

## **Condensed Guide for Benefitted Monthly Paid Employees (Faculty/Staff)**

*Using the ADP eTIME system for requesting and recording  
exception time (sick/vacation & extended leave)*


**Step 1:** Log into the ADP portal (<https://portal.adp.com/public/index.htm>)

**Step 2:** Select the User Login button and enter ADP user name (do not forget to add the @usg) and password (must have registered for ADP to have user name and password)

**Step 3:** Click time tab, then click here to access eTIME – if you are an approver click the Managers/Approvers link, if you are not an approver click the All Other Employees link

**Step 4:** If sick/vacation is upcoming- go to “My Information”, “My Actions” to request time off (i.e., sick/vacation) or request leave time (i.e., FMLA)

**Step 5:** Complete online form and submit for supervisor’s approval. Once supervisor approves, it should record automatically on appropriate timecard.

**Step 6:** By the 3<sup>rd</sup> Thursday of each month (unless payroll announces a new deadline), go to “My Information”, “My Timecard” and check to make sure that any leave taken is recorded on timecard for that month. If any leave is missing, such as an unexpected sick day that was not requested off in advance, then select the drop down arrow under pay code and select either sick or vacation. Enter the number of hours in cell for the day you were off. 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. Remember to save edits by clicking the save button.

**Step 7:** Click the approve tab to “sign’ that your information is accurate and is ready for your supervisor to approve your timecard.

NOTE: Monthly employees do not need to approve timecard to be paid. If there is no sick or vacation for that month, then steps 6 & 7 are not required.

### **Additional Information:**

- Once you have requested leave, 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 leave request.
- 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.
- 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.

- 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)
- 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. 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.
- 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 cancelled request, it will be removed from timecard.