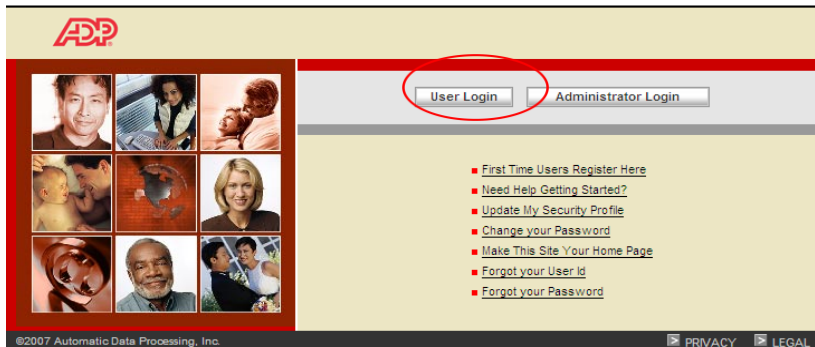


## Editing Project View Time Cards

Project view timecards record total hours worked per day.

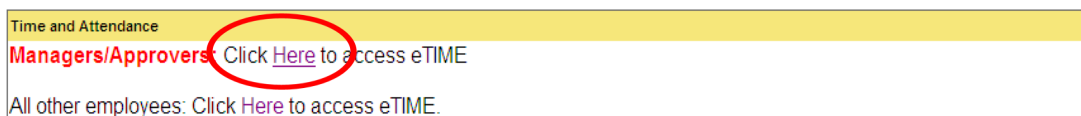
**Access ADP Employee Self Service** through the college web page or type <http://portal.adp.com> into any web browser.



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.



Click on Managers/Approvers: Click Here to access eTime



QuickNavs are the starting point for navigation through the eTime system  
Timecard Button takes the manager to the employee(s) timecard(s).

ADP

GENERAL MY QUICKNAVS TIMEKEEPING MY INFORMATION

Timecard People Reports My Timecard

**QUICKFIND**  
Last Refreshed: 11:31AM

Name or ID \*  **Find**

Time Period

Name	ID	Primary Labor Account
Abercrombie, Emily M	0125808	
Adams, Karen L	0125855	
Adams, Mary D	0125700	
Alkire Jr., Jay H	0125770	

Select QuickFind and click Find to display the entire list of employees you have access to. If you do not find all employees under your supervision, contact Payroll.

Click in the row to select an individual record. The record line is highlighted in yellow. Or use Ctrl + click to select multiple employees. Or click on the Actions menu button and Select All to select all employees in the list. Use the 'Timecard' Quick Link to access the Timecard Editor. Quickfind defaults to the Current Pay Period.

ADP

GENERAL MY QUICKNAVS TIMEKEEPING MY INFORMATION

Timecard People Reports My Timecard

**QUICKFIND**  
Last Refreshed: 1:18PM

Name or ID \*  **Find**

Time Period

Name	ID	Primary Labor Account
HR002003, TEST	0208910	63045232/63610105010A/0000/6306101050/63A/0000/0000
HR002003, TEST	0209165	63045579/63040440010A/0000/6300404000/63A/0000/0000
HR002011, Test	0209164	63045598/63020100010A/0000/6306101050/63A/0124326/0000
HR002011, TEST	0209171	63045574/0000/0000/6301401060/63F/0000/0000
HR002003, TEST	0208911	63045185/0000/0000/6300201040/63F/0000/0000
HR002003, TEST	0209169	63045577/0000/0000/6300201040/63F/0000/0000
HR002011, Test	0209180	63045585/6303030010A/0000/6300303000/63T/0000/0000
HR002011, TEST	0208937	63045243/63510100010A/0000/6305101000/63T/0000/0000
HR002011, TEST	0209178	63045604/63020100010A/0000/6304601000/63T/0000/0000

Once you have selected the employee(s) to view and clicked on the Timecard quick link, the employee's electronic timecard will display.

Timecard | People | Reports | My Timecard

**TIMECARD**

Loaded: 3:35PM

Name & ID: HR002002, Test 0209165 2 of 9

Time Period: Previous Pay Period

**Save** Action 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				8.00	8.00	8.00	8.00	7.30	39.30		
				8.00	8.00	8.00	8.00	7.30	39.30		

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 Hours Worked				9.00	8.00	8.00	8.00	8.00	41.00		
				9.00	8.00	8.00	8.00	8.00	41.00		

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		

TOTALS & SCHEDULE ACCRUALS REPORTING PERIOD AUDITS

To enter hours in a Project View timecard, select the appropriate Pay Code and tab over to the cell in the column for which you need to add hours and enter the number of hours. You must Save any edits made to employee time cards.

**Keep in mind:**

- Employees need to approve their own 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.
- Biweekly time cards must be approved by 9 AM the Monday after the end of each pay period.

Actions Punch Amount Approvals

Name 1

Approve  
Remove Approval