

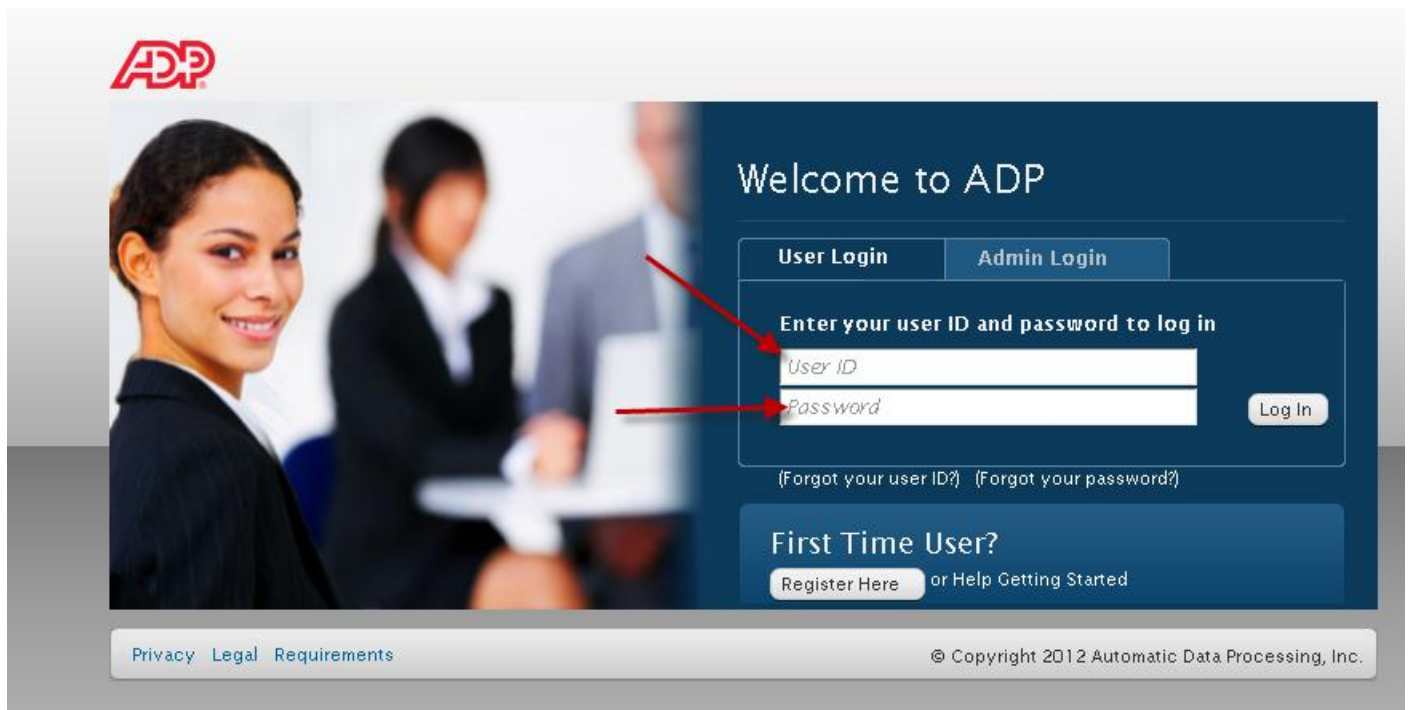
Re-adding eTIME for Returning Employees

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

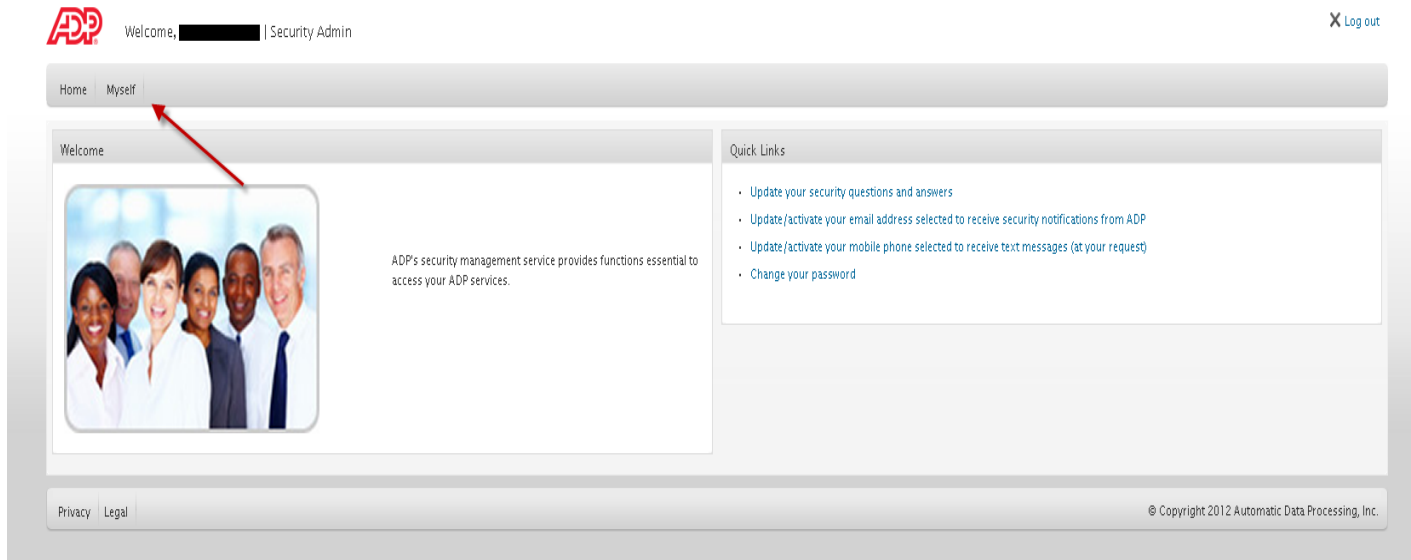
Email: usgdatahelp@ssc.usg.edu

Phone: (855) 214-2644

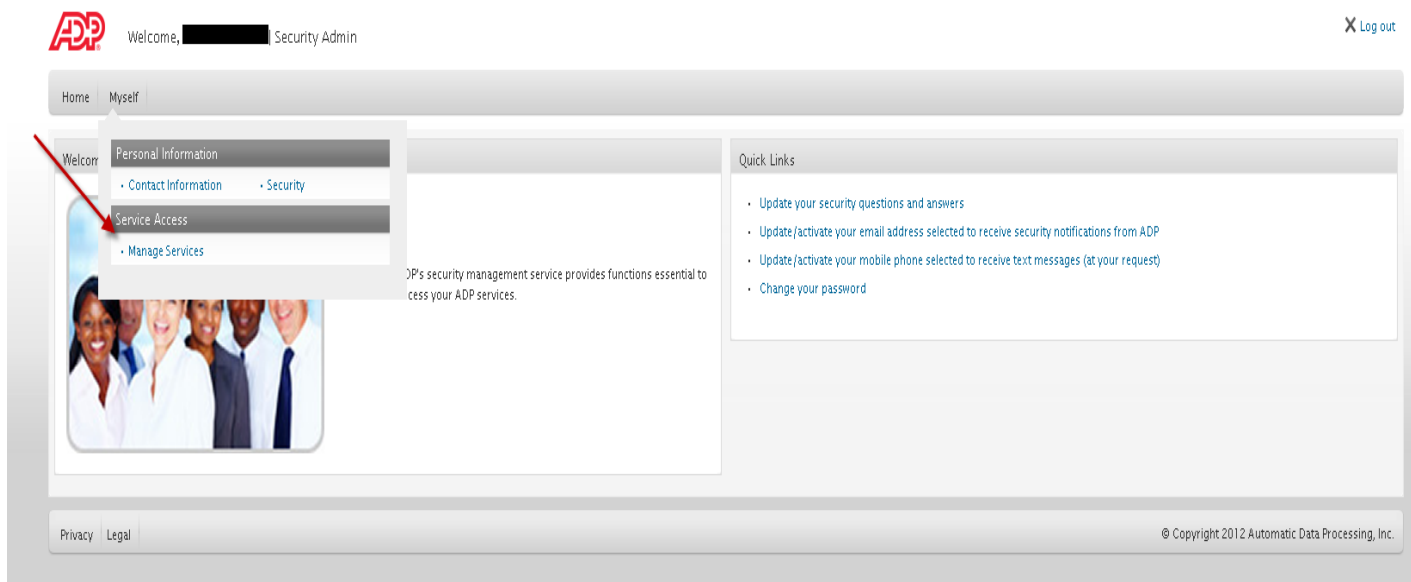
- Navigate to: <https://netsecure.adp.com/public/isi/index.html>
- Enter your ADP User ID and Password. Your user ID will end with “@usg.” If you do not know your user ID, please contact Shared Services at (855) 214-2644 or helpdesk@ssc.usg.edu.



- 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.



Manage 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**.

If you have a service that is pending and want to use your pay statement or form W-2 to associate that service with your user account, click **Try Again**.

Important: If ADP services are displayed without Add/Delete options next to them, you automatically have access to those products. You don't need to add them separately.

Service	
Self Service	
iPayStatements	
Enterprise eTIME	Delete
W2 Services	

- 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.



Manage 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

Enterprise eTIME Employee ID: ▶ (Your Employee ID is provided by your manager or system administrator.)

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



Manage 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**.

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Enterprise eTIME has been added successfully

Service	
Self Service	
iPayStatements	
Enterprise eTIME	Delete
W2 Services	

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

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