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.

Welcome to ADP
User Login Admin Login
Enter your user ID and password to log in
User ID
Password Log In
(Forgot your user ID?) (Forgot your password?)
First Time User?
Deviator Have Or Help Getting Started

• Hover your mouse over Myself.

Welcome, Security Admin			🗙 Log out
Home Myself			
Welcome	ADP's security management service provides functions essential to access your ADP services.	Quick Links Update your security questions and answers Update/activate your email address selected to receive security notifications from ADP Update/activate your mobile phone selected to receive text messages (at your request) Change your password	
Privacy Legal		© Copyright 2012 Automatic Data Pr	ocessing, Inc.

• Click on Manage Services.

Welcome, Welcome Security Admin			🗙 Log out
Home Myself			
Velcor Personal Information • Contact Information • Security Service Access • Manage Services)PS security management service provides functions essential to cess your ADP services.	Quick Links Update your security questions and answers Update/activate your email address selected to receive security notifications from ADP Update/activate your mobile phone selected to receive text messages (at your request) Change your password	
Privacy Legal		© Copyright 2012 Aut	omatic Data Processing, Inc.

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

le Services	
anage My Services	
e following ADP services are current	tly available to you. To associate another service with your user account, click Add. To remove a service from your account, click Delete.
vou have a service that is pending an	nd want to use your pay statement or form W-2 to associate that service with your user account. click Try Aqain.
nportant: If ADP services are display	yed without Add/Delete options next to them, you automatically have access to those products. You don't need to add them separately.
nportant: If ADP services are display	yed without Add/Delete options next to them, you automatically have access to those products. You don't need to add them separately.
nportant: If ADP services are display Service	yed without Add/Delete options next to them, you automatically have access to those products. You don't need to add them separately.
nportant: If ADP services are display Service Self Service	yed without Add/Delete options next to them, you automatically have access to those products. You don't need to add them separately.
pportant: If ADP services are display Service Self Service iPayStatements	yed without Add/Delete options next to them, you automatically have access to those products. You don't need to add them separately.
portant: If ADP services are display Service Self Service iPayStatements Enterprise eTIME	yed without Add/Delete options next to them, you automatically have access to those products. You don't need to add them separately.

- The page will refresh. Click Add to reactivate your eTIME. ٠
- 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.

彩	Welcome, Security Admin
ne M	rself
age Se	vices
/erify	Your Identity
ve nee	d some information in order to verify your identity. Please complete the information on this page.
ve nee = Rec	d some information in order to verify your identity. Please complete the information on this page.
/ve nee = Rec E nter p	d some information in order to verify your identity. Please complete the information on this page. uired rise eTime Information

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

P	Welcome, Security Admin	
me Mys	Myself	
inage Serv	envices	
Manag	nage My Services	
The follo	ollowing ADP services are currently available to you. To associate another service with your user account, click Add	I. To remove a service from your account, click Delete
lf you ha	, 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.
Importa	ortant: If ADP services are displayed without Add/Delete options next to them, you automatically have access to the	se products. You don't need to add them separately.
🔽 En	Enterprise eTIME has been added successfully	
Servi	ervice	
Self S	alf Service	
iPayS	ayStatements	
Enter	iterprise eTIME	Delete

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

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

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