USG Shared Services Initiative

"Creating A More Educated Georgia"

Board of Regents of the

University System of Georgia

eTIME® Employee User Guide

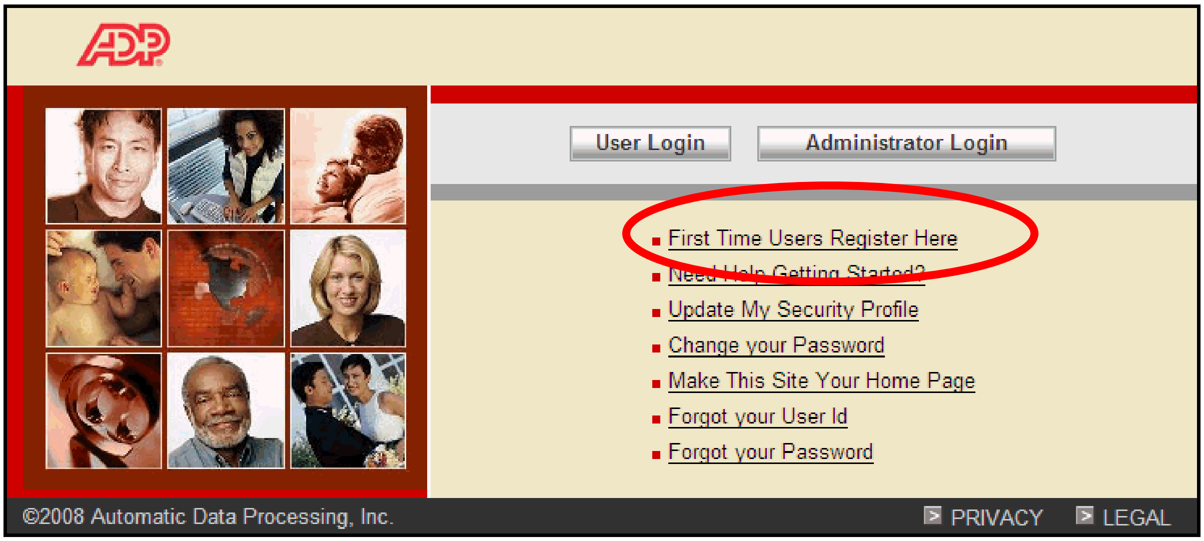
Project View Time Card for Faculty

Contents

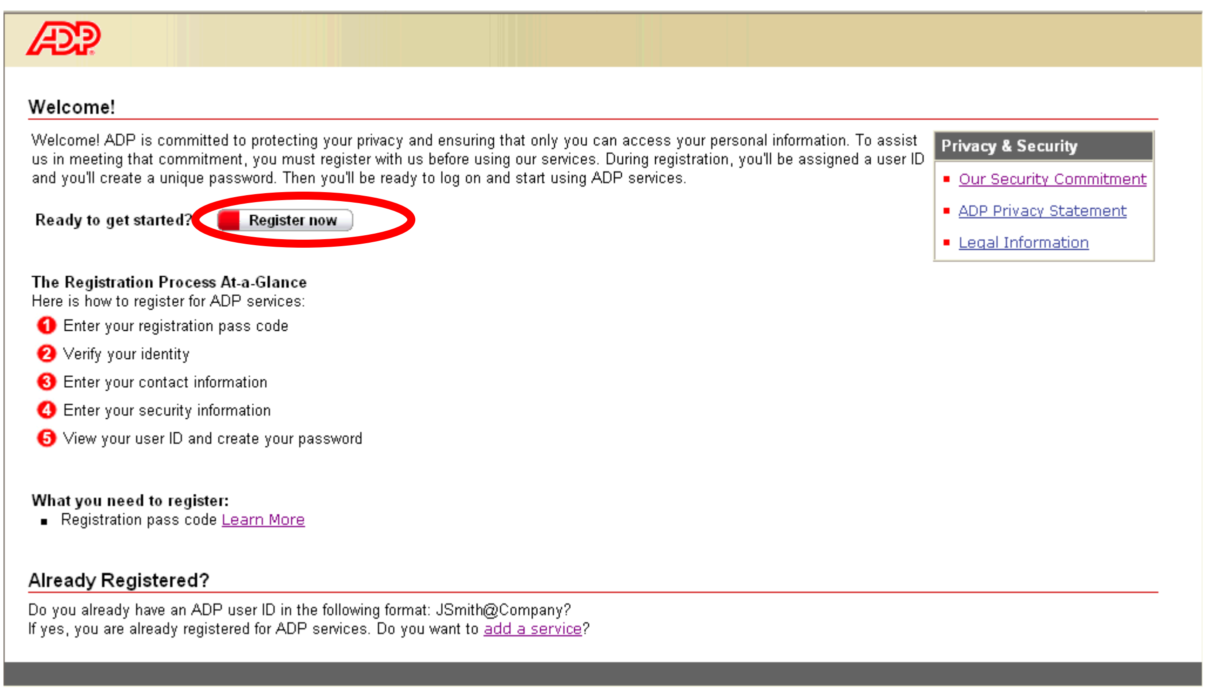
Registering for Self Service

1. Click the **Employee Self Service** link on your institution’s webpage.

2. Click the **First Time Users Register Here link** on the Self Service Login page.

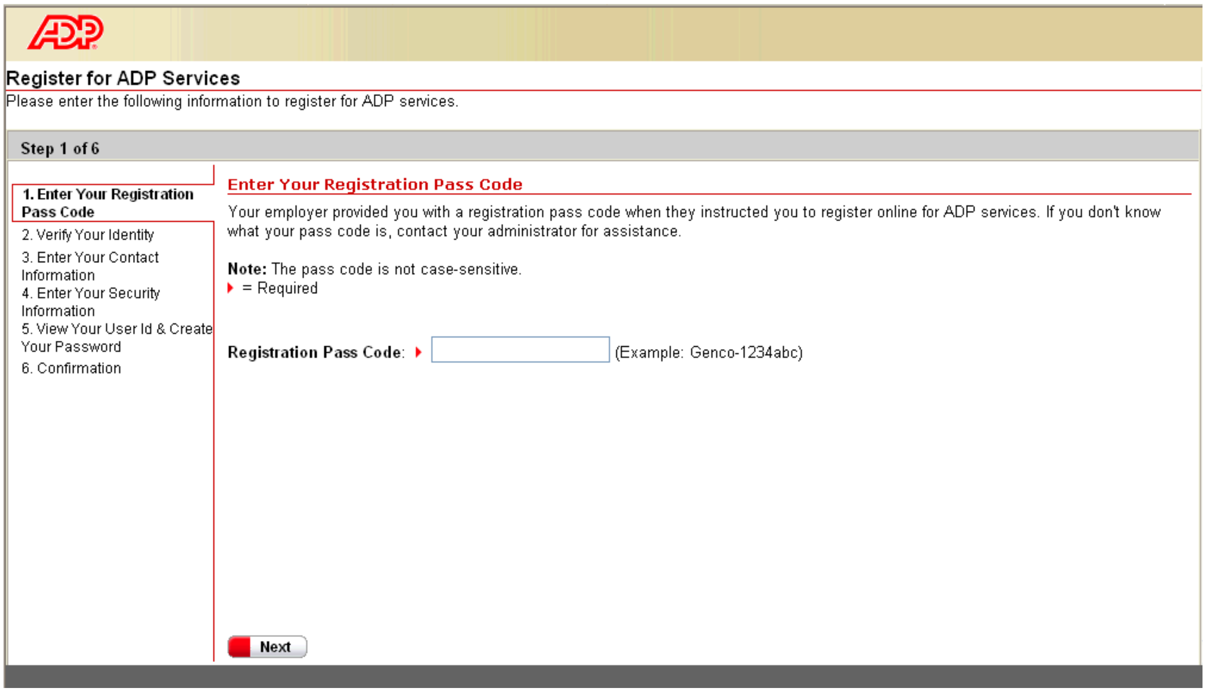


3. Click **Register Now**.

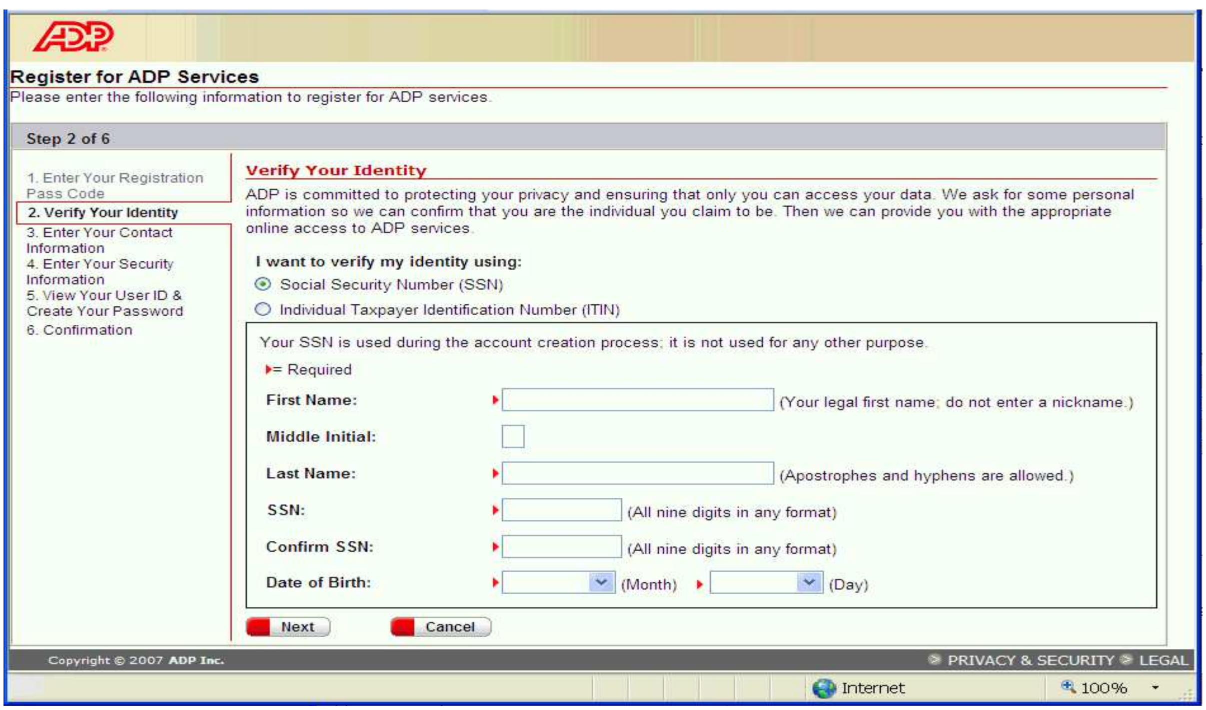


4. Enter your **Registration Pass Code** and click **Next**.

Note: Your Self Service Registration Pass Code is USG-6775

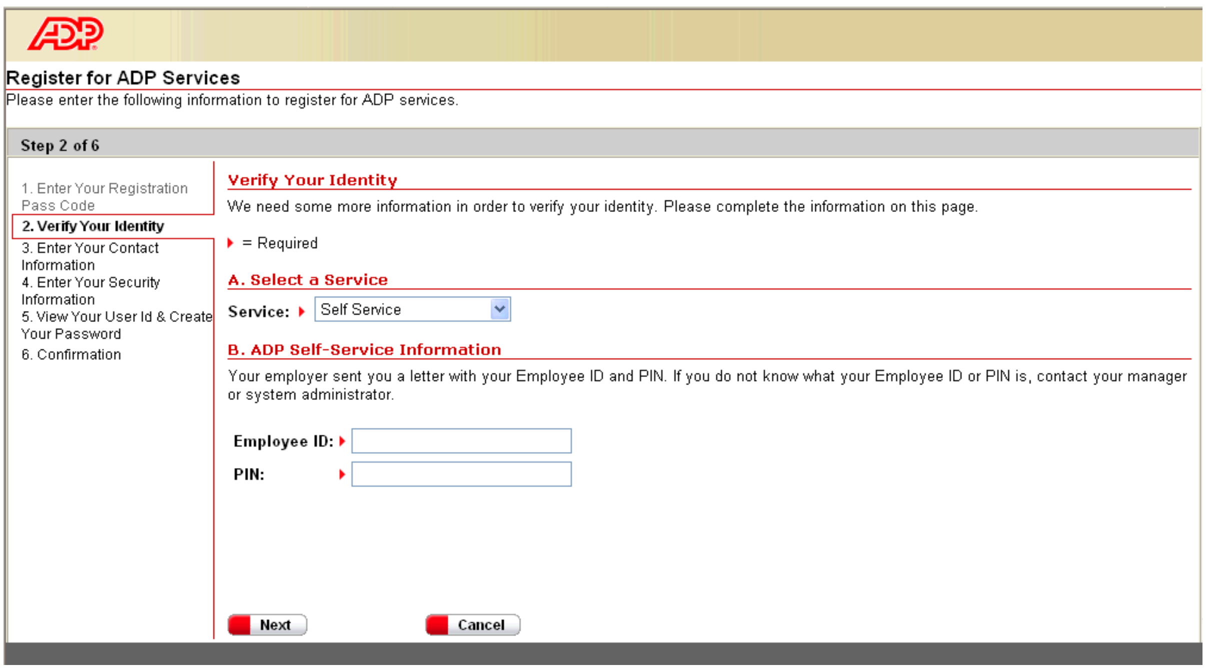


5. Select to verify with either your SSN or TIN, using the full number of digits.

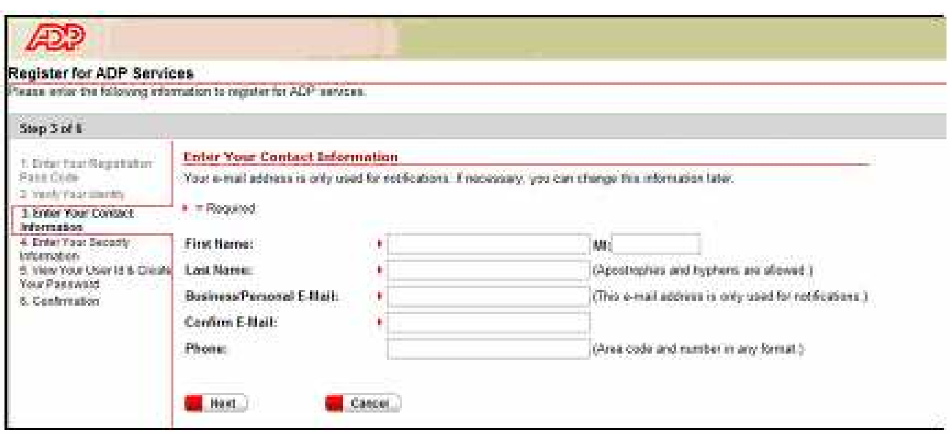


6. Enter your data in the fields with the ▶. After completing these fields, click **Next**.
Please Note – you must enter your name as it appears in the HR/Payroll system of record.

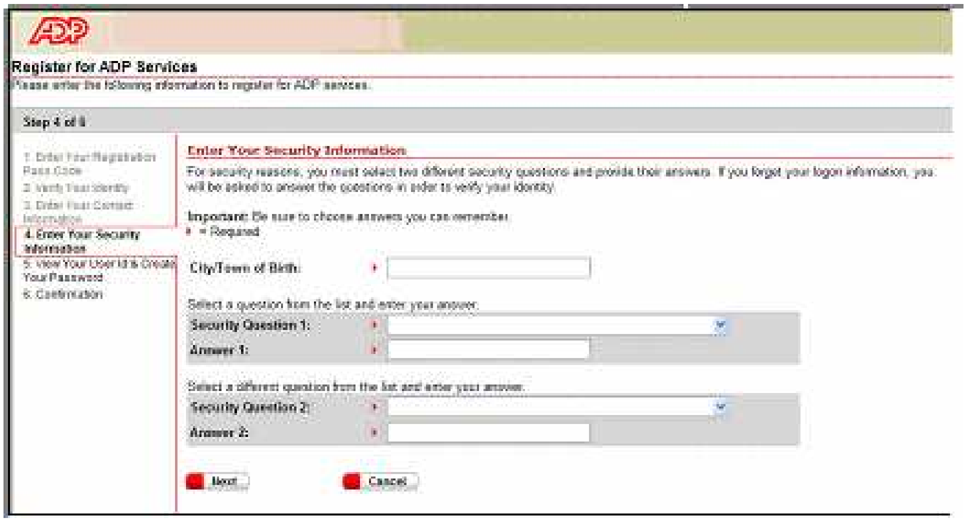
7. In rare circumstances, a second page (below) of *Verify Your Identity* may appear. This may be due to incorrect data being entered in the previous screen. If this occurs, click **Cancel** and verify your entered information. Note – you must enter your name as it appears in the HR/Payroll system of record. If all data is correct and you are still seeing this form, please contact the SS Help Desk for more information.



8. Complete the fields on your Contact Information and click **Next**.

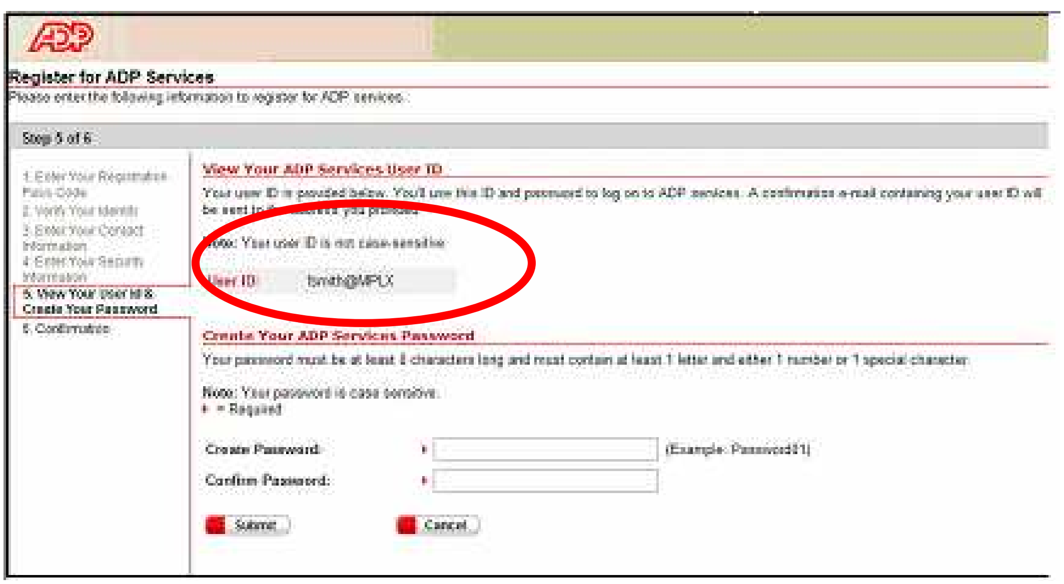


9. Complete all the fields on your Security Information and click **Next**.



10. The View Your Userid & Create Your Password will appear. Your user ID is displayed.

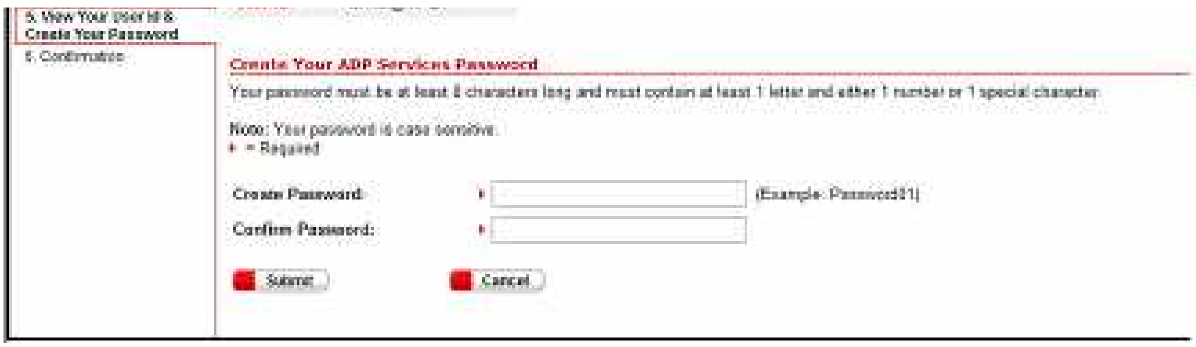
Note: The security questions and answers are used if you forget your logon credentials. Be sure to choose information that you can readily remember.



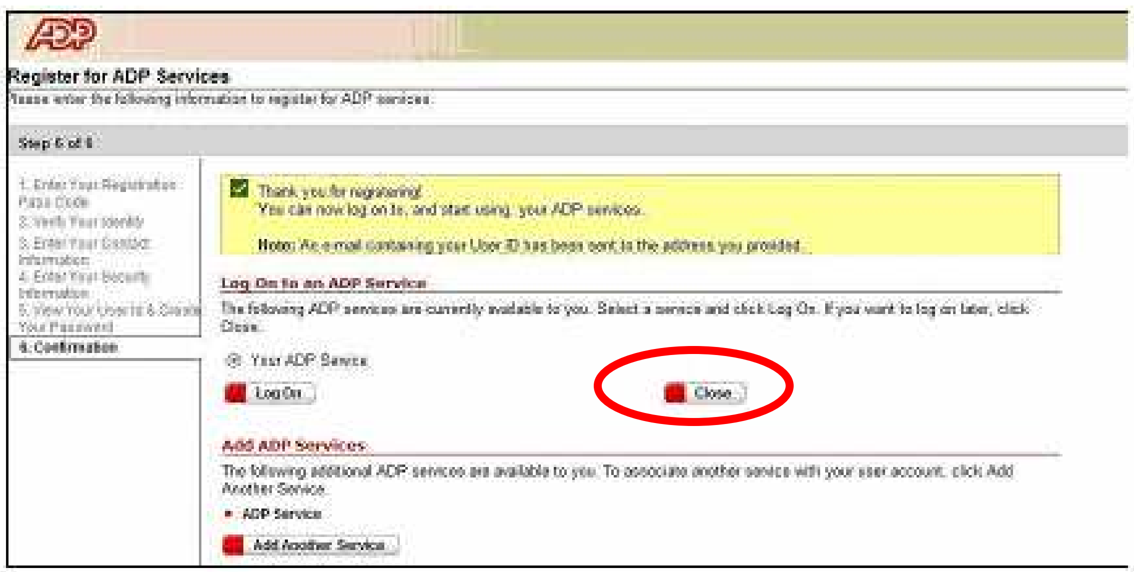
11. Enter your password in the **Create Password** field.

Note: Your password must be a minimum of 8 characters and contain at least one alpha and either one numeric or special character. Your password is case-sensitive.

12. Re-enter your password in the **Confirm Password** field and click **Submit**.



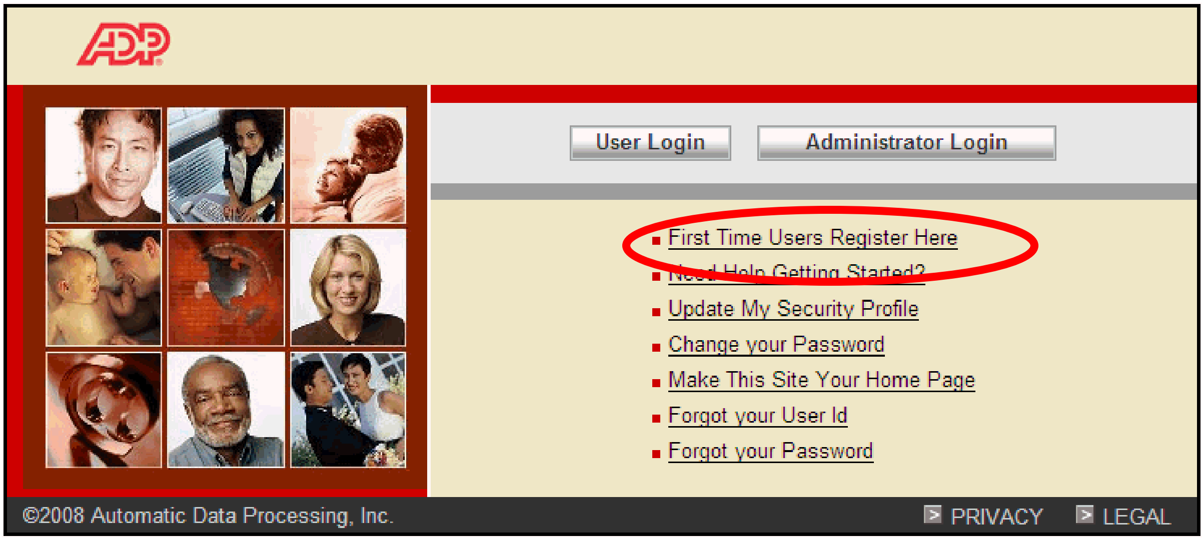
13. The Confirmation page will appear. You are now registered for Self-Service. Click **Close**.



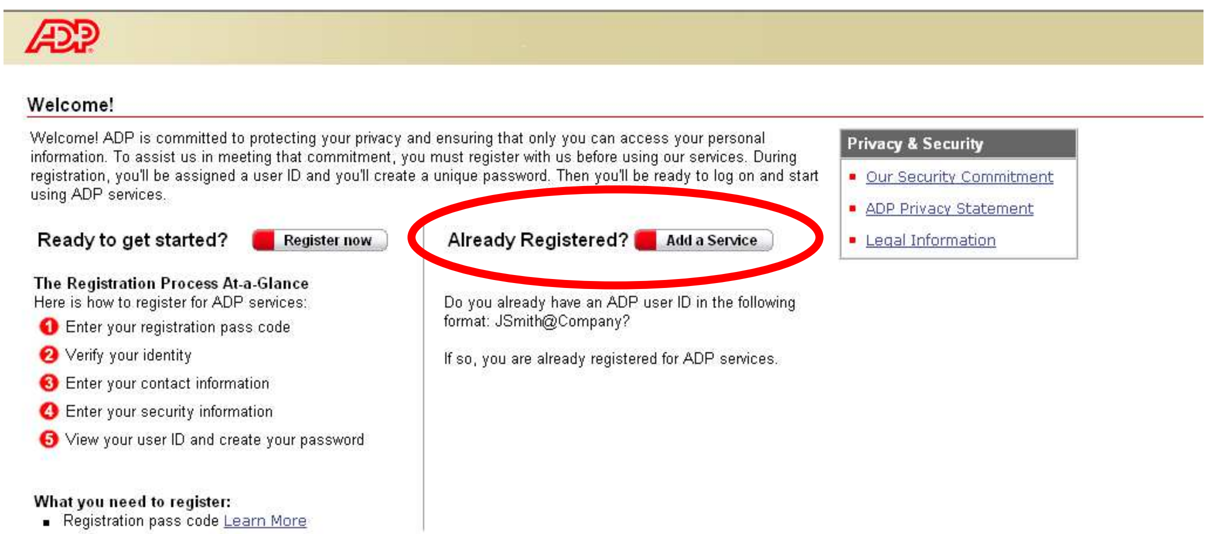
The next step is to add Additional Services, so you have access to eTIME. You must add eTime in order to record your daily work hours.

Adding eTime

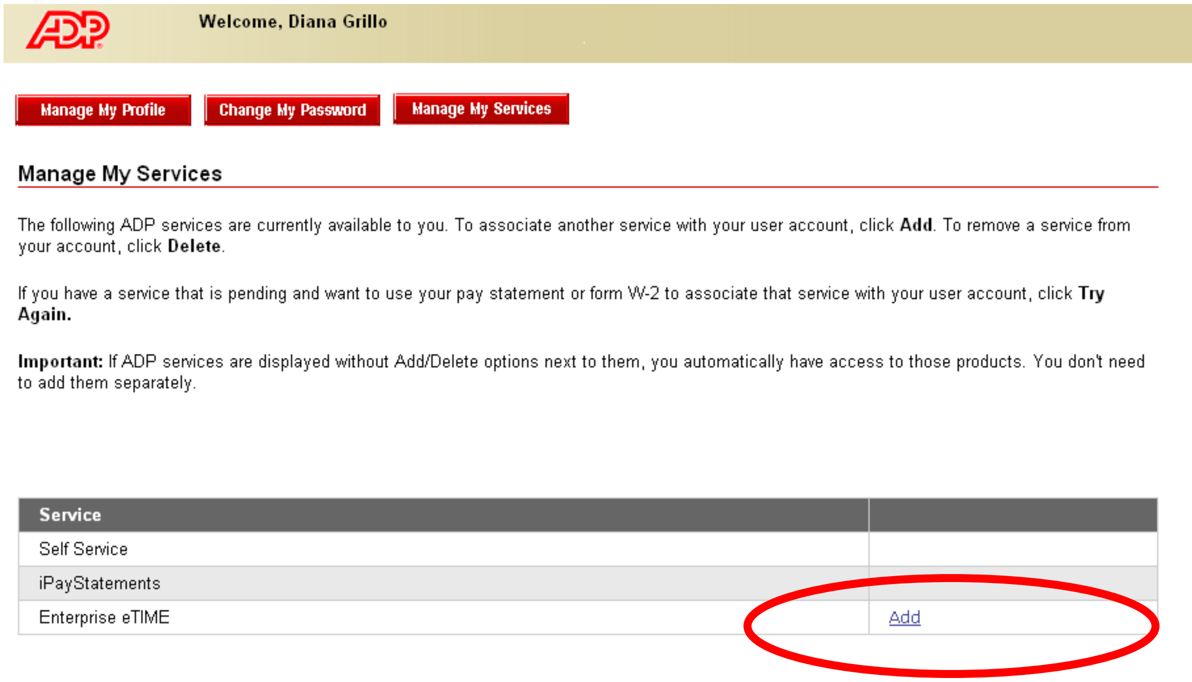
1. Go back to the Portal main login page: **http://portal.adp.com** and select "First Time Users Register Here"



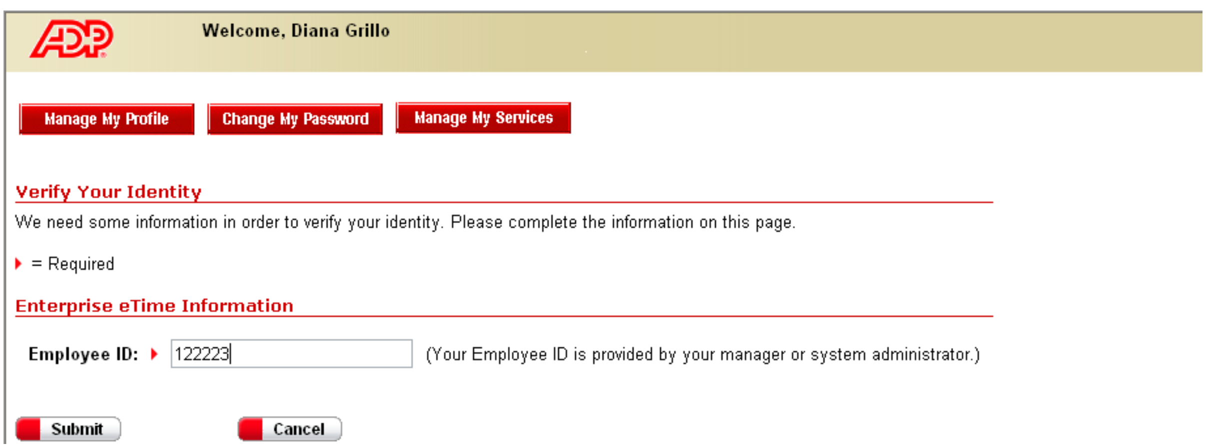
2. Click **Add a Service**.



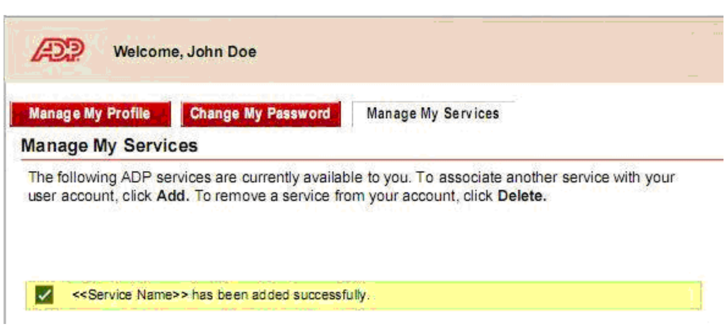
3. On the Enterprise eTIME line, choose **Add.**



4. Enter your Employee ID number and click **Submit**.



5. Upon successful completion, you will see the following screen:

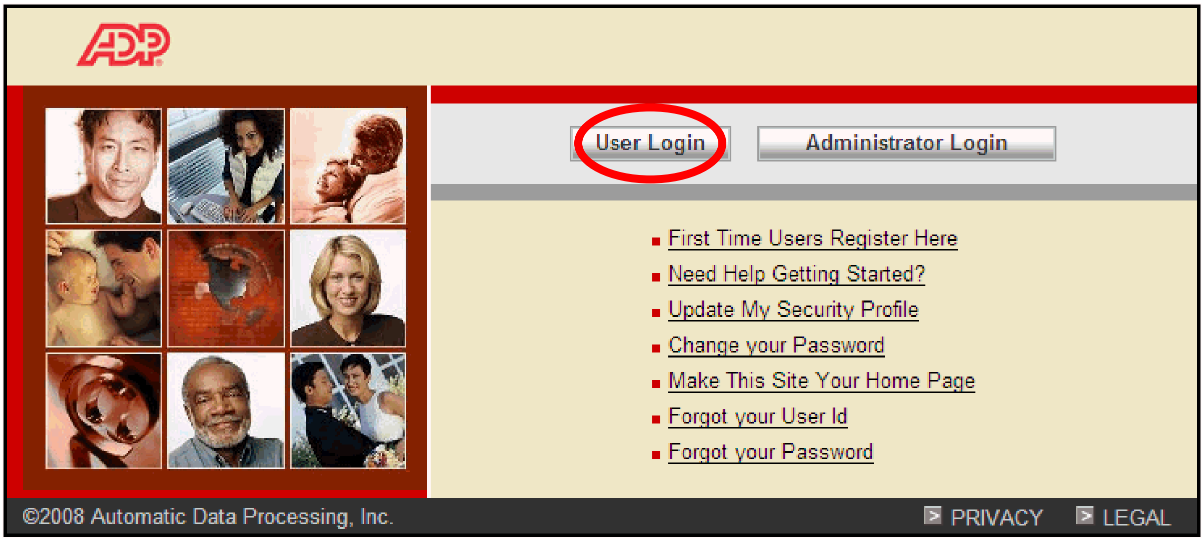


Log On

Access the eTime Timesheets link from the Employee Self Service Portal.

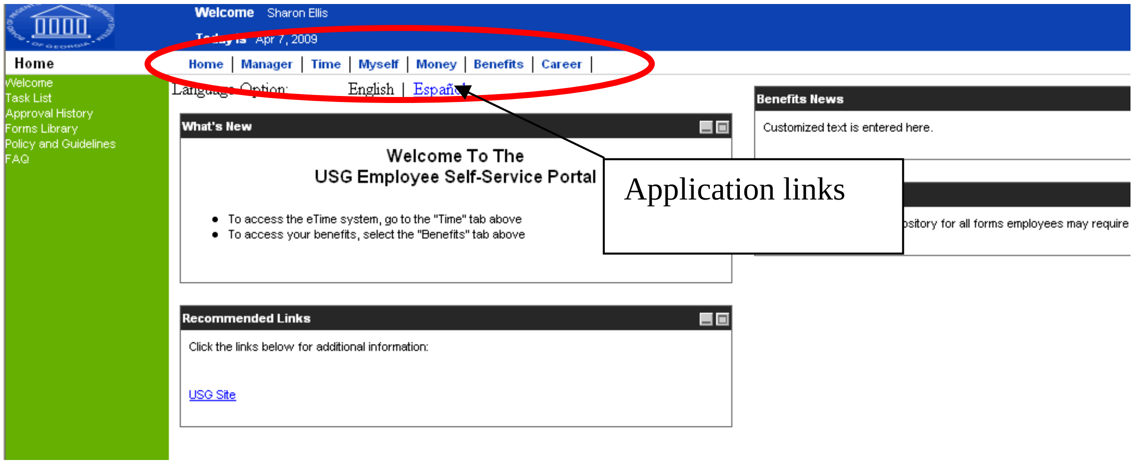
1. Click the Employee Self Service link on your institution's webpage.

2. Click 'User Login' button.

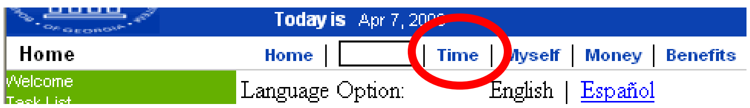


3. Enter User Name and Password and click **OK**.

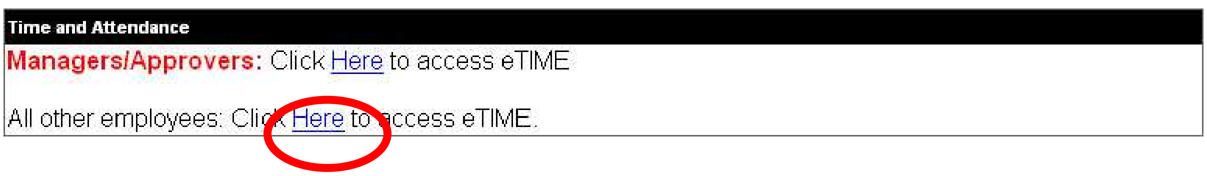
4. The Netsecure Portal will appear. The application links allow you to enter into each application.



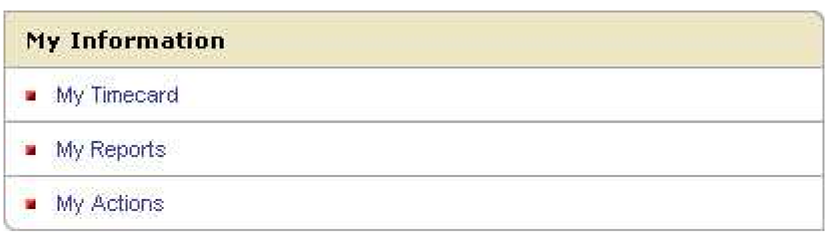
5. Click the Time application link



6. Click the Here link for All other employees if you are not a manager or approver of time cards.



7. Now you are in the eTime application



8. You will click the various links –
   a. My Timecard will take you into your time card
   b. My Reports allows you to view you leave accruals and time card for printing
   c. My Actions allows you to request time off if you are eligible for time off

Project View Time Card for Faculty

The Project View timecard for Faculty is to record the usage of Sick Leave. It records the total number of hours to be deducted from the accrual of the Sick Leave Accrual buckets.

On the 28th of each month the accrual process will be generated automatically by eTime. It will add to the Accrual bucket the amount of Sick Leave.

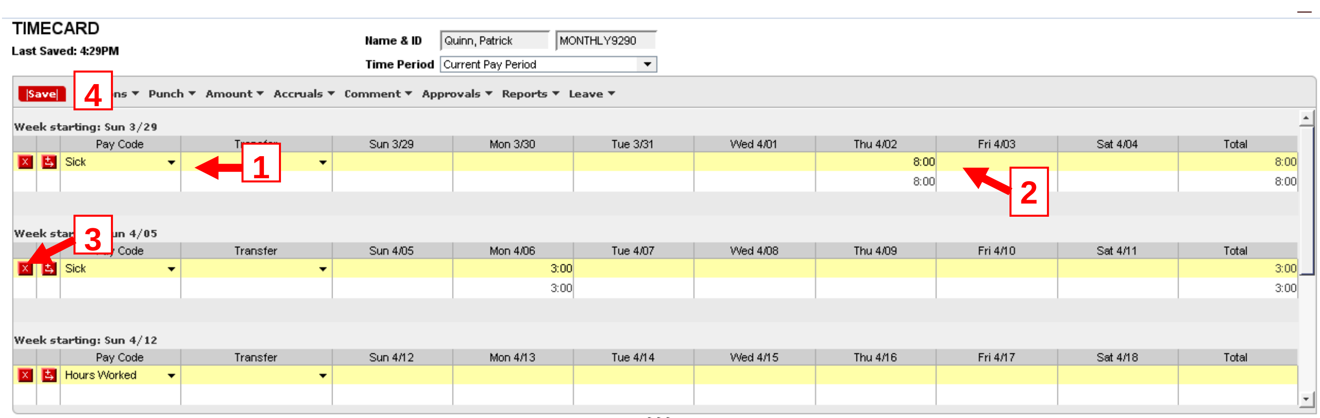
The recording of the Sick Leave to be taken will only be allowed if you have the amount within the Accrual bucket. <u>If you do not have the time in the bucket, a message will be displayed to you when you try to enter the time on the time sheet</u>.

For example, you need to take 16 hours of Sick leave but you only have 10 hours in your Sick Accrual. eTime will only allow you to use the 10 hours. eTime will display that you only have 10 hours 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. This policy can be viewed at this website. http://www.usg.edu/regents/policymanual/800.phtml.

Entering Sick Leave in a Project View Timecard

Click in the cell on the day where you need to record Sick Leave. Type the number of hours to be recorded. To enter your Sick Leave, follow these steps:



1. Click the drop down in the Pay Code column, select the Pay Code Sick

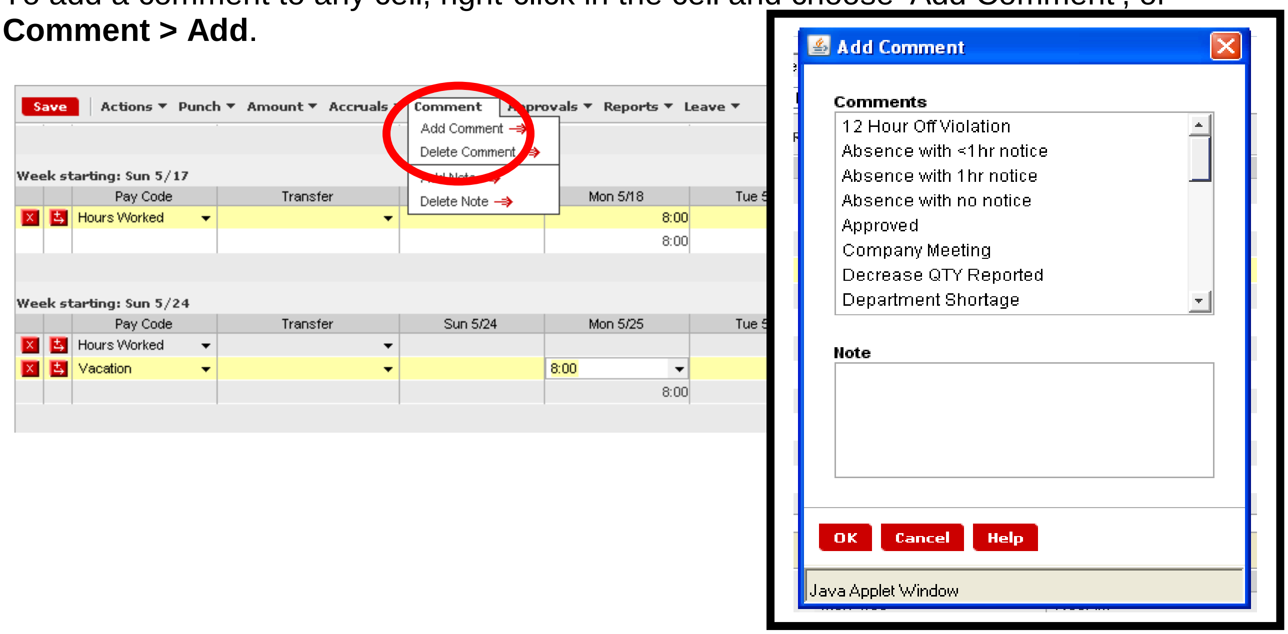
2. The actual hours used will be entered on the day of the Sick Leave.

3. To remove a Pay Code if placed in error, click the X icon. You will be asked to "Erase data for the entire row?" Click Yes. The row will disappear when you Save the Timecard.

4. Click 'Save'. Notice that the TimeCard title is orange but once saved turns black.

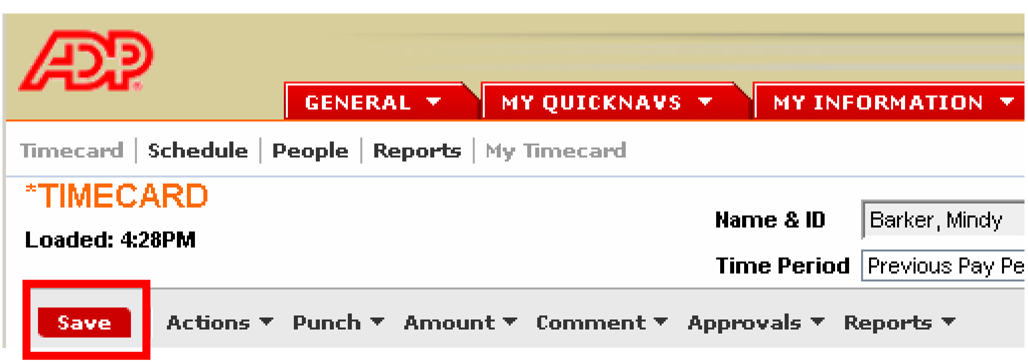
Adding Comments

To add a comment to any cell, right-click in the cell and choose 'Add Comment', or **Comment > Add**.



Saving the Time Card

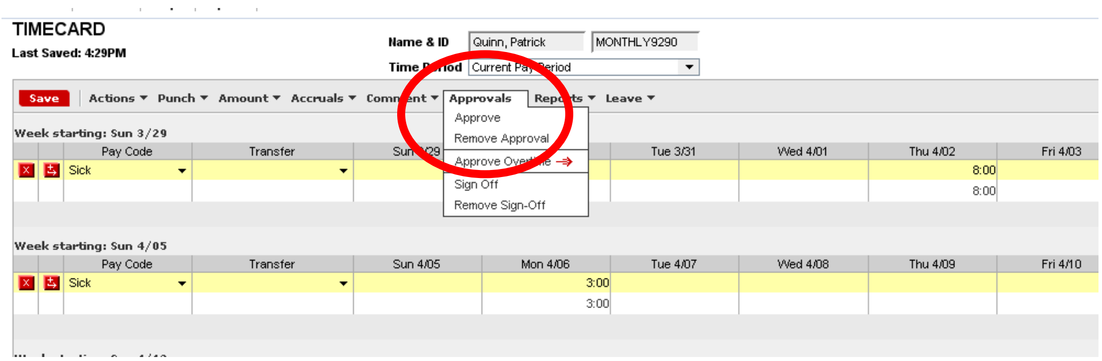
You need to save your changes to your timecard. The word TIMECARD will be orange indicating changes had been made and saving is required. Click Save from the menu bar.



Approving the Timecard

Approving your timecard ‘submits’ your time card for manager approval. Approval lets a manager know that the timecard is accurate, complete and ready to be sent to payroll for processing.

Approval can be *removed* if a manager has not submitted the timecards to payroll.



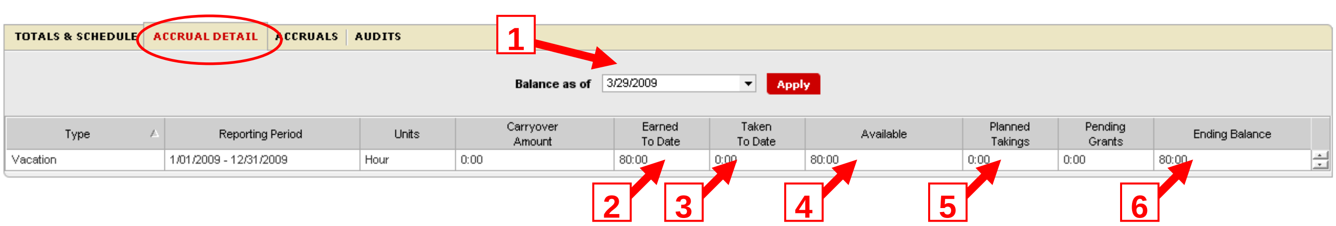
Click on **‘Approvals’ then ‘<u>Approve</u>’**

Viewing Accruals in eTime

Accrual Balances are updated instantly once the Timecard is saved. The Accruals Tab at the bottom left of the Timecard will reveal the balances for your Sick Leave.

Accrual Detail Tab

Accrual Detail Tab reveals the balances of your Accruals for the current calendar year as well as the totals of the Sick Leave taken to date along with the requested that has not be used as of yet.



1. Balances will be reflected based on the date selected in the Balance as of field. Select the date then click the Apply button.

2. The column labeled “Earned To Date” reveals the balance of your accrual as of the date selected in step 1.

3. The column labeled “Available” reveals the amount of hours that have been recorded as taken during the calendar year as of the date selected in step 1.

4. The column labeled “Taken To Date” reveals the amount of hours that are available for use which is the result of subtracting the hours in the Taken column from the hours in the Earned To Date column.

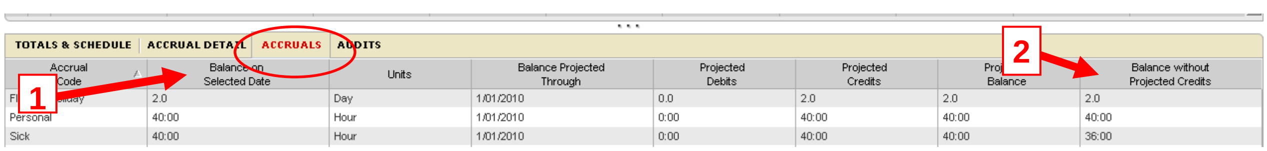
5. The column labeled “Planned Takings” reveals the amount of hours that have been recorded to be taken during the calendar year after the as of the date selected in step 1.

6. The column labeled “Ending Balance” reveals the amount of hours that are available after those hours in the Planned Takings column have been subtracted from the Available hours. This balance will be reflected on the Accruals Tab in the “Balance Without Projected Credits” column.

Accruals Tab

Accruals Tab reveals the projected Balances based on the accruals that will be produced during the calendar year.

Important Reminder: You are not allowed to take Sick Leave that has not yet been earned and deposited into the Accrual buckets.



Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Proj Balance	Balance without Projected Credits
Fl[illegible]oliday	2.0	Day	1/01/2010	0.0	2.0	2.0	2.0
Personal	40:00	Hour	1/01/2010	0:00	40:00	40:00	40:00
Sick	40:00	Hour	1/01/2010	0:00	40:00	40:00	36:00

1. The column labeled “Balance on Selected Date” reveals the balance of your accrual as of the last accrual update which occurs on the 28th of each month when your amount earned is added and the hours used is subtracted.

2. The column labeled “Balance without Projected Credits” reveals the balance of your accrual with the amounts used during the current month that have been recorded on the current timecard or any future request.

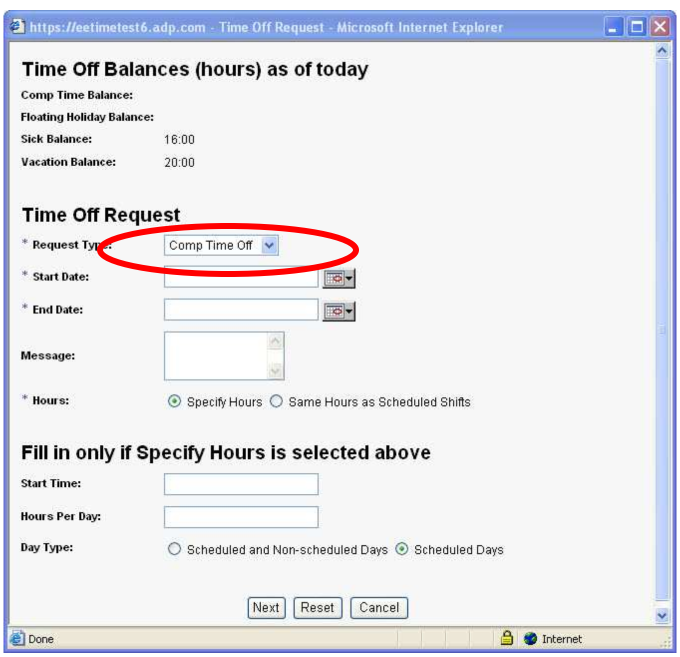
Requesting Leave Time Off

Since Leave is managed and monitored in eTime®, the requesting for leave must be executed in eTime®.

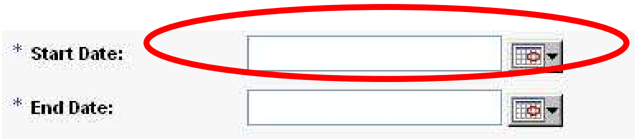
After logging into eTime®, click My Actions.

To request Time Off, click the link for Request Time Off.

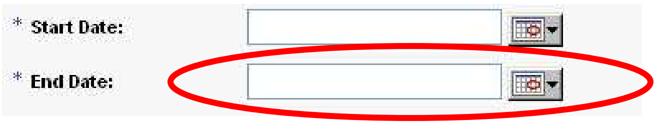
Use the ▼ drop down for Request Type to select the Pay Code for the type of Leave you are requesting. Types of leave include Comp Time Off, Vacation, and Sick. As Faculty you will only be allowed to select Sick.



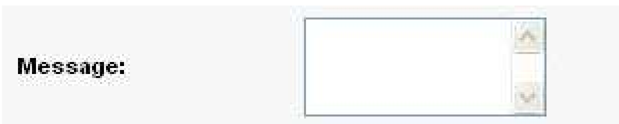
Enter the Date from or use the calendar icon to select the date.



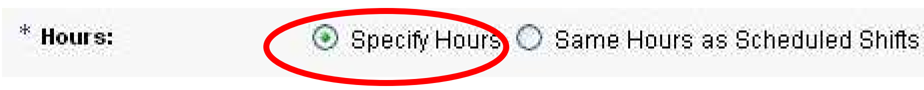
Enter the Date to or use the calendar icon to select the date.



In the Message field you can enter any information you wish to supply for the time off request.



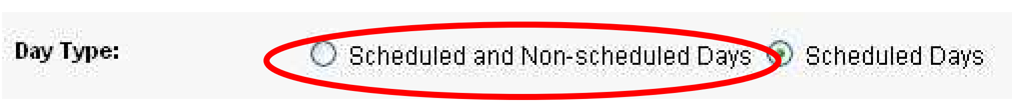
Click Specify Hours.



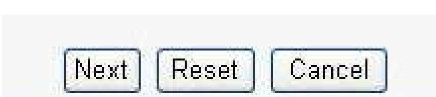
In the field of Start Time: enter the time your leave is to begin.

Enter the number of hours per day you will be requesting off.

For Day Type click Scheduled and Non-scheduled Days



Click Next.



Click Save and Close. The request is routed to your Reports To Manager who will approve or reject your request.

You will receive an email informing you that your request has been submitted.

You will receive an email informing you that your request has been approved or rejected by your manager.

Upon approval by your manager, the PayCode for the type of leave you requested will now appear on your timecard for the date you requested.

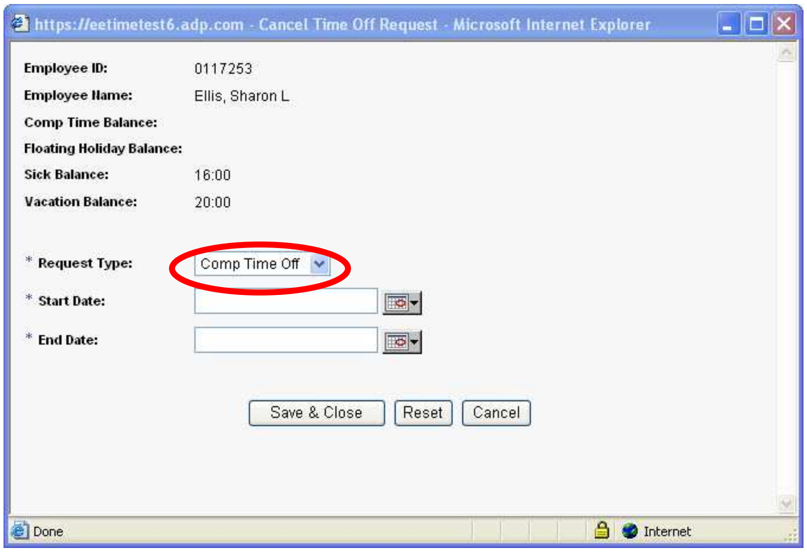
You will also be able to check your Inbox in eTime® by clicking My Actions then Inbox.

Cancelling Leave Time Off Request

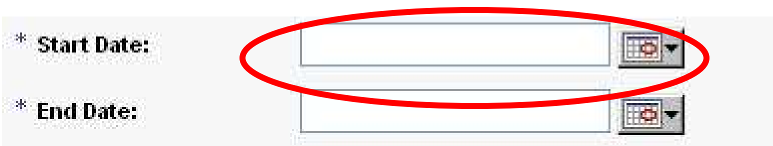
After logging into eTime®, click My Actions.

To cancel a request for Time Off that has been submitted, click the link for Cancel Time Off Request.

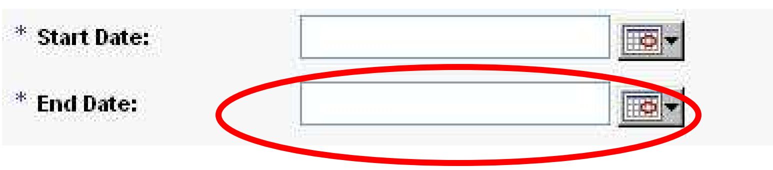
Use the drop down for Request Type to select the type of leave you wish to cancel.



Enter the date for the time off you are canceling starts.



Enter the date for the time off you are canceling ends.



Click Save and Close. The request is routed to your Reports To Manager who will approve or reject your request.

You will receive an email informing you that your request has been submitted.

You will receive an email informing you that your request has been approved or rejected by your manager.

Upon approval by your manager, the PayCode for the type of leave you requested will be removed from your timecard.

You will also be able to check your Inbox in eTime® by clicking My Actions then Inbox.

Extended Lengths of Leave Time Off Request

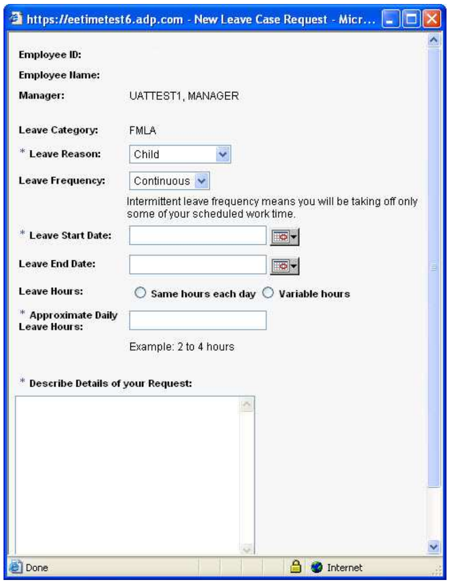
Extended lengths of leave time refer to leave that will apply to Family and Medical Leave Act (FMLA), Short Term Disability, Long Term Disability or Military Leave. You can request this type of leave from within eTime.

After logging into eTime®, click My Actions.

To request leave for an extended period of time, click the link for Request Leave Time.

Use the drop down for Leave Category to select the type of leave you wish to request.

Click Next.

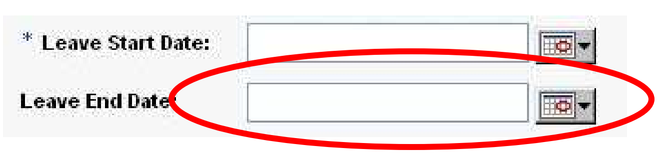


Use the drop down for Leave Reason to select the reason for leave you wish to request.

Use the drop down for Leave Frequency to state whether the leave is continuous or intermittent.

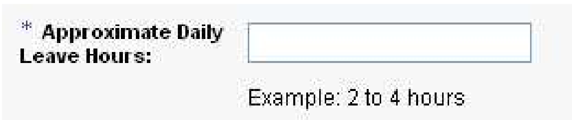
Enter the date for when the leave starts.

Enter the date for when the leave ends.



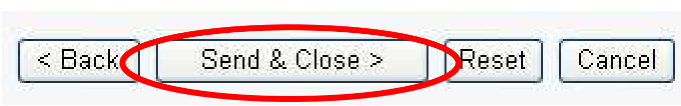
Select how the leave hours will be used.

Enter how many hours will be used each day.



Describe why you need the leave in the description box.

Click Send and Close. The request is routed to your Reports To Manager who will approve or reject your request.



You will receive an email informing you that your request has been submitted.

Your Campus Leave Administrator will process your request, the PayCode for the leave you requested will be recorded from your timecard.

You will also be able to check your Inbox in eTime® by clicking My Actions then Inbox.

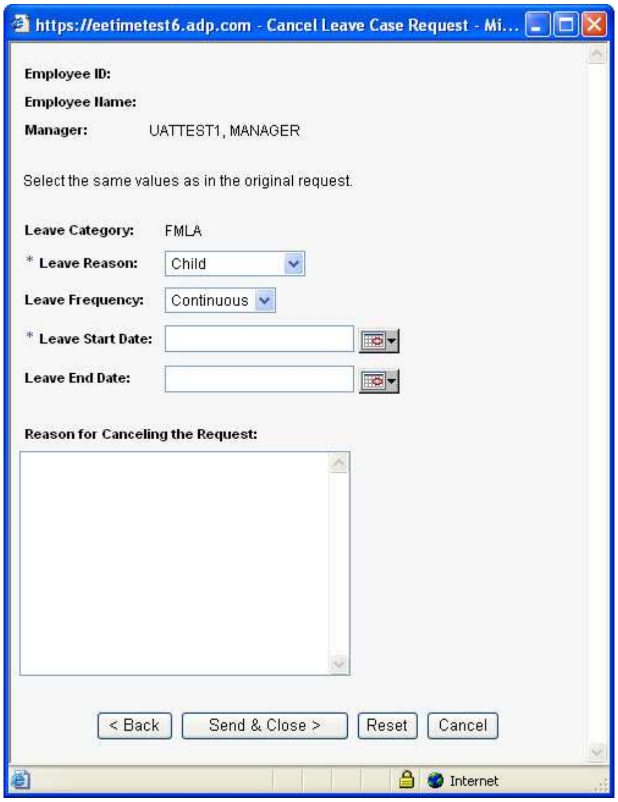
Cancelling Extended Lengths of Leave Time Off Request

After logging into eTime®, click My Actions.

To request leave for an extended period of time, click the link for Cancel Leave Time.

Use the drop down for Leave Category to select the type of leave you wish to cancel.

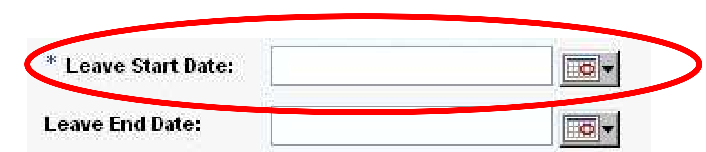
Click Next.



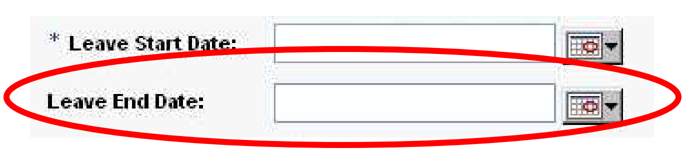
Use the drop down for Leave Reason to select the reason for leave you wish to cancel. This needs to be the same values as the original request.

Use the drop down for Leave Frequency to state whether the leave is continuous or intermittent.

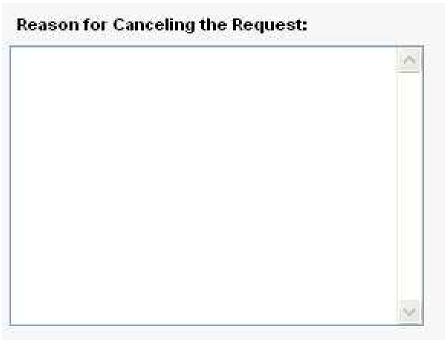
Enter the date for when the leave starts.



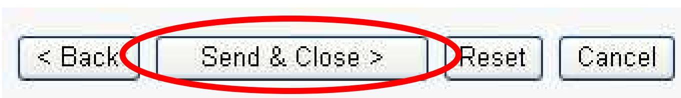
Enter the date for when the leave ends.



Enter the reason why you are cancelling your original request.



Click Send and Close. The request is routed to your Reports To Manager who will approve or reject your request.



You will receive an email informing you that your request has been submitted.

Your Campus Leave Administrator will process your request, the PayCode for the leave you requested will be removed from your timecard.

You will also be able to check your Inbox in eTime® by clicking My Actions then Inbox.

Please contact Human Resources if you have questions!