



ADP Enterprise eTIME - Transferring Time Biweekly Employee

Job Tool

EMP-CS-2026JT

Revision 01 | Date 07/10/2014

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OVERVIEW

Biweekly employees working multiple positions transfer time among the positions using ADP Enterprise eTIME (Time and Labor Management). Biweekly employees do not have to transfer time into their primary job; the system automatically places time in that position.

Need Assistance

If you need assistance with these instructions, receive an error message at any step in the process or have any concerns once you are logged in, please contact our Shared Services Center (SSC) Customer Support team for assistance. Our normal business hours are Monday through Friday 8:00 A.M. – 5:00 P.M. except holidays. You can call us toll free at (855) 214-2644 or email us at helpdesk@ssc.usg.edu.

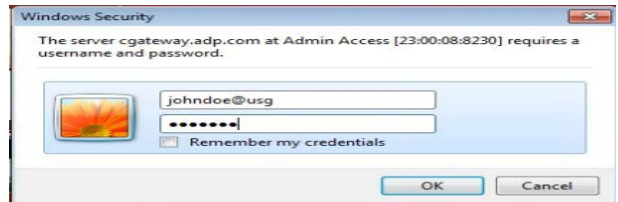
INSTRUCTIONS

1. Access eTIME through the ADP Portal at (<https://portal.adp.com>)

a) Click **User Login**.



b) Enter your Portal **User name** and **Password**.
c) Click **OK**.



2. eTIME Access

a) On the Portal **Home** page, point to the **Time & Attendance** tab.
b) Click **Welcome**.





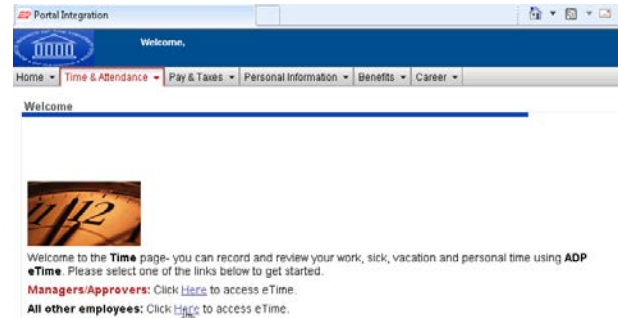
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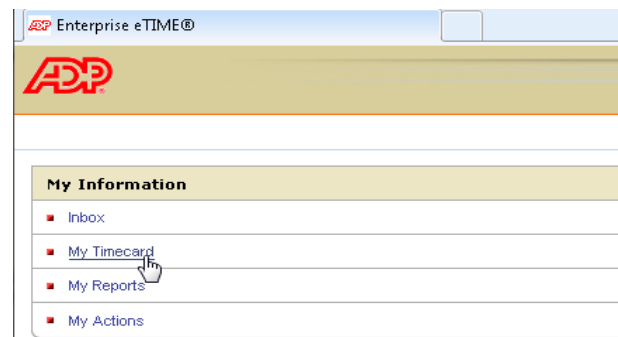
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- c) Click **All other employees**: Click [Here](#) to access eTime.




3. Employee Menu

- a) Under **My Information**, click **My Timecard**.



4. Transfer Time

- a) For the appropriate day, enter a beginning time **In** (example: 8:00AM).

Note: If you worked multiple positions on a day, you will need to insert a row for each position; on the appropriate day, click the **Add Row** icon  to insert a new row.

- b) Click the drop down arrow in the **Transfer** column and click **Search**.

	Date	Pay Code	Amount	In	Transfer
	Fri 3/28				
	Sat 3/29				
	Sun 3/30				
	Mon 3/31			8:00AM	
	Tue 4/01				54201484M/0107503/
	Wed 4/02				/09BU-CH000/0188115/
	Thu 4/03				38001904M/0039160/
	Fri 4/04				/ON CALL
	Sat 4/05				/CALL-IN/NOT ON CALL



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<p>c) Position will be selected. d) From the Available Entries field, select the position that you are transferring time into.</p>	
<p>e) Once you select the position, the position number will populate in the transfer set.</p>	
<p>f) Select Approver. g) From the Available Entries field, select the supervisor for the position. Once you select the supervisor, the supervisor's employee ID will populate in the transfer set. h) Click OK.</p>	
<p>i) On your timecard, you will now see the In and Transfer columns populated.</p>	
<p>j) Enter your ending time Out (example: 5:00PM). k) Click Save.</p>	

Task Complete