



**USG Shared Services Initiative**  
*"Creating A More Educated Georgia"*

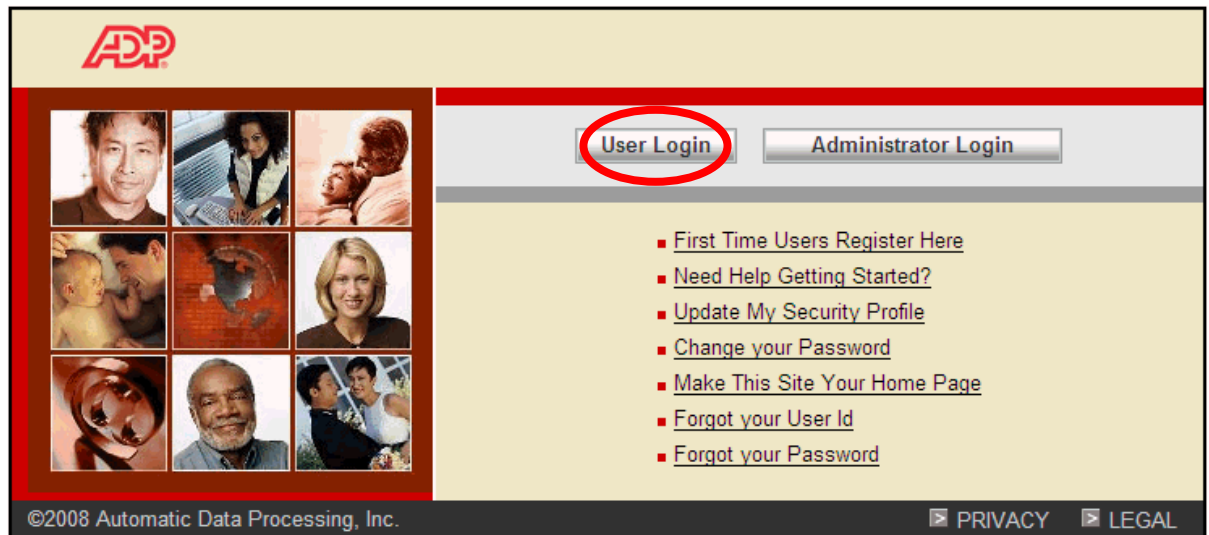
**Board of Regents of the  
University System of Georgia  
eTIME® Employee User Guide**

**Project View Time Card for  
Monthly Employees**

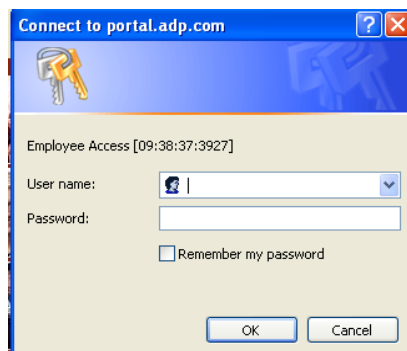
# Log On

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

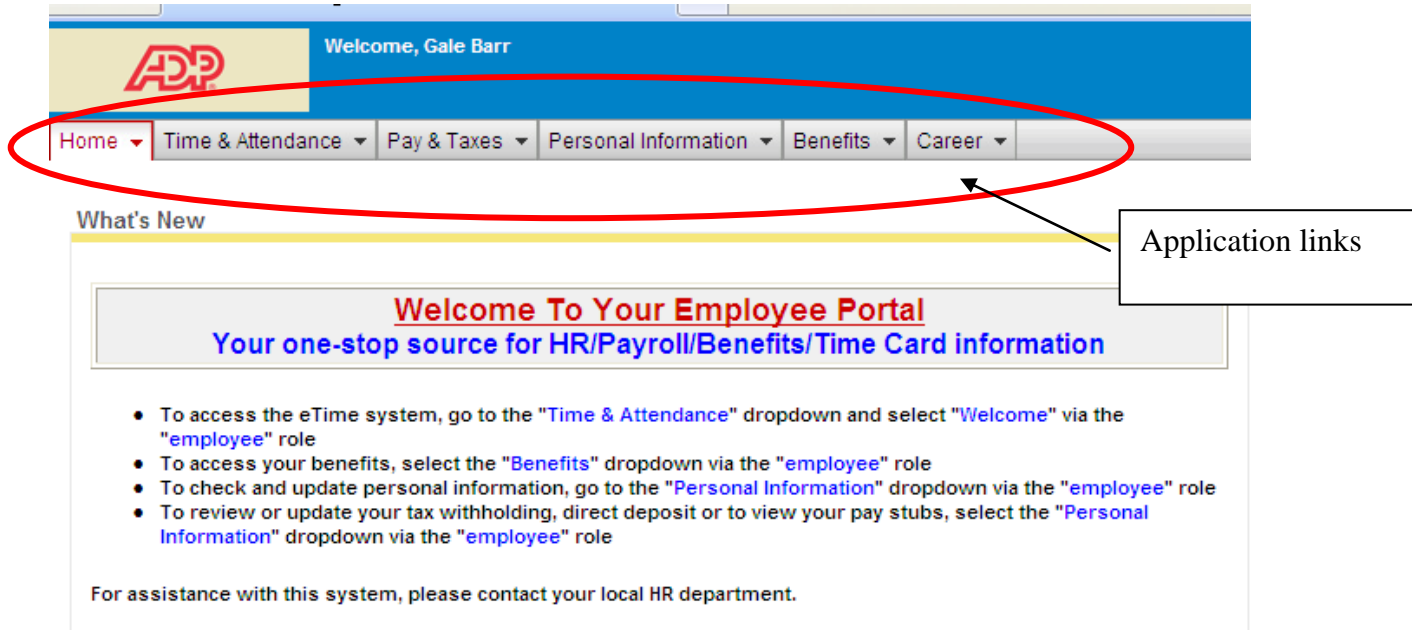
1. Click the Employee Self Service link on your institution's webpage or type <http://portal.adp.com> into any web browser.
2. Click 'User Login' button.



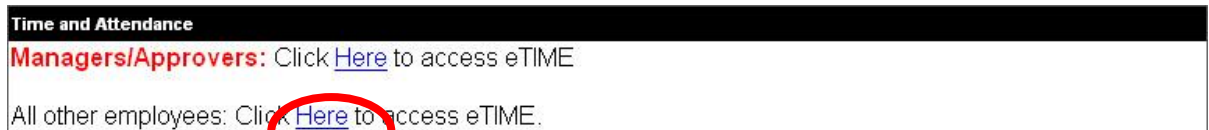
3. Enter User Name and Password and click **OK**.



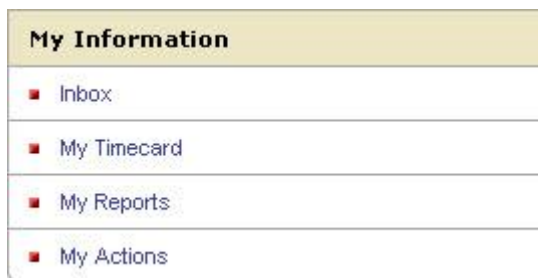
4. The ADP Portal will appear. The application links allow you to enter into each application.



- Click the Time & Attendance application link then click Welcome.
- Click the Here link for All other employees if you are not a manager or approver of time cards.



- Now you are in the eTime application



- You will click the various links –
  - Inbox will allow you to see the messages from your Manager when you request time off.
  - My Timecard will take you into your time card.
  - My Reports allows you to view you leave accruals and time card for printing
  - 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.

### **Benefited Employees Only**

If you are a benefited employee, on the 28<sup>th</sup> 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 with a grid of days from Saturday 5/30 to Friday 7/03. The interface includes a 'TIMECARD' title, a 'Person & Id' field, a 'Time Period' dropdown set to 'Current Pay Period' (6/01/2009 - 6/30/2009), and buttons for 'Save', 'Approve', 'Comments', 'Primary Account', 'Totals Summary', and 'Refresh'. The grid has columns for days and a 'Total' column. The first row shows 'Hours Worked' for all days at 0.00. The second row shows 'VACATION' for Saturday 5/30, Sunday 5/31, and Monday 6/01, with 8.00 hours entered for Monday. The third row shows 'VACATION' for Saturday 6/13 and Sunday 6/14, with 8.00 hours entered for Sunday. The fourth row shows 'SICK' for Saturday 6/13 and Sunday 6/14, with 8.00 hours entered for Sunday. The fifth row shows 'Hours Worked' for Saturday 6/20 to Friday 6/26, all at 0.00. The sixth row shows 'Hours Worked' for Saturday 6/27 to Friday 7/03, all at 0.00. Red boxes and arrows indicate the following steps: 1. Selecting 'VACATION' in the Pay Code column for Monday 6/01. 2. Entering '8.00' in the Monday 6/01 cell. 3. Clicking the '+' icon to add a new row. 4. Selecting 'SICK' in the Pay Code column for Sunday 6/14. 5. Entering '8.00' in the Sunday 6/14 cell. 6. Clicking the '-' icon to delete the entry for Monday 6/01. 7. Clicking the 'Save' button.

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 time amount for a Pay Code if placed in error, highlight the amount and press delete. The amount will be removed from the field.

7. 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 screenshot shows the TIMECARD interface. At the top, there is a 'Person & Id' section and a 'Time Period' dropdown set to 'Current Pay Period' for '6/01/2009 - 6/30/2009'. Below this is a toolbar with buttons: 'Save', 'Approve', 'Comments' (circled in blue), 'Primary Account', 'Totals Summary', and 'Refresh'. The main area contains two rows of timecard data. The first row is for 'Hours Worked' with columns for 'Sat 5/30', 'Sun 5/31', and 'Mon 6/01', all showing '0:00'. The second row is for 'VACATION' with columns for 'Sat 6/06', 'Sun 6/07', and 'Mon 6/08'. The 'Mon 6/08' cell contains '8:00' and is circled in red.

The Comments box will appear.

The screenshot shows the 'COMMENTS' dialog box. It has a 'Name:' field. Below it is a status bar showing 'Mon 6/08 Hours Worked 8 (pay code amount)'. The main area is divided into two sections: 'Available Comments' and 'Selected Comments'. The 'Available Comments' list includes: 'Approved', 'Bereavement', 'Car Trouble', 'Clock Down', 'Department Shortage', 'Doctor Appointment', 'Early - Supervisor Approved', 'Excused', 'Family Emergency', and 'Forgot Badge'. There are right and left arrow buttons between the two sections. At the bottom are 'OK' and 'Cancel' buttons.

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

**COMMENTS** Name:

 Mon 6/08 Hours Worked 8 (pay code amount)


Available Comments

- Approved
- Bereavement
- Car Trouble
- Clock Down
- Department Shortage
- Doctor Appointment
- Early - Supervisor Approved
- Excused
- Forgot Badge
- Late - Supervisor Approved

Selected Comments

Family Emergency

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

Mon 6/08
8:00 

## 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.

**TIMECARD** Person & Id TRAINING, PROJECT EE (ADPTRN3)

Time Period Current Pay Period 5/30/2009 - 6/12/2009

Row	Pay Code	Transfer	Sat 5/30	Sun 5/31	Mon 6/01
-----	----------	----------	-------------	-------------	-------------

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


## TIMECARD



## 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

Person & Id TRAINING, PROJECT EE (ADPTRN3)

Time Period Current Pay Period 5/30/2009 - 6/12/2009

Timecard successfully saved on: 6/04/2009 11:13PM

Save Approve Comments → Primary Account Totals Summary Refresh

Add Row	Pay Code	Transfer	Sat 5/30	Sun 5/31	Mon 6/01
Hours Worked			0:00	0:00	8:00

Click on 'Approvals' then 'Approve'

## 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.



TIMECARD

Person & Id TRAINING, HOURLY EE (ADPTRN2)

Time Period Current Pay Period 5/30/2009 - 6/12/2009

Timecard successfully saved on: 6/04/2009 10:17PM

Save Approve Comments → Primary Account Totals Summary Refresh

< Home

Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals
							Daily

My Information
<a href="#">Inbox</a>
<a href="#">My Timecard</a>
<a href="#">My Reports</a>
<a href="#">My Actions</a>

## 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.

My Information
<a href="#">Inbox</a>
<a href="#">My Timecard</a>
<a href="#">My Reports</a>
<a href="#">My Actions</a>

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.

**REPORTS**
Name: TRAINING, PROJECT EE

**View Report**
**Primary Account**

**AVAILABLE REPORTS**

<div style="background-color: #003366; color: white; padding: 2px;">Schedule</div> <div style="padding: 2px;">Time Detail</div> <hr style="border-top: 1px dashed #ccc;"/>	<p><b>Time Period</b> <input type="text" value="Current Pay Period"/></p> <p><b>Start Date</b> <input type="text"/> </p> <p><b>End Date</b> <input type="text"/> </p>
<div style="background-color: #003366; color: white; padding: 2px;">Accrual Balances and Projections</div> <hr style="border-top: 1px dashed #ccc;"/>	<p><b>As Of</b> <input type="text"/> </p>

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.

**REPORTS** Name: TRAINING, PROJECT EE

---

**View Report**
**Primary Account**

**AVAILABLE REPORTS**

Schedule  
Time Detail

---

Accrual Balances and Projections

**Time Period** Specific Date

**Start Date**

**End Date**

---

**As Of** 6/05/2009

Your balances will appear.

**ACCRUAL BALANCES AND PROJECTIONS**

**Return** 1

Date Selected: 6/05/2009 Printed: 6/05/2009  
 Name: TRAINING, PROJECT EE ID: ADPTRN3

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

2
3
4
5
6
7

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 us 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.

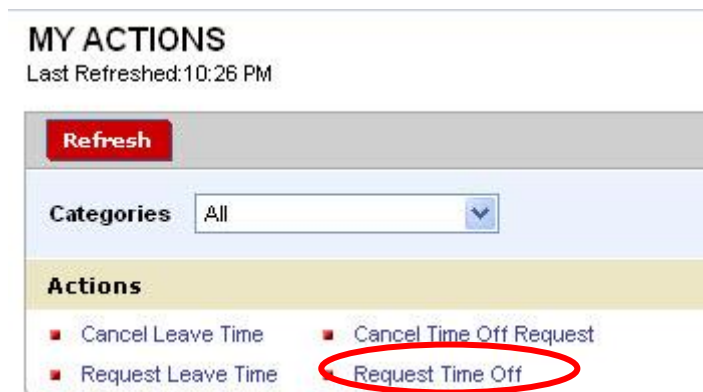
The Time Detail Report reveals the time cards for the Time Period you select.

## 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.

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.

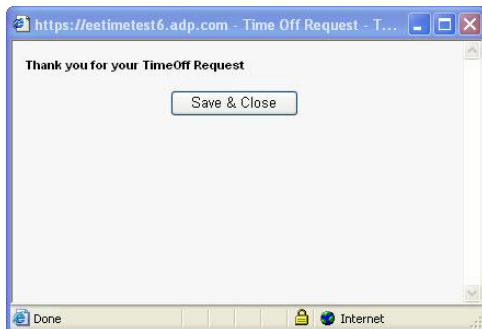
**Hours Per Day:**

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.

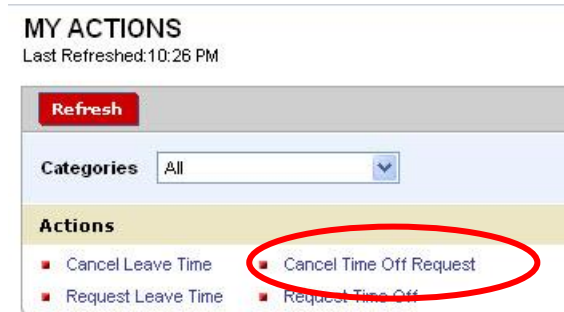
Upon approval by your manager, the PayCode for the type of leave you requested will now appear on your timecard for the date you requested.

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

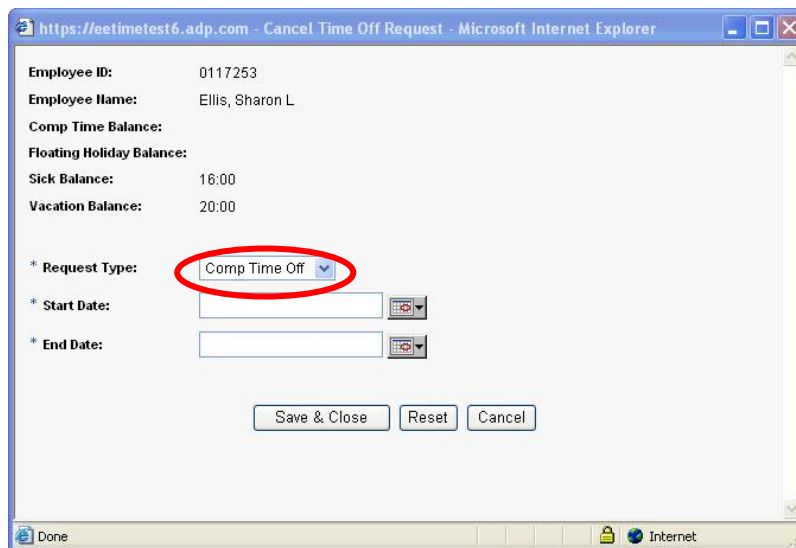
# Cancelling Leave Time Off Request

After logging into eTime®, click My Actions.

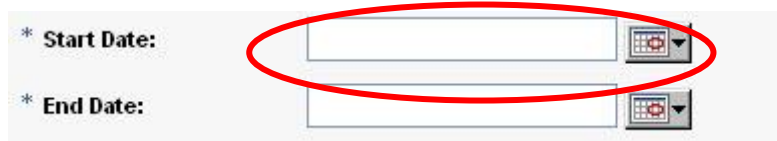
To cancel a request for Time Off that has been submitted, click the link for Cancel Time Off Request.




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.

\* Start Date:  

\* End Date:  

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.

**MY ACTIONS**  
Last Refreshed: 10:26 PM

Categories: All 

**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 request.

The screenshot shows a web browser window titled "https://eetimetest6.adp.com - New Leave Case Request - Micr...". The form contains the following fields: "Employee ID: 0117253", "Employee Name:", "Manager: UATTEST1, MANAGER", and "\* Leave Category: FMLA". The "Leave Category" dropdown menu is highlighted with a red circle. Below the form are three buttons: "Next >", "Reset", and "Cancel". The browser's status bar at the bottom shows "Done" and "Internet".

Click Next.

The screenshot shows the same web browser window, but the form is now more populated. The "Leave Category" is "FMLA". The "\* Leave Reason:" dropdown menu is highlighted with a red circle and contains the text "Child". Other fields include "Leave Frequency: Continuous", "Leave Start Date:", "Leave End Date:", "Leave Hours: Same hours each day / Variable hours", and "\* Approximate Daily Leave Hours:". A text area for "Describe Details of your Request:" is also visible. The browser's status bar at the bottom shows "Done" and "Internet".


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


This is a close-up of the "\* Leave Reason:" field. The dropdown menu is open, showing "Child" as the selected option.

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


This is a close-up of the "Leave Frequency:" field. The dropdown menu is open, showing "Continuous" as the selected option. Below the dropdown, there is a small text box that reads: "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:

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.

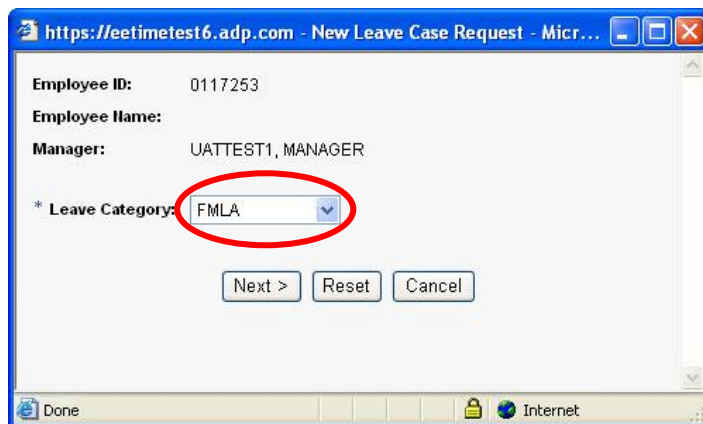
## Cancelling Extended Lengths of Leave Time Off Request

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.

Reason for Canceling the Request:

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

INBOX

TASKS MESSAGES

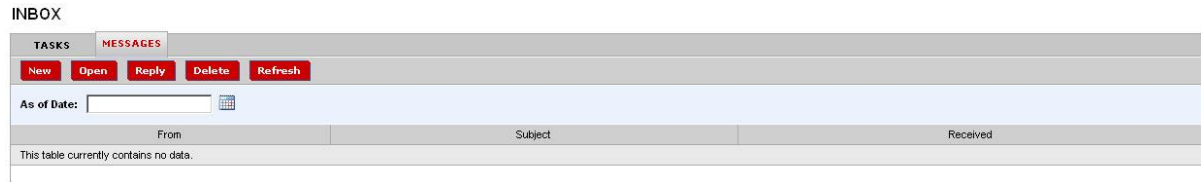
Edit → Reassign → Refresh

Status: Active As of Date: 5/05/2009 Categories: All

From	Subject	Date/Time Received	Complete By Date	Status	Current Location
This table currently contains no data.					

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.

