



USG Shared Services Initiative
"Creating A More Educated Georgia"

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

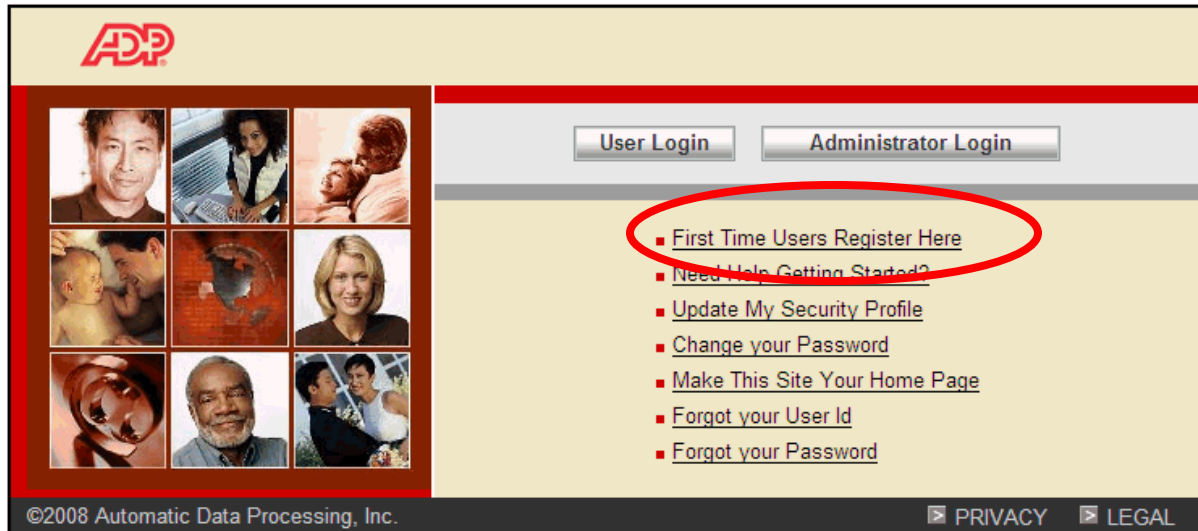
Project View Time Card for Faculty

Contents

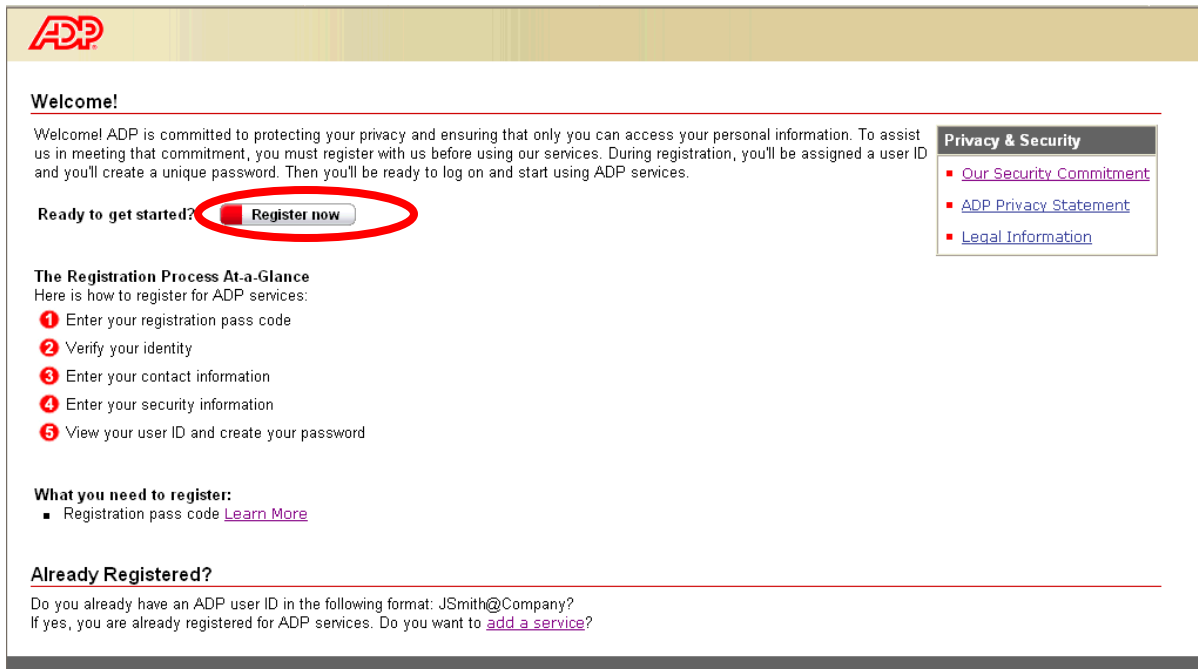
REGISTERING FOR SELF SERVICE	3
ADDING ETIME	8
LOG ON	10
PROJECT VIEW TIME CARD FOR FACULTY	11
Entering Sick Leave in a Project View Timecard	12
Adding Comments	12
SAVING THE TIME CARD	13
APPROVING THE TIMECARD	13
VIEWING ACCRUALS IN ETIME	14
Accrual Detail Tab	14
Accruals Tab	15
REQUESTING LEAVE TIME OFF	15
CANCELLING LEAVE TIME OFF REQUEST	17
EXTENDED LENGTHS OF LEAVE TIME OFF REQUEST	19
CANCELLING EXTENDED LENGTHS OF LEAVE TIME OFF REQUEST	21

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**.



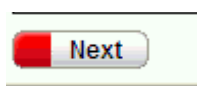
4. Enter your **Registration Pass Code (USG-6775)** and click **Next**.

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

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." The page is titled "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 following 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 text input field is labeled "Registration Pass Code:" 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 the heading is a privacy notice: "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 the options is a text box containing the instruction: "Your SSN is used during the account creation process; it is not used for any other purpose." followed by a red arrow icon and the text "= Required". The form contains several input fields: "First Name:" with a red arrow icon and "(Your legal first name; do not enter a nickname.)"; "Middle Initial:" with a small text input box; "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 menu for "(Month)", and another dropdown menu for "(Day)". At the bottom left of the main content area are "Next" and "Cancel" buttons. The footer of the page includes "Copyright © 2007 ADP Inc.", "PRIVACY & SECURITY LEGAL", and a taskbar showing "Internet" and "100%" zoom.



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 HR/Payroll Office for more information.

ADP

Register for ADP Services
Please enter the following information to register for ADP services.

Step 2 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
 6. Confirmation

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

▶ = Required

A. Select a Service

Service: ▶ Self Service

B. ADP Self-Service Information
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.

Employee ID: ▶

PIN: ▶

Next **Cancel**

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

ADP

Register for ADP Services
Please enter the following information to register for ADP services.

Step 3 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
 6. Confirmation

Enter Your Contact Information
Your e-mail address is only used for notifications. If necessary, you can change this information later.

▶ = Required

First Name: ▶ MI:

Last Name: ▶ (Apostrophes and hyphens are allowed.)

Business/Personal E-Mail: ▶ (This e-mail address is only used for notifications.)

Confirm E-Mail: ▶

Phone: (Area code and number in any format.)

Next **Cancel**

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 includes instructions: "For security reasons, you must select two different security questions and provide their answers. If you forget your login 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 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.

9. The View Your Userid & Create Your Password will appear. Your user ID is displayed. Note your user ID 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" 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." A note states: "Note: Your user ID is not case-sensitive." Below this is a text box displaying the "User ID: smith@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." A note states: "Note: Your password is case sensitive." Below this are input fields for "Create Password:" and "Confirm Password:". 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.

This screenshot is a close-up of the "Create Your ADP Services Password" section from the previous screenshot. It shows the 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." and "Note: Your password is case sensitive." Below these are the "Create Password:" and "Confirm Password:" input fields. At the bottom, there are "Submit" and "Cancel" buttons.

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

The screenshot shows a web form titled "5. View Your User ID & Create Your Password" with a sub-section "5. Confirmation". The main heading is "Create Your ADP Services Password". Below the heading, there is 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 another note: "Note: Your password is case sensitive." A red asterisk indicates a required field. There are two input fields: "Create Password:" and "Confirm Password:". The "Create Password:" field has a placeholder text "(Example: Password@1)". At the bottom, there are two buttons: "Submit" and "Cancel".

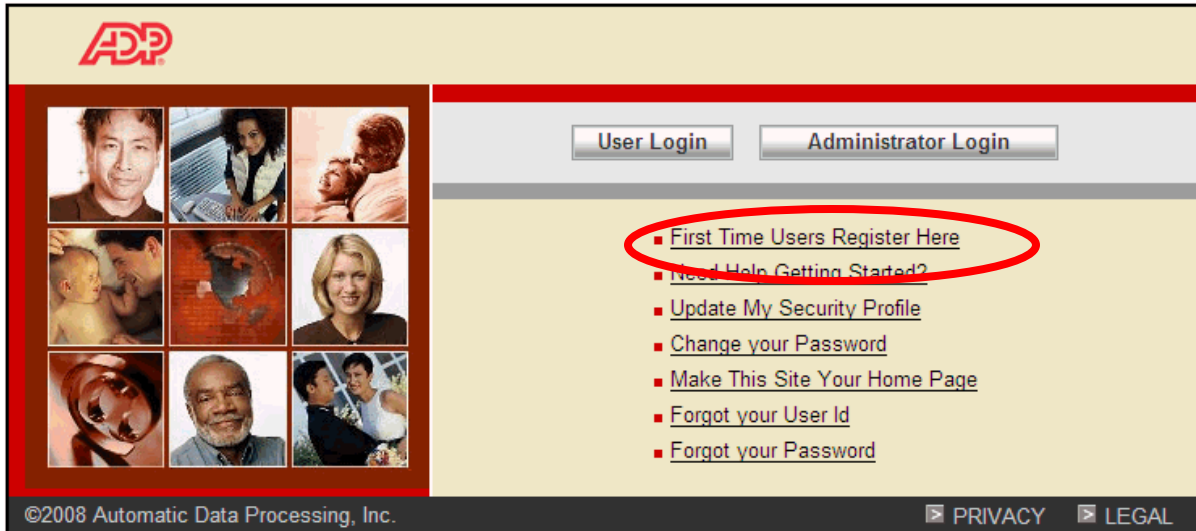
12. The Confirmation page will appear. You are now registered for Self-Service. Click **Close**.

The screenshot shows the "Register for ADP Services" page. The ADP logo is in the top left. The page title is "Register for ADP Services" and it says "Please enter the following information to register for ADP services." Below this, it says "Step 6 of 6". On the left, there is a list of 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, and 6. Confirmation. The main content area has a yellow box with a green checkmark and the text: "Thank you for registering! You can now log on to, and start using, your ADP services." Below this, it says "Note: An e-mail containing your User ID has been sent to the address you provided." There is a section "Log On to an ADP Service" with the text: "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." Below this, there is a radio button selected for "Your ADP Service" and a "Log On" button. A "Close" button is circled in red. At the bottom, there is a section "Add ADP Services" with the text: "The following additional ADP services are available to you. To associate another service with your user account, click Add Another Service." Below this, there is a radio button selected for "ADP Service" and an "Add Another Service" button.

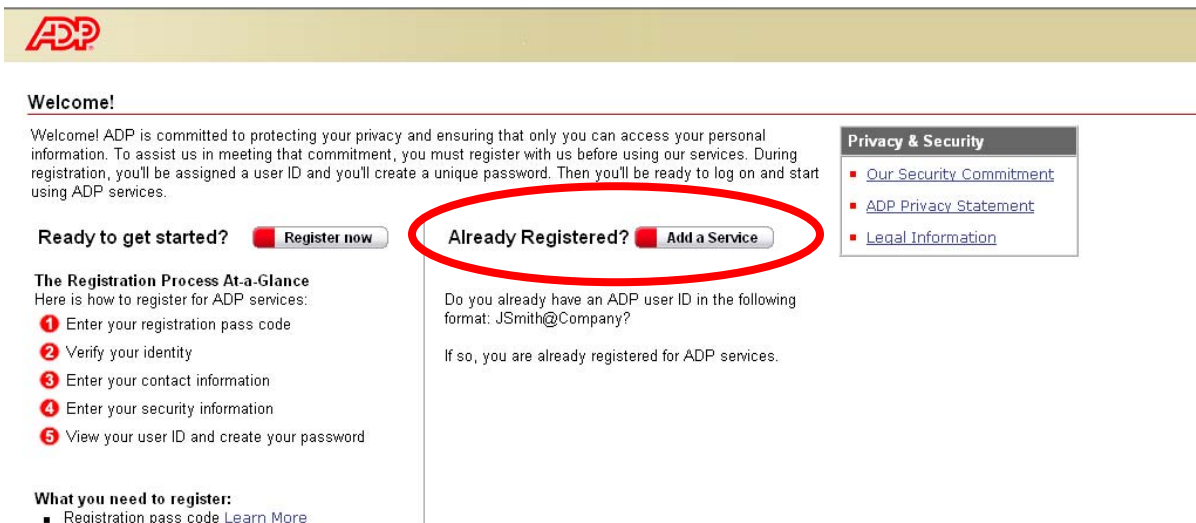
The next step is to add Additional Services, so you have access to eTIME.

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

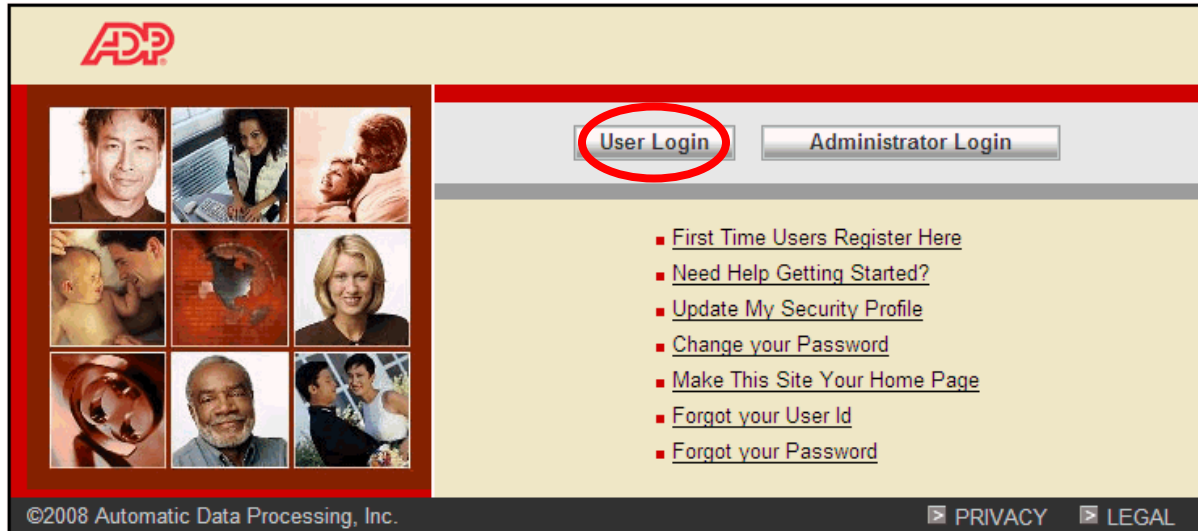
The following ADP services are currently available to you. To associate another service with your user account, click **Add**. To remove a service from your account, click **Delete**.

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

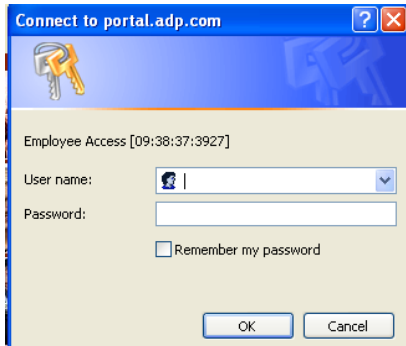
Log On

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

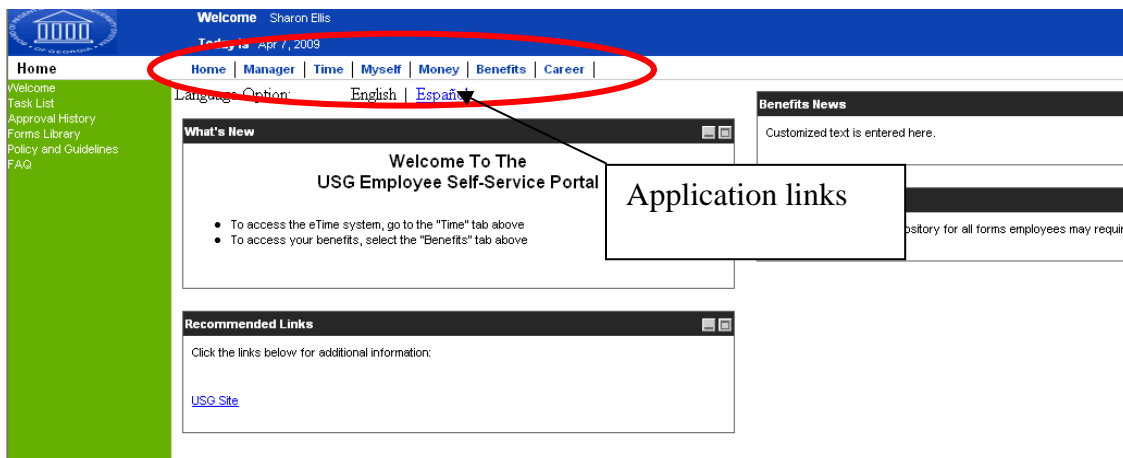
1. Open Internet Explorer, in the address bar, type <https://portal.adp.com>, press Enter.
2. Click 'User Login' button.



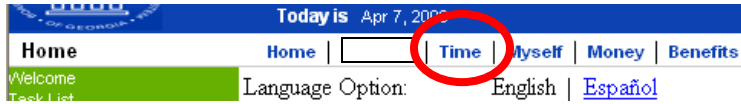
3. Enter User Name and Password and click **OK**.



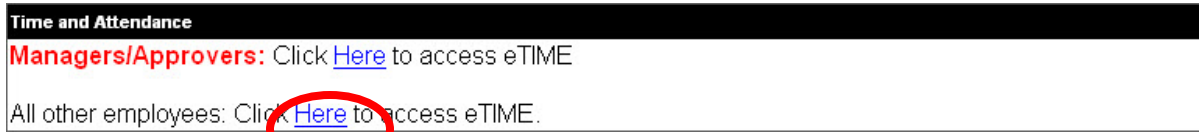
4. The Netsecure Portal will appear. The application links allow you to enter into each application.



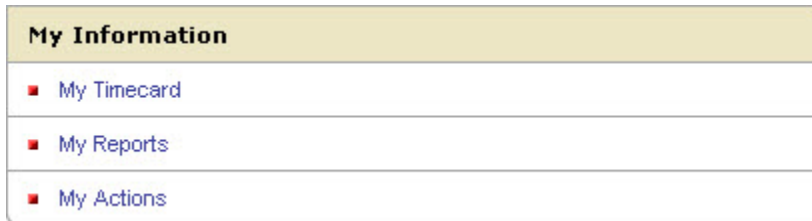
5. Click the Time application link



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

Project View Time Card for Faculty

The Project View timecard for Faculty is to record the usage of Sick Leave. It records the total number of hours to be deducted from the accrual of the Sick Leave Accrual buckets.

On the 28th of each month the accrual process will be generated automatically by eTime. It will add to the Accrual bucket the amount of Sick Leave.

The recording of the Sick Leave to be taken will only be allowed if you have the amount within the Accrual bucket. If you do not have the time in the bucket, a message will be displayed to you when you try to enter the time on the time sheet.

For example, you need to take 16 hours of Sick leave but you only have 10 hours in your Sick Accrual. eTime will only allow you to use the 10 hours. eTime will display that you only have 10 hours and it will not allow you to save your timecard until you only enter the 10.

You must still adhere to the Board of Regents Policy (802.07.02 SICK LEAVE WITH PAY) regarding Sick Leave. This policy can be viewed at this website.

<http://www.usg.edu/regents/policymanual/800.phtml>.

Entering Sick Leave in a Project View Timecard

Click in the cell on the day where you need to record Sick Leave. Type the number of hours to be recorded. To enter your Sick Leave, follow these steps:

The screenshot shows the TIMECARD interface for Patrick Quinn. The table displays timecard entries for three weeks. The first week (starting Sun 3/29) shows 8.00 hours of Sick leave on Thu 4/02 and Fri 4/03. The second week (starting Sun 4/05) shows 3.00 hours of Sick leave on Mon 4/06. The third week (starting Sun 4/12) shows 8.00 hours of Vacation on Mon 5/25. Red callouts indicate: 1. Selecting 'Sick' from the Pay Code dropdown; 2. Entering '8:00' in the cell; 3. Selecting 'Sick' from the Pay Code dropdown in a subsequent week; 4. Clicking the 'Save' button.

1. Click the drop down in the Pay Code column, select the Pay Code Sick
2. The actual hours used will be entered on the day of the Sick Leave.
3. To remove a Pay Code if placed in error, click the icon. You will be asked to “Erase data for the entire row?” Click Yes. The row will disappear when you Save the Timecard.
4. Click ‘Save’. Notice that the TimeCard title is orange but once saved turns black.

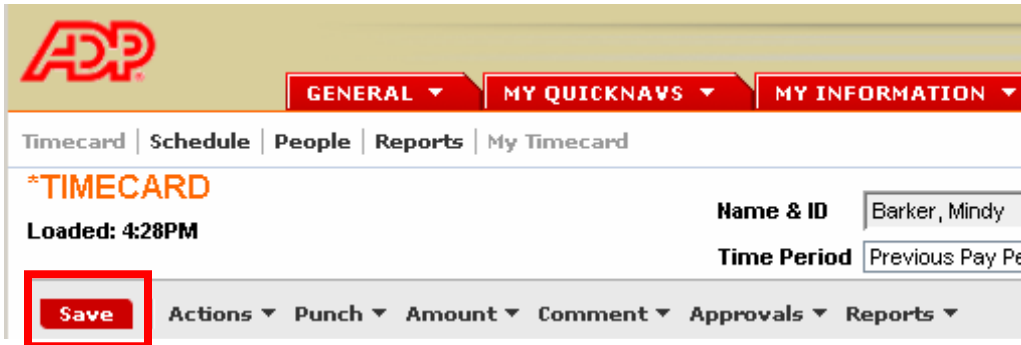
Adding Comments

To add a comment to any cell, right-click in the cell and select Comment > Add.

The screenshot shows the TIMECARD interface with a context menu open over a cell. The 'Comment' option is circled in red. The 'Add Comment' dialog box is overlaid on the right, showing a list of comment options and a text area for a note. The comment options are: 12 Hour Off Violation, Absence with <1hr notice, Absence with 1hr notice, Absence with no notice, Approved, Company Meeting, Decrease QTY Reported, and Department Shortage. The dialog box also has 'OK', 'Cancel', and 'Help' buttons.

Saving the Time Card

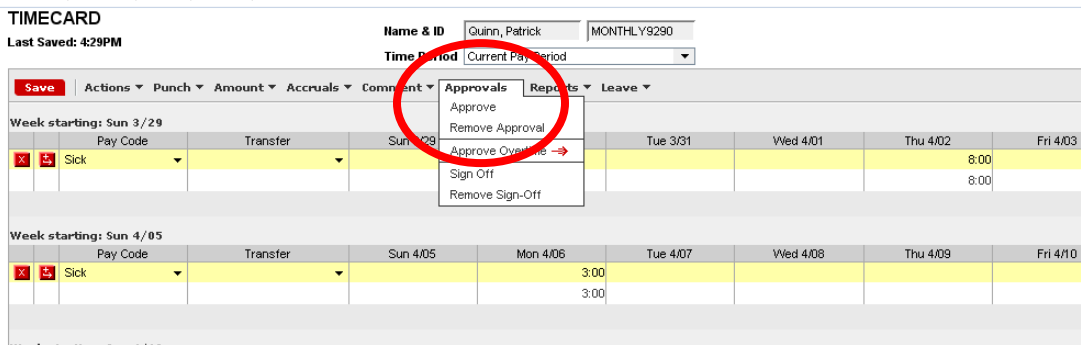
You need to save your changes to your timecard. The word TIMECARD will be orange indicating changes had been made and saving is required. Click Save from the menu bar.



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

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 Sick Leave.

Accrual Detail Tab

Accrual Detail Tab reveals the balances of your Accruals for the current calendar year as well as the totals of the Sick Leave 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
Vacation	1/01/2009 - 12/31/2009	Hour	0.00	80.00	0.00	80.00	0.00	0.00	80.00

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 Sick Leave that has not yet been earned and deposited into the Accrual buckets.

TOTALS & SCHEDULE	ACCRUAL DETAIL	ACCRUALS	ADDITS						
Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Proj Balance	Balance without Projected Credits		
F	2.0	Day	1/01/2010	0.0	2.0	2.0	2.0		
Personal	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		

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:

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. As Faculty you will only be allowed to select Sick.

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: [] [Calendar Icon]

* End Date: [] [Calendar Icon]

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.

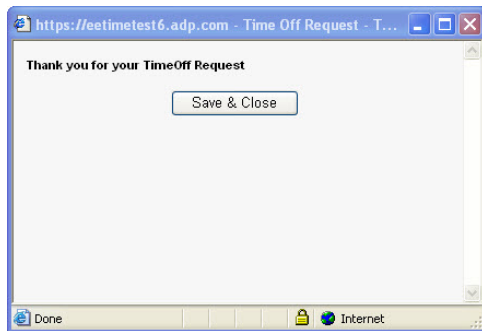
Hours Per Day:

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

Refresh

Categories: All

Actions

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

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

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

Employee ID: 0117253
Employee Name: Ellis, Sharon L
Comp Time Balance:
Floating Holiday Balance:
Sick Balance: 16:00
Vacation Balance: 20:00

* Request Type: Comp Time Off

* Start Date:

* End Date:

Save & Close Reset Cancel

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

* Start Date:

* End Date:

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.

Save & Close Reset Cancel

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.

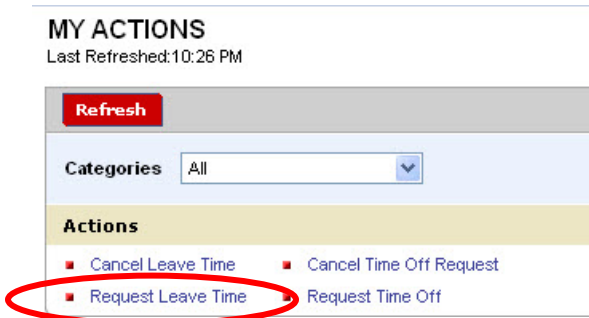
You will also be able to check your Inbox in eTime® by clicking My Actions then Inbox.

Extended Lengths of Leave Time Off Request

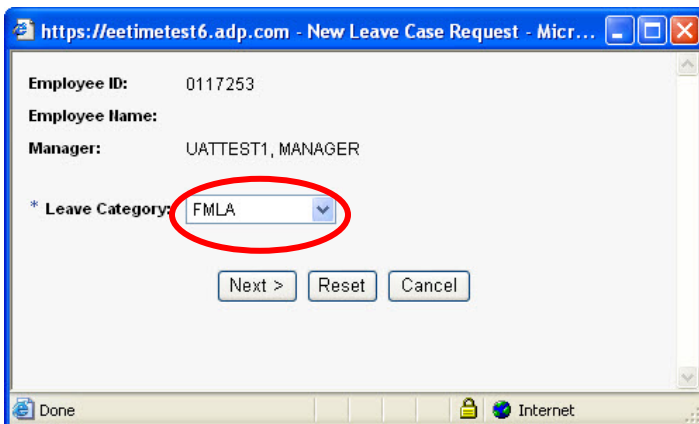
Extended lengths of leave time refers to leave that will apply to Family and Medical Leave Act (FMLA), Short Term Disability, Long Term Disability or Military Leave. You can request this type of leave from within eTime.

After logging into eTime®, click My Actions.

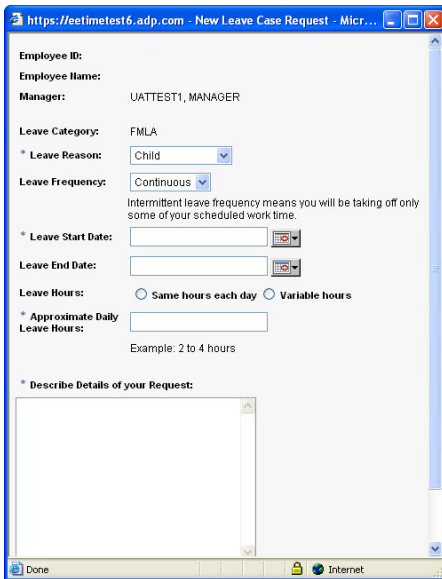
To request leave for an extended period of time, click the link for Request Leave Time.



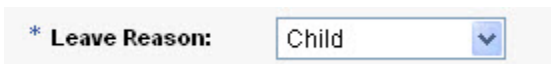
Use the drop down for Leave Category to select the type of leave you wish to request.



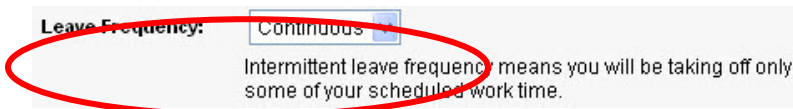
Click Next.



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



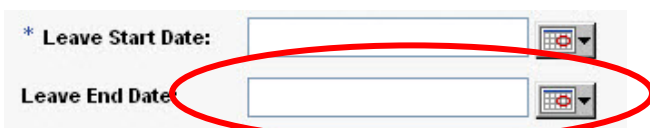
Use the drop down for Leave Frequency to state whether the leave is continuous or intermittent.



Enter the date for when the leave starts.



Enter the date for when the leave ends.



Select how the leave hours will be used.



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

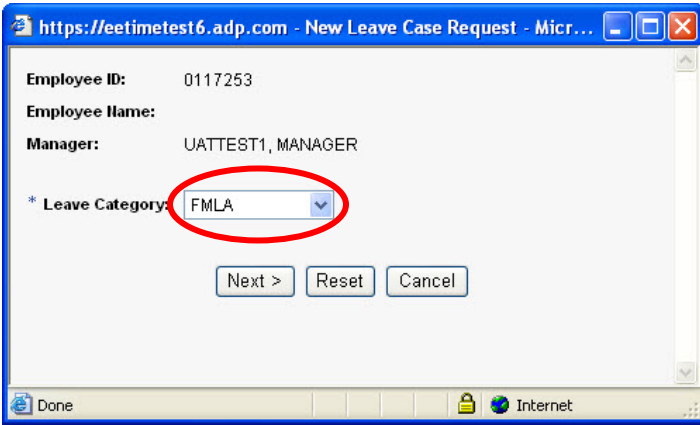
Refresh

Categories ▼

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...

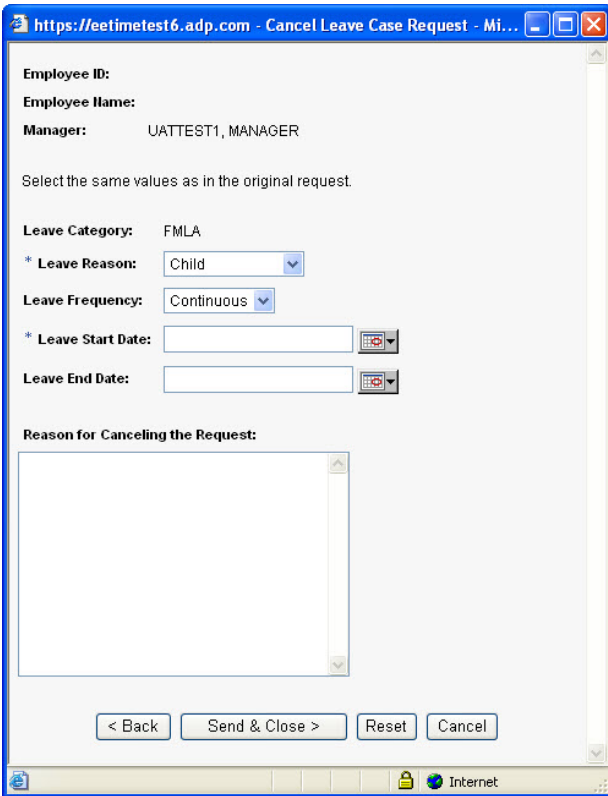
Employee ID: 0117253
Employee Name:
Manager: UATTEST1, MANAGER

* Leave Category: FMLA

Next > Reset Cancel

Done Internet

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: [calendar icon]

Leave End Date: [calendar icon]

Reason for Canceling the Request:

< Back Send & Close > Reset Cancel

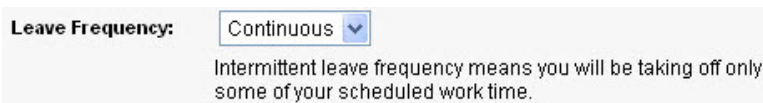
Internet

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.