



USG Shared Services Initiative
"Creating A More Educated Georgia"

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

for

Timestamp Employees

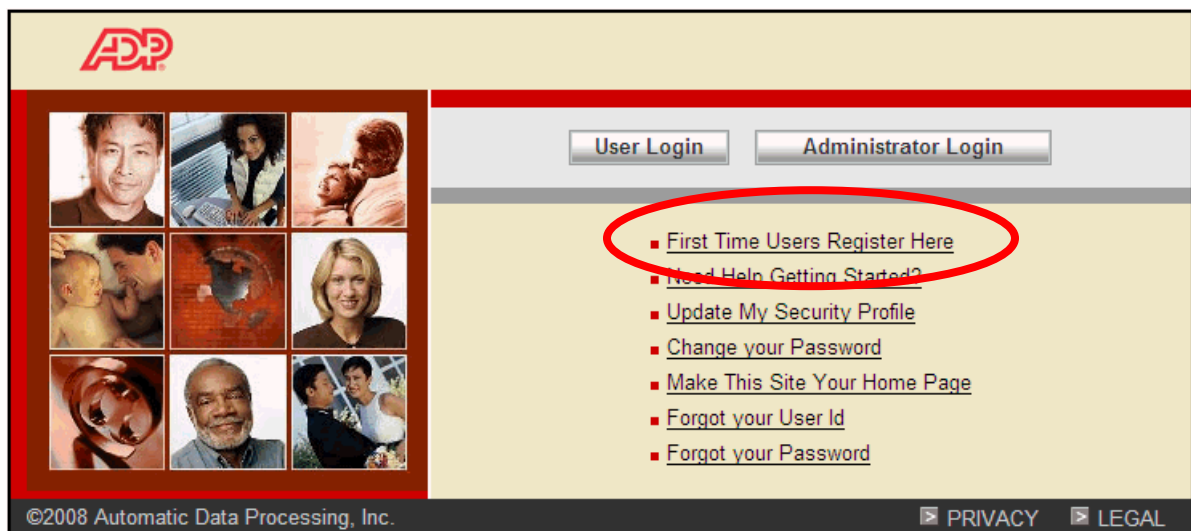
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Registering for Self Service

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**.

Ready to get started?

The Registration Process At-a-Glance

Here is how to register for ADP services:

- 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 and create your password

What you need to register:

- Registration pass code [Learn More](#)

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

Note: Registration pass code is USG-6775 for all employees.

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 on administrator for assistance.

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

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

Next

5. 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. This is also as it appears on your check.*

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

Your Social Security number is used during the account creation process; it is not used for ar

Note: You may enter your Individual Taxpayer Identification Number (ITIN) in place of a Social
▶ = Required

First Name: ▶ (Your legal fi

Last Name: ▶ (Apostrophe:

Social Security Number: ▶ (All nine num

Confirm Social Security Number: ▶ (All nine num

Birth Month and Day: ▶ ▼ ▶ ▼

6. 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: ▶

7. Complete the fields on your Contact Information and click **Next**. (HINT: Use an email address that you check often. All emails that are generated in ADP for alerts will be sent to the address you enter here.)

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
 5. 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: ▶ MI:
 Last Name: ▶ (Apostrophes and hyphens 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.)

8. Complete all the fields on your Security Information and click **Next**. (HINT: Choose questions that you will remember. If you forget your password, you will be prompted to answer the questions you choose here.)

ADP

Register for ADP Services

Please enter the following information to register for ADP services.

Step 4 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 Security Information

For security reasons, you must select two different security questions and provide their answers. If you forget your login 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:

- The View Your Userid & Create Your Password will appear. Your user ID is displayed. Make sure to write this down and keep it in a safe place!

ADP

Register for ADP Services

Please enter the following information to register for ADP services.

Step 5 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

View Your ADP Services User ID

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 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: Password\$1)

Confirm Password:

- 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. View 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:

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

5. View 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. 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 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

5. 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

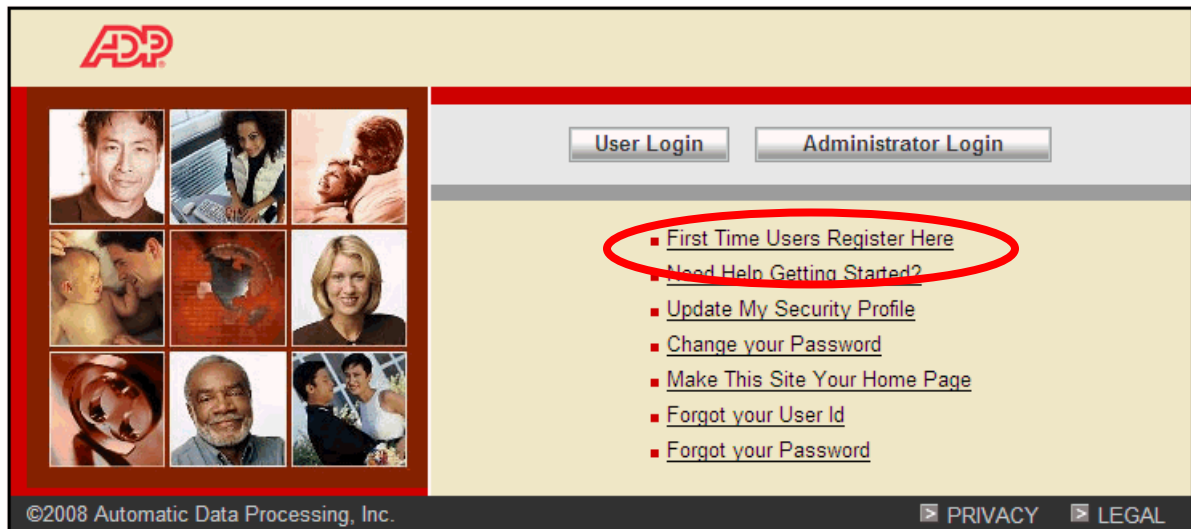
The following additional ADP services are available to you. To associate another service with your user account, click Add Another Service.

- ADP Service

The next step is to add Additional Services, so you have access to eTIME.

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**.

Ready to get started?

The Registration Process At-a-Glance

Here is how to register for ADP services:

- 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 and create your password

What you need to register:

- Registration pass code [Learn More](#)

Already Registered?

Do you already have an ADP user ID in the following format: JSmith@Company?

If so, you are already registered for ADP services.

***You will be prompted to enter your user name and password that you just created.

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

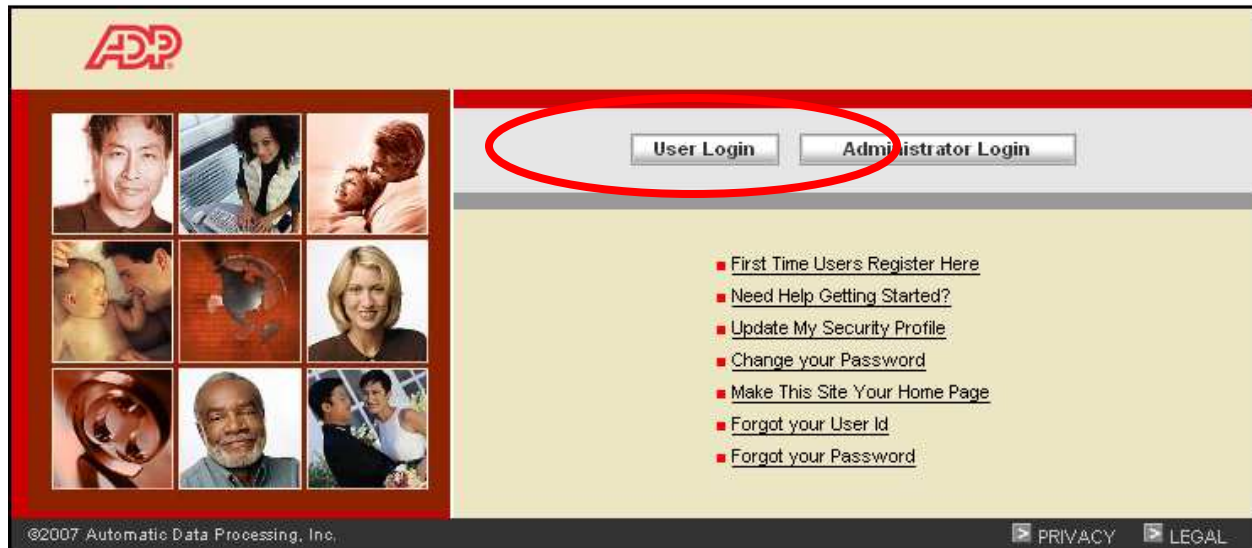
Manage My Services

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.

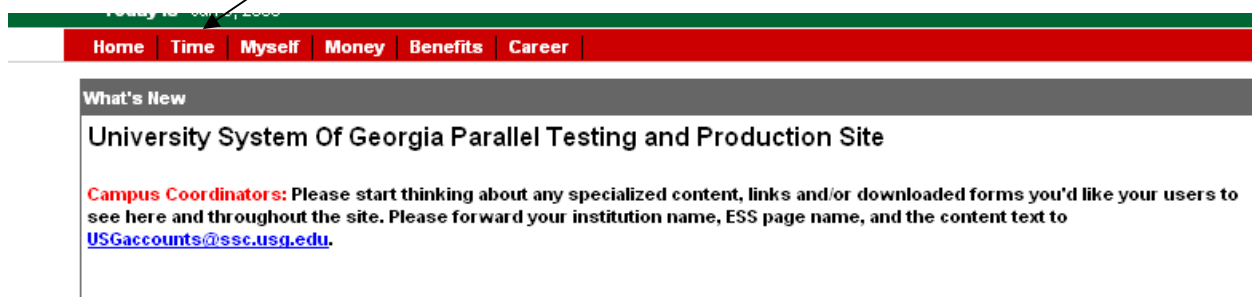
Log On

You must first log on and enter your User Name and Password.

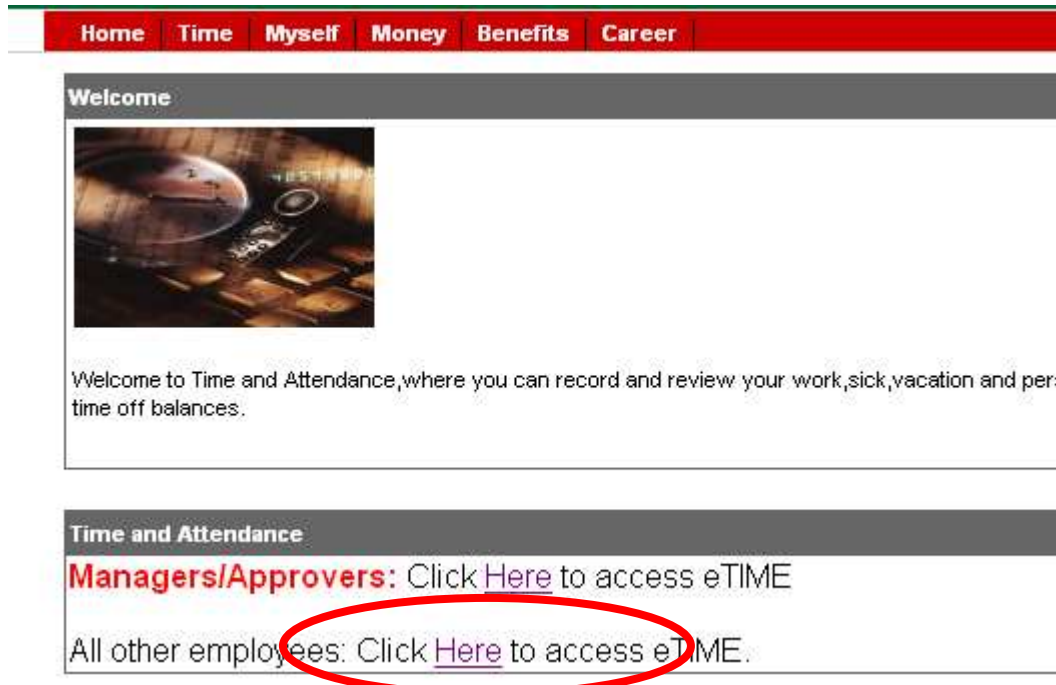


Accessing eTime

Before you can record your time you must first access eTime. (click on time)



Next, click here.



The screenshot shows a web application interface. At the top is a red navigation bar with the following menu items: Home, Time, Myself, Money, Benefits, and Career. Below this is a grey header with the word "Welcome". Underneath is a square image of a clock face with a hand pointing to the number 12. Below the image is a paragraph of text: "Welcome to Time and Attendance, where you can record and review your work, sick, vacation and per: time off balances." Below this is another grey header with the text "Time and Attendance". Underneath this header are two lines of text: "Managers/Approvers: Click [Here](#) to access eTIME" and "All other employees: Click [Here](#) to access eTIME." The word "Here" in the second line is circled in red.

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.



TIME STAMP

Record Time Stamp **Primary Account**

Wednesday, June 03, 2009 **8:18AM** (GMT -05:00) Eastern Time

Transfer 

Click here to 'clock' in or out

It is very important that you NEVER use the option above that says transfer. This function will not be used by Bainbridge College. Please do not enter any data into this field.

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.**

You do not need to indicate if your punch is an in-punch or out-punch. The system determines this for you.