



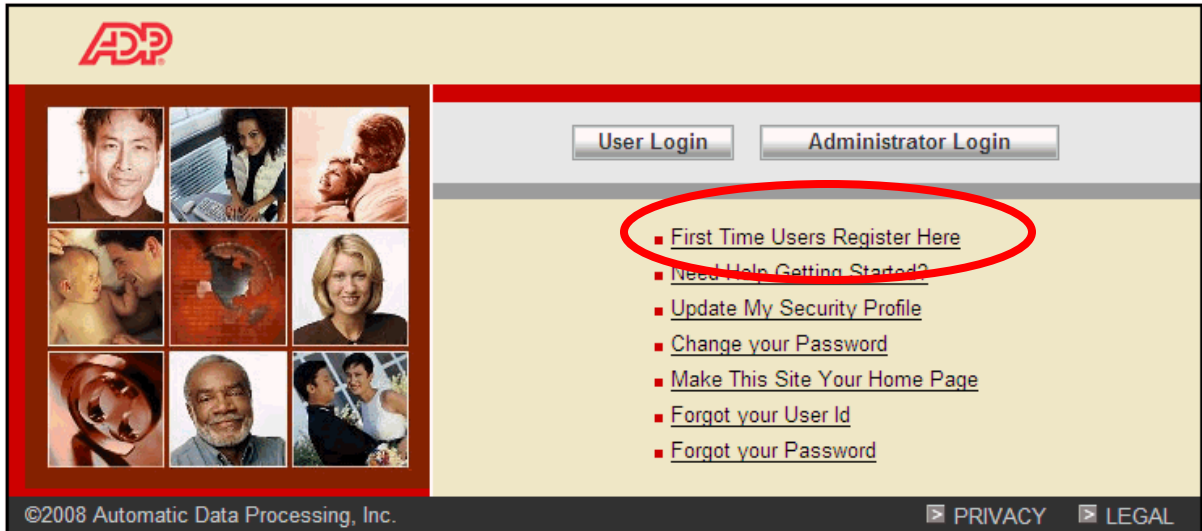
USG Shared Services Initiative
"Creating A More Educated Georgia"

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

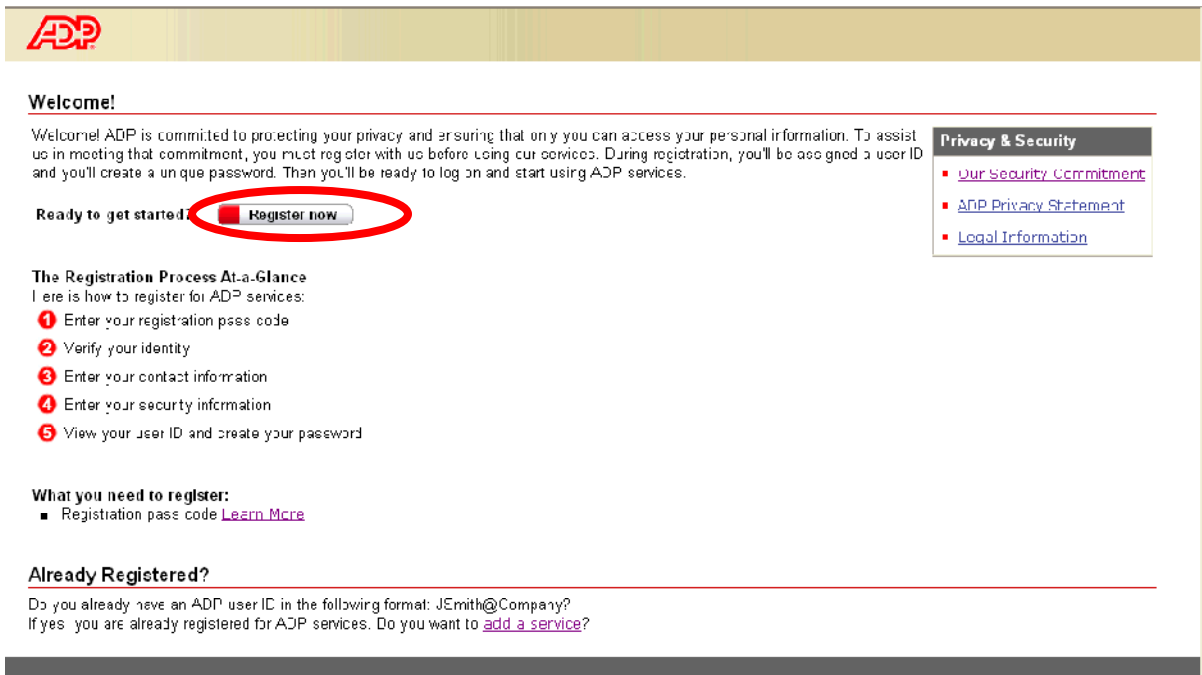
**Project View Time Card for
Part-Time Faculty**

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**.

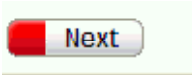
Note: Your Self Service Registration Pass Code is **USG-6775**

The screenshot shows the ADP registration interface. At the top left is the ADP logo. Below it, the heading "Register for ADP Services" is followed by the instruction "Please enter the following information to register for ADP services." The page is titled "Step 1 of 6". On the left, a vertical list of steps is shown, with "1. Enter Your Registration Pass Code" highlighted in red. The main content area is titled "Enter Your Registration Pass Code" and contains the following text: "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." Below this is a note: "Note: The pass code is not case-sensitive" and "▶ = Required". A text input field is labeled "Registration Pass Code:" with a red arrow icon to its left and "(Example: Genco1234atc)" to its right. At the bottom left, there is a red "Next" button.

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

The screenshot shows the ADP registration interface at "Step 2 of 6". The heading "Register for ADP Services" is followed by "Please enter the following information to register for ADP services." The left sidebar shows "2. Verify Your Identity" highlighted in red. The main content area is titled "Verify Your Identity" and contains the text: "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." Below this is the section "I want to verify my identity using:" with two radio buttons: "Social Security Number (SSN)" (which is selected) and "Individual Taxpayer Identification Number (ITIN)". A text box below contains the note: "Your SSN is used during the account creation process; it is not used for any other purpose." Below this is a list of required fields, each with a red arrow icon: "First Name:" (with a text input field and the note "(Your legal first name; do not enter a nickname.)"), "Middle Initial:" (with a small text input field), "Last Name:" (with a text input field and the note "(Apostrophes and hyphens are allowed.)"), "SSN:" (with a text input field and the note "(All nine digits in any format)"), "Confirm SSN:" (with a text input field and the note "(All nine digits in any format)"), and "Date of Birth:" (with two dropdown menus for "Month" and "Day"). At the bottom, there are "Next" and "Cancel" buttons. The footer of the page includes "Copyright © 2007 ADP Inc.", "PRIVACY & SECURITY", and "LEGAL". The browser's address bar shows "Internet" and "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.

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

▶ = Required

A. Select a Service
Service: ▶ Self Service

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.

Employee ID: ▶
PIN: ▶

Next **Cancel**

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

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

Step 3 of 6

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

Enter Your Contact Information
Your e-mail address is only used for notifications. If necessary, you can change this information later.

▶ = Required

First Name: ▶ MR:
(Letters/plus and hyphen are allowed)

Business/Personal E-Mail: ▶ (This e-mail address is only used for notifications.)

Confirm E-Mail: ▶

Phone: ▶ (Area code and number in any format.)

Next **Cancel**

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

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

Step 4 of 6

1. Enter Your Registration Post 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 Security Information
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.

Important: Be sure to choose answers you can remember.
* = Required

City/Town of Birth:

Select a question from the list and enter your answer.

Security Question 1:

Answer 1:

Select a different question from the list and enter your answer.

Security Question 2:

Answer 2:

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.

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

Step 5 of 6

1. Enter Your Registration Post 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

View Your ADP Services User ID
Your user ID is provided below. You'll use this ID and password to log onto ADP services. A confirmation e-mail containing your user ID will be sent to the address you provided.

Note: Your user ID is not case-sensitive.

User ID:

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: Password1!)

Confirm Password:

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

6. 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: Password1)

Confirm Password:

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

5. New Your User ID & Create Your Password

6. 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: Password1)

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 6

1. Enter Your Registrar: PAX Code
 2. Verify Your Identity
 3. Enter Your Contact Information
 4. Enter Your Security Information
 5. New 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 device 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.