

Valdosta State University

Shared Services/ADP User Guide for Benefited Bi-weekly Staff

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 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.

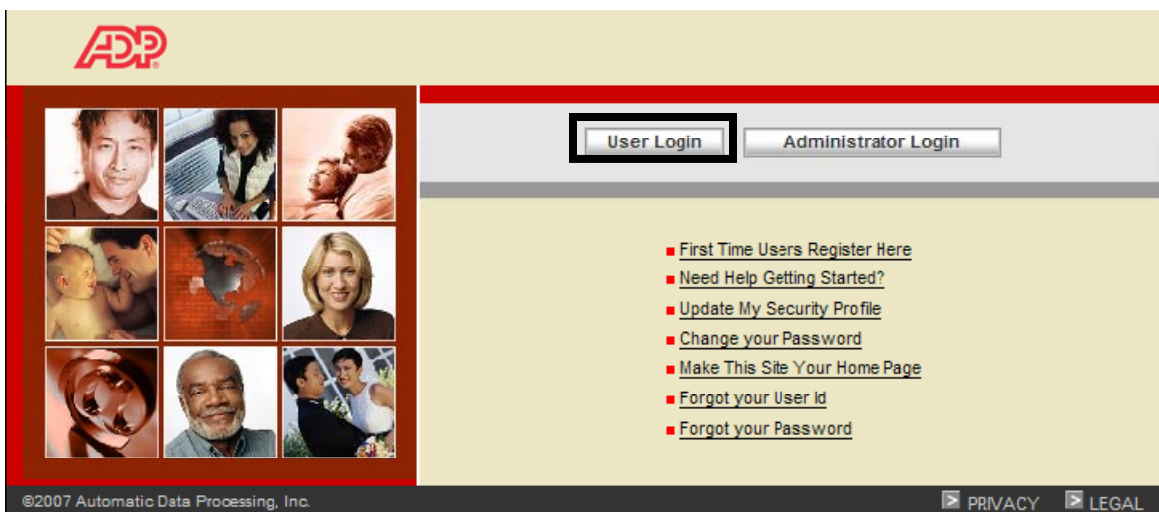
The first step to entering your time worked into the Shared Services/ADP system, is to be registered into the portal and add eTIME. Appropriate guides can be found at:

<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.

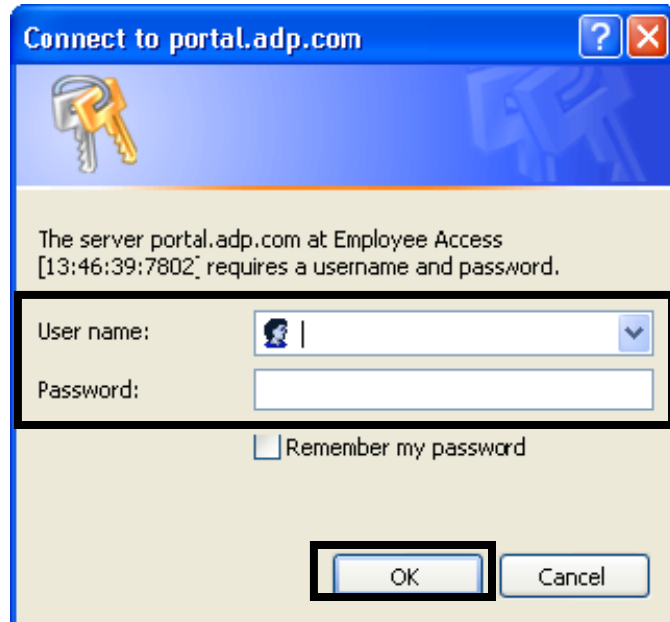
To access eTIME Timesheet link to enter your time worked:

1. Select: the Shared Services/ADP link under Faculty and Staff menu option on the Main VSU website and then
2. Select: ADP Portal from the Main Menu – or - use the following link to go directly to the webpage:
<https://portal.adp.com/public/index.htm>
3. Select: User Login button



This site requires [Microsoft Internet Explorer Version 6.0](#) or higher.

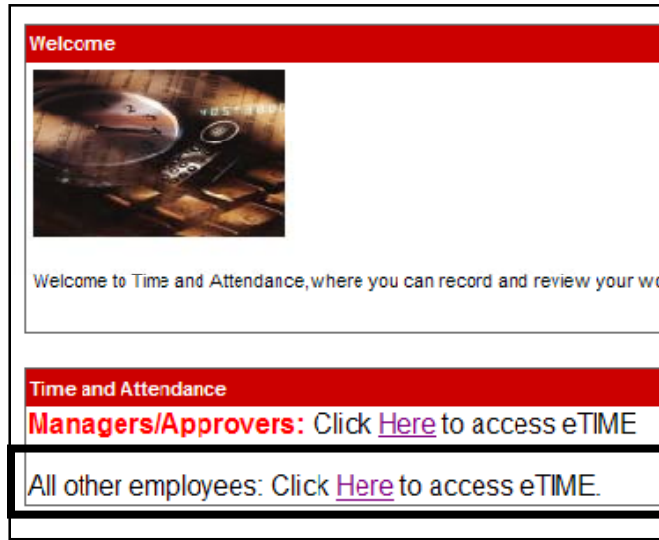
- 4. Login: using your ADP username/password used during the registration process
- 5. Select: OK



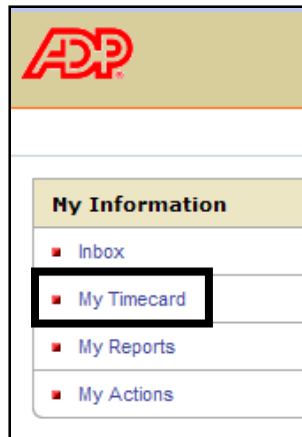
- 6. The application links available to you are listed below. **Please be aware, at this point in time not all the links are available for use.**
- 7. Select: the Time application link:



8. Select: the All other employees: Click Here to access eTIME link:



9. Select: My Timecard




NOTE: Currently, not all the links are available for use.

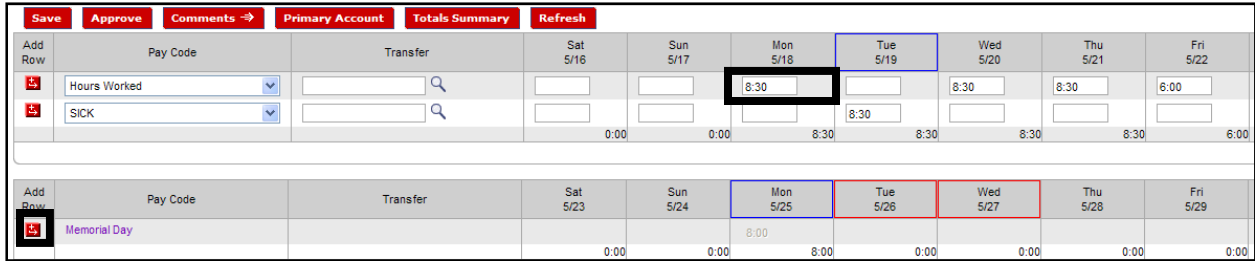
Below is an example of the project view time card for benefited biweekly staff. This view is used to record your time worked.




		Save	Approve	Comments →	Primary Account	Totals Summary	Refresh							
Add Row	Pay Code	Transfer	Sat 5/16	Sun 5/17	Mon 5/18	Tue 5/19	Wed 5/20	Thu 5/21	Fri 5/22					
+	Hours Worked				8:30		8:30	8:30	8:30	6:00				
+	SICK					8:30								
			0:00	0:00	8:30	8:30	8:30	8:30	6:00					
Add Row	Pay Code	Transfer	Sat 5/23	Sun 5/24	Mon 5/25	Tue 5/26	Wed 5/27	Thu 5/28	Fri 5/29					
+	Memorial Day				8:00									
			0:00	0:00	8:00	0:00	0:00	0:00	0:00					

To enter your work time into the time card system:


- 10. Select: the cell
- 11. Enter: the time worked
- 12. Repeat: this process for each worked day

NOTE: If the week includes a holiday you may need to add a row to include your additional time worked for that week by pressing the add row icon .



		Save	Approve	Comments →	Primary Account	Totals Summary	Refresh							
Add Row	Pay Code	Transfer	Sat 5/16	Sun 5/17	Mon 5/18	Tue 5/19	Wed 5/20	Thu 5/21	Fri 5/22					
	Hours Worked	<input type="text"/>	<input type="text"/>	<input type="text"/>	8:30	<input type="text"/>	8:30	<input type="text"/>	8:30	<input type="text"/>	6:00			
	SICK	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	8:30	8:30	<input type="text"/>	8:30	<input type="text"/>	6:00			
			0:00	0:00	8:30	8:30	8:30	8:30	8:30	6:00				
Add Row	Pay Code	Transfer	Sat 5/23	Sun 5/24	Mon 5/25	Tue 5/26	Wed 5/27	Thu 5/28	Fri 5/29					
	Memorial Day				8:00					0:00	0:00			
			0:00	0:00	8:00		0:00	0:00	0:00	0:00	0:00			

- 13. Select: Save button to save your changes

If more than one exception code is required, for example vacation and sick, for the same week, insert a row by clicking the add row icon . A new row will appear below the Pay Code for the first exception time.

On the new row from the drop-down list in the Pay Code column:

- 14. Select: the pay Code that applies to the exception time used

On the new row of the Pay Code:

- 15. Enter: the day column the hours which were used for the Pay Code
- 16. Select: Save button to save your changes

To remove a Pay Code if placed in error:

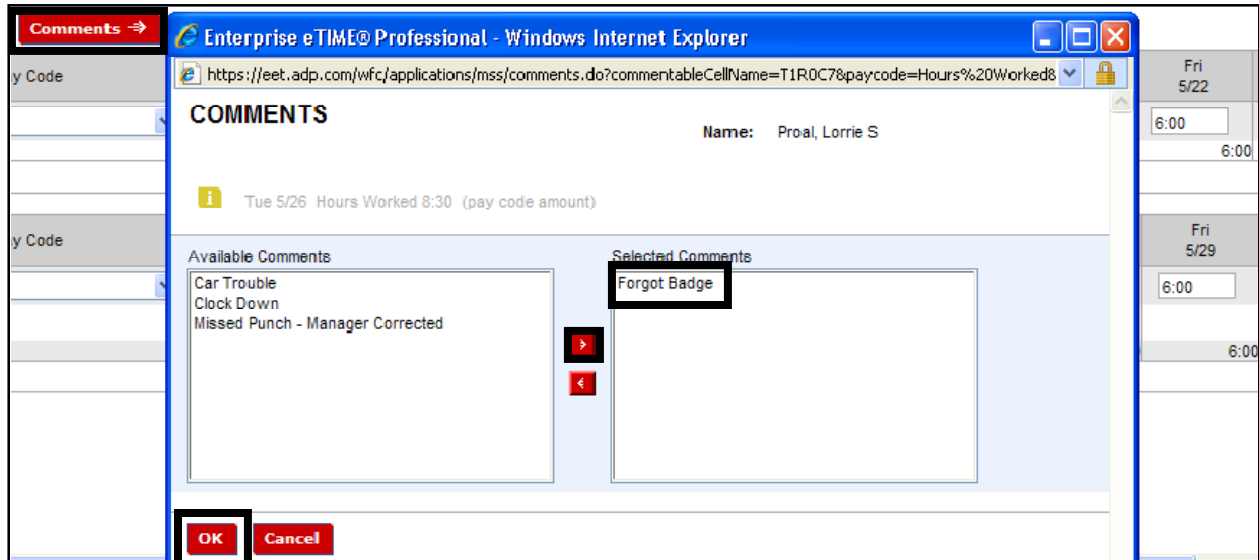
- 17. Highlight: the cell data and press your DELETE key on the keyboard

The row will disappear when you Save the timecard.

- 18. Select: Save button to save your changes

To add comments to your timecard:

1. Select: the cell you wish to add the comment to
2. Select: the comments box
3. Select: the comments option and select the arrow key
4. Select: OK



The time cell will now show a comment has been added to the cell. To display the comment:

5. Select: the comment icon



NOTE: You must save all your changes to your timecard (outlined in Step 13). If the changes have not been saved the word TIMECARD in the upper left corner will be orange:

TIMECARD

Once you have saved the changes the word TIMECARD will change to black:

TIMECARD

The last step in the process is to approve your timecard. Approving your timecard “submits” your timecard to your manager for approval. Approval lets your manager know that the timecard is accurate, complete and ready to be sent for processing.

Approval can be *removed* if a manager has not submitted the timecards for processing.

To approve your timecard:

1. Select: Approve button



System will approve the timecard and display the screen below:



To remove the approval, select the Remove Approval button.