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

Project View Time Card for
Monthly Employees
(Non Manager or Non Supervisor)
<table>
<thead>
<tr>
<th>Contents</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>REGISTERING FOR SELF SERVICE</td>
<td>3</td>
</tr>
<tr>
<td>ADDING ETIME</td>
<td>8</td>
</tr>
<tr>
<td>LOG ON</td>
<td>10</td>
</tr>
<tr>
<td>PROJECT VIEW TIME CARD FOR MONTHLY EMPLOYEE</td>
<td>12</td>
</tr>
<tr>
<td>Entering Exception Time in a Project View Timecard</td>
<td>12</td>
</tr>
<tr>
<td>Adding Comments</td>
<td>13</td>
</tr>
<tr>
<td>SAVING THE TIME CARD</td>
<td>15</td>
</tr>
<tr>
<td>APPROVING THE TIMECARD</td>
<td>16</td>
</tr>
<tr>
<td>RETURNING TO ETIME HOME PAGE</td>
<td>16</td>
</tr>
<tr>
<td>VIEWING ACCRUALS IN ETIME</td>
<td>17</td>
</tr>
<tr>
<td>HOLIDAYS IN ETIME</td>
<td>19</td>
</tr>
<tr>
<td>OTHER REPORTS AVAILABLE IN ETIME</td>
<td>20</td>
</tr>
<tr>
<td>REQUESTING LEAVE TIME OFF</td>
<td>20</td>
</tr>
<tr>
<td>CANCELLING LEAVE TIME OFF REQUEST</td>
<td>22</td>
</tr>
<tr>
<td>EXTENDED LENGTHS OF LEAVE TIME OFF REQUEST</td>
<td>24</td>
</tr>
<tr>
<td>CANCELLING EXTENDED LENGTHS OF LEAVE TIME OFF REQUEST</td>
<td>27</td>
</tr>
<tr>
<td>YOUR INBOX</td>
<td>30</td>
</tr>
<tr>
<td>LOGGING OFF ETIME</td>
<td>31</td>
</tr>
</tbody>
</table>
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 was provided to you by your Human Resources Department.

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.*

![Next button]

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.

![Register for ADP Services]

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.
Adding eTime

1. Go back to the Portal main login page: [http://portal.adp.com](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. Inbox will allow you to see the messages from your Manager when you request time off.
   b. My Timecard will take you into your time card.
   c. My Reports allows you to view you leave accruals and time card for printing
   d. My Actions allows you to request time off if you are eligible for time off
Project View Time Card for Monthly Employee

The Project View timecard for Monthly Employees is to record the usage of Exception time such as Vacation or Sick. It records the total number of hours to be deducted from the accrual of the Exception Time Accrual buckets.

**Benefited Employees Only**

If you are a benefited employee, on the 28th of each month the accrual process will be generated automatically by eTime. It will add to the Accrual buckets the amount of monthly accrual that your leave enrollment permits.

The recording of the Exception Time 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 Vacation leave but you only have 10 hours in your Vacation 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](http://www.usg.edu/regents/policymanual/800.phtml).

**Entering Exception Time in a Project View Timecard**

Click in the cell on the day where you need to record Exception Time. Type the number of hours to be recorded. To enter your Exception Time, follow these steps:
1. Click the drop down in the Pay Code column, select the Pay Code that applies to the Exception Time (vacation, sick) used.

2. The actual hours used will be entered on the day of the Exception Time.

3. If both types of Exception Time (vacation, sick) need to be recorded on the same week, insert a row by clicking the icon. A new row will appear below the Pay Code for the first Exception Time.

4. On the new row from the drop down in the Pay Code column, select the Pay Code that applies to the Exception Time (vacation, sick) used.

5. On the new row of the Pay Code, enter in the day column the hours which were used for the Pay Code.

6. To remove a time amount for a Pay Code if placed in error, highlight the amount and press delete. The amount will be removed from the field.

7. Click ‘Save’. Notice that the TimeCard title is orange but once saved turns black.

**Adding Comments**

To add a comment to any cell, highlight the cell and click ‘Comments’ from the tool bar.
The Comments box will appear.

Click one of the Available Comments and click the ➔ to move the comment to the Selected Comments section. Click OK.
You will see ■ beside the cell where the Comment was added.

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.

A message will appear showing the save was successful and the work TIMECARD will return to black.
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 ‘Approve’

Returning to eTime Home page

To return to the Home page where you can select another option, click the Home link from the upper right hand corner of the Time Card.
Accrual Balances are updated instantly once the Timecard is saved. Accruals will reveal the balances for your Exception Time. Monthly earned accruals are granted on the 28th of each month. You must have been employed on the 15th of the month in order to be granted a leave accrual for the month per Board of Regents policy found in the Human Resources Administrative Practice Manual. Accruals may be viewed by clicking the My Reports link.

In the My Reports the Accrual Balances and Projections will reveal the balances of your Accruals for the current calendar year as well as the totals of the Exception Time taken to date along with the requested that has not be used as of yet.
Click Accrual Balances and Projections to highlight it. Use the calendar to select the date you want to see your accruals. Click the View Report button.

Your balances will appear.
1. Balances will be reflected based on the date you entered when generating the report.

2. The column labeled “Period Ending Balance” reveals the balance of your accrual as of the date selected in step 1.

3. The column labeled “Furthest Projected Taking Date” reveals the date furthest into the future that you have scheduled to us accrued time.

4. The column labeled “Projected Takings” reveals the amount of hours that you are scheduled to take between the selected date and the furthest projected taking date.

5. The column labeled “Projected Credits” reveals the amount of hours that you are scheduled to earn between the selected date and the furthest projected taking date.

6. The column labeled “Projected Balance” reveals the current balance minus all projected takings and plus all projected credits up through the furthest projected taking date.

7. The column labeled “Balance w/o Proj. Credits” reveals the period ending balance minus any scheduled credits. This balance ignores scheduled resets.

Click the Return button to return to the My Reports.

**Holidays in eTime**

The holidays for your institution will be posted to your time card by eTime. You will not be able to edit the holiday time. New policy has been applied to which any time
worked on a holiday will be paid along with the holiday pay. For example: if your institution works 8 hour days and has scheduled July 4\textsuperscript{th} as your holiday. You have to work 3 hours on July 4\textsuperscript{th} for some reason. You will be paid the 8 hours holiday and the 3 hours worked. You will not be allowed to move the holiday to another day.

**Other Reports Available in eTime**

Other Reports available to you on the My Reports page is the Schedule Report and the Time Detail Report.

The Schedule Report will show your schedule that you are set to work.

The Time Detail Report reveals the time cards for the Time Period you select.

**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.

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MY ACTIONS
Last Refreshed: 8:57 PM

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<thead>
<tr>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Leave Time</td>
</tr>
<tr>
<td>Monthly Employee - Request Time Off</td>
</tr>
<tr>
<td>Monthly Employee - Cancel Time Off Request</td>
</tr>
<tr>
<td>Cancel Leave Time</td>
</tr>
</tbody>
</table>

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.
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.

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<tr>
<th>Hours Per Day:</th>
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For Day Type click Scheduled and Non-scheduled Days

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<tr>
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<td>Scheduled Days</td>
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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.

* Start Date: 
* End Date: 

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 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.
MY ACTIONS

Last Refreshed: 8:57 PM

Categories  All

Actions
- Request Leave Time
- Monthly Employee - Cancel Time Off Request
- Monthly Employee - Request Time Off
- Cancel 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.

* Leave Reason: Child

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

Leave Frequency: Continuous

Intermittent leave frequency means you will be taking off only some of your scheduled work time.

Enter the date for when the leave starts.

* Leave Start Date: 

Leave End Date:

Enter the date for when the leave ends.

* Leave Start Date: 

Leave End Date:

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 Campus Leave Administrator 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 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.

Select the same Leave Category as in the original request.

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.

* Leave Reason: Child

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

Leave Frequency: Continuous

Intermittent leave frequency means you will be taking off only some of your scheduled work time.

Enter the date for when the leave starts.

* Leave Start Date: 

Enter the date for when the leave ends.

* Leave End Date: 
Enter the reason why you are cancelling your original request.

Enter reason here...

Click Send and Close. The request is routed to your Campus Leave Administrator who will approve or reject your request.

Click Send & Close>

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.

Your Inbox

After logging into eTime®, click Inbox.

Your Inbox is much like your email account at your campus except it reflects any messages or tasks associated with your Time Card, Time Off Requests, and Leave Case Requests.
The Inbox will default into the Tasks section. Click the Messages link to show the Messages section.

Any messages you have regarding leave and time of request will appear in this section. You may Open, Reply, or Delete the messages by using the tool bar.

You may also send a new message by clicking the New button from the tool bar.

**Logging Off eTime**

After completing or reviewing your information, you need to log off of eTime®.

The Log Off link is located in the upper right hand corner of the eTime page.