



USG Shared Services Initiative
"Creating A More Educated Georgia"

**Board of Regents of the
University System of Georgia
eTIME® Employee User Guide**

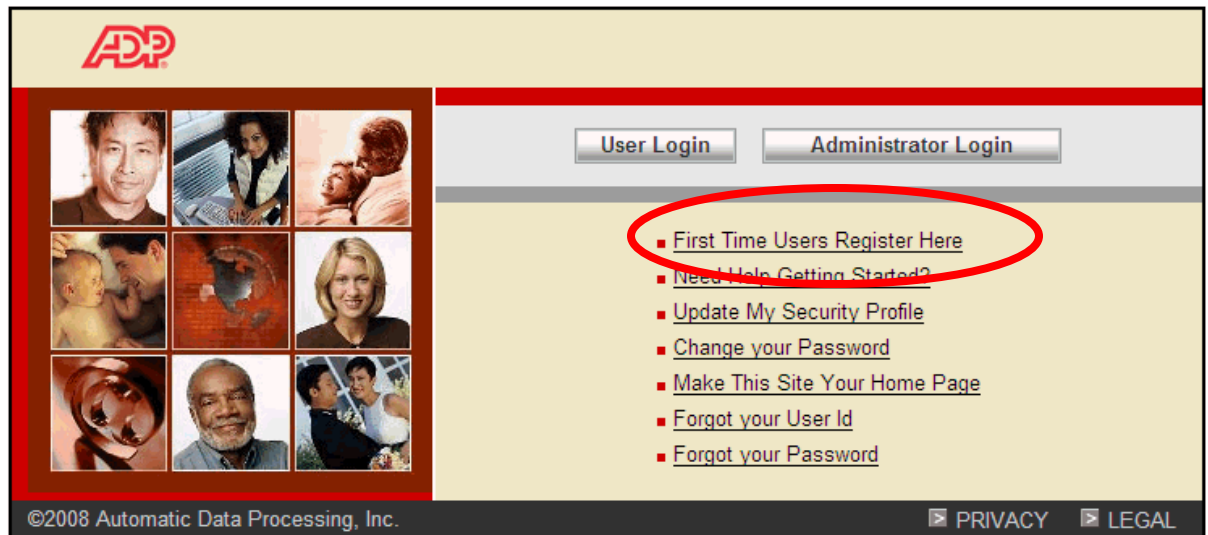
Project View Time Card for Faculty

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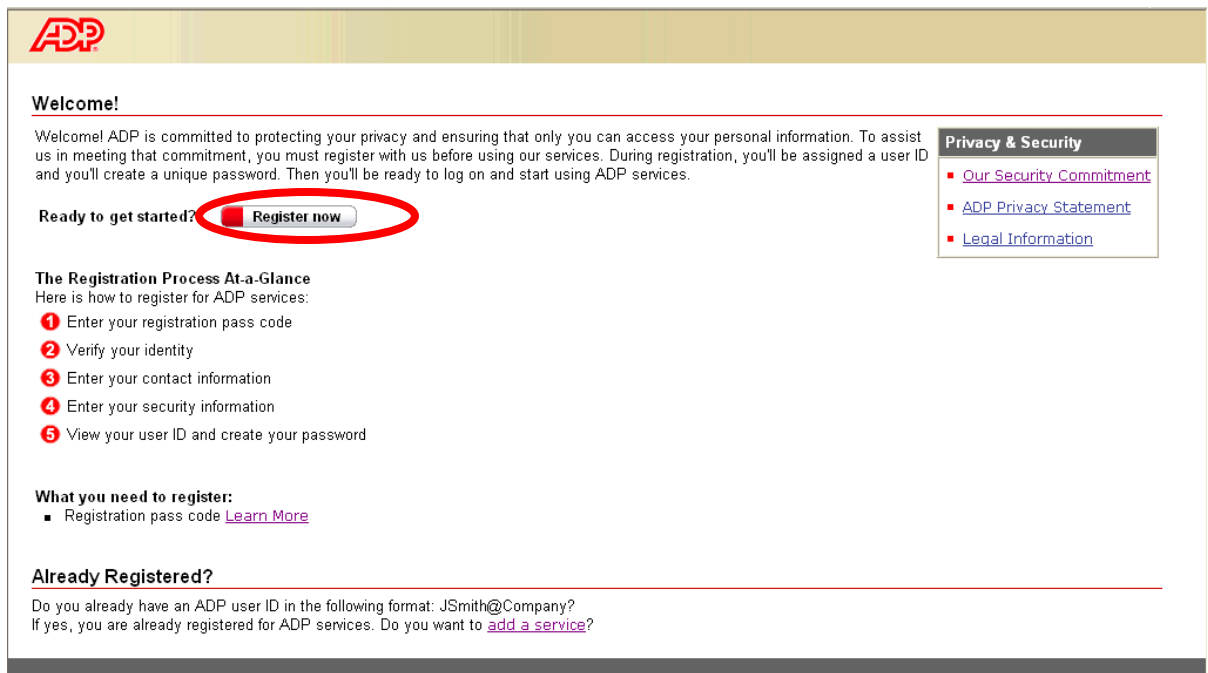
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Registering for Self Service

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

ADP
Register for ADP Services
Please enter the following information to register for ADP services.

Step 1 of 6

1. Enter Your Registration Pass Code

2. Verify Your Identity
3. Enter Your Contact Information
4. Enter Your Security Information
5. View Your User ID & Create Your Password
6. Confirmation

Enter Your Registration Pass Code
Your employer provided you with a registration pass code when they instructed you to register online for ADP services. If you don't know what your pass code is, contact your administrator for assistance.

Note: The pass code is not case-sensitive.
▶ = Required

Registration Pass Code: ▶ (Example: Genco-1234abc)

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

ADP
Register for ADP Services
Please enter the following information to register for ADP services.

Step 2 of 6

1. Enter Your Registration Pass Code
2. Verify Your Identity
3. Enter Your Contact Information
4. Enter Your Security Information
5. View Your User ID & Create Your Password
6. Confirmation

Verify Your Identity
ADP is committed to protecting your privacy and ensuring that only you can access your data. We ask for some personal information so we can confirm that you are the individual you claim to be. Then we can provide you with the appropriate online access to ADP services.

I want to verify my identity using:
 Social Security Number (SSN)
 Individual Taxpayer Identification Number (ITIN)

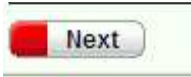
Your SSN is used during the account creation process; it is not used for any other purpose.
▶ = Required

First Name: ▶ (Your legal first name; do not enter a nickname.)
Middle Initial:
Last Name: ▶ (Apostrophes and hyphens are allowed.)
SSN: ▶ (All nine digits in any format)
Confirm SSN: ▶ (All nine digits in any format)
Date of Birth: ▶ (Month) ▶ (Day)

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Internet 100%

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.

 This is a screenshot of the ADP registration process, specifically Step 2 of 6 titled "Verify Your Identity". The page header includes the ADP logo and the text "Register for ADP Services". Below the header, it says "Please enter the following information to register for ADP services." The main content area is divided into a left sidebar with a progress list and a main form area. The progress list includes: 1. Enter Your Registration Pass Code, 2. Verify Your Identity (highlighted), 3. Enter Your Contact Information, 4. Enter Your Security Information, 5. View Your User Id & Create Your Password, and 6. Confirmation. The main form area contains the following sections:

- Verify Your Identity**: "We need some more information in order to verify your identity. Please complete the information on this page." Below this is a note "▶ = Required".
- A. Select a Service**: A dropdown menu labeled "Service:" with "Self Service" selected.
- B. ADP Self-Service Information**: "Your employer sent you a letter with your Employee ID and PIN. If you do not know what your Employee ID or PIN is, contact your manager or system administrator." Below this are two input fields: "Employee ID: ▶" and "PIN: ▶".

 At the bottom of the form are two buttons: "Next" and "Cancel".

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

 This is a screenshot of the ADP registration process, specifically Step 3 of 6 titled "Enter Your Contact Information". The page header includes the ADP logo and the text "Register for ADP Services". Below the header, it says "Please enter the following information to register for ADP services." The main content area is divided into a left sidebar with a progress list and a main form area. The progress list includes: 1. Enter Your Registration Pass Code, 2. Verify Your Identity, 3. Enter Your Contact Information (highlighted), 4. Enter Your Security Information, 5. View Your User Id & Create Your Password, and 6. Confirmation. The main form area contains the following sections:

- Enter Your Contact Information**: "Your e-mail address is only used for notifications. If necessary, you can change this information later." Below this is a note "▶ = Required".
- First Name:** Input field with a dropdown for "MI:".
- Last Name:** Input field with a note "(Apostrophes and hyphens are allowed)".
- Business/Personal E-Mail:** Input field with a note "(This e-mail address is only used for notifications)".
- Confirm E-Mail:** Input field.
- Phone:** Input field with a note "(Area code and number in any format)".

 At the bottom of the form are two buttons: "Next" and "Cancel".

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

The screenshot shows the ADP registration interface at Step 4 of 6, titled "Enter Your Security Information". The left sidebar lists the steps: 1. Enter Your Registration Pass Code, 2. Verify Your Identity, 3. Enter Your Contact Information, 4. Enter Your Security Information (highlighted), 5. View Your User ID & Create Your Password, and 6. Confirmation. The main content area includes instructions: "For security reasons, you must select two different security questions and provide their answers. If you forget your logon information, you will be asked to answer the questions in order to verify your identity." It also states: "Important: Be sure to choose answers you can remember." A legend indicates that an asterisk (*) denotes a required field. The form contains the following fields: "City/Town of Birth" (text input), "Security Question 1" (dropdown menu), "Answer 1" (text input), "Security Question 2" (dropdown menu), and "Answer 2" (text input). At the bottom, there are "Next" and "Cancel" buttons.

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.

The screenshot shows the ADP registration interface at Step 5 of 6. The left sidebar lists the steps: 1. Enter Your Registration Pass Code, 2. Verify Your Identity, 3. Enter Your Contact Information, 4. Enter Your Security Information, 5. View Your User ID & Create Your Password (highlighted), and 6. Confirmation. The main content area is divided into two sections. The top section, "View Your ADP Services User ID", states: "Your user ID is provided below. You'll use this ID and password to log on to ADP services. A confirmation e-mail containing your user ID will be sent to the e-mail address you provide." Below this, a note says "Note: Your user ID is not case-sensitive." A text box displays the user ID "bmrh@MPLX", which is circled in red. The bottom section, "Create Your ADP Services Password", states: "Your password must be at least 8 characters long and must contain at least 1 letter and either 1 number or 1 special character." It also includes a note: "Note: Your password is case sensitive." and a legend: "* = Required". The form contains two text input fields: "Create Password:" and "Confirm Password:". An example "(Example: Password01)" is shown next to the first field. At the bottom, there are "Submit" and "Cancel" buttons.

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.

5. New Your User ID & Create Your Password

5. Confirmation:

Create Your ADP Services Password

Your password must be at least 8 characters long and must contain at least 1 letter and either 1 number or 1 special character.

Note: Your password is case sensitive.
* = Required

Create Password: (Example: Password\$1)

Confirm Password:

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

5. New Your User ID & Create Your Password

5. Confirmation:

Create Your ADP Services Password

Your password must be at least 8 characters long and must contain at least 1 letter and either 1 number or 1 special character.

Note: Your password is case sensitive.
* = Required

Create Password: (Example: Password\$1)

Confirm Password:

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

ADP

Register for ADP Services

Please enter the following information to register for ADP services.

Step 6 of 8

1. Enter Your Registration Pass Code
2. Verify Your Identity
3. Enter Your Contact Information
4. Enter Your Security Information
5. View Your User ID & Create Your Password

6. Confirmation

Thank you for registering!
You can now log on to, and start using, your ADP services.

Note: An e-mail containing your User ID has been sent to the address you provided.

Log On to an ADP Service

The following ADP services are currently available to you. Select a service and click Log On. If you want to log on later, click Close.

Your ADP Service

Add ADP Services

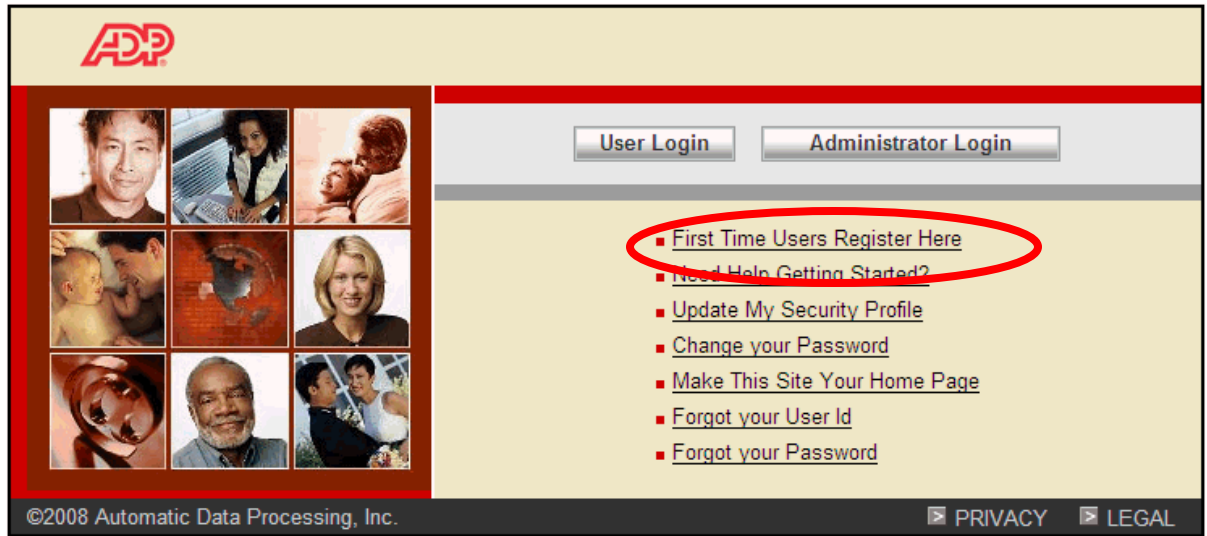
The following additional ADP services are available to you. To associate another service with your user account, click Add Another Service.

ADP Service

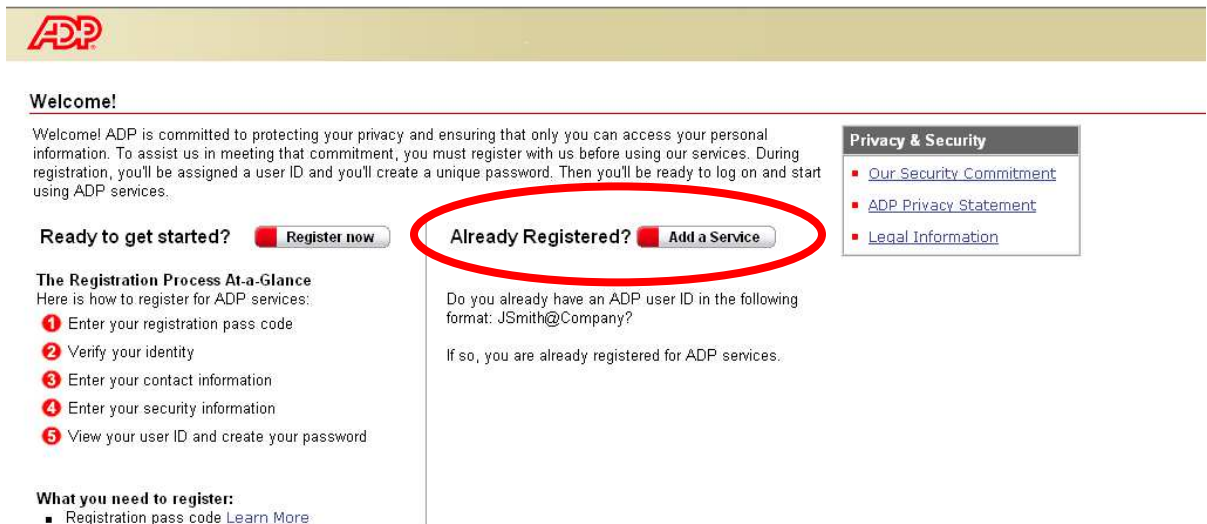
The next step is to add Additional Services, so you have access to eTIME. You must add eTime in order to record your daily work hours.

Adding eTime

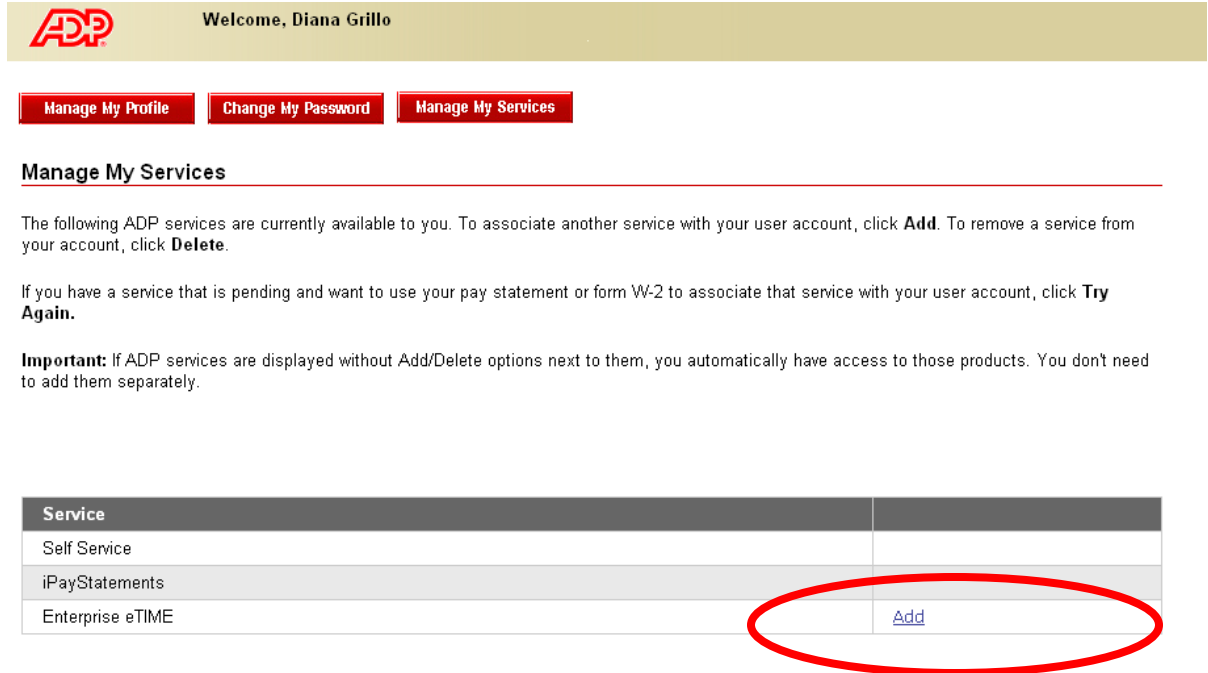
1. Go back to the Portal main login page: <http://portal.adp.com> and select “First Time Users Register Here”



2. Click **Add a Service**.



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



ADP Welcome, Diana Grillo

Manage My Profile Change My Password Manage My Services

Manage My Services

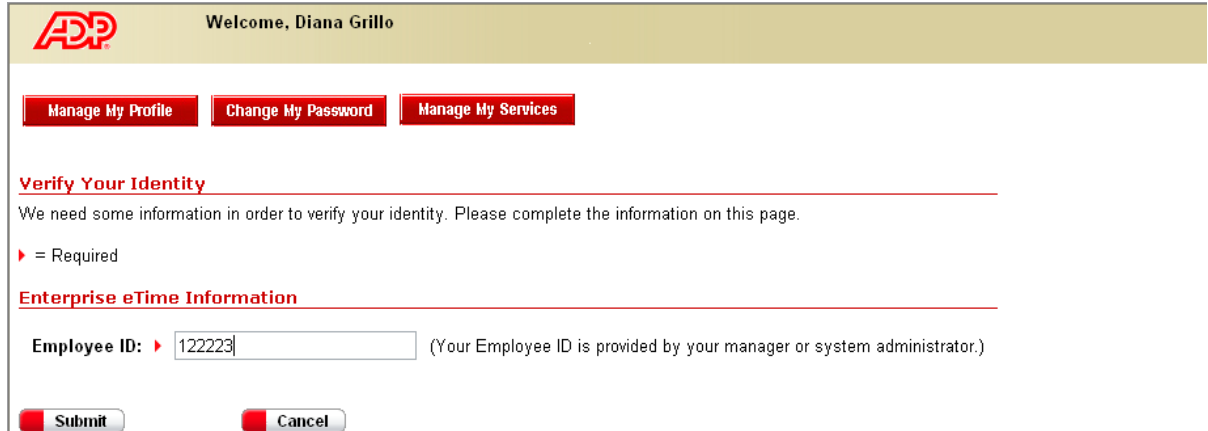
The following ADP services are currently available to you. To associate another service with your user account, click **Add**. To remove a service from your account, click **Delete**.

If you have a service that is pending and want to use your pay statement or form W-2 to associate that service with your user account, click **Try Again**.

Important: If ADP services are displayed without Add/Delete options next to them, you automatically have access to those products. You don't need to add them separately.

Service	
Self Service	
iPayStatements	
Enterprise eTIME	Add

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



ADP Welcome, Diana Grillo

Manage My Profile Change My Password Manage My Services

Verify Your Identity

We need some information in order to verify your identity. Please complete the information on this page.

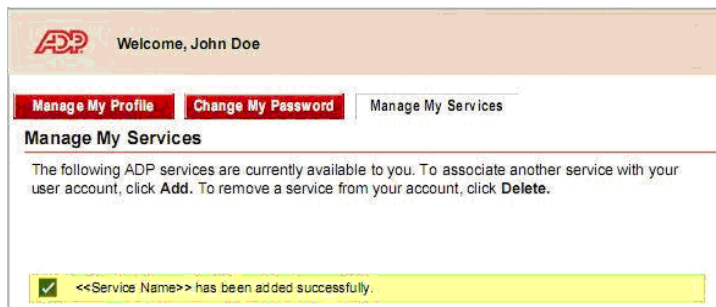
▶ = Required

Enterprise eTime Information

Employee ID: ▶ (Your Employee ID is provided by your manager or system administrator.)

Submit Cancel

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



ADP Welcome, John Doe

Manage My Profile Change My Password Manage My Services

Manage My Services

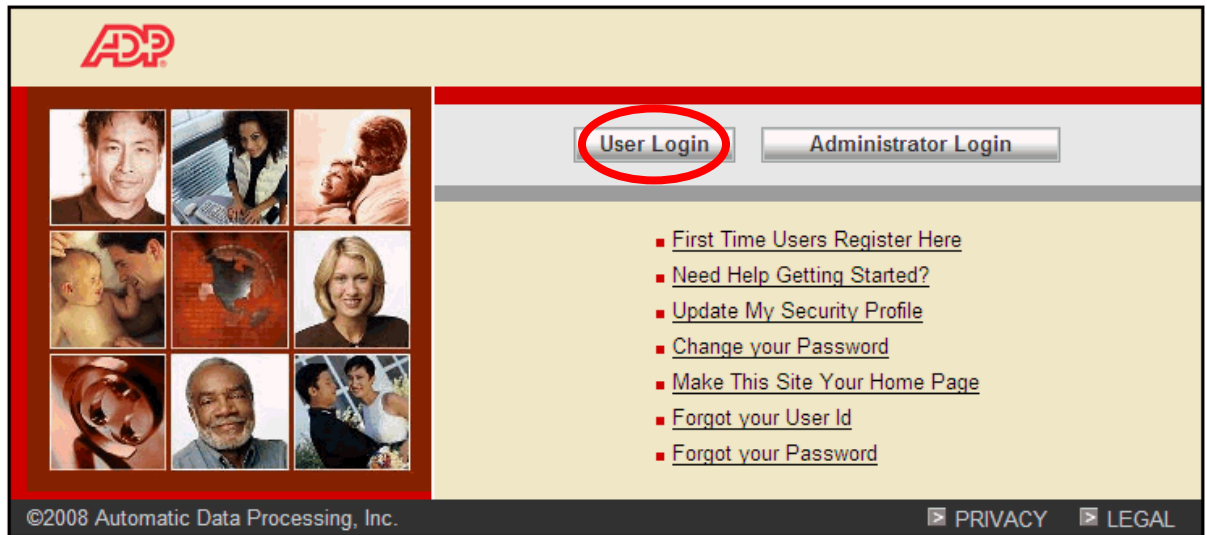
The following ADP services are currently available to you. To associate another service with your user account, click **Add**. To remove a service from your account, click **Delete**.

✓ <<Service Name>> has been added successfully.

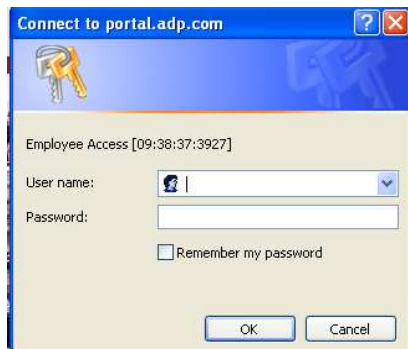
Log On

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

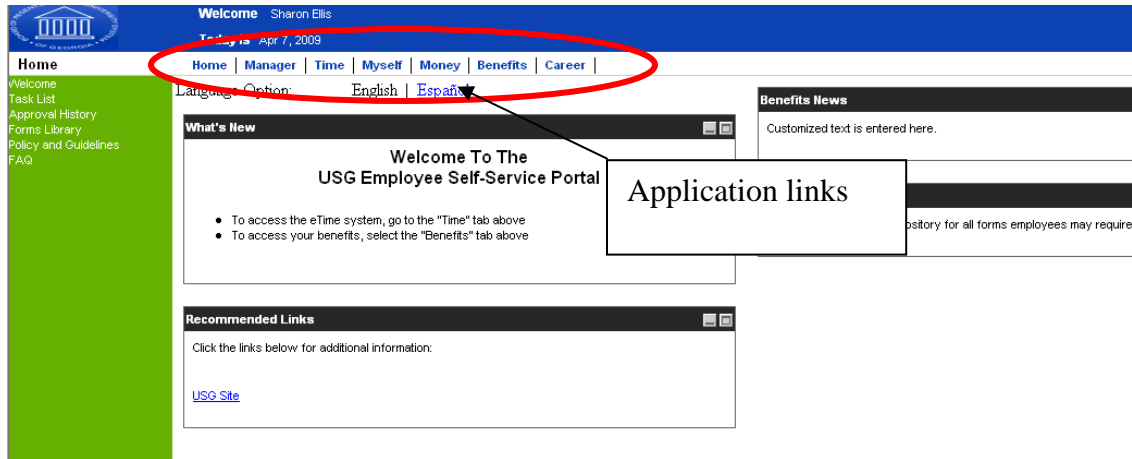
1. Click the Employee Self Service link on your institution's webpage.
2. Click 'User Login' button.



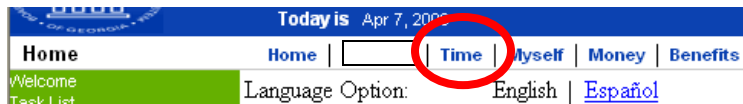
3. Enter User Name and Password and click **OK**.



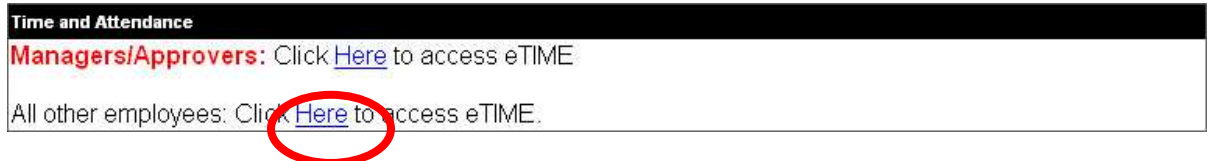
4. The Netsecure Portal will appear. The application links allow you to enter into each application.



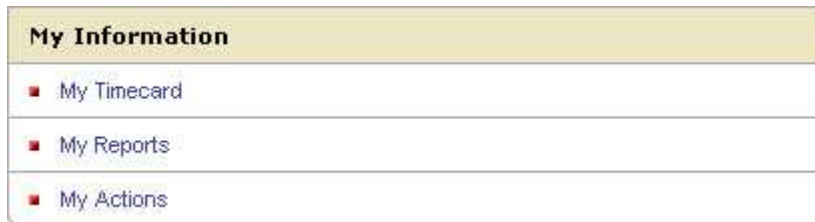
5. Click the Time application link



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. 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.

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:

The screenshot shows the TIMECARD interface for Patrick Quinn, ID MONTHLY9290. The interface includes a 'Save!' button (labeled 4), a 'Time Period' dropdown set to 'Current Pay Period', and a table with columns for days of the week and rows for different weeks. The table is divided into three sections: 'Week starting: Sun 3/29', 'Week starting: Sun 4/05', and 'Week starting: Sun 4/12'. The first section shows 'Sick' leave for 8.00 hours on Thu 4/02 and Fri 4/03. The second section shows 'Sick' leave for 3.00 hours on Mon 4/06 and Tue 4/07. The third section shows 'Hours Worked' for Sun 4/12. Red boxes and arrows highlight the following steps: 1. Clicking the Pay Code dropdown in the first row of the first week. 2. Entering '8.00' in the cell for Fri 4/03. 3. Clicking the 'Save!' button.

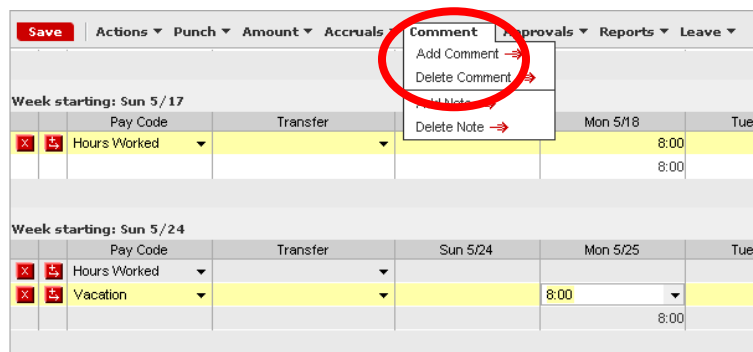
1. Click the drop down in the Pay Code column, select the Pay Code Sick
2. The actual hours used will be entered on the day of the Sick Leave.

3. To remove a Pay Code if placed in error, click the  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.

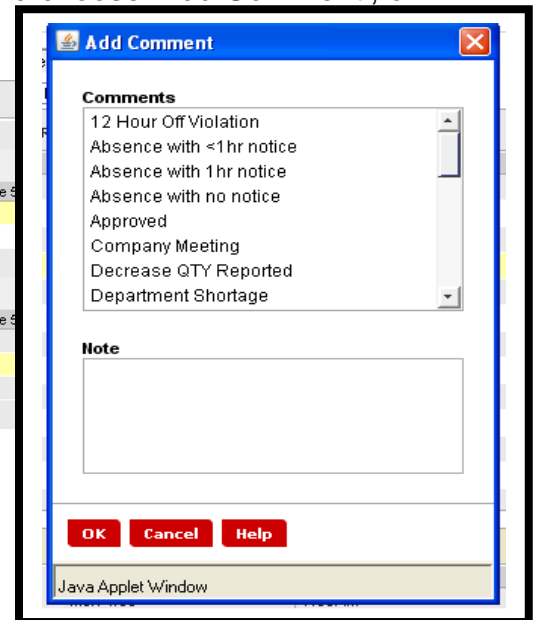
Adding Comments

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



Week starting: Sun 5/17	
Pay Code	Transfer
Hours Worked	
	Mon 5/18 8:00
	Tue 5/19 8:00

Week starting: Sun 5/24	
Pay Code	Transfer
Vacation	
	Sun 5/24 8:00
	Mon 5/25 8:00



Add Comment

Comments

- 12 Hour Off Violation
- Absence with <1 hr notice
- Absence with 1 hr notice
- Absence with no notice
- Approved
- Company Meeting
- Decrease QTY Reported
- Department Shortage

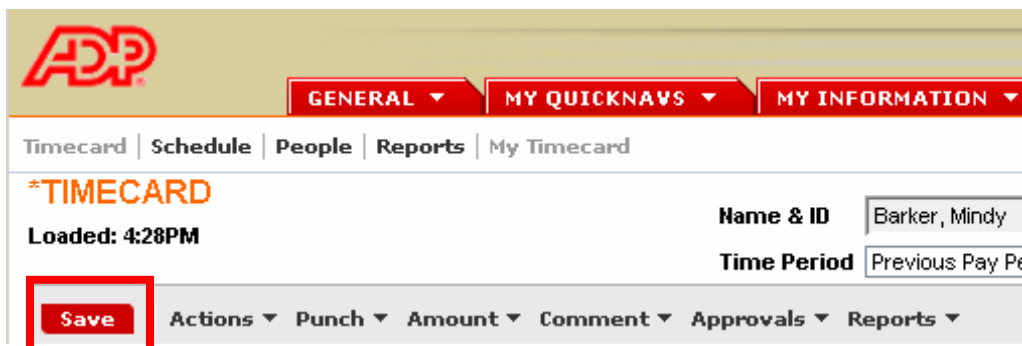
Note

OK Cancel Help

Java Applet Window

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.



ADP

GENERAL MY QUICKNAVS MY INFORMATION

Timecard | Schedule | People | Reports | My Timecard

***TIMECARD**

Loaded: 4:28PM

Name & ID: Barker, Mindy

Time Period: Previous Pay Pe

Save Actions Punch Amount Comment Approvals Reports

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.

The screenshot shows the TIMECARD interface for Patrick Guinn. The 'Approvals' menu is open, highlighting the 'Approve' option. The interface includes a 'Save' button, a 'Time Period' dropdown, and a table with columns for 'Pay Code', 'Transfer', and dates from Sun 3/29 to Fri 4/03. The 'Approvals' menu also includes options for 'Remove Approval', 'Approve Overwrite', 'Sign Off', and 'Remove Sign-Off'.

Click on '**Approvals**' then '**Approve**'

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.

The screenshot shows the 'ACCRAUAL DETAIL' tab selected. A dropdown menu shows 'Balance as of' set to '3/29/2009' with an 'Apply' button. Below is a table with columns: Type, Reporting Period, Units, Carryover Amount, Earned To Date, Taken To Date, Available, Planned Takings, Pending Grants, and Ending Balance. Red arrows and numbers 1 through 6 point to the 'Balance as of' field, the 'Apply' button, and the 'Earned To Date', 'Taken To Date', 'Available', 'Planned Takings', and 'Ending Balance' columns respectively.

Type	Reporting Period	Units	Carryover Amount	Earned To Date	Taken To Date	Available	Planned Takings	Pending Grants	Ending Balance
Vacation	1/01/2009 - 12/31/2009	Hour	0.00	80.00	0.00	80.00	0.00	0.00	80.00

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.

TOTALS & SCHEDULE		ACCRUAL DETAIL		ACCRUALS		ADDITS		
Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Proj Balance	Balance without Projected Credits	
FI	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.

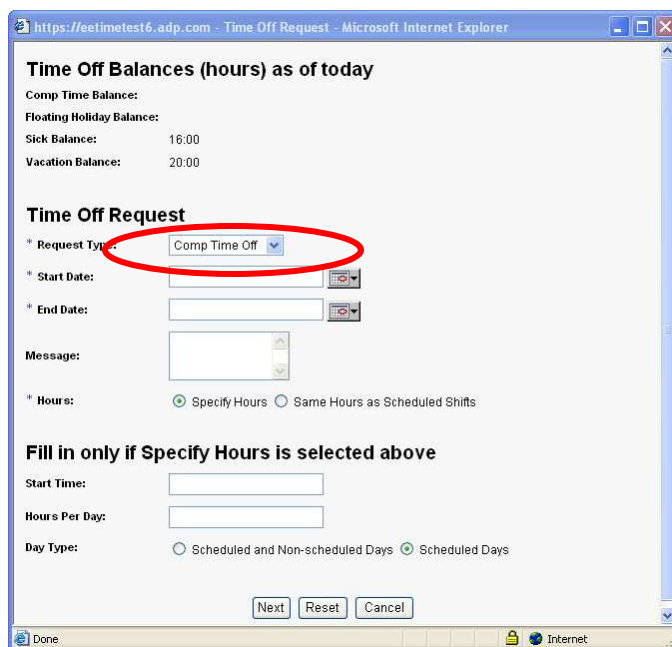
MY ACTIONS

Last Refreshed:10:26 PM



The screenshot shows a web interface with a 'Refresh' button at the top left. Below it is a 'Categories' dropdown menu set to 'All'. Underneath is a section titled 'Actions' containing four links: 'Cancel Leave Time', 'Request Leave Time', 'Cancel Time Off Request', and 'Request Time Off'. The 'Request Time Off' link is circled in red.

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.



The screenshot shows a web browser window titled 'Time Off Request - Microsoft Internet Explorer'. The URL is 'https://eetimetest6.adp.com'. The page displays 'Time Off Balances (hours) as of today' with the following values: Comp Time Balance, Floating Holiday Balance, Sick Balance: 16:00, and Vacation Balance: 20:00. Below this is the 'Time Off Request' form. The 'Request Type' dropdown is circled in red and set to 'Comp Time Off'. Other fields include 'Start Date', 'End Date', 'Message', and 'Hours' (with radio buttons for 'Specify Hours' and 'Same Hours as Scheduled Shifts'). There are also fields for 'Start Time', 'Hours Per Day', and 'Day Type' (with radio buttons for 'Scheduled and Non-scheduled Days' and 'Scheduled Days'). At the bottom are 'Next', 'Reset', and 'Cancel' buttons.

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

* Start Date: 

* End Date: 

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

* Start Date: 

* End Date: 

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

Message:

Click Specify Hours.

* Hours: Specify Hours Same Hours as Scheduled Shifts

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

Start Time:

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

Hours Per Day:

For Day Type click Scheduled and Non-scheduled Days

Day Type: Scheduled and Non-scheduled Days 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.

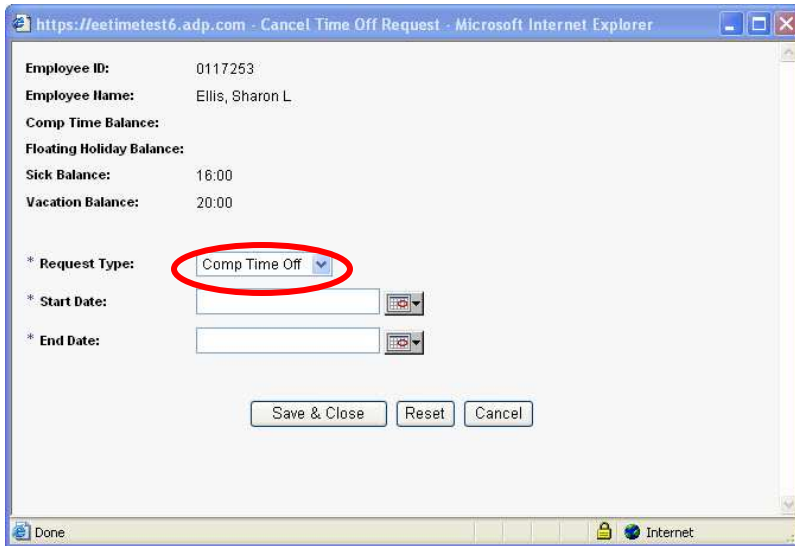
Cancelling Leave Time Off Request

After logging into eTime®, click My Actions.

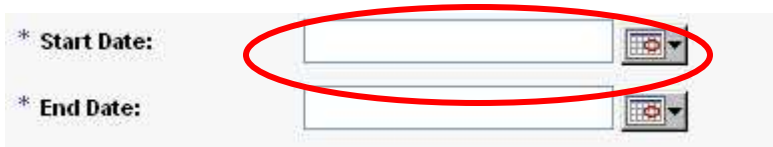
To cancel a request for Time Off that has been submitted, click the link for Cancel Time Off Request.



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



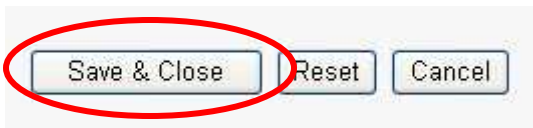
Enter the date for the time off you are canceling starts.



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.



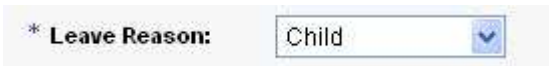
Use the drop down for Leave Category to select the type of leave you wish to request.



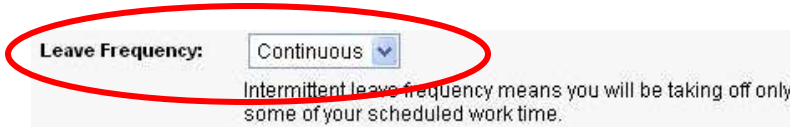
Click Next.



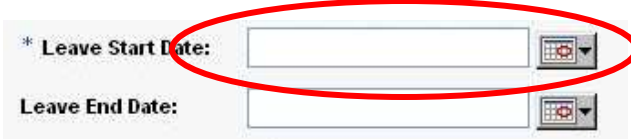
Use the drop down for Leave Reason to select the reason for leave you wish to request.



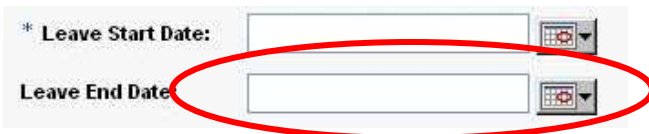
Use the drop down for Leave Frequency to state whether the leave is continuous or intermittent.



Enter the date for when the leave starts.



Enter the date for when the leave ends.



Select how the leave hours will be used.

Leave Hours: Same hours each day Variable hours

Enter how many hours will be used each day.

* Approximate Daily Leave Hours:
Example: 2 to 4 hours

Describe why you need the leave in the description box.

* Describe Details of your Request:

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

< Back **Send & Close >** Reset Cancel

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.

MY ACTIONS

Last Refreshed: 10:26 PM



Refresh

Categories All

Actions

- Cancel Leave Time
- Request Leave Time
- Cancel Time Off Request
- Request Time Off

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



https://eetimetest6.adp.com - New Leave Case Request - Micr...

Employee ID: 0117253

Employee Name:

Manager: UATTEST1, MANAGER

* **Leave Category:** FMLA

Next > Reset 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.

Reason for Canceling the Request:

A rectangular text area with a light gray border and a vertical scrollbar on the right side. The area is currently empty.

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

A row of four buttons: "< Back", "Send & Close >", "Reset", and "Cancel". The "Send & Close >" button is highlighted with a red oval.

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!