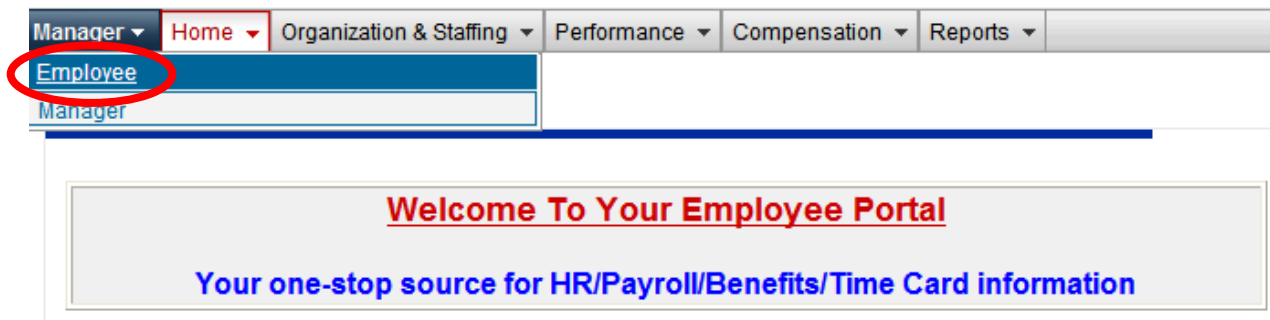


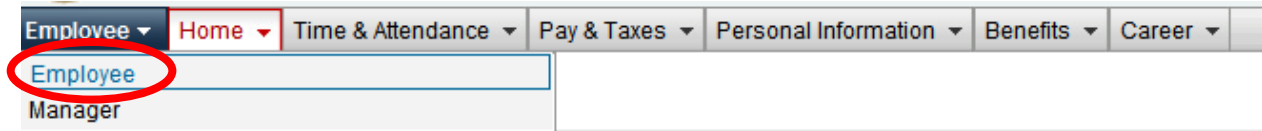
# New ADP Portal Navigational Tips

To access eTime, your paycheck, benefits, and personal information, select the **Employee** tab.

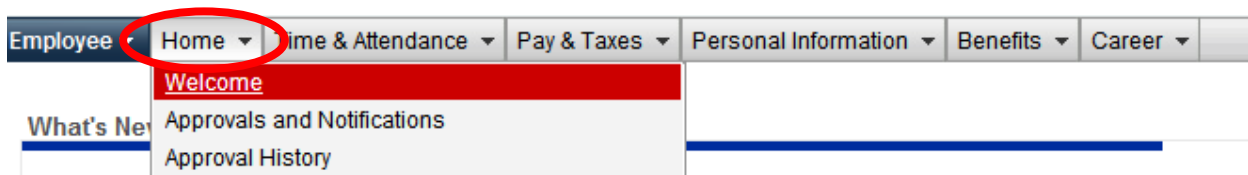
\*Note-At this time, College of Coastal Georgia is not utilizing the functions under the **Manager** tab.



## **EMPLOYEE TAB:**



## **HOME TAB:**



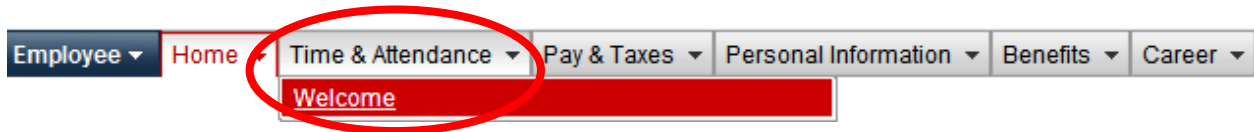
**Welcome**-will take you back to the ADP portal home page.

**Approvals & Notifications**- We are not utilizing this function at this time.

**Approval History**- We are not utilizing this functions at this time.

Leave approvals and notifications are still found in eTime.

**TIME & ATTENDANCE TAB:**

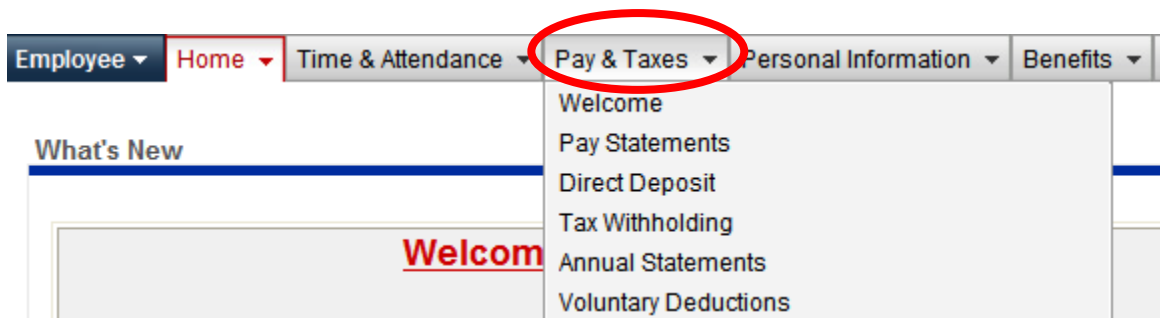


Select Welcome to access eTime and your time card.

To gain a greater understanding of eTime, please review the prepared training manuals found on the Human Resources website:

[http://www.ccg.edu/Faculty/HumanResources/ADP/files/using\\_eTime.asp](http://www.ccg.edu/Faculty/HumanResources/ADP/files/using_eTime.asp)

**PAY & TAXES TAB:**



**Pay Statement**- This page displays the pay statements available for viewing, printing, and downloading. To view pay statement detail\*, click the appropriate underlined pay date. Click Previous to continue.

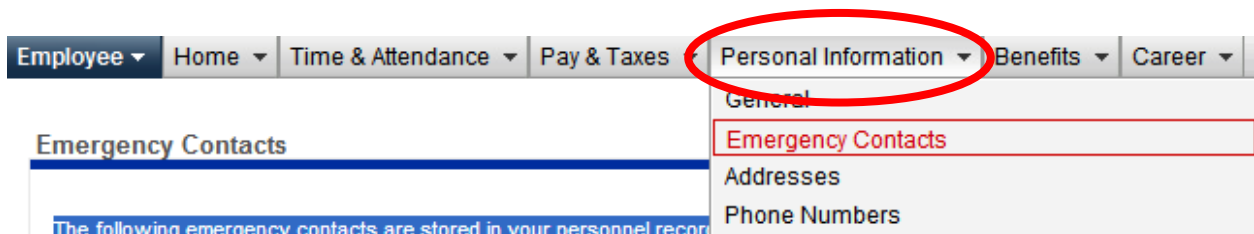
**Direct Deposit**- This page displays the direct deposit information currently in effect. You can also add a new direct deposit, or delete or change a direct deposit.

**Tax Withholding**-This page displays the tax withholding currently in effect.

**Annual Statements**-This page displays the annual tax forms available for viewing.

**Voluntary Deductions**-This page displays the voluntary deductions currently in effect.

**PERSONAL INFORMATION:**



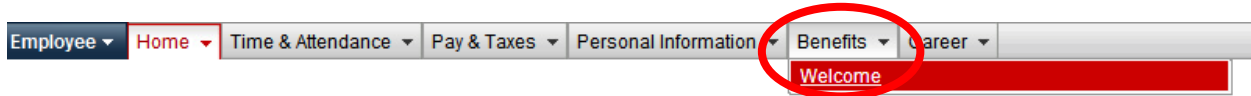
**General:** The personal information on this page is stored in your personnel record.

**Emergency Contacts:** The following emergency contacts are stored in your personnel record. You can add or change emergency contacts.

**Addresses:** The addresses on this page are stored in your personnel records.

**Phone Numbers:** The phone numbers on this page are stored in your personnel records.

**BENEFITS TAB:**



The **My Benefits** link will allow you to access the ADP Benefits system designed to collect and store health and welfare benefits of each employee. It allows you to enter/update benefit specific data for elections, dependents, and family status changes.

The system provides a summary of an employee's medical, dental, life, long term disability, flex spending accounts, health savings accounts, and other general deduction plans.

**CAREER TAB:** At this time, the University System of Georgia is not utilizing the Career tab.