

## OVERVIEW

### New Employee

If you are a brand new employee, never worked for any institution (ADP supported) before, once you have registered for the ADP Portal you will need to follow these steps in order to view your electronic time card or "timestamp". You will need to wait until at least day 2 to follow these steps. The system will not allow you to add eTIME until you have been an active employee for at least one day. If you attempt to access eTIME without following this process you will receive an error stating "Your account has not been properly configured". *You will need your ADP Employee ID, this will be provided to you by your institution.*

### Returning Employee

If you are an employee that has worked for an (ADP supported) institution you will use your existing ADP User ID and password. On day 2 you will need to follow these steps in order to delete and then add eTIME. The system will not allow you to add eTIME until you have been an active employee for at least one day. The system will not allow you to add eTIME until you have been an active employee for at least one day. If you attempt to access eTIME without following this process you will receive an error stating "Your account has not been properly configured". *You will need your ADP Employee ID, this will be provided to you by your institution.*

### Assistance Needed

If you need assistance with this procedure, receive an error message at any step in the process or any concerns once you are logged in. Please contact our friendly and knowledgeable Shared Services Center (SSC) Customer Support team for assistance. Our normal business hours are Monday through Friday 8AM – 5PM except holidays. We invite you to call us toll free at 1-855-214-2644 or email us at [helpdesk@ssc.usg.edu](mailto:helpdesk@ssc.usg.edu).

## WORK INSTRUCTIONS

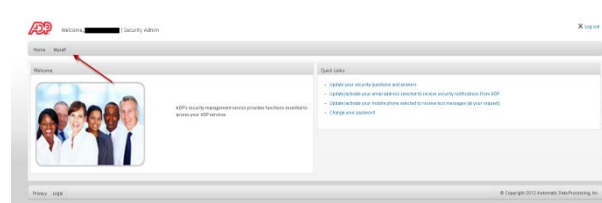
### 1. Navigate to: <https://netsecure.adp.com/public/isi/index.html>

- a) Enter your ADP User ID and Password



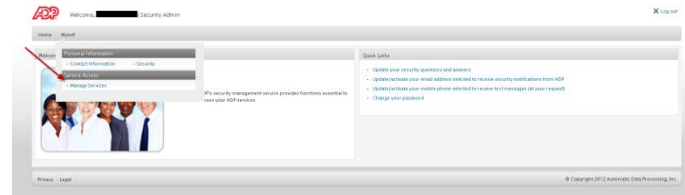
### 2. Welcome

- a) Click *Myself*



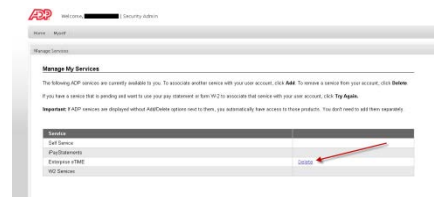
### 3. Personal Information

- a) Click *Manage Services*



### 4. Manage My Services

- a) Click *Add* or *Delete*
- Click *Add* if you are a new employee
  - Click *Delete*, then Click *Add* if you are a returning employee



### 5. Verify your Identity

- a) Enter your ADP Employee ID  
b) Click *Submit*



### 6. Manage My Services

- a) When added successfully the following message will be displayed  
*Enterprise eTIME has been added successfully.*



### 7. Navigate to the ADP Portal at <https://portal.adp.com>

- a) Enter your ADP User ID and Password

