



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

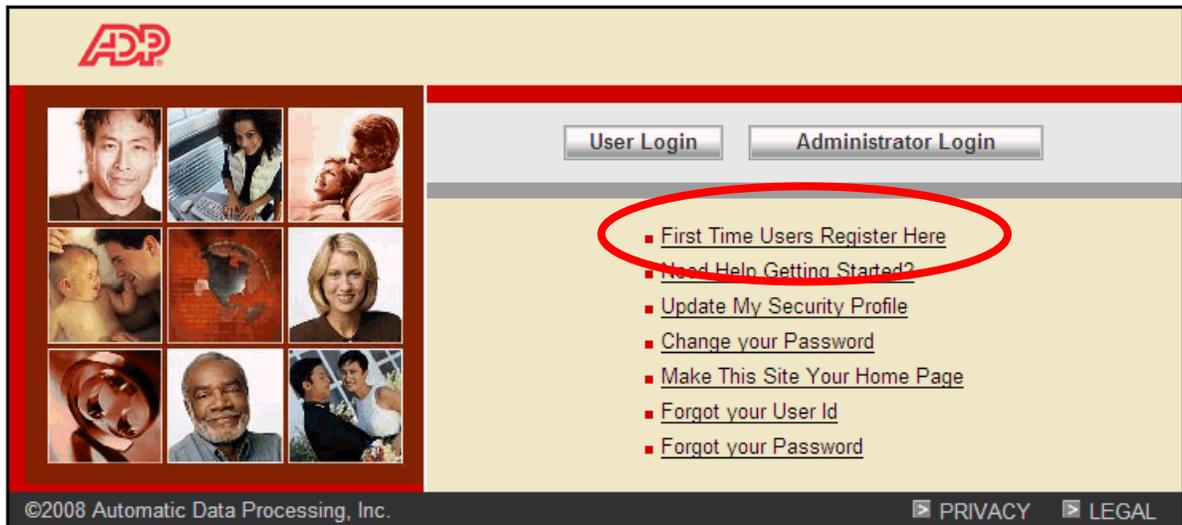
**Student Employees using  
Timestamp**

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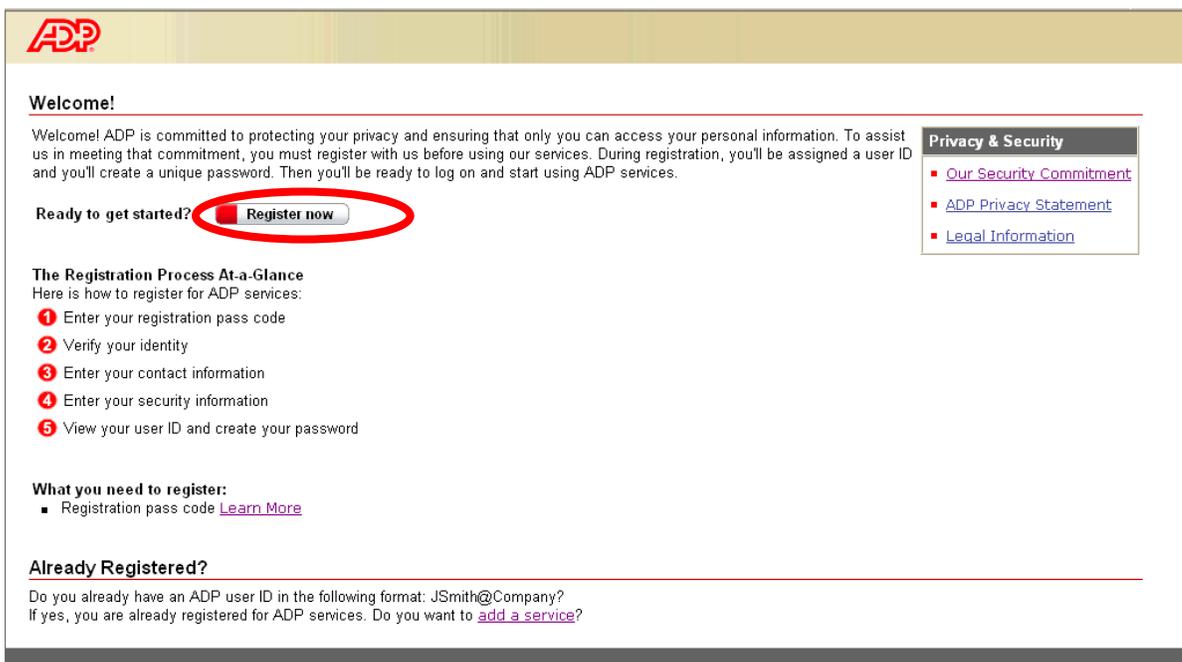
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# Registering for Self Service

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**.

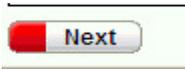
Note: Your Self Service Registration Pass Code was provided to you by your Human Resources Department.

The screenshot shows the ADP registration interface. At the top is the ADP logo. Below it, the heading "Register for ADP Services" is followed by the instruction "Please enter the following information to register for ADP services." The page is titled "Step 1 of 6". On the left, a vertical list of steps is shown, with "1. Enter Your Registration Pass Code" highlighted. The main content area is titled "Enter Your Registration Pass Code" and contains the following text: "Your employer provided you with a registration pass code when they instructed you to register online for ADP services. If you don't know what your pass code is, contact your administrator for assistance." Below this is a "Note: The pass code is not case-sensitive." and a red arrow icon followed by "= Required". A text input field is labeled "Registration Pass Code:" with a red arrow icon and a hint "(Example: Genco-1234abc)". At the bottom left, there is a red "Next" button.

5. Select to verify with either your SSN or TIN, using the full number of digits.

The screenshot shows the ADP registration interface for Step 2 of 6. The heading is "Verify Your Identity". The text reads: "ADP is committed to protecting your privacy and ensuring that only you can access your data. We ask for some personal information so we can confirm that you are the individual you claim to be. Then we can provide you with the appropriate online access to ADP services." Below this is a section titled "I want to verify my identity using:" with two radio button options: "Social Security Number (SSN)" (which is selected) and "Individual Taxpayer Identification Number (ITIN)". A note states: "Your SSN is used during the account creation process: it is not used for any other purpose." Below this is a red arrow icon followed by "= Required". The form includes several input fields: "First Name:" (with a red arrow icon and hint "(Your legal first name; do not enter a nickname.)"), "Middle Initial:" (with a small square input field), "Last Name:" (with a red arrow icon and hint "(Apostrophes and hyphens are allowed.)"), "SSN:" (with a red arrow icon and hint "(All nine digits in any format)"), "Confirm SSN:" (with a red arrow icon and hint "(All nine digits in any format)"), and "Date of Birth:" (with two dropdown menus for "Month" and "Day", and a red arrow icon). At the bottom left, there are red "Next" and "Cancel" buttons. The footer contains "Copyright © 2007 ADP Inc.", "PRIVACY & SECURITY", and "LEGAL". The browser status bar at the bottom shows "Internet" and "100%".

- 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.*



- 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.

 This is a screenshot of the ADP registration interface. At the top left is the ADP logo. The main heading is "Register for ADP Services" with a sub-instruction: "Please enter the following information to register for ADP services." Below this is a grey bar indicating "Step 2 of 6". On the left, a vertical list of steps is shown, with "2. Verify Your Identity" highlighted in red. The main content area is titled "Verify Your Identity" and includes the instruction: "We need some more information in order to verify your identity. Please complete the information on this page." Below this, it says "▶ = Required". There are two sections: "A. Select a Service" with a dropdown menu currently set to "Self Service", and "B. ADP Self-Service Information" which explains that the user should have received an Employee ID and PIN from their employer. Below this explanation are two input fields: "Employee ID: ▶" and "PIN: ▶". At the bottom of the form are two buttons: "Next" and "Cancel".

- Complete the fields on your Contact Information and click **Next**.

 This is a screenshot of the ADP registration interface, showing the "Enter Your Contact Information" step. The ADP logo is at the top left. The heading is "Register for ADP Services" with the instruction: "Please enter the following information to register for ADP services." Below is a grey bar for "Step 3 of 6". The left sidebar shows "3. Enter Your Contact Information" highlighted in red. The main content area is titled "Enter Your Contact Information" and includes the instruction: "Your e-mail address is only used for notifications. If necessary, you can change this information later." Below this, it says "▶ = Required". There are four input fields: "First Name: ▶" with a small "MI:" field to its right, "Last Name: ▶" with a note "(Apostrophes and hyphens are allowed.)", "Business/Personal E-Mail: ▶" with a note "(This e-mail address is only used for notifications.)", and "Confirm E-Mail: ▶". Below these is a "Phone: ▶" field with a note "(Area code and number in any format.)". At the bottom are "Next" and "Cancel" buttons.

9. Complete all the fields on your Security Information and click **Next**.

The screenshot shows the ADP registration interface at Step 4 of 6, titled "Enter Your Security Information". The left sidebar lists the registration steps, with Step 4 highlighted. The main content area includes instructions for security questions, an important note about choosing memorable answers, and a list of required fields: "City/Town of Birth", "Security Question 1", "Answer 1", "Security Question 2", and "Answer 2". Each field has a dropdown arrow. At the bottom, there are "Next" and "Cancel" buttons.

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.

The screenshot shows the ADP registration interface at Step 5 of 6. The left sidebar highlights Step 5, "View Your User ID & Create Your Password". The main content area is split into two sections. The top section, "View Your ADP Services User ID", displays the user ID "tomth@MPLX" in a grey box, which is circled in red. Below this is the "Create Your ADP Services Password" section, which includes instructions on password requirements (minimum 8 characters, including letters, numbers, and special characters) and two input fields for "Create Password" and "Confirm Password". "Next" and "Cancel" buttons are at the bottom.

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.

5. New Your User Id & Create Your Password

5. Confirmation

### Create Your ADP Services Password

Your password must be at least 8 characters long and must contain at least 1 letter and either 1 number or 1 special character.

Note: Your password is case sensitive.  
 \* = Required

Create Password:  (Example: Password01)

Confirm Password:

12. Re-enter your password in the **Confirm Password** field and click **Submit**.

5. New Your User Id & Create Your Password

5. Confirmation

### Create Your ADP Services Password

Your password must be at least 8 characters long and must contain at least 1 letter and either 1 number or 1 special character.

Note: Your password is case sensitive.  
 \* = Required

Create Password:  (Example: Password01)

Confirm Password:

13. The Confirmation page will appear. You are now registered for Self-Service. Click **Close**.

**ADP**

## Register for ADP Services

Please enter the following information to register for ADP services.

Step 6 of 6

1. Enter Your Registration Pass Code
2. Verify Your Identity
3. Enter Your Contact Information
4. Enter Your Security Information
5. View Your User Id & Create Your Password
6. Confirmation

Thank you for registering! You can now log on to, and start using, your ADP services.

Note: An e-mail containing your User ID has been sent to the address you provided.

**Log On to an ADP Service**

The following ADP services are currently available to you. Select a service and click Log On. If you want to log on later, click Close.

Your ADP Service

**Add ADP Services**

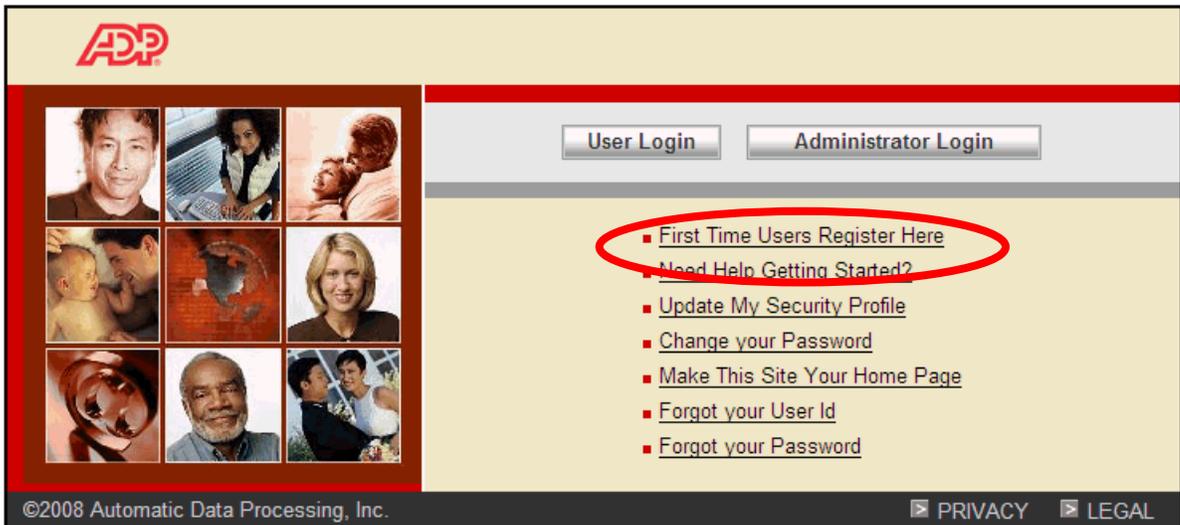
The following additional ADP services are available to you. To associate another service with your user account, click Add Another Service.

- ADP Service

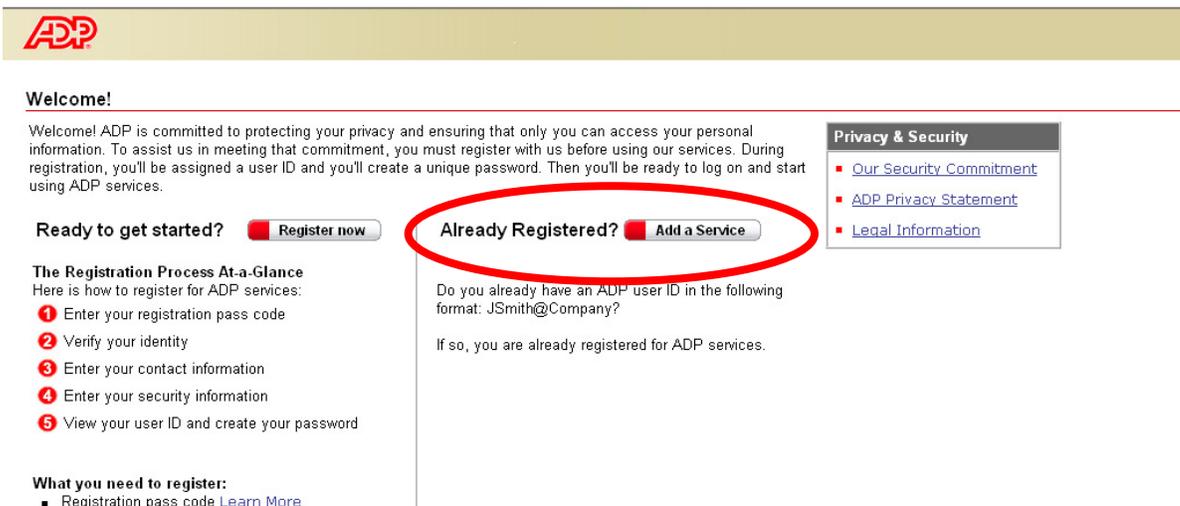
The next step is to add Additional Services, so you have access to eTIME.

# Adding eTime

1. Go back to the Portal main login page: <http://portal.adp.com> and select “First Time Users Register Here”



2. Click **Add a Service**.



3. On the Enterprise eTIME line, choose **Add**.



Welcome, Diana Grillo

Manage My Profile

Change My Password

Manage My Services

### Manage My Services

The following ADP services are currently available to you. To associate another service with your user account, click **Add**. To remove a service from your account, click **Delete**.

If you have a service that is pending and want to use your pay statement or form W-2 to associate that service with your user account, click **Try Again**.

**Important:** If ADP services are displayed without Add/Delete options next to them, you automatically have access to those products. You don't need to add them separately.

Service	
Self Service	
iPayStatements	
Enterprise eTIME	<a href="#">Add</a>

4. Enter your Employee ID number and click **Submit**.

ADP Welcome, Diana Grillo

Manage My Profile Change My Password Manage My Services

**Verify Your Identity**

We need some information in order to verify your identity. Please complete the information on this page.

▶ = Required

**Enterprise eTime Information**

Employee ID: ▶  (Your Employee ID is provided by your manager or system administrator.)

Submit Cancel

5. Upon successful completion, you will see the following screen:

ADP Welcome, John Doe

Manage My Profile Change My Password Manage My Services

**Manage My Services**

The following ADP services are currently available to you. To associate another service with your user account, click **Add**. To remove a service from your account, click **Delete**.

✔ <<Service Name>> has been added successfully.

## Log On

From a Kiosk on your campus you will be able to punch your time using a timestamp.

You must first enter your User Name and Password.



### LOG ON

User Name

Password



For Example:

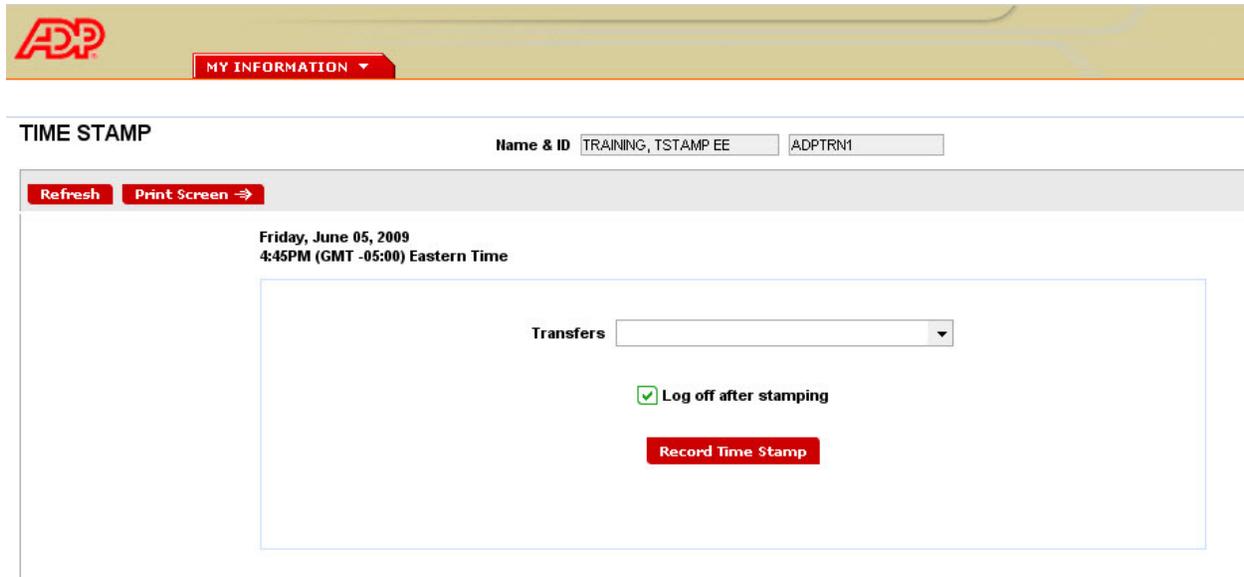
User name = MickeyMouse

Password = 1234567

After logging in for the first time, you will be prompted to change your password.

# How to Clock in using a Time Stamp

Once you have logged in, you will be able to clock in at the Record Time Stamp. All employees should record accurate time worked each day; therefore, it is important to stamp your time when clocking into work and clock out when leaving. Once you have punched the time stamp, the application will refresh and no further action is needed.



## To Punch In and Out:

Click the button labeled **Record Time Stamp**. Your time will be posted to your timecard immediately for your supervisor to view. You do not need to indicate if your punch is an in-punch or out-punch. The system determines this for you.

## To Record Punch for a Position/Approver using Transfers:

If you work in more than one area, your supervisor will have given you instructions to record your punch in and out for a position/approver. If you have been told to do so, follow these instructions.

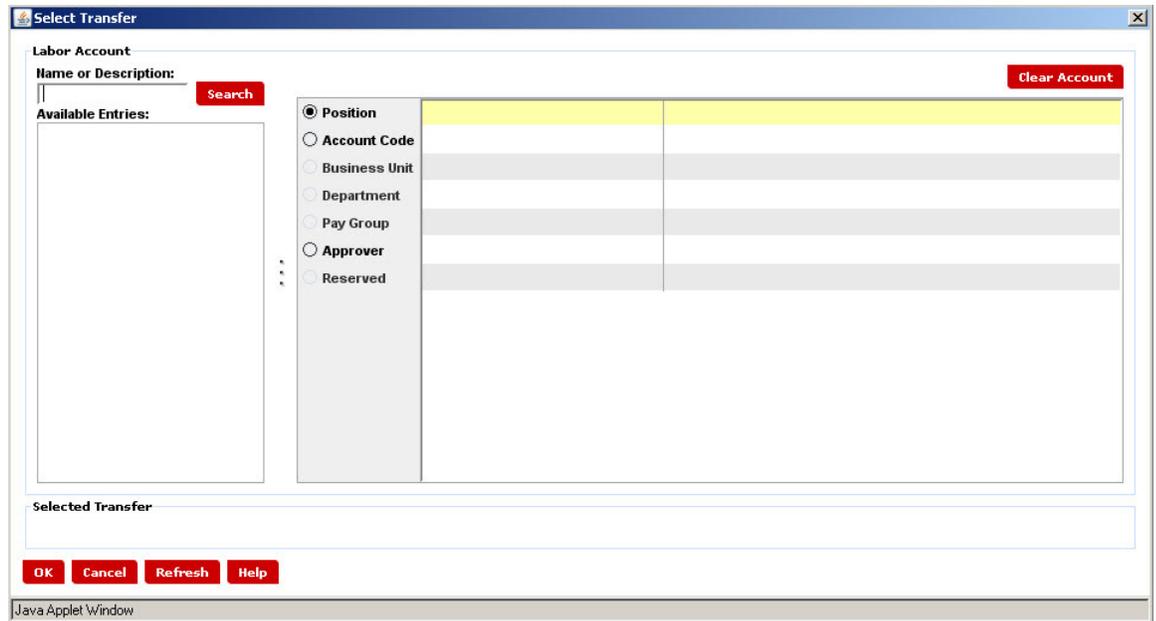
1. In the box labeled Transfers, click the .

Transfers

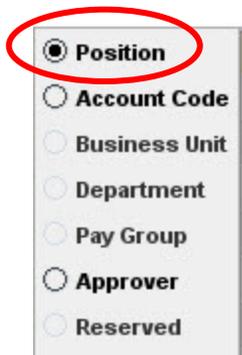
2. If this is the first time you are using the Transfer option, you will need to click Search to set up the transfer. If you have already setup the transfer, select the correct combination for the transfer and go to step 12.



3. A new box will appear.



4. Click the Radio Button beside Position.



5. In the field labeled Name or Description on the left side, enter the Position number your supervisor gave you. Click the Search button and the Position Number and Description will appear in the section labeled Available Entries:

**Labor Account**

**Name or Description:**  
 **Search**

**Available Entries:**

- Select the entry for this area you are punching in or out to work. The selection will appear within the right side beside the radio button you selected. It will be highlighted in yellow.

**Select Transfer**

**Labor Account**

**Name or Description:**  
 **Search** **Clear Account**

**Available Entries:**

<input checked="" type="radio"/> <b>Position</b>	57001179	Student Assistant
<input type="radio"/> <b>Account Code</b>		
<input type="radio"/> <b>Business Unit</b>		
<input type="radio"/> <b>Department</b>		
<input type="radio"/> <b>Pay Group</b>		
<input type="radio"/> <b>Approver</b>		
<input type="radio"/> <b>Reserved</b>		

**Selected Transfer**  
57001179//////

**OK** **Cancel** **Refresh** **Help**

Java Applet Window

- Click the Radio Button beside Approver.

**Position**

**Account Code**

**Business Unit**

**Department**

**Pay Group**

**Approver**

**Reserved**

- In the field labeled Name or Description on the left side, enter the Approver number your supervisor gave you. Click the Search button and the Approver Number and Name will appear in the section labeled Available Entries:

**Labor Account**

**Name or Description:**

**Available Entries:**

9. Select the entry for this area you are punching in or out to work. The selection will appear within the right side beside the radio button you selected. It will be highlighted in yellow.

**Select Transfer**

**Labor Account**

**Name or Description:**

**Available Entries:**

<input type="radio"/> Position	57001179	Student Assistant
<input type="radio"/> Account Code		
<input type="radio"/> Business Unit		
<input type="radio"/> Department		
<input type="radio"/> Pay Group		
<input checked="" type="radio"/> Approver	999999	Test
<input type="radio"/> Reserved		

**Selected Transfer**  
57001179/////999999/

Java Applet Window

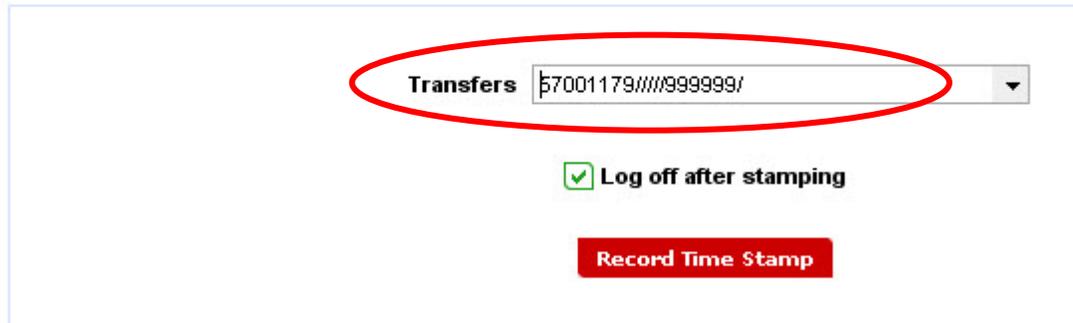
10. In the lower left hand corner of the Select Transfer Box, you will combination of the entries you created.

**Selected Transfer**

**57001179/////999999/**

11. Click OK button . If the entry is incorrect, click the Clear Account Button. Both entries will be removed. Repeat the previous steps to record the correct Position and Approver. If you wish to leave the Select Transfer box without making a selection, click the Cancel Button. Once you clicked OK, the Labor Account will appear in the transfer box. Note: Once you have selected this transfer, it will be retained in the drop down for you future selections and you will not have to search for it again.

Wednesday, July 22, 2009  
9:11PM (GMT -05:00) Eastern Time



Transfers 67001179////999999/

Log off after stamping

Record Time Stamp

12. Click the button labeled **Record Time Stamp**. Your time and Transfer will be posted to your timecard immediately for your supervisor to view. The system knows whether you are punching in or out.
13. Once you have recorded your time, the system will return to the login page.



#### LOG ON

User Name

Password



14. When you punch out for that position, you will not have to select the transfer. The system will know that you are punching out. Just click the **Record Time Stamp** button.
15. If your next punch is for the position that is considered your main position, you will not have to select the transfer, the primary position and approver will be the default.

**IMPORTANT!** You must punch in and out for each job you work. Please check with your supervisor if you are unsure as to what selection you are to make.