

# Valdosta State University - Shared Services/ADP User Guide For Biweekly/Timestamp Employee Time Approval and Leave Request

## Purpose of this Guide:

This guide provides answers to many common questions regarding the new Shared Services/ADP system access for parallel testing and going forward into production.

For any issues or questions relating to registration, user accounts or assistance with navigating through the system, please send an email to: [sharedservices@valdosta.edu](mailto:sharedservices@valdosta.edu) In the email please include your full name, description of problem and contact information. A VSU Shared Services/ADP representative will get in touch with you as quickly as possible.

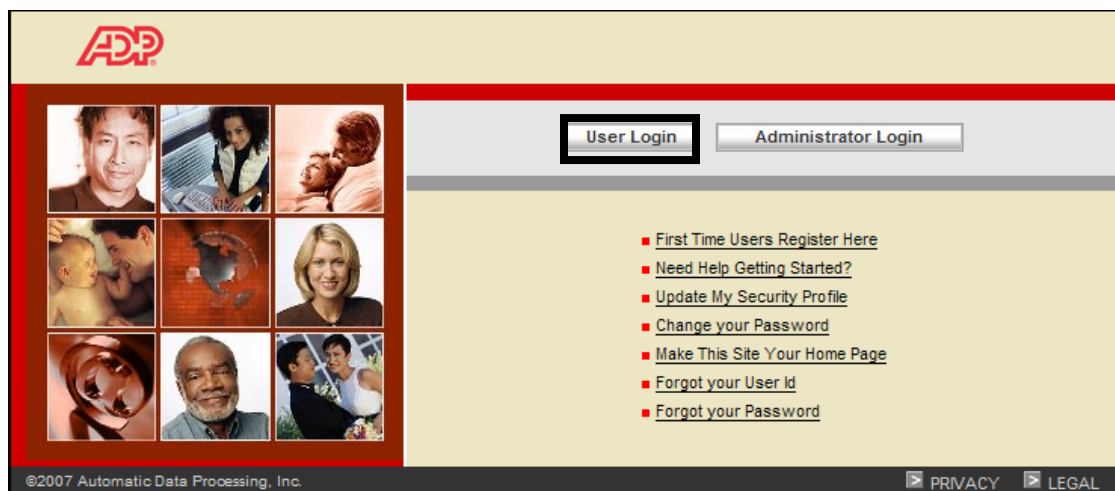
The first step to approve time for biweekly and/or timestamp employees or request leave in the Shared Services/ADP system, is to be registered into the portal and add eTIME. Appropriate guides can be found at:

<http://www.valdosta.edu/finadmin/training/sharedservices>

**NOTE:** Please use Microsoft Internet Explorer as your browser when accessing the Shared Services/ADP system. To date, Firefox and Safari are not supported.

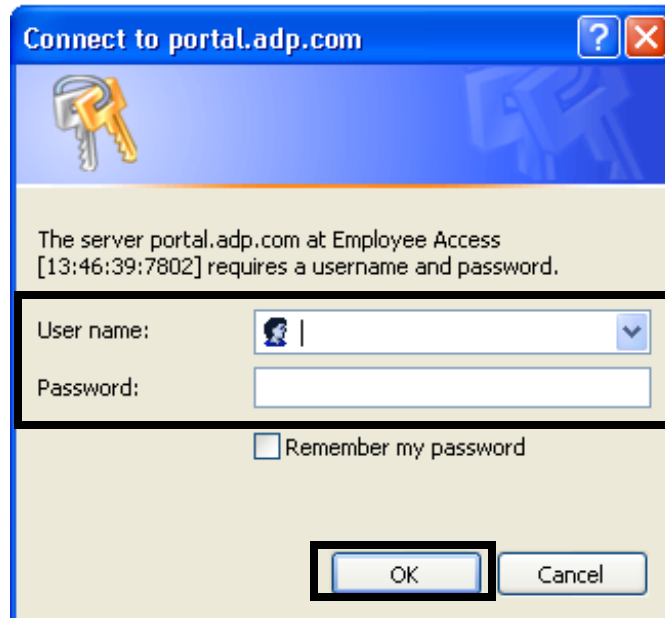
## To approve time for biweekly employees:

1. Select: the Shared Services/ADP link under Faculty and Staff menu option on the Main VSU website and then
2. Select: ADP Portal from the Main Menu – or - use the following link to go directly to the webpage:  
<https://portal.adp.com/public/index.htm>
3. Select: User Login button



This site requires [Microsoft Internet Explorer Version 6.0](#) or higher.

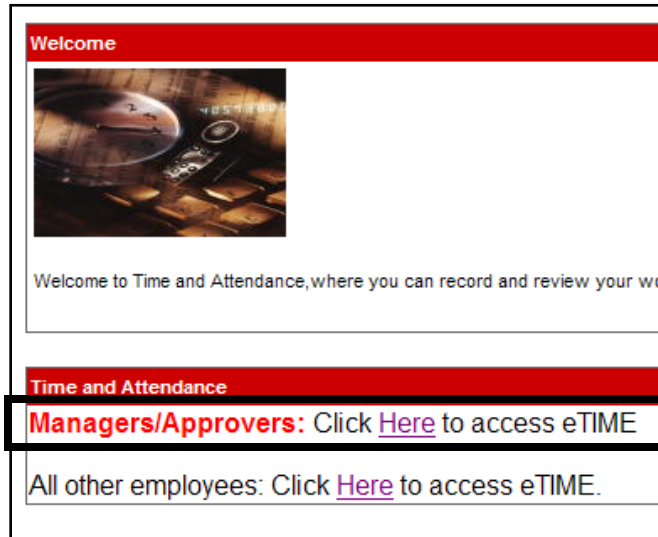
- 4. Login: using your ADP username/password used during the registration process
- 5. Select: OK



- 6. The application links available to you are listed below. **Please be aware, at this point in time not all the links are available for use.**
- 7. Select: the Time application link:



8. Select: the Managers/Approvers: Click Here to access eTIME link:

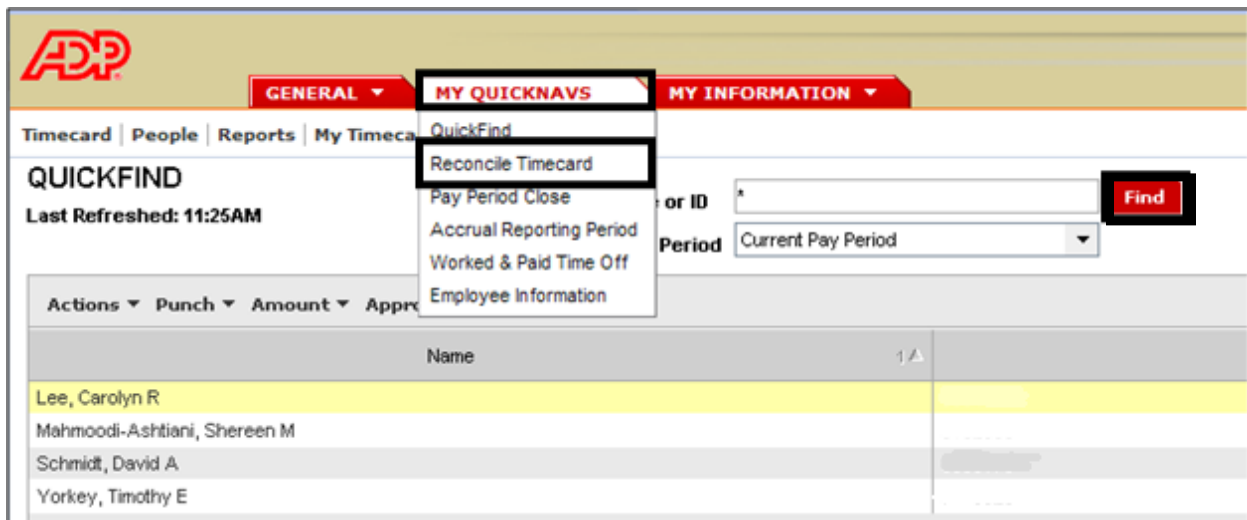


NOTE: Please be patient, as this screen may take some time to display.

If your employees display on the screen, skip to step 10.

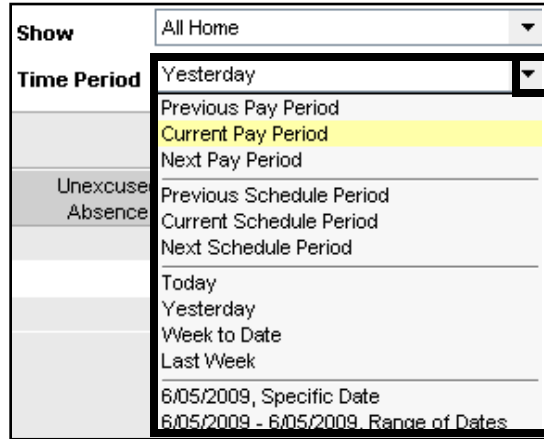
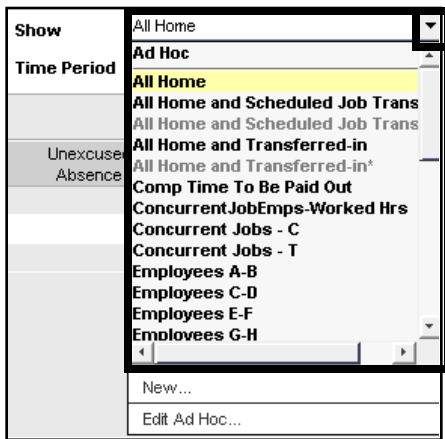
If your employees do not display on the screen:

- 9. Select: Red Find button to see all your employees
- 10. Select: My Quicknavs Tab
- 11. Select: Reconcile Timecard



NOTE: Currently, not all the links are available for use.


- 12. Select: All Home from the drop-down list, if necessary
- 13. Select: the appropriate Time Period from the drop-down list, if necessary



- 14. Double-click: on the biweekly employee's name you wish to review/edit.

Below is an example of the project view time card for benefited biweekly staff. This view is used to review/edit any time worked by your employee:

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	
Hours Worked				8:30	8:30		
				8:30	8:30		
Week starting: Sat 6/06							
Pay Code	Transfer	Sat 6/06	Sun 6/07	Mon 6/08	Tue 6/09	Wed	
Hours Worked							

If more than one exception code is required, for example vacation and sick, for the same week, insert a row by clicking the add row icon . A new row will appear below the Pay Code for the first exception time.

On the new row from the drop-down list in the Pay Code column:

- 15. Select: the pay Code that applies to the exception time used

On the new row of the Pay Code:

- 16. Enter: in the day column the hours which were used for the Pay Code
- 17. Select: Save button to save your changes

To remove a Pay Code if placed in error:

18. Highlight: the cell data and press your DELETE key on the keyboard

The row will disappear when you Save the timecard.

19. Select: Save button to save your changes

NOTE: You must save all edits to the biweekly timecard. If the changes have not been saved the word TIMECARD in the upper left corner will be orange:

**TIMECARD**

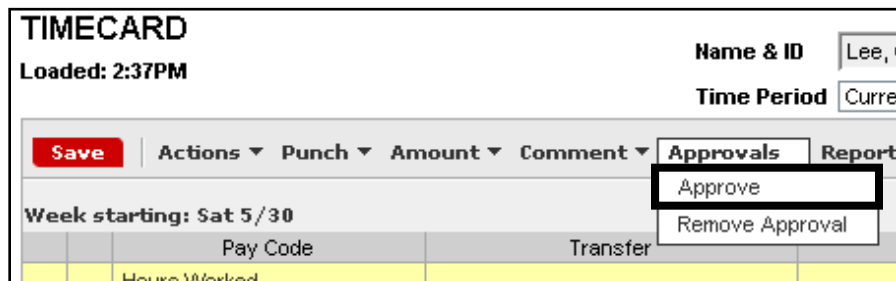
Once you have saved the changes the word TIMECARD will change to black:

**TIMECARD**

The last step in the process is to approve your employee's timecard. Approving your employee's timecard "submits" it to Payroll. Approval lets Payroll know that the employee's timecard is accurate, complete and ready to be processed.

20. Select: the Approvals drop-down list:

21. Select: Approve



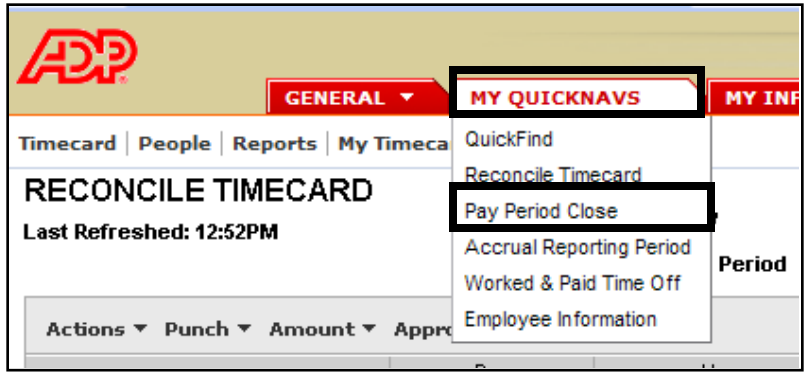
Repeat this process for all employees' timecards that must be reviewed/edited.

Timecard has now been sent to Payroll for processing.

Manager can remove the approval until 9:00 am Monday morning.

Another approval method can be used to approve multiple timecards:

22. Select: My Quicknavs tab to begin the approval phase:
23. Select: the Pay Period Close option



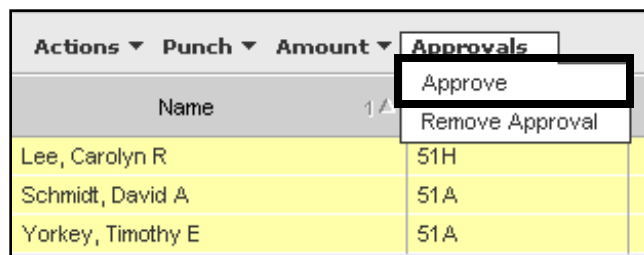
24. Select: all employees whose time you wish to approve

NOTE: You can select multiple lines by clicking the top name, holding the SHIFT key down and clicking the bottom name, or by using the CTRL key to select individual names in the list.

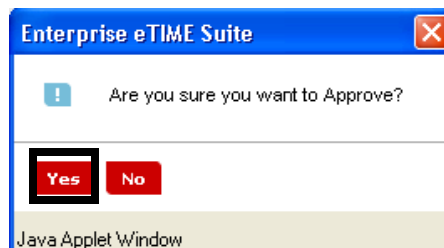
Actions ▾ Punch ▾ Amount ▾ Approvals ▾			
Name	1/Δ	Pay Group	Unexcused Absence
Lee, Carolyn R		51H	
Schmidt, David A		51A	
Yorkey, Timothy E		51A	

25. Select: the Approvals drop-down list

26. Select: Approve



27. Select: the Yes button to complete the approval process



The approvals have now been sent to Payroll for processing.

**To approve time for timestamp employees:**

1. Follow instructions #1 through #11 of approving biweekly employees.
2. Select:           Appropriate time period from the drop-down list (if necessary)
3. Double-click: on the timestamp employee’s name you wish to edit

NOTE: The system will highlight the missed punch cell red if a missed punch was recorded.

4. Select:           the red cell with the missed punch

Actions ▾ Punch ▾ Amount ▾ Approvals ▾							
Name	Pay Group	Unexcused Absence	Missed Punch	Early In	Late In	Early Out	Late Out
Berry, Kendrick	51C						
Doutht, Phyllis	51H	✓					
Martin, Susanna D	51A						

5. Enter:           the correct information in the cell

Save   Actions ▾ Punch ▾ Amount ▾ Comment ▾ Approvals ▾ Reports ▾									
	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out
	Sat 5/30								
	Sun 5/31								
	Mon 6/01			11:55AM					

6. Select:           Save button to save your changes

NOTE: You must save all edits. If the changes have not been saved the word TIMECARD in the upper left corner will be orange:

**TIMECARD**

Once you have saved the changes the word TIMECARD will change to black:

**TIMECARD**

7. Select:           the Approvals drop-down list
8. Select:           the Approve button

		Save	Actions	Punch	Amount	Comment	Approvals	Reports				
		Date	Pay Code	Amount			Approve		Out	In	Transfer	Out
X		Sat 5/30					Remove Approval					
X		Sun 5/31										
X		Mon 6/01				11:55AM			3:15PM			
X		Tue 6/02										
X		Wed 6/03										

**Alternative Method to Approve Multiple Employees at Once:**

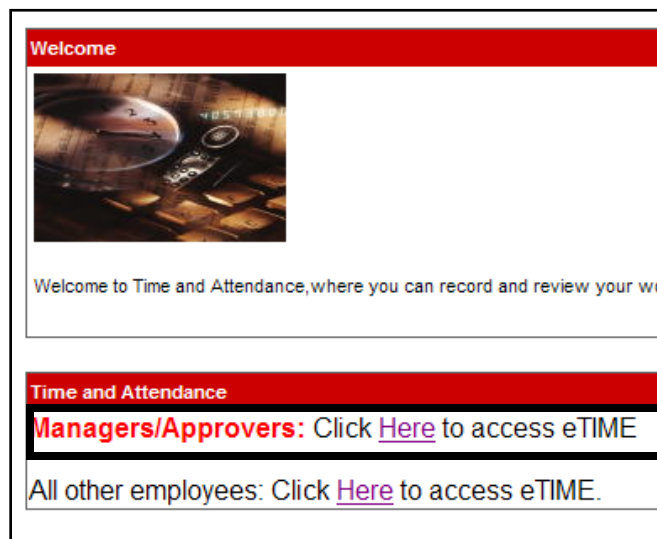
Follow instructions #22 through #25 of approving biweekly employees.

**To request time off:**

1. Select: the Time application link



2. Select: the Managers/Approvers: Click Here to access eTIME link:





3. Select: My Actions from the My Information Tab



4. Select: the appropriate Request Time Off option



NOTE: this screen shot displays what a monthly employee sees – a biweekly employee would see:

- Biweekly Employee – Cancel Time Off Request and
- Biweekly Employee – Request Time Off

Request Leave Time – use for extended leave requests such as FMLA, Medical or Military

Cancel Leave Time – use to cancel extended leave requests

(Monthly/Biweekly Employee) Request Time Off – use for sick or vacation

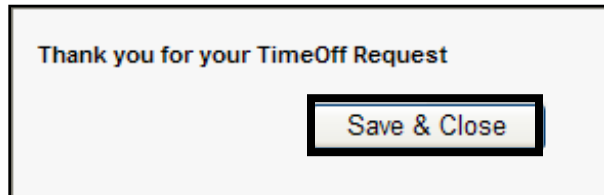
(Monthly/Biweekly Employee) Cancel Time Off Request – use to cancel sick or vacation

The following example shows how to fill out a vacation or sick leave request. Format for other requests will be similar:

5. Select: the request type (sick or vacation). When entering the Start Date and End Date, make sure you type out the whole year (i.e. 2009) or use the calendar to select the appropriate dates. Enter your start time for leave and how many hours you are requesting off. Separate requests will be necessary for any days that do not use the same hours per day option.
6. Select: Next

 A screenshot of a 'Time Off Request' form. At the top, it shows 'Time Off Balances (hours) as of today' with 'Sick Balance: 217.00' and 'Vacation Balance: 105.00'. The main form area is titled 'Time Off Request' and contains several fields: 'Request Type' (a dropdown menu set to 'Sick'), 'Start Date' and 'End Date' (text input fields with calendar icons), 'Message' (a text area), and 'Hours' (a radio button for 'Specify Hours'). Below this, there is a warning: 'Please enter start time and hours per day or your request will not work'. Underneath are fields for 'Start Time', 'Hours Per Day', and 'Day Type' (a radio button for 'Scheduled and Non-scheduled Days'). At the bottom, there are three buttons: 'Next', 'Reset', and 'Cancel'.

The following screen appears:



7. Select: the Save & Close button

In addition to the above screen, you will receive a message in your email inbox as shown below.

Notifies that request was submitted.

-----Original Message-----

From: crlee@valdosta.edu [mailto:crlee@valdosta.edu]  
Sent: Friday, June 05, 2009 9:47 AM  
To: crlee@valdosta.edu  
Subject: Your Request for Time off

The request for time off detailed below has been submitted.

Request Details:

Leave Type: Vacation  
Start Date: 7/23/2009  
End Date: 7/28/2009  
Hours per Day:

Your message: Trip to Jamaica

#### To cancel time off:

1. Select: the appropriate Cancel Time Off option



2. Fill in: appropriate information
3. Select: the Save & Close button

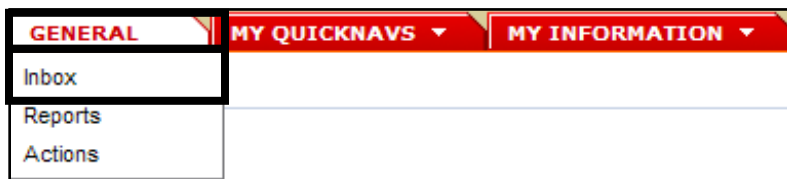
The following screen shot shows how to cancel a vacation or sick leave request. Format to cancel other leave requests will be similar:

Employee ID:  
Employee Name:  
Sick Balance:  
Vacation Balance:

\* Request Type: Sick   
\* Start Date:    
\* End Date:

**To approve a leave request:**

1. Select: the General tab
2. Select: Inbox



3. Double-click: on the employee's time you wish to approve

**INBOX**  
Last Refreshed: 7:46 PM

**TASKS**    **MESSAGES**

Status: Active    As of Date: 5/08/2009    Categories: All

From	Subject	Date/Time Received	Complete By Date	Status	Current Location
Murphy, Rebecca B	Biweekly Employee - Request Time Off,Mgr Form - Specific Hrs - Approve/Reject/ReCheck	6/05/2009 9:53AM	6/05/2009	Active	Task List
Murphy, Rebecca B	Monthly Employee - Request Time Off,Employee Request Form	6/07/2009 7:44PM	6/07/2009	Active	Task List
Murphy, Rebecca B	Monthly Employee - Cancel Time Off Request,Employee Request Form	6/07/2009 7:45PM	6/07/2009	Active	Task List

4. Verify: Approve is selected
5. Select: the Next button

<b>Rule Violations:</b>	None
<b>Accrual Violations:</b>	None
<b>Employee ID:</b>	0094890
<b>Employee Name:</b>	Lee, Carolyn R
<b>Sick Balance:</b>	57.30
<b>Vacation Balance:</b>	56.00
<b>Request Type:</b>	Sick
<b>Start Date:</b>	6/15/2009
<b>End Date:</b>	6/15/2009
<b>Hours Type:</b>	Specify Hours
<b>Start Time:</b>	8:00AM
<b>Hours Per Day:</b>	4.00
<b>Day Type:</b>	Scheduled Days
<b>Employee Message:</b>	Dr. Appointment
<b>What do you want to do?</b>	
<input checked="" type="radio"/> Approve <input type="radio"/> Reject <input type="radio"/> Recheck Rules	
<b>Message:</b>	<input type="text"/>
<input type="button" value="Next"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>	

Once you have approved or rejected a request, the employee will receive an email as shown below.

Notifies that request was approved.

-----Original Message-----

From: notification@company.com [mailto:notification@company.com]

Sent: Friday, June 05, 2009 9:53 AM

To: crlee@valdosta.edu

Subject: Your Request for Time off has been approved

The request for time off outlined below, has been approved by Murphy, Rebecca B.

Request Details:

Leave Type: Vacation

Start Date: 7/23/2009

End Date: 7/28/2009

Hours per Day:

Your message: Trip to Jamaica

Message from Murphy, Rebecca B: Have a great time!

NOTE: The approving manager also receives an email message when employee requests time off and that time off has been approved/not approved.

### Additional Information:

- Leave accruals automatically run the 28<sup>th</sup> of each month. The system will add the amount of monthly accrual that your leave enrollment permits to the Accrual “buckets”.
- Sick/Vacation taken will only be allowed if you have the amount within the Accrual bucket. For example, you request 16 hours of Vacation leave but you only have 10 hours left in your Vacation Accrual, eTime will only allow you to use 10 hours. eTime will display 10 hours remaining and it will not allow you to save your timecard until you only enter the 10. You must still adhere to the Board of Regents Policy (802.07.02 Sick Leave with Pay) regarding Sick leave. [www.usg.edu/regents/policymanual/800.phtml](http://www.usg.edu/regents/policymanual/800.phtml)
- Requested time off is only allowed for future dated events. Reporting leave taken such as sick for unexpected events should be recorded directly on your timecard for both Monthly and Bi-weekly paid employees.
- Monthly employees use the approve timecard process to “sign” that their sick/vacation has been reported accurately and is up-to-date.
- Accrual balances are updated instantly once the Timecard is saved. Accruals may be viewed by clicking the My Reports link, from the My Information Tab. Select the Accrual Balances and Projections link and then select View Report. In My Reports the Accrual Balances and Projections will reveal the balances of your Accruals for the current calendar year as well as the totals of the Exception Time taken to date along with the requested that has not been used as of yet.

