Valdosta State University - Shared Services/ADP
Time Clock User Guide
Time Clock Punches/Pay Statements and Leave Accrual Viewing

Purpose of this Guide:
This guide provides answers to many common questions regarding the new Shared Services/ ADP system access.

The first step to view your time clock punches, pay statements or leave accrual in 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.

Login to ADP:

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:
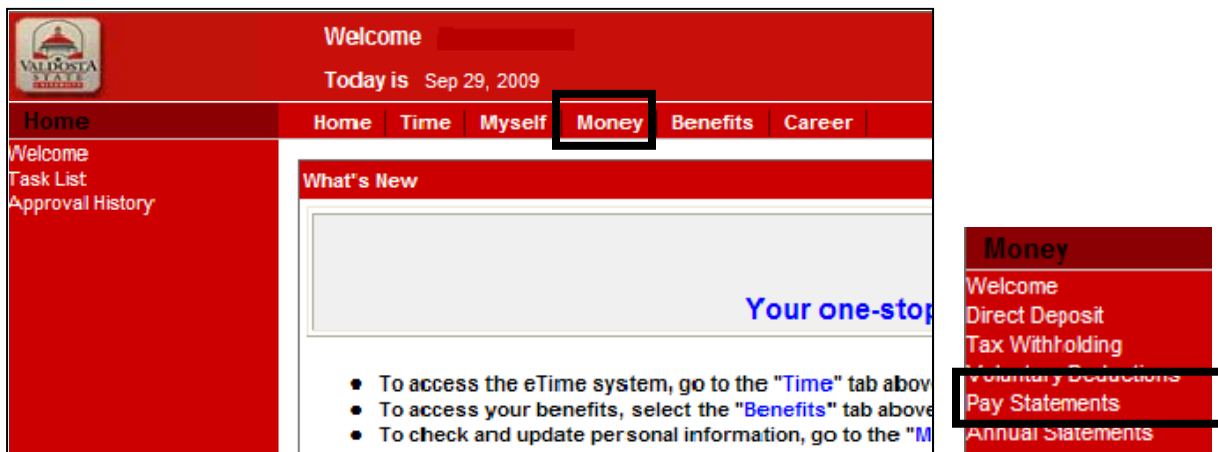   https://portal.adp.com/public/index.htm
3. Select: User Login button
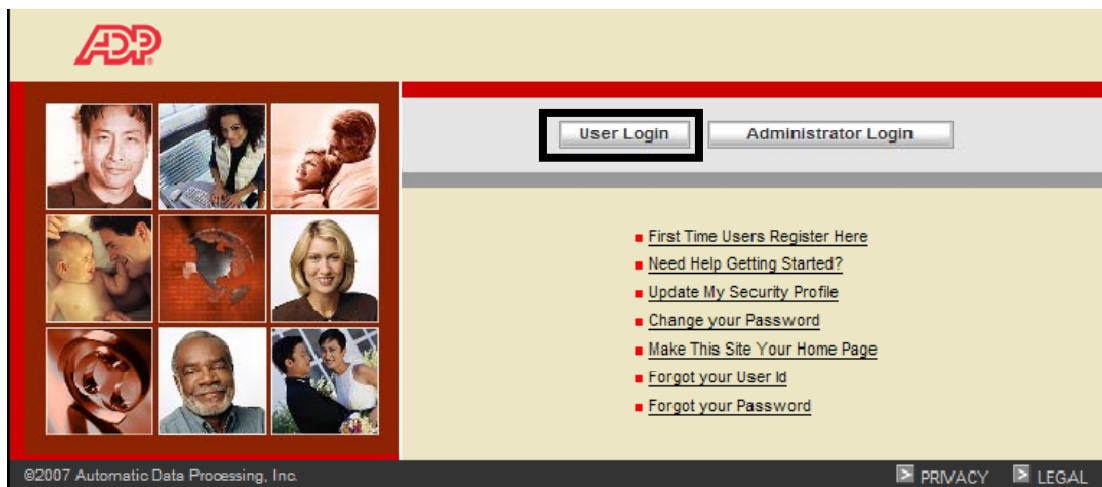
This site requires **Microsoft Internet Explorer Version 6.0** or higher.

4. Login: using your ADP username/password used during the registration process
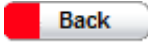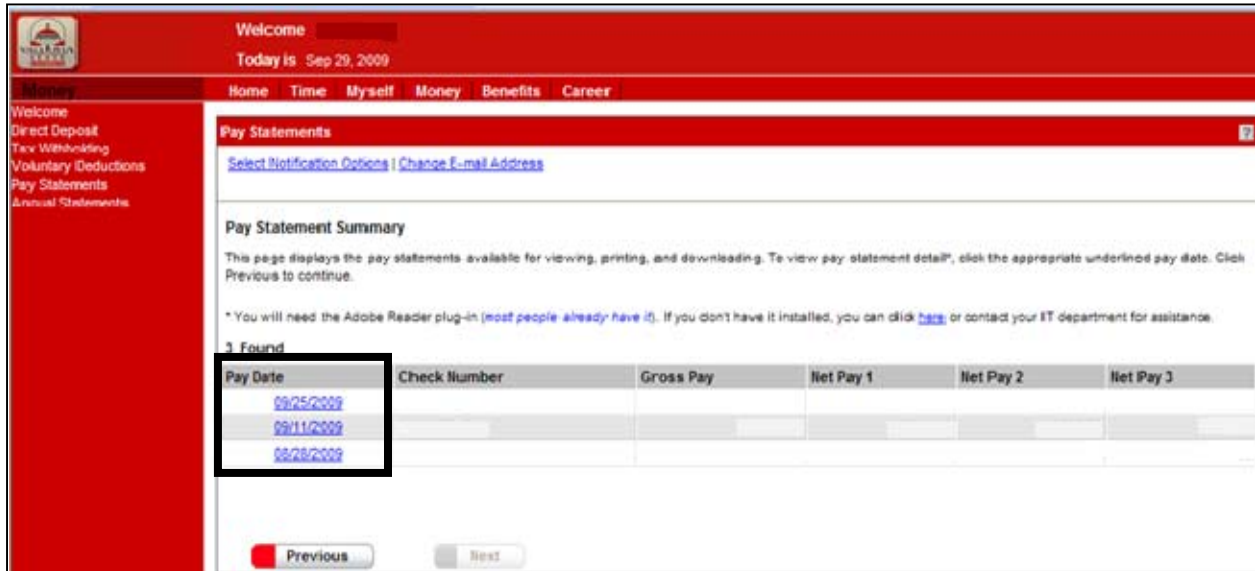
5. Select: OK
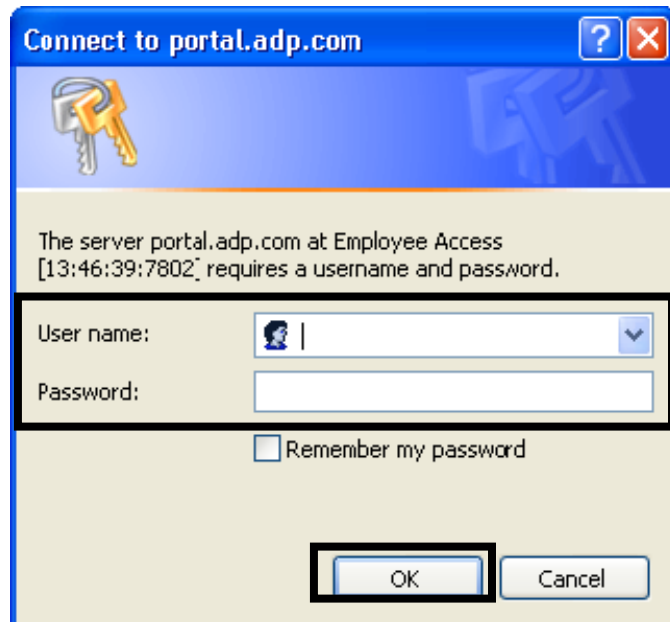
To view your pay statements:

6. Select: the Money application link and then the Pay Statements link from the left column:
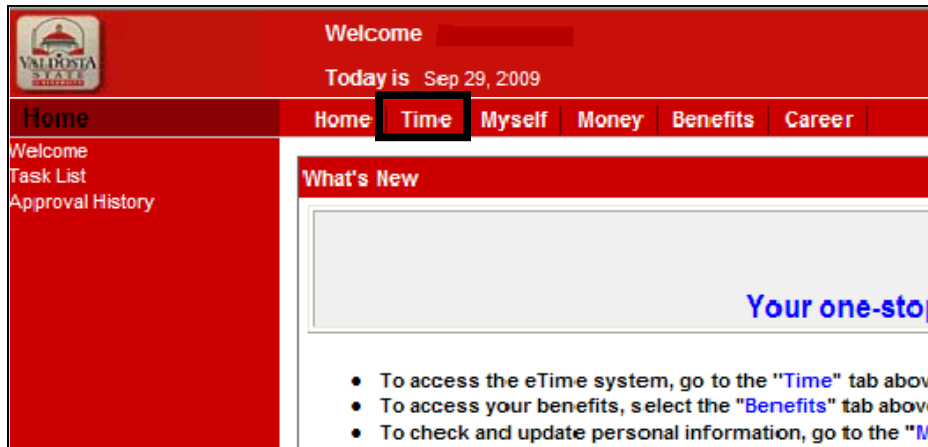
7. Your available pay statement links will appear. Click on the appropriate date to view your pay statement:
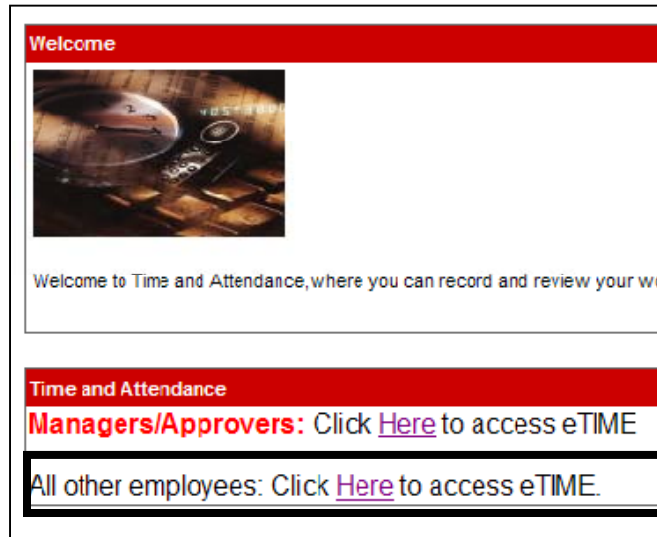

8. Click: the back button [Back] to return to the pay statements screen

To login to eTime to view your time clock punches, time detail and accrual balances and projections:

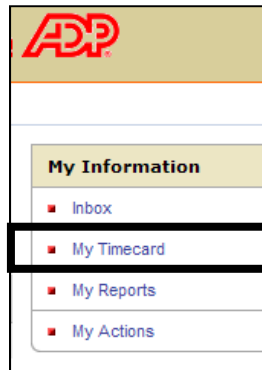9. Select: the Time application link:
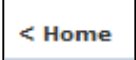
10. Select: the All other employees link:

To view your time clock punches:

11. Select: My Timecard from the My Information Tab, the select the time period you wish to view:
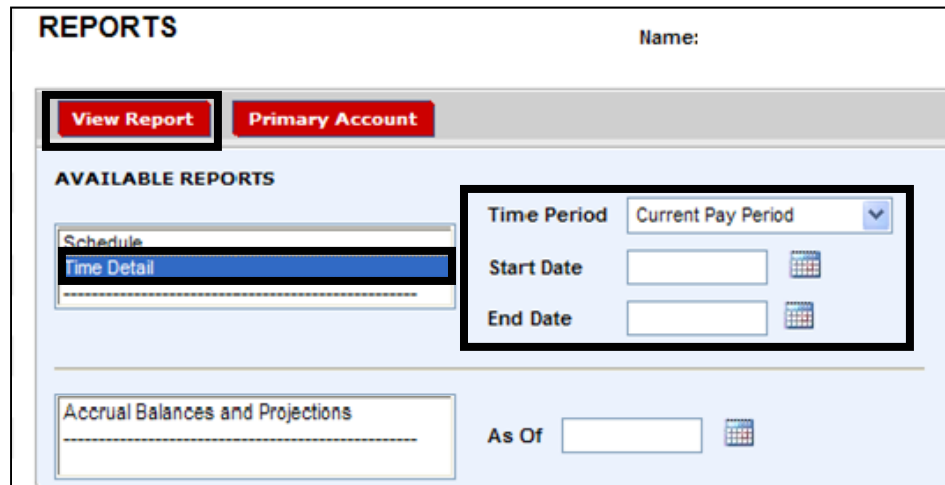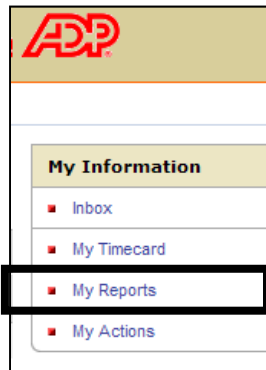

| Time Period | Current Pay Period | 9/19/2009 - 10/02/2009 |

Save | Approve | Primary Account | Totals Summary | Refresh

Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals Shift	Daily
	Sat 9/19							
	Sun 9/20							
	Mon 9/21			5:59AM		3:01PM	8:00	8:00
	Tue 9/22			5:59AM		3:00PM	8:00	8:00
	Wed 9/23			5:46AM		8:07AM	2:15	
	Wed 9/23			12:43PM		2:48PM	2:00	
	Wed 9/23	VACATION	3:45					8:00
	Thu 9/24	VACATION	8:00					8:00
	Fri 9/25			5:30AM		2:26PM	8:00	8:00
	Sat 9/26							
	Sun 9/27							

Select the Home link [< Home] in the upper right corner to return to the main eTime screen.

To view your time detail (this is the summary view of your timecard punches):

12. Select: My Reports from the My Information Tab, then select the Time Detail from the Available Reports, what time period you wish to view and click the View Report button:

13. Select: the Return button **Return** to return to the Main Reports Screen

To view your Accrual Balances and Projections:

14. Select: My Reports from the My Information Tab, then select the Accrual Balances and Projections from the Available Reports, as of which date and then click the View Report button:

The screen displays your leave balances as of the date selected.

15. Select: the Return button **Return** to return to the Main Reports Screen

Select the Home link **< Home** in the upper right corner to return to the main eTime screen.

Select the Log off link **Log Off |** in the upper right corner to logoff eTime.