

**Georgia State University**  
**Etime Quick Reference Guide**  
**For**  
**Student and Temporary Employees**

## Revisions to Etime Quick Reference Guide

### 6/29/2009

1. Student and Temporary Employees will enter their time by using a Time Clock or Time Stamp. Some Student and temporary employees may be also able to view their time with an Hourly Time Card but not make changes.
2. Hourly employees will not have meal deductions.

### 7/13/2009

1. 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 instead of Monday at noon. Payroll will pull the timecards Monday at 9:00 a.m. and any changes that need to be made after that will need to be submitted to payroll. The form for submitting changes can be found on the GSU Payroll website.

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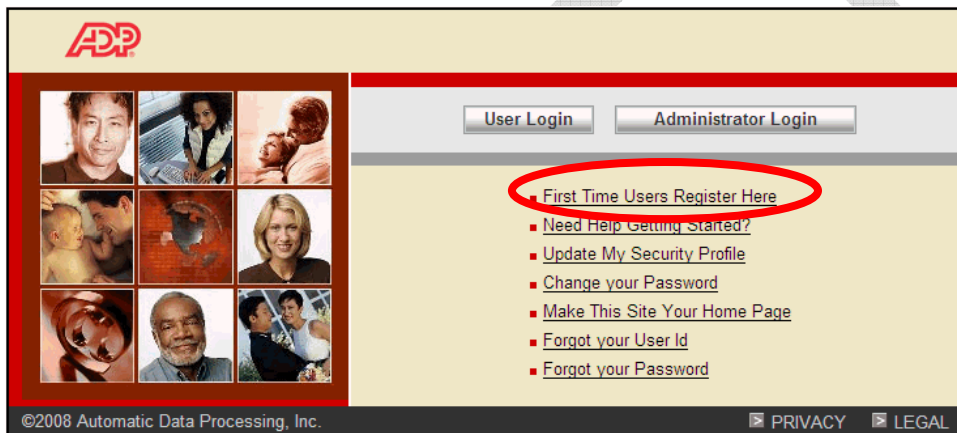
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# Introduction

The new Etime from program ADP will allow employees to enter their time worked electronically. Student and Temporary Employees can enter their time by using a Time Clock or Time Stamp. Some Student and temporary employees may be also able to view their time with an Hourly Time Card view but not make changes. The method used will be determined by their security setup and can be obtained from their supervisor.

## 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>



# Time Clock

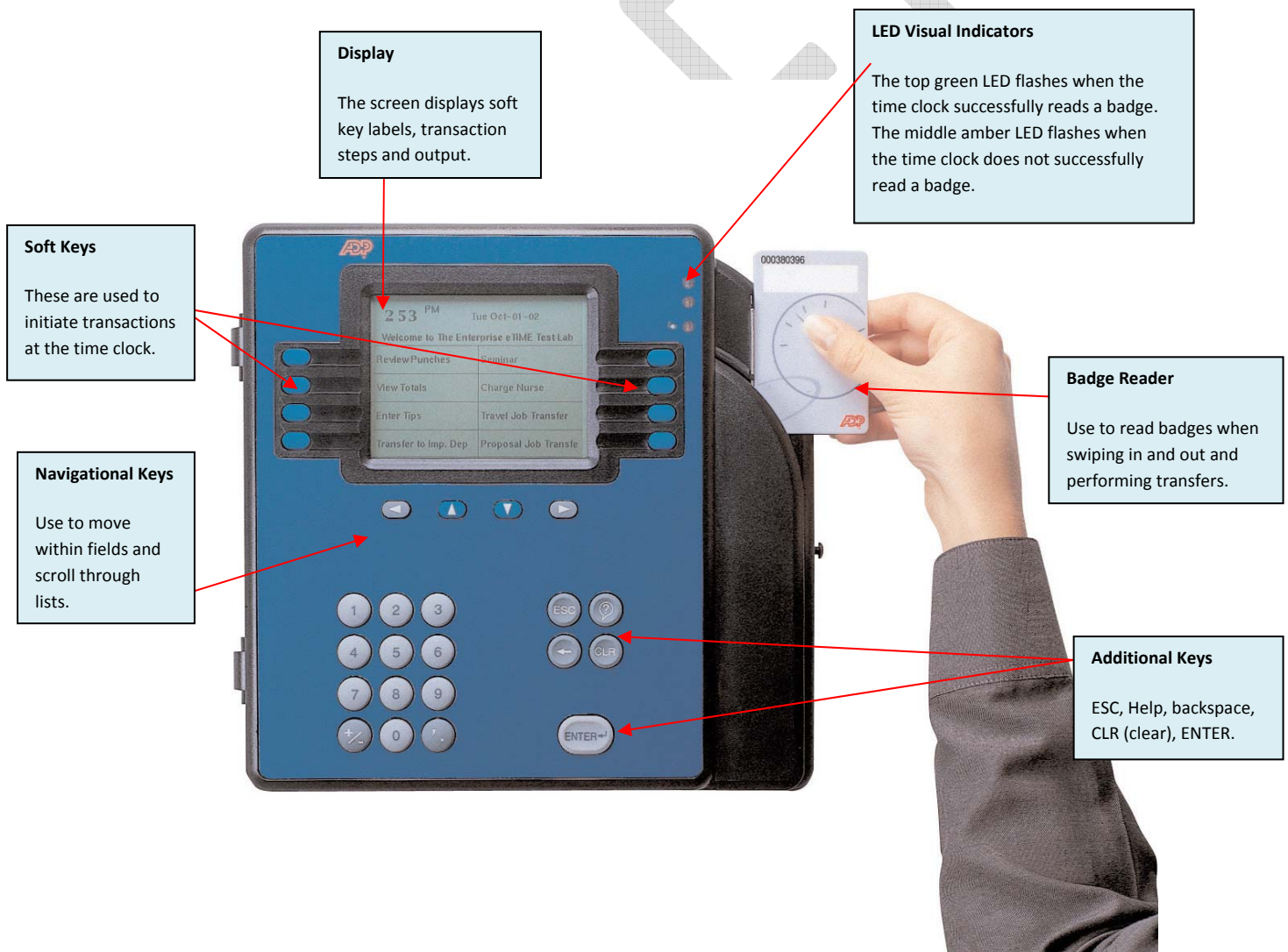
## How to Punch in at a Time Clock/Device

A time clock is used to record when an employee begins and ends work. Depending on your set up you may use a card to swipe into the clock, a biometric finger scan, and or type in your ADP employee ID. Your supervisor will tell you what to use when they register you to use the time clocks. If you need to make any corrections to your time please notify your supervisor to make the changes.

**Important Note- If you miss an in or out punch and it is not fixed you will not be paid. Notify your supervisor to make the needed changes. Please see Appendix A for more information.**

**For more information about Rounding Rules and how your work time is calculated please see Appendix B.**

Below is a diagram of a 4000 series time clock device.

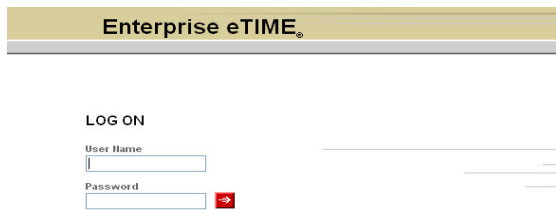


# Time Stamp

A time stamp performs all the functions of a time clock on the web. An employee will log in to Etime to access their time card and record their in and out punches.

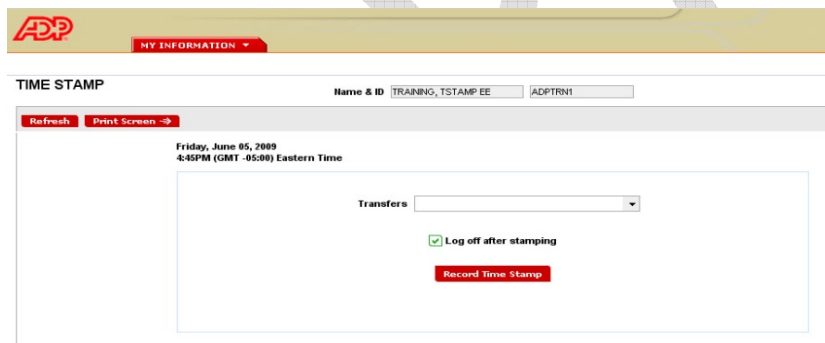
## 1. Log On To Etime

First, an employee will need to log into Etime. In some cases there will be designated computers called Kiosk for employees to log in and use a time stamp. Next, enter your User Name and Password that you created when registering for Employee Self Service.



## 2. How to Clock In Using a Time Stamp

Once you have logged in, you will be able to clock in at the Record Time Stamp. All employees should record accurate time worked each day; therefore, it is important to stamp your time when clocking into work and clock out when leaving. Once you have punched the time stamp, the application will refresh and no further action is needed.



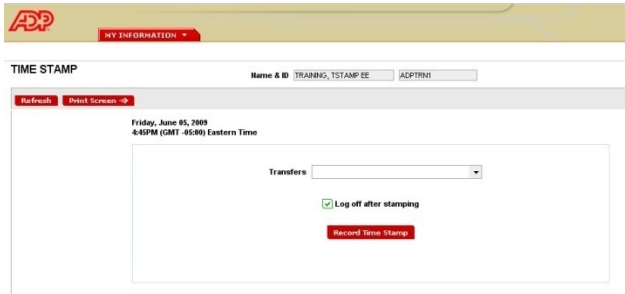
Click the button labeled **Record Time Stamp**. (See Picture Above) Your time will be posted to your timecard immediately for your supervisor to view. You do not need to indicate if your punch is an in-punch or out-punch. The system determines this for you. If you need to make corrections to your time punch, contact your supervisor.

**Important Note- If you miss an in or out punch and it is not fixed you will not be paid at all until it is fixed. Notify your supervisor to make the necessary changes. Please see Appendix A for more Information.**

**For more information about Rounding Rules and how your work time is calculated please see Appendix B.**

### 3. How to Record a Punch for a Different Account/ Department:

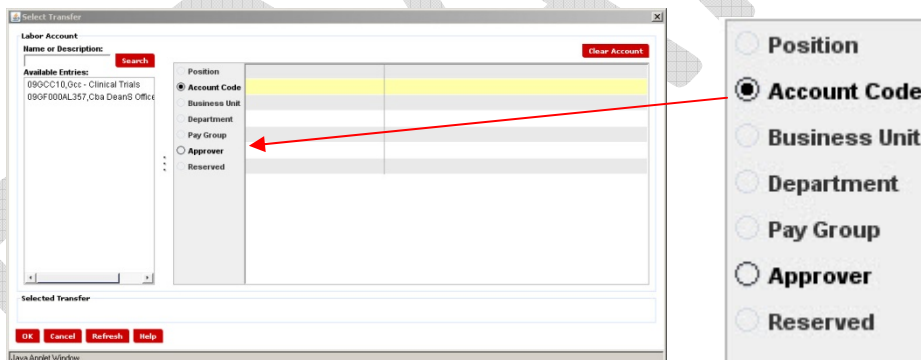
If you work in more than one department or are paid from more than one account, your supervisor might have you record your work time to a different area. Only do this if you are instructed by your supervisor to do so.



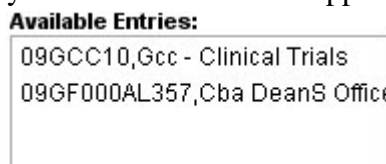
1. In the box labeled Transfers, click the .



2. Click Search.
3. A new box will appear.



4. Select Account Code from the right hand side.
5. The Account Codes are associated with the departments you work for. The account codes you have access to will appear on the left hand side under Available Entries.



6. Select the correct entry for this area you are punching in or out to work. The selection will appear within the right side beside the radio button you selected. It will be highlighted in yellow. Your supervisor will advise you on which account code to choose.

7. Click OK button **OK**. If the entry is incorrect, click the Clear Account Button above. Once you clicked OK, the Labor Account will appear in the transfer box.

8. Click the button labeled **Record Time Stamp**. Your time and Transfer will be posted to your timecard immediately for your supervisor to view. The system knows whether you are punching in or out.

Once you have recorded your time, the system will return to the login page.

**IMPORTANT!** Be sure to record your time this way each time you come into work or finish work. If you leave the campus for lunch or personal business, you must stamp your time.

# Hourly Time Card

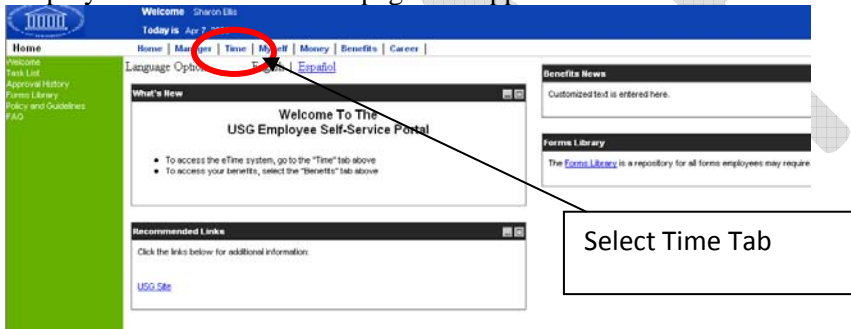
Student and Temporary employees might also use online Time Cards to view their in and out punches and total hours worked. In order to do this an employee must register and then log into Employee Self Service.

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

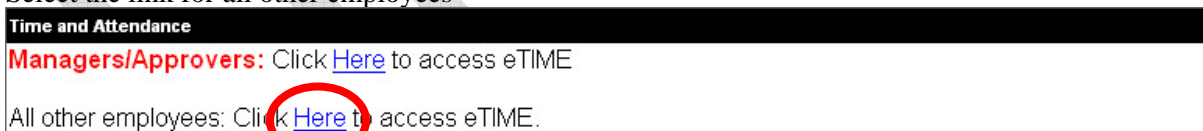
1. In your internet browser type <https://portal.adp.com>
2. Click 'User Login' button and enter your User Name and Password created when registering.



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.

My Information	
<input type="checkbox"/>	Inbox
<input type="checkbox"/>	My Timecard
<input type="checkbox"/>	My Reports
<input type="checkbox"/>	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. Viewing Time in Hourly Time Card

Student and Temporary employees might use the online Time Card to review and approve their time recorded using time clock or time stamp. A Supervisor can review, edit, and approve employee's timecards before payroll processes.

The time card below shows time recorded using a time clock or time stamp. This employee clocked in at 8:00 a.m. on Monday and worked in one department until 12:00 p.m. Then a second line for Monday was added because the employee worked in another department from 1:00 p.m. to 5:00 p.m. If there are any corrections that need to be made contact your supervisor.

TIMECARD

Person & Id TRAINING, HOURLY EE (ADPTRN2)

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

Timecard successfully saved on: 6/04/2009 9:10PM

Save Approve Comments → Primary Account Totals Summary Refresh

Add Row	Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily
	Sat 5/30							
	Sun 5/31							
	Mon 6/01			8:00AM		12:00PM	4:00	
	Mon 6/01			1:00PM		5:00PM	4:00	8:00
	Tue 6/02			8:00AM			4:00	
	Tue 6/02			1:00PM		5:00PM	4:00	8:00

**Missed Punches-** If there are any red filled in boxes as shown above it means there was a missed punch and you will not be paid until it is fixed. Notify your supervisor to make the changes. Please see Appendix A for more details.

## 3. Approving the Timecard

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

- To approve a timecard select Approve from the toolbar shown in the picture below.

TIMECARD

Person & Id TRAINING, PROJECT EE (ADPTRN3)

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

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				8:00
			0:00	0:00	8:00

**Important Note:** Timecards for Biweekly Non-Exempt Employees will need to be completed and approved by the employee and supervisor by Monday at 9:00 a.m. after the Pay Period Ends. After 9:00 a.m. on Monday, the timecard will be pulled by payroll and processed. Any changes that need to be made after this time period will need to be submitted to payroll. A change form can be found on the GSU Payroll website.

## 4. 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.

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# Appendix A

## Missed Punches

### What is a Missed Punch?

A missed punch is when an employee enters the time they started working but forgets to enter time when they leave or vice versa. In either of these situations, the system does not know the amount of time worked and therefore will not be able to pay the employee for the entire pay period.

### How can I fix a Missed Punch?

For Time Clock and Time Stamp employees a supervisor has the ability to fix missed punches.

**TIMECARD** Person & Id TRAINING, HOURLY EE (ADPTRN2)

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

Timecard successfully saved on: 6/04/2009 10:17PM

Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals	
							Shift	Daily
	Sat 5/30							
	Sun 5/31							
	Mon 6/01			8:00AM	/09GCC10///999999/	12:00PM	4:00	
	Mon 6/01			1:00PM		5:00PM	4:00	8:00
	Tue 6/02			8:00AM				
	Tue 6/02			1:00PM		5:00PM	4:00	4:00
	Wed 6/03					12:00PM	4:00	
	Wed 6/03	COMP TIME OFF	4:00					8:00
	Thu 6/04	VACATION	8:00					8:00
	Fri 6/05			8:00AM		9:00AM	1:00	
	Fri 6/05	SICK	7:00					8:00

Missed punch

# Appendix B

## Rounding Rules

USG is using **7/15** rounding rule with hourly employees. This means time recorded in the time card will round up or down to the closest quarter hour. For example, if an employee punches in at 8:07 a.m. the time will be rounded to 8:00 a.m. but if punched in at 8:08 a.m. time will round to 8:15 a.m.

Actual punch times will appear in the timecard, but rounded punches are used to calculate total worked time.

In the picture below it shows an employee clocked in at 8:07 a.m. on Tuesday but the cumulated time on the right is 2:00 hours (not 1 hour and 53 minutes). On Wednesday the employee clocked in at 8:08 a.m. the cumulated time is now 1 hour and 45 minutes. If a punch needs to be corrected, a manager can select the date and Edit punch to correct time.

### TIMECARD

Last Saved: 6:11PM

Name & ID    
 Time Period

Save   Actions ▾ Punch ▾ Amount ▾ Comment ▾ Approvals ▾ Reports ▾												
	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
	Sat 6/27	▾			▾			▾				
	Sun 6/28	▾			▾			▾				
	Mon 6/29	▾			▾			▾				
	Tue 6/30	▾		8:07AM	▾	10:00AM		▾		2:00	2:00	2:00
	Wed 7/01	▾		8:08AM	▾	10:00AM		▾		1:45	1:45	3:45
	Thu 7/02	▾			▾			▾				3:45

TOTALS & SCHEDULE						ACCRUALS REPORTING PERIOD					AUDITS	
All ▾						Date	Start Time	End Time	Pay Code	Amount		
Account												
Pay Code						Tue 6/30						
Amount						Wed 7/01						
-/-/0000/G0000000000/-/ADPTRN/-						Thu 7/02						
REGULAR						Fri 7/03						
3:45												