ADP Manager Training Job Aid & Helpful Hints

**Recording Your Own Time**

1. Login – [https://portal.adp.com](https://portal.adp.com)

2. On the Manager tab, use the dropdown menu to select “Employee”

3. Click the “Time & Attendance” tab, “Welcome” & then “Managers/Approvers Click Here to access eTim OR scroll to the bottom of the page & click on:

4. Click the “My Information” tab

5. Select “My Timecard” in the dropdown menu

6. Select the appropriate time period you want to record time for (current pay period or previous)

7. To populate your time on your timecard if you are:
   a. A **Bi-Weekly paid** employee:
      i. Add rows & hours worked each day of the pay period
      ii. Add rows & time taken for sick (if any)
      iii. Add rows & time taken for vacation (if any)
   b. A **Monthly paid** employee:
      i. Add rows & time taken for sick (if any)
      ii. Add rows & time taken for vacation (if any)
      iii. ***NO TIME WORKED is reported for monthly employees***, so if you did not take any vacation or sick time, you approve a blank timecard.

8. **All employees** (except students & casual labor/temporary employees) must approve their own timecard.
   a. Click the red “Save” button on the left of the screen.
   b. Then, the 5th tab over is the Approvals tab.
      i. Click this to open a dropdown menu.
      ii. Click Approve.
      ***NOTE*** Monthly employees who have no time off to report (no vacation or sick) will save & approve a blank timecard.

9. Once your timecard has been approved by you (& subsequent supervisor approvals), you can click on the “Sign-Offs & Approvals” tab to view the approval history on your timecard.

10. To view your accrued time for vacation & sick, click the Accruals Reporting Period tab (in the middle) at the bottom of the page. View your “available” balance as of the date you choose.
Approving Employees Timecards:

1. You log into the system the same way as to view your timecard (see previous page), so if you are already logged in, you will have completed steps 1, 2 & 3.

2. Click the “My QuickNavs” tab

3. Click QuickFind

4. Click “Find” with the * in the Name or ID box & this will pull a list of all the employees reporting to your per ADP/Payroll. If this is blank, it means no employees have been transferred to you, and you should contact Payroll regarding this.

5. To select all your employees at move from timecard to timecard
   a. Click “Actions”
   b. Click “Select All”
   c. Click “Timecard”

6. To view/verify all timecards are approved
   a. Click “My QuickNavs”
   b. “Pay Period Close”
   c. Under the Show dropdown, click “All Home” or “All Home & Transferred In”
   d. Under Employee Approval & Manager Approval you will see the # “1” if it has been approved & under Missed Punch if there is a √, that means you have a temporary employee or student who missed a punch.

***Remember, for monthly employees you will usually approve their time card in the PREVIOUS time period. However, for bi-weekly and student employees, it will generally be in the CURRENT time period.***
Helpful Hints

1. Once you have saved & approved a timecard (monthly, bi-weekly or student), you will have 4 tabs at the bottom of the screen.
   a. Totals & Schedule
   b. Accruals Reporting Period
   c. Audits
   d. Sign-Offs & Approvals

2. The Totals & Schedule tab will tell the following:
   a. Monthly employees – the amount of hours (sick or vacation) the employee was out of the office
   b. Bi-Weekly employees – the total # of hours worked & the amount of hours the employee was out of the office. For Bi-Weekly employees, this should always total 80 hours (40 hours for each week).
   c. Student employees – the amount of hours worked

3. The Accruals Reporting Period tab will tell the following:
   a. Monthly & Bi-Weekly employees will have information here on how much leave time they have (Available), how much they’ve earned to date (Earned to Date), how much they’ve taken (Taken to Date), how much more will be granted to them (Pending Grants) & what they will end the year with based on the pending grants if no additional time is taken (Ending Balance)
   b. Student employees do not accrue time, so there should be no information here for them

4. The Audits tab
   a. Under type of edit select “All”
   b. This shows a trail of everything that has occurred on this timecard.
   c. You can adjust the column widths by dragging them. Under the next to last column is “User.” In this column there is information with an IP address that will tell the IP address of the computer where the individual updated their timecard. This is of particular interest for managers who approve student employees. You can verify if they were in the office when they punched in or out to confirm if they were really working. ITS can assist you with the IP address information.

5. The Sign-Offs & Approvals tab
   a. Only appears when you as the manager have approved the timecard.
   b. Will also add a row when Payroll approves the timecard.