

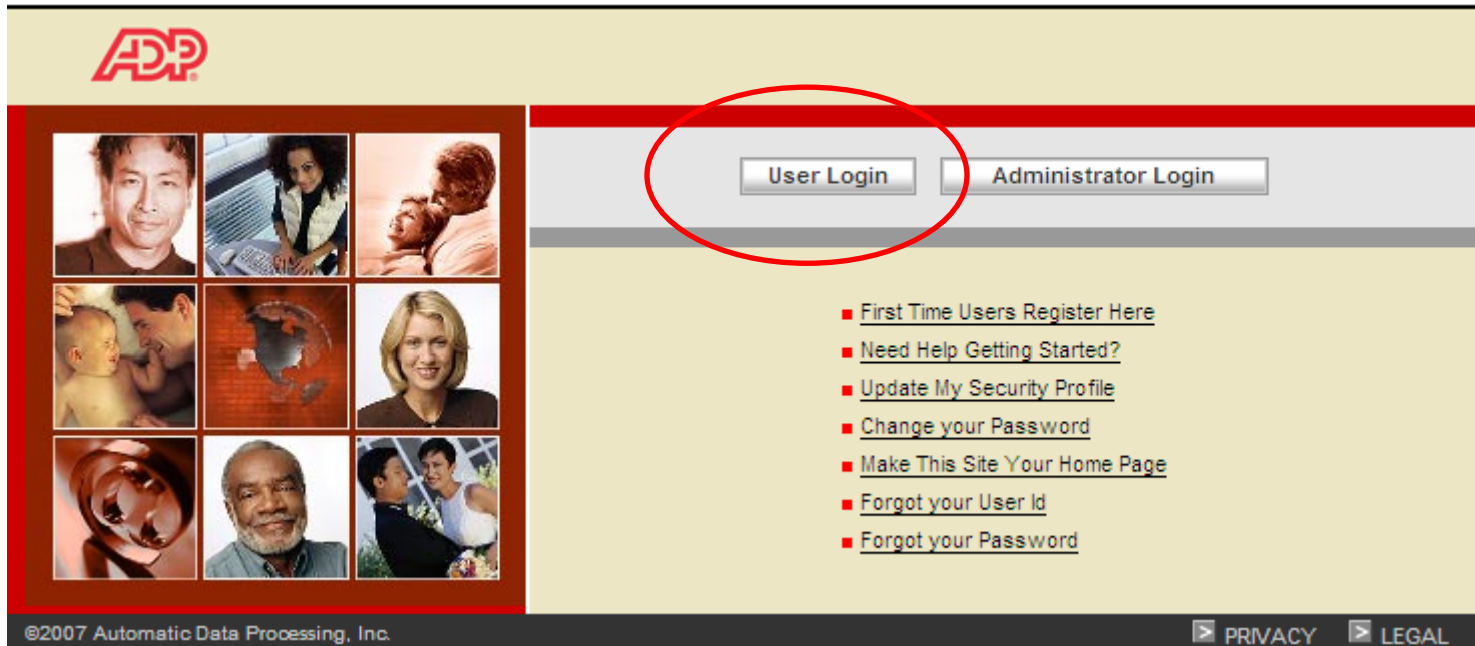
# **eTime for Timecard Supervisors**

## **College of Coastal Georgia**

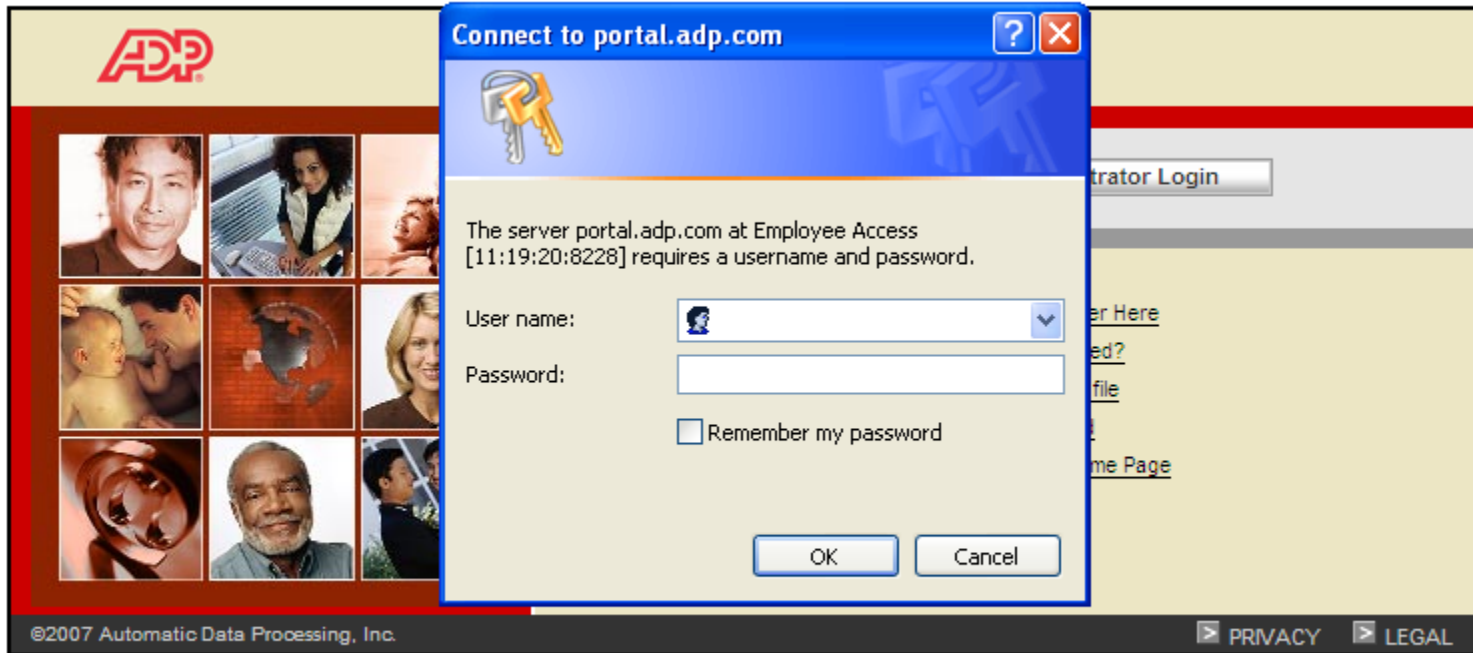
Employees record their time using either a time clock or a PC with internet access. After eTime receives this information, it is translated into a readable format resembling an electronic timecard. Your responsibility as a timecard supervisor/manager is to review this electronic timecard data and ensure it accurately reflects the worked and non-worked employee time.

At the end of every pay period, you will perform one final review of the timecard and approve the time that is recorded. The approved timecard data can then be exported via a utility interface to your payroll system for appropriate tax and benefit deductions and check processing.

You may be approving time for 'Project View' timecard employees, Hourly View time card employees, or both. Project view timecards record total hours worked per day. Hourly timecards record in and out punches.



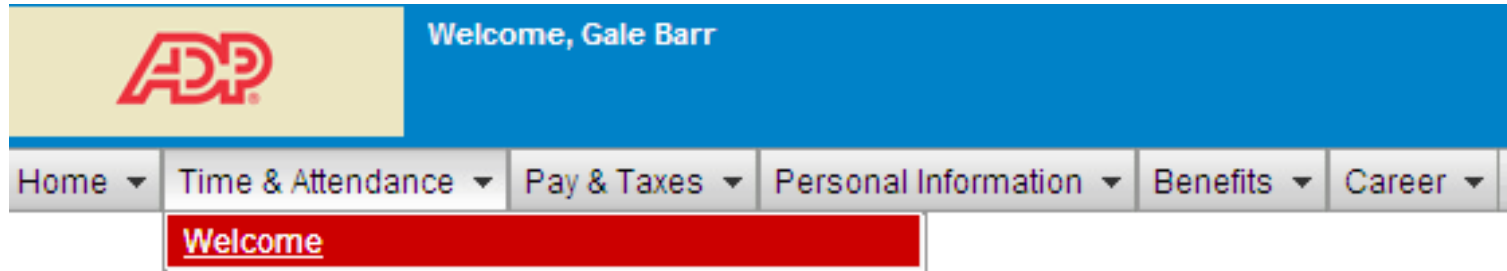
Access ADP Employee Self Service through the college web page or type <http://portal.adp.com> into any web browser.



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 & Attendance and then click on Welcome.



To access eTime click on Here for Managers/Approvers.



After you log on, the system first checks the access profiles that were assigned to you when your system was configured. Depending on the access rights given to you in your profiles, eTime displays the appropriate time and attendance information in your web browser. This means that when you log on to eTime, a customized view of the information you are responsible for displays.

The screenshot shows the ADP eTime system interface. At the top, there is a navigation bar with the ADP logo and four main menu items: GENERAL, MY QUICKNAVS, TIMEKEEPING, and MY INFORMATION. The 'MY QUICKNAVS' menu is currently open, displaying a list of options: QuickFind, Pay Period Close, Reconcile Timecard, Shift Start, Shift Close, IS Summary, Leave Cases, Leave Hours, Worked & Paid Time Off, Employee Information, and Unscheduled Closing. The 'Timecard' link in the top navigation bar is circled in red. Below the navigation bar, the 'QUICKFIND' section is visible, showing a search form with a 'Name or ID' field, a 'Pay Period' dropdown menu set to 'Current Pay Period', and a 'Find' button. Below the search form, there is a table with columns for 'Name', 'ID', and 'Amount'. The table contains the following data:

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

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



GENERAL ▾

MY QUICKNAVS ▾

TIMEKEEPING ▾

MY INFORMATION ▾

[Timecard](#) | [People](#) | [Reports](#) | [My Timecard](#)

## QUICKFIND

Last Refreshed: 11:31AM

Name or ID

Find

Time Period

Actions ▾ Punch ▾ Amount ▾ Approvals ▾	
Name	ID
Abercrombie, Emily M	0125808

To view a list of employees select Quickfind from the My QuickNavs tab. The Name or ID search box opens with an asterisk (\*) displayed. 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.

You can use Quick Find wildcard characters to locate an individual employee.

Wildcards are helpful if you are unsure of the spelling of an employee's name or if you wish to limit your view to a certain group of employees.

B\* = anyone whose last name begins with b

\*y = anyone whose last name ends in y

Smith\* = anyone whose last name is Smith or whose last name begins with Smith



GENERAL ▾

MY QUICKNAVS ▾

TIMEKEEPING ▾

MY INFORMATION ▾

**Timecard** | People | Reports | My Timecard

### QUICKFIND

Last Refreshed: 1:18PM

Name or ID \*  **Find**

Time Period

Actions	Punch ▾	Amount ▾	Approvals ▾	Name	ID	Primary Labor Account
Select All					0208910	63045232/63610105010A/0000/6306101050/63A/0000/0000
E-mail →					0209165	63045579/63040440010A/0000/6300404000/63A/0000/0000
Print →					0209164	63045598/63020100010A/0000/6306101050/63A/0124326/0000
Filter Column ▶					0209171	63045574/0000/0000/6301401060/63F/0000/0000
Export to Excel				HR002003, TEST	0208911	63045185/0000/0000/6300201040/63F/0000/0000
Export to CSV				HR002003, TEST	0209169	63045577/0000/0000/6300201040/63F/0000/0000
				HR002011, Test	0209180	63045585/63030330010A/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

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. The selected employees are highlighted in yellow.

Use the 'Timecard' Quick Link to access the Timecard Editor.



GENERAL ▾

MY QUICKNAVS ▾

TIMEKEEPING ▾

MY INFORMATION ▾

**Timecard** | People | Reports | My Timecard

## RECONCILE TIMECARD

Last Refreshed: 1:37PM

Show

All Home ▾

Edit

Time Period

Current Pay Period ▾

Refresh

Actions ▾ Punch ▾ Amount ▾ Approvals ▾

Name	1 ▲	Pay Group	Unexcused Absence	Missed Punch	Early In	Late In	Early Out	Late Out
HR002003, Test		63F						
HR002003, TEST		63F						
HR002003, TEST		63F						
HR002011, Test		63T						
HR002011, TEST		63T						
HR002011, TEST		63T						

You may also access employees by selecting 'Reconcile Timecard' from My QuickNavs. Make a selection in the Show display box. "All Home" will show only the employees you have access rights to see. Reconcile Timecard displays exceptions that appear on employee timecards. You may select and view records by highlighting the employee or employees and selecting the Timecard quick link.



GENERAL ▾

MY QUICKNAVS ▾

TIMEKEEPING ▾

MY INFORMATION ▾

Timecard | People | Reports | My Timecard

## RECONCILE TIMECARD

Last Refreshed: 1:37PM

Actions ▾ Punch ▾ Amount ▾ Approvals ▾

Name	Pay Group	Unexcused Absence	In	Late In
HR002003, Test	63F			
HR002003, TEST	63F			
HR002003, TEST	63F			
HR002011, Test	63T			
HR002011, TEST	63T			
HR002011, TEST	63T			

Time Period dropdown menu options:

- All Home
- Current Pay Period
- Previous Pay Period
- Current Pay Period
- Next Pay Period
- Previous Schedule Period
- Current Schedule Period
- Next Schedule Period
- Today
- Yesterday
- Week to Date
- Last Week
- 5/27/2009, Specific Date
- 5/27/2009 - 5/27/2009, Range of Dates

Buttons: Edit, Refresh

Each QuickNav view displays information relative to a particular time period. For example, you can display the Reconcile Timecard or Quick Find QuickNav for the current pay period, previous pay period, next pay period, or for a specific date. Pay periods begin on Saturday and end on Friday. If you want to approve timecards on the Monday morning after a pay period ended, you will need to select the Previous Pay Period from the Time Period drop down box to view those records. Timecards must be approved by 9 AM on Monday morning after the pay period ends.



### \*TIMECARD

Last Calculated: 1:51PM

Name & ID

Time Period

<a href="#">Save</a> <a href="#">Actions</a> <a href="#">Punch</a> <a href="#">Amount</a> <a href="#">Comment</a> <a href="#">Approvals</a> <a href="#">Reports</a>												
	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
	Sat 5/16											
	Sun 5/17											
	Mon 5/18			7:00AM		3:00PM				8:00	8:00	8:00
	Tue 5/19			7:00AM		3:00PM				8:00	8:00	16:00
	Wed 5/20			7:00AM		3:00PM				8:00	8:00	24:00
	Thu 5/21			7:00AM		3:00PM				8:00	8:00	32:00
	Fri 5/22					3:00PM						32:00
	Sat 5/23											32:00
	Sun 5/24											32:00

Once you have selected the employee(s) to view and clicked on the Timecard quick link, the employee's electronic timecard will display. For employees with an Hourly View timecard, you will see the punches for the period you selected. For employees with a Project View timecard, you will see hours worked instead of in and out punches.



GENERAL ▾

MY QUICKNAVS ▾

TIMEKEEPING ▾

MY INFORMATION ▾

Timecard | People | Reports | My Timecard

## TIMECARD

Loaded: 1:20PM

Name & ID

Time Period  ▾

Save

Actions ▾

Punch ▾

Amount ▾

Comment ▾

Approvals ▾

Reports ▾

		Date	Pay Code	Amount	In	Transfer	Out
<input type="checkbox"/>	<input type="checkbox"/>	Fri 5/01	▾			▾	
<input type="checkbox"/>	<input type="checkbox"/>	Sat 5/02	▾			▾	
<input type="checkbox"/>	<input type="checkbox"/>	Sun 5/03	▾			▾	

### Hourly View Timecard with menu buttons

The menu bar located at the top of the screen provides access to various functions that you can perform within eTime.

## Timecard Menu Bar

Menu	Description
Save	Saves any changes made to the employee timecard.
Actions	Allows data to be refreshed or calculated. Also offers the option to print the displayed timecard data.
Punch	Allows edits of punch information in Hourly view timecards.
Amount	Allows pay code entries to be moved to other pay codes, labor accounts, or dates. Historical amounts can also be added, moved, and deleted.
Accruals	Provides options to reset the employee's calculated accrual balances, move accrued time from one accrual code to another, and delete previous accrual resets and moves.
Comment	Allows a text explanation to be attached or removed from a punch or pay code amount.
Approvals	Allows approval or sign-off to be added or removed from the displayed timecard.
Reports	Generates a Time Detail report for the displayed timecard.



GENERAL ▾

MY QUICKNAVS ▾

TIMEKEEPING ▾

MY INFORMATION ▾

Timecard | People | Reports | My Timecard

### \*TIMECARD

Last Calculated: 1:51PM

Name & ID

Time Period  ▾

**Save**

Actions ▾ Punch ▾ Amount ▾ Comment ▾ Approvals ▾ Reports ▾

	Date	Pay Code	Amount	In	Transfer	Out
<input type="checkbox"/>	Sat 5/16					
<input type="checkbox"/>	Sun 5/17					
<input type="checkbox"/>	Mon 5/18			7:00AM		3:00PM
<input type="checkbox"/>	Tue 5/19			7:00AM		3:00PM
<input type="checkbox"/>	Wed 5/20			7:00AM		3:00PM
<input type="checkbox"/>	Thu 5/21					
<input type="checkbox"/>	Fri 5/22					3:00PM
<input type="checkbox"/>	Sat 5/23					
<input type="checkbox"/>	Sun 5/24					
<input type="checkbox"/>	Mon 5/25					
<input type="checkbox"/>	Tue 5/26					
<input type="checkbox"/>	Wed 5/27					
<input type="checkbox"/>	Thu 5/28					

To enter In or Out punches for an employee, click in the appropriate IN column and enter the starting time. Press the TAB key and move to the first OUT column. Enter the ending time and click the SAVE button.



\*TIMECARD

Last Calculated: 2:00PM

Name & ID HR002002, Test 0208910 1 of 9

Time Period Current Pay Period

Save Actions Punch Amount Comment Approvals Reports

Week starting: Sat 5/16

Pay Code	Transfer	Sat 5/16	Sun 5/17	Mon 5/18	Tue 5/19	Wed 5/20	Thu 5/21	Fri 5/22	Total
Hours Worked				8:00	8:00	8:00	8:00	8:00	40:00
				8:00	8:00	8:00	8:00	8:00	40:00

Week starting: Sat 5/23

Pay Code	Transfer	Sat 5/23	Sun 5/24	Mon 5/25	Tue 5/26	Wed 5/27	Thu 5/28	Fri 5/29	Total
Hours Worked					8:00	8:00	8:00	8:00	32:00
Memorial Day				8:00					8:00
				8:00	8:00	8:00	8:00	8:00	40:00

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.



### **In Cell Editing**

If you need to enter IN or OUT punches in a timecard, 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.

## Formatting Punch Times

You can enter punch times in a number of ways:

- 12 or 24 hour formatting acceptable (1:00 p.m. or 13:00)
- Leading zeros are optional: 0730 is converted to 7:30
- Colons are optional: 730 is converted to 7:30
- AM is presumed for all hours except 12:00 (12:00 PM is assumed)
- Am, A.M., A, am, a, or a.m. is converted to AM
- Pm, P.M., P, pm, p, or p.m. is converted to PM

**Given these rules, the most efficient way to enter a punch is:**

<u>Entry</u>	<u>eTime Formatting</u>
7	7:00 AM
730	7:30 AM
10p	10:00 PM
1130p	11:30 PM

# \*TIMECARD

Last Calculated: 2:09PM

Name & ID

HR002011, Test

0209180

7 of 9

Time Period

Current Pay Period

		Date	Pay Code	Amount	In	Transfer	Out
<input type="checkbox"/>	<input type="checkbox"/>	Sat 5/16					
<input type="checkbox"/>	<input type="checkbox"/>	Sun 5/17					
<input type="checkbox"/>	<input type="checkbox"/>	Mon 5/18			7:00AM		3:30PM
<input type="checkbox"/>	<input type="checkbox"/>	Tue 5/19			7:00AM		3:30PM
<input type="checkbox"/>	<input type="checkbox"/>	Wed 5/20			7:00AM		3:30PM
<input type="checkbox"/>	<input type="checkbox"/>	Thu 5/21			7:00AM		3:30PM
<input type="checkbox"/>	<input type="checkbox"/>	Fri 5/22			7		3:30PM
<input type="checkbox"/>	<input type="checkbox"/>	Sat 5/23					
<input type="checkbox"/>	<input type="checkbox"/>	Sun 5/24					
<input type="checkbox"/>	<input type="checkbox"/>	Mon 5/25					
<input type="checkbox"/>	<input type="checkbox"/>	Tue 5/26					

To edit an IN or OUT punch:

Click in the cell that you wish to edit.

Enter the new IN or OUT time. The new time replaces the previous time (or hours in a Project View timecard).

Press the TAB key to move to another cell if desired.

Click SAVE

## For Hourly View Timecards Only

Save		Actions	Punch	Amount	Comment	Approvals	Reports
Date	Edit →	Pay Code	Amount	In			
Sat 5/16							
Sun 5/17							
Mon 5/18				7:00AM			
Tue 5/19				7:00AM			
Wed 5/20				7:00AM			

If an employee worked through their meal break or did not take a meal break for the day, it must be added back to the total work hours. You have the ability to cancel a meal deduction for an employee.

Click on the cell you want to edit.

From the Menu bar, click PUNCH > EDIT

### Edit Punch

**Date** 5/18/2009

**Time (hh:mm)** 7:00AM

**Rounded Time** 5/18/2009 7:00AM GMT-04:00

**Time Zone** (GMT -05:00) Eastern Time (USA; Canada)

**Override** In Punch

**Cancel Deduction** <None>

**Exception**

- <None>
- 30 MIN AUTO-DEDUCT MEAL
- 45 MIN AUTO-DEDUCT MEAL
- 60 MIN AUTO-DEDUCT MEAL
- NO AUTO-DEDUCT MEAL
- All

**Comments**

All

OK Cancel Help

From the Cancel Deduction drop-down list, select the appropriate deduction

Click OK

Click SAVE on the Timecard menu bar.

## For Hourly Timecards View Only

**\*TIMECARD**

Loaded: 2:44PM

Name & ID   ← → 7 of 9

Time Period

<span style="background-color: red; color: white; padding: 2px;">Save</span> <span style="margin-left: 10px;">Actions ▾</span> <span style="margin-left: 10px;">Punch ▾</span> <span style="margin-left: 10px;">Amount ▾</span> <span style="margin-left: 10px;">Comment ▾</span> <span style="margin-left: 10px;">Approvals ▾</span> <span style="margin-left: 10px;">Reports ▾</span>							
		Date	Pay Code	Amount	In	Transfer	Out
<span style="color: red;">✕</span>	<span style="color: red;">↕</span>	Sat 5/16	▾			▾	
<span style="color: red;">✕</span>	<span style="color: red;">↕</span>	Sun 5/17	▾			▾	3:00PM
<span style="color: red;">✕</span>	<span style="color: red;">↕</span>	Mon 5/18	▾		7:00AM	▾	3:00PM
<span style="color: red;">✕</span>	<span style="color: red;">↕</span>	Tue 5/19	▾		7:00AM	▾	3:00PM
<span style="color: red;">✕</span>	<span style="color: red;">↕</span>	Wed 5/20	▾		7:00AM	▾	3:00PM
<span style="color: red;">✕</span>	<span style="color: red;">↕</span>	Thu 5/21	▾		7:00AM	▾	3:00PM
<span style="color: red;">✕</span>	<span style="color: red;">↕</span>	Fri 5/22	▾		7:00AM	▾	3:00PM
<span style="color: red;">✕</span>	<span style="color: red;">↕</span>	Sat 5/23	▾		7:00AM	▾	8:00AM
<span style="color: red;">✕</span>	<span style="color: red;">↕</span>	Sun 5/24	▾			;CALL-IN NOT ON CALL	
<span style="color: red;">✕</span>	<span style="color: red;">↕</span>	Mon 5/25	▾			Search...	Alt-S
<span style="color: red;">✕</span>	<span style="color: red;">↕</span>	Tue 5/26	▾			▾	

### To pay Call-In

Select the Transfer cell for the call in punch and click on Search

In this example, the employee was called in on Sat 5/23 and clocked in at 7 AM and out at 8 AM. He should be paid for 3 hours per the call in pay policy.

# For Hourly Timecards View Only

Select Transfer ✕

**Labor Account**

Name or Description: Clear Account

Search

Available Entries:

<input checked="" type="radio"/> Position		
<input type="radio"/> Account Code		
<input type="radio"/> Business Unit		
<input type="radio"/> Department		
<input type="radio"/> Pay Group		
<input type="radio"/> Approver		
<input type="radio"/> Reserved		

**Work Rule**

<None> ▼

<None>

CALL-IN NOT ON CALL

ON CALL

OK Cancel Refresh Help

Java Applet Window

From the Work Rule drop down box, select the appropriate work rule.  
Click OK

# For Hourly Timecards View Only

\*TIMECARD

Last Calculated: 2:52PM

Name & ID   7 of 9

Time Period

<span>Save</span> <span>Actions ▾</span> <span>Punch ▾</span> <span>Amount ▾</span> <span>Comment ▾</span> <span>Approvals ▾</span> <span>Reports ▾</span>												
	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
	Sat 5/16											
	Sun 5/17											
	Mon 5/18			7:00AM		3:00PM				8:00	8:00	8:00
	Tue 5/19			7:00AM		3:00PM				8:00	8:00	16:00
	Wed 5/20			7:00AM		3:00PM				8:00	8:00	24:00
	Thu 5/21			7:00AM		3:00PM				8:00	8:00	32:00
	Fri 5/22			7:00AM		3:00PM				8:00	8:00	40:00
	Sat 5/23			7:00AM	...LL-IN NOT ON CALL	8:00AM				3:00	3:00	43:00
	Sun 5/24											43:00
	Mon 5/25											43:00

Three hours are added to the total

## RECONCILE TIMECARD

Last Refreshed: 1:37PM

Show  Time Period  

Actions ▾ Punch ▾ Amount ▾ Approvals											
Name	1A	Approve	Remove Approval	Excused Absence	Missed Punch	Early In	Late In	Early Out	Late Out	Unsched Hours	Totals Up To Date
Howell, Dixie L	63T										✓
HR002002, Test	63A										✓
HR002002, Test	63A										✓
HR002002, TEST	63A										✓
HR002003, Test	63F										✓
HR002003, TEST	63F										✓
HR002003, TEST	63F										✓
HR002011, Test	63T										✓
HR002011, TEST	63T										✓
HR002011, TEST	63T										✓

Once all timecard corrections are made, the timecards must be approved. You can do this as a group or individually.

Go to Reconcile Timecard and select the appropriate group and time period. From the Menu Bar, select Actions > Select All. All of the group should be highlighted in yellow. Select Approvals from the menu bar then select Approve.

If you need to make changes to any of the employee's timecards after it has been approved, you will need to Remove Approval, make the change, save it, and approve the timecard. No changes are allowed, once payroll has selected Sign-Off for the timecards.



GENERAL

MY QUICKNAVS

TIMEKEEPING

MY INFORMATION

Timecard | People | Reports | My Timecard

### \*TIMECARD

Last Calculated: 2:52PM

Name & ID:    
Time Period:

Save		Actions	Punch	Amount	Comment	Approvals	Reports	In	Transfer	Out
<input type="checkbox"/>	<input type="checkbox"/>					Approve Remove Approval				
<input type="checkbox"/>	<input type="checkbox"/>									
<input type="checkbox"/>	<input type="checkbox"/>							7:00AM		3:00PM
<input type="checkbox"/>	<input type="checkbox"/>							7:00AM		3:00PM
<input type="checkbox"/>	<input type="checkbox"/>							7:00AM		3:00PM
<input type="checkbox"/>	<input type="checkbox"/>							7:00AM		3:00PM
<input type="checkbox"/>	<input type="checkbox"/>							7:00AM	...LL-IN NOT ON CALL	8:00AM
<input type="checkbox"/>	<input type="checkbox"/>									
<input type="checkbox"/>	<input type="checkbox"/>									
<input type="checkbox"/>	<input type="checkbox"/>									
<input type="checkbox"/>	<input type="checkbox"/>									
<input type="checkbox"/>	<input type="checkbox"/>									
<input type="checkbox"/>	<input type="checkbox"/>									


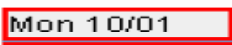

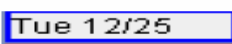
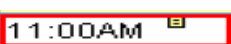
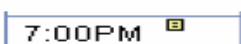


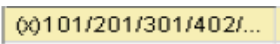
You can approve an individual's timecard by pulling up the timecard and selecting Approvals > Approve from the menu bar.

## Exceptions

Exceptions highlight unexpected or unusual transactions; such as when an employee works outside their scheduled timeframe or scheduled day.

### Menu

### Options

Indicator	Color Code	Description
	Solid Red cell	Indicates that there is either a missed <i>In</i> or <i>Out</i> punches. Moving the mouse over the cell will provide more information.
	Red border around a date	Indicates that it is an unexcused absence for the day. Moving the mouse over the cell will provide more information.
	Red border around a time	Indicates that there is an exception to the time stamps. Moving the mouse over the cell will provide more information.
	Blue border around a date	Indicates that it is an excused absence for the day.
	Red outlined cell Yellow box inside cell	Indicates that there is an exception associated with the time stamp and a comment associated with the contents of the cell.
	Yellow box inside a cell	Indicates that there is a comment associated with the contents of the cell.
	Purple transaction (Phantom Punch)	Indicates the transaction was added to the timecard by the totalizer (i.e., system generated). If the cell is gray, the transaction can not be edited.
	Gray cells	Indicate the transaction can not be edited.
	(X) before a labor account	Indicates that the account is not the primary account that is being indicated in the transfer.

### Exception Notes

- Exceptions must be configured in the Enterprise eTIME system.
- Exceptions can be associated with dates, punches or durations.
- If you move the mouse over an exception a message provides more specific information such as “Missed Out-Punch”, “Late” or “Excused”.
- Missed punch exceptions should always be edited.