

ADP/eTime General Information and Assistance: Please Read Carefully

- The payroll office is entering leave time taken in the month of July for the upcoming August payroll. You may receive the following message if you took leave in July and have already approved your July timecard:

Subject: Timecard Edited after Approval  
Your ADP eTIME Timecard was edited by manager after you approved it.

- Part Time Faculty (Adjunct Faculty), Summer Faculty, Rehired Retirees (Faculty Only) and Graduate Students do not need to add Etime, they must however register for ADP in order to view their direct deposit advice. If a Rehired Retiree is a Staff member then they will need to add eTime.
- Faculty and Monthly employees do not have to enter work time in Etime; they must enter sick and/or annual leave. They do not have to do anything to their time card unless they take leave. Your supervisor will have to approve the time card and send it on to payroll by the 5<sup>th</sup> business day of the month; for August the supervisor must approve the timecard by September 8<sup>th</sup>
- All Biweekly employees (including staff, casual labor, student assistants and work study) that previously submitted paper timesheets MUST have time entered and approved by their supervisor in the new eTime system by 8/24/2009 at 9am in order to receive a paycheck on 8/28/2009.

Monthly paid employees will be paid on the last work day of each month.

- Information on how to record Furloughs days will be forthcoming .

You have until October 10 to enter SSN information onto the dependents panels under Benefits in Employee Self Service. After logging onto Employee Self Service, select the Benefits tab from the top menu, enter your ADP ID number and update dependent information. Beneficiary information also needs to be added.