

# ADP Guide for Faculty & Monthly Staff



## *Using the ADP system for requesting and recording Leave*

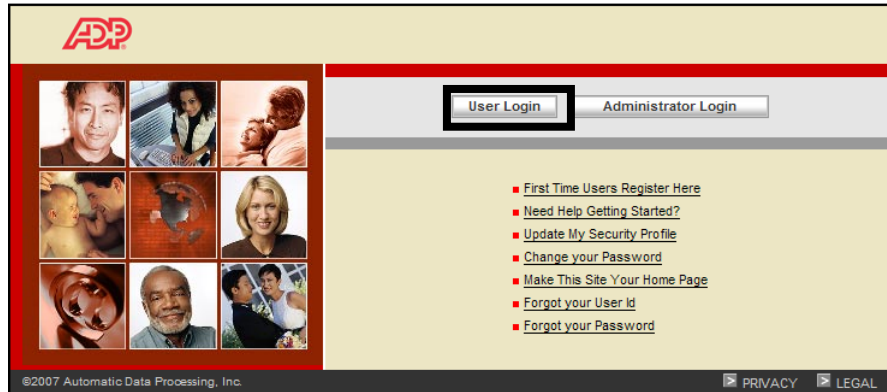
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The first steps to entering exception time (vacation/sick/extended leave such as FMLA, Military, etc.) in the Shared Services/ADP system is to register and add eTIME as a service. Appropriate guides can be found at [www.valdosta.edu/finadmin/training/sharedservices](http://www.valdosta.edu/finadmin/training/sharedservices).

**NOTE:** Please use Microsoft Internet Explorer as your browser when accessing the Shared Services/ADP system.

## ACCESSING THE ADP PORTAL

**Step 1:** Go to the portal <https://portal.adp.com/public/index.htm> and Click on User Login



**Step 2:** Type your **user name** (\_\_\_\_\_@usg) and **password** (you created when you registered.)



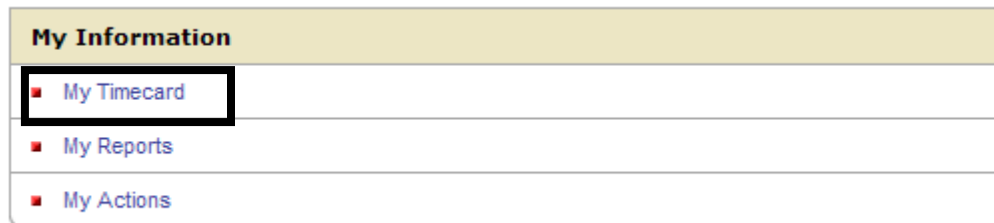
## REPORTING SICK TIME

Sick events that are unexpected require using your department's procedures for notification. Once you return from being out sick, you then record the time on the timecard using the steps below. If the event is a future planned event such as a surgery or extensive doctor's appointment where you know the exact hours you will be gone, then the online request off form in ADP is used. Those procedures are discussed on pages 6-7.

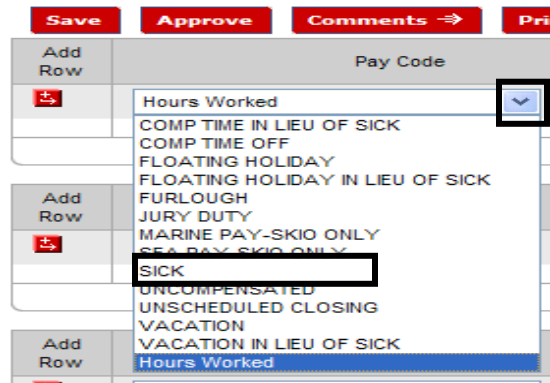
**Step 1:** Click **Time** tab and then click **all other employees** **Click Here** to access eTIME. (Please be patient as this screen may take up to several minutes to load.)



**Step 2:** Go to **My Information** and click **My Timecard**



**Step 3:** On the row corresponding to the date you will be recording sick taken, click on the drop down arrow under the Pay Code Column and select sick. (Make sure the time period reflects the appropriate time period.)



**Step 4:** Type in the cell under the appropriate day the number of hours to be reported.

Add Row	Pay Code	Transfer	Sat 10/03	Sun 10/04	Mon 10/05
	SICK	<input type="text"/>	<input type="text"/>	<input type="text"/>	4
			0:00	0:00	0:00

**NOTE:**

**4.9.1 Interpretation of Sick Leave**

Source: BOR Policy 802.07.02 & 802.07.03

The following provisions for the reporting of sick leave shall apply to all full-time faculty on 9 or 10 month contracts, employed by institutions of the USG, who serve primarily in assignments defined by faculty roles in instruction, research and scholarly activity, and service:

1. Faculty are responsible for informing their immediate supervisors of any illness that prohibits them from meeting their assigned responsibilities.
2. In reporting sick leave, faculty will report leave based on the number of whole hours sick as defined by the BOR Policy 802.07, with a full day being eight (8) hours, a half day being four (4) hours, and less than a half day based on whole hours missed, with a full week being the equivalent of a forty-hour workweek.
3. Nothing in this policy shall be interpreted to indicate that faculty work on a standardized schedule.

For more information click on [www.usg.edu/academics/handbook/section4/4.9.phtml](http://www.usg.edu/academics/handbook/section4/4.9.phtml).

Monthly employees report sick time based on the number of hours taken that day based on your work schedule.

**Step 5:** Once you have entered you hours, click the save button.

**TIMECARD**


Time Period  10/01/2009 - 10/31/2009

**Save** **Approve** **Comments** **Primary Account** **Totals Summary** **Refresh**

Add Row	Pay Code	Transfer	Sat 9/26
	Hours Worked	<input type="text"/>	
			0:00


**Note:** The timecard name will turn from orange to black indicating your information has been saved.

## TIMECARD





 Timecard successfully saved on: 9/22/2009 2:47PM

### REPORTING VACATION TIME



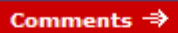
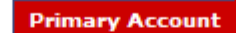
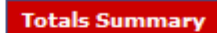
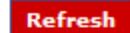
If you are 12-month faculty member or administrative staff, you will also be required to report annual leave taken (vacation). If you were unable to use the online request off form (pre-approved events using the online form automatically “punch” on your timecard) for vacation and need to record the hours on your timecard, you would follow the same steps as recording sick except you select the vacation pay code.




If you have sick and vacation to report within the same week, click on the “add a row” button  to select another pay code and record the associated hours as shown below.

Week starting: Sat 9/12


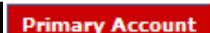
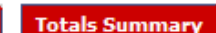
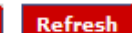
	Pay Code	Transfer	Sat 9/12	Sun 9/13	Mon 9/14	Tue 9/15	Wed 9/16
 	SICK				2:00		4:00
 	VACATION					2:00	

**Step 6:** Once you have recorded sick and/or vacation and you have no more edits, you should approve your timecard to indicate that your information is accurate and ready for your supervisor to approve. Just click on the red approve button.

Add Row	Pay Code	Transfer
	Hours Worked 	<input type="text"/> 

If at any time you need to make more edits, click the Remove Approval to enable further edits. Edits can be made up until your supervisor has approved your timecard.

Add Row	Pay Code	Transfer
	Hours Worked	

## REPORTING DEADLINES

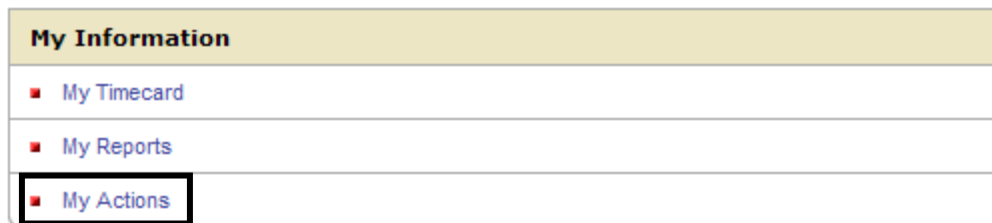
Faculty and Monthly Staff are to report leave taken and projected leave for the month in time for their supervisors to approve timecards by 9am on the 3<sup>rd</sup> Friday of each month unless notification is sent stating an alternate due date.

If you use sick or annual leave that was not originally recorded for the month, please complete the **Exception Time Adjustment** form that can be found on the Shared Services website [www.valdosta.edu/finadmin/training/sharedservices.shtml](http://www.valdosta.edu/finadmin/training/sharedservices.shtml) and send via email to [jkflint@valdosta.edu](mailto:jkflint@valdosta.edu) or via campus mail to the Payroll Office before the 5<sup>th</sup> business day of the next month.

## REQUESTING TIME OFF – SICK OR VACATION

In order to use the online time off request in ADP, it must be for a future planned event such as a scheduled vacation, surgery, etc. Unplanned time off situations require following your departments procedures for request/notification.

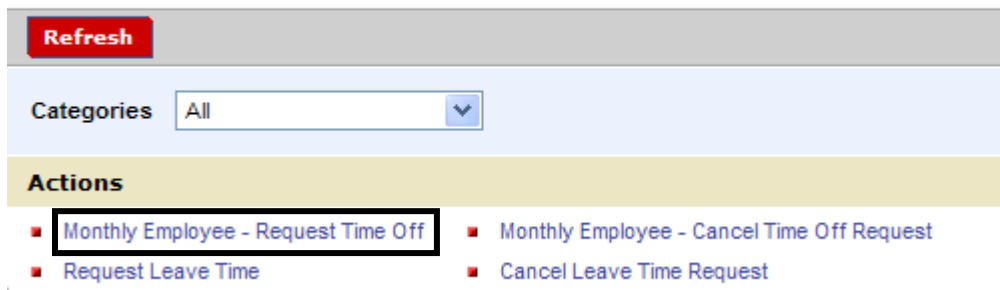
**Step 1:** Go to **My Information** and click **My Actions**



**Step 2:** Click Monthly Employee -Request Time Off

### MY ACTIONS

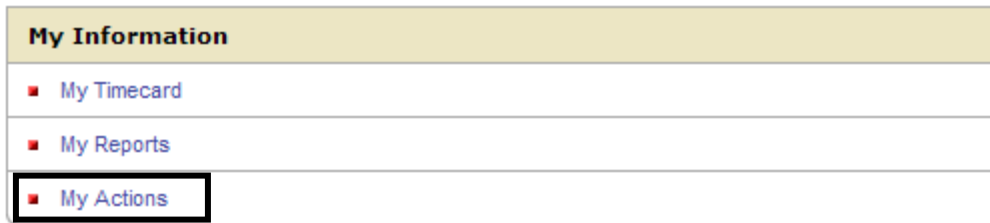
Last Refreshed:4:39 PM





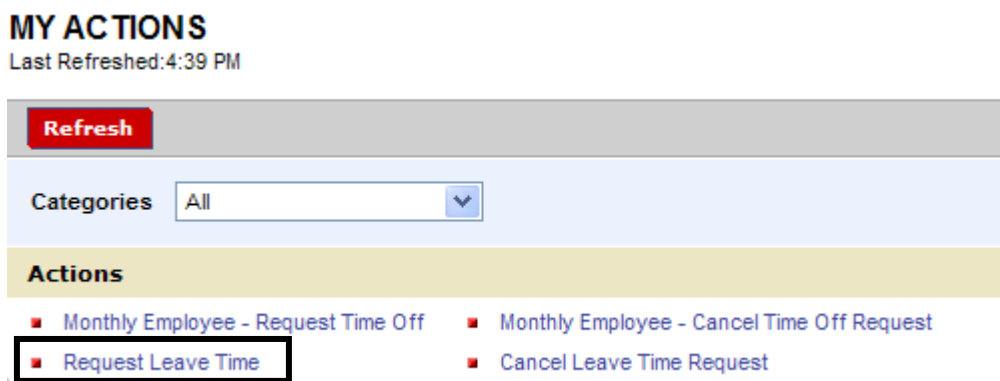
## REQUESTING TIME OFF – EXTENDED LEAVE

**Step 1:** Go to My Information and click My Actions



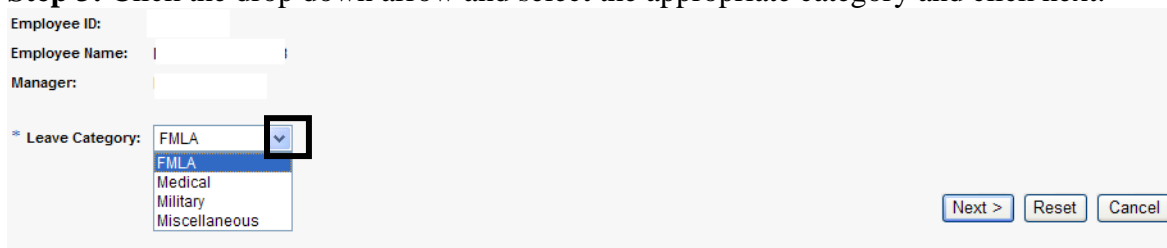
The screenshot shows a 'My Information' menu with three items: 'My Timecard', 'My Reports', and 'My Actions'. The 'My Actions' item is highlighted with a black rectangular box.

**Step 2:** Click Monthly Employee -Request Leave Time



The screenshot shows the 'MY ACTIONS' page. At the top, there is a 'Refresh' button. Below it is a 'Categories' dropdown menu set to 'All'. Underneath is an 'Actions' section with four items: 'Monthly Employee - Request Time Off', 'Monthly Employee - Cancel Time Off Request', 'Request Leave Time', and 'Cancel Leave Time Request'. The 'Request Leave Time' item is highlighted with a black rectangular box.

**Step 3:** Click the drop down arrow and select the appropriate category and click next.



The screenshot shows a form for requesting leave. It includes fields for 'Employee ID:', 'Employee Name:', and 'Manager:'. Below these is a 'Leave Category:' dropdown menu with a list of options: 'FMLA', 'Medical', 'Military', and 'Miscellaneous'. The 'FMLA' option is selected and highlighted with a blue background. A black rectangular box highlights the dropdown arrow. At the bottom right of the form are three buttons: 'Next >', 'Reset', and 'Cancel'.

### Category definitions:

- FMLA includes birth or adoption, care of child, care of parent, care of spouse, certified paternity, employee illness, employee – STD 11 weeks, STD 20 weeks, employee LTD, Military, non certified paternity.
- Medical includes long term disability paid, long term disability unpaid, non FMLA medical, short term disability paid 11 weeks, short term disability paid 20 weeks, short term disability unpaid 11 weeks, short term disability unpaid 20 week, unpaid sick, workers compensation.
- Military includes military duty 18 days, 30 days and unpaid.
- Miscellaneous includes government, leave of absence, marrow donation, organ donation, personal

If you have any questions regarding completing the extended leave form, please contact HR at 333-5709 for assistance. Requests for extended leave are sent to our Leave Administrator –Deborah Reaves for additional processing.

## FREQUENTLY ASKED QUESTIONS

*When is the accrual run?*

Leave accruals will automatically run the 28<sup>th</sup> of each month. It will add to the Accrual “buckets” the amount of monthly accrual that your leave enrollment permits.

*Can I request time off if I do not have the balance available until the next month?*

Sick/vacation taken will only be allowed if you have the amount within the accrual bucket. For example, you need to take 16 hours of vacation leave but you only have 10 hours in your vacation accrual, eTime will only allow you to use the 10 hours. eTime will display that you only have 10 hours and it will not allow you to save your timecard until you only enter the 10. You must still adhere to the Board of Regents Policy (802.07.02 Sick Leave with Pay) regarding sick leave.

[www.usg.edu/regents/policymanual/800.phtml](http://www.usg.edu/regents/policymanual/800.phtml)

*If I forget to approve my timecard, will I still get paid?*

Yes. Monthly employees do not need to approve their timecard to be paid.

*Do I have to do anything to my timecard if I have no sick or vacation to report for the month?*

No. If there is no sick or vacation for that month, no action is required by the employee.

*Will I receive notification when my supervisor approves my online request off?*

Once you have requested time off, you will receive an email and your supervisor will receive an email. After your supervisor approves/rejects, you will receive another email letting you know the status of your time off request.

*Can I still use the online request off form after the day has passed?*

Requesting time off is only allowed for future dated events. Reporting leave taken such as sick for unexpected events should be recorded directly on your timecard.

*When is accrual balances updated?*

Accrual balances are updated instantly once the Timecard is saved. Accruals may be viewed by clicking the My Reports link, select Accrual Balances and Projections and select View Report as shown below. In My Reports the accrual balances and projections will reveal the balances of your accruals for the current calendar year as well as the totals of the exception time taken to date along with the requested that has not been used as of yet.



**Print Screen** →

**Available Reports**

- Accrual Balances and Projections
- Schedule
- Time Detail

**As of**

9/23/2009, Specific Date

**View Report**

*What if I need to delete sick hours that I had entered on my timecard?*  
 As long as it is before the deadline, you can go to your timecard and make that edit.

*What if I need to remove an approved request off from my timecard?*  
 To remove an already approved sick or vacation day, go to **My Information, My Actions**, select **Cancel Time Off Request** and complete online form. Once your supervisor approves a canceled request, it will be removed from timecard. Note: This can only be done prior to the day you will be off.

## MY ACTIONS

Last Refreshed: 1:41 PM

**Refresh**

Categories: All

**Actions**

- Monthly Employee - Request Time Off
- Monthly Employee - Cancel Time Off Request
- Request Leave Time
- Cancel Leave Time Request

Employee ID:

Employee Name:

Sick Balance: 77:00

Vacation Balance: 111:45

\* Request Type: Sick

\* Start Date:

\* End Date:

*What if I need to have an approved request off day removed or hours adjusted and it is after the time off has occurred but before the reporting deadline?*

Email [jkflint@valdosta.edu](mailto:jkflint@valdosta.edu) to have those hours removed/adjusted before the due date for the monthly timecards.

*What if the deadline has passed and I need to make a correction to my sick or vacation reported?*

If you use sick or annual leave that was not originally recorded on your timecard, please complete the Exception Time Form found at [www.valdosta.edu/finadmin/training/sharedservices.shtml](http://www.valdosta.edu/finadmin/training/sharedservices.shtml) and send via email to [jkflint@valdosta.edu](mailto:jkflint@valdosta.edu) or via campus mail to the Payroll Office by the 5<sup>th</sup> business day of the next month.

*What are the monthly reporting deadlines for sick and/or vacation taken?*

Supervisors should have monthly timecards reviewed and approved by the 3<sup>rd</sup> Friday of every month unless notification is sent stating an alternate due date.