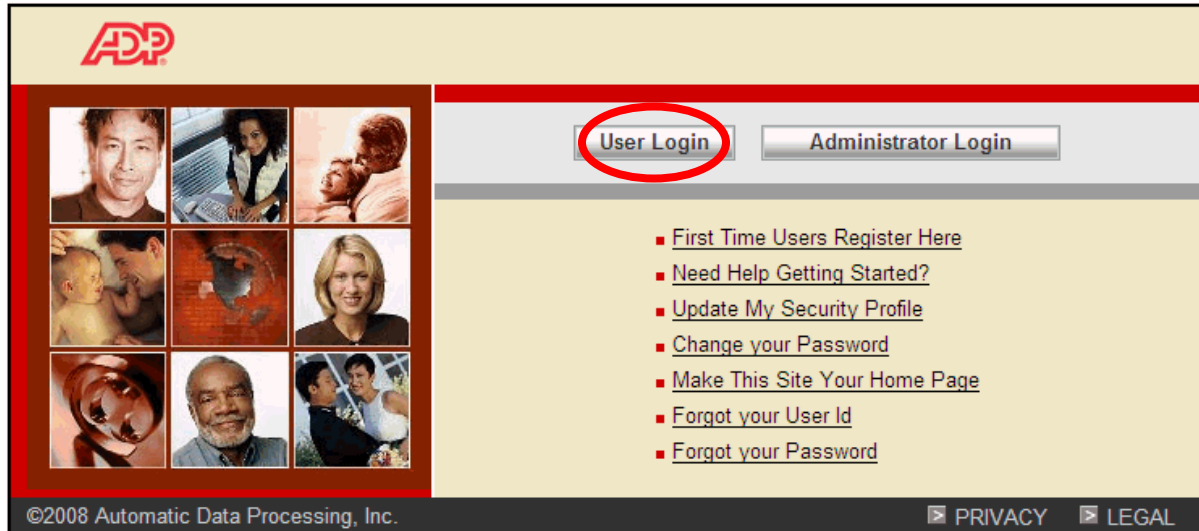
The following ADP services are currently available to you. To associate another service with your user account, click **Add**. To remove a service from your account, click **Delete**.

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

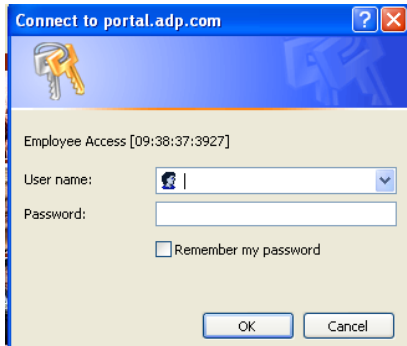
Log On

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

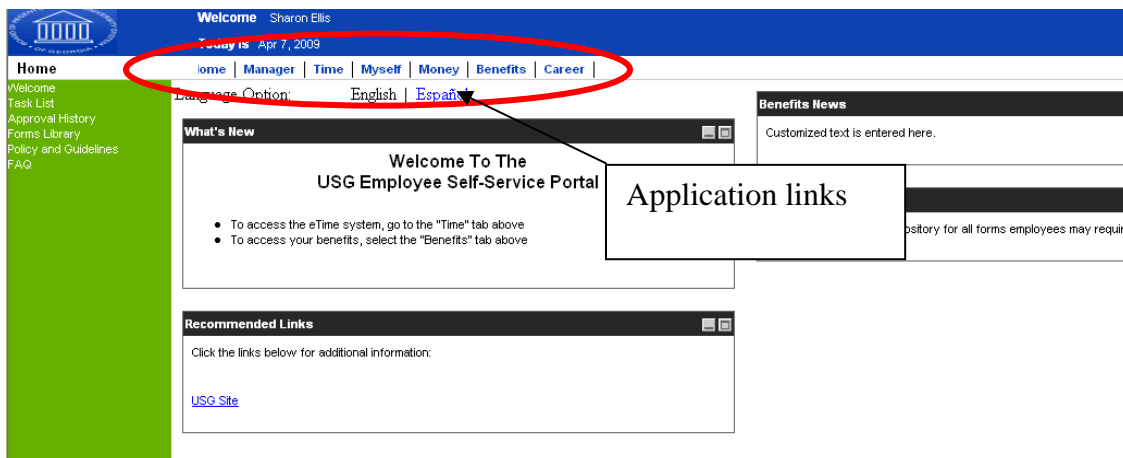
1. Open Internet Explorer, in the address bar, type <https://portal.adp.com>, press Enter.
2. Click 'User Login' button.



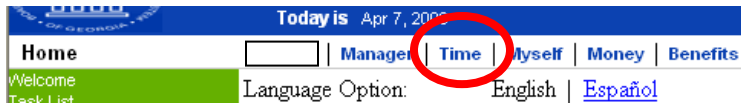
3. Enter User Name and Password and click **OK**.



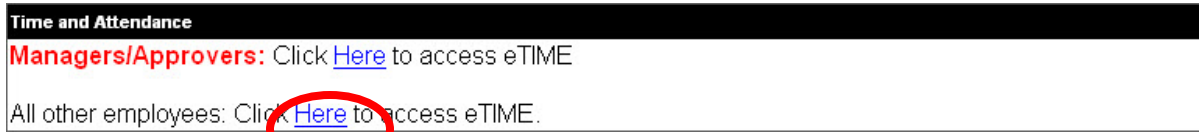
4. The Netsecure Portal will appear. The application links allow you to enter into each application.



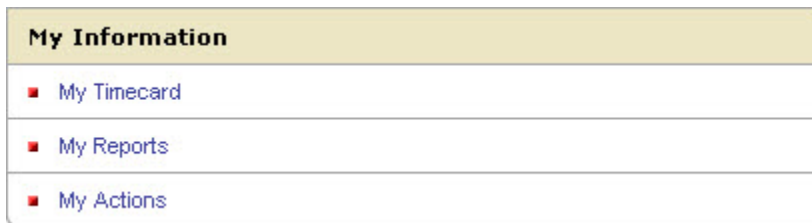
- Click the Time application link



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



- Now you are in the eTime application



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

Project View Time Card

The Project View timecard records the total number of hours worked displayed for each day per pay period the employee is scheduled to work, along with the pay code associated with those hours. This view also displays the total number of hours for the week.

Hours are entered manually by an employee or automatically populated based on the employee's schedule.

Timecard | Schedule | People | Reports | My Timecard

TIMECARD
Loaded: 3:02PM

Name & ID: Summers, Gerald | 540
Time Period: Current Pay Period

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

Week starting: Mon 5/21									
Pay Code	Transfer	Mon 5/21	Tue 5/22	Wed 5/23	Thu 5/24	Fri 5/25	Sat 5/26	Sun 5/27	Total
Hours Work...		8:00	8:00	8:00	8:00	8:00			40:0
		8:00	8:00	8:00	8:00	8:00			40:0

Week starting: Mon 5/28									
Pay Code	Transfer	Mon 5/28	Tue 5/29	Wed 5/30	Thu 5/31	Fri 6/01	Sat 6/02	Sun 6/03	Total
Hours Work...		8:00	8:00	8:00	8:00	8:00			40:0
Memorial Day 07		8:00							8:0
		16:00	8:00	8:00	8:00	8:00			48:0

Entering Time in a Project View Timecard

Click in the cell for Hours Worked on the day that has been worked. Type the number of hours worked. Because a schedule is applied to this type of time card for the University System of Georgia, the total hours for the day must equal that which the schedule states is the daily hours for the employee. If the total physically worked does not equal the schedule, then a pay code(s) with its time must be entered to balance the day to the schedule or the day will be considered to have a missed punch.

To enter your punches:

The screenshot shows a Timecard interface for Jade DeAngelis. It displays two weeks of data. The first week (Sun 5/10 to Sat 5/16) shows 8:00 hours worked each day. The second week (Sun 5/17 to Sat 5/23) shows 8:00 hours worked on Sun 5/17, Mon 5/18, Thu 5/21, and Fri 5/22, but 0:00 hours worked on Tue 5/19 and Wed 5/20. A new row for 'Vacation' is added for Tue 5/19. Red boxes and arrows indicate the following steps:

- Click the cell in the column for the appropriate date and enter the total time that you worked.
- If Exception Time (vacation, sick, comp) needs to be recorded for a full day, insert a row by clicking the icon. A new row will appear below the hours worked.
- The actual hours worked will be entered on the day of the Exception Time. In the example above the whole day was used for Exception Time so 0:00 no hours must be entered in the Hours Worked row.
- On the new row from the drop down in the Pay Code column, select the Pay Code that applies to the Exception Time (vacation, sick, comp) taken.
- On the new row of the Pay Code enter in the day the hours which were used for the Pay Code.
- Click 'Save'.

1. Click the cell in the column for the appropriate date and enter the total time that you worked.
 2. If Exception Time (vacation, sick, comp) needs to be recorded for a full day, insert a row by clicking the icon. A new row will appear below the hours worked.
 3. The actual hours worked will be entered on the day of the Exception Time. In the example above the whole day was used for Exception Time so 0:00 no hours must be entered in the Hours Worked row.
 4. On the new row from the drop down in the Pay Code column, select the Pay Code that applies to the Exception Time (vacation, sick, comp) taken.
 5. On the new row of the Pay Code enter in the day the hours which were used for the Pay Code.
- If a combination of Exception Time is used, insert another row to be able to select the second Pay Code.
6. Click 'Save'.

***TIMECARD**

Last Saved: 10:07AM

Name & ID DeAngelis, Jade MONTHLY9250
 Time Period Next Pay Period

Save		Actions ▾	Punch ▾	Amount ▾	Accruals ▾	Comment ▾	Approvals ▾	Reports ▾	Leave ▾
		Pay Code	Transfer	Sun 5/10	Mon 5/11	Tue 5/12	Wed 5/13		
<input type="checkbox"/>	<input type="checkbox"/>	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		
<input type="checkbox"/>	<input type="checkbox"/>	Hours Worked			8:00	8:00	8:00		
<input type="checkbox"/>	<input type="checkbox"/>	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.

Week starting: Sun 5/17									
		Pay Code	Transfer	Sun 5/17	Mon 5/18	Tue 5/19	Wed 5/20		
<input type="checkbox"/>	<input type="checkbox"/>	Hours Worked			4:00	8:00	8:00		
<input type="checkbox"/>	<input type="checkbox"/>	1 Hours Worked	2		3 4:00				
					8:00	8:00	8:00		
Week starting: Sun 5/24									
		Pay Code	Transfer	Sun 5/24	Mon 5/25	Tue 5/26	Wed 5/27		
<input type="checkbox"/>	<input type="checkbox"/>	Hours Worked				8:00	8:00		
<input type="checkbox"/>	<input type="checkbox"/>	Vacation			8:00				
					8:00	8:00	8:00		

To perform a timecard transfer:

1. In the timecard, insert a row.
2. In the Transfer column on the new row, use the drop down to select the appropriate Labor Level for the transfer.
3. On this same row in the column of the day that the transfer time is to apply, enter the total amount of hours that are to be transferred. If it is not the total amount of the scheduled hours for the day, enter the amount not to be transferred on the row for the Hours Worked.

Adding Comments

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

The screenshot shows the ADP timecard interface. A right-click context menu is open over a cell, with the 'Comment' option circled in red. The 'Comment' menu has three sub-options: 'Add Comment', 'Delete Comment', and 'Delete Note'. An 'Add Comment' dialog box is overlaid on the right side of the screen. The dialog box has a title bar 'Add Comment' and a close button. It contains a list of comment types: '12 Hour Off Violation', 'Absence with <1 hr notice', 'Absence with 1 hr notice', 'Absence with no notice', 'Approved', 'Company Meeting', 'Decrease QTY Reported', and 'Department Shortage'. Below the list is a text area labeled 'Note'. At the bottom of the dialog box are 'OK', 'Cancel', and 'Help' buttons. The text 'Java Applet Window' is visible at the bottom of the dialog box.

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.

The screenshot shows the ADP timecard interface. The ADP logo is in the top left corner. The navigation bar has three tabs: 'GENERAL', 'MY QUICKNAVS', and 'MY INFORMATION'. Below the navigation bar are links for 'Timecard', 'Schedule', 'People', 'Reports', and 'My Timecard'. The word '*TIMECARD' is displayed in orange. Below it, 'Loaded: 4:28PM' is shown. To the right, there are fields for 'Name & ID' (Barker, Mindy) and 'Time Period' (Previous Pay Pe). At the bottom, there is a menu bar with 'Save' highlighted in a red box, followed by 'Actions', 'Punch', 'Amount', 'Comment', 'Approvals', and 'Reports'.

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.

Week starting: Sun 5/17		Transfer	Sun 5/17	Tue 5/19	Wed 5/20	Thu
<input type="checkbox"/>	<input type="checkbox"/>	Hours Worked		8:00	8:00	8:00
<input type="checkbox"/>	<input type="checkbox"/>	Vacation		8:00	8:00	8:00

Week starting: Sun 5/24		Transfer	Sun 5/24	Mon 5/25	Tue 5/26	Wed 5/27	Thu
<input type="checkbox"/>	<input type="checkbox"/>	Hours Worked			8:00	8:00	
<input type="checkbox"/>	<input type="checkbox"/>	Vacation		8:00	8:00	8:00	

Click on 'Approvals' > 'Approve'

*** 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.

Viewing Accruals in eTime

Accrual Balances are updated instantly once the Timecard is saved. The Accruals Tab at the bottom left of the Timecard will reveal the balances for your Exception Time.

Accrual Detail Tab

Accrual Detail Tab reveals the balances of your Accruals for the current calendar year as well as the totals of the Exception Time taken to date along with the requested that has not be used as of yet.

Type	Reporting Period	Units	Carryover Amount	Earned To Date	Taken To Date	Available	Planned Takings	Pending Grants	Ending Balance
Personal	1/01/2009 - 12/31/2009	Hour	0.00	40.00	0.00	40.00	0.00	0.00	40.00
Sick	1/01/2009 - 12/31/2009	Hour	0.00	40.00	4.00	36.00	0.00	0.00	36.00
Vacation	1/01/2009 - 12/31/2009	Hour	0.00	80.00	16.00	64.00	8.00	0.00	56.00

1. Balances will be reflected based on the date selected in the Balance as of field. Select the date then click the Apply button.
2. The column labeled “Earned To Date” reveals the balance of your accrual as of the date selected in step 1.
3. The column labeled “Available” reveals the amount of hours that have been recorded as taken during the calendar year as of the date selected in step 1.
4. The column labeled “Taken To Date” reveals the amount of hours that are available for use which is the result of subtracting the hours in the Taken column from the hours in the Earned To Date column.
5. The column labeled “Planned Takings” reveals the amount of hours that have been recorded to be taken during the calendar year after the as of the date selected in step 1.
6. The column labeled “Ending Balance” reveals the amount of hours that are available after those hours in the Planned Takings column have been subtracted from the Available hours. This balance will be reflected on the Accruals Tab in the “Balance Without Projected Credits” column.

Accruals Tab

Accruals Tab reveals the projected Balances based on the accruals that will be produced during the calendar year.

Important Reminder: You are not allowed to take Exception Time (Vacation, Sick) that has not yet been earned and deposited into the Accrual buckets.

TIMECARD
Loaded: 3:45PM
Name & ID: Miller, Stanley MONTHLY9220
Time Period: Current Pay Period

Save Actions Punch Amount Accruals Comment Approvals Reports Leave

Week starting: Sun 3/29

Pay Code	Transfer	Sun 3/29	Mon 3/30	Tue 3/31	Wed 4/01	Thu 4/02	Fri 4/03	Sat 4/04	Total
Vacation						8:00			8:00
						8:00			8:00

Week starting: Sun 4/05

Pay Code	Transfer	Sun 4/05	Mon 4/06	Tue 4/07	Wed 4/08	Thu 4/09	Fri 4/10	Sat 4/11	Total
Sick			4:00						4:00
Vacation						8:00			8:00
			4:00			8:00			12:00

Week starting: Sun 4/12

Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Projected Balance	Balance without Projected Credits
Vacation	2.0	Day	1,01/2010	0.0	2.0	2.0	2.0
Sick	40:00	Hour	1,01/2010	0:00	40:00	40:00	40:00
Sick	40:00	Hour	1,01/2010	0:00	40:00	40:00	36:00
Vacation	80:00	Hour	1,01/2010	8:00	80:00	120:00	56:00

1. The column labeled “Balance on Selected Date” reveals the balance of your accrual as of the last accrual update which occurs on the 28th of each month when your amount earned is added and the hours used is subtracted.
2. The column labeled “Balance without Projected Credits” reveals the balance of your accrual with the amounts used during the current month that have been recorded on the current timecard or any future request.

Requesting Leave Time Off

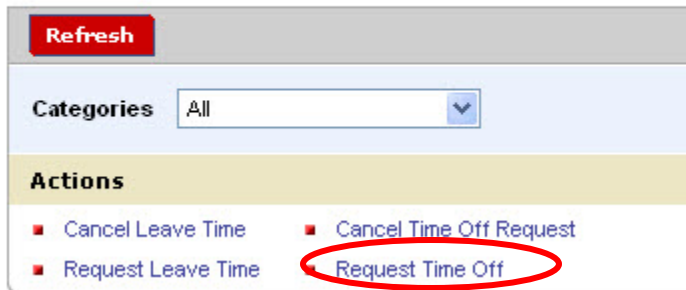
Since Leave is managed and monitored in eTime®, the requesting for leave must be executed in eTime®.

After logging into eTime®, click My Actions.

To request Time Off, click the link for Request Time Off.

MY ACTIONS

Last Refreshed: 10:26 PM



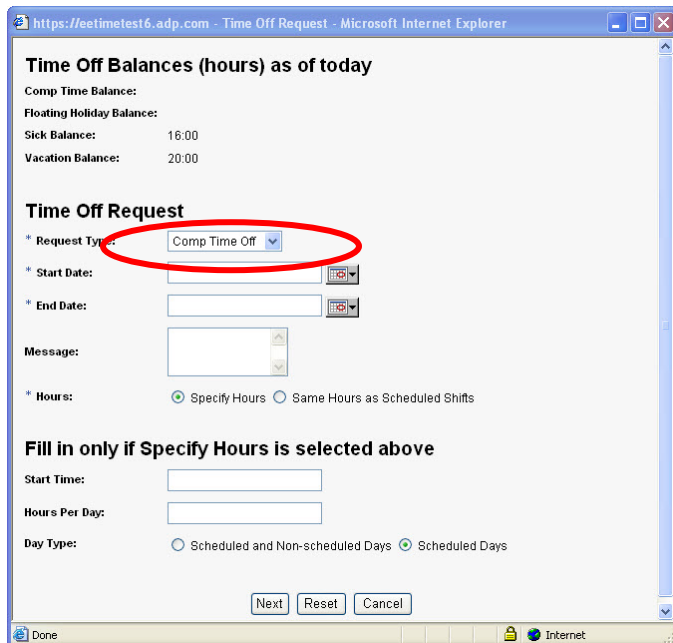
Refresh

Categories: All

Actions

- Cancel Leave Time
- Request Leave Time
- Cancel Time Off Request
- Request Time Off**

Use the ▼ drop down for Request Type to select the Pay Code for the type of Leave you are requesting. Types of leave include Comp Time Off, Vacation, and Sick.



https://eetimetest6.adp.com - Time Off Request - Microsoft Internet Explorer

Time Off Balances (hours) as of today

Comp Time Balance:
Floating Holiday Balance:
Sick Balance: 16:00
Vacation Balance: 20:00

Time Off Request

* Request Type: **Comp Time Off**

* Start Date: [] [Calendar Icon]

* End Date: [] [Calendar Icon]

Message: []

* Hours: Specify Hours Same Hours as Scheduled Shifts

Fill in only if Specify Hours is selected above

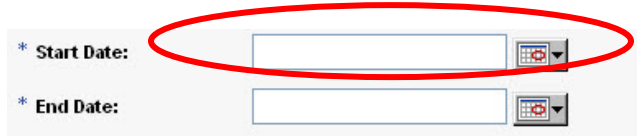
Start Time: []

Hours Per Day: []

Day Type: Scheduled and Non-scheduled Days Scheduled Days

Next Reset Cancel

Enter the Date from or use the calendar icon to select the date.



* Start Date: [] [Calendar Icon]

* End Date: [] [Calendar Icon]

Enter the Date to or use the calendar icon to select the date.

* Start Date: 

* End Date: 

In the Message field you can enter any information you wish to supply for the time off request.

Message:

Click Specify Hours.

* Hours: Specify Hours Same Hours as Scheduled Shifts

In the field of Start Time: enter the time your leave is to begin.

Start Time:

Enter the number of hours per day you will be requesting off.

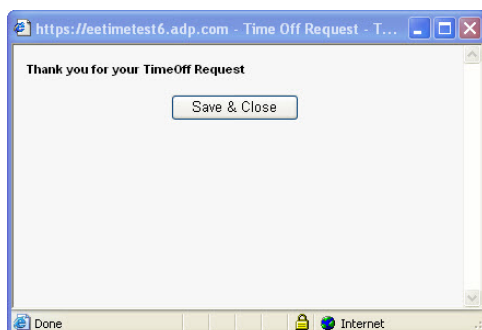
Hours Per Day:

For Day Type click Scheduled and Non-scheduled Days

Day Type: Scheduled and Non-scheduled Days Scheduled Days

Click Next.

Click Save and Close. The request is routed to your Reports To Manager who will approve or reject your request.



You will receive an email informing you that your request has been submitted.

You will receive an email informing you that your request has been approved or rejected by your manager.

Upon approval by your manager, the PayCode for the type of leave you requested will now appear on your timecard for the date you requested.

You will also be able to check your Inbox in eTime® by clicking My Actions then Inbox.

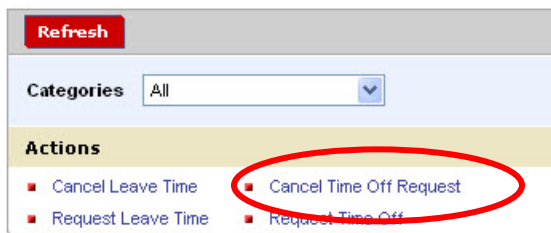
Cancelling Leave Time Off Request

After logging into eTime®, click My Actions.

To cancel a request for Time Off that has been submitted, click the link for Cancel Time Off Request.

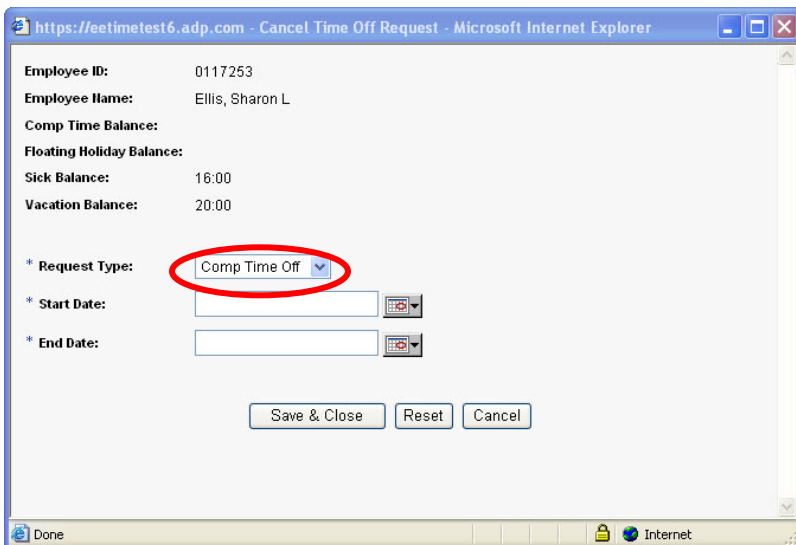
MY ACTIONS

Last Refreshed: 10:26 PM



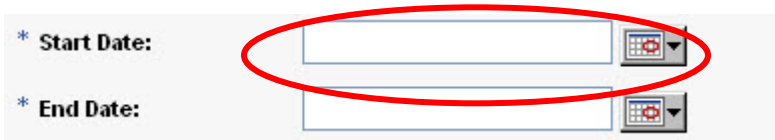
A screenshot of the 'MY ACTIONS' menu. At the top is a red 'Refresh' button. Below it is a 'Categories' dropdown menu set to 'All'. Underneath is a yellow 'Actions' header. The actions listed are: 'Cancel Leave Time', 'Cancel Time Off Request' (circled in red), 'Request Leave Time', and 'Request Time Off'.

Use the drop down for Request Type to select the type of leave you wish to cancel.



A screenshot of a web browser window titled 'Cancel Time Off Request - Microsoft Internet Explorer'. The URL is 'https://eetimetest6.adp.com'. The form displays employee information: Employee ID: 0117253, Employee Name: Ellis, Sharon L. It also shows balances: Comp Time Balance, Floating Holiday Balance, Sick Balance: 16:00, and Vacation Balance: 20:00. The 'Request Type' dropdown is set to 'Comp Time Off' and is circled in red. Below it are 'Start Date' and 'End Date' fields with calendar icons. At the bottom are 'Save & Close', 'Reset', and 'Cancel' buttons.

Enter the date for the time off you are canceling starts.



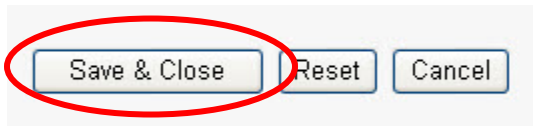
A close-up of the 'Start Date' and 'End Date' fields. The 'Start Date' field is circled in red. Both fields have calendar icons to their right.

Enter the date for the time off you are canceling ends.



* Start Date: 
* End Date: 

Click Save and Close. The request is routed to your Reports To Manager who will approve or reject your request.



You will receive an email informing you that your request has been submitted.

You will receive an email informing you that your request has been approved or rejected by your manager.

Upon approval by your manager, the PayCode for the type of leave you requested will be removed from your timecard.

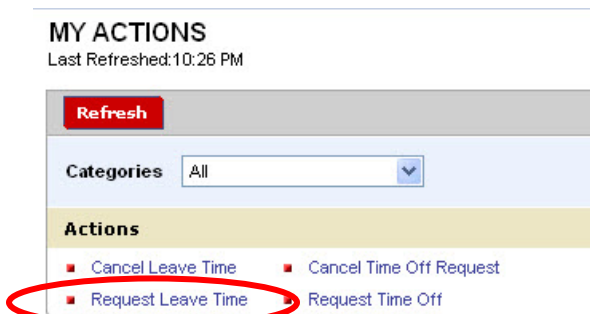
You will also be able to check your Inbox in eTime® by clicking My Actions then Inbox.

Extended Lengths of Leave Time Off Request


Extended lengths of leave time refers to leave that will apply to Family and Medical Leave Act (FMLA), Short Term Disability, Long Term Disability or Military Leave. You can request this type of leave from within eTime.

After logging into eTime®, click My Actions.

To request leave for an extended period of time, click the link for Request Leave Time.



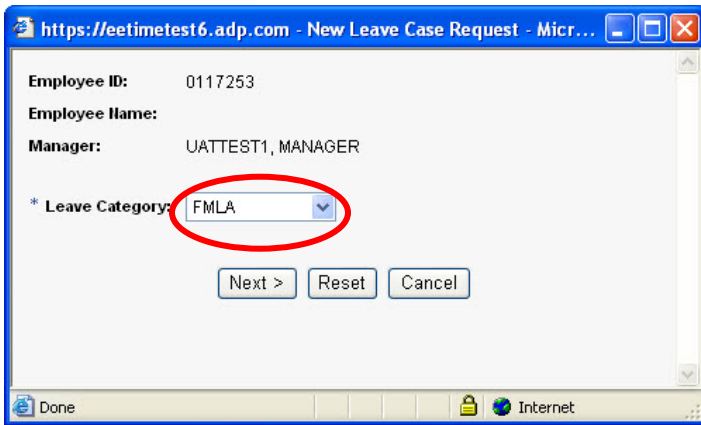
MY ACTIONS
Last Refreshed: 10:26 PM

Categories: 

Actions

- Cancel Leave Time
- Cancel Time Off Request
- Request Leave Time
- Request Time Off

Use the drop down for Leave Category to select the type of leave you wish to request.



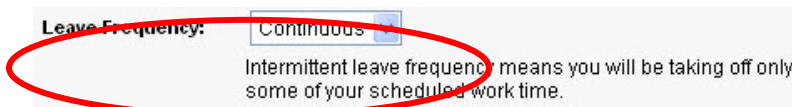
Click Next.



Use the drop down for Leave Reason to select the reason for leave you wish to request.




Use the drop down for Leave Frequency to state whether the leave is continuous or intermittent.




Enter the date for when the leave starts.



Enter the date for when the leave ends.

* Leave Start Date: 

Leave End Date: 

Select how the leave hours will be used.

Leave Hours: Same hours each day Variable hours

Enter how many hours will be used each day.

* Approximate Daily Leave Hours:

Example: 2 to 4 hours

Describe why you need the leave in the description box.

* Describe Details of your Request:

Click Send and Close. The request is routed to your Reports To Manager who will approve or reject your request.

You will receive an email informing you that your request has been submitted.

Your Campus Leave Administrator will process your request, the PayCode for the leave you requested will be recorded from your timecard.

You will also be able to check your Inbox in eTime® by clicking My Actions then Inbox.

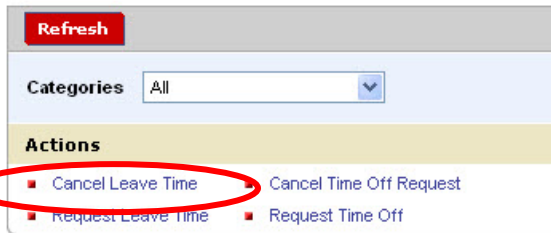
Cancelling Extended Lengths of Leave Time Off Request

After logging into eTime®, click My Actions.

To request leave for an extended period of time, click the link for Cancel Leave Time.

MY ACTIONS

Last Refreshed:10:26 PM



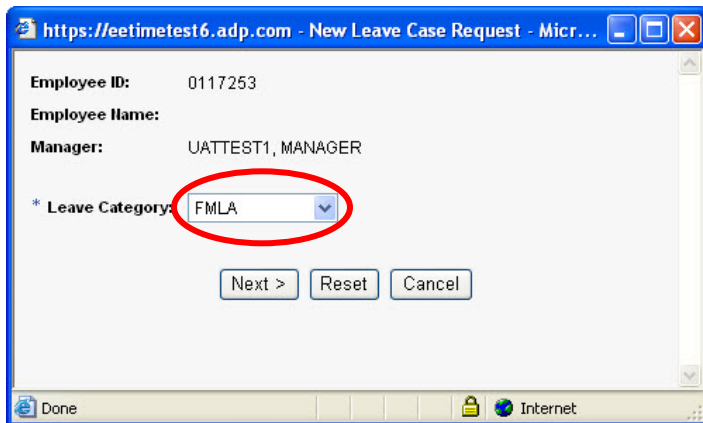
Refresh

Categories: All

Actions:

- Cancel Leave Time
- Cancel Time Off Request
- Request Leave Time
- Request Time Off

Use the drop down for Leave Category to select the type of leave you wish to cancel.



https://eetimetest6.adp.com - New Leave Case Request - Micr...

Employee ID: 0117253

Employee Name:

Manager: UATTEST1, MANAGER

* Leave Category: FMLA

Next > Reset Cancel

Click Next.

https://eetimetest6.adp.com - Cancel Leave Case Request - Mi...

Employee ID:
Employee Name:
Manager: UATTEST1, MANAGER

Select the same values as in the original request.

Leave Category: FMLA
* Leave Reason: Child
Leave Frequency: Continuous
* Leave Start Date:
Leave End Date:

Reason for Canceling the Request:

< Back Send & Close > Reset Cancel

Use the drop down for Leave Reason to select the reason for leave you wish to cancel. This needs to be the same values as the original request.

* Leave Reason: Child

Use the drop down for Leave Frequency to state whether the leave is continuous or intermittent.

Leave Frequency: Continuous

Intermittent leave frequency means you will be taking off only some of your scheduled work time.

Enter the date for when the leave starts.

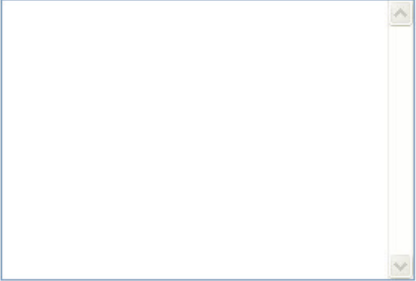
* Leave Start Date:
Leave End Date:

Enter the date for when the leave ends.

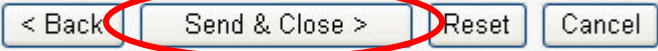
* Leave Start Date:
Leave End Date:

Enter the reason why you are cancelling your original request.

Reason for Canceling the Request:



Click Send and Close. The request is routed to your Reports To Manager who will approve or reject your request.



You will receive an email informing you that your request has been submitted.

Your Campus Leave Administrator will process your request, the PayCode for the leave you requested will be removed from your timecard.

You will also be able to check your Inbox in eTime® by clicking My Actions then Inbox.