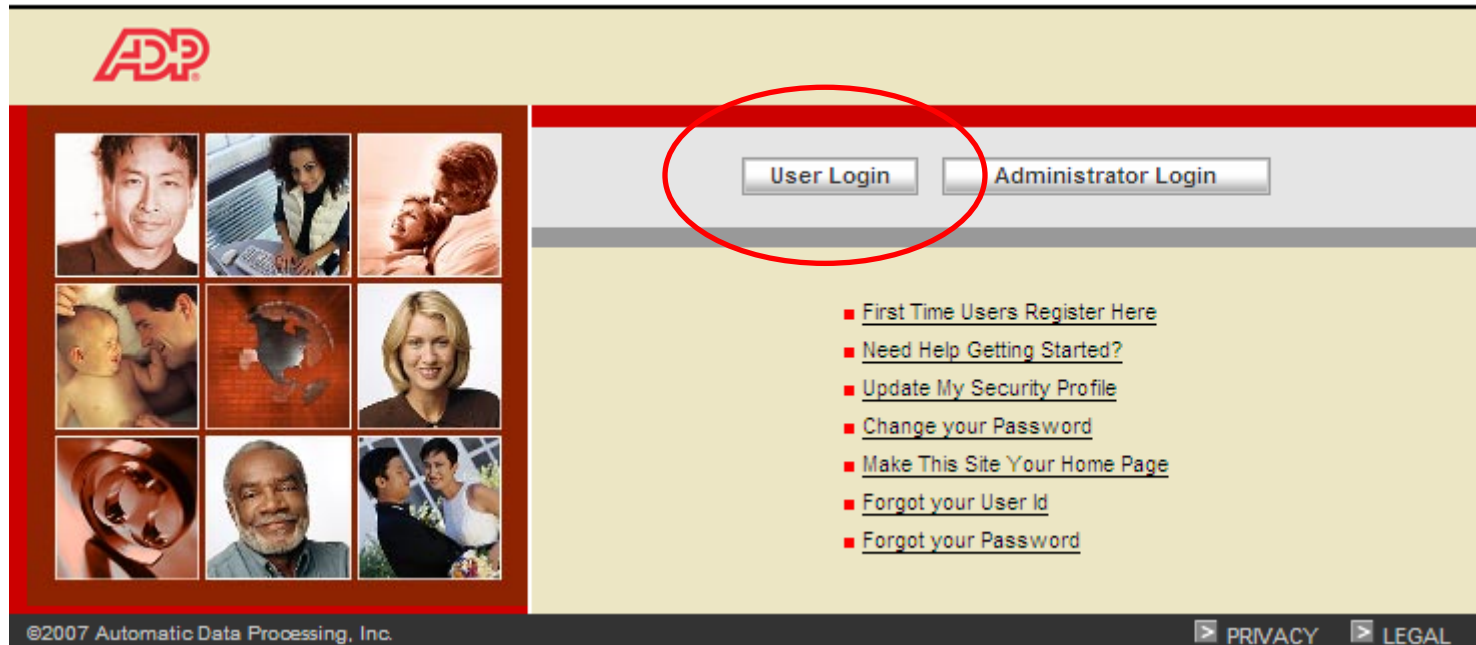
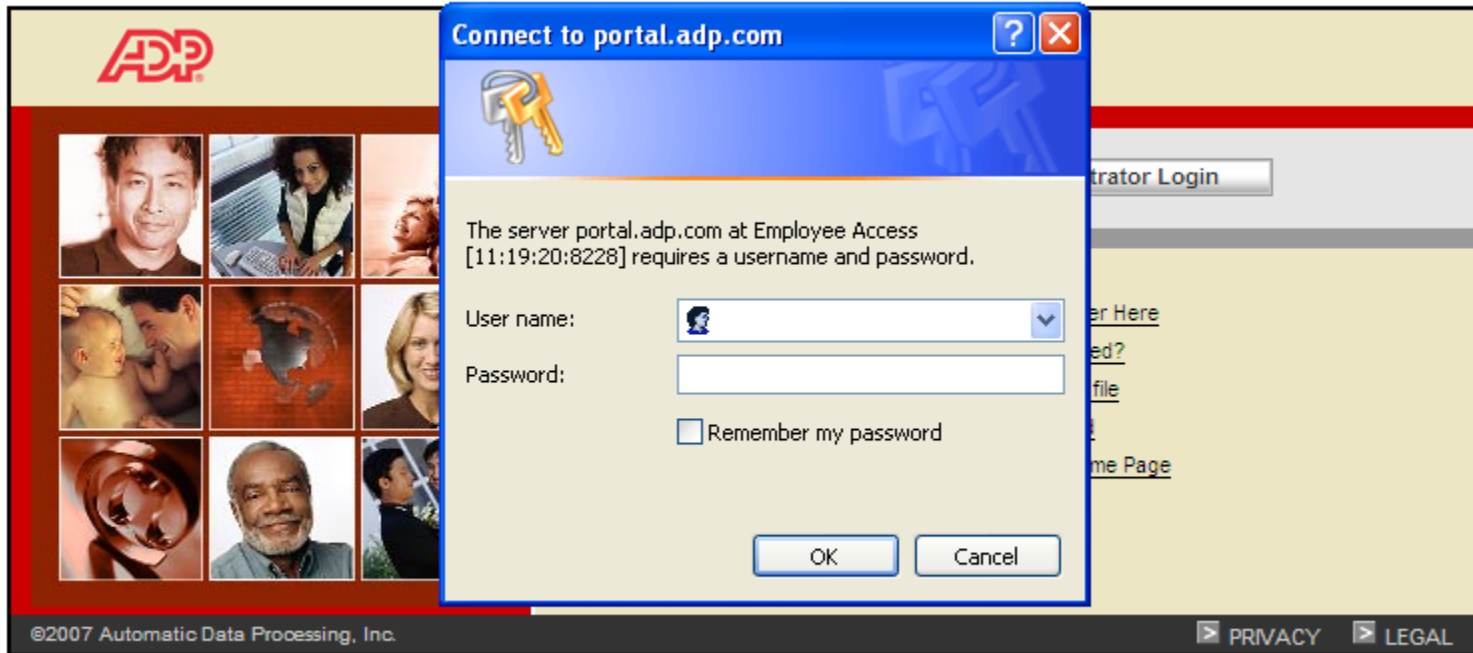


**eTime for Project View
Salaried Employees
College of Coastal Georgia
2010**

Monthly paid employees record their exception time using a PC with internet access. Your responsibility as a Salaried Employee is to enter non-worked hours in your electronic timecard and ensure it accurately reflects your non-worked (vacation, sick) time.



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



This site requires [Microsoft Internet Explorer Version 6.0](#) or higher.

Type in the user id you were assigned by ADP during registration
(ex: jsmith@usg)
and the password you created during registration. Click OK

Select Time and Attendance and then click on Welcome



Time and Attendance

Managers/Approvers: Click [Here](#) to access eTIME

All other employees: Click [Here](#) to access eTIME.

To access your timecard and time off request forms, click on Here for all other employees.



My Information
■ Inbox
■ My Timecard
■ My Reports
■ My Actions

After you clicked to access eTime, the My Information menu will appear.

- Inbox is where you will receive notices regarding your time off requests
- My Timecard is where you will enter vacation, sick and other non-worked hours.
- My Reports is where you will view and print Time Detail Reports and view your vacation and sick accruals.
- My Actions is where you will request time off. **An approved time off request will automatically populate your time card with the appropriate days off and reduce your accrual balance for vacation or sick hours.**

Select My Timecard to access your timecard.

Header



TIMECARD

Person & Id

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

Action Buttons

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	Total
	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"/>	39:00
			0:00	0:00	7:00	8:00	8:00	8:00	8:00	39:00

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	Total
	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"/>	40:00
			0:00	0:00	8:00	8:00	8:00	8:00	8:00	40:00

The red action buttons allow you to perform various functions within eTime.

Timecard Action Buttons

Action Button	Description
Save	Saves any changes made to the timecard.
Approve	Allows approval to be added or removed from the displayed timecard.
Comment	Allows an explanation to be attached or removed from a cell with hours worked or pay code amount.
Primary Account	Displays the home department number that hours are charged to.
Totals Summary	Displays the total worked and non-worked hours by pay code for the pay period.
Refresh	Refresh takes the timecard back to the last time it was saved.



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
	SICK	<input type="text"/>	<input type="text"/>	<input type="text"/>	8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	VACATION	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	COMP TIME IN LIEU OF SICK		0:00	0:00	0:00	0:00	0:00	0:00	0:00
	COMP TIME OFF								
	FLOATING HOLIDAY								
	FLOATING HOLIDAY IN LIEU OF SICK								
Add Row		Transfer	Sat 6/06	Sun 6/07	Mon 6/08	Tue 6/09	Wed 6/10	Thu 6/11	Fri 6/12
	UNCOMPENSATED	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	VACATION								
	VACATION IN LIEU OF SICK		0:00	0:00	0:00	0:00	0:00	0:00	0:00
	Hours Worked								

You can not enter vacation and sick hours in the same row. If additional Exception Time (vacation, sick) needs to be recorded, insert a row by clicking the Add Row icon. A new row will appear below the hours worked. On the new row select the Pay Code that applies from the drop down menu and tab over to the appropriate day and enter the hours used for the Pay Code.

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	Total
	<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"/>	22.00

As you apply edits, you must remember to save these changes to the database. The word “TIMECARD” at the top of the header section appears in gold letters to indicate unsaved changes. When you select the SAVE button, the letters turn black.

Refresh: If you do not want to save your edits, selecting the Refresh button will cancel the edits and returns the data to the most recently saved timecard view. Refresh is a way to undo the changes you have just made on the screen.

In Cell Editing

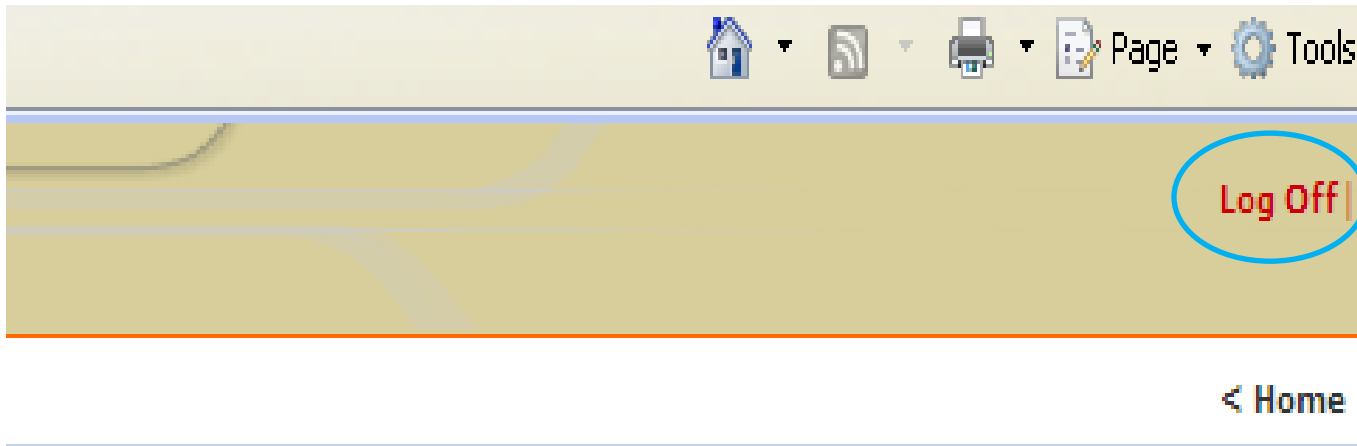
You can easily enter the time by typing directly in the timecard.

Tab Key

You can move from one cell to the next using the Tab key. The key moves the cursor horizontally to the next cell on the right. Shift + Tab key combination moves the cursor horizontally to the previous cell on the left.

Arrows

Within one column, you can move up or down one cell using the up and down arrow keys. If you are in a pay code cell with the drop-down list visible, the up and down arrow keys move from one item or previous item respectively.



Remember to Log Off when you are not using the system. If you leave it open, someone else will have the opportunity to go in and make changes under your log on.