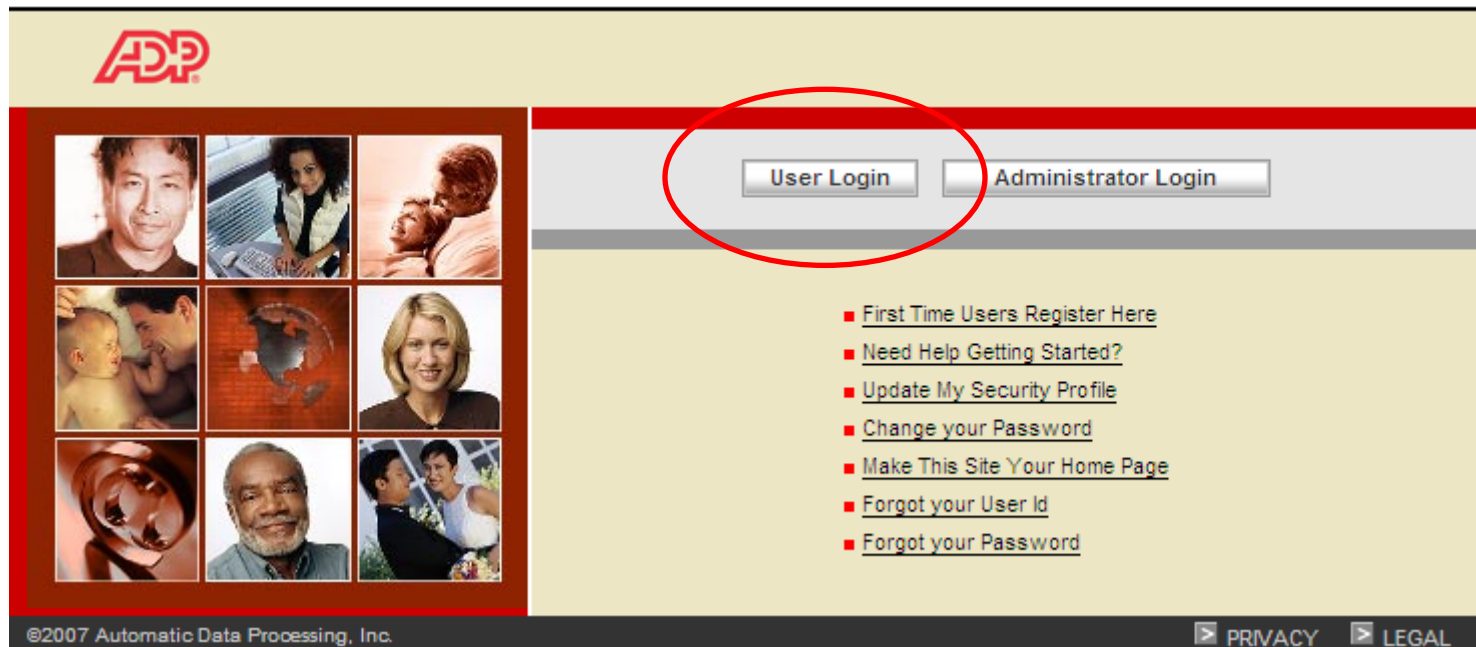
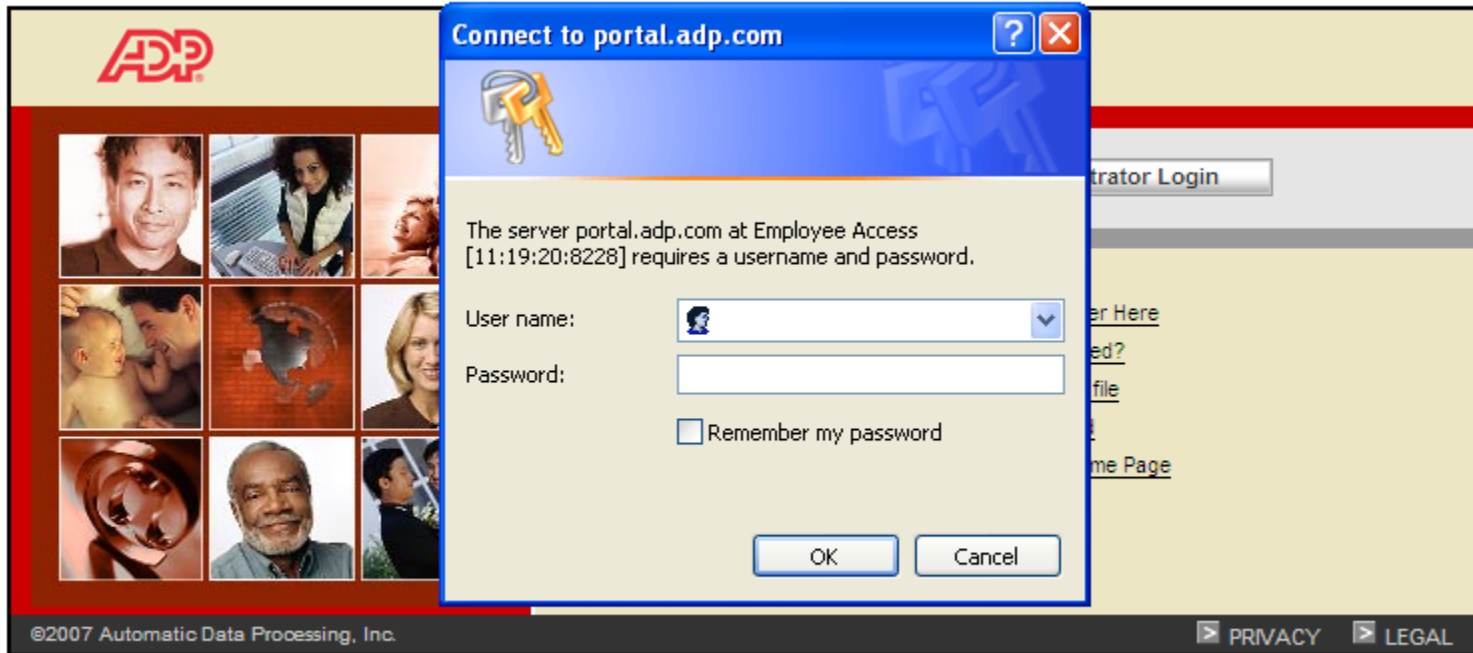


**eTime for Time Stamp
College of Coastal Georgia
2010**

Time Stamp employees record their time using a PC with internet access. After eTime receives this information, it is translated into a readable format resembling an electronic timecard for your supervisor's review. Your responsibility as a College employee is to record your in and out punches for each day that you work.



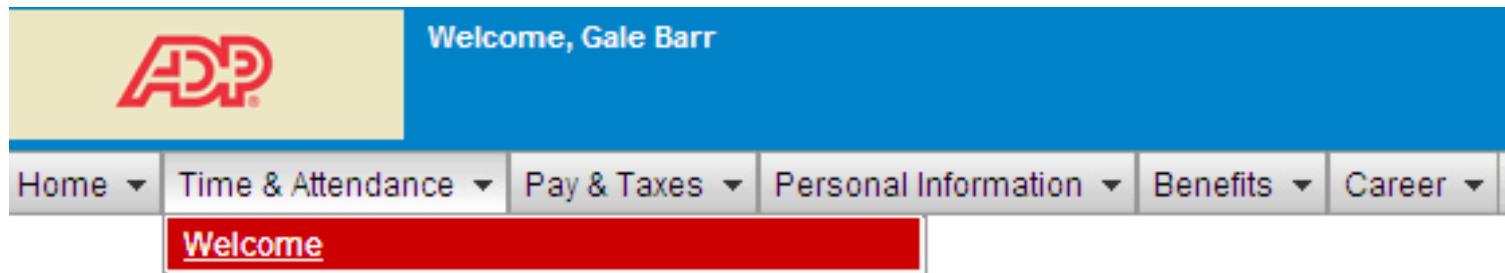
Access ADP Employee Self Service through the college web page or type <http://portal.adp.com> into any web browser.



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.



Time and Attendance

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

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

To access Time Stamp click on Here for all other employees.

TIME STAMP

[Record Time Stamp](#)[Primary Account](#)

Friday, June 15, 2007 3:58PM (GMT-05:00) Eastern Time

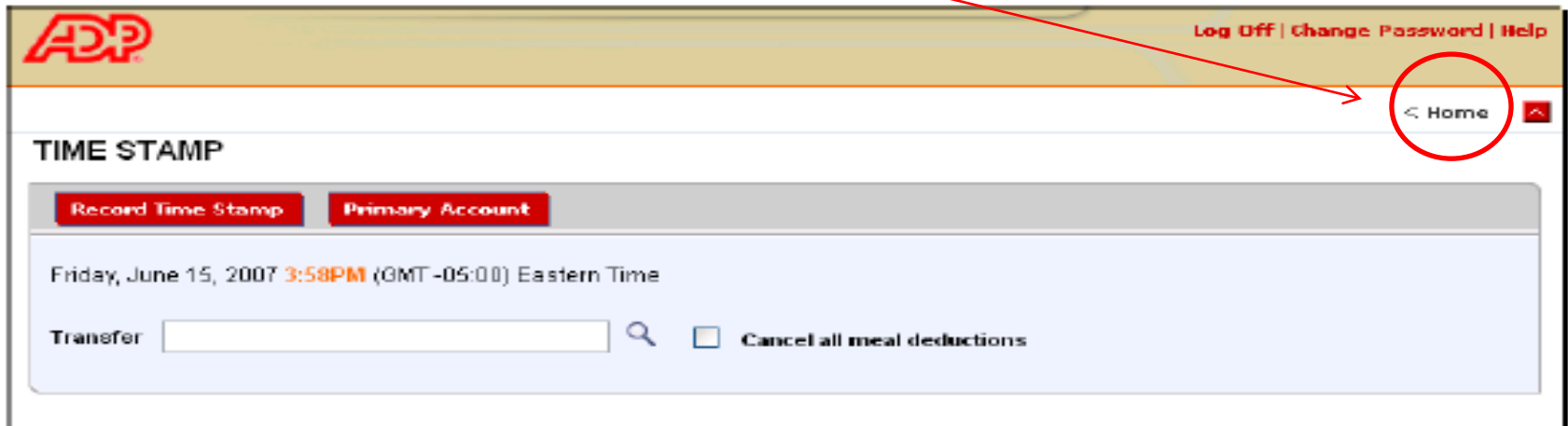
Transfer



Cancel all meal deductions

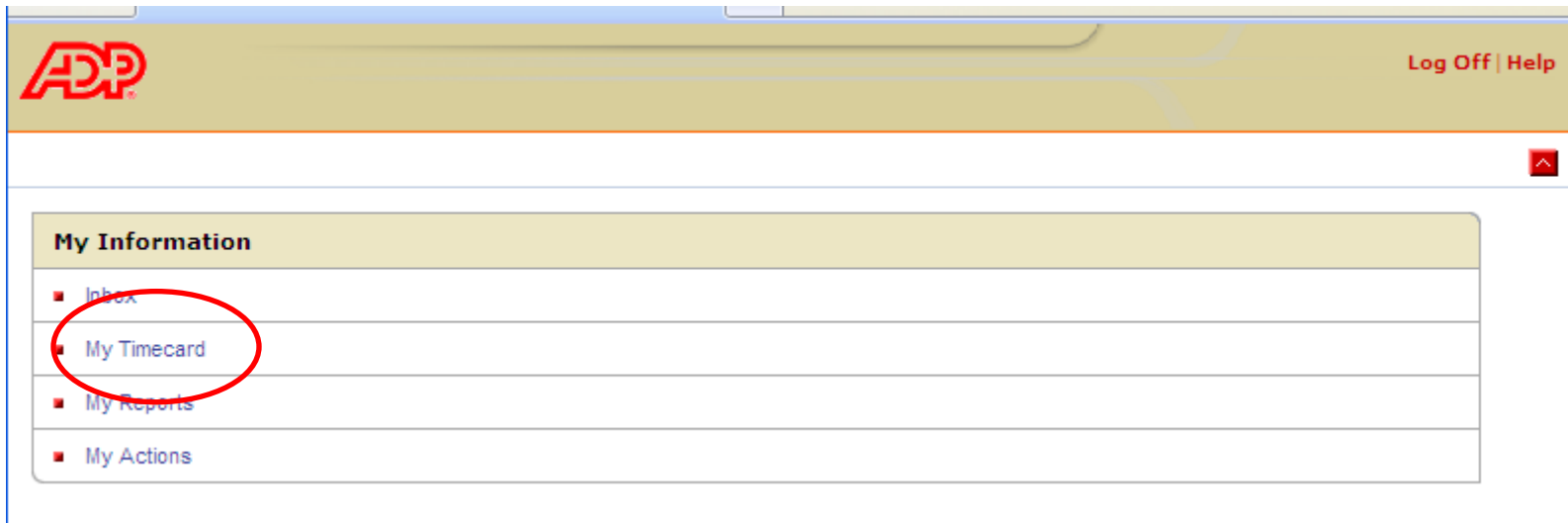
Clicking on Record Time Stamp at the beginning of your shift will record your in punch. When you leave for the day or for break periods, click on Record Time Stamp to record your out punch. If you forget to record an in or an out time, let your supervisor know the date and time that is missing so that they may record it on your timecard.

Click on the word Home to access the eTime Menu page.



- My Timecard is where you will view in and out punches recorded.
- My Reports is where you will view and print Time Detail Report.

Select My Timecard to access your timecard.



TIMECARD

Person & Id

Time Period 6/13/2009 - 6/26/2009

Save Approve Primary Account Totals Summary Refresh								
Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals	
							Shift	Daily
	Sat 6/13							
	Sun 6/14							
	Mon 6/15			6:31AM		3:30PM	8:30	8:30
	Tue 6/16			6:55AM		3:30PM	8:00	8:00
	Wed 6/17			6:51AM		3:28PM	8:00	8:00
	Thu 6/18			6:47AM		3:31PM	8:15	8:15
	Fri 6/19			6:46AM		3:31PM	8:15	8:15
	Sat 6/20							
	Sun 6/21							
	Mon 6/22			6:47AM		3:30PM	8:15	8:15
	Tue 6/23			6:40AM		3:32PM	8:15	8:15
	Wed 6/24			6:45AM		3:30PM	8:15	8:15
	Thu 6/25			6:39AM		3:31PM	8:15	8:15
	Fri 6/26			6:37AM		3:30PM	8:30	8:30
							Total: 82:30	

A time card will show the in and out punches for a two week pay period. The days of the week are listed on the left and the total for each day is listed on the right. Your supervisor can make edits to your time card should you have any errors or missed punches. You can not make changes to a time card.

TIMECARD

Person & Id

Time Period 6/13/2009 - 6/26/2009

- 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
-
- Specific Date
- Range of Dates

Add Row	Date	Pay Code	In	Transfer	Out	Totals	
						Shift	Daily
	Sat 6/13						
	Sun 6/14						
	Mon 6/15						
	Tue 6/16		6:31AM		3:30PM	8:30	8:30
	Wed 6/17		6:55AM		3:30PM	8:00	8:00
	Thu 6/18		6:51AM		3:28PM	8:00	8:00
	Fri 6/19		6:47AM		3:31PM	8:15	8:15
	Sat 6/20		6:46AM		3:31PM	8:15	8:15
	Sun 6/21						
	Mon 6/22		6:47AM		3:30PM	8:15	8:15
	Tue 6/23		6:40AM		3:32PM	8:15	8:15
	Wed 6/24		6:45AM		3:30PM	8:15	8:15
	Thu 6/25		6:39AM		3:31PM	8:15	8:15
	Fri 6/26		6:37AM		3:30PM	8:30	8:30
						Total: 82:30	

You can view a time card relative to a particular period. For example, you can select from the Time Period drop down menu: Previous Pay Period, Current Pay Period, Next Pay Period, or a Range of Dates.

TIMECARD

Person & Id

Time Period 6/27/2009 - 7/10/2009

Save Approve Primary Account Totals Summary Refresh								
Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals	
							Shift	Daily
	Sat 6/27							
	Sun 6/28							
	Mon 6/29					3:00PM		
	Tue 6/30			6:18AM				
	Wed 7/01			6:39AM		3:31PM	8:15	8:15
	Thu 7/02			6:29AM		7:39AM	1:15	1:15
	Fri 7/03							
	Sat 7/04							
	Sun 7/05							
	Mon 7/06			5:59AM				
	Tue 7/07							
	Wed 7/08							
	Thu 7/09							
	Fri 7/10							
							Total: 9:30	

Time card with missing in and out Punches. Supervisor will need to correct or there will be no pay for those days.



TIMECARD

Person & Id

Time Period 6/13/2009 - 6/26/2009

- Save
- Approve
- Primary Account
- Totals Summary
- Refresh

Click on the word Home to access the eTime Menu page.

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

Click on My Reports to view Time Detail reports.

REPORTS

Name: Barr, Ricky E

View Report **Primary Account**

AVAILABLE REPORTS

Schedule
Time Detail

Time Period: Current Pay Period

Start Date:

End Date:

Accrual Balances and Projections

As Of:

Select Time Detail and the Time Period to view the Time Detail Report
Click the View Report button to see the report.

TIME DETAIL

Return

Time Period: Previous Pay Period Printed: 7/06/2009
 Dates: 6/13/2009 - 6/26/2009

Name: ID: Pay Rule: 630 BW SCH OT>40 30ML HOL8
 Primary Account(s): 5/30/2009 - forever 63000155/0000/63BU-FAC/6309200000/63H/0124071/0000

Date	Apply To	In Punch	In Exc	Out Punch	Out Exc	\$Amt	AdjEnt Amount	Totaled Amount	Cum. Tot. Amount	Absence
Sat 6/13									0:00	
Sun 6/14									0:00	
Mon 6/15		6:31AM	EV	3:30PM	LV			8:30	8:30	
Tue 6/16		6:55AM		3:30PM	LV			8:00	16:30	
Wed 6/17		6:51AM		3:28PM	LV			8:00	24:30	
Thu 6/18		6:47AM	EV	3:31PM	LV			8:15	32:45	
Fri 6/19		6:46AM	EV	3:31PM	LV			8:15	41:00	
Sat 6/20									41:00	
Sun 6/21									41:00	
Mon 6/22		6:47AM	EV	3:30PM	LV			8:15	49:15	
Tue 6/23		6:40AM	EV	3:32PM	LV			8:15	57:30	
Wed 6/24		6:45AM	EV	3:30PM	LV			8:15	65:45	
Thu 6/25		6:39AM	EV	3:31PM	LV			8:15	74:00	
Fri 6/26		6:37AM	EV	3:30PM	LV			8:30	82:30	
Totals						0.00	0:00	82:30	82:30	

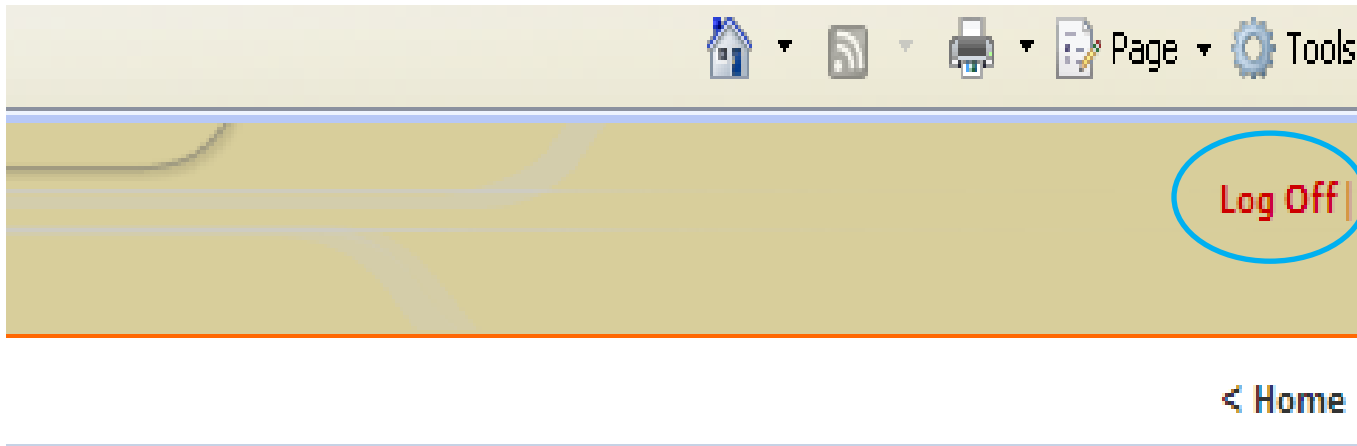
Account Summary

Account	Pay Code	Money	Hours
63000155/0000/63BU-FAC/6309200000/63H/0124071/0000			
	OVERTIME		2:30
	REGULAR		80:00

Pay Code Summary

Pay Code	Money	Hours
OVERTIME		2:30
REGULAR		80:00

Example of Time Detail Report



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.