

ADP Manager Training Job Aid & Helpful Hints

Recording Your Own Time

1. Login – <https://portal.adp.com>
2. On the Manager tab, use the dropdown menu to select “Employee”
3. Click the “Time & Attendance” tab, “Welcome” & then “All other employees: Click Here to access eTime.”
All other employees: Click [Here](#) to access eTime.
4. Click the “My Timecard”
5. Select the appropriate time period you want to record time for (be sure you are in the correct pay period)
6. 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.
7. **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. Click “Approve”
*****NOTE*****Monthly employees who have no time off to report (no vacation or sick) will save & approve a blank timecard.
8. To view your accrued time for vacation & sick, click the “Time & Attendance” tab, “Welcome” & then “All other employees: Click Here to access eTime. Then click My Reports.

Approving Employees Timecards:

1. Login – <https://portal.adp.com>
2. On the Manager tab, use the dropdown menu to select “Employee.”
3. Click the “Time & Attendance” tab, “Welcome” & then “All other employees: Click Here to access eTime.

All other employees: Click [Here](#) to access eTime.

4. Click QuickFind
5. Click “Find” with the * in the Name or ID box & this will pull a list of all the employees reporting to you per ADP/Payroll. If this is blank, it means no employees have been transferred to you, and you should contact Payroll (payroll@westga.edu) regarding this.
6. To select all your employees at one time to move from timecard to timecard, click the dropdown at Select an Action and click Select All. This will highlight all timecards in yellow. Then in the top right of the screen, click the black Timecard link.
7. To view/verify all timecards are approved
 - a. Go back to this screen



- b. Click “Pay Period Close”
- c. Under the Show dropdown, click “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.*****