

# Valdosta State University

## Shared Services/ADP Instructions for Adding eTIME

### Purpose of this Guide:

This guide provides answers to many common questions regarding the new Shared Services/ADP system access for parallel testing and going forward into production.

For any issues or questions relating to registration, user accounts or assistance with navigating through the system, please send an email to: [sharedservices@valdosta.edu](mailto:sharedservices@valdosta.edu) In the email please include your full name, description of problem and contact information. A VSU Shared Services/ADP representative will get in touch with you as quickly as possible.

The first step to adding eTIME, is to be registered into the Shared Services/ADP portal. The appropriate guide can be found at:

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

**NOTE:** Please use Microsoft Internet Explorer as your browser when accessing the Shared Services/ADP system. To date, Firefox and Safari are not supported.

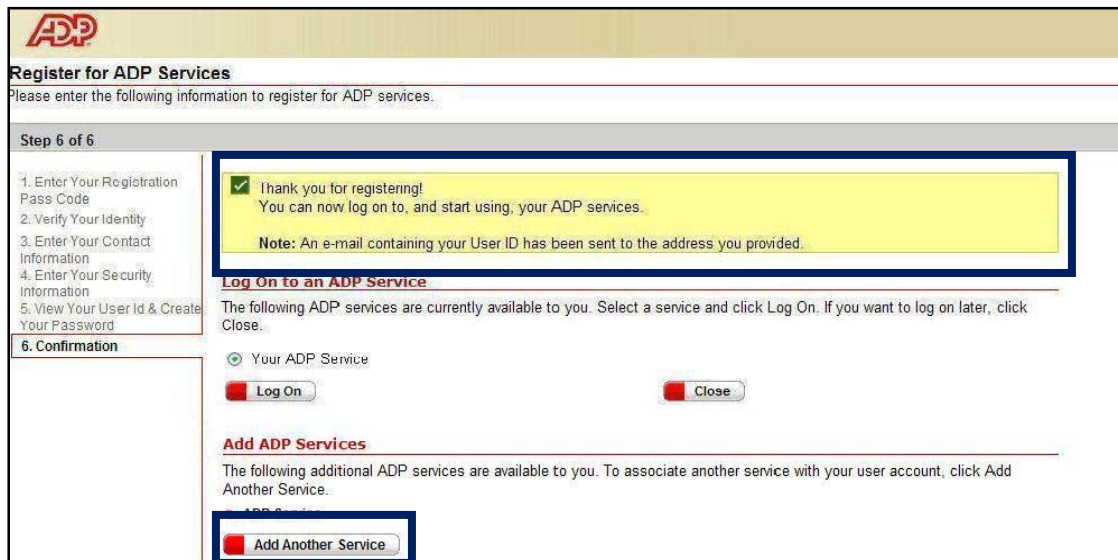
### Why do I need to add eTIME?

All VSU employees who need to enter and/or approve time will have to add the eTIME service to their user profile.

### Adding eTIME:

After completing your online registration you will receive an e-mail confirming your enrollment. To add eTIME:

1. Select: Add Another Service



The screenshot shows the ADP registration portal interface. At the top left is the ADP logo. Below it is the heading "Register for ADP Services" and a sub-heading "Please enter the following information to register for ADP services." The main content area is titled "Step 6 of 6" and contains a confirmation message: "Thank you for registering! You can now log on to, and start using, your ADP services." Below this message is a "Note: An e-mail containing your User ID has been sent to the address you provided." The interface also features a "Log On to an ADP Service" section with a "Log On" button and a "Close" button. At the bottom, there is an "Add ADP Services" section with an "Add Another Service" button highlighted by a red box.

If you are adding eTIME immediately after registering, please skip to Step 2.

If you are not adding eTIME immediately after registering you will be required to log back into the Shared Services/ADP system and select: Add a Service after the Already Registered? option.

You will be prompted to enter your NEW Shared Services/ADP User Name (i.e., JSmith@USG) and password you provided during registration.

2. Enter: Your User name
3. Enter: Your Password
4. Select: OK

On the Manage My Services page, following the Enterprise eTIME option:

5. Select: Add

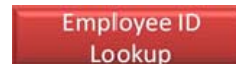
Service	
CRM Self Service	
Self Service	
Enterprise eTIME	<a href="#">Add</a>
Benefit Enrollment	

In order to continue you must know your NEW ADP Employee ID number. If you already know this number, proceed to Step 9.

If you do not know your new ADP number, in a separate tab in your Internet Explorer browser: visit the Shared Services/ADP website:

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

6. Select: The Employee ID Lookup button
7. Enter: Your VSU 87# and Last Name
8. Select: Get Your ADP Employee ID button



**Valdosta State University**  
**ADP Employee ID Reference**

**IMPORTANT:** Please note that you will need your ADP Employee ID in order to register for ADP Self-Service.

VSU ID (87 #)

Last Name

[Get Your ADP Employee ID](#)

Under the Enterprise eTIME information screen:

9. Enter: Your Employee ID number (NEW ADP number)
10. Select: 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: ▶ 122223 Your Employee ID is provided by your manager or system administrator.)

Submit Cancel

A confirmation message is displayed.

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.

11. Select: EXIT (in the top right corner)
12. Select: Close Window and then close out of Internet Explorer

ADP

**Log Off**

✓ You have successfully logged off. To protect your sensitive information, we recommend that you close your browser window.

Close Window