



USG Shared Services Initiative
"Creating A More Educated Georgia"

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

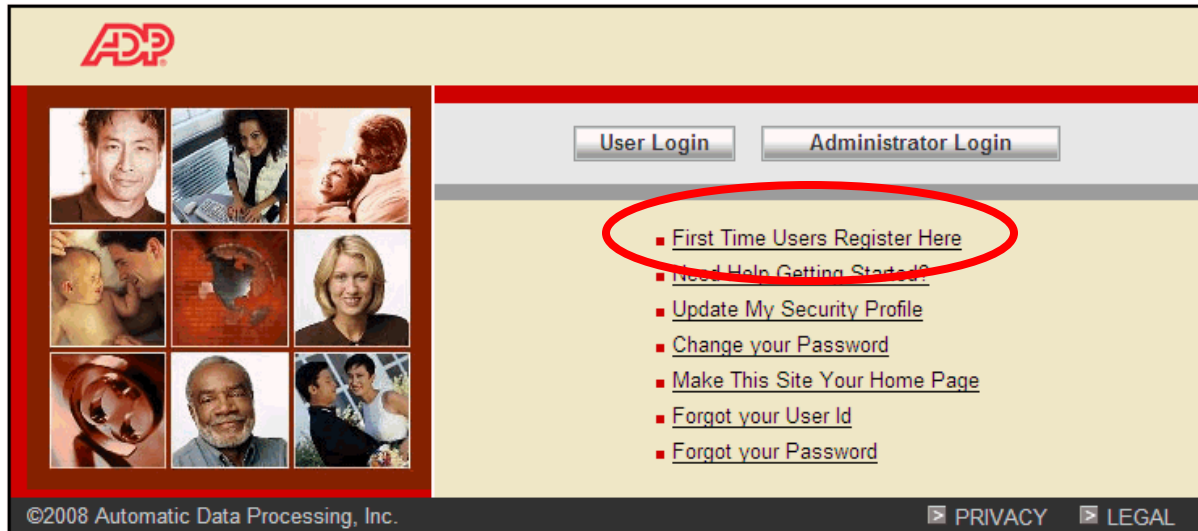
**Project View Time Card for
Monthly Employees**

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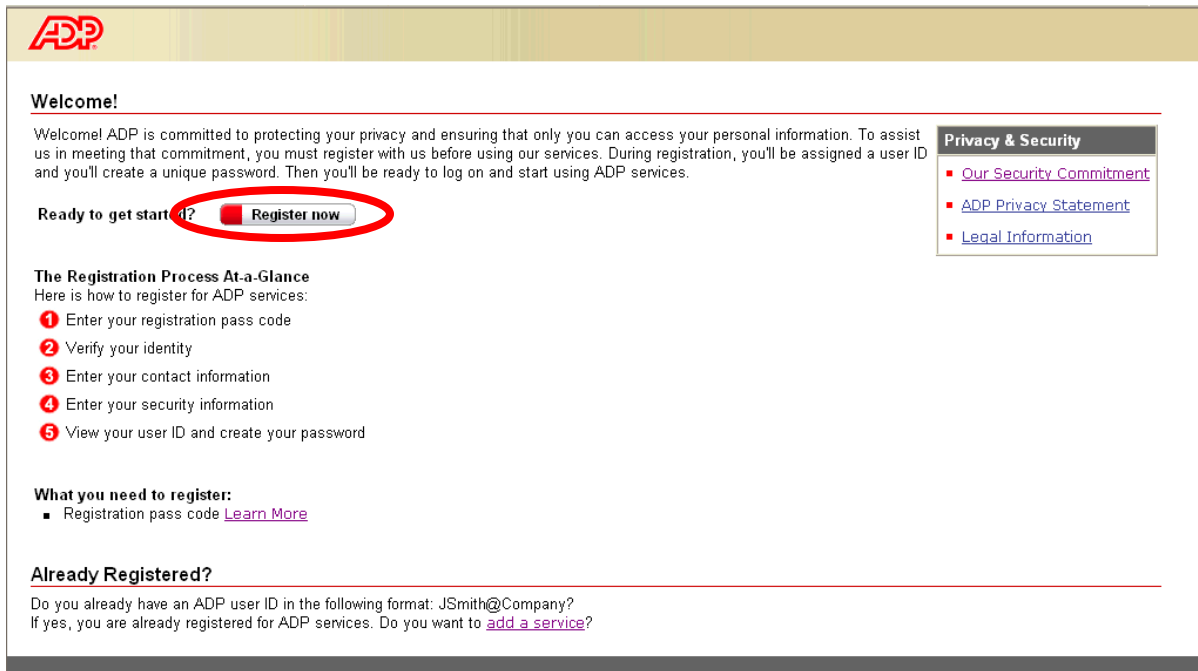
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Registering for Self Service

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 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". The text reads: "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)". A box contains the text: "Your SSN is used during the account creation process; it is not used for any other purpose." Below this is a red arrow icon and the text "▶= 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 text 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 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 browser status bar showing "Internet" and "100%".

Next

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: ▶

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.)

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 six 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 and answers must be provided. 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 same six steps as the previous screenshot, with step 5, "View Your User ID & Create Your Password", highlighted. The main content area explains that the user ID is provided below and will be used for login. A note states: "Note: Your user ID is not case-sensitive." Below this, the "User ID" is displayed as "tsmith@MPLX" in a grey box, 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." Below this are "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

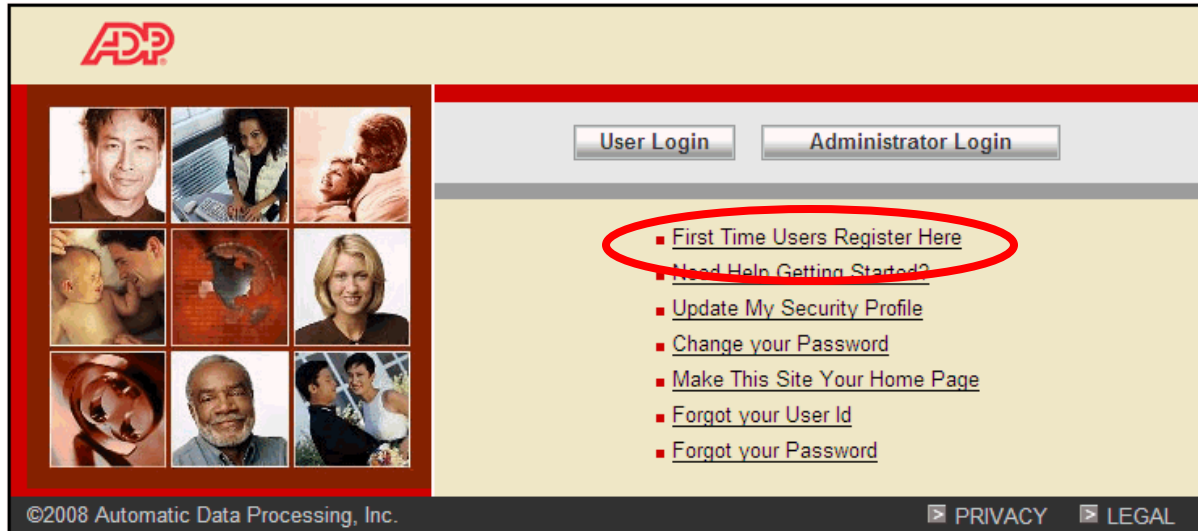
The following additional ADP services are available to you. To associate another service with your user account, click Add Another Service.

▶ ADP Service

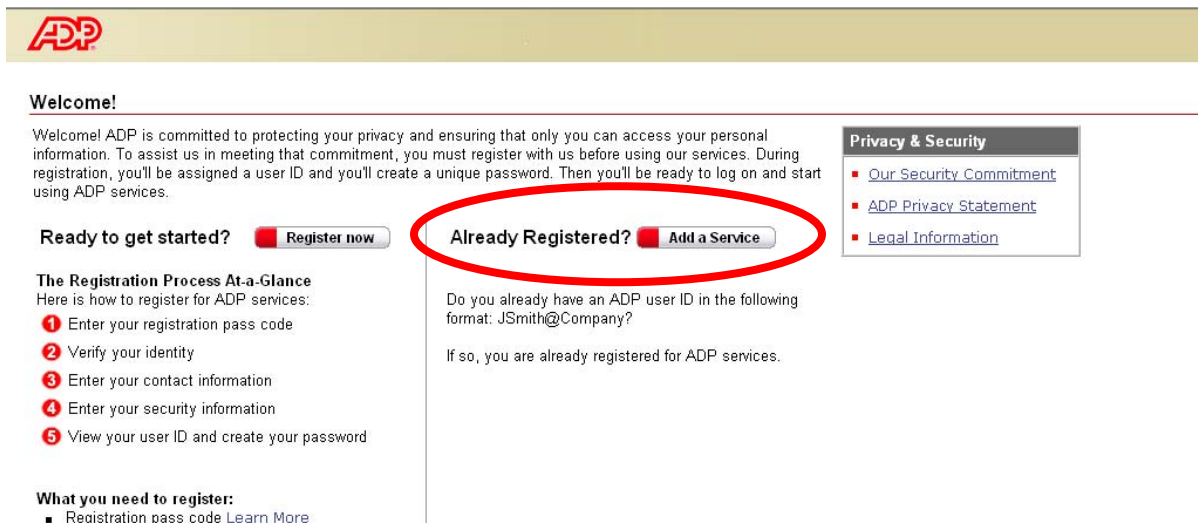
The next step is to add Additional Services, so you have access to eTIME.

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** and log in using your Userid from step 9 above and your new password.



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

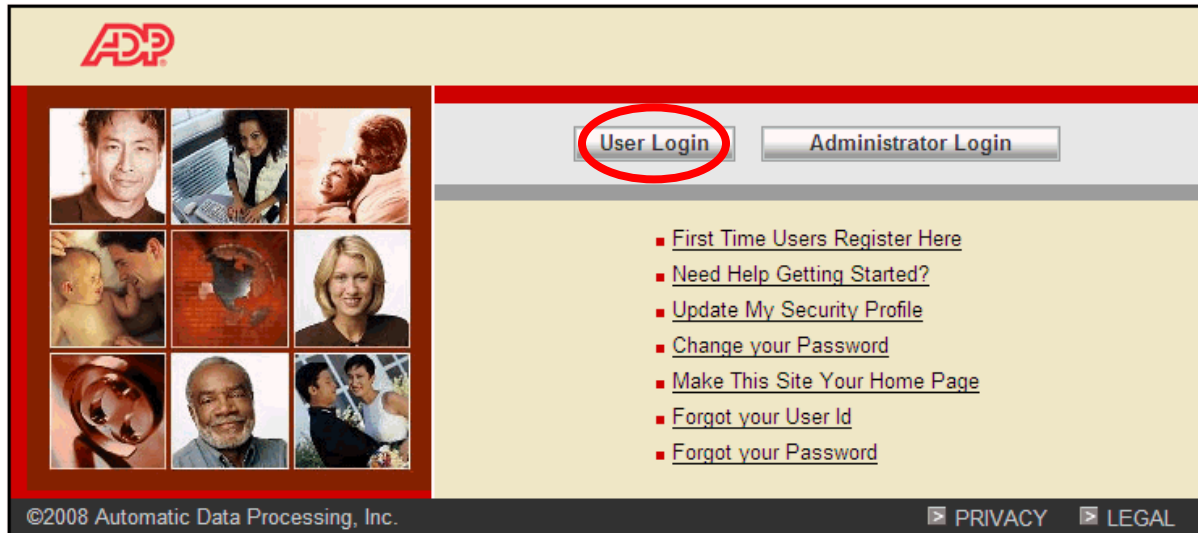
The following ADP services are currently available to you. To associate another service with your user account, click **Add**. To remove a service from your account, click **Delete**.

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

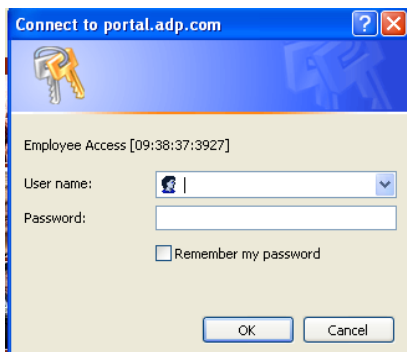
Log On

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

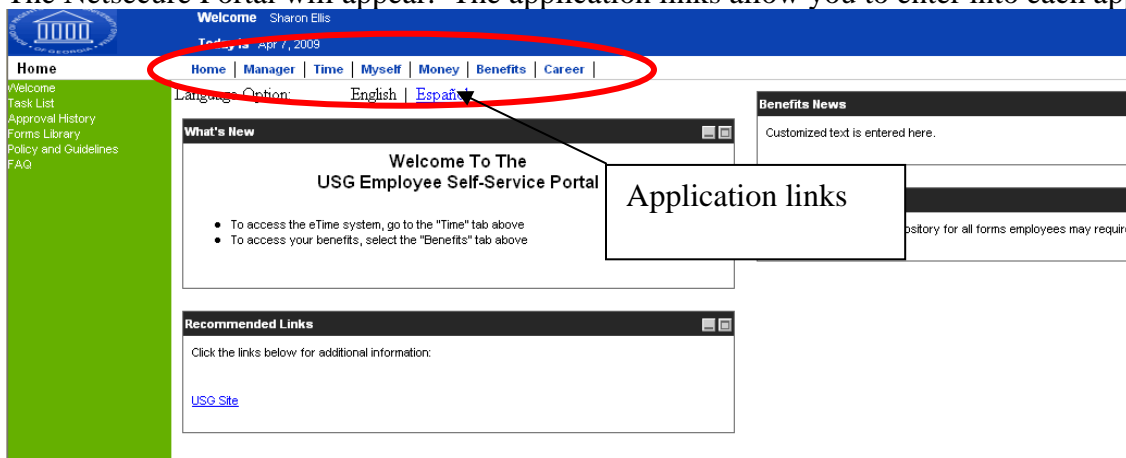
1. Open Internet Explorer, in the address bar, type <https://portal.adp.com>, press Enter.
2. Click 'User Login' button.



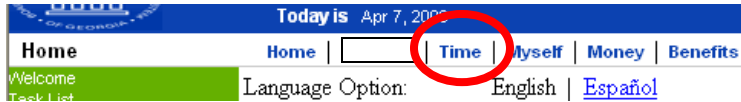
3. Enter Userid and Password and click **OK**.



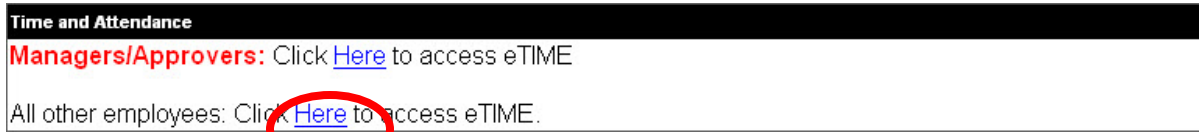
4. The Netsecure Portal will appear. The application links allow you to enter into each application.



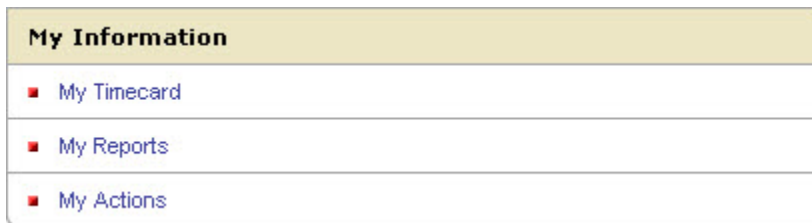
5. Click the Time application link



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 Monthly Employee

The Project View timecard for Monthly Employees is to record the usage of Exception time such as Vacation or Sick. It records the total number of hours to be deducted from the accrual of the Exception Time Accrual buckets.

On the 28th of each month the accrual process will be generated automatically by eTime. It will add to the Accrual buckets the amount of monthly accrual that your leave enrollment permits.

The recording of the Exception Time 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 Vacation leave but you only have 10 hours in your Vacation 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 Exception Time in a Project View Timecard

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

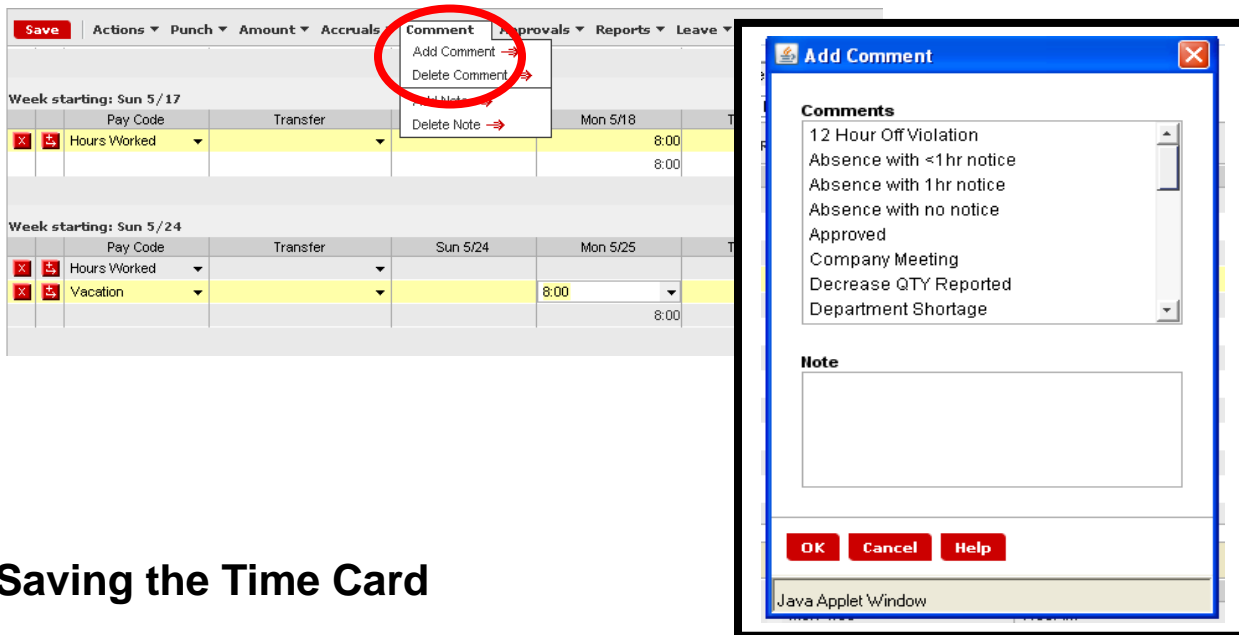
The screenshot shows a Timecard interface for Stanley Miller. It displays three weeks of data. The interface includes a 'Save' button (labeled 7), a 'Punch' dropdown, and various menu options. The data is organized by week, with columns for days and a 'Total' column. Red arrows and numbers 1-7 highlight the steps for entering exception time: 1. Selecting a Pay Code (Vacation or Sick) from a dropdown; 2. Entering the number of hours in the day's cell; 3. Clicking the '+' icon to add a new row; 4. Selecting a Pay Code for the new row; 5. Entering the number of hours for the new row; 6. Clicking the 'x' icon to delete a row; 7. Clicking the 'Save' button.

Week starting:	Pay Code	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Sun 3/29	Vacation						8:00		8:00
Sun 4/05	Vacation			4:00					4:00
Sun 4/05	Sick					8:00			8:00
Sun 4/12	Hours Worked								

1. Click the drop down in the Pay Code column, select the Pay Code that applies to the Exception Time (vacation, sick) used
2. The actual hours used will be entered on the day of the Exception Time.
3. If both types of Exception Time (vacation, sick) need to be recorded on the same week, insert a row by clicking the  icon. A new row will appear below the Pay Code for the first Exception Time.
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) used.
5. On the new row of the Pay Code, enter in the day column the hours which were used for the Pay Code.
6. 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.
7. Click 'Save'. Notice that the TimeCard title is orange but once saved turns black.

Adding Comments

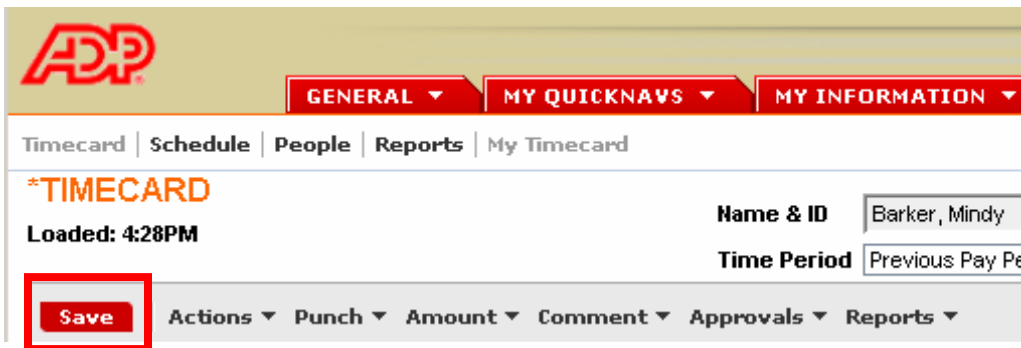
To add a comment to any cell, right-click in the cell and choose 'Add Comment', or **Comment > Add**.



The screenshot shows a timecard interface with a right-click context menu open over a cell. The menu options are: Add Comment, Delete Comment, and Delete Note. The 'Add Comment' option is circled in red. An 'Add Comment' dialog box is overlaid on the right side of the screen. The dialog box has a blue title bar and contains a list of comment options under the heading 'Comments'. The options are: 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 three buttons: OK, Cancel, and Help. The dialog box is titled 'Add Comment' and has a close button in the top right corner.

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 includes 'GENERAL', 'MY QUICKNAVS', and 'MY INFORMATION'. The main content area shows 'Timecard | Schedule | People | Reports | My Timecard'. The word '*TIMECARD' is displayed in orange, indicating that changes have been made. Below this, it says 'Loaded: 4:28PM'. The 'Name & ID' field shows 'Barker, Mindy' and the 'Time Period' field shows 'Previous Pay Pe'. At the bottom, there is a menu bar with 'Save' highlighted in a red box, along with other options: 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.

TIMECARD
Last Saved: 3:22PM

Name & ID: Miller, Stanley MONTHLY9220
Time Period: Search Pay Period

Save	Actions	Punch	Amount	Accruals	Comments	Approvals	Reports	Leave	
Week starting: Sun 3/29									
		Pay Code	Transfer		Sun 3/29		Tue 3/31	Wed 4/01	Thu 4/02
		Vacation							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
		Sick				4:00			
		Vacation							8:00
						4:00			8:00

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 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.

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.

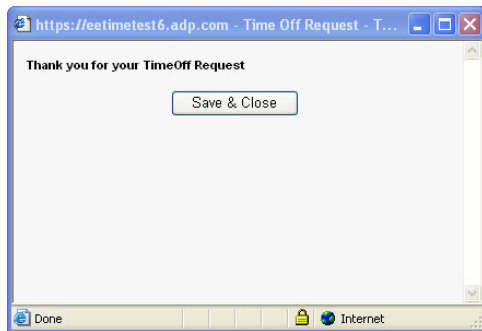
Hours Per Day:

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.

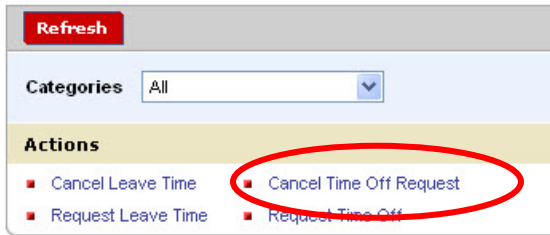
Cancelling Leave Time Off Request

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



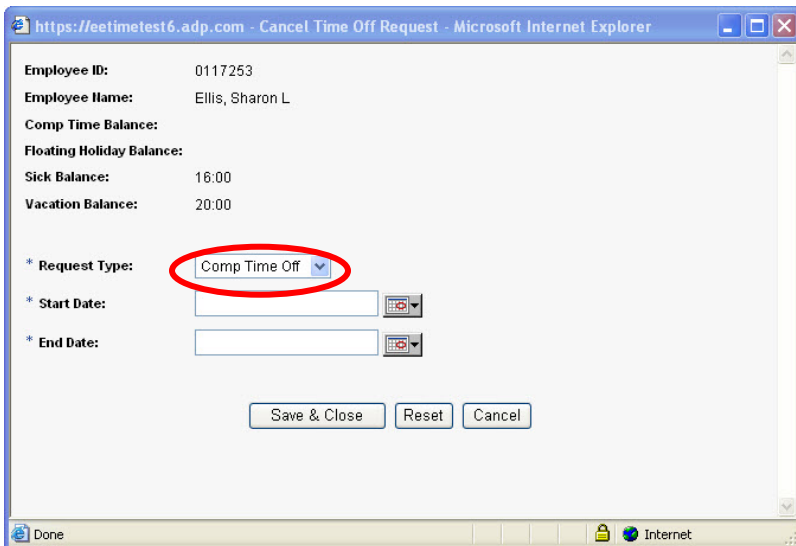
Refresh

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

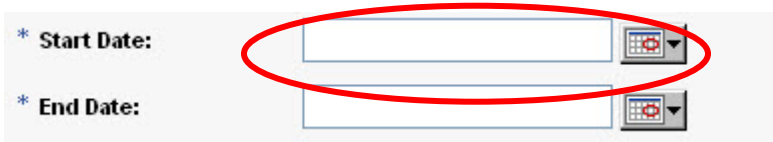
* Request Type: Comp Time Off


* Start Date: 


* End Date: 

Save & Close Reset Cancel

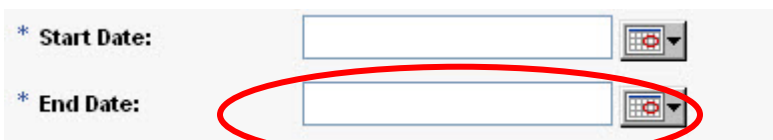
Enter the date for the time off you are canceling starts.




* Start Date: 

* End Date: 

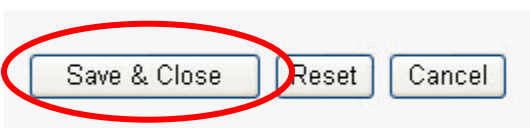
Enter the date for the time off you are canceling ends.



* 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.

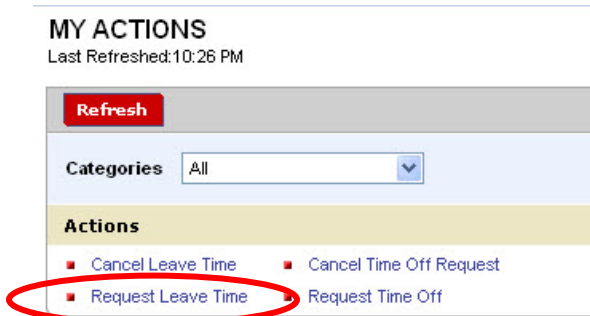
You will also be able to check your Inbox in eTime® by clicking My Actions then Inbox.

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.

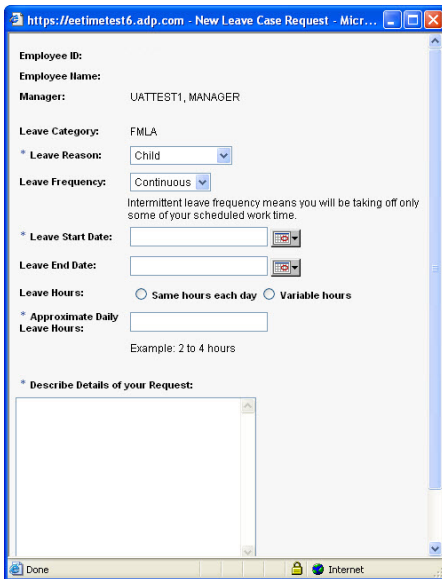
To request leave for an extended period of time, click the link for Request Leave Time.



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.

* Leave Reason:

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

Leave Frequency:
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:

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

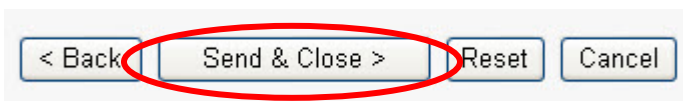
Describe why you need the leave in the description box.



* Describe Details of your Request:

A large, empty text area with a scroll bar on the right side, intended for describing the details of the leave request.

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



< Back **Send & Close >** Reset Cancel

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

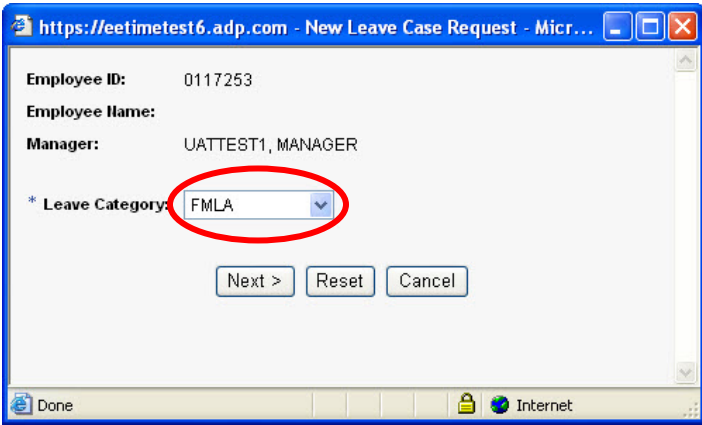
Refresh

Categories: All

Actions

- Cancel Leave Time** (circled in red) - 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...

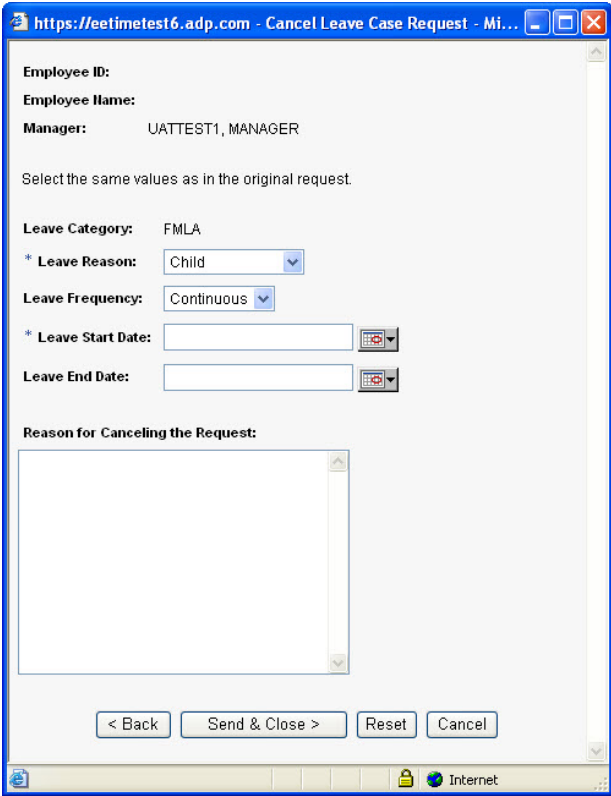
Employee ID: 0117253
Employee Name:
Manager: UATTEST1, MANAGER

* 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

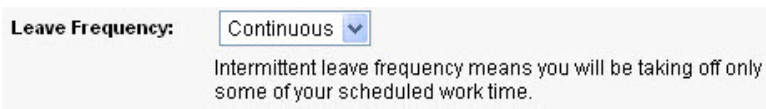
Internet

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.