

**eTime for Timecard Supervisors
Project View-Biweekly
College of Coastal Georgia**

Biweekly Employees record their time using a PC with internet access. 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.

Project view timecards record total hours worked per day.

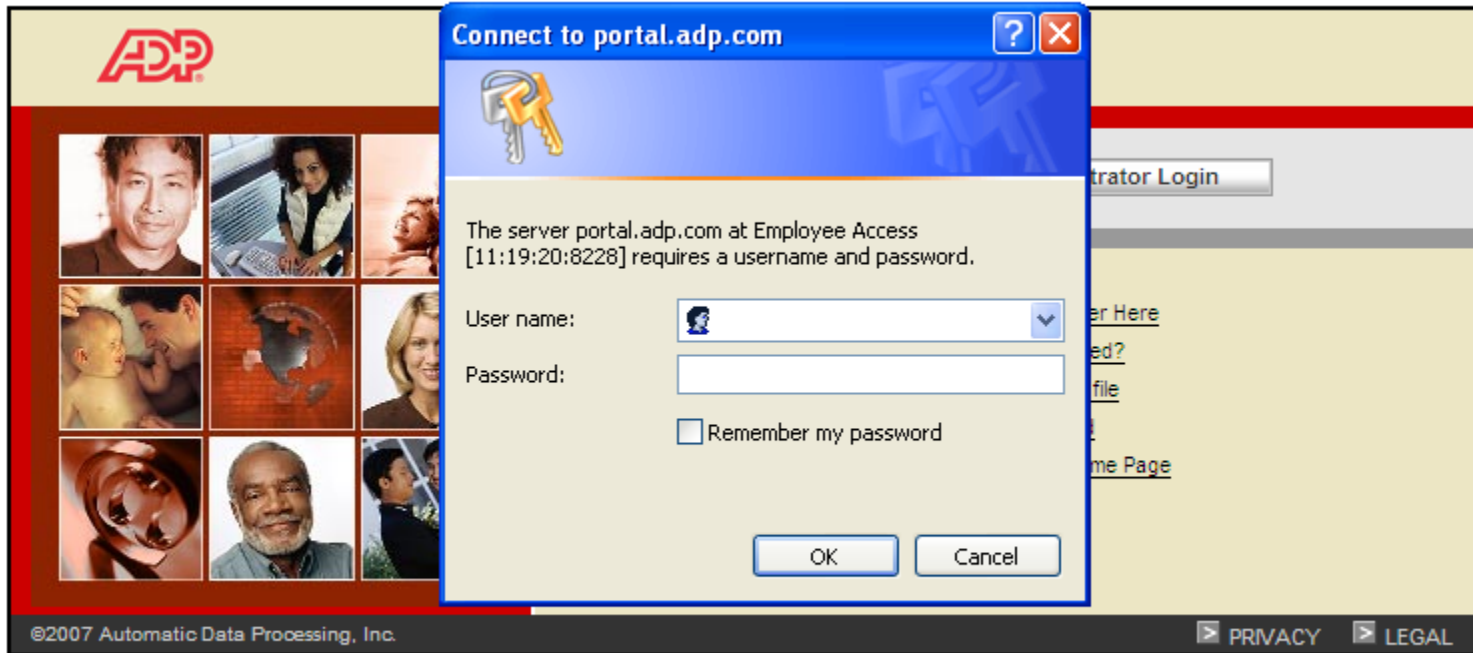
ADP

User Login Administrator Login

- [First Time Users Register Here](#)
- [Need Help Getting Started?](#)
- [Update My Security Profile](#)
- [Change your Password](#)
- [Make This Site Your Home Page](#)
- [Forgot your User Id](#)
- [Forgot your Password](#)

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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

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.



Select Manager/Approvers: click here to access eTime

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

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

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 displays the ADP eTime system interface. At the top, there are navigation tabs: GENERAL, MY QUICKNAVS, TIMEKEEPING, and MY INFORMATION. The 'MY QUICKNAVS' tab is active, and its dropdown menu is open, showing various navigation options. The 'Timecard' button in the top navigation bar is circled in red. Below the navigation bar, there is a 'QUICKFIND' section with a search bar and a 'Find' button. To the right of the search bar, there is a dropdown menu for 'Pay Period' set to 'Current Pay Period'. Below the search bar, there is a table with columns for 'Name' and 'ID'. The table lists several employees: Abercrombie, Emily M; Adams, Karen L; Adams, Mary D; and Alkire Jr., Jay H. The 'ID' column shows values like 0125808, 0125855, 0125700, and 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	1 ▲	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

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

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			

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**

Loaded: 3:35PM

Name & ID 2 of 9

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
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
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
Hours Worked ▾									

TOTALS & SCHEDULE ACCRUALS REPORTING PERIOD AUDITS

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 a Project View timecard, you will see hours worked (not in and out punches).



GENERAL ▾

MY QUICKNAVS ▾

TIMEKEEPING ▾

MY INFORMATION ▾

Timecard | People | Reports | My Timecard

TIMECARD

Loaded: 1:20PM

Name & ID

HR002003, Test

0209171

Time Period

Current Pay Period ▾

Save

Actions ▾

Punch ▾

Amount ▾

Comment ▾

Approvals ▾

Reports ▾

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.



*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.

TIMECARD

Loaded: 3:35PM

Name & ID 2 of 9

Time Period

Save Actions Punch Amount Comment Approvals Reports

Refresh
Refresh Data
Calculate Totals
E-mail →
Print →
Print Screen →

Week start	Transfer	Sat 5/30	Sun 5/31	Mon 6/01	Tue 6/02	Wed 6/03	Thu 6/04	Fri 6/05	Total
X + Hd				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 + Hd				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

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.

Actions > Refresh: If you do not save your edits, the system cancels 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 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 Hours Worked

8 converts to 8:00

8.25 converts to 8:15

8.5 converts to 8:30

8.75 converts to 8:45

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.



TIMECARD

Last Saved: 4:20PM

Name & ID: HR002002, Test 0209165 2 of 9
Time Period: Previous Pay 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
<input type="checkbox"/>	<input type="checkbox"/>	Hours Worked					8:00	8:00	
							8:00	8:00	
Week starting: Sat 6/06									
		Pay Code	Transfer		Sat 6/06	Sun 6/07	Mon 6/08	Tue 6/09	Wed 6/10
<input type="checkbox"/>	<input type="checkbox"/>	Hours Worked					9:00	8:00	
							9:00	8:00	
Week starting: Sat 6/13									
		Pay Code	Transfer		Sat 6/13	Sun 6/14	Mon 6/15	Tue 6/16	Wed 6/17


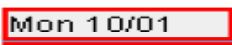

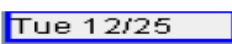
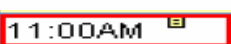
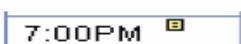


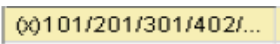
You can approve an individual's timecard by pulling up the timecard and selecting Approvals > Approve from the menu bar.

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.