ADP Bi-Weekly Employee Supervisor eTime Instructions

- Go to ADP web portal - https://workforcenow.adp.com
- Enter your user ID and password that you created previously

Approving An Employee's Timecard

Go to My Team > Time & Attendance > Individual Timecard

1) Your employee's timecard will be displayed. (If you have multiple employees - to locate additional employee's timecards that you need to approve go to Employee Search (in blue at top of the screen and type in the employee's name or use the arrows on the far right – next to the blue search.)
   NOTE: **The employee has approved their time sheet when you see Employee Approved with a green check mark:**
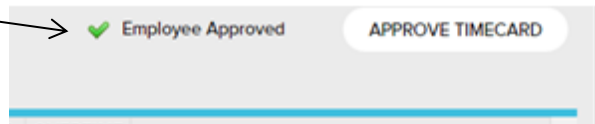
2) Please review all hours entered for the pay period and ensure they are correct and that the **totals for each week** are correct.

Total hours for the Pay Period.

Total hours for each week.

NOTE: If the Pay Code field is blank, this means Regular Hours were worked.

PAY CODE	DESCRIPTION
BEREAV	Bereavement
HOLIDAY	Holiday
HOLWRK	Worked Holiday
JURY	Jury Duty
MATERNITY	Maternity
PATERNITY	Paternity
SICK	Sick
VACATION	Vacation

See page 7: "Requesting Time Off on Behalf of an Employee.

Please note that bereavement, jury duty, maternity, and paternity leave must be requested from and approved by the supervisor and HR, and must be entered directly into the timecard (not through the "Request Time Off" process).

The **Totals** tab will show you the total hours in summary form.

Current Pay Period ▼	9/6/2015 📅	9/19/2015 📅	🔍 FIND		
☰ Timecard	Totals	Schedule	Time Off Balances		

Display Totals By: ● Pay Code ○ Week	Dollars/Amount: ○ Show ● Hide
PAY CODE	**HOURS**
HOLIDAY	7.50
REGULAR	71.25
GROSS TOTALS:	**78.75**

If you disagree with the hours entered please have the employee correct the hours entered and have them re-approve their hours before you approve their timecard.

NOTE: Holidays will automatically populate.

☰ Timecard	Totals	Schedule	Time Off Balances			
WEEK 1	**PAY CODE**	**HOURS**	**DAILY TOTALS**	▼	**REGULAR**	**OVERTIME**
☰ Sun 09/06		0.00		0.00	0.00	0.00
☰ Mon 09/07	HOLIDAY	ⓘ 7.50		7.50	0.00	0.00
☰ Tue 09/08		ⓘ 7.50		7.50	7.50	0.00

NOTE: If they worked a holiday, (for example, Labor Day) they would enter the pay code HOLWRK.

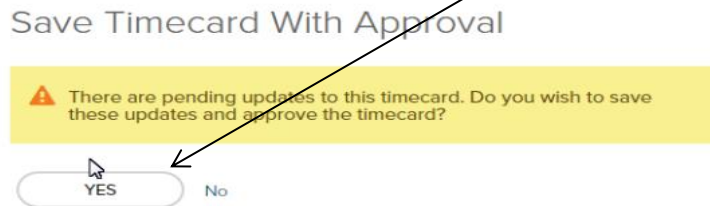| ☰ Timecard	Totals	Schedule	Time Off Balances			
WEEK 1	**PAY CODE**	**HOURS**	**DAILY TOTALS**	▼	**REGULAR**	**OVERTIME**
☰ Sun 09/06		0.00		0.00	0.00	0.00
☰ Mon 09/07	HOLWRK	ⓘ 7.50		7.50	0.00	0.00
☰ Tue 09/08		ⓘ 7.50		7.50	7.50	0.00

For example, if an employee worked the Labor Day holiday, they get the day before Thanksgiving as a "floating" holiday, and they would have to enter HOLIDAY manually, on the day before Thanksgiving.

Once you have verified all time entered is correct, simply click **"APPROVE TIMECARD"** at the top of the page.
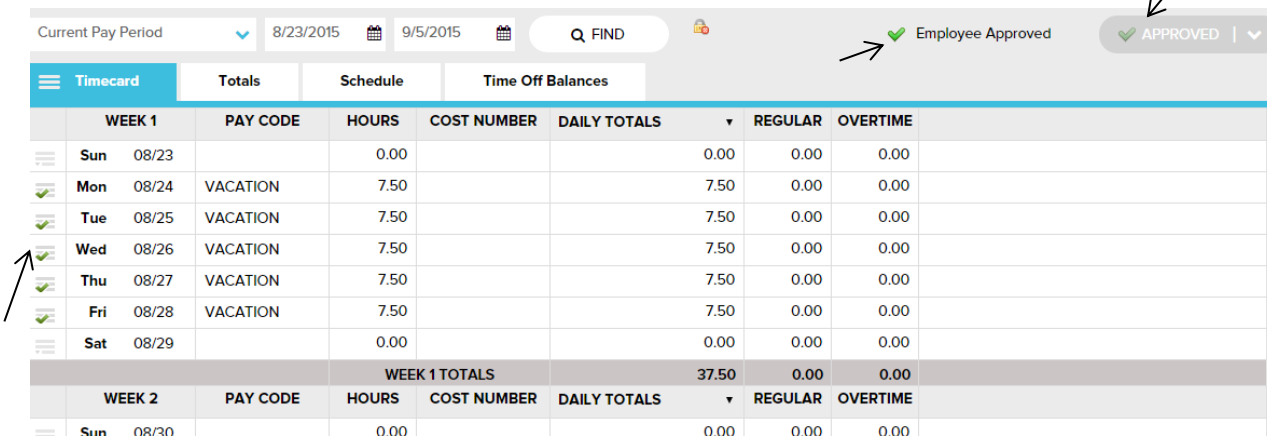
Next Pay Period ▼	9/6/2015 📅	9/19/2015 📅	🔍 FIND		✔ Employee Approved	APPROVE TIMECARD	
☰ Timecard	Totals	Schedule	Time Off Balances				
WEEK 1	**PAY CODE**	**HOURS**	**COST NUMBER**	**DAILY TOTALS**	▼	**REGULAR**	**OVERTIME**
☰ Sun 09/06		0.00		0.00	0.00	0.00	
☰ Mon 09/07	HOLIDAY	ⓘ 7.50		7.50	0.00	0.00	

Effective September 15, 2015

WEEK 1		PAY CODE	HOURS	COST NUMBER	DAILY TOTALS	▼	REGULAR	OVERTIME
Sun	09/06							
Mon	09/07	HOLIDAY						
Tue	09/08							
Wed	09/09							
Thu	09/10							
Fri	09/11							
Sat	09/12		0.00			0.00	0.00	0.00
WEEK 1 TOTALS						41.25	33.75	0.00
WEEK 2		PAY CODE	HOURS	COST NUMBER	DAILY TOTALS	▼	REGULAR	OVERTIME
Sun	09/13		0.00			0.00	0.00	0.00
Mon	09/14		7.50			7.50	7.50	0.00
Tue	09/15		7.50			7.50	7.50	0.00
Wed	09/16		7.50			7.50	7.50	0.00
Thu	09/17		7.50			7.50	7.50	0.00
Fri	09/18		7.50			7.50	7.50	0.00

Approve Timecard

You are about to approve this employee's timecard from 9/6/2015 to 9/19/2015.

APPROVE   Cancel

3) A confirmation message displays, indicating that you are about to approve the employees timecard for the dates shown. Click "**APPROVE**".

4) Another message displays: **"Save Timecard with Approval"** -There are pending updates to this timecard. Do you wish to save these updates and approve the timecard?" Click "**YES**".

Save Timecard With Approval

⚠ There are pending updates to this timecard. Do you wish to save these updates and approve the timecard?

YES   No

An approved Timecard looks like the image below. Note the green check marks.

| WEEK 1		PAY CODE	HOURS	COST NUMBER	DAILY TOTALS	▼	REGULAR	OVERTIME
Sun	08/23		0.00			0.00	0.00	0.00
Mon	08/24	VACATION	7.50			7.50	0.00	0.00
Tue	08/25	VACATION	7.50			7.50	0.00	0.00
Wed	08/26	VACATION	7.50			7.50	0.00	0.00
Thu	08/27	VACATION	7.50			7.50	0.00	0.00
Fri	08/28	VACATION	7.50			7.50	0.00	0.00
Sat	08/29		0.00			0.00	0.00	0.00
WEEK 1 TOTALS						37.50	0.00	0.00
WEEK 2		PAY CODE	HOURS	COST NUMBER	DAILY TOTALS	▼	REGULAR	OVERTIME
Sun	08/30		0.00			0.00	0.00	0.00

NOTE: If you are unable to approve your employee's timecard due to being out of the office, please notify your supervisor that they need to approve the timecard on your behalf. Timecards must be approved before they can be processed in Payroll. It is extremely *important* that supervisors approve employee timecards by the due date, Mondays of pay week at 9:00 AM, in order for Payroll to be processed accurately. If you have any additional questions please reach out to Human Resources or Payroll.

Effective September 15, 2015

Viewing your Team's Time Off Balances

Go to My Team > Time Off > Time Off Balances

Your team members will display individually. To view one of your other employees, select the arrow in the top right corner of the screen.
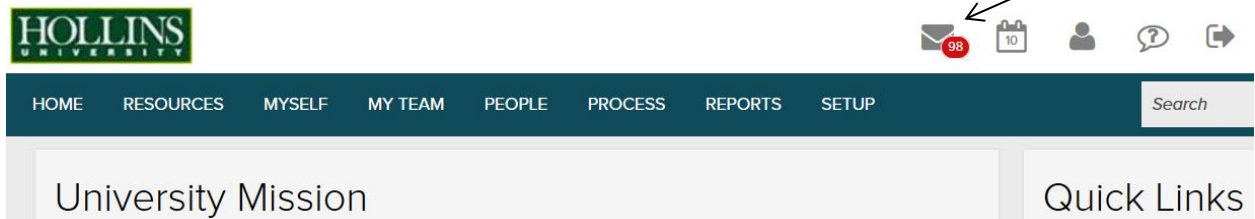
REFRESH
‹ 1 of 2 ›
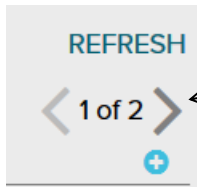
NOTE: Employees are listed alphabetically by last name.

Reviewing an Employee's Time Off Request

An employee, Mary Macgill for example, submitted a Time Off Request. You will receive an email to your Hollins email address as well as notifications in the Message Center alerting you that there is a time off request in the ADP message center requiring approval.

1) Access the message center for payroll related messages (the envelope icon on your home screen).

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University Mission

Quick Links

NOTE: Please check the message center on a regular basis for updates and notices.

2) Select the blue arrow under ACTION and select REVIEW to view the details of the request.

NOTE: DO NOT APPROVE OR REJECT WITHOUT VIEWING THE DETAILS.

ADP

ANTHONY ALBRIGHT ▾

To view a message summary, click the subject. To view full details and/or to respond to a message, select an action from the Action column. Details and actions available depend on the message type.

TYPE ▾	FROM	SUBJECT	RECEIVED	ACTION
✎	**Macgill, Mary**	Employee - Time Off Request: Macgill, Mary	03/05/2015 05:04:31 PM	❯
ⓘ	SYSTEM	Cannot provide the correct text for this message ...	03/05/2015 04:40:41 PM	❯
ⓘ	SYSTEM	Cannot provide the correct text for this message ...	03/04/2015 06:07:10 AM	❯

Review
Approve
Reject
View History

3) Mary is requesting two and a half vacation days. To ensure that she has available time, view her balances.

Time Off Request for Mary Macgill

Status: **PENDING Approval** by Albright, Anthony
Submitted By: Macgill, Mary on 03/05/2015

Date Range

Start Day: End Day:
04/13/2015 To **04/15/2015**
Includes every day from 04/13/2015 to 04/15/2015.

Request Details

COLLAPSE ROWS   ☐ Review Each Day Individually   CHECK SCHEDULE ✔

DATE	TIME OFF POLICY	AMOUNT	START TIME
Mon, Apr 13, 2015	Vacationpt - Vacation	8.00 hours	09:00 AM
Tue, Apr 14, 2015	Vacationpt - Vacation	8.00 hours	09:00 AM
Wed, Apr 15, 2015	Vacationpt - Vacation	4.00 hours	09:00 AM
Total: Includes 3 days		20.00 hours	

CANCEL REQUEST   DENY   APPROVE

Position:
ITANL - IT Analyst (Primary) (Active)
F7Q000063

Balances As Of : 4/15/2015 📅 ↻

Time Off Policy	Balance
Sickpt	40.00 hours
Vacationpt	160.00 hours
Jury Duty	hours

Available balances are listed above.

Mary has 160 hours of vacation time available and is requesting 20 hours of vacation. She has enough vacation time available.

4) To ensure that you have adequate coverage for your team, click CHECK SCHEDULE.

Request Details

COLLAPSE ROWS   ☐ Review Each Day Individually   CHECK SCHEDULE ✔

DATE	TIME OFF POLICY	AMOUNT	START TIME
Mon, Apr 13, 2015	Vacationpt - Vacation	8.00 hours	09:00 AM
Tue, Apr 14, 2015	Vacationpt - Vacation	8.00 hours	09:00 AM
Wed, Apr 15, 2015	Vacationpt - Vacation	4.00 hours	09:00 AM
Total: Includes 3 days		20.00 hours	

CANCEL REQUEST   DENY   APPROVE

My Team Time Off

Date Requested	Time Off Policy	Status	Date Submitted
04/13/2015			
MARTINEZ, RAUL	Vacation-Vacation	Approved	03/05/2015

NOTE: An employee has already been approved for one of the requested days.
Click CHECK SCHEDULE to get out of that screen.

5) Based on coverage concerns you may want to approve some of the request and deny some of the request. Select **Review Each Day Individually**. You can apply different actions to each row on the request. You may add a comment explaining why you partially approved the employee's request. Select **PROCESS**. See the image and comments below for visual instructions.

6) The partial approval is saved. The approval is displayed on the employee's calendar and the employee is notified through the message center.

NOTE: The employee's Time Off balances are updated automatically.

Viewing your List of Requests:

Go to My Team > Time Off > List Of Requests

NOTE: You have one pending request. You can alter the action and process the request. You can view the Request History.
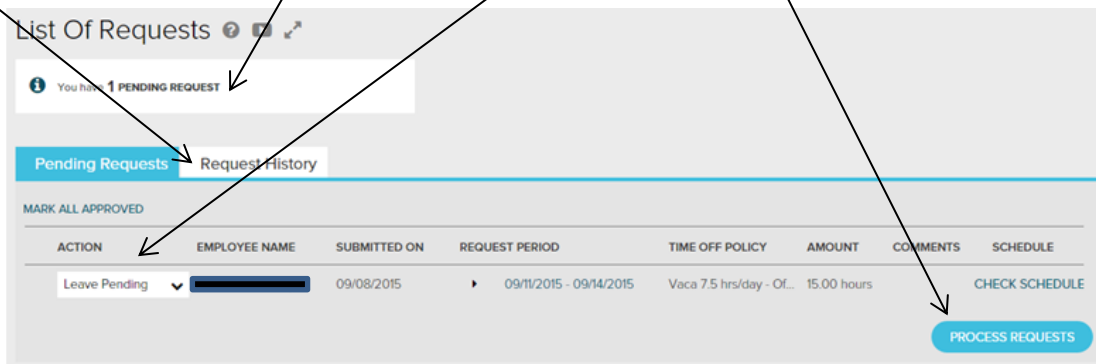
Requesting Time Off on Behalf of an Employee

Frank Cavallo, for example, has taken a sick day today and you need to submit a request on his behalf.

Go to My Team > Time Off > Request Time Off

NOTE: Today is highlighted in red.

Select person to view their Time Off balances. Select the day (the day selected will also be colored in blue). Select REQUEST TIME OFF.

Select the Time Off Policy (i.e. Sick, Vacation) that the employee has requested. You may also add a comment about the request to explain the employee's absence. Select SUBMIT.

NOTE: The employee's Time Off is displayed on the Team Calendar (Go to **My Team** > **Team Calendar**) with a status of Approved and their Time Off balance is updated automatically. (This is where you would view and verify the automatic deduction of hours).

Please note that your employees will be able to make changes to their Time Off requests until the payroll is complete. Employees have the ability to:

- Change the date(s) of leave
- Change the type of leave
- Change the amount of leave
- Cancel their request

NOTE: It is extremely important that you check your notifications in the ADP Message Center as this is where you are required to view/approve time off requests/changes.

If there is a last minute request for time off (current pay period), the employee should enter time off directly on their timecard by selecting the appropriate pay code. These last minute requests can be approved directly in the timecard by the supervisor. Once the date of the time off has passed and has been approved by the supervisor, the time off balances will be reduced accordingly.

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