USG Shared Services Initiative

"Creating A More Educated Georgia"

Board of Regents of the

University System of Georgia

eTIME® Employee User Guide

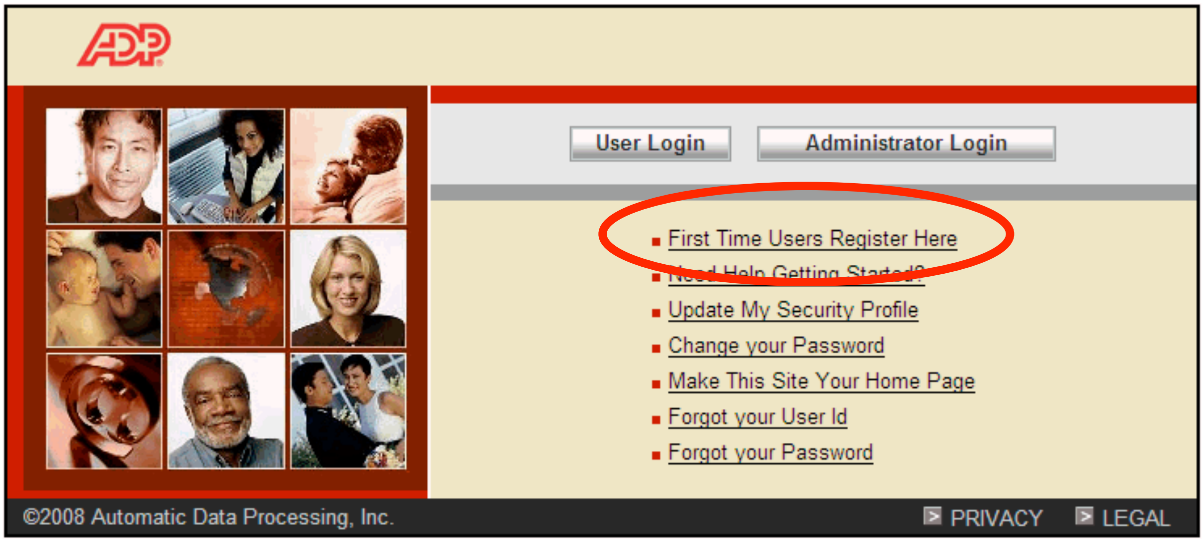
Employees with the

Hourly View Time Card

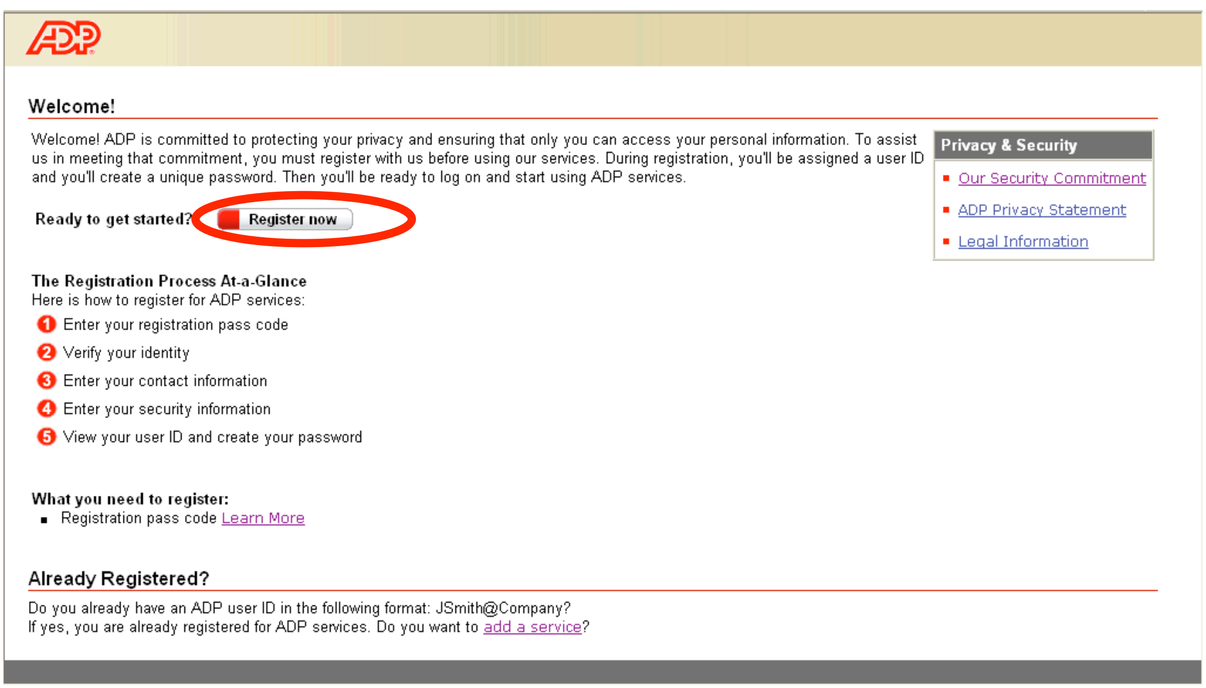
Contents

Registering for Self Service

1. Click the **Employee Self Service** link on your institution's webpage.
2. Click the **First Time Users Register Here link** on the Self Service Login page.

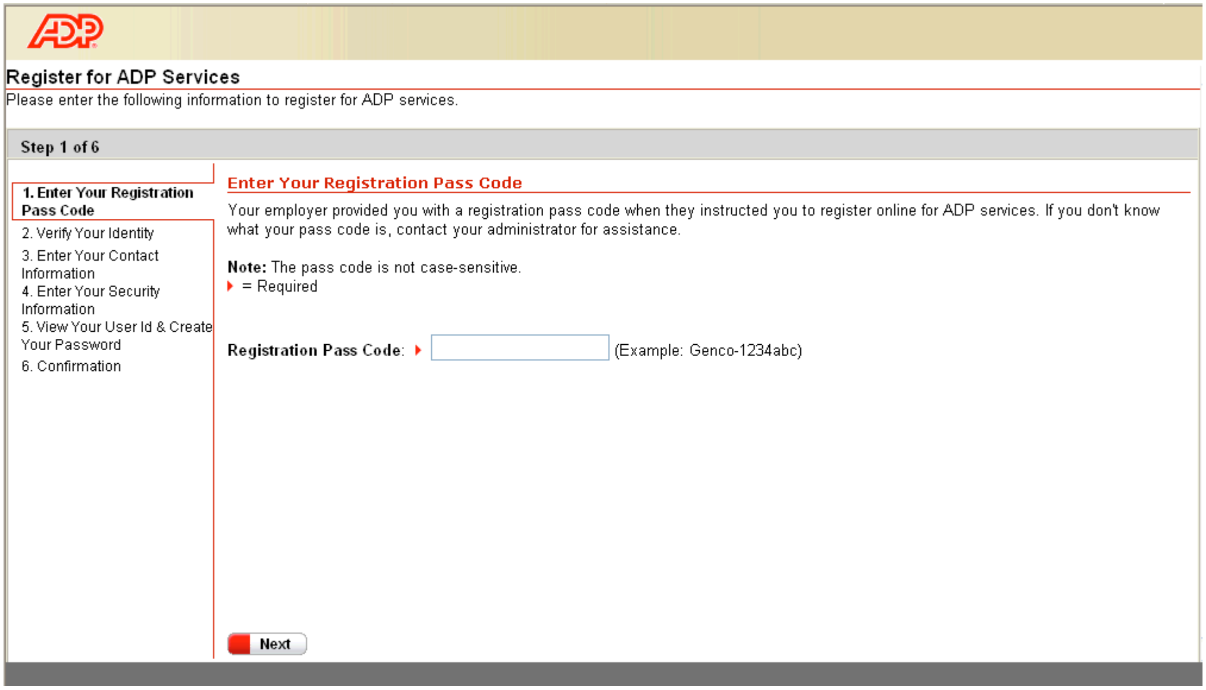


3. Click **Register Now**.

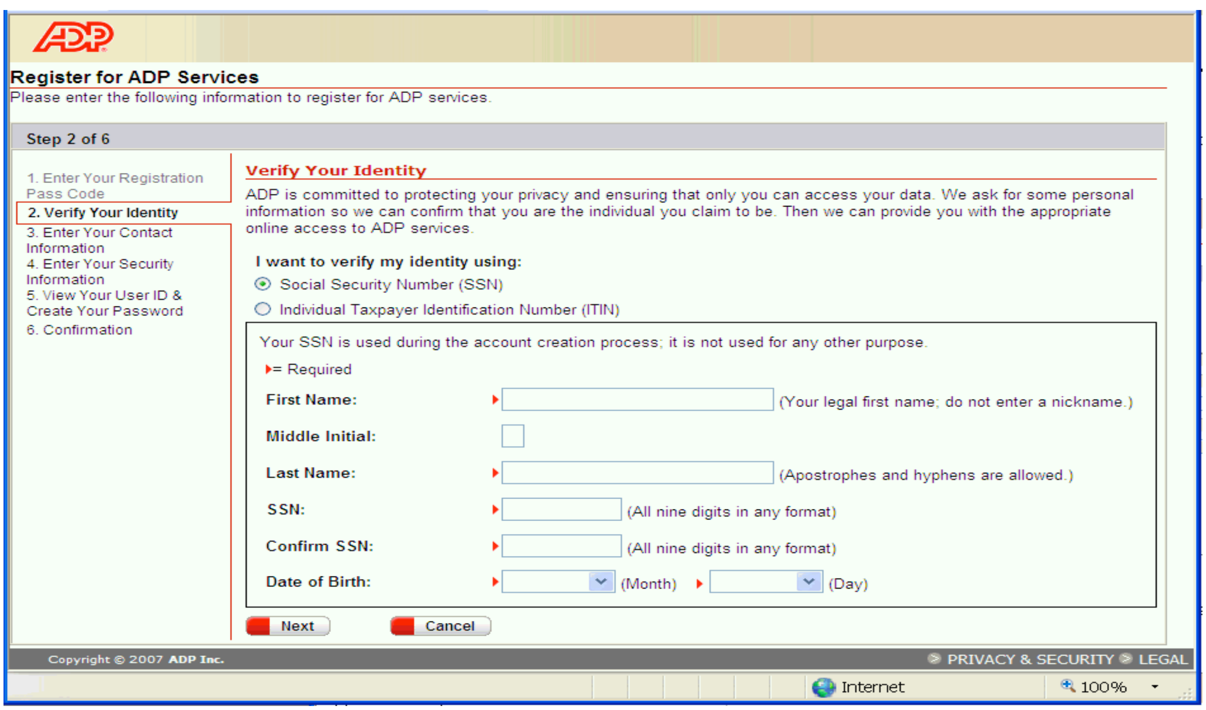


4. Enter your **Registration Pass Code** and click **Next**.

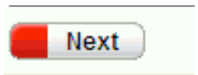
Note: Your Self Service Registration Pass Code was provided to you by your Human Resources Department.



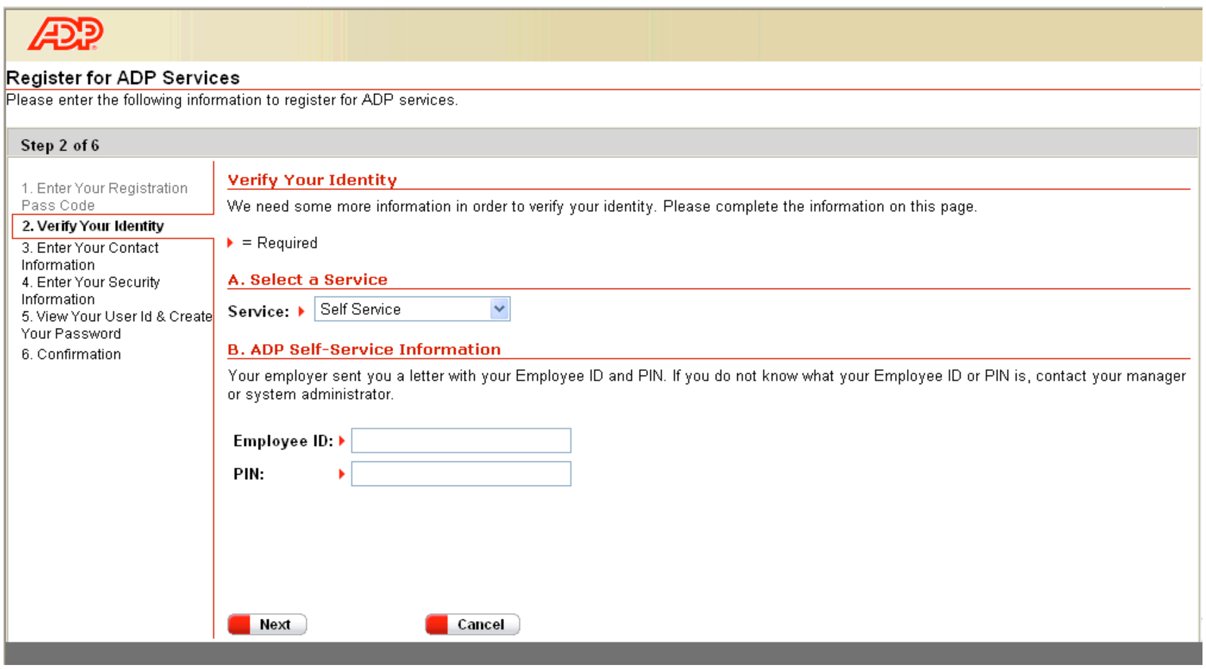
5. Select to verify with either your SSN or TIN, using the full number of digits.



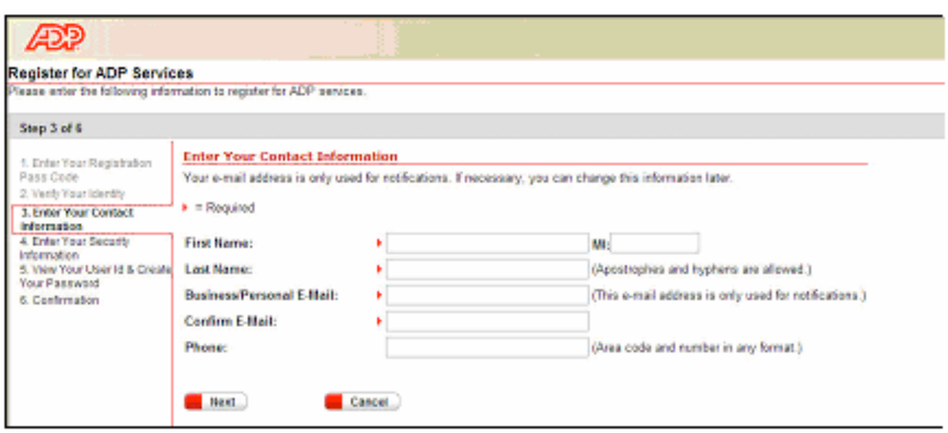
6. Enter your data in the fields with the ▶. After completing these fields, click **Next**. *Please Note – you must enter your name as it appears in the HR/Payroll system of record.*



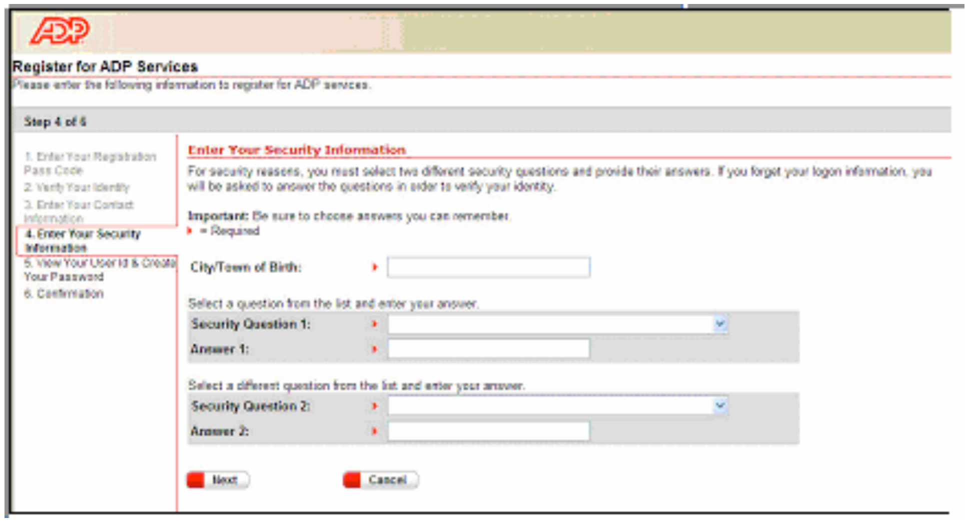
7. In rare circumstances, a second page (below) of *Verify Your Identity* may appear. This may be due to incorrect data being entered in the previous screen. If this occurs, click **Cancel** and verify your entered information. Note – you must enter your name as it appears in the HR/Payroll system of record. If all data is correct and you are still seeing this form, please contact the SS Help Desk for more information.



8. Complete the fields on your Contact Information and click **Next**.

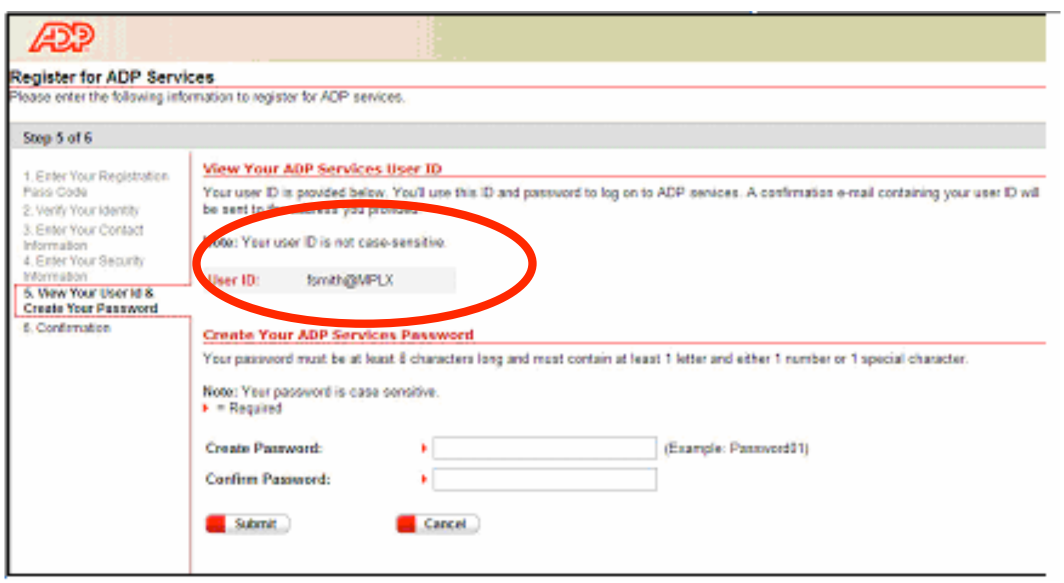


9. Complete all the fields on your Security Information and click **Next**.



10. The View Your Userid & Create Your Password will appear. Your user ID is displayed.

Note: The security questions and answers are used if you forget your logon credentials. Be sure to choose information that you can readily remember.

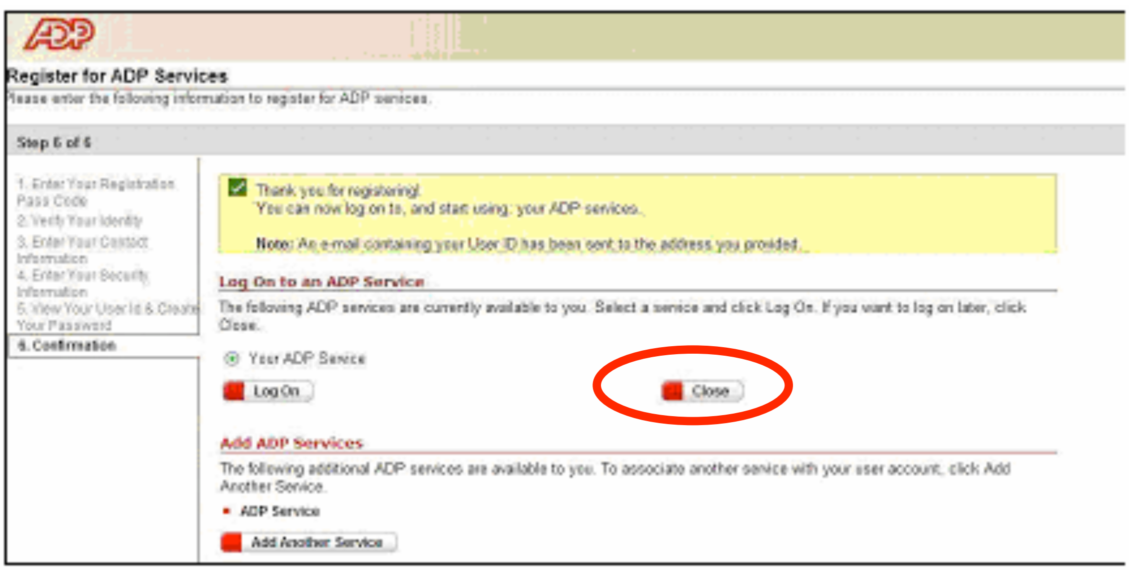


11. Enter your password in the **Create Password** field.

Note: Your password must be a minimum of 8 characters and contain at least one alpha and either one numeric or special character. Your password is case-sensitive.

12. Re-enter your password in the **Confirm Password** field and click **Submit**.

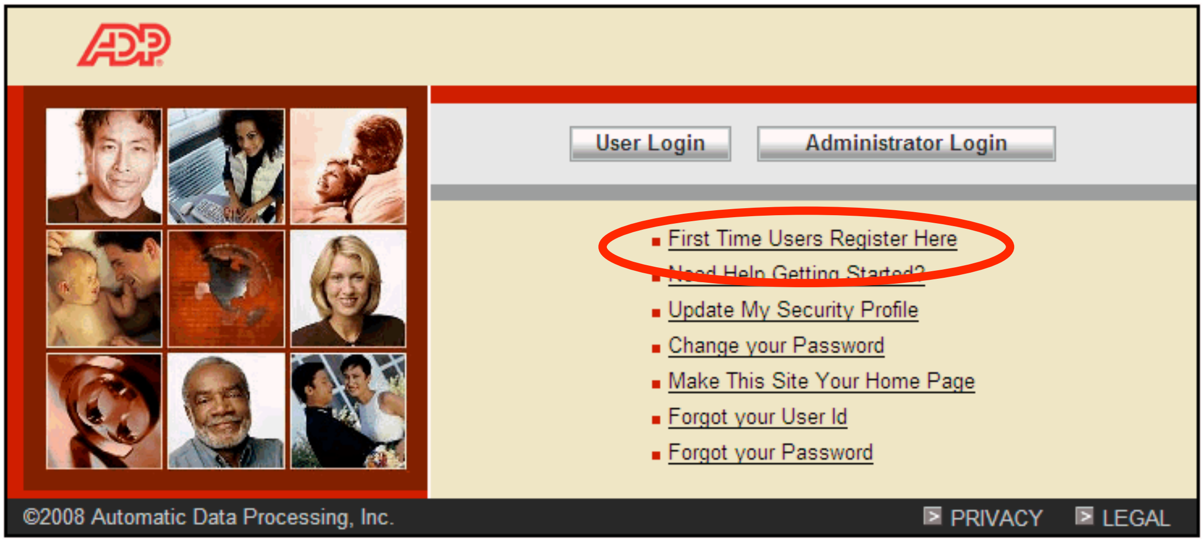
13. The Confirmation page will appear. You are now registered for Self-Service. Click **Close**.



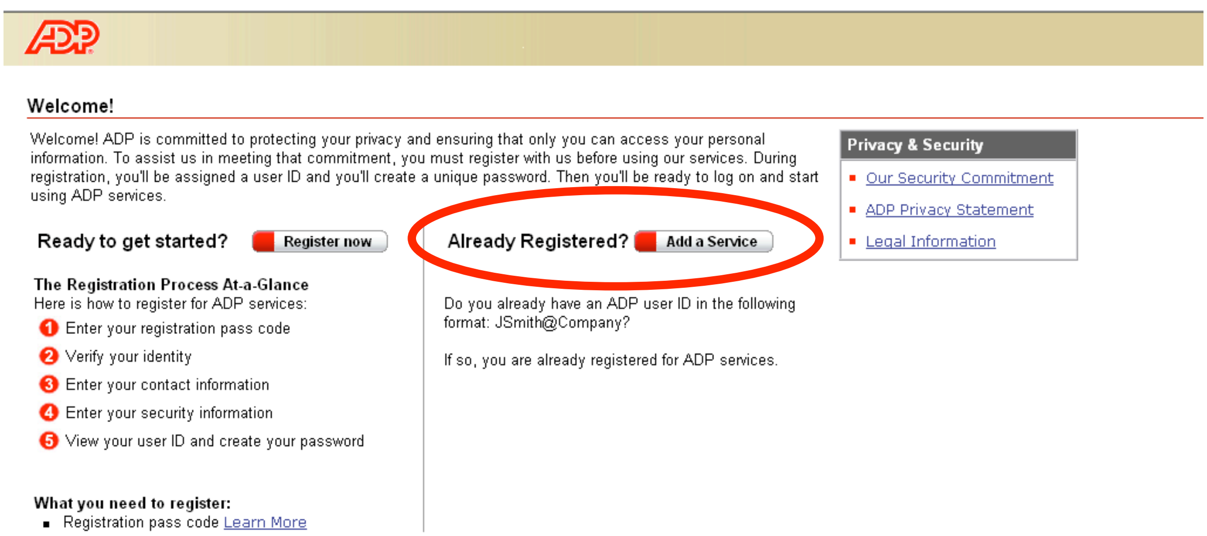
The next step is to add Additional Services, so you have access to eTIME.

Adding eTime

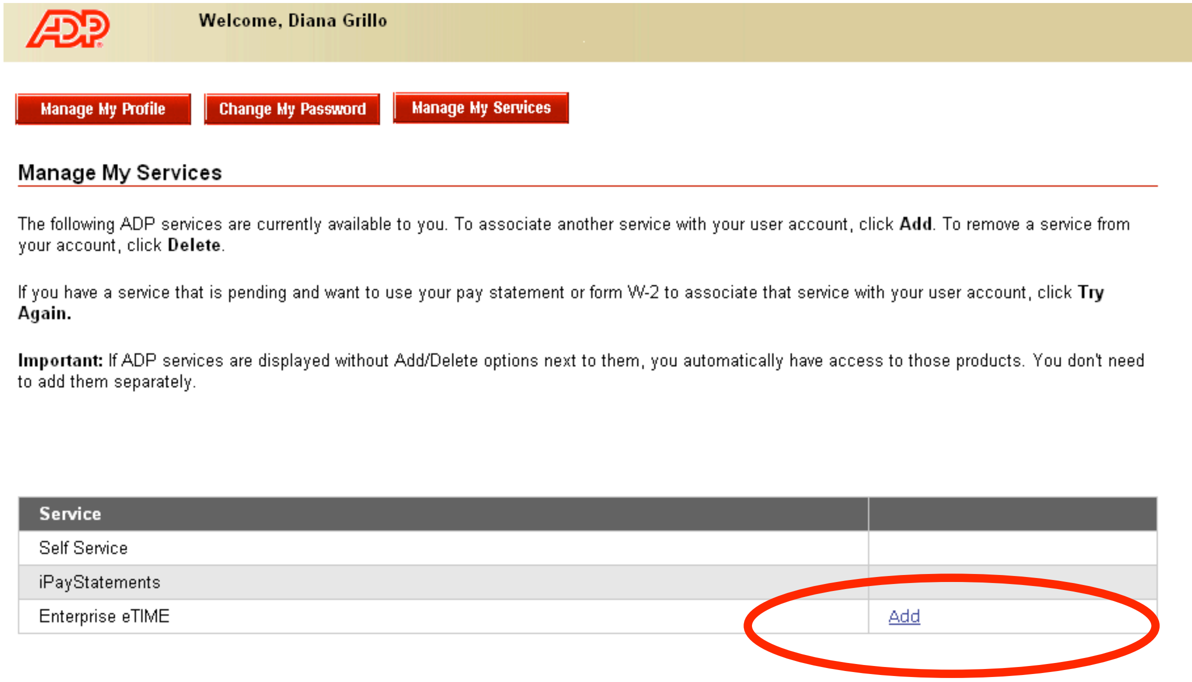
1. Go back to the Portal main login page: http://portal.adp.com and select "First Time Users Register Here"



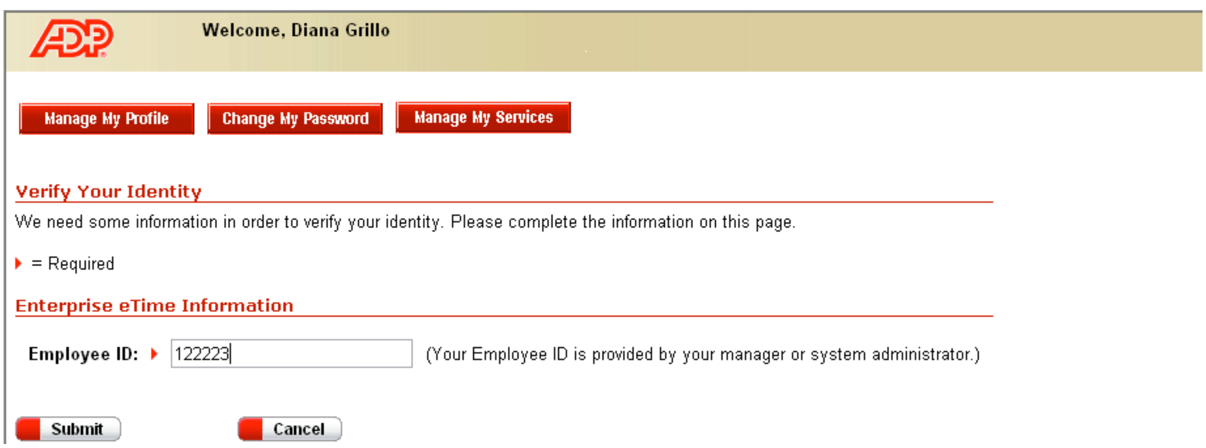
2. Click **Add a Service**.



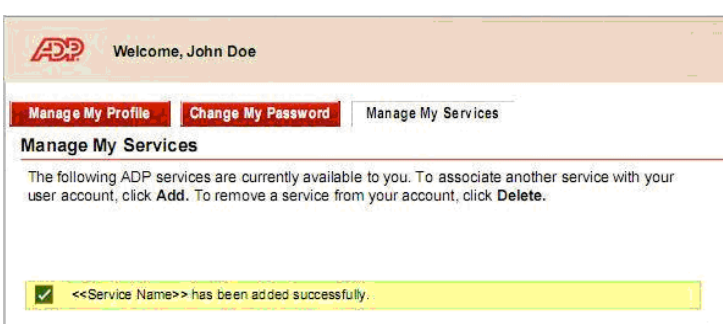
3. On the Enterprise eTIME line, choose **Add.**



4. Enter your Employee ID number and click **Submit**.



5. Upon successful completion, you will see the following screen:

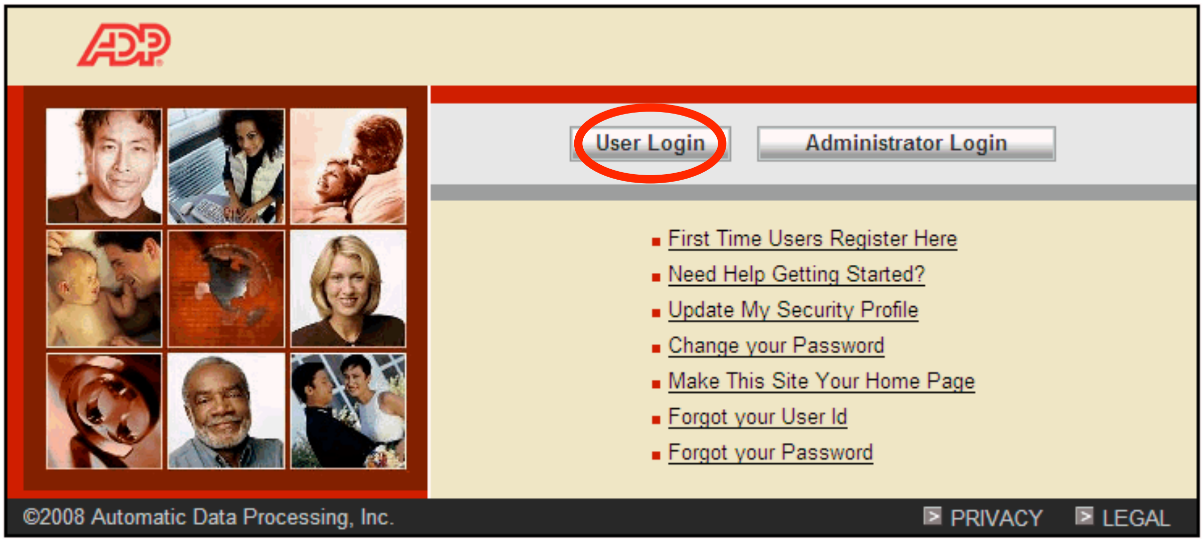


Log On

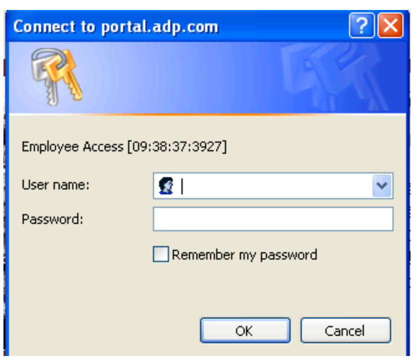
Access the eTime Timesheets link from the Employee Self Service Portal.

1. Click the Employee Self Service link on your institution's webpage.

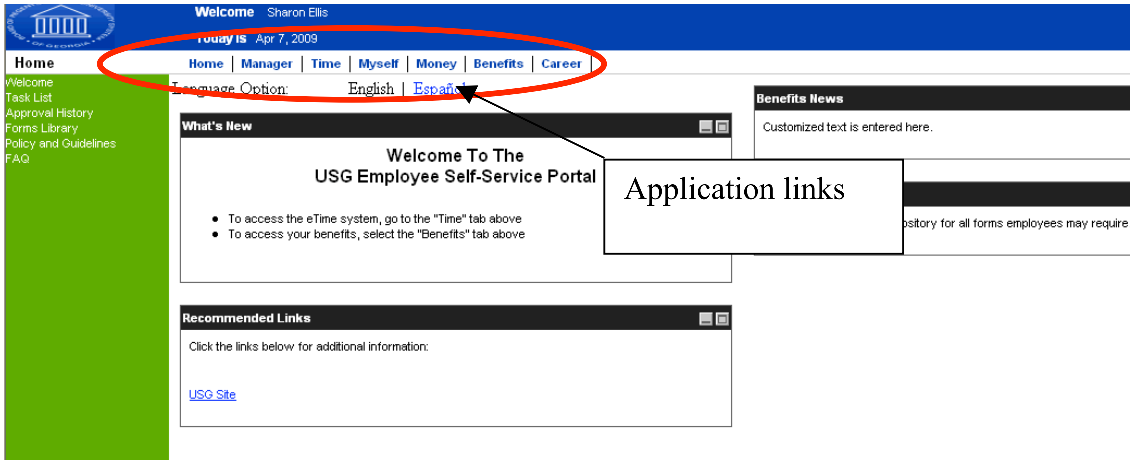
2. Click 'User Login' button.



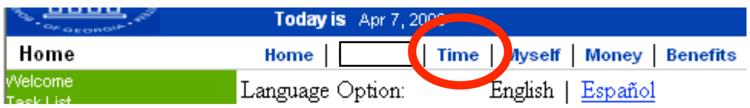
3. Enter User Name and Password and click **OK**.



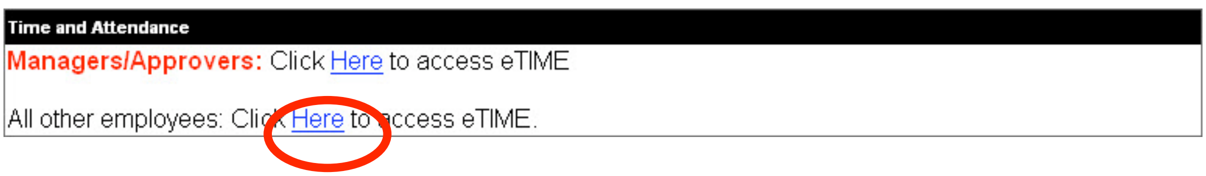
4. The Netsecure Portal will appear. The application links allow you to enter into each application.



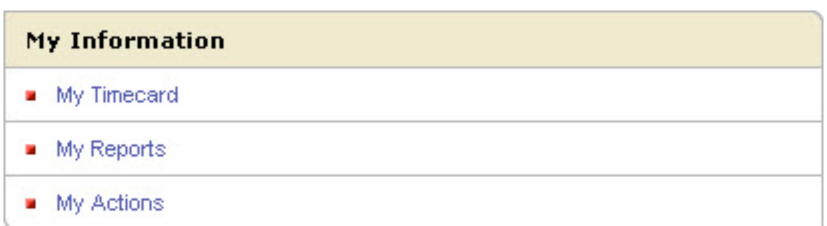
5. Click the Time application link



6. Click the Here link for All other employees if you are not a manager or approver of time cards.



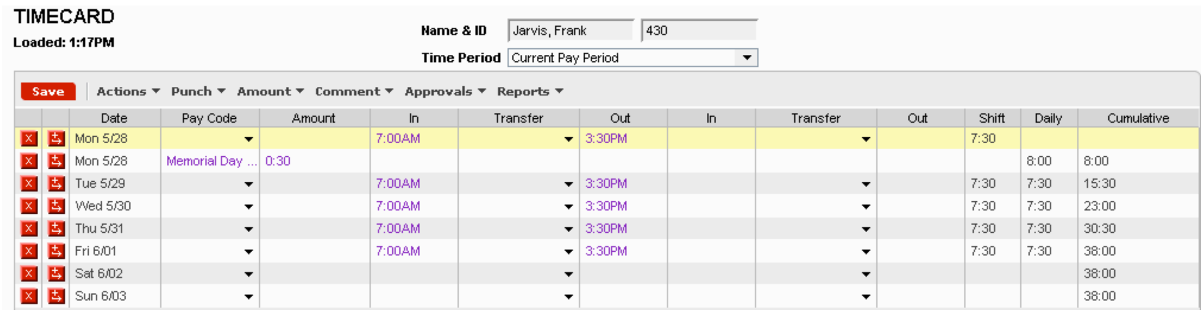
7. Now you are in the eTime application



8. You will click the various links –
   a. My Timecard will take you into your time card
   b. My Reports allows you to view you leave accruals and time card for printing
   c. My Actions allows you to request time off if you are eligible for time off

Hourly View Time Card

The Hourly View timecard is where you will enter, review, edit, and approve the time that you spend in job-related activities. Your Supervisor will then review, edit, or approve the timecard and release the information to the payroll department.



TIMECARD

Loaded: 1:17PM

Name & ID: Jarvis, Frank | 430

Time Period: Current Pay Period

Save | Actions | Punch | Amount | Comment | Approvals | Reports

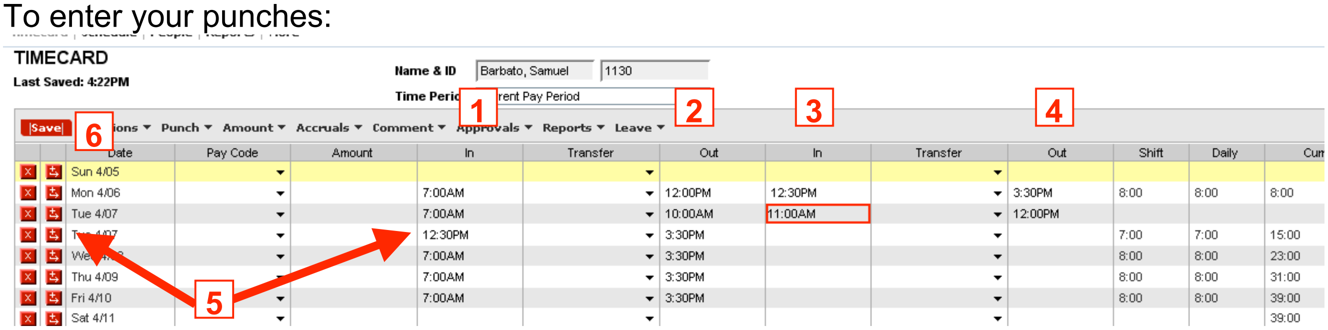
Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Mon 5/28			7:00AM		3:30PM				7:30		
Mon 5/28	Memorial Day ...	0:30								8:00	8:00
Tue 5/29			7:00AM		3:30PM				7:30	7:30	15:30
Wed 5/30			7:00AM		3:30PM				7:30	7:30	23:00
Thu 5/31			7:00AM		3:30PM				7:30	7:30	30:30
Fri 6/01			7:00AM		3:30PM				7:30	7:30	38:00
Sat 6/02											38:00
Sun 6/03											38:00

Entering Time in an Hourly View Timecard

The timecard grid contains two sets of In and Out columns in which you enter punches. The two sets of In and Out columns allow you to enter more than one start and stop time; for example, if you punch out for a meal or break and then punch back in when you return to work.

You should have an out-punch for every in-punch.

To enter your punches:



TIMECARD

Last Saved: 4:22PM

Name & ID: Barbato, Samuel | 1130

Time Peri[od] [Cur]rent Pay Period

Save | [Acti]ons | Punch | Amount | Accruals | Comment | Approvals | Reports | Leave

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cum
Sun 4/05											
Mon 4/06			7:00AM		12:00PM	12:30PM		3:30PM	8:00	8:00	8:00
Tue 4/07			7:00AM		10:00AM	11:00AM		12:00PM			
Tue 4/07			12:30PM		3:30PM				7:00	7:00	15:00
Wed 4/08			7:00AM		3:30PM				8:00	8:00	23:00
Thu 4/09			7:00AM		3:30PM				8:00	8:00	31:00
Fri 4/10			7:00AM		3:30PM				8:00	8:00	39:00
Sat 4/11											39:00

1. Click the first ‘In’ cell across from the appropriate date and enter the time that you start work. AM does not have to be typed but PM does.

2. Click the first ‘Out’ cell and enter the time that you end work. This time can be at the end of the day or for a break or lunch.

3. If you punched out for a break or meal, click the second ‘In’ cell and enter the time that you returned to work.

4. Click the second ‘Out’ cell and enter the time that you ended work

5. If you punch in or out more than twice in the same day, you can add a row to the timecard and continue to enter punches. Click to add a row.

6. Click ‘Save’

For some users, your hours might already be entered for any of the following reasons:

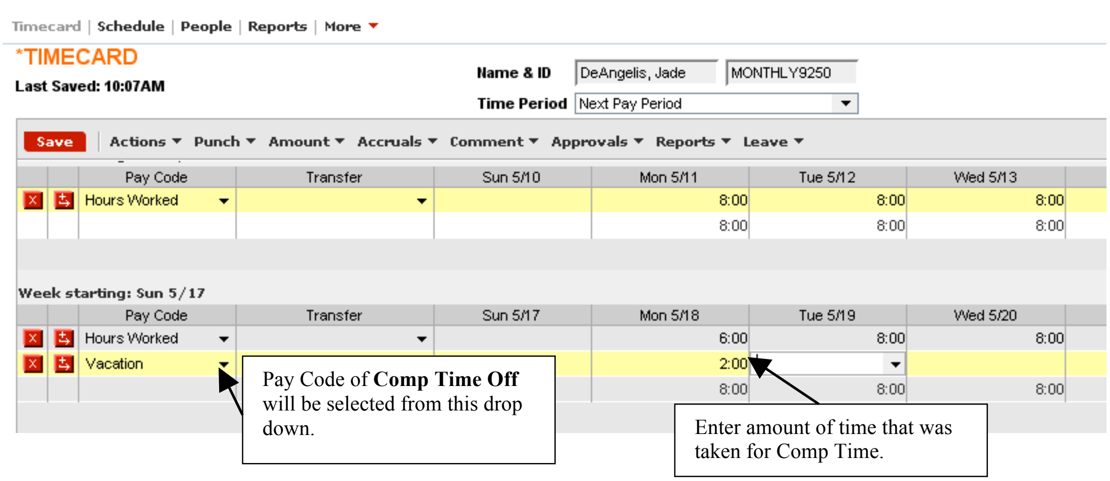
- You punched in at a data collection device such as a timeclock.
- You used the Time Stamp feature.
- A holiday or scheduled time off was preloaded by ADP or your manager.

Recording Comp Time in a Timecard

The University System of Georgia will now track Comp Time earned and taken on the Time card. Comp Time will now be calculated and applied based on the Overtime rules where an employee must physically work 40 hours before Comp Time will be calculated at Time and a half. The Tuesday following the end of the Pay Period the Comp Time will appear in the Comp Time bucket for you to begin using. After 20 weeks from the Tuesday the Comp Time was placed in the bucket, if the Comp Time has not been used, eTime will process the Comp Time to be paid in the upcoming pay period.

For example, the Pay Period is April 4 – April 17. Comp Time is earned on April 7 of 2 hours. During the week of April 4 – April 10, you physically worked 40 hours; therefore, the 2 hours for April 7 will be calculated at Time and a half giving 3 hours to be placed in the Comp Time bucket for you. You will not be able to use this 3 hours until Tuesday April 21 (Tuesday after the pay period end date of April 17) when it will be placed in the Comp Time bucket.

To record Comp Time Taken, insert a row on the week the Comp Time was taken. On this new row select the Pay Code for Comp Time Off. On this same row in the column of the day the Comp Time was taken, enter the total time that will be documented as Comp Time taken.

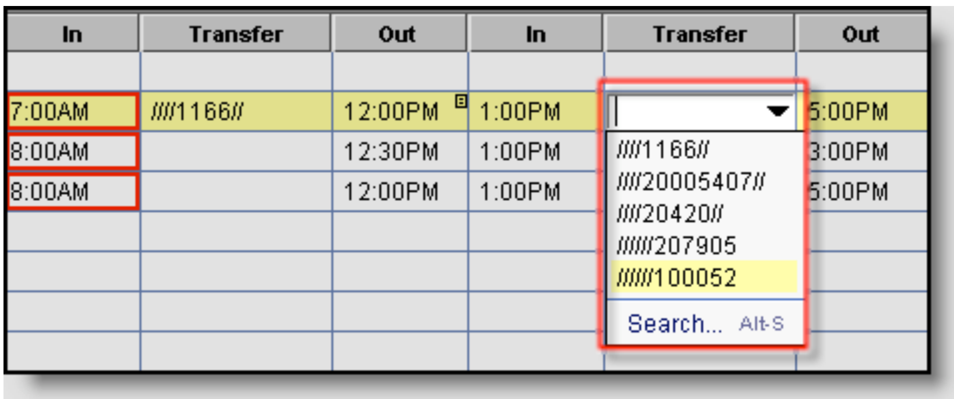


Transferring Time in a Timecard

Each employee is assigned a primary labor account, primary job, and default work rule. However, you may sometimes be asked to work at a different area or job and charge your hours there. This is referred to as a timecard transfer.

To perform a timecard transfer:

In the timecard grid, click the Transfer column on the row associated with the punch or amount that you want to transfer.



- Select the transfer from the drop-down list of recent transfers.

  Click the down arrow in the Transfer cell that you selected to show the list of most recent transfers. At the bottom of the list, click Search to access the Select Transfer dialog box.

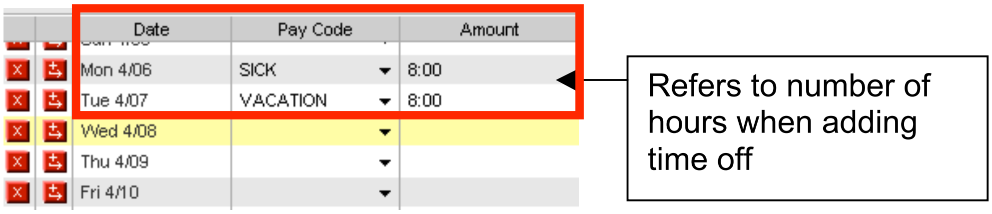
The timecard grid supports up to two transfers in each row. To transfer your time more than twice in a given day, add a row under the day that you are currently editing and continue your entries.

Note: Transfers remain in effect on each day one is added, until you cancel them.

Entering Time Off in an Hourly View Timecard

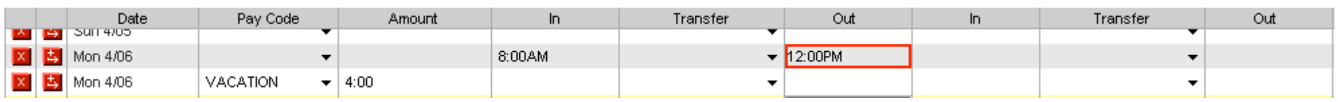
To report time off, enter the correct Pay Code. Instead of entering in-punches and out-punches for time not worked, enter the number of hours in the Amount column.

The following example shows 8 hours of SICK for Monday and 8 hours for Tuesday:



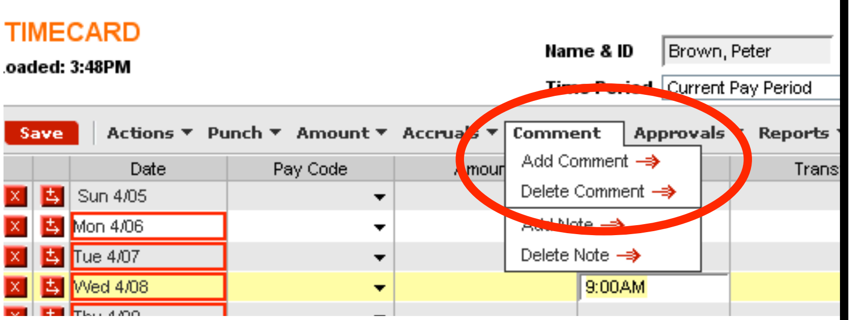
Note: There cannot be a Pay Code change on the same line as a punch. If there is a need for this to happen on the same day as a punch, simply add a line.

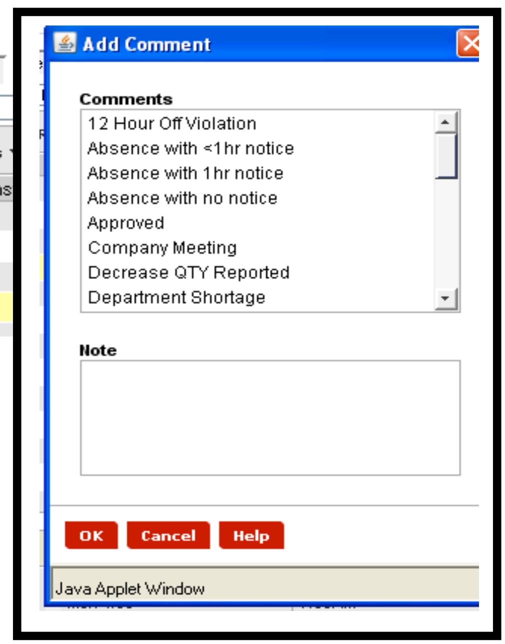
An example of a time card that shows time worked and then VACATION taken on the same day:



Adding Comments

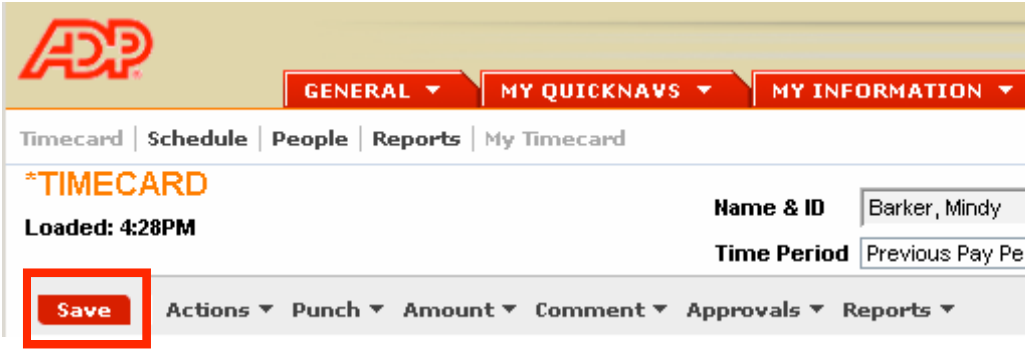
To add a comment to any cell, right-click in the cell and choose ‘Add Comment’, or **Comment > Add**.





Saving the Time Card

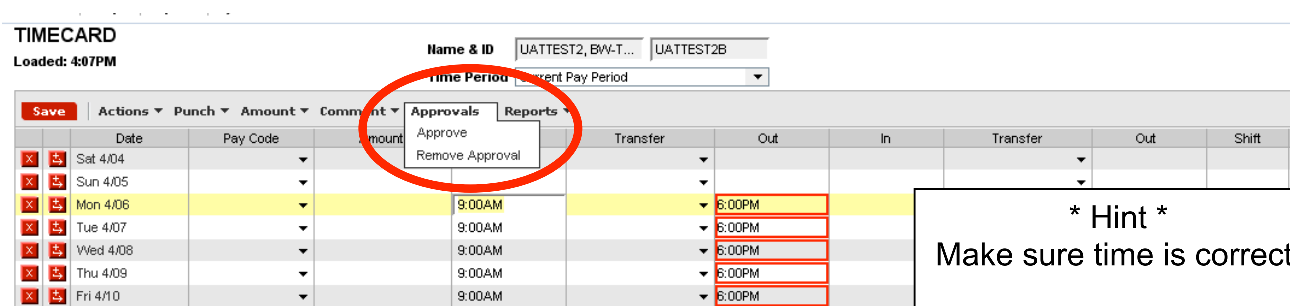
You need to save your changes to your timecard. The word TIMECARD will be orange indicating changes had been made and saving is required. Click Save from the menu bar.



Approving the Timecard

Approving your timecard 'submits' your time card for manager approval. Approval lets a manager know that the timecard is accurate, complete and ready to be sent to payroll for processing.

Approval can be *removed* if a manager has not submitted the timecards to payroll.



Click on **'Approvals'** then **'Approve'**

* Hint *
Make sure time is correct:

Don't approve until any missed punches are fixed. These are identified as a solid red box where the punch should be. <u>Missed punches will cause the time card to not be paid</u>.

Since Leave is managed and monitored in eTime®, the requesti
executed in eTime®.