Board of Regents of the

University System of Georgia

eTIME® Employee User Guide

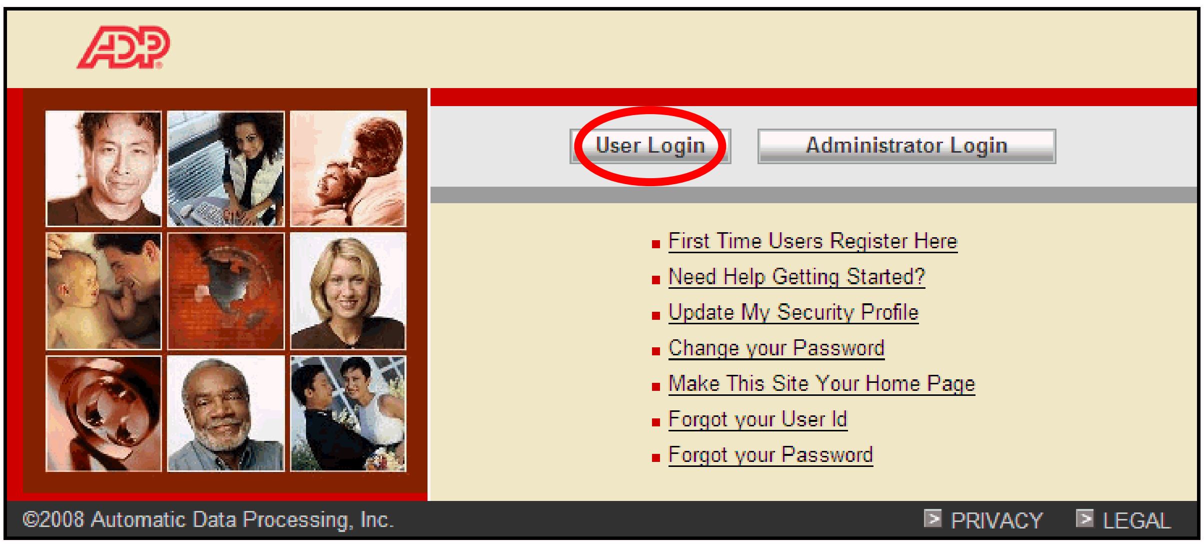
Project View Time Card for Faculty

Log On

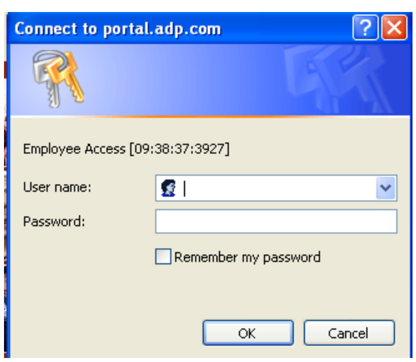
Access the eTime Timesheets link from the Employee Self Service Portal.

1. Click the Employee Self Service link on your institution's webpage or type http://portal.adp.com into any web browser.

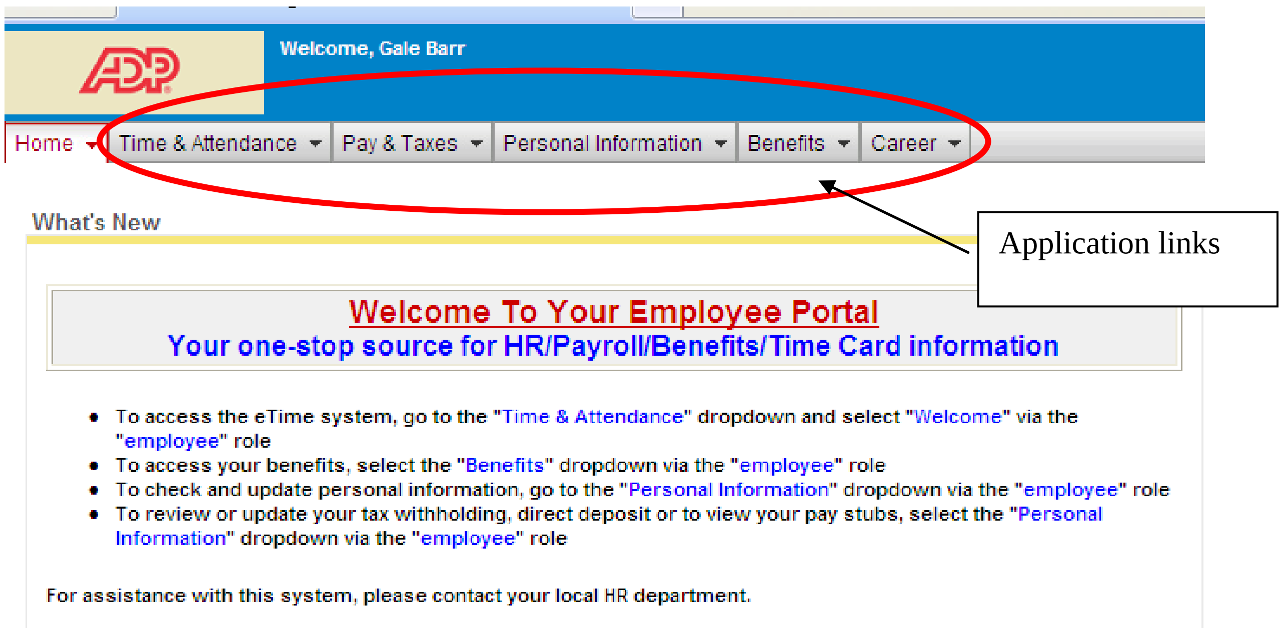
2. Click 'User Login' button.



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

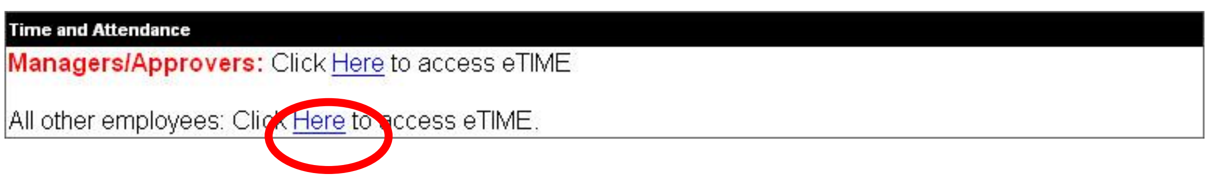


The ADP Portal will appear. The application links allow you to enter into each application.

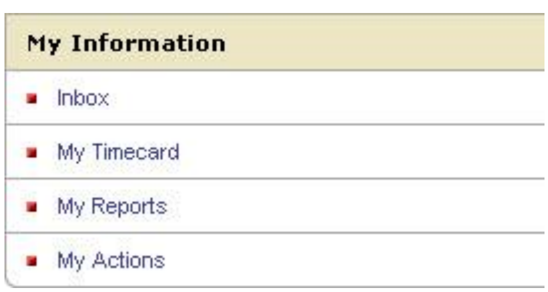


4. Click the Time & Attendance application link then click Welcome.

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



6. Now you are in the eTime application



7. 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.

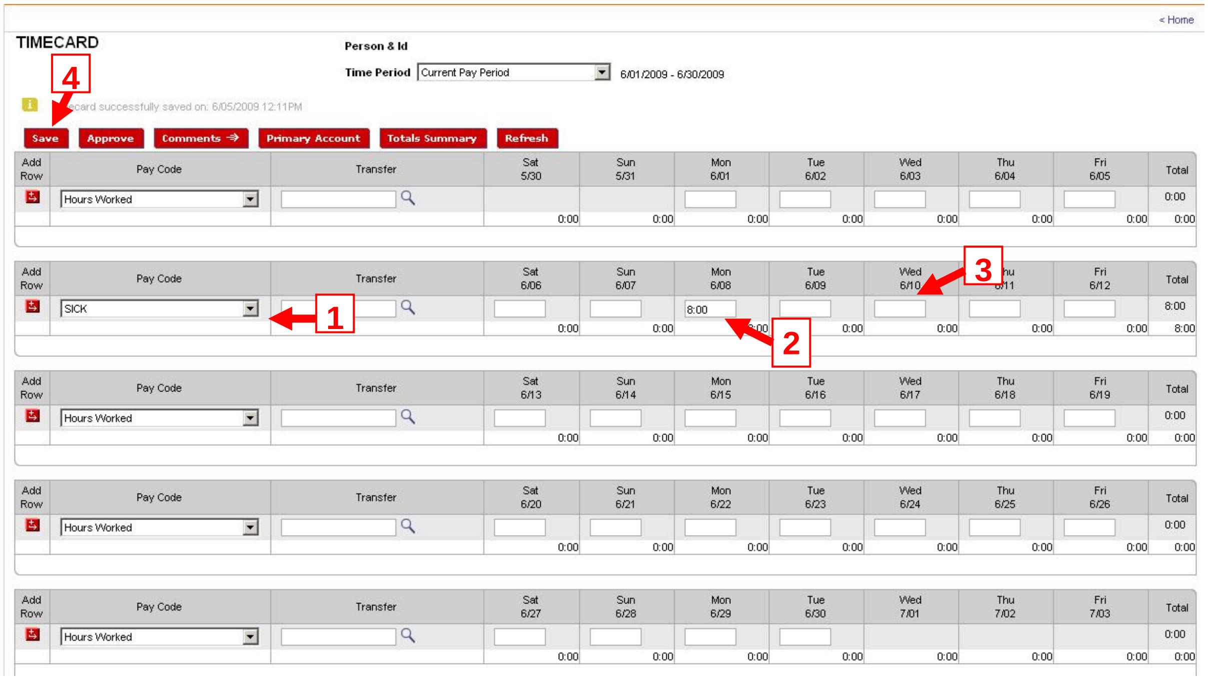
The recording of the Sick Leave to be taken will only be allowed if you have the amount within the Accrual bucket. If you do not have the time in the bucket, a message will be displayed to you when you try to enter the time on the time sheet.

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:



1. Click the drop down in the Pay Code column, select the Pay Code Sick

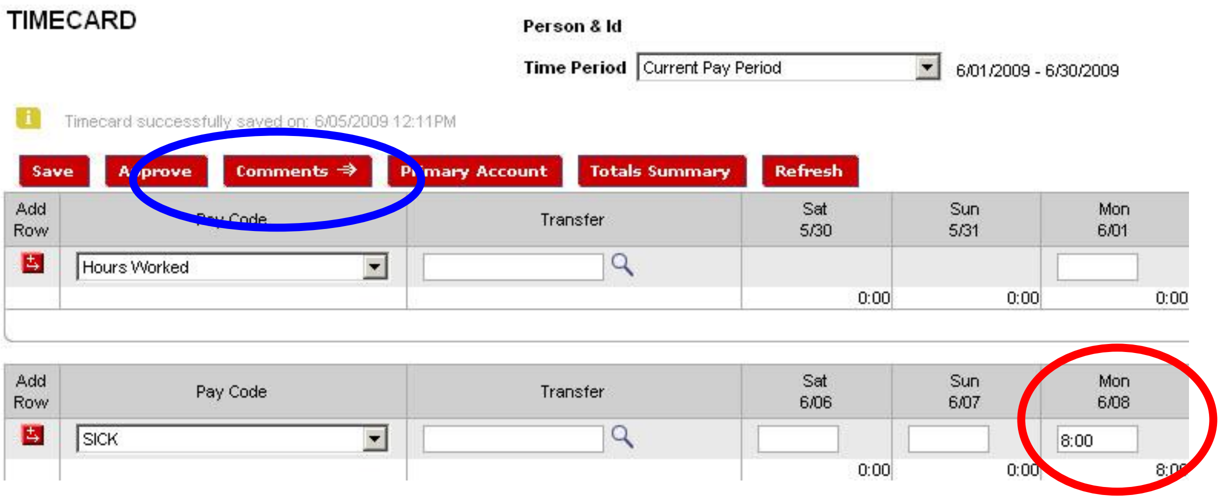
2. The actual hours used will be entered on the day of the Sick Leave.

3. To remove the amount entered on the Pay Code if placed in error, highlight the amount and press your delete key on your keyboard.

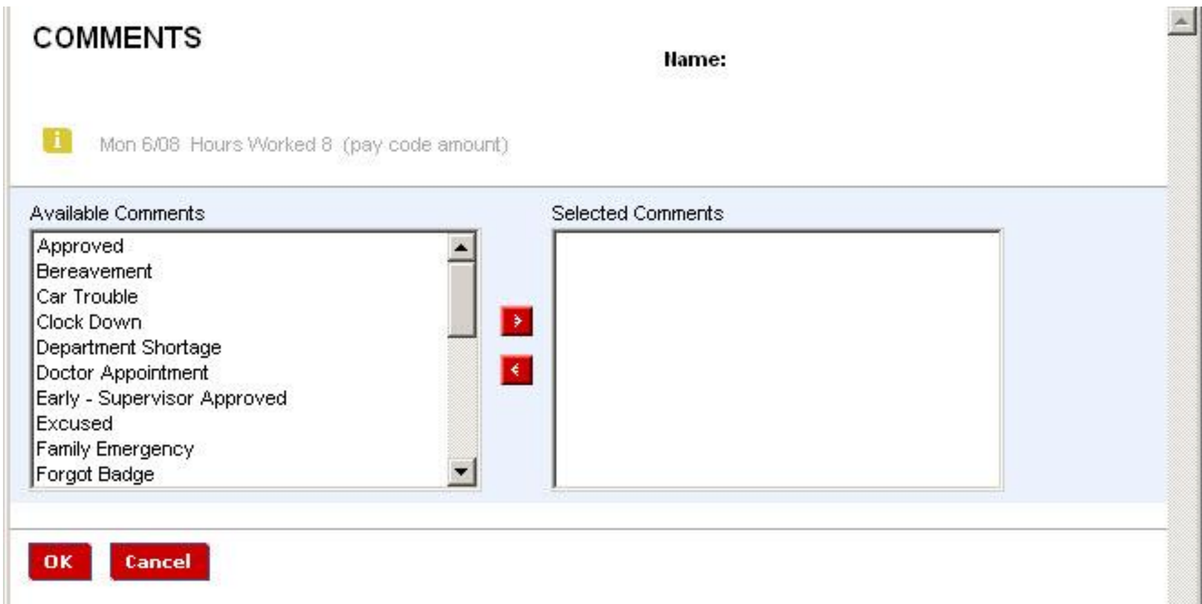
4. Click 'Save'. Notice that the TimeCard title is orange but once saved turns black.

Adding Comments

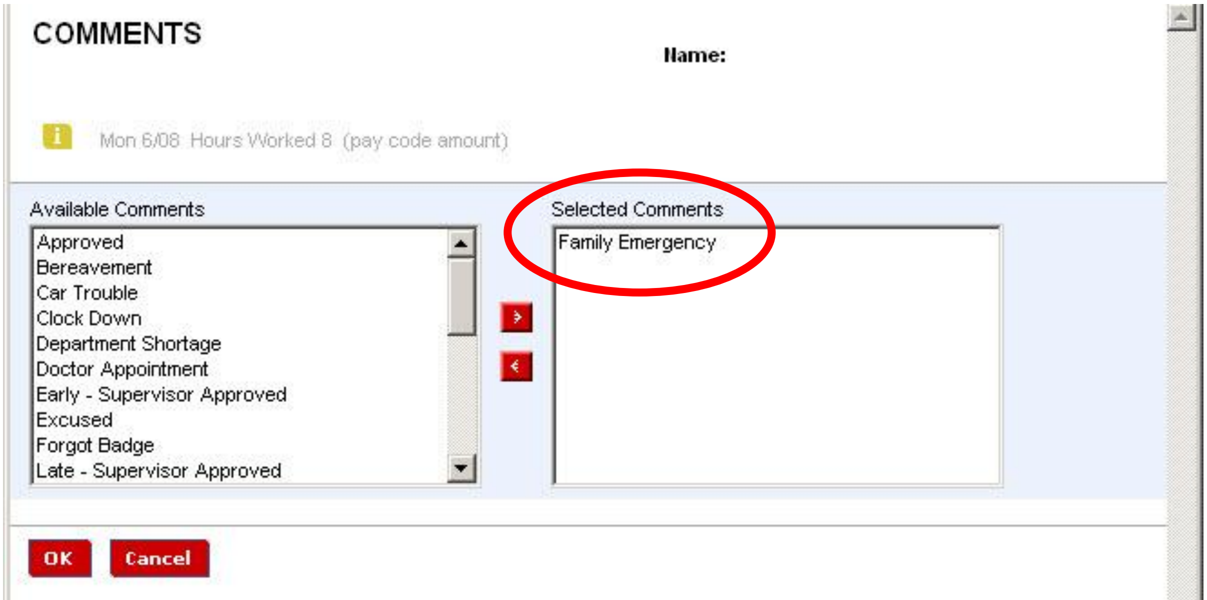
To add a comment to any cell, highlight the cell and click 'Comments' from the tool bar.



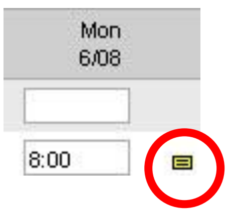
The Comments box will appear.



Click one of the Available Comments and click the to move the comment to the Selected Comments section. Click OK.



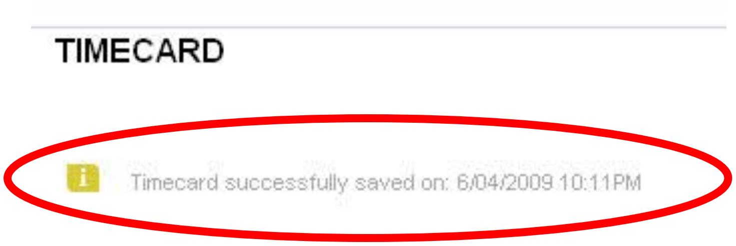
You will see beside the cell where the Comment was added.



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.

A message will appear showing the save was successful and the work TIMECARD will return to black.



Approving the Timecard

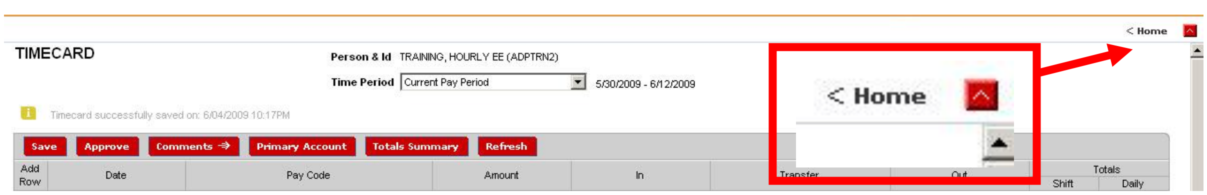
Approving your timecard ‘submits’ your time card for manager approval. Approval lets a manager know that the timecard is accurate, complete and ready to be sent to payroll for processing.

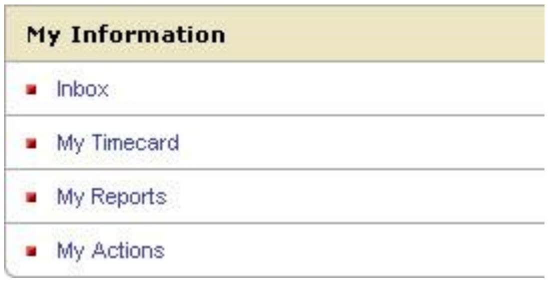
Approval can be *removed* if a manager has not submitted the timecards to payroll.

Click on **‘Approvals’ then ‘<u>Approve</u>’**

Returning to eTime Home page

To return to the Home page where you can select another option, click the **Home** link from the upper right hand corner of the Time Card.

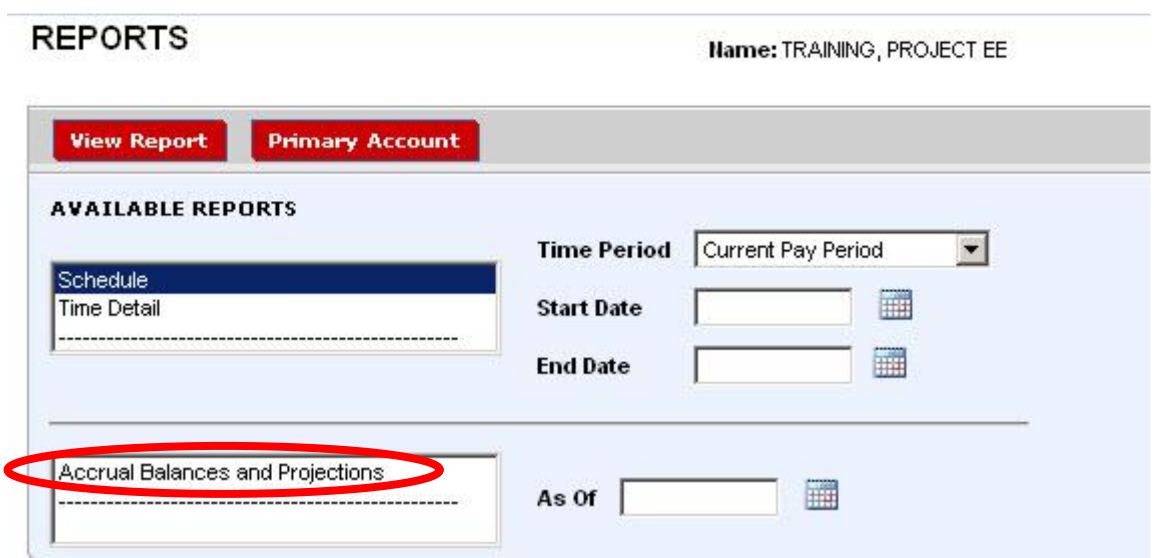




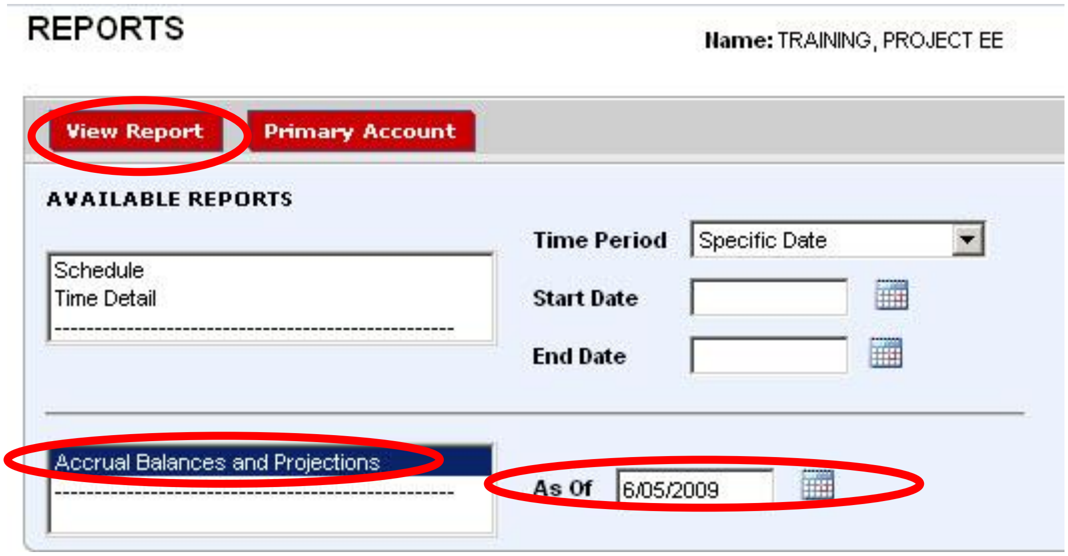
Viewing Accruals in eTime

Accrual Balances are updated instantly once the Timecard is saved. Accruals will reveal the balances for your Exception Time. Accruals may be viewed by clicking the My Reports link.

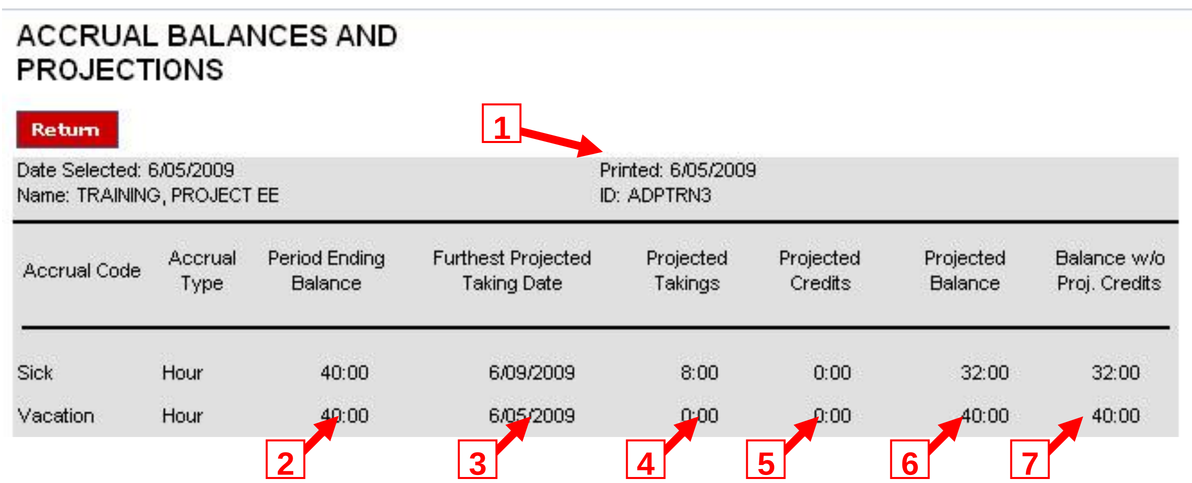
In the My Reports the Accrual Balances and Projections will reveal the balances of your Accruals for the current calendar year as well as the totals of the Exception Time taken to date along with the requested that has not be used as of yet.



Click Accrual Balances and Projections to highlight it. Use the calendar to select the date you want to see your accruals. Click the View Report button.



Your balances will appear.



Accrual Code	Accrual Type	Period Ending Balance	Furthest Projected Taking Date	Projected Takings	Projected Credits	Projected Balance	Balance w/o Proj. Credits
Sick	Hour	40:00	6/09/2009	8:00	0:00	32:00	32:00
Vacation	Hour	40:00	6/05/2009	0:00	0:00	40:00	40:00

1. Balances will be reflected based on the date you entered when generating the report.

2. The column labeled “Period Ending Balance” reveals the balance of your accrual as of the date selected in step 1.

3. The column labeled “Furthest Projected Taking Date” reveals the date furthest into the future that you have scheduled to use accrued time.

4. The column labeled “Projected Takings” reveals the amount of hours that you are scheduled to take between the selected date and the furthest projected taking date.

5. The column labeled “Projected Credits” reveals the amount of hours that you are scheduled to earn between the selected date and the furthest projected taking date.

6. The column labeled “Projected Balance” reveals the current balance minus all projected takings and plus all projected credits up through the furthest projected taking date.

7. The column labeled “Balance w/o Proj. Credits” reveals the period ending balance minus any scheduled credits. This balance ignores scheduled resets.

Click the Return button 

to return to the My Reports.

Other Reports Available in eTime

Other Reports available to you on the My Reports page is the Schedule Report and the Time Detail Report.

The Schedule Report will show your schedule that you are set to work.

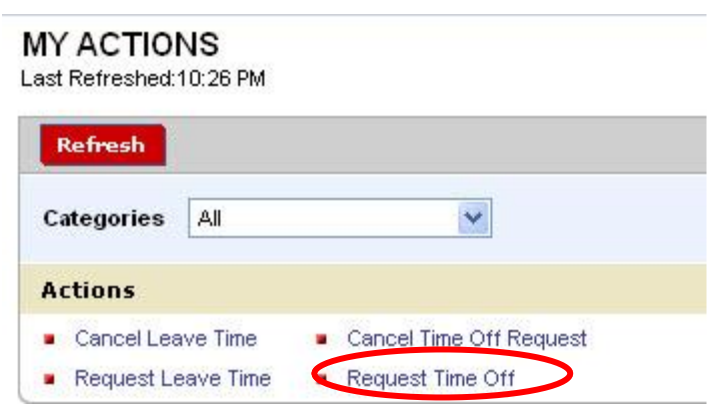
The Time Detail Report reveals the time cards for the Time Period you select.

Requesting Leave Time Off

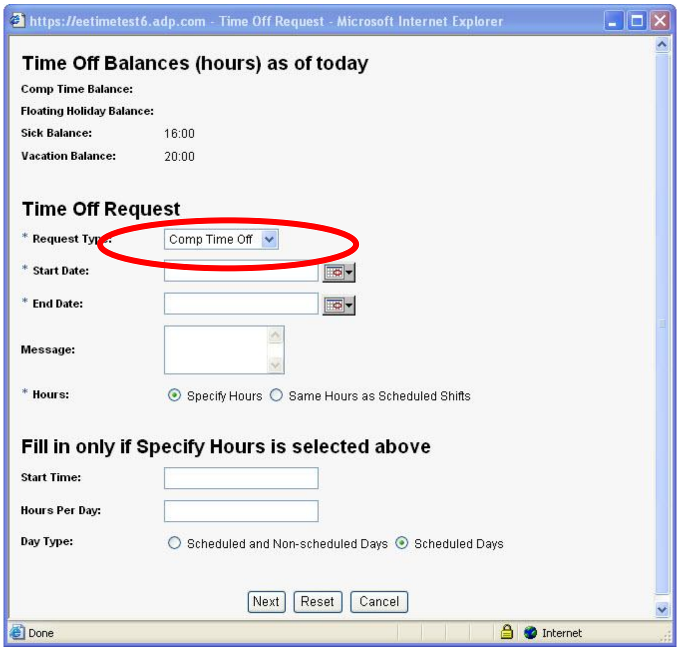
Since Leave is managed and monitored in eTime®, the requesting for leave must be executed in eTime®.

After logging into eTime®, click My Actions.

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

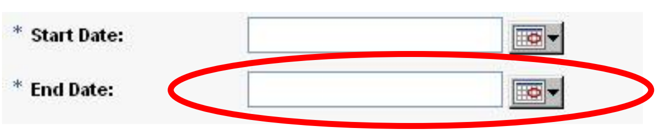


Use the ▼ drop down for Request Type to select the Pay Code for the type of Leave you are requesting. Types of leave include Comp Time Off, Vacation, and Sick. As Faculty you will only be allowed to select Sick.



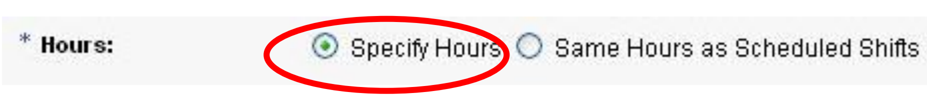
Enter the Date from or use the calendar icon to select the date.

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



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

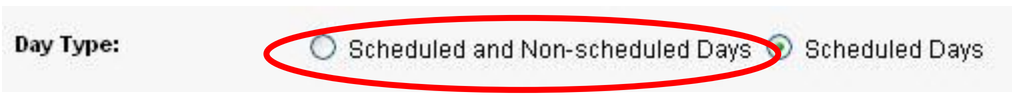
Click Specify Hours.



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

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

For Day Type click Scheduled and Non-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.

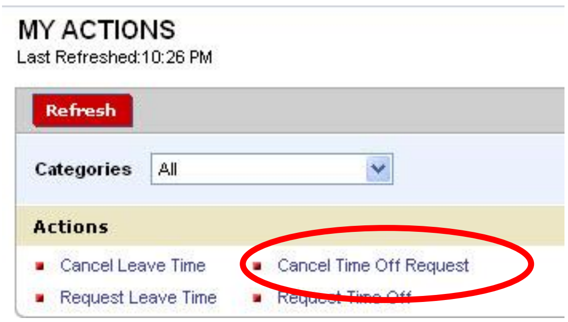
Upon approval by your manager, the PayCode for the type of leave you requested will now appear on your timecard for the date you requested.

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

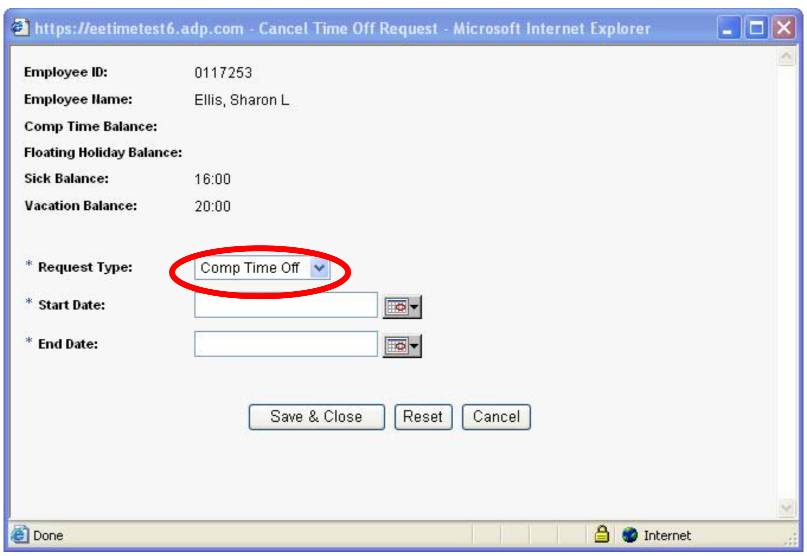
Cancelling Leave Time Off Request

After logging into eTime®, click My Actions.

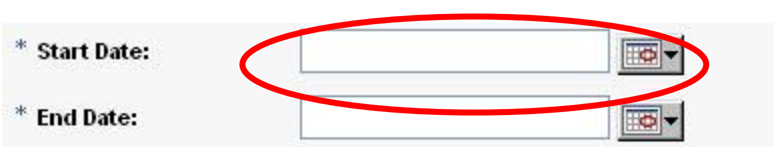
To cancel a request for Time Off that has been submitted, click the link for Cancel Time Off Request.



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

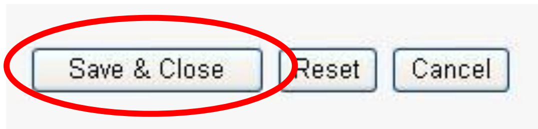


Enter the date for the time off you are canceling starts.



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

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

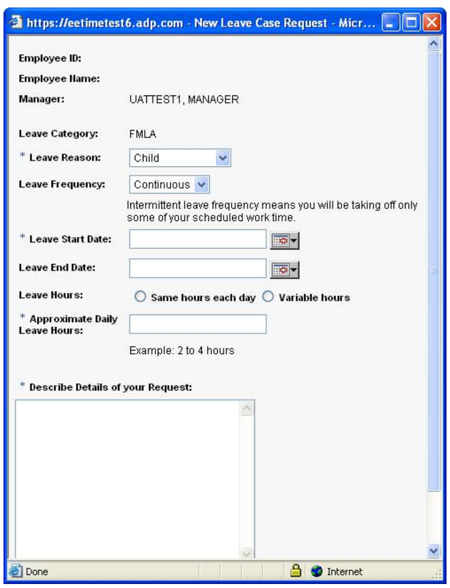
Extended lengths of leave time refer to leave that will apply to Family and Medical Leave Act (FMLA), Short Term Disability, Long Term Disability or Military Leave. You can request this type of leave from within eTime.

After logging into eTime®, click My Actions.

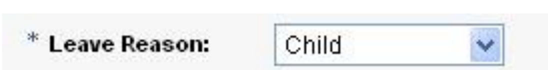
To request leave for an extended period of time, click the link for Request Leave Time.

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

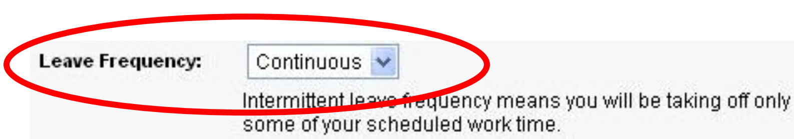
Click Next.



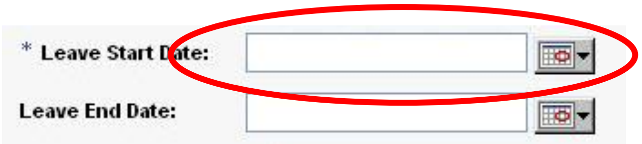
Use the drop down for Leave Reason to select the reason for leave you wish to request.



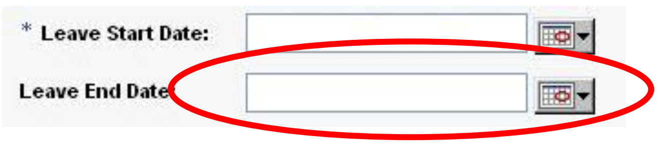
Use the drop down for Leave Frequency to state whether the leave is continuous or intermittent.



Enter the date for when the leave starts.



Enter the date for when the leave ends.

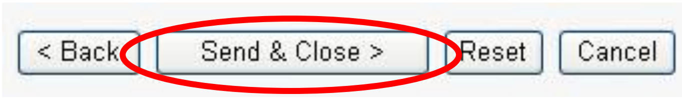


Select how the leave hours will be used.

Enter how many hours will be used each day.

Describe why you need the leave in the description box.

Click Send and Close. The request is routed to your Campus Leave Administrator 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.

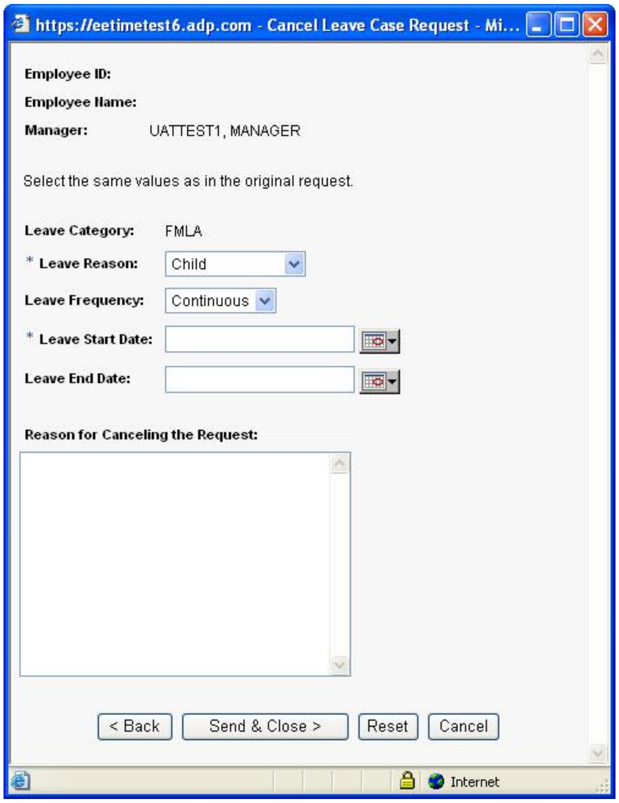
Cancelling Extended Lengths of Leave Time Off Request

After logging into eTime®, click My Actions.

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

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

Click Next.



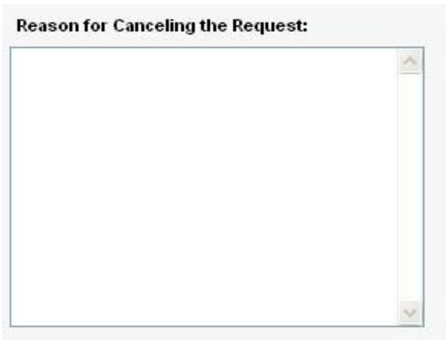
Use the drop down for Leave Reason to select the reason for leave you wish to cancel. This needs to be the same values as the original request.

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

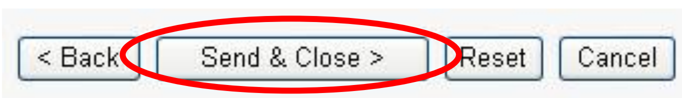
Enter the date for when the leave starts.

Enter the date for when the leave ends.

Enter the reason why you are cancelling your original request.



Click Send and Close. The request is routed to your Campus Leave Administrator who will approve or reject your request.



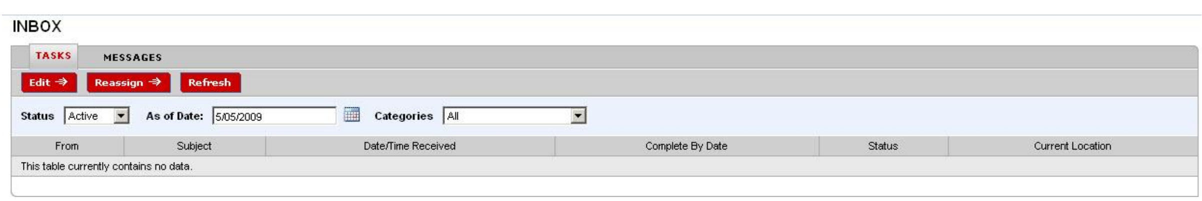
You will receive an email informing you that your request has been submitted.

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.

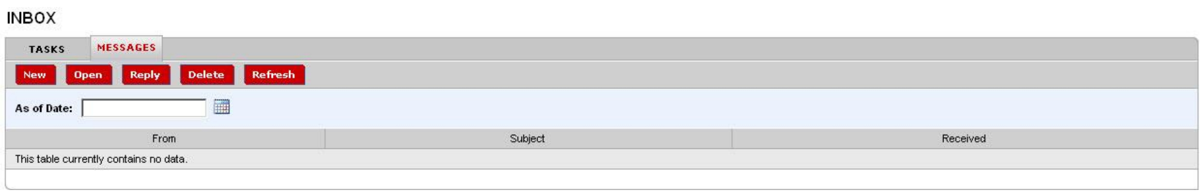
Your Inbox

After logging into eTime®, click Inbox.

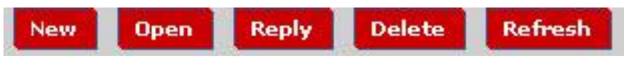


Your Inbox is much like your email account at your campus except it reflects any messages or tasks associated with your Time Card, Time Off Requests, and Leave Case Requests.

The Inbox will default into the Tasks section. Click the Messages link to show the Messages section.



Any messages you have regarding leave and time of request s will appear in this section. You may Open, Reply, or Delete the messages by using the tool bar.



You may also send a new message by clicking the New button from the tool bar.

Logging Off eTime

After completing or reviewing your information, you need to log off of eTime®.

The Log Off link is located in the upper right hand corner of the eTime page.