

Georgia State University
Etime Quick Reference Guide
For
Monthly Exempt Employees

Revisions to Etime Quick Reference Guide

6/26/2009

Monthly employees will only need to enter the Etime system to record Exception Time (i.e. Vacation and Sick) and to approve those changes. (Please see page 4)

7/13/2009

Employees who are eligible will accrue vacation and sick time on the 28th of the month and will be able to use it the next day.

11/10/2011

Monthly time cards can be approved until the 10th of the following month.

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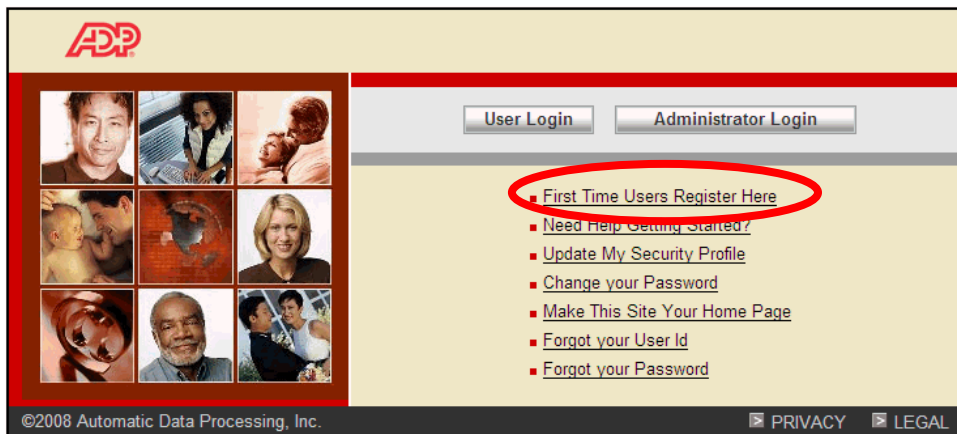
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Introduction

The new Etime program from ADP will allow Monthly Exempt Employees to record Exception Time (i.e. Vacation and Sick) electronically. Monthly Employees will only need to enter the Etime system to record time off and to approve the changes.

Registering for Self Service

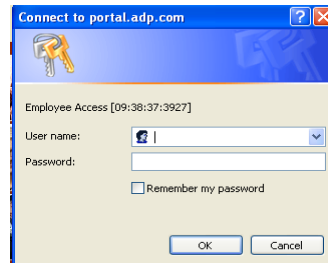
In order to use the Etime system employees will first need to register for Employee Self Service and Etime. For more information about how to register please see the Registration Manual found at the Georgia State University Payroll website <http://www.gsu.edu/hr/34376.html>



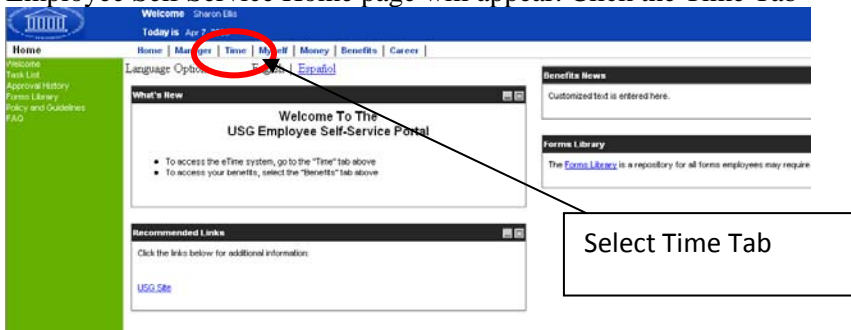
Monthly Etime

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

Time and Attendance

Managers/Approvers: Click [Here](#) to access eTIME

All other employees: Click [Here](#) to access eTIME.

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

My Information

- [Inbox](#)
- [My Timecard](#)
- [My Reports](#)
- [My Actions](#)

- 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 not be used at Georgia State University

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 this view may be slightly different depending on your security access.

ADP Log Off | Change Password | Help

6 MY TIMECARD
Loaded: 12:32PM

1 Name & ID TRAINING, PROJE... ADPTRN3
Time Period Current Pay Period

Save Actions Punch Amount Comment Approvals Reports **2**

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
3 SICK						8:00			8:00
						8:00			8:00

Week starting: Sat 6/20

Pay Code	Transfer	Sat 6/20	Sun 6/21	Mon 6/22	Tue 6/23	Wed 6/24	Thu 6/25	Fri 6/26	Total
Hours Work...									

5

TOTALS & SCHEDULE ACCRUALS REPORTING PERIOD AUDITS

Account	Pay Code	Amount
-/A0000/-/ADPTRN/-	SICK	8:00

Date	Start Time	End Time	Pay Code	Amount
Sat 6/13				
Sun 6/14				
Mon 6/15				
Tue 6/16				
Wed 6/17				

- 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.** Pay Code is where you select the type of Exception Time taken (Vacation, Sick, Uncompensated)
- 4.** Find the correct date to add the amount of Exception
- 5.** The Tabs on the bottom will provide employees with more information about total hours worked in each department (Total & Schedule), Vacation and Sick balances (Accruals Reporting Period), and Record of all changes made to time card (Audits)
- 6.** The Words My Timecard will help you know something has changed without being saved. My Time Card will be orange if something needs to be saved. My Time Card will return to black once saved.

3. Entering Exception Time in a Project View Timecard

TIMECARD < Home

Person & Id Time Period | Current Pay Period 6/01/2009 - 6/30/2009

Save Approve Comments => Primary Account Totals Summary Refresh

Add Row	Pay Code	Transfer	Sat 5/30	Sun 5/31	Mon 6/01	Tue 6/02	Wed 6/03	Thu 6/04	Fri 6/05	Total
	Hours Worked		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	VACATION		0.00	0.00	8.00	0.00	0.00	0.00	0.00	8.00
	VACATION		0.00	0.00	8.00	0.00	0.00	0.00	0.00	8.00
	SICK		0.00	0.00	0.00	8.00	0.00	0.00	0.00	8.00
	Hours Worked		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Hours Worked		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

To enter your Exception Time, follow these steps:

1. Click the drop down in the Pay Code column and select the Pay Code that applies to the Exception Time (Vacation, Sick, Vacation in Lieu of Sick, and Uncompensated)
2. Under the correct day, enter the amount of time taken.
3. If more then one type of Exception Time needs to be recorded on the same week, insert a row by clicking the icon. A new row will appear below the Pay Code for the first Exception Time. (For example, if Vacation time is taken on Monday and Sick time was taken on Tuesday a new row will need to be added).
4. On the new row, select the Pay Code that applies to the Exception Time used. (In this example, sick time was added.)
5. On the new row enter the number hours taken. (In this example 8 hours of sick time was added to Tuesday)
6. To remove time entered in error, highlight the incorrect information and press delete. The amount will be removed from the field after saving.
7. When done click 'Save' Save. Notice that the Timecard title turns from orange to black.

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 earned. 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.

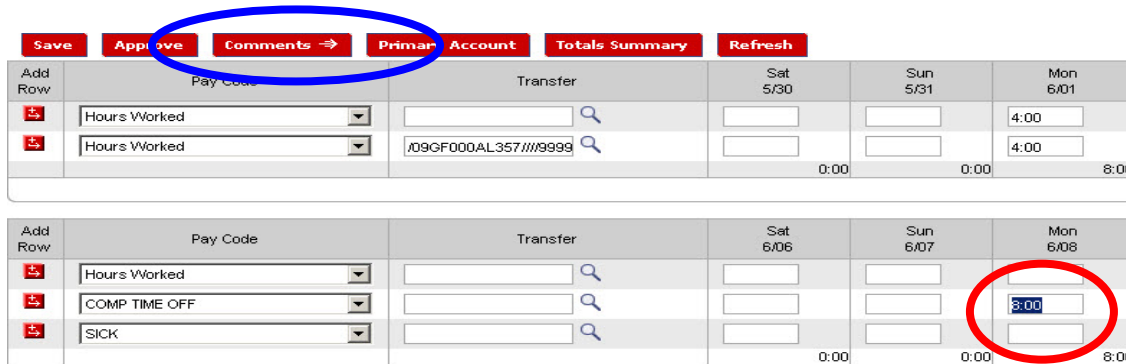
For example, if you take 16 hours of Vacation but you have only earned 10 hours, then Etime will only allow you to use 10 hours Vacation. Etime will display an error message and will not allow you to save your timecard until you only enter the 10 hours or less. In this case, you will need to enter Uncompensated 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. Adding Comments

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

To add a comment to any cell, highlight the cell and click 'Comments' from the tool bar.



The Comments box 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.

6. Approving the Timecard

Approving the timecard lets a Supervisor know that the timecard is accurate, complete and ready to be processed. For Monthly employees this will only need to be done when time off is added to the timecard.

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 Current Pay Period 5/30/2009 - 6/12/2009

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

Save
Approve
Comments →
Primary Account
Totals Summary
Refresh

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 for the changes to be made by the employee. If payroll has already pulled the time card then changes will have to be turned into Payroll.

Note: Exception Time for Monthly Employees will need to be completed by the 10th of the following month. Payroll will lock employees out of making changes online after this time and changes will have to be turned in to Payroll. For example, July time card will be pulled on the 10th of August by Payroll.

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
Inbox
My Timecard
My Reports
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 time off that has not been 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:

Accrual Balances and Projections

As Of: 6/05/2009

ACCRUAL BALANCES AND PROJECTIONS

Return **1** →

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

2 → **3** → **4** → **5** → **6** → **7** →

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 scheduled work time.

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.