

ADP Etime Reminder-Monthly Paid Employees (this includes faculty)

Monthly employees are required to report any sick or vacation taken on their online timecard. Please use the following steps to ensure that your exception time is reported accurately.

Login to ADP.

Click on the Time Tab.

Click on the appropriate link.

Click on the My Information Tab.

Click on My Timecard.

1. Check to ensure any time off requests for the month of August are shown on your online timecard.
2. Enter any sick or vacation taken that is not reflected for the month of August.
3. Remember to save and approve your timecard.
4. If no sick or vacation needs to be reported for August, no action is required by the employee.

Supervisors should review and approve monthly timecards by **September 8th**.

For video tutorials and step-by-step guides on this process, please visit the Shared Services/ADP website at:

<http://www.valdosta.edu/finadmin/training/sharedservices.shtml>