

Georgia State University
Etime Quick Reference Guide
For
Biweekly Benefited Staff Employees

Table of Content

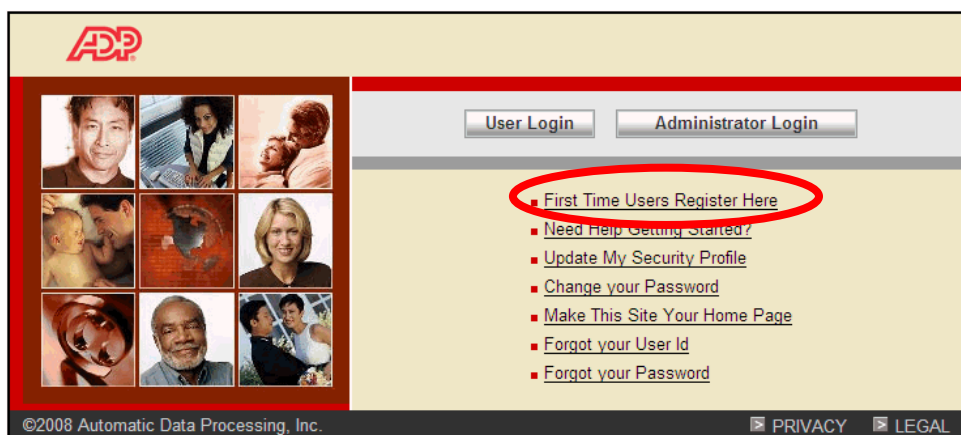
Introduction	Page 3
Access Biweekly Time Card	Page 4
Overview of Time Card	Page 5
How to Enter Exception Time	Page 6
Automatic Meal Deduction	Page 7
Adding Comments	Page 9
Approving Time Card	Page 10
Viewing Vacation/Sick Time And Other Reports	Page 10
Log off	Page 12

Introduction

The Etime program from ADP will allow employees to enter their time worked electronically. Biweekly Non Exempt Staff Employees will have an online Time Card to record the total number of hours worked per day. These Time Cards will be pre-populated with the employee's schedule number of work hours. Biweekly Employees will only need to enter the Etime system when they need to alter the total number of hours worked from the pre-populated schedule time and to approve at the end of each pay period. The Biweekly Benefited Staff employee will still be required to approve their time after every pay period just as they would sign a paper timesheet.

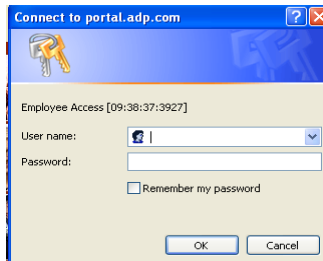
Registering for Self Service

In Order to use the Etime system employees will first need to register for Employee Self Service and Etime. For more information about how to register please see the Registration Manual found at the Georgia State University Payroll website <http://www.gsu.edu/hr/34376.html>

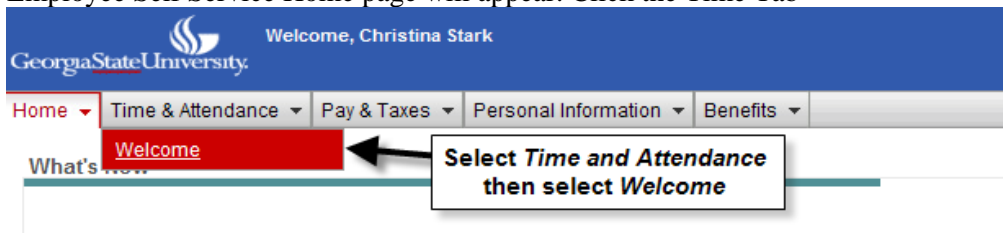


1. Access the Etime Time Card link from the Employee Self Service Portal.

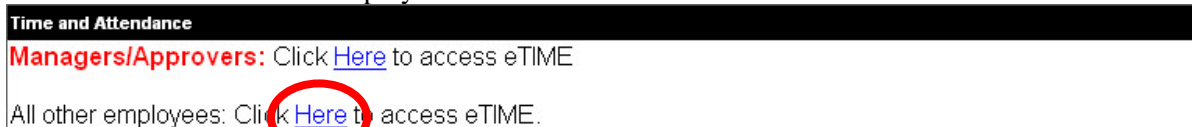
1. In your internet browser type <https://portal.adp.com>
2. Click 'User Login' button and enter your User Name and Password created when registering.



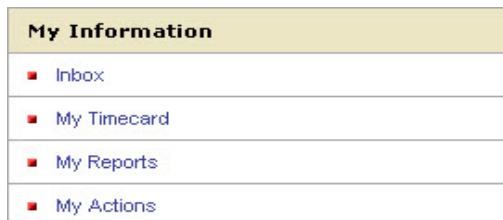
3. Employee Self Service Home page will appear. Click the Time Tab



4. Select the link for all other employees



5. This is the homepage for Etime. This view may change depending on your security.



Inbox- Will not be used at Georgia State University
Time Card- Will take you into your time card
My Reports- Allows employee to see a report of accruals
My Actions- Will be use to request Leave of Absence but not Vacation and Sick time.

6. Select My Timecard link.

2. Overview of Time Card

The timecard is where you will enter, review, edit, and approve the time that you spend in job-related activities. Please note your timecard may be slightly different depending on your security access.

TIMECARD 5

1 Person & Id Stark, Christina (1111111)

Time Period Current Pay Period 9/17/2011 - 9/30/2011

2 **Save** **Approve** **Comments** **Primary Account** **Totals Summary** **Refresh** | Select an Action

Add Row	Pay Code	Transfer	Sat 9/17	Sun 9/18	Mon 9/19	Tue 9/20	Wed 9/21	Thu 9/22	Fri 9/23	Total
4	Hours Worked	<input type="text"/>	<input type="text"/>	<input type="text"/>	8:45	8:45	8:45	8:45	8:45	43:45
			0:00	0:00	8:45	8:45	8:45	8:45	8:45	43:45

Add Row	Pay Code	Transfer	Sat 9/24	Sun 9/25	Mon 9/26	Tue 9/27	Wed 9/28	Thu 9/29	Fri 9/30	Total
4	Hours Worked	<input type="text"/>	<input type="text"/>	<input type="text"/>	8:45	8:45	8:45	8:45	8:45	43:45
			0:00	0:00	8:45	8:45	8:45	8:45	8:45	43:45

1. **Name and ID-** Is the employee's Name and new ADP Employee ID.
Time Period- Time period tells the system, which set of, dates you would like to edit. There is a drop down box for time period. A common mistake is editing the wrong time period.
2. The Tabs on this row are used to perform the functions of the time card. These tabs will be covered in more detail throughout this manual
3. Payroll will enter your anticipated work schedule, which will prepopulate the total number of hours expected to be work each day. Please note that the system shows the number of hours worked and the meal break. In the example above the employee is expected to work 8 hours and have a 45 minute meal break Monday through Friday. (Note: your manager should notify Payroll if your scheduled work hours differ from the default of 8:30 a.m. to 5:15 p.m. with a 45 minute lunch break Monday through Friday.)
4. If the employee works a different number of hours than what is expected the time can be changed by adjusting the number of hours worked and adding a row for number of hours vacation and sick. This is known as entering Exception Time. Please see Entering Exception Time in Time Card on page 6 and information about Automatic Meal Deductions page 7 for more details on how to make the changes.
5. The Words My Timecard will help be orange when a change has been made that needs to be saved.

3. Entering Exception Time in Time Card

A Biweekly Non Exempt employee will enter exception time when their total number of hours worked is different from his or her normal pre-populated work schedule.

A. When an employee works over the scheduled number of hours: Select the time underneath the correct date and press delete. Enter the total number of hours worked and then select Save. See picture below. (Please note that the time entered will round to the nearest 15 minutes.) In this example, the total number hours worked on Tuesday has been changed from 8:45 hours to 10 hours meaning the employee worked 1 hour and 15 minutes more than scheduled. **Before adding hours please see information on *Automatic Meal Deductions* on page 7.**

TIMECARD

Person & Id Stark, Christina (1111111)
Time Period Current Pay Period 9/17/2011 - 9/30/2011

		Save Approve Comments → Primary Account Totals Summary Refresh		Select an Action ↓						
Add Row	Pay Code	Transfer	Sat 9/17	Sun 9/18	Mon 9/19	Tue 9/20	Wed 9/21	Thu 9/22	Fri 9/23	Total
+	Hours Worked		0:00	0:00	8:45	10:00	8:45	8:45	8:45	43:45
			0:00	0:00	8:45	8:45	8:45	8:45	8:45	43:45
Add Row	Pay Code	Transfer	Sat 9/24	Sun 9/25	Mon 9/26	Tue 9/27	Wed 9/28	Thu 9/29	Fri 9/30	Total
+	Hours Worked		0:00	0:00	8:45	8:45	8:45	8:45	8:45	43:45
			0:00	0:00	8:45	8:45	8:45	8:45	8:45	43:45

B. When an employee works less then the scheduled number of hours: the number hours worked will be entered in one row and a second row will be added for the time off. See Instructions below. For this example, we will use Employee worked five hours and was off sick for three hours. **Important: Please note that the meal break needs to be accounted for if the employee works more than 4 hours and 52 minutes (See *Automatic Meal Deductions* on page 7) and number of hours work will round to the nearest 15 minutes but vacation and sick time will not round.**

TIMECARD

Person & Id Stark, Christina (1111111)
Time Period Current Pay Period 9/17/2011 - 9/30/2011

		Save Approve Comments → Primary Account Totals Summary Refresh		Select an Action ↓						
Add Row	Pay Code	Transfer	Sat 9/17	Sun 9/18	Mon 9/19	Tue 9/20	Wed 9/21	Thu 9/22	Fri 9/23	Total
+	Hours Worked		0:00	0:00	8:45	8:45	8:45	8:45	8:45	43:45
			0:00	0:00	8:45	8:45	8:45	8:45	8:45	43:45
Add Row	Pay Code	Transfer	Sat 9/24	Sun 9/25	Mon 9/26	Tue 9/27	Thu 9/29	Fri 9/30	Total	
+	Hours Worked		0:00	0:00	8:45	5:45	8:45	8:45	43:45	
+	SICK		0:00	0:00	8:45	3:00	8:45	8:45	0:00	
			0:00	0:00	8:45	8:45	8:45	8:45	43:45	

1. Change the number of hours worked on the day the time off was taken. In this example 8:00 hours was changed to 5:00 hours. Time entered into hours worked will be rounded to the nearest 15 minutes.

2. Insert a new row by clicking the  icon. A new row will appear below the hours worked.

3. Select the correct pay code (Vacation, Sick, Vacation in Lieu of Sick and Uncompensated) from the drop down box in the new row. In this case, select the pay code Sick.

4. Enter the number of hours for the new pay code. In this example, enter 3:00 hours for sick time. Time entered into vacation and sick time will not round.

5. Select Save. 

6. If more than one type of Exception Time is used in the same week then a second row will need to be added. In the example below, a person was sick for 4 hours and took 4 hour vacation.

Add Row	Pay Code	Transfer	Sat 6/06	Sun 6/07	Mon 6/08
	Hours Worked				
	SICK				4:00
	VACATION				4:00
			0:00	0:00	8:00

Note about Accrual Process

If you accrue Vacation or Sick time, it will be automatically generated on the 28th of each month. The system will only allow you to take the amount of Vacation or Sick time that has been generated. If you do not have the time available, a message will be displayed to you when you try to enter the time on the Time Card.

For example, if you take 16 hours of Vacation but you have only earned 10 hours, then Etime will only allow you to use 10 hours Vacation. Etime will display an error message and will not allow you to save your timecard until you enter 10 hours or less. In this case, you will need to enter Uncompensated for the other 6 hours of Vacation Time. Note: If an employee has used up sick time, they can use Vacation in Lieu of Sick, but Sick can never be used for Vacation time.

Please refer to the Board of Regents Policy (802.07.02 SICK LEAVE WITH PAY) regarding Sick Leave. <http://www.usg.edu/regents/policymanual/800.phtml>.

4. Automatic Meal Deduction

Non Exempt employees will have a meal break automatically placed in their schedule. There are four types of meal deductions set up for Georgia State University. The meal deduction is triggered after 5 hours worked. Yet since the system rounds to the nearest 15 minutes it will see 4 hours and 52 minutes as 5 hours worked.

Meal Deduction	Minimum Shift Length to Trigger
1. 30ML	4 hours and 52 minutes
2. 45ML	4 hours and 52 minutes
3. 60ML	4 hours and 52 minutes
4. NO ML	N/A

How do I find out which meal deduction the employee has (30ML/45ML/60ML/NO ML)?

Place the cursor over the employee’s name in the Time Card and a pop up box will appear to view the pay rule. In this picture, the employee’s name is Training, Hourly and he has a 45 ML meaning he will have an automatic 45 minute meal deduction.

Important: If the employee works more than 4 hours and 52 minutes the system will automatically deduct the scheduled meal break as unpaid time. It is important to include the scheduled meal break to total time worked to have the employee paid correctly.

For example, if an employee works 8 hours and is scheduled for a 45 minute meal break, the system will subtract 45 minutes from the total time entered that day. Therefore, if 8 hours is entered for the day the system will see 7 hours and 15 minutes worked and 45 minute unpaid meal break. In this example, the total time that would need to be entered for the day would be 8 hours and 45 minutes (8:45).

The time card shows the number of hours the employee is at work for the day. To determine the number of hours the employee will be paid select the Totals Summary tab.

TIMECARD Person & Id Stark, Christina (1111111) Time Period Current Pay Period 9/17/2011 - 9/30/2011

Save Approve Comments → Primary Account **Totals Summary** Refresh Select an Action

Add Row	Pay Code	Transfer	Sat 9/17	Sun 9/18	Mon 9/19	Tue 9/20	Wed 9/21	Thu 9/22	Fri 9/23	Total
+	Hours Worked				8:45	8:45	8:45	8:45	8:45	43:45
			0:00	0:00	8:45	8:45	8:45	8:45	8:45	43:45

Add Row	Pay Code	Transfer	Sat 9/24	Sun 9/25	Mon 9/26	Tue 9/27	Wed 9/28	Thu 9/29	Fri 9/30	Total
+	Hours Worked				8:45	8:45	8:45	8:45	8:45	43:45
			0:00	0:00	8:45	8:45	8:45	8:45	8:45	43:45

What if an employee who has a meal deduction works through their lunch break?

If a Biweekly Benefited Staff employee has a meal deduction built into their schedule and they work through their lunch break they will be able to add the time back into their time card. In order to add the time click on the time worked for that day:

1. Select the hours worked cell for that day and press delete.
2. Add the meal deduction to total time and enter it in the cell.
3. Select Save

For example: if an employee works 8:30-5:15 with a 45 minute meal deduction, the employee would erase the 8:45 in the time card and add the 45 minute meal deduction making the new time 9:30. See picture below.

TIMECARD Person & Id Stark, Christina (1111111) Time Period Current Pay Period 9/17/2011 - 9/30/2011

Save Approve Comments → Primary Account **Totals Summary** Refresh Select an Action

Add Row	Pay Code	Transfer	Sat 9/17	Sun 9/18	Mon 9/19	Tue 9/20	Wed 9/21	Thu 9/22	Fri 9/23	Total
+	Hours Worked				9:30	8:45	8:45	8:45	8:45	43:45
			0:00	0:00	9:30	8:45	8:45	8:45	8:45	43:45

Add Row	Pay Code	Transfer	Sat 9/24	Sun 9/25	Mon 9/26	Tue 9/27	Wed 9/28	Thu 9/29	Fri 9/30	Total
+	Hours Worked				8:45	8:45	8:45	8:45	8:45	43:45
			0:00	0:00	8:45	8:45	8:45	8:45	8:45	43:45

What if an employee works through their scheduled lunch, but takes some time off on the same day?

If the employee has a scheduled meal deduction the system will place it in the time card after four hours and fifty two minutes worked (rounded to 5 hours worked). If an employee works more than four hours and fifty two minutes and does not take a lunch, the meal deduction will need to be added to the hours worked as described above. For example: If an employee is scheduled for a 45 minute meal deduction works six hours and take two hours off sick, the time in the hours worked will need to be 6:45 and 2 hours sick. See picture below.

TIMECARD

Person & Id Stark, Christina (1111111)
 Time Period Current Pay Period 9/17/2011 - 9/30/2011

Save Approve Comments → Primary Account **Totals Summary** Refresh Select an Action

Add Row	Pay Code	Transfer	Sat 9/17	Sun 9/18	Mon 9/19	Tue 9/20	Wed 9/21	Thu 9/22	Fri 9/23	Total
	Hours Worked				8:45	6:45	8:45	8:45	8:45	43:45
	SICK					2:00				0:00
			0:00	0:00	8:45	8:45	8:45	8:45	8:45	43:45

Add Row	Pay Code	Transfer	Sat 9/24	Sun 9/25	Mon 9/26	Tue 9/27	Wed 9/28	Thu 9/29	Fri 9/30	Total
	Hours Worked				8:45	8:45	8:45	8:45	8:45	43:45
			0:00	0:00	8:45	8:45	8:45	8:45	8:45	43:45

Tip: An easy way to tell if the time has been added correctly in the time card is to look at the Totals and Summary tab to make sure the hour add up to the total hours worked for the pay period.

5. Adding Comments

Comments can be used to explain any Exception time. To add a comment, highlight the cell and click ‘Comments’ from the tool bar.

MY TIMECARD

Last Saved: 6:19PM
 Name & ID TRAINING, PROJE... ADPTRN4
 Time Period Current Pay Period

Save Actions Punch Amount **Comment** Approvals Reports

Week starting: Sat 6/13

Pay Code	Transfer	Sat 6/13	Sun 6/14	Mon 6/15	Tue 6/16	Wed 6/17	Thu 6/18	Fri 6/19	Total
Hours Work...				8:00	10:00	8:00	8:00	8:00	42:00
				8:00	10:00	8:00	8:00	8:00	42:00

The Comments box below will appear. Click one of the Available Comments and click the  to move the comment to the Selected Comments section. Click OK. You will see a  beside the cell where the Comment was added.

COMMENTS


Name:

Mon 6/08 Hours Worked 8 (pay code amount)

Available Comments	Selected Comments
Approved Bereavement Car Trouble Clock Down Department Shortage Doctor Appointment Early - Supervisor Approved Excused Forgot Badge Late - Supervisor Approved	Family Emergency

OK Cancel

Mon 6/08

8:00 

6. Approving the Timecard

Each employee should approve his or her timecard electronically each pay period. This is the same as signing your current paper timesheet. The approval of your timecard lets a Supervisor know that the timecard is accurate, complete and ready to be processed.

1. To approve a timecard select Approve from the toolbar shown in the picture below. The timecard is now approved. In order to make changes the approval will need to be removed.

TIMECARD

Person & Id TRAINING, PROJECT EE (ADPTRN3)

Time Period 5/30/2009 - 6/12/2009

Timecard successfully saved on: 6/04/2009 11:13PM

Add Row	Pay Code	Transfer	Sat 5/30	Sun 5/31	Mon 6/01
	Hours Worked	<input type="text"/>	<input type="text"/>	<input type="text"/>	8:00
			0:00	0:00	8:00

2. Remove approval by selecting Approve and then Remove Approval. Please note if a manager has already approved the time card, the manager will need to first remove their approval before employee can make any changes. If payroll has already pulled the time card then a historical edit form will need to be turned into Payroll. Please see: <http://www.gsu.edu/hr/34360.html>

Important Note: Timecards for Biweekly Non-Exempt Employees will need to be completed and approved by the employee and supervisor by 9:00 a.m. on Monday after the Pay Period Ends. Payroll will pull the biweekly time cards at 9:00 a.m. on Monday after the Pay Period Ends. Any changes that need to be made after this time period will need to be submitted to payroll. Please see: <http://www.gsu.edu/hr/34360.html>

7. Viewing Accruals and Other Reports in Etime

Accrual Balances (Vacation and Sick Time) are updated instantly once the Timecard is saved. Accruals will let you know the balances for your Exception Time. Accruals may be viewed by returning to the Etime home page and clicking the My Reports link.

My Information
<input type="checkbox"/> Inbox
<input type="checkbox"/> My Timecard
<input checked="" type="checkbox"/> My Reports
<input type="checkbox"/> My Actions

In the 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 be used as of yet.

Click Accrual Balances and Projections to highlight it. Use the calendar to select the date you want to see your accruals. Click the View Report button.

REPORTS

Name: TRAINING, PROJECT EE

View Report **Primary Account**

AVAILABLE REPORTS

Schedule
Time Detail

Time Period: Specific Date

Start Date:

End Date:

As Of: 6/05/2009

Accrual Balances and Projections

ACCRUAL BALANCES AND PROJECTIONS

Return

Date Selected: 6/05/2009
Name: TRAINING, PROJECT EE

Printed: 6/05/2009
ID: ADPTRN3

Accrual Code	Accrual Type	Period Ending Balance	Furthest Projected Taking Date	Projected Takings	Projected Credits	Projected Balance	Balance w/o Proj. Credits
Sick	Hour	40:00	6/09/2009	8:00	0:00	32:00	32:00
Vacation	Hour	40:00	6/05/2009	0:00	0:00	40:00	40:00

1. Balances will be reflected based on the date you entered when generating the report.
2. The column labeled "Period Ending Balance" reveals the balance as of the date selected in step 1.
3. The column labeled "Furthest Projected Taking Date" reveals the date furthest into the future that you have scheduled to us accrued time.
4. The column labeled "Projected Takings" reveals the amount of hours that are scheduled to take be taken between the selected date and the furthest projected taking date.
5. The column labeled "Projected Credits" reveals the amount of hours that you are scheduled to earn between the selected date and the furthest projected taking date.
6. The column labeled "Projected Balance" reveals the current balance minus all projected takings and plus all projected credits up through the furthest projected taking date.
7. The column labeled "Balance w/o Proj. Credits" reveals the period ending balance minus any scheduled credits. This balance ignores scheduled resets.

Click the Return button **Return** to return to the My Reports.

Other Reports Available in Etime

Other Reports available to you on the My Reports page is the Schedule Report and the Time Detail Report.

The Schedule Report will show your schedule that you are set to work.

The Time Detail Report reveals the time cards for the Time Period you select.

8. Log Off



When finished with Etime Log off the System by selecting Log Off on the top right. This will return you back to Employee Self Service. Note Etime will automatically log off after a period of inactivity.