Board of Regents of the
University System of Georgia
eTIME® Employee User Guide

Employees with the
Hourly View Time Card
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Registering for Self Service


2. Click the **First Time Users Register Here** link on the Self Service Login page.

3. Click **Register Now**.
4. Enter our Registration Pass Code: USG-6775 and click Next.

5. Verify your identity. Enter your data in the fields with the ▶. After completing these fields, click Next. Please Note – you must enter your name as it appears in the HR/Payroll system of record (no nicknames).
6. In rare circumstances, a second page (below) of Verify Your Identity may appear. This may be due to incorrect data being entered in the previous screen. If this occurs, click Cancel and verify your entered information. Note – you must enter your name as it appears in the HR/Payroll system of record. If all data is correct and you are still seeing this form, please contact Colette Long in Payroll for assistance.

7. Complete the fields on your Contact Information and click Next.
8. Complete all the fields on your Security Information and click **Next**.

![Security Information Step](image)

9. The View Your Userid & Create Your Password will appear. Your user ID is displayed.

Note: The security questions and answers are used if you forget your logon credentials. Be sure to choose information that you can readily remember.
10. Enter your password in the **Create Password** field.

   Note: Your password must be a minimum of 8 characters and contain at least one alpha and either one numeric or special character. Your password is case-sensitive.

11. Re-enter your password in the **Confirm Password** field and click **Submit**.

12. The Confirmation page will appear. You are now registered for Self-Service. Click **Close**.

   The next step is to add Additional Services, so you have access to eTIME.
Adding eTime

1. Go back to the Portal main login page: http://portal.adp.com and select “First Time Users Register Here”

2. Click Add a Service.
3. On the Enterprise eTIME line, choose **Add**.

4. Enter your Employee ID number and click **Submit**.

5. Upon successful completion, you will see the following screen:
Log On

Access the eTime Timesheets link from the Employee Self Service Portal.

1. Click the Employee Self Service link on your institution’s webpage.
2. Click ‘User Login’ button.
3. Enter User Name and Password and click OK.
4. The Netsecure Portal will appear. The application links allow you to enter into each application.
5. Click the Time application link

6. Click the Here link for All other employees if you are not a manager or approver of time cards.

7. Now you are in the eTime application.

You will click on My Timecard to take you into your time card.
Hourly View Time Card

The Hourly View timecard is where you will enter, review, edit, and approve the time that you spend in job-related activities. Your Supervisor will then review, edit, or approve the timecard and release the information to the payroll department.

Entering Time in an Hourly View Timecard

The timecard grid contains In and Out columns in which you enter punches. You should have an out-punch for every in-punch.

To enter your punches:

1. Click the first ‘In’ cell across from the appropriate date and enter the time that you start work. AM does not have to be typed but PM does.
2. Click the first ‘Out’ cell and enter the time that you end work. This time can be at the end of the day or for a break or lunch.

3. If you punched out for a break or meal, click the insert a row box for the day you are currently recording. Click the second ‘In’ cell for the day and enter the time that you returned to work.

4. Click the second ‘Out’ cell and enter the time that you ended work.

5. Click ‘Save’.

Transferring Time in a Timecard

Each employee is assigned a primary labor account, primary job, and default work rule. However, you may sometimes be asked to work at a different area or job and charge your hours there. This is referred to as a timecard transfer.

To perform a timecard transfer:

In the timecard grid, click the Transfer column on the row associated with the punch or amount that you want to transfer.

<table>
<thead>
<tr>
<th>In</th>
<th>Transfer</th>
<th>Out</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00AM</td>
<td></td>
<td>12:00PM</td>
</tr>
<tr>
<td>1:00PM</td>
<td></td>
<td>5:00PM</td>
</tr>
</tbody>
</table>

* Select the transfer from the drop-down list of recent transfers.
Click the magnifying glass in the Transfer cell that you selected to show the Transfer Selection box.

**TRANSFER SELECTION**

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Code</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Approver</td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WORK RULE</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Transfers remain in effect on each day one is added, until you cancel them.

1. Use the \(\bigtriangleup\) for the Account Code you need to transfer the charge.
2. Use the \(\bigtriangleup\) for the Approver who needs to approve the account for the transfer of the charge.
3. Click Ok.

<table>
<thead>
<tr>
<th>In</th>
<th>Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00AM</td>
<td>/09GCC10//99999/</td>
</tr>
<tr>
<td>1:00PM</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Transfers remain in effect on each day one is added, until you cancel them.
Saving the Time Card

You need to save your changes to your timecard. The word TIMECARD will be orange indicating changes had been made and saving is required. Click Save from the menu bar.

A message will appear showing the save was successful and the work TIMECARD will return to black.

Approving the Timecard

Approving your timecard ‘submits’ your time card for Supervisor approval. Approval lets a Supervisor know that the timecard is accurate, complete and ready to be sent to payroll for processing.

Approval can be removed if a manager has not submitted the timecards to payroll.

**IMPORTANT!** Make sure time is correct: Don’t approve until any missed punches are fixed. These are identified as a solid red box where the punch should be. Missed punches will cause the time card to not be paid.
Click on ‘Approve’ from the toolbar.

**Returning to eTime Home page**

To return to the Home page where you can select another option, click the **Home** link from the upper right hand corner of the Time Card.