



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

for

Bi-Weekly Non-Exempt Employees

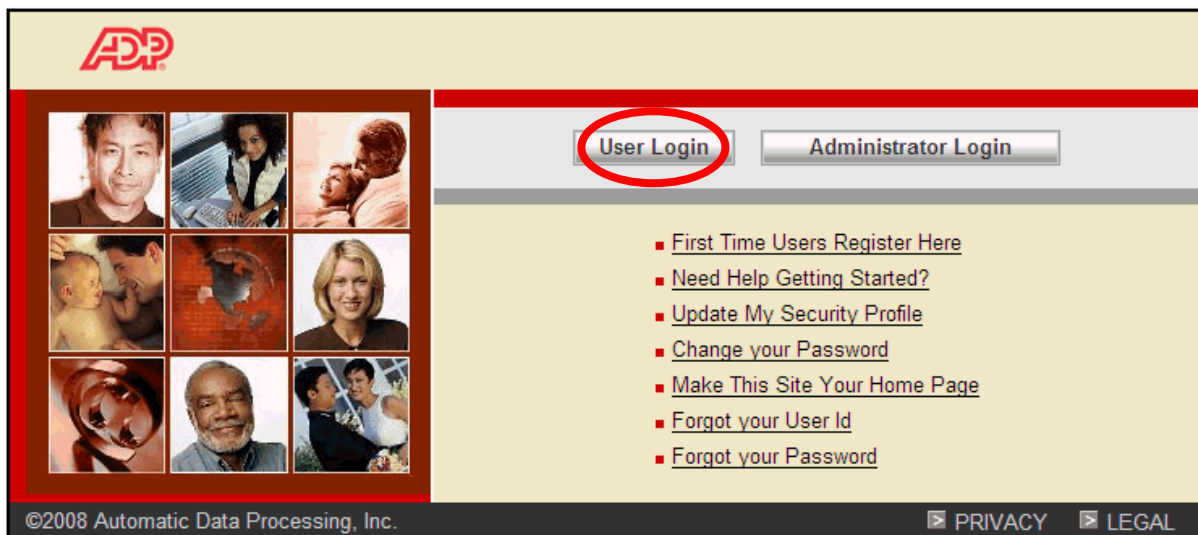
Introduction to eTime

eTime is ADP's new system for managing all time, vacation and sick accruals, and other forms of attendance monitoring. eTime will be used to manage the time at College of Coastal Georgia. 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 for a supervisor 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.

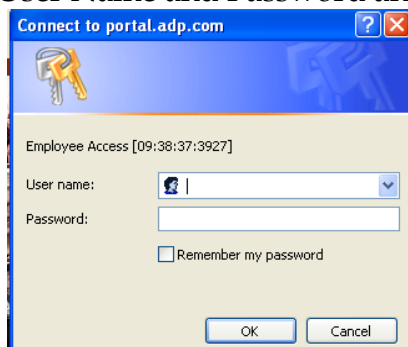
Log On

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

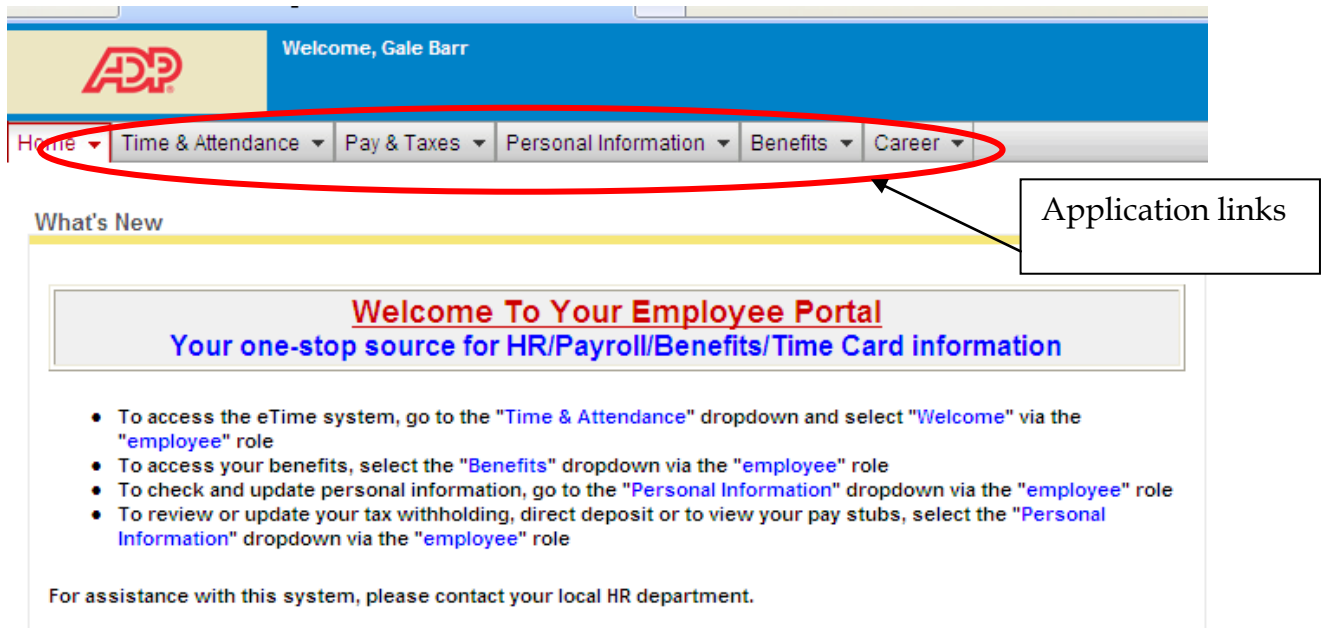
1. Click the Employee Self Service link on your institution's webpage or type <http://portal.adp.com> into any web browser.
2. Click 'User Login' button.



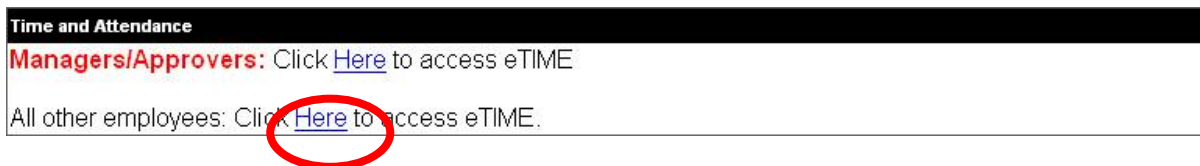
3. Enter User Name and Password and click OK.



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

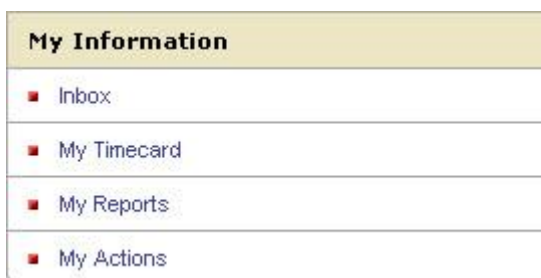


5. Click the Time and Attendance application link then click Welcome.
6. Click the Here link for All other employees if you are not a manager or approver of time cards.



Navigating through eTime

7. Now you are in the eTime application



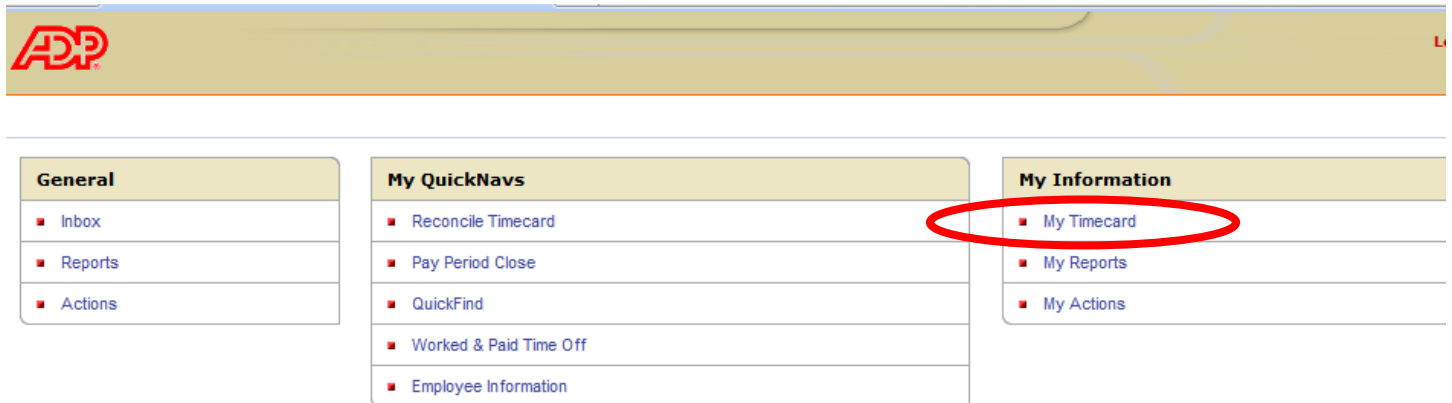
8. You will click the various links -
 - a. My Timecard will take you into your time card
 - b. My Reports allows you to view you leave accruals and time card for printing

Bi-weekly Non-Exempt

c. My Actions allows you to request time off if you are eligible for time off

Adding Time or Viewing Your Time Card

1) Click on **My Timecard** under the **MY INFORMATION** tab.



The screenshot displays the ADP user interface. At the top left is the ADP logo. Below it, there are three main navigation tabs: 'General', 'My QuickNavs', and 'My Information'. The 'My Information' tab is selected and highlighted. Under this tab, there are three menu items: 'My Timecard', 'My Reports', and 'My Actions'. The 'My Timecard' item is circled in red. The 'My QuickNavs' tab contains items like 'Reconcile Timecard', 'Pay Period Close', 'QuickFind', 'Worked & Paid Time Off', and 'Employee Information'. The 'General' tab contains 'Inbox', 'Reports', and 'Actions'.

General	My QuickNavs	My Information
<ul style="list-style-type: none">Inbox	<ul style="list-style-type: none">Reconcile Timecard	<ul style="list-style-type: none">My Timecard
<ul style="list-style-type: none">Reports	<ul style="list-style-type: none">Pay Period Close	<ul style="list-style-type: none">My Reports
<ul style="list-style-type: none">Actions	<ul style="list-style-type: none">QuickFind	<ul style="list-style-type: none">My Actions
	<ul style="list-style-type: none">Worked & Paid Time Off	
	<ul style="list-style-type: none">Employee Information	

2) Your time card will appear on the following screen

The arrow will add a new row. For each new Pay Code, add a new row.

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

To add Hours Worked:

- Select **Hours Worked** under **Pay Code**.
- Scroll across the row and add the hours worked for each day.

To add leave:

- Click on the red arrow to add a new row.
- Select **Hours Worked** under **Pay Code**.
- Click on the drop down arrow and select the type of leave.
- Scroll across the week, and select the day of the week you took the leave. Enter the amount of leave taken.
- When complete select SAVE.

Bi-weekly Non-Exempt

Please Note:

Under Time Period, you can view different pay periods. In the “Previous Pay Period”, an employee can only view the pay period. Time sheets can only be approved in the “Current Pay Period”. In the “Next Pay Period”, an employee can make and save changes to their time card.

If hours worked or leave taken are not entered in a time card, a red border will appear around the date on the time card. An employee can choose when to fill out their time card; however, time cards must be completed and approved by the end of the pay period or when upon supervisor’s request.

The screenshot shows the ADP Timecard interface. At the top left is the ADP logo. At the top right is a "Log" button. Below the header is the "TIMECARD" title. A "Person & Id" field is present. The "Time Period" dropdown is set to "Current Pay Period" with the date range "5/30/2009 - 6/12/2009". Below this are buttons for "Save", "Approve", "Comments", "Primary Account", "Totals Summary", and "Refresh". The main area contains two tables for "Hours Worked". The first table covers dates from Sat 5/30 to Fri 6/05. The date "Sun 5/31" is circled in red, indicating the current date. The second table covers dates from Sat 6/06 to Fri 6/12.

If you make any changes, the TIME CARD will appear in orange. To save your changes, select SAVE.

This screenshot shows the ADP Timecard interface in an orange state, indicating that changes have been made. The "TIMECARD" title is circled in red. The "Time Period" dropdown is set to "Current Pay Period" with the date range "5/30/2009 - 6/12/2009". The "Save" button is circled in red, and an arrow points to it from below. The main area contains two tables for "Hours Worked". The first table covers dates from Sat 5/30 to Fri 6/05. The dates "Mon 6/01" and "Tue 6/02" are circled in red, indicating they are the current dates. The second table covers dates from Sat 6/06 to Fri 6/12.

Bi-weekly Non-Exempt

- At the end of a pay period, an employee will approve their time by clicking on the Approvals Tab. Throughout the pay period employees will “Save” their time card.

Please note: If a Bi-weekly employee has been set up as an approver, they may see a time card similar to the one below.

The screenshot displays the ADP Timecard interface. At the top, there are navigation tabs: GENERAL, MY QUICKNAVS, TIMEKEEPING, and MY INFORMATION. The main section is titled 'TIMECARD' and shows a weekly grid for two weeks. The first week starts on Sat 5/16 and ends on Fri 5/22. The second week starts on Sat 5/23 and ends on Fri 5/29. The grid includes columns for dates and a 'Total' column. A red border highlights the dates Mon 5/18, Tue 5/19, Wed 5/20, and Thu 5/21, indicating that no time was recorded for these days. Below the grid, there is a 'TOTALS & SCHEDULE' section with a table showing the start and end times for each day.

Date	Start Time	End Time	Pay Code	Amount
Sat 5/16				
Sun 5/17				
Mon 5/18	8:00AM	5:00PM		
Tue 5/19	8:00AM	5:00PM		
Wed 5/20	8:00AM	5:00PM		
Thu 5/21	8:00AM	5:00PM		
Fri 5/22	8:00AM	5:00PM		
Sat 5/23				
Sun 5/24				
Mon 5/25	8:00AM	5:00PM		
Tue 5/26	8:00AM	5:00PM		
Wed 5/27	8:00AM	5:00PM		
Thu 5/28	8:00AM	5:00PM		
Fri 5/29	8:00AM	5:00PM		

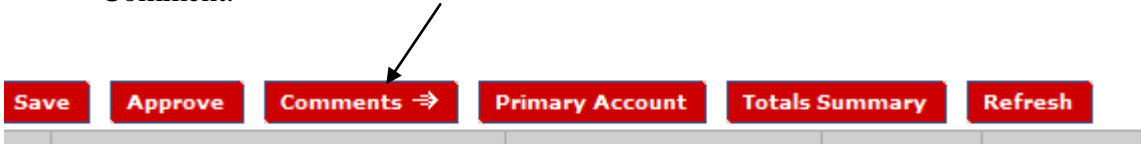
RECAP:

Bi-Weekly Non-Exempt Employees are going to indicate the hours they have worked or the leave they have taken. If a Bi-Weekly Non Exempt Employee does not type in their hours worked or the leave they have taken, a red border will appear around the date. This red border indicates the employee was absent or has not recorded any time/leave.

In order to be paid, you must make certain that you enter your hours worked or leave taken for each day. After making any changes click “SAVE”. At the end of the pay period, make certain you approve your own time card.

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.



- 2) An Add Comment field box will appear. The comments available are currently limited.

COMMENTS Name:

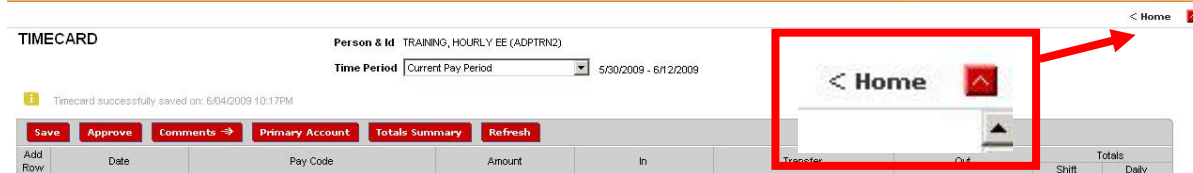
i Mon 6/08 Hours Worked 8.0 (pay code amount)

Available Comments		Selected Comments
Car Trouble		<input type="text"/>
Clock Down		
Forgot Badge		
Missed Punch - Manager Corrected		
	<input type="button" value="➤"/> <input type="button" value="➤"/>	

View Your Time Report

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.



- 1) Under the **My Information** tab click on **My Reports**.
- 2) Then you can select Detail Report. Select “Time Detail” and then “View Report”



REPORTS

Name:

View Report

Primary Account

AVAILABLE REPORTS

- Schedule
- Time Detail**

Time Period

Start Date

End Date

Accrual Balances and Projections

As Of

Bi-weekly Non-Exempt

Below is an example of a Time Detail report

TIME DETAIL

[Return](#)

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

Printed: 6/02/2009

Name: ID: Pay Rule: 390 BW SCH OT>40 NO ML HOL8
Primary Account(s): 4/04/2009 - forever 39001530/0000/0000/3900350101/39H/0062004/0000

Date	Apply To	In Punch	In Exc	Out Punch	Out Exc	\$Amt	Adj/Ent Amount	Totaled Amount	Cum. Tot. Amount	Absence
Sat 5/30									0:00	
Sun 5/31									0:00	
Mon 6/01									0:00	Absent
Tue 6/02									0:00	Absent
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									0:00	
Thu 6/11									0:00	
Fri 6/12									0:00	
Totals						0.00	0:00	0:00	0:00	

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.



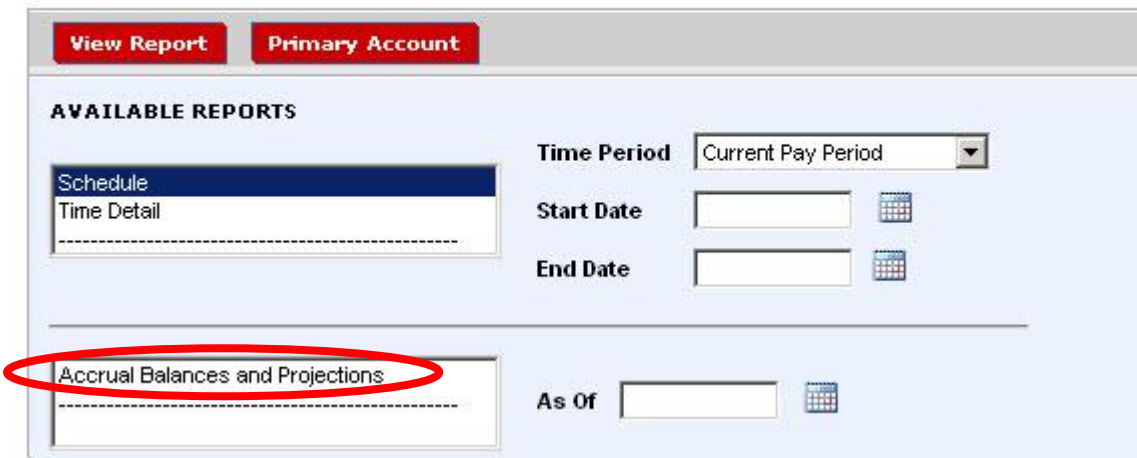
My Information

- Inbox
- My Timecard
- **My Reports**
- My Actions

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

Schedule
Time Detail

Time Period: Current Pay Period

Start Date: [] [Calendar Icon]

End Date: [] [Calendar Icon]

Accrual Balances and Projections

As Of: [] [Calendar Icon]

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

Time Period: Specific Date

Start Date: [] [Calendar Icon]

End Date: [] [Calendar Icon]

Accrual Balances and Projections

As Of: 6/05/2009 [Calendar Icon]

Your balances will appear.

ACCURAL BALANCES AND PROJECTIONS

Return

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

Annotations: 1 points to 'Printed: 6/05/2009'. 2 points to '40:00' in the 'Period Ending Balance' column for Vacation. 3 points to '6/05/2009' in the 'Furthest Projected Taking Date' column for Vacation. 4 points to '0:00' in the 'Projected Takings' column for Vacation. 5 points to '0:00' in the 'Projected Credits' column for Vacation. 6 points to '40:00' in the 'Projected Balance' column for Vacation. 7 points to '40:00' in the 'Balance w/o Proj. Credits' column for Vacation.

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.

Bi-weekly Non-Exempt

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.

Requesting Leave Time Off

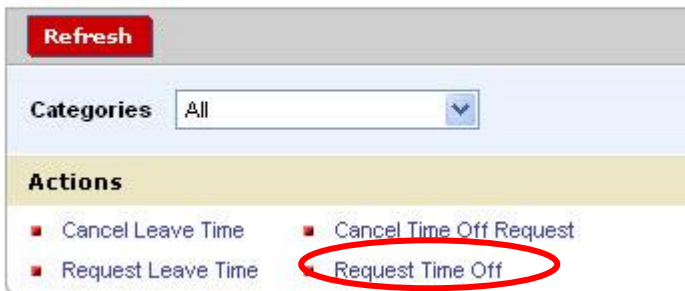
Since Leave is managed and monitored in eTime®, the requesting for leave must be executed in eTime®.

After logging into eTime®, click My Actions.

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

MY ACTIONS

Last Refreshed:10:26 PM



Refresh

Categories All

Actions

- Cancel Leave Time
- Cancel Time Off Request
- Request Leave Time
- 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 Vacation, and Sick.

Bi-weekly Non-Exempt

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:

* Start Date:

* End Date:

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:

* End Date:

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

* Start Date:

* End Date:

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.

Bi-weekly Non-Exempt

Hours Per Day:

For Day Type click Scheduled and Non-scheduled Days

Day Type:

Scheduled and Non-scheduled Days Scheduled Days

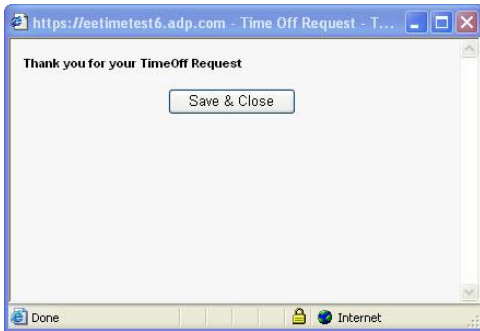
Click Next.

Next

Reset

Cancel

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.

Bi-weekly Non-Exempt

MY ACTIONS

Last Refreshed: 10:26 PM

Refresh

Categories: All

Actions

- Cancel Leave Time
- Cancel Time Off Request
- Request Leave Time
- Request Time Off

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

Employee ID: 0117253
Employee Name: Ellis, Sharon L.
Comp Time Balance:
Floating Holiday Balance:
Sick Balance: 16:00
Vacation Balance: 20:00

* Request Type: Comp Time Off

* Start Date:

* End Date:

Save & Close Reset Cancel

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

* Start Date:

* End Date:

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.

Save & Close Reset Cancel

Bi-weekly Non-Exempt

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



Refresh

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.



https://eetimetest6.adp.com - New Leave Case Request - Micr...

Employee ID: 0117253

Employee Name:

Manager: UATTEST1, MANAGER

* Leave Category: FMLA

Next > Reset Cancel

Click Next.

Bi-weekly Non-Exempt

Employee ID:
Employee Name: UATTEST1, MANAGER
Manager:
Leave Category: FMLA
* Leave Reason: Child
Leave Frequency: Continuous
Intermittent leave frequency means you will be taking off only some of your scheduled work time.
* Leave Start Date:
Leave End Date:
Leave Hours: Same hours each day Variable hours
* Approximate Daily Leave Hours:
Example: 2 to 4 hours
* Describe Details of your Request:

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

* Leave Reason: Child

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

Leave Frequency: Continuous
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.

Bi-weekly Non-Exempt

* **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.

< 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 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.

MY ACTIONS

Last Refreshed: 10:26 PM

Refresh

Categories

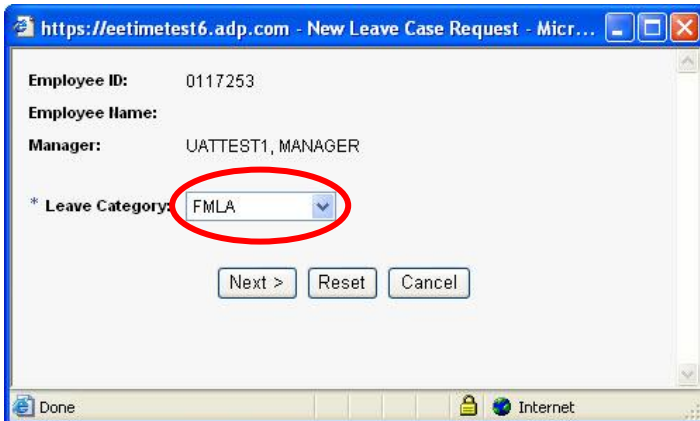
All

Actions

- Cancel Leave Time
- Request Leave Time
- Cancel Time Off Request
- Request Time Off

Bi-weekly Non-Exempt

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



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

Click Next.



A screenshot of a web browser window titled "https://eetimetest6.adp.com - Cancel Leave Case Request - Mi...". The form displays the following information: Employee ID: (blank), Employee Name: (blank), Manager: UATTEST1, MANAGER. Below this is the instruction "Select the same values as in the original request." The form includes the following fields: "Leave Category:" with the value "FMLA"; "* Leave Reason:" with a dropdown menu showing "Child"; "Leave Frequency:" with a dropdown menu showing "Continuous"; "* Leave Start Date:" and "Leave End Date:" with empty text boxes and calendar icons; and "Reason for Canceling the Request:" with a large empty text area. At the bottom are four buttons: "< Back", "Send & Close >", "Reset", and "Cancel". The browser's status bar at the bottom shows "Internet".

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.



A close-up screenshot of the "* Leave Reason:" dropdown menu. The dropdown is open, showing the selected option "Child" which is circled in red.

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

Bi-weekly Non-Exempt

Leave Frequency:

Continuous

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:



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

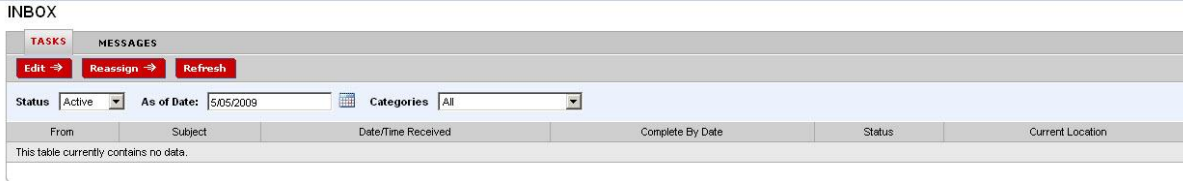
You will receive an email informing you that your request has been submitted.

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.

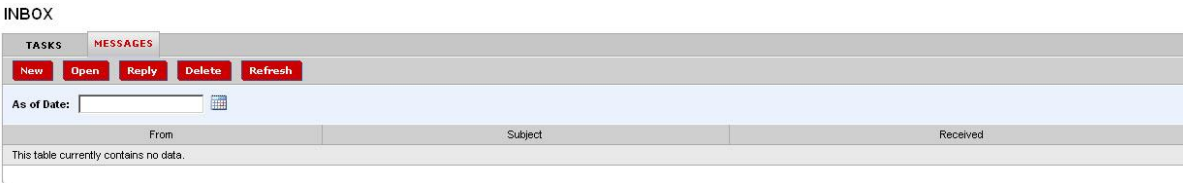
Your Inbox

After logging into eTime®, click Inbox.



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.



As a Bi-Weekly Non-Exempt employee, you are expected to approve your time card by the end of each pay period. Repetitive failure to approve your own time card will lead to disciplinary action.

The Payroll Office will communicate the payroll deadlines.



You can make and save changes to your time card throughout the current pay period; however, you will “Approve” your own worked and non-worked hours at the end of the pay period.

