



USG Shared Services Initiative
"Creating A More Educated Georgia"

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

for

Approvers/Supervisors

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Introduction to eTime

eTime is ADP's new system for managing all time, clock punches, vacation and sick accruals, and other forms of attendance monitoring. eTime will be used to manage the time card punches currently used at USG institutions. This data will be directly fed into Ev5, and populate payroll so that these employees can be correctly paid for their actual time worked. eTime offers advanced tools to allow a supervisor to approve their employees time cards, the ability to request and receive approval for future dated vacation requests, and to monitor how much time off an employee will have accrued at a future date in time.

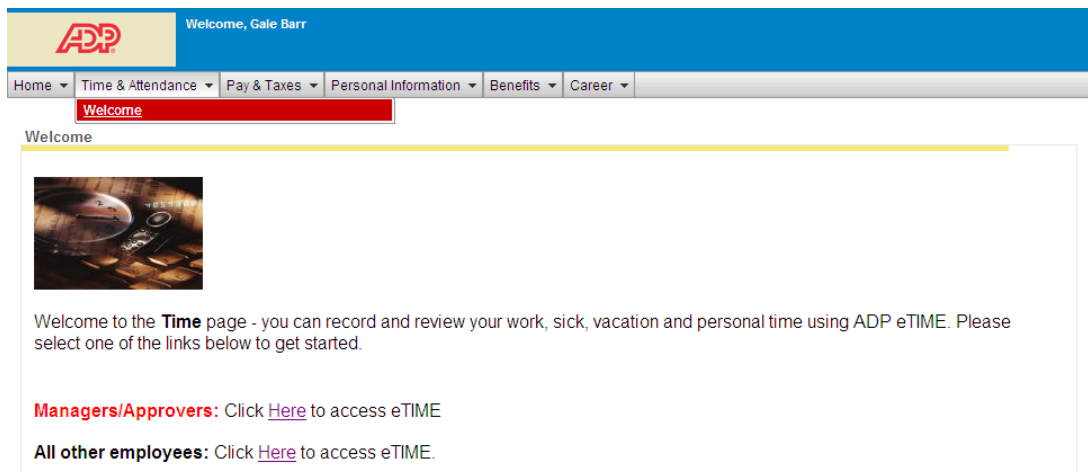
Navigating through eTime

The log in default places you in the Manager's role. You will need to change your role to **Employee** to see the Tabs for Time & Attendance, Pay & Taxes, Personal Information, and Benefits. Click in the Role box on the far left (under the ADP logo) and select Employee, then click Time & Attendance > Welcome. That should take you to eTime.



Managers can view their employee's time and time cards through the **Managers/Approvers** link. All other employees can view their own time, by accessing the **All other employees** link.

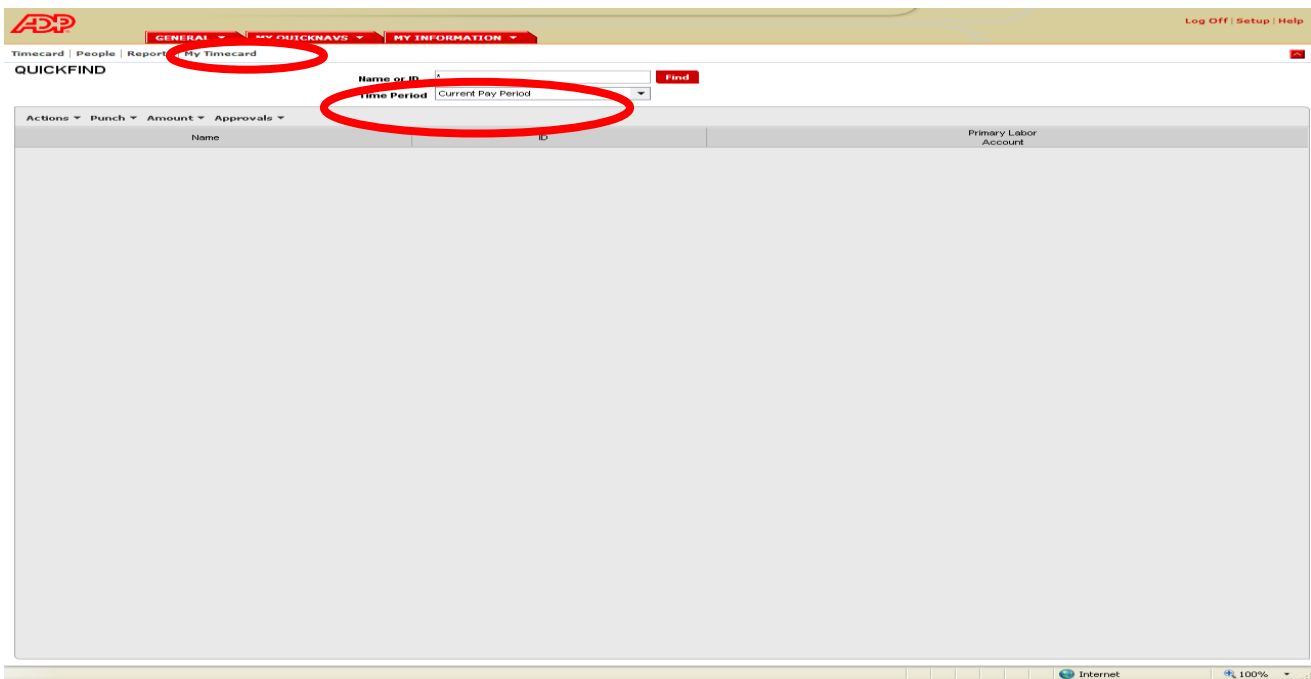
Click on the Managers/Approvers link.



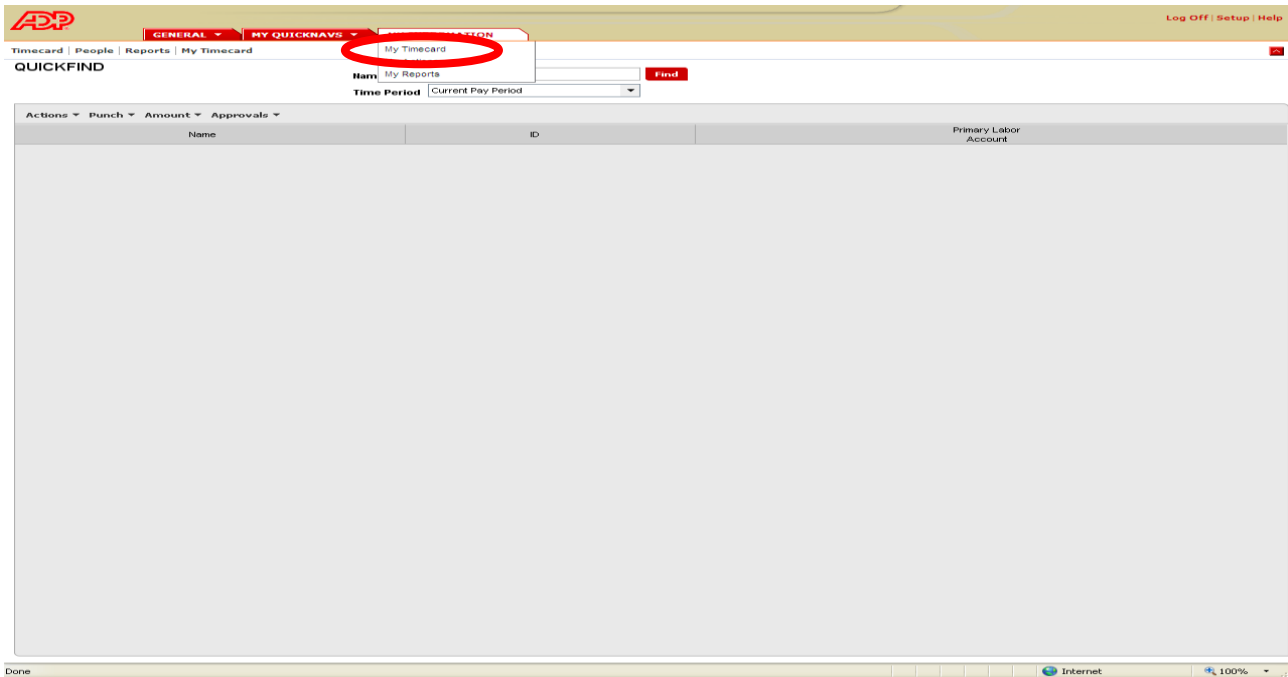
Adding Leave or Viewing Your Time Card

- 1) Click on **My Timecard** and select the **Time Period**.

Please note: You can view the past pay period; however, you cannot make any changes to a past pay period. You can save changes to the next pay period, but you cannot approve the next pay period. In the current pay period, you can approve your time card as well as make and save changes.



OR – under the My Information tab, select My Time Card.



2) After selecting “My TimeCard”, your time card will appear.

Please note: EXEMPT MONTHLY employees will only record the leave taken (vacation or sick time)

BI-WEEKLY BENEFITED employees will type in the hours worked. Therefore, if an employee worked 8 hours each day, they will enter 8 hours. BI-WEEKLY BENEFITED employees will also record the leave that they took. At the end of their pay period, they will approve their leave.



MY TIMECARD

Loaded: 3:47PM

Name & ID

Time Period

Save Actions Punch Amount Comment Approvals Reports										
Week starting: Sat 5/30										
	Pay Code	Transfer	Sat 5/30	Sun 5/31	Mon 6/01	Tue 6/02	Wed 6/03	Thu 6/04	Fri 6/05	Total
X	Hours Worked									
Week starting: Sat 6/06										
	Pay Code	Transfer	Sat 6/06	Sun 6/07	Mon 6/08	Tue 6/09	Wed 6/10	Thu 6/11	Fri 6/12	Total
X	HOLIDAY									
Week starting: Sat 6/13										
	Pay Code	Transfer	Sat 6/13	Sun 6/14	Mon 6/15	Tue 6/16	Wed 6/17	Thu 6/18	Fri 6/19	Total
X	Hours Worked									
Week starting: Sat 6/20										
	Pay Code	Transfer	Sat 6/20	Sun 6/21	Mon 6/22	Tue 6/23	Wed 6/24	Thu 6/25	Fri 6/26	Total
X	Hours Worked									
Week starting: Sat 6/27										
	Pay Code	Transfer	Sat 6/27	Sun 6/28	Mon 6/29	Tue 6/30	Wed 7/01	Thu 7/02	Fri 7/03	Total
X	Hours Worked									

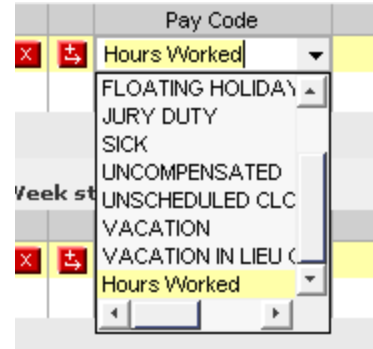
TOTALS & SCHEDULE	ACCRUALS REPORTING PERIOD	AUDITS	SIGN-OFFS & APPROVALS
All			
Account	Pay Code	Amount	
...001313;0000;0000;3900350101.39A;0062004;0000	HOLIDAY	8.00	
			Date
			Start Time
			End Time
			Pay Code
			Amount
			Mon 6/01
			Tue 6/02
			Wed 6/03
			Thu 6/04
			Fri 6/05
			Sat 6/06
			Sun 6/07
			Mon 6/08
			Tue 6/09
			Wed 6/10



The “X” on a row indicates to remove a row. The “arrow” creates a new row. By adding a new row, you can add annual leave, sick leave, and other additional types of pay codes. Holidays are already populated.

To add a pay code:

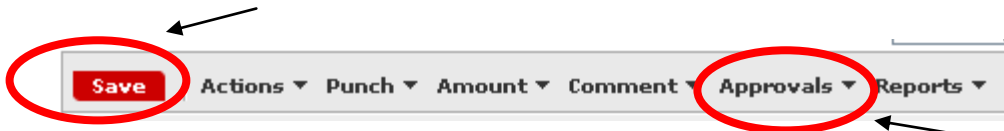
- 1) Select **Hours Worked** under **Pay Code**.
- 2) Click on the drop down arrow and select the type of leave.



- 3) Scroll across the week, and select the day of the week you took the leave. Enter the amount of leave taken. Any days that are left blank during the work week are considered *Hours Worked*.

Week starting: Sat 6/20	Transfer	Sat 6/20	Sun 6/21	Mon 6/22	Tue 6/23	Wed 6/24	Thu 6/25	Fri 6/26
<div style="border: 1px solid red; border-radius: 50%; padding: 2px;">Week starting: Sat 6/20</div> Pay Code: VACATION	Transfer			8:00	8:00			
				8:00	8:00			

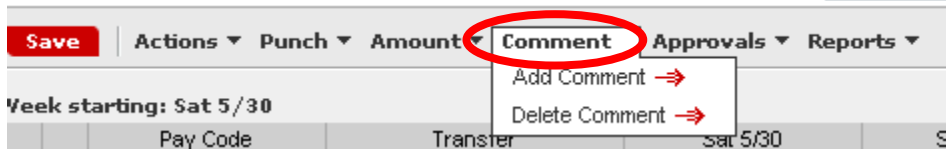
- 4) After making your changes or adding your leave, select SAVE. Throughout the pay period employees will SAVE their time card.



- 5) At the end of a pay period, an employee will approve their time by clicking on the Approvals Tab.

Add a Comment to Your Time Card

- 1) Highlight the time or leave where you want to add a comment. Click on the Comment tab + Add Comment. In order to enter a comment, you must highlight the date where you have entered your leave.

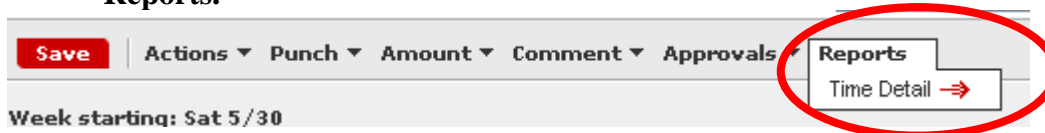


- 2) An **Add Comment** field box will appear. Scroll down to see all the options.



View Your Time Report

- 1) Under the **Reports** tab click on **Time Detail**. Or you can click on the **My Information** tab and then **My Reports**.



Below is an example of a Time Detail report

TIME DETAIL

Time Period: Current Pay Period
 Dates: 6/01/2009 - 6/30/2009

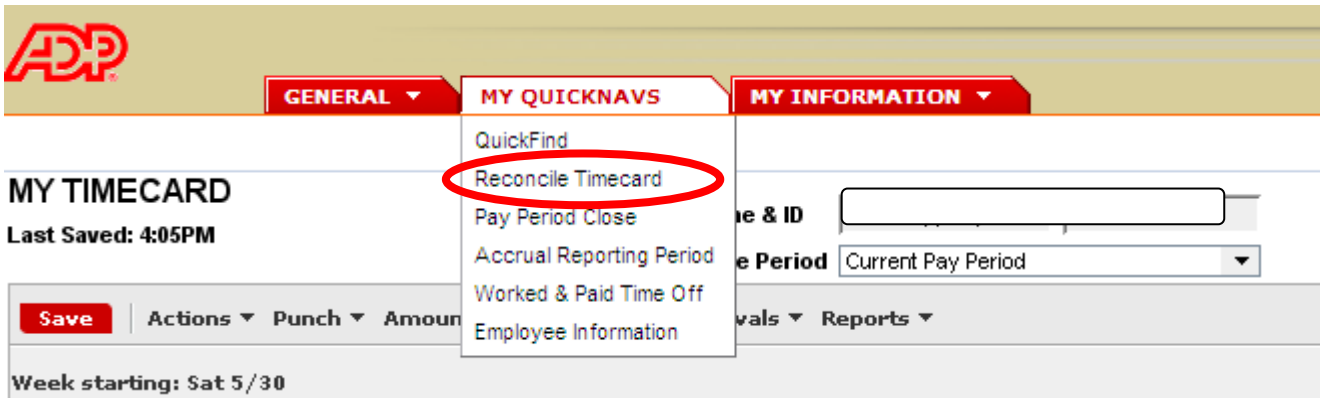
Printed: 6/03/2009

Name: Pay Rule: 390 MONTHLY HOL8
 Primary Account(s): 4/01/2009 - forever 39001313/0000/0000/3900350101/39A/0062004/0000

Date	Apply To	In Punch	In Exc	Out Punch	Out Exc	\$Amt	Adj/Ent Amount	Totaled Amount	Cum. Tot. Amount	Absence
Mon 6/01									0:00	
Tue 6/02									0:00	
Wed 6/03									0:00	
Thu 6/04									0:00	
Fri 6/05									0:00	
Sat 6/06									0:00	
Sun 6/07									0:00	
Mon 6/08									0:00	
Tue 6/09									0:00	
Wed 6/10									8:00	
Thu 6/11									8:00	
Fri 6/12									8:00	
Sat 6/13									8:00	
Sun 6/14									8:00	
Mon 6/15									8:00	
Tue 6/16									8:00	
Wed 6/17									8:00	
Thu 6/18									8:00	
Fri 6/19									8:00	
Sat 6/20									8:00	
Sun 6/21									8:00	
Mon 6/22									8:00	
Tue 6/23									8:00	
Wed 6/24									8:00	
Thu 6/25									8:00	
Fri 6/26									8:00	
Sat 6/27									8:00	
Sun 6/28									8:00	
Mon 6/29									8:00	
Tue 6/30									8:00	
Totals						0.00	8:00	0:00	8:00	
Account Summary										
Account	Pay Code						Money		Hours	

Adjusting Time or Leave to your Non-Exempt and Exempt Employee's Time Card

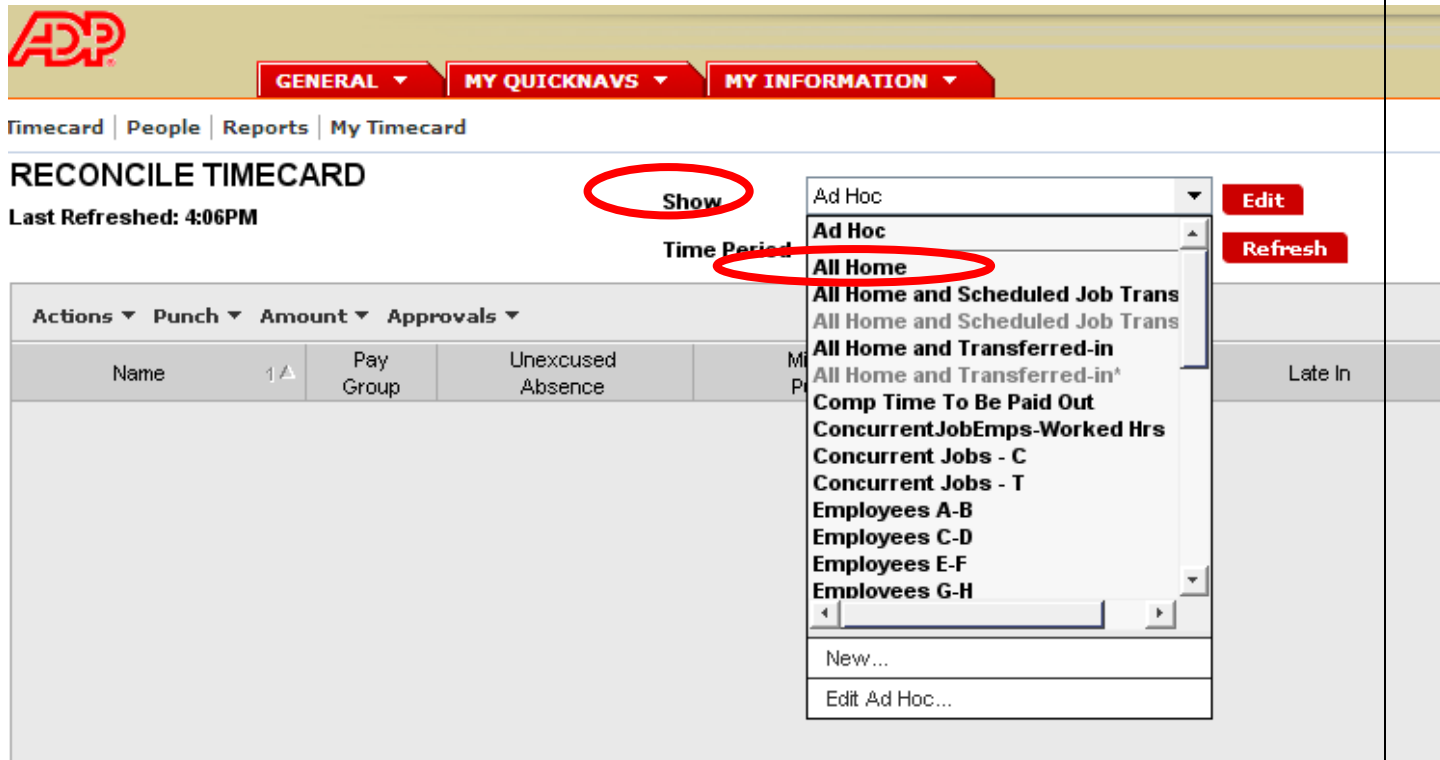
- 1) Select **My QuickNavs**, and then **Reconcile Time**.



Please note: Monthly exempt and Biweekly non-exempt employees should review and record their own time on a regular basis. In addition, these employees should approve their own time at the end of each pay period.

If an employee is out on extended leave (i.e. FMLA) or on vacation at the end of a pay period, the approver is able to go into the employee's time card to add the appropriate leave. Additionally, the approver can approve the employee's timecard. Nonetheless, it is the employee's responsibility to approve their own time card.

- 2) A list of your employees should appear. If not, go to **Show** – and select **All Home** from the drop down menu.



- 3) To view an employee's time card double click on an employee's name.



RECONCILE TIMECARD

Last Refreshed: 4:08PM

Show All Home Edit
Time Period Yesterday Refresh

Name	Pay Group	Unexcused Absence	Missed Punch	Early In	Late In
Burton, Linda G					

Please note: You can change the time card view based on the time period, by selecting the drop down arrow next to Time Period.



TIMECARD

Loaded: 4:09PM

Name & ID
 Time Period Current Pay Period

Week starting: Sat 5/30	Pay Code	Transfer	Sat 5/30	Sun 5/31	Mon 6/01	Tue 6/02	Wed 6/03	Thu 6/04	Fri 6/05
Hours Worked									
Week starting: Sat 6/06	SICK				8:00	8:00	8:00	8:00	
Week starting: Sat 6/13	Hours Worked								
Week starting: Sat 6/20	Hours Worked								
Week starting: Sat 6/27									

This above screen shot is an example of a monthly view. You can add leave the same way you do for your own time card. When complete, select **Save**. The supervisor can also approve the employee's Time Card during their absence at the end of the pay period. To approve an employee's time card select Approvals and then select Approve.

Save Actions Punch Amount Comment Approvals Reports

A bi-weekly employee's time card is very similar, but it only displays two weeks. A bi-weekly employee must enter the hours worked or leave taken. If a bi-weekly employee does not enter time for a day, then a red border

will appear around the date. By the end of the pay period all of the weekdays need to have hours entered (either for leave or hours worked). Please encourage your employees to keep up with their time.



Log

< Hc

TIMECARD

Person & Id

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

- Save
- Approve
- Comments →
- Primary Account
- Totals Summary
- Refresh

Add Row	Pay Code	Transfer	Sat 5/30	Sun 5/31	Mon 6/01	Tue 6/02	Wed 6/03	Thu 6/04	Fri 6/05
	Hours Worked <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			0:00	0:00	0:00	0:00	0:00	0:00	0:00

Add Row	Pay Code	Transfer	Sat 6/06	Sun 6/07	Mon 6/08	Tue 6/09	Wed 6/10	Thu 6/11	Fri 6/12
	Hours Worked <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			0:00	0:00	0:00	0:00	0:00	0:00	0:00

Please note: When the Time Card appears in Orange, this is an indication that the time card still needs to be saved.

TIMECARD

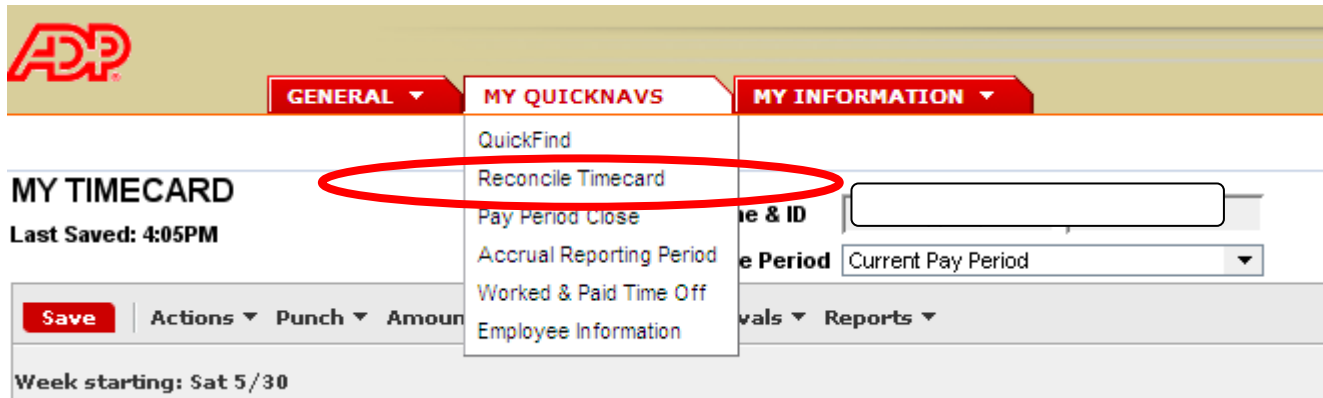
Loaded: 4:09PM

Adding a Punch or Reconciling Time for Time Stamp and Time Clock Users

A punch represents a person's action, such as beginning or ending a shift. Punches use work rules, which are defined during system configuration.

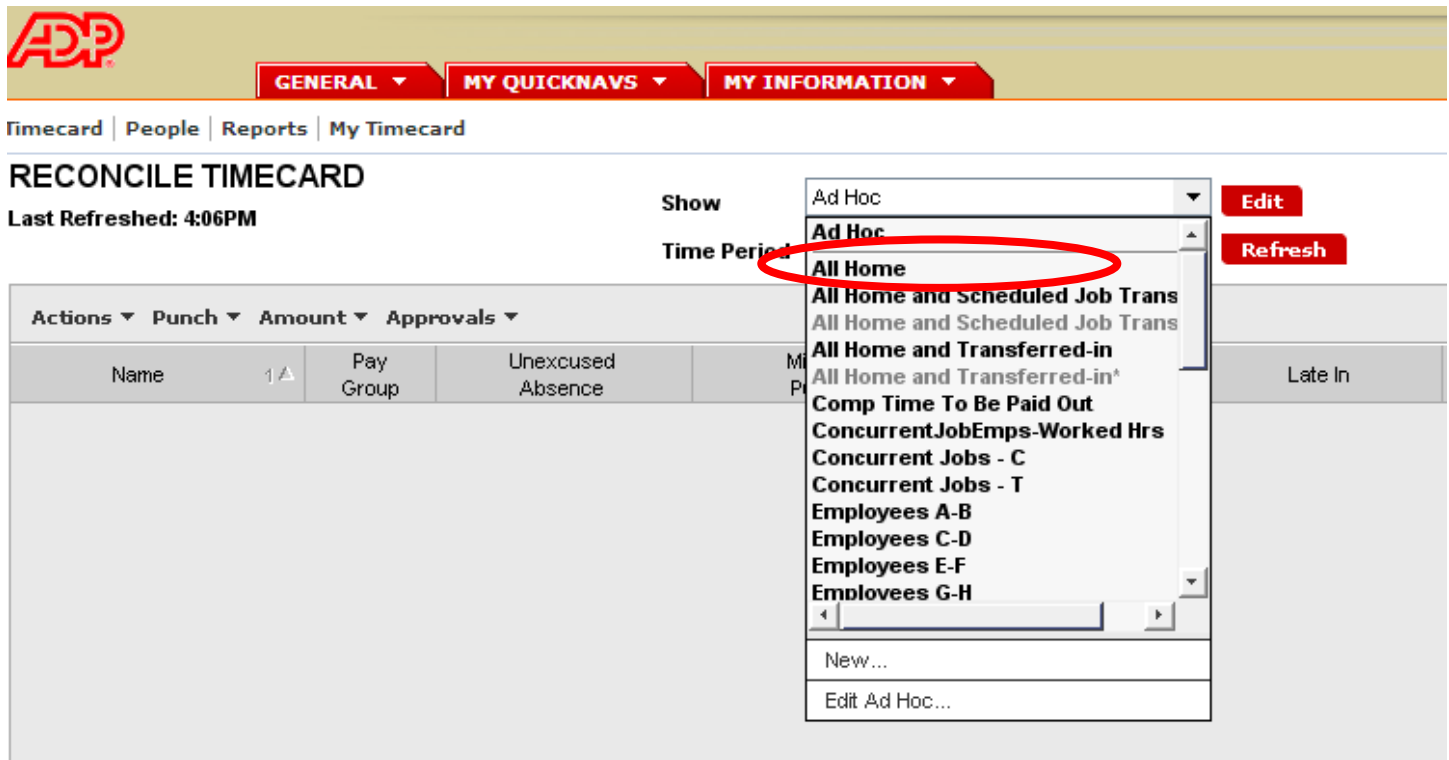
Casual labor and student workers will punch in and out.

Click **My QuickNavs** Tab. Select **Reconcile Time**.



The screenshot shows the ADP My Timecard interface. At the top, there are three tabs: 'GENERAL', 'MY QUICKNAVS', and 'MY INFORMATION'. The 'MY QUICKNAVS' tab is active, and its dropdown menu is open, showing several options. The option 'Reconcile Timecard' is circled in red. Below the tabs, there is a 'MY TIMECARD' section with a 'Last Saved: 4:05PM' timestamp. To the right, there are input fields for 'Employee ID' and 'Pay Period' (set to 'Current Pay Period'). Below these fields, there are buttons for 'Save', 'Actions', 'Punch', and 'Amount'. At the bottom, it says 'Week starting: Sat 5/30'.

If an employee does not appear on the screen, select the drop down arrow next to **Show**. You have the option to show all employees, or employees based on last names.



The screenshot shows the ADP Reconcile Timecard interface. At the top, there are three tabs: 'GENERAL', 'MY QUICKNAVS', and 'MY INFORMATION'. The 'MY QUICKNAVS' tab is active. Below the tabs, there is a 'RECONCILE TIMECARD' section with a 'Last Refreshed: 4:06PM' timestamp. To the right, there are buttons for 'Edit' and 'Refresh'. Below these buttons, there is a 'Show' dropdown menu with a list of options. The option 'All Home' is circled in red. Below the 'Show' dropdown, there is a 'Time Period' dropdown menu. Below these dropdowns, there are buttons for 'Actions', 'Punch', 'Amount', and 'Approvals'. Below these buttons, there is a table with columns for 'Name', 'Pay Group', 'Unexcused Absence', and 'Late In'. The table is currently empty.

To view or reconcile the employee's time card, double click on the employee's name. At this point you can reconcile the employee's time card, SAVE it, and even approve their time card.

This is an example of a time card for an employee who punches in and out (student workers, casual labor employees, and time clock users). Once these employees punch in and out, the data is automatically placed in their time card.

You can view different time periods by selecting the arrow next to **Time Period**.

The screenshot shows the ADP Timecard interface. At the top, there are navigation tabs: GENERAL, MY QUICKNAVS, TIMEKEEPING, and MY INFORMATION. The 'TIMEKEEPING' tab is active. Below the navigation, there is a header for 'TIMECARD' with a 'Loaded: 5:05PM' timestamp. A dropdown menu for 'Time Period' is circled in red, showing 'Current Pay Period' selected. Below this is a table with columns: Date, Pay Code, Amount, Comment, Approvals, Reports, In, Transfer, Out, In, Transfer, Out, Shift, Daily, and Cumulative. The table lists dates from Sat 5/02 to Thu 5/14. Below the table, there are tabs for TOTALS & SCHEDULE, ACCRUALS REPORTING PERIOD, AUDITS, and SIGN-OFFS & APPROVALS. The 'TOTALS & SCHEDULE' tab is active, showing a table with columns: Date, Start Time, End Time, Pay Code, and Amount. The table lists dates from Sat 5/02 to Fri 5/15.

Double click on a date under the **In** time or an **Out** time field. Type the “time” the employee came in or left. You must enter the time with colons and indicate am or pm. Make certain you Save your changes.

The screenshot shows the ADP Timecard interface. At the top, there are navigation tabs: GENERAL, MY QUICKNAVS, TIMEKEEPING, and SCHEDULING. The 'SCHEDULING' tab is active. Below the navigation, there is a header for 'TIMECARD' with a 'Loaded: 12:02PM' timestamp. A dropdown menu for 'Time Period' is circled in red, showing 'Current Pay Period' selected. Below this is a table with columns: Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, Daily, and Cumulative. The table lists dates from Sat 5/02 to Thu 5/14. The 'In' field for Sun 5/03 is circled in red and contains '8:00AM'. The 'Out' field for Sun 5/03 is also circled in red. Below the table, there are tabs for TOTALS & SCHEDULE, ACCRUALS REPORTING PERIOD, and AUDITS. The 'TOTALS & SCHEDULE' tab is active, showing a table with columns: Date, Start Time, End Time, Pay Code, and Amount. The table lists dates from Sat 5/02 to Fri 5/15.

In addition, if an employee is out of the office at a training session, conference etc..., you can select on the **Pay Code** and in the **Amount** column, enter the hours worked. Make sure to **SAVE** changes.

Please note:

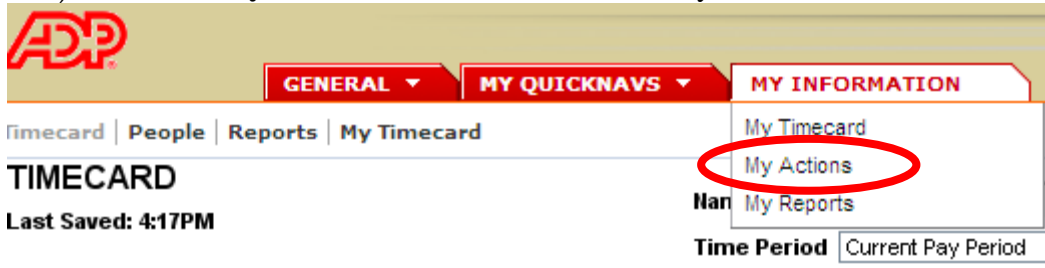
- Time punch users can punch in and out multiple times in a day.
- The time stamp will record the actual time the employee punched in.
- For right now there is no need to use the “Transfer” option.
- For time clock users (physical plant and public safety) who accrue leave, their approvers must add their employee’s sick hours and vacation hours on their Time Card.

If you would like to attach a comment to the Add Punch, click on the **Comments**, then choose from a list of delivered comments. Click **OK** when completed. After you add a comment, it is immediately visible in the **Comments** tab at the bottom of the employee’s timecard.

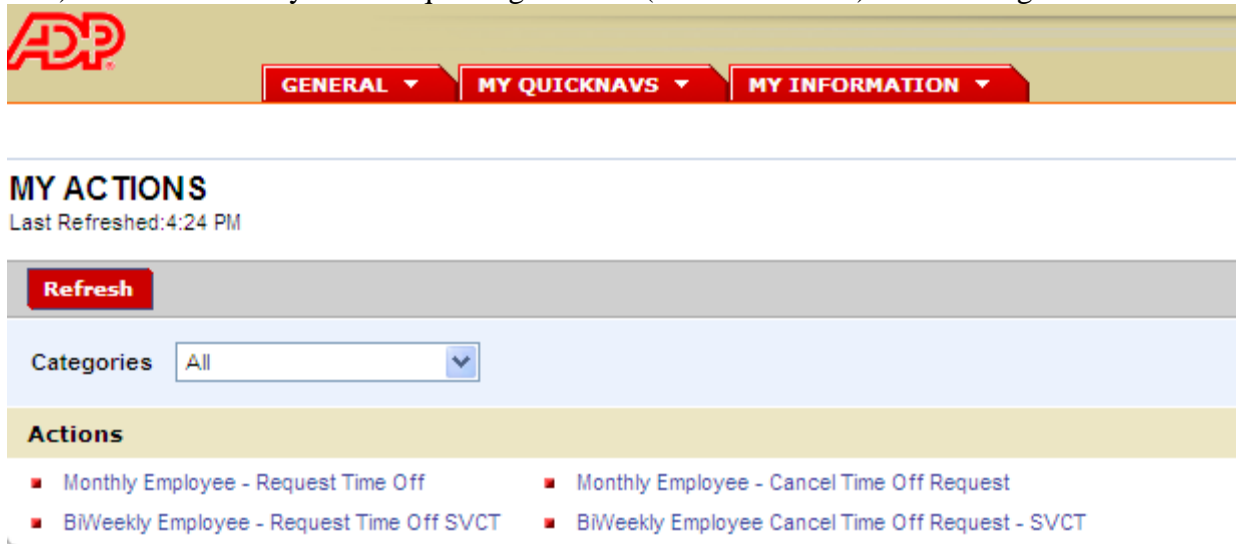
TIP: Please indicate the computer terminal that you want your casual labor employees and student workers to utilize when punching in and out each work day.

Request Leave or Time Off

- 1) Go to the **My Information** tab, and click on **My Actions**.



- 2) Select whether you are requesting time off (annual/vacation) or canceling time off.



- 3) A new window will appear. You can indicate the type and the duration of the leave. Your supervisor will approve or deny your request for your leave. The system will flag any requests in which the employee does not have enough leave.

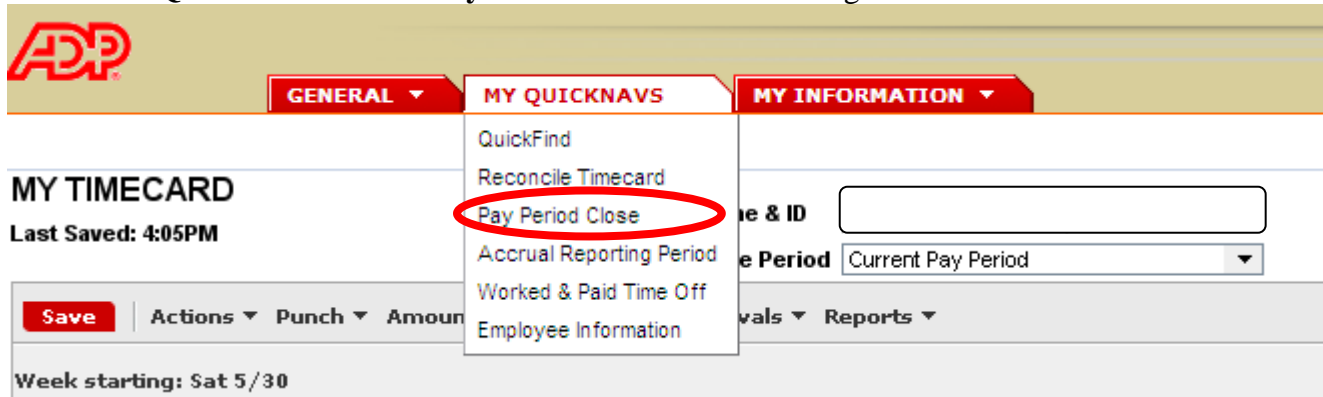


Important information on approving time and payroll:

- Approve bi-weekly, student, and casual labor employees' time during the pay period rather than wait until the end of the two-week time period.
- All time must be approved BEFORE 9:00 am on the Monday they are due.
- Communication will follow on how to set up proxy in eTime.
- The Payroll Department will not be able to wait past 9:00 am to get time approved, since they have a drop dead time to notify ADP that payment is ready. If that deadline is missed, no one gets paid.
- If there are missed punches in eTime, no payment will process for that employee.

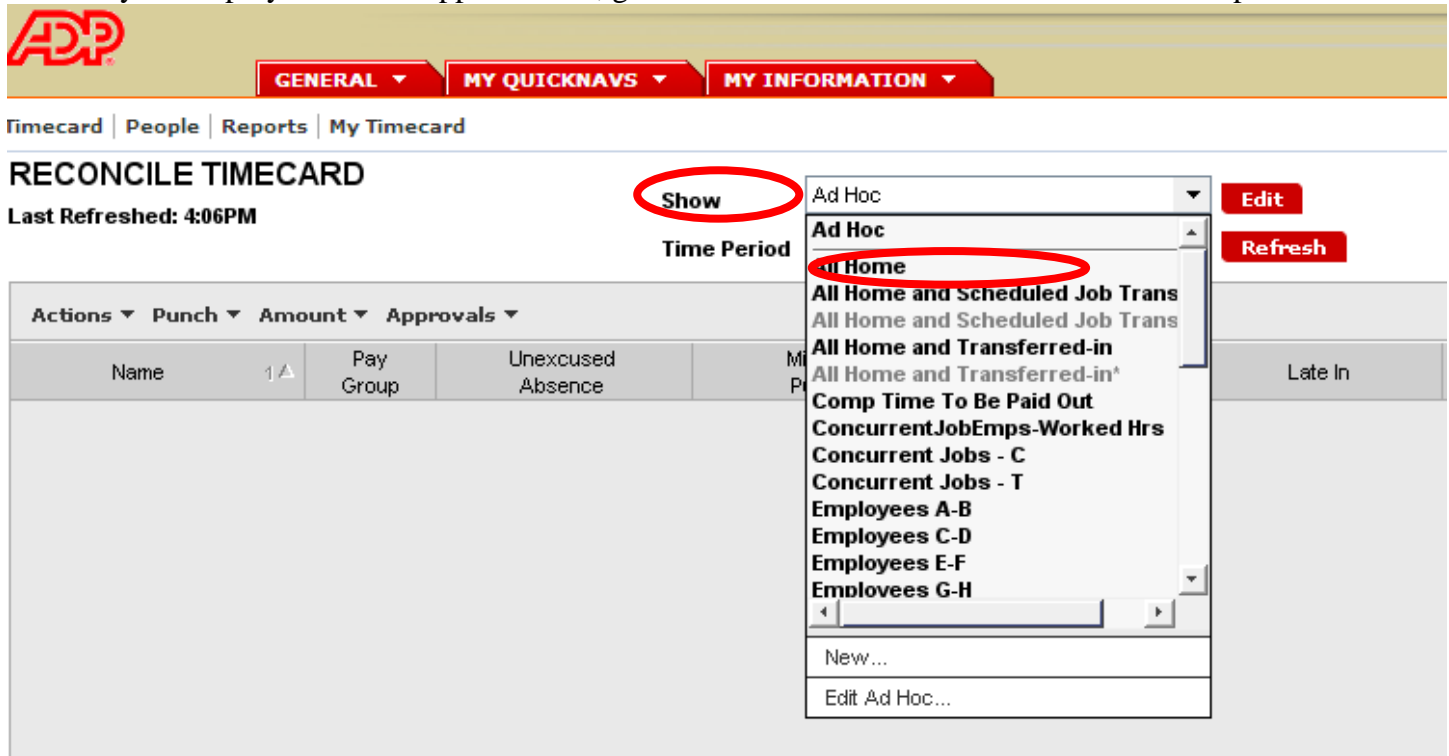
Approving Time Cards

Under **MY QUICKNAVS** click **Pay Period Close** from the navigation bar.



The screenshot shows the ADP My Timecard interface. At the top, there are three navigation tabs: **GENERAL**, **MY QUICKNAVS**, and **MY INFORMATION**. The **MY QUICKNAVS** menu is open, showing a list of options: QuickFind, Reconcile Timecard, **Pay Period Close** (circled in red), Accrual Reporting Period, Worked & Paid Time Off, and Employee Information. Below the menu, the page title is **MY TIMECARD** and it says "Last Saved: 4:05PM". There are buttons for **Save**, **Actions**, **Punch**, and **Amount**. A dropdown menu for **Time Period** is set to "Current Pay Period". At the bottom, it says "Week starting: Sat 5/30".

A list of your employees should appear. If not, go to **Show** – and select **All Home** from the drop down menu.



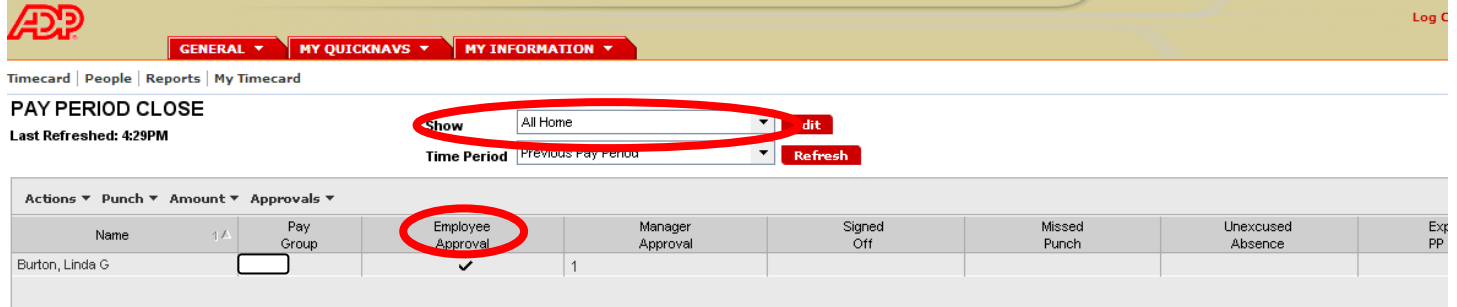
The screenshot shows the ADP Reconcile Timecard interface. At the top, there are three navigation tabs: **GENERAL**, **MY QUICKNAVS**, and **MY INFORMATION**. Below the tabs, there are links for **Timecard**, **People**, **Reports**, and **My Timecard**. The page title is **RECONCILE TIMECARD** and it says "Last Refreshed: 4:06PM". There are buttons for **Edit** and **Refresh**. A dropdown menu for **Show** is open, showing a list of options: Ad Hoc, **All Home** (circled in red), All Home and Scheduled Job Trans, All Home and Scheduled Job Trans, All Home and Transferred-in, All Home and Transferred-in*, Comp Time To Be Paid Out, Concurrent Job Emps-Worked Hrs, Concurrent Jobs - C, Concurrent Jobs - T, Employees A-B, Employees C-D, Employees E-F, and Employees G-H. Below the dropdown menu, there are buttons for **New...** and **Edit Ad Hoc...**. At the bottom, there is a table with columns for **Name**, **Pay Group**, **Unexcused Absence**, and **Late In**.

Highlight the employee or employees that you want to approve. You can approve more than one employee at a time by highlighting the names.

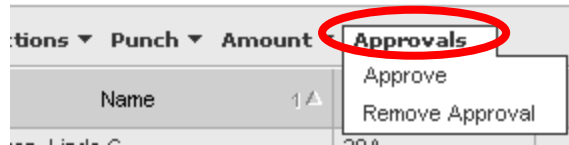
Please Note:

- Under the column **Employee Approval**, you can see which employees have approved their time cards.
- Under the **Missed Punch** column, you can see which employees have a Missed Punch.

In the example below, both the employee and approver have approved this time card.



To approve a time card(s) and submit them to payroll, first select the employees you want to approve and then select Approve.



Refresh the screen to see that all employees have been approved.

Keep in mind:

- Remember: Employees need to approve their own time cards. Supervisors with employees, who use a time clock or the Timestamp, will approve their employee's time cards.
- Once you approve your employee's time, it will be submitted to payroll. You will want to review your employee's time weekly or daily.
- If an employee has a missed punch, the employee will not be paid for the entire pay period. Make sure you reconcile any missed punches.