# Re-adding eTIME for Returning Employees

If you have questions or concerns, please contact our Shared Services Center.
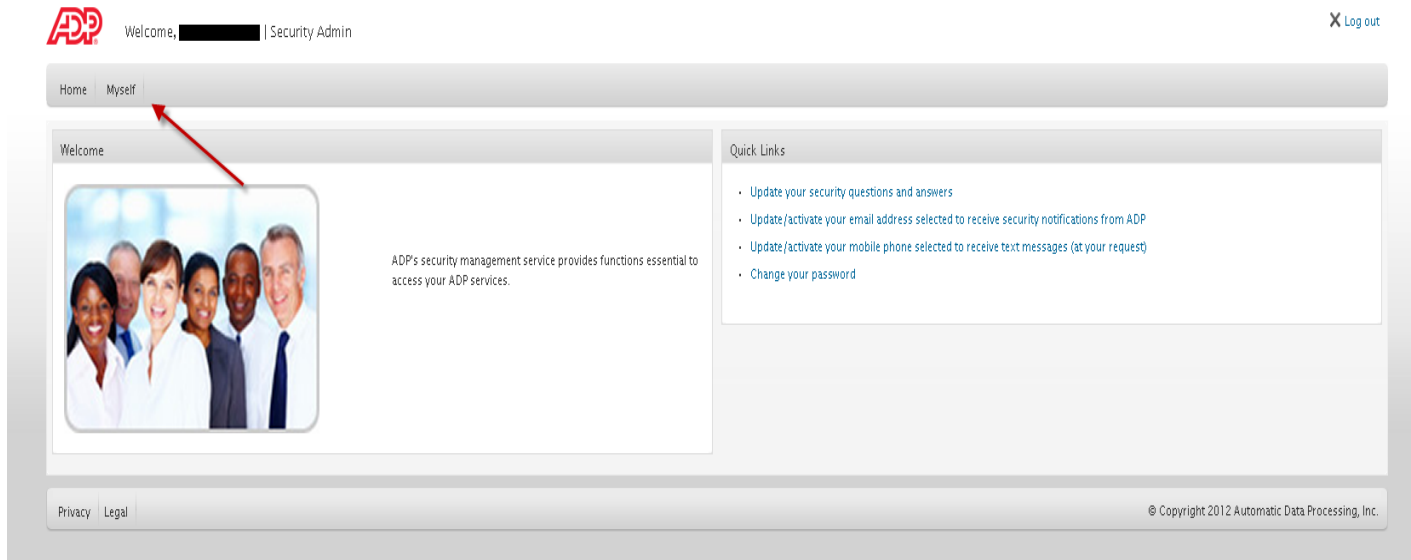
Email: usgdatahelp@ssc.usg.edu
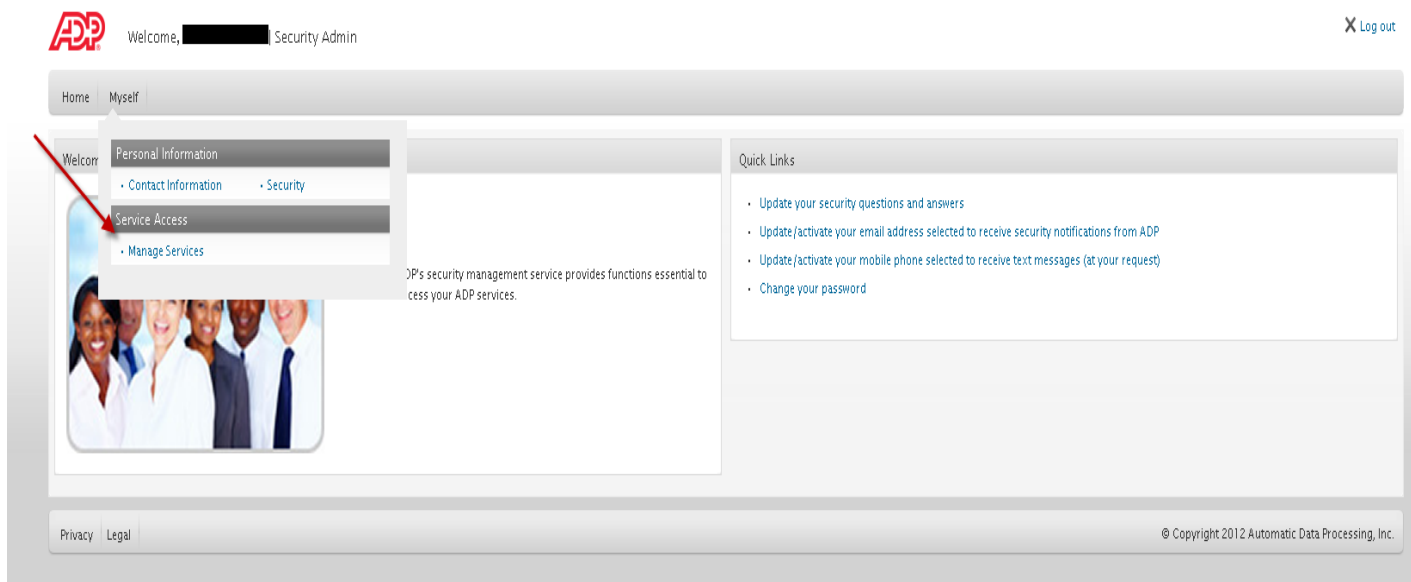Phone: (855) 214-2644

- Navigate to: https://netsecure.adp.com/public/isi/index.html
- Enter your ADP User ID and Password. Your user ID will end with "@usg." If you do not know your user ID, please contact Shared Services at (855) 214-2644 orhelpdesk@ssc.usg.edu.
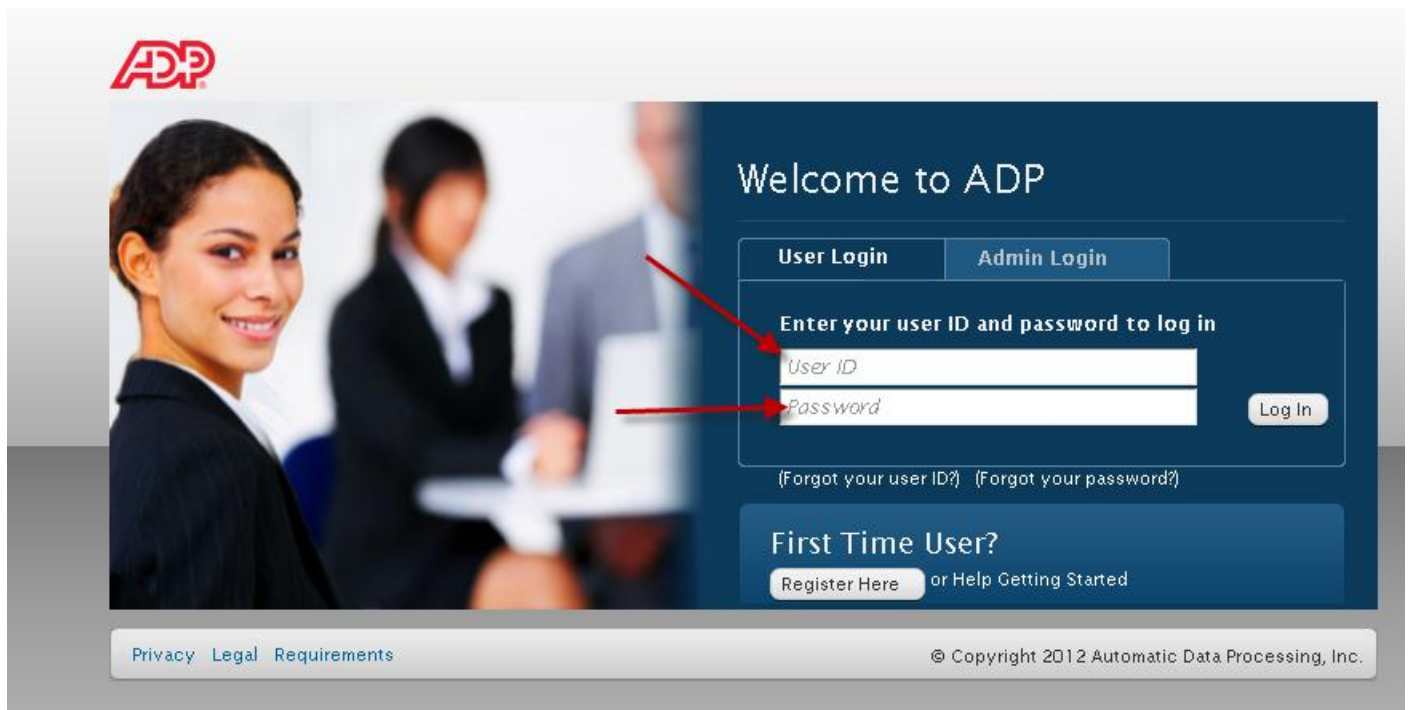


- Hover your mouse over Myself.

- Click on Manage Services.



- Click Delete. Click on "yes" if you receive a message asking if you want to delete eTIME.

- The page will refresh. Click Add to reactivate your eTIME.
- Enter your ADP employee ID number. This number is in the email from Payroll Services welcoming you back. If you do not know your number, please contact Shared Services at (855) 214-2644 or helpdesk@ssc.usg.edu.



- Scroll to the bottom of the page and select Submit.
- When added successfully, you will receive the following:

- You may now return to the ADP Portal and access eTIME.

---

If you have questions or concerns, please contact our Shared Services Center.

Email: usgdatahelp@ssc.usg.edu
Phone: (855) 214-2644

---