Roger Williams University

Exempt Employees ADP eTime Training Manual

August 2014

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Introduction

ADP eTime is a "Time & Attendance" program that allows Exempt Employees to request exception time (i.e. vacation, sick, etc.) as well as view accrued hours and reports electronically on the internet.

Registering for eTime as a first time user

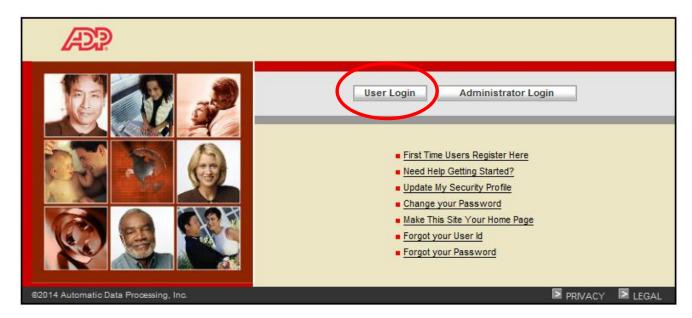
For more information about how to register as a first time user please see the Registration Manual found at the Roger Williams University Payroll website **ADD LINK**

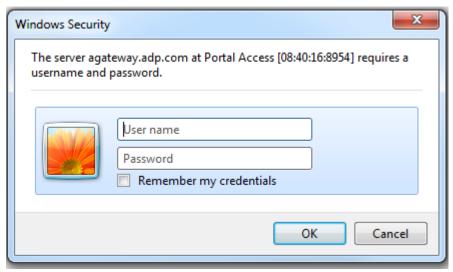


Accessing eTime

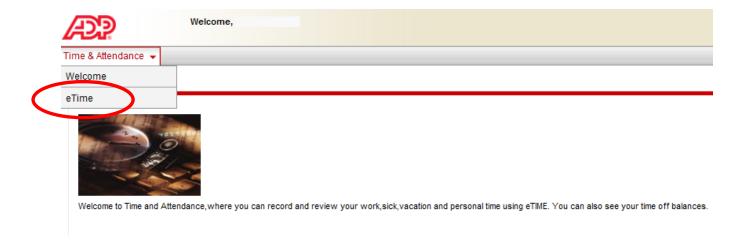
1. Access the eTime link from the ADP Portal

- 1. In your internet browser type https://portal.adp.com/public/index.htm
- 2. Please save this site as a "favorite" on your website.
- 3. Click 'User Login' button and enter your User Name and Password created when registering.

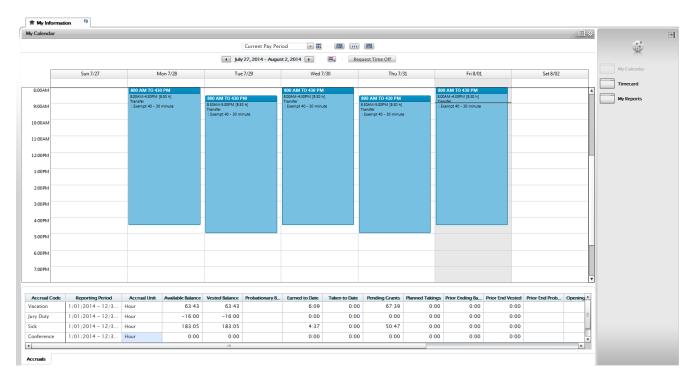




4. ADP Time and Attendance home page will appear. Click the Time and Attendance drop box and select eTime.



5. This will bring you to "My Calendar". This will allow you to view your accrued exception time, in addition to requesting exception time.

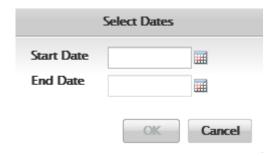


How to Request Exception Time

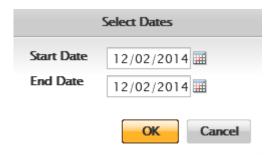
1. Click on the "Select Dates" icon.



2. The "Select Dates" box appears.

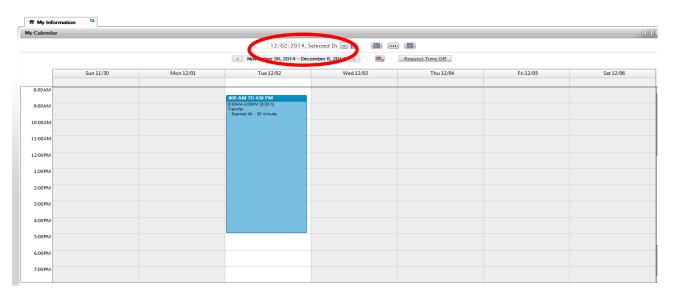


3. You can then enter a date or range of dates.



4. Click "OK"

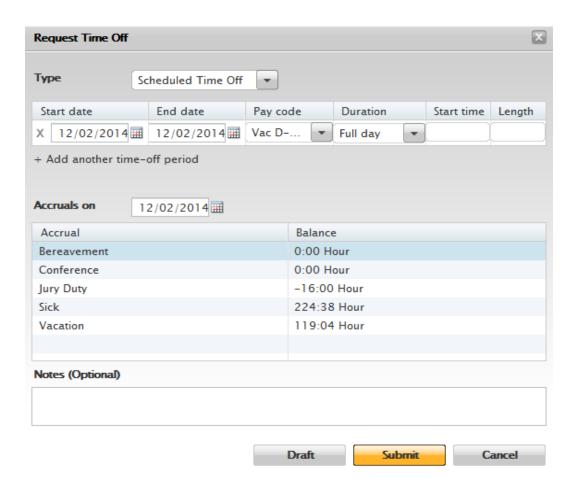
5. Your calendar will then show the date(s) selected



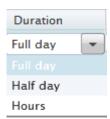
6. Click on "Request Time Off" icon



7. The "Request Time Off" box opens



8. Under the "Duration" drop down menu, you can select "Full Day", "Half Day", or "Hours". If you select "Hours" you will be required to enter the start time and length (number of hours requested – can be in half hour increments). For example 2.5 in length would be a request for 2 ½ hours.



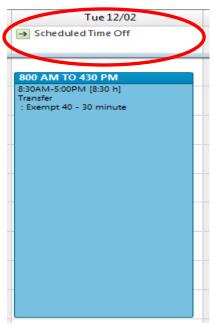
9. Select the "Pay Code" from the drop down box.



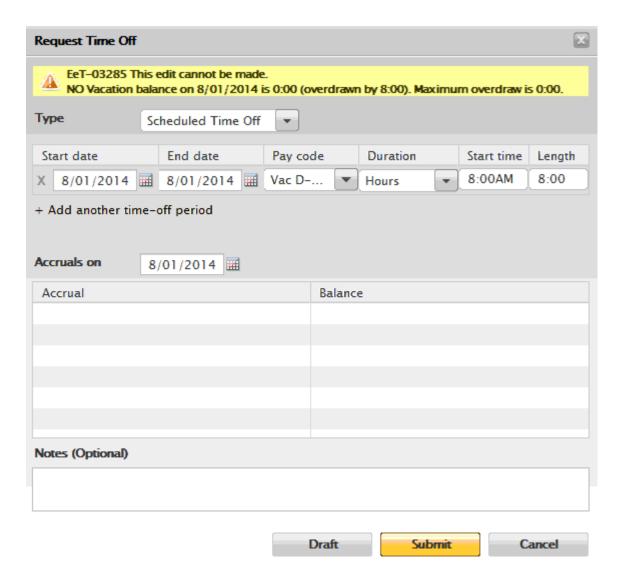
10. There is an optional "Notes" section at the bottom of the form.



- 11. Click the "Submit" button.
- 12. Once the "Submit" button is clicked you will see a new box on the top of your schedule.



13. If you are requesting any exception time in excess of any time accrued you will get the following error:

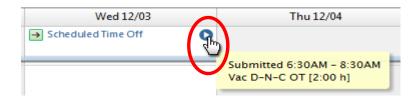


Retracting Exception Time That Has Not Been Approved

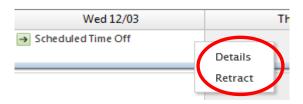
1. You will need to select the date you want to retract from the "Select Dates" icon



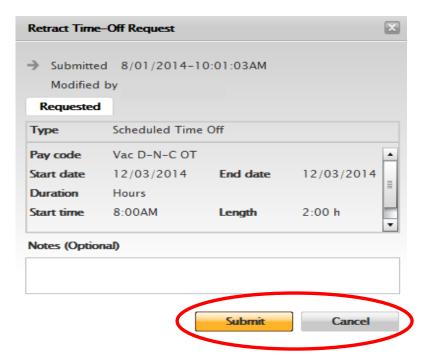
2. Place your mouse over the top box labeled "Scheduled Time Off", click on the "play" button.



3. A select box opens up where you can view the details of the request as well as retract the request.

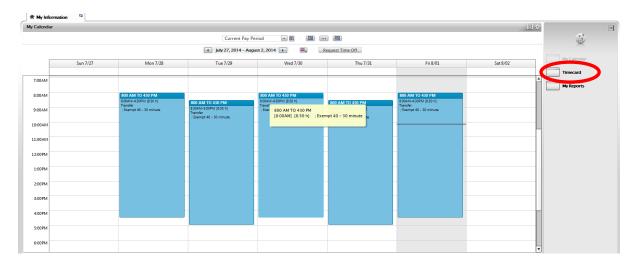


4. Once you click retract, you will see your request where you can "Submit" the retraction, or cancel the request to retract.

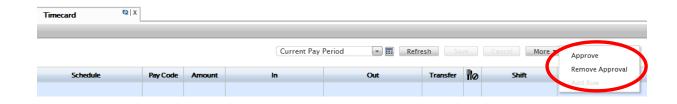


Reviewing and Approving Your Timecard

1. Click on the "Timecard" icon on the far right section of your page



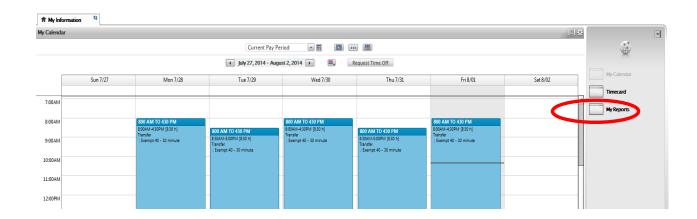
1. To ensure that your timecard <u>accurately reflects all exception time</u> for the pay period we request that you review your timecard and approve by **Saturday 12:00** p.m. for the end of each bi-weekly pay period. The time card will then be reviewed and approved by your supervisor by **Monday 9:00 a.m.** Payroll will pull all time cards **Monday 10:00 a.m.** and any changes that need to be made after that will need to be submitted to Payroll by your supervisor as well as an explanation for the change.



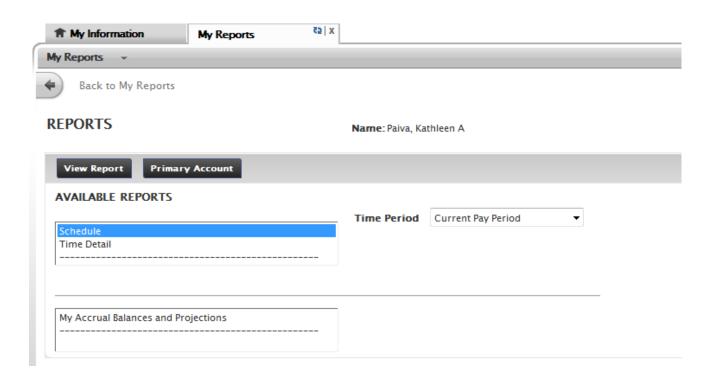
2. Please note, submitting a fraudulent timesheet is subject to disciplinary action including termination of employment.

Reviewing My Reports

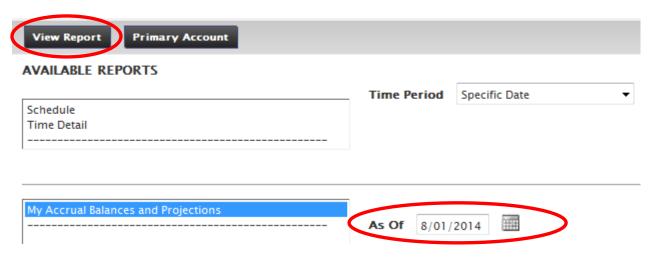
1. Click on the "My Reports" icon on the far right section of your page



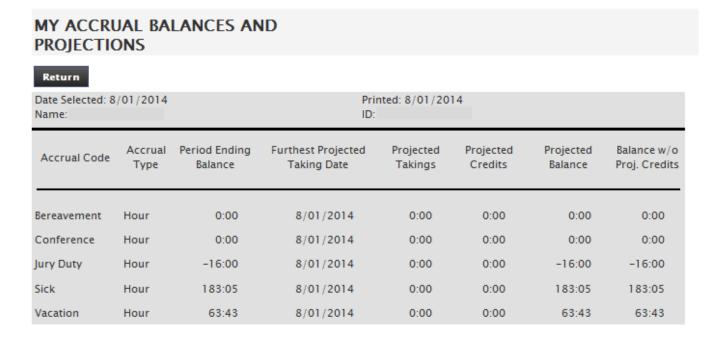
2. The "My Reports" screen allows you to view your Schedule, Time Detail and Accrual Balances and Projections.



3. To view "My Accrual and Projections", click on the report name and enter an "As Of" date in the box that will populate. Once you have selected the date using the calendar, click on the "View Report" icon.



4. After clicking the "View Report" icon your report will be populated.



Signing Out

1. When finished with eTime, please sign off the system by selecting "Sign Out" on the top left. Please note that the system will automatically log off after a period of inactivity (approximately 20 minutes).

