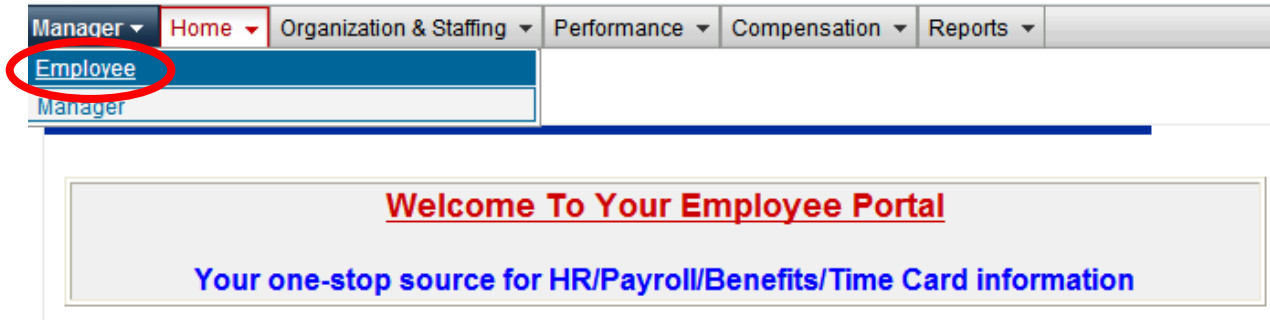


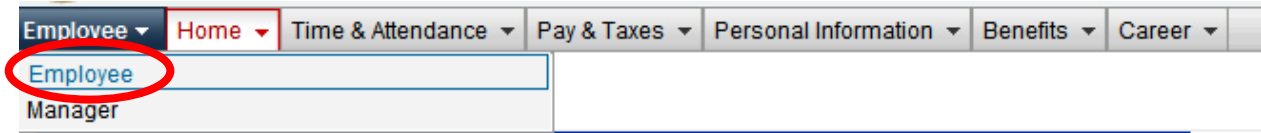
ADP Portal Navigational Tips

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

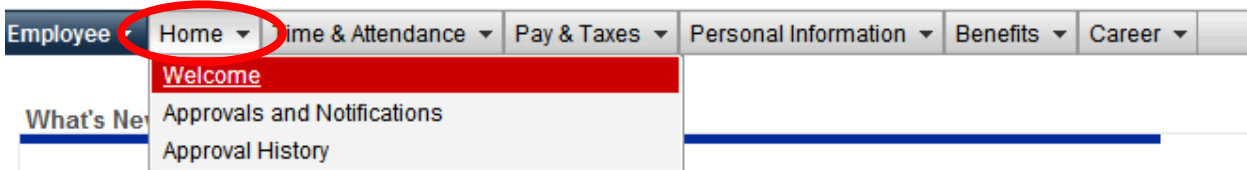
*Note-At this time, College of Coastal Georgia is not utilizing the functions under the **Manager** tab.



EMPLOYEE TAB:



HOME TAB:



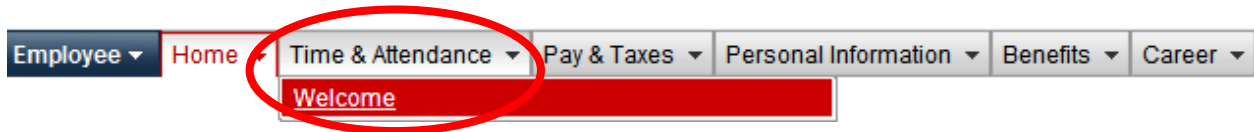
Welcome-will take you back to the ADP portal home page.

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:

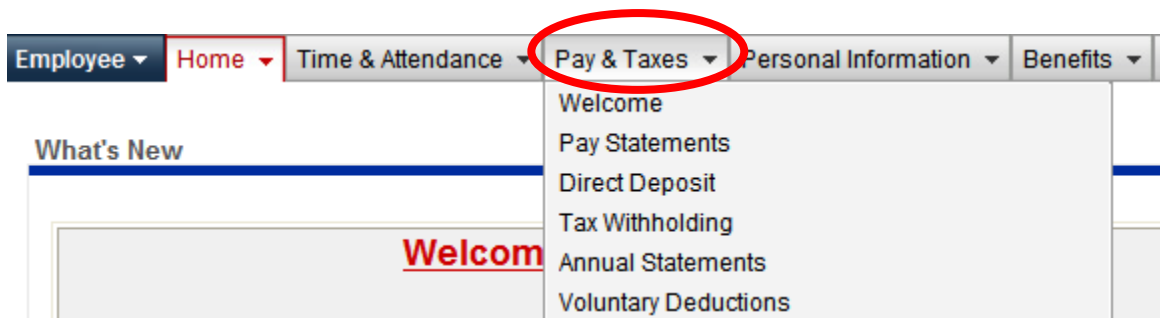


Select Welcome to access eTime and your time card.

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

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.

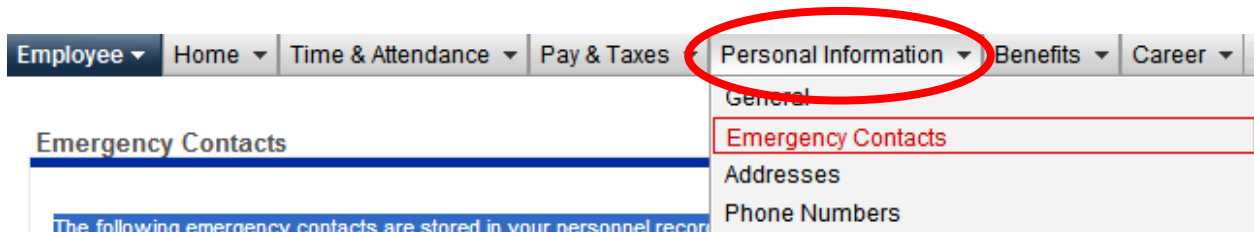
Direct Deposit- This page displays the direct deposit information currently in effect. You can also add a new direct deposit, or delete or change a direct deposit.

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:



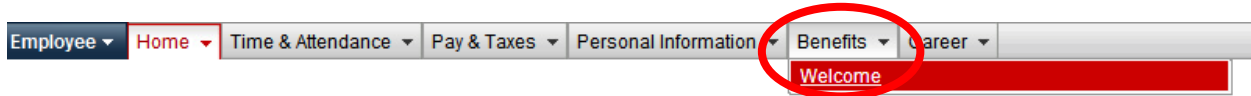
General: The personal information on this page is stored in your personnel record.

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.