Board of Regents of the

University System of Georgia

eTIME® Employee User Guide
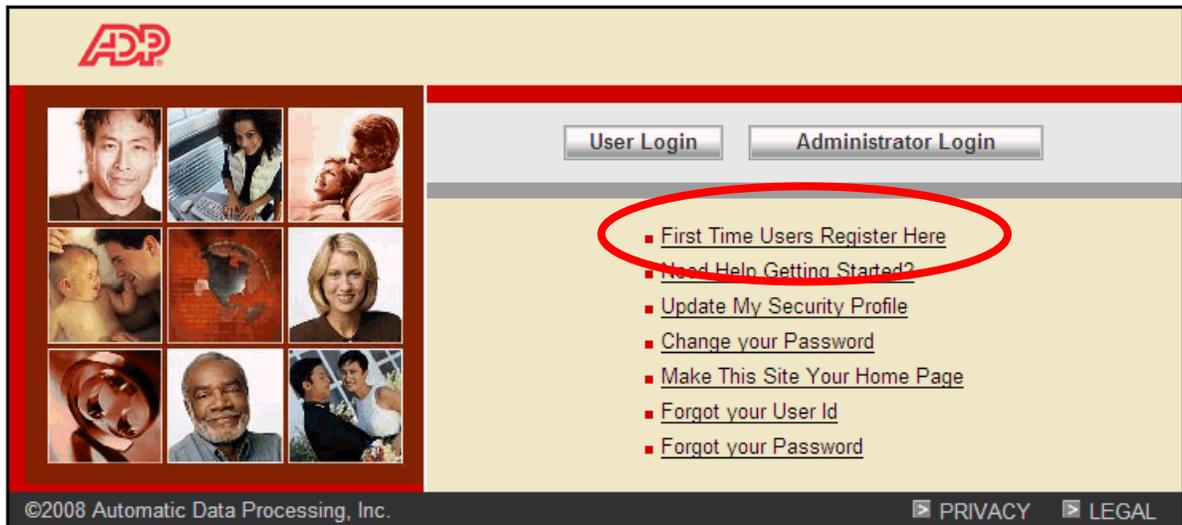
Student Employees using

Timestamp

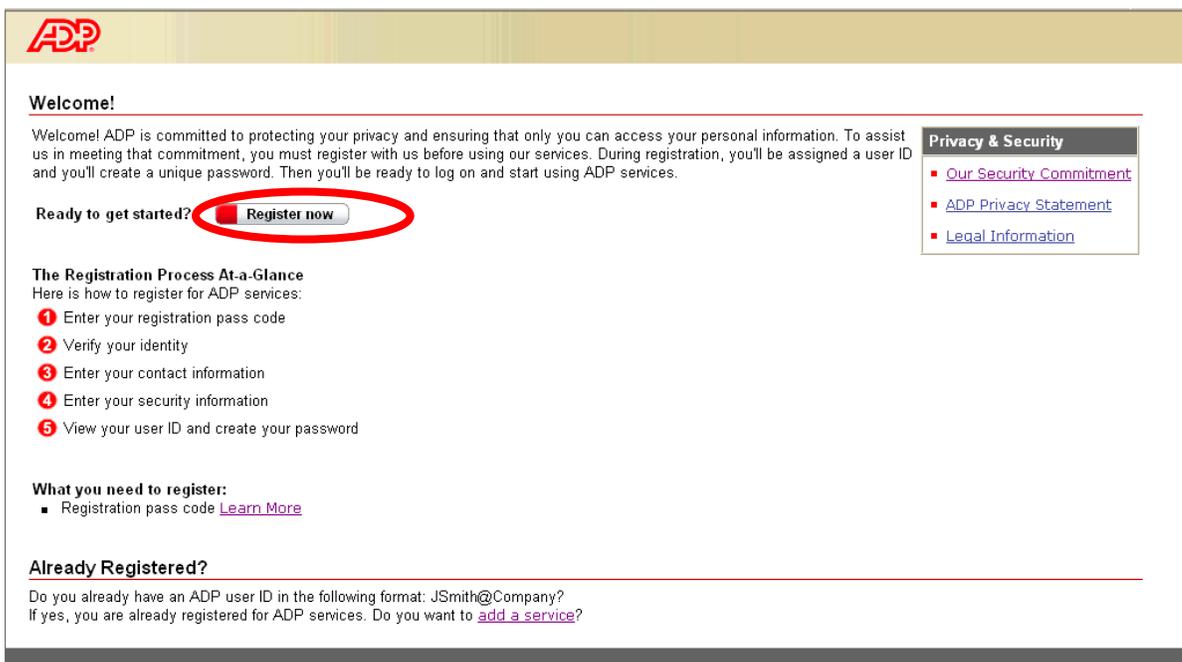# Contents

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.*
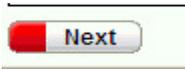
7. In rare circumstances, a second page (below) of *Verify Your Identity* may appear. This may be due to incorrect data being entered in the previous screen. If this occurs, click **Cancel** and verify your entered information. Note – you must enter your name as it appears in the HR/Payroll system of record. If all data is correct and you are still seeing this form, please contact the SS Help Desk for more information.

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** and select "First Time Users Register Here"
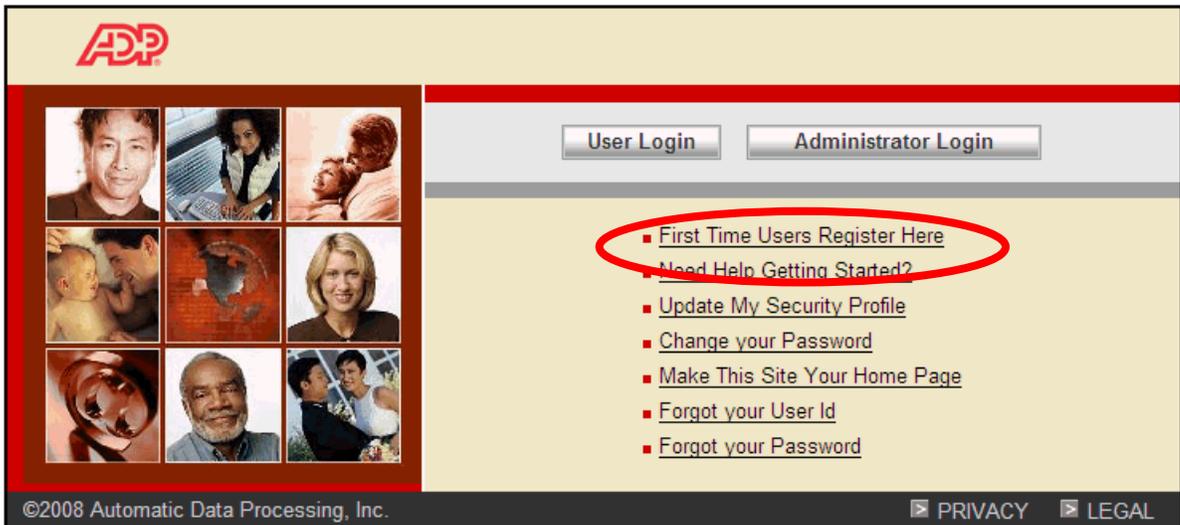
2. Click **Add a Service**.
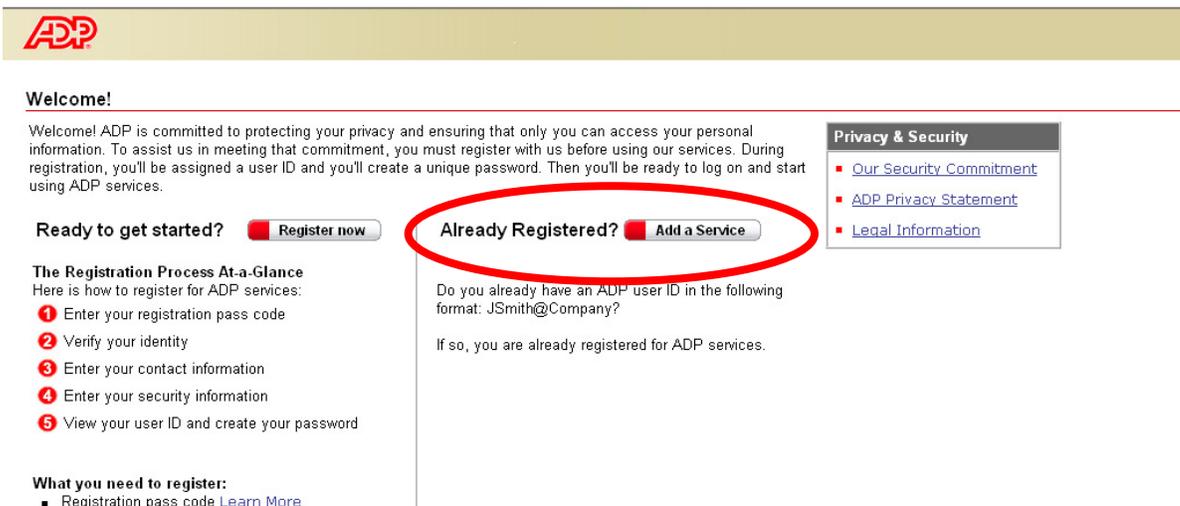
3. On the Enterprise eTIME line, choose **Add.**

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

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

Log On

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.

Enterprise eTIME®

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.
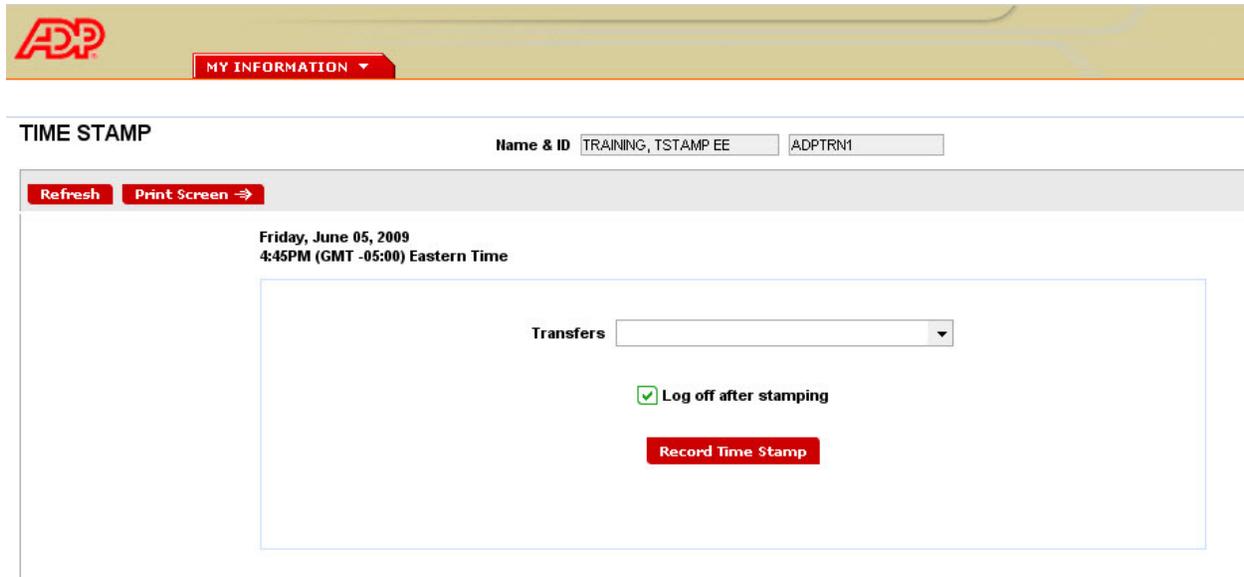
To Punch In and Out:

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 ▾.

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

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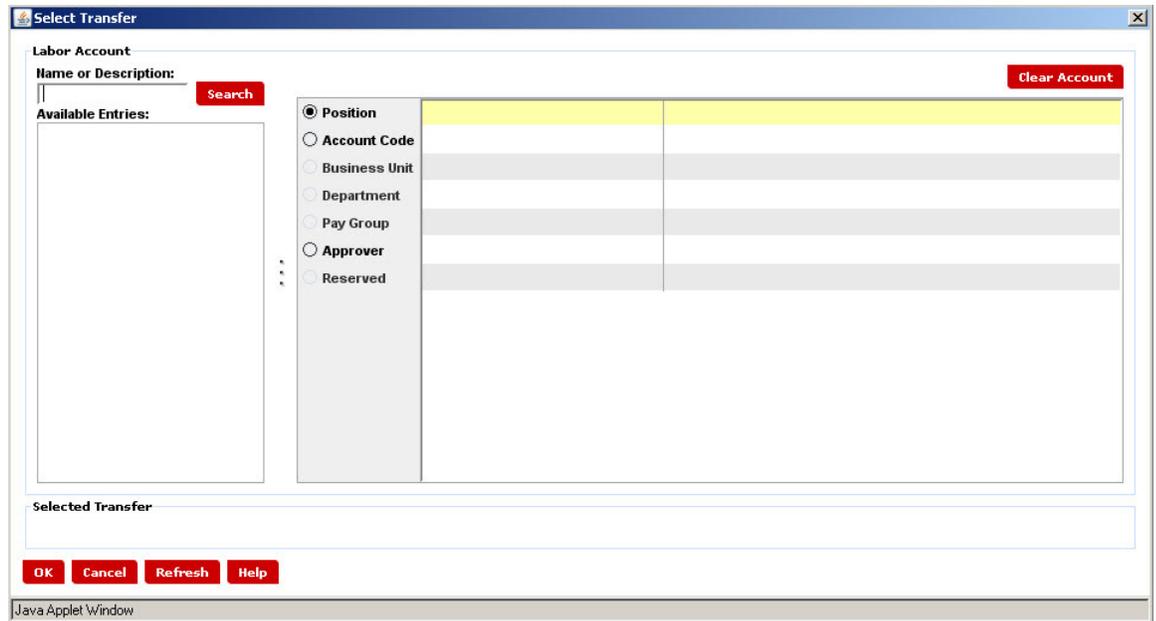
4. Click the Radio Button beside Position.
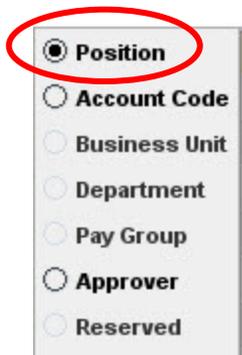
5. In the field labeled Name or Description on the left side, enter the Position number your supervisor gave you. Click the Search button and the Position Number and Description will appear in the section labeled Available Entries:

Labor Account
Name or Description:
57001179
Search
Available Entries:
57001179,Student Assistant

6. 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.

7. Click the Radio Button beside Approver.

8. 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:

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.

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

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
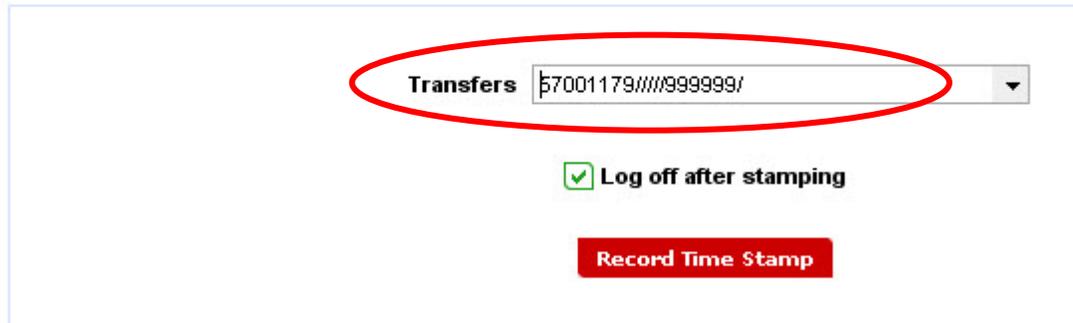
Transfers 57001179/////999999/

☑ 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.

Enterprise eTIME®

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.