Resources for Returning Faculty, Staff, and Students

Welcome, the University System of Georgia Shared Services Center (SSC) has com-

piled the following resources to provide assistance with the ADP Portal.

ADP Portal

- Register as a User
- Password Reset
- Update Your Personal Information
- Health Savings Account (HSA) Contribution Change for Current Year (New)
- Benefit Elections
- View Current Benefit Elections
- Add or Re-Add eTIME
- Add or Update Direct Deposit Information
- Go Paperless, Enroll to Receive Annual W-2 Statements Electronically
- View and/or Print Annual W-2 Statements
- View and/or Print Pay Statements (New)



UNIVERSITY SYSTEM OF GEORGIA SHARED SERVICES CENTER

July 18, 2016

Need to Contact Us?

By Phone: Toll Free (855) 214-2644 Main Phone (478) 240-6500 Fax (478) 240-6414

Email: helpdesk@ssc.usg.edu

Website: <u>www.ssc.usg.edu</u>

Extended Hours: August 8 – September 2, 2016 Monday - Friday 7:30 A.M. – 5:30 P.M.

Normal Business Hours: Monday - Friday 8:00 A.M. – 5:00 P.M. Self-Service support is available at <u>https://</u> answers.ssc.usg.edu



Job Tool EMP-CS-2004JT Revision 04 Date 04/27/2016

Return to Contents

OVERVIEW

Before you can access any ADP web applications, you will need to register as an ADP Portal user and create a Password. The ADP web applications allow you to access your electronic time card (when applicable), enroll in benefits (when applicable), view your pay statements, view your W-2s, and much more. Once you receive confirmation from HR that your hiring process is complete, you will follow these instructions to create your account. To create your account, you will need:

- Your Social Security Number (SSN)
- USG Passcode

To obtain the USG Passcode, contact the USG Shared Services Center (SSC) toll free at (855) 214-2644 or email us at <u>helpdesk@ssc.usg.edu</u>.

For additional assistance, you may view a video demonstration provided by ADP at <u>https://support.adp.com/netsecure/pages/pub/clientuser/1.0/ssr/ADP_Employee_Self_Service_Registration.htm.htm</u>.

Need Assistance

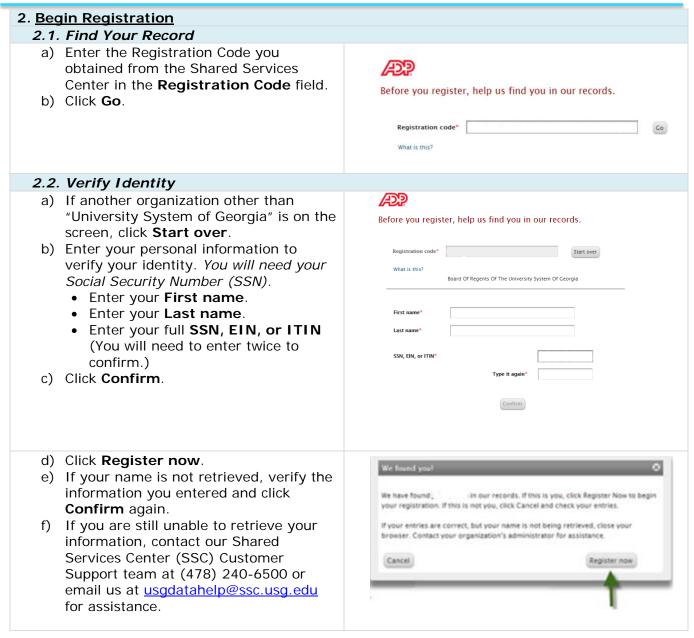
If you need assistance with these instructions, receive an error message at any step in the process or have any concerns once you are logged in, please contact our Shared Services Center (SSC) Customer Support team for assistance. Our normal business hours are Monday through Friday 8:00 A.M. – 5:00 P.M. except holidays. You can call us toll free at (855) 214-2644 or email us at helpdesk@ssc.usg.edu.

INSTRUCTIONS



Job Tool

EMP-CS-2004JT Revision 04 Date 04/27/2016





Job Tool



EMP-CS-2004JT Revision 04 Date 04/27/2016

3. <u>Rec</u>	gister for ADP Services			
3.1.	Enter Contact Information			
a)	ADP uses this information to email your activation code to you. <i>The contact</i> <i>information is also used to send</i> <i>temporary passwords if you need to</i> <i>reset your password.</i>	Enter your contact information How all this be used by ADP? Email address*		
	Note: For notifications, employees should use the email address furnished by their institution for their "Work" email address.	Mobile phone number		55-555 Work @ Personal ssages regarding my account at the number I have ssaging Terms and Conditions.
32	Create Password			
	Your User ID will be displayed on the			serios and
	screen. Create your Password . The password must be at least eight (8) characters long, contain at least one (1) letter and	View your user ID and cre User ID* Password*	eate a password JSmith@usg 	
c)	one (1) number, and <u>is</u> case sensitive. Enter the password you created in the Confirm Password field.	Confirm password*		
3.3.	Select Security Questions and Answe	rs		
a)	To protect your account, select three security questions and answers. Your answers are not case sensitive and must be at least two (2) alphanumeric characters.	In case you forget your u Question 1* Your answer* Question 2*	ser ID or password In what city was your father born? (Enter Macrid In what city was your mother born? (Ente	
	Note: If you forget your user ID or password, you will be required to answer these questions to confirm your identity.	Your answer* Question 3* Your answer*	New York What has the name of your first per? Bubbles Register now	▼
b)	Click Register now.			
3.4.	Registration Complete			
	Respond to the message within 24 hours to activate your email and/or mobile phone.	Your registration	for ADP services is complete!	
	Note: If you do not activate your information, you will <u>not</u> be able to receive notifications (including temporary passwords) using the contact information you entered on step 3.1.	Activate your em ADP has sent you a cor john.smith@testcompi Respond to this messa your contact informati	ny.com and 973-974-5000. ge within 24 hours so we can activate on. rmation message? Contact your	 ✓ Your available ADP services ADP Security Management Self Service



Job Tool EMP-CS-2004JT Revision 04 Date 04/27/2016

ed Services C	ENTER	REVISION 04 Date 04/27/2010
b)	You may click ADP Security Management (Netsecure) to add ADP services available to you. To add ADP Enterprise eTIME, refer to job tool, <u>EMP-CS-2005JT ADP Portal – Add or</u> <u>Re-Add eTIME</u> .	
	Note: Enterprise eTIME is the Time and Labor Management system used by employees to:	Respond to this message within 24 hours so we can activate your contact information. Did not receive a confirmation message? Contact your organization's administrator for assistance.
	 Record and review hours worked View exception time accrual balances (vacation, sick, and floating holiday) Request or cancel time off Request or cancel leave time 	
c)	To log in to your ADP Self Service account, click Self Service .	
a)	Activate Email Address Once your registration is complete, you will receive an email from "ADP Generated Message" providing instructions to activate your email address. Follow the instructions contained in the email.	
4.2.	Activate Mobile Phone	ning einem neu oden zehn noch en eukonnered agstellt. Do noch neuer noch ning eineme.
	Once your registration is complete, you will receive a text message from ADP.	SAMSUNG
b)	Reply with the code in the text message to activate your mobile number. Note: In the United States, the message will come from sender "90206".	From ACP Relative the tables where the active constrained active The tables of the tables The tables The tables of the tables The tables

Task Complete



Job Tool EMP-CS-2003JT Revision 05 | Date 07/14/2016

Return to Contents

OVERVIEW

Self Service Portal Users (Employees)

If you have locked out your ADP self service Portal account because of too many failed logon attempts but know your password, wait 15 minutes and try to log in again. If you are unsuccessful or you have forgotten your ADP Portal password, use the **Forgot your Password** link on the ADP Portal home page to reset your password. You may have your temporary password sent to your email address, mobile phone, or you may reset your password online. Depending on the option you select, you will be required to complete additional steps to verify your identity.

For additional assistance, you may view a video demonstration provided by ADP at <u>https://support.adp.com/netsecure/pages/pub/clientuser/1.0/frgt/ADP_Employee_Forgot_Password_and_Forgot_UserID.htm</u>.

Administrator Portal Users (Practitioners)

Refer to job tool, EMP-CS-2030JT, <u>ADP Portal – Password Reset Administrator Portal User</u> (<u>Practitioner</u>).

Option 1 - Send a Temporary Password (Text Message) to My Mobile Phone Number

The SSC recommends that you use the temporary password within 24 hours of receipt.

To use this option, you will need the answers to your security questions. In addition, the contact information (mobile phone number) you provided during your ADP Portal registration **must** be activated. *This should have been completed during your ADP Portal registration.* If you were unable to activate your contact information or skipped the activation step, you will **not** be able to use this option.

Option 2 - Send a Temporary Password to My Email Address

The SSC recommends that you use the temporary password within 24 hours of receipt.

To use this option, you will need the answers to your security questions. In addition, the contact information (email address) you provided during your ADP Portal registration **must** be activated. *This should have been completed during your ADP Portal registration.* If you were unable to activate your contact information or skipped the activation step, you will **not** be able to use this option.

Option 3 - Reset My Password Online

To use this option, you will need the answers to your security questions.



EMP-CS-2003JT Revision 05 | Date 07/14/2016

Need Assistance

If you need assistance with these instructions, receive an error message at any step in the process, or have any concerns once you are logged in, please contact our Shared Services Center (SSC) Customer Support team for assistance. Our normal business hours are Monday through Friday 8:00 A.M. – 5:00 P.M. except holidays. You can call us toll free at (855) 214-2644 or email us at helpdesk@ssc.usg.edu.

INSTRUCTIONS

b) Click Next.



ADP is con

ed to protecting your privacy and e

Dowguss Example: JDoe@USG



2.2. Select Reset Method

The following options are available:

EMP-CS-2003JT Revision 05 | Date 07/14/2016

2.2.1 Send a Temporary Password (Text Message) to My Mobile Phone 2.2.2 Send a Temporary Password to My Email Address 2.2.3 Reset My Password Online 2.2.1. Send a Temporary Password (Text Message) to My Mobile Phone Notes: The SSC recommends that you use the temporary password within 24 hours of receipt. You will need the answers to your security questions. In addition, the contact information (mobile phone number) you provided during your ADP Portal registration must be activated. This should have been completed during your ADP Portal registration. If you were unable to activate your contact information or skipped the activation step, you will not be able to use this option. a) Select "Send a temporary Reset Your Password password to my mobile Step 2 Salert Reset Mathed Varifu Information phone..." Step 2 of 5: Select Reset Method To protect your information, the password to your account cannot be retrieved and must be reset. Depending on the option you select, you will be req additional steps to verify your identity. Standard text and data charges might apply from your mobile phone carrier. b) Click Next. Select the contact information to which you have immediate access to continue this process Reset Method Send a temporary password to my mobile phone num Send a temporary password to my email address: O Reset my manuard online (for your security, the narranged you enter will be my Cancel c) If you receive this message, contact the Shared Services Center You have not updated your security questions and answers or 0 activated your email address and/or mobile phone number (SSC) Customer Support team for continue this process. Contact your company administrator for assistance. Transaction ID:CCT-D08-5CARDP assistance. d) Answer your security questions Reset Your Password (answers are not case sensitive). e) Click Next. Step 3 of 5: Verify Information What was your childhood f) You will receive a message that Reset Your Password your temporary password is about to be sent to your mobile phone. Step 4 of 5: Reset Your Password g) Click Next. 0 h) You will receive confirmation that Reset Your Password your temporary password has been sent. Step 5 of 5: Confirmation Click Log In. Your temporary password has been sent. Use this password to log in to your AD password after you log in Login

Page 3 of 8



Job Tool EMP-CS-2003JT

Revision 05 | Date 07/14/2016 Click USER SIGN IN. j) <u>/JDD</u> User Sign In First Time User USER SIGN IN CREATE ACCOUNT Need Help Getting Started? ADMINISTRATOR SIGN IN ke This Site Your Home Pa k) Enter your ADP Portal User name. jdoe@usg I) Enter the temporary Password you received. m) Click OK. OK flm Cancel n) Enter the temporary password you Password Change Request received in the Current Password l'our password has expired or has recently been resel. For your protection, please change your password before continuing. field. Passwerds must be at least 8 characters long and must contain at least 1 letter and 1 number. Passwerds are case sensitive. It is recammended that pas characters and comain a mix of upper- and lowercose letters, numbers, and special characters. o) Enter a <u>new</u> password in the important: Do not use user ID, name, or other personal information. Do not store your password on paper or in electronic format. Remember to change it frequently Create Password field. Carrent Password: Note: Passwords must be at least 8 characters long and must contain 1 letter and 1 number. Passwords Submit 🗧 Clear are case sensitive. It is recommended that passwords be 12 or more characters and contain a mix of upper- and lowercase letters, numbers, and special characters. Reuse of your last 12 passwords will not be permitted. p) Enter the new password you created in the Confirm Password field. q) Click Submit. r) You will receive confirmation that Password Successfully Changed your password has been Confirmation: Your successfully changed. Continue s) Click Continue.

Task Complete



EMP-CS-2003JT Revision 05 | Date 07/14/2016

2.2.2. Send a Temporary Password to My Email Address

Notes:

The SSC recommends that you use the temporary password within 24 hours of receipt.

You will need the answers to your security questions. In addition, the contact information (email address) you provided during your ADP Portal registration must be activated. *This should have been completed during your ADP Portal registration*. If you were unable to activate your contact information or skipped the activation step, you will <u>not</u> be able to use this option.

 a) Select "Send a temporary password to my email address" b) Click Next. 	Rest Gur Passandi Part Particle Part Particle Part Particle Part Part Part Particle Part Part Part Part Particle
 c) If you receive this message, contact the Shared Services Center (SSC) Customer Support team for assistance. 	You have not updated your security questions and answers or activated your email address and/or mobile phone number to continue this process. Contact your company administrator for assistance. Transaction ID:CCT-D08-SCARDP
 d) Answer your security questions (answers are <u>not</u> case sensitive). e) Click Next. 	Krist Your Password Strp 3 Very Password Strp 3 Very Password Strp 4 Very S Very Password Strp 4 Very S Conformation Conformation Conformation Conformation Conformation Automatic Mater Mater
f) You will receive a message that your temporary password is about to be sent to your email address.g) Click Next.	Step 4 Step 4 Step 5 Step 4 of 5: Reset Your Password Step 5 Codematum
 h) You will receive confirmation that your temporary password has been sent. i) Click Log In. 	Step 2 Step 2 Step 2 Step 3 Step 5 Confirmation Step 5 of 5: Confirmation Step 2 Step 4 Step 5 Step 3 Confirmation Step 5
j) Click USER SIGN IN .	User Sign In USER SIGN IN ADMINISTRATOR SIGN IN First Time User CREATE ACCOUNT Need Help Getting Started? Need Firs Star Your Home Page

University System of Georgia Shared Services Center 1005 George J. Lyons Pkwy, Sandersville, Georgia 31082 Toll Free (855) 214-2644 • Phone (478) 240-6500 • Fax (478) 240-6414 Email <u>helpdesk@ssc.usg.edu</u> • Website <u>www.ssc.usg.edu</u> Normal Business Hours: Monday through Friday 8:00 A.M. – 5:00 P.M. Self-Service support is available at <u>https://answers.ssc.usg.edu</u>

Page **5** of **8**



Job Tool EMP-CS-2003JT

Revision 05 | Date 07/14/2016

I)	Enter your ADP Portal User name . Enter the <u>temporary</u> Password you received. Click OK .	jdoe@usg Password Remember my credentials
	Enter the <u>temporary</u> password you received in the Current Password field. Enter a <u>new</u> password in the Create Password field.	Passwort Change Request True passworts excited that as using how more true passworts are excited at as using how more true passworts were associated as using how more true passworts are associated as a subject to a set of the set o
	Note: Passwords must be at least 8 characters long and must contain 1 letter and 1 number. Passwords are case sensitive. It is recommended that passwords be 12 or more characters and contain a mix of upper- and lowercase letters, numbers, and special characters. Reuse of your last 12 passwords will not be permitted.	
	Enter the <u>new</u> password you created in the Confirm Password field. Click Submit .	
r)	You will receive confirmation that your password has been successfully changed.	Password Successfully Changed
s)	Click Continue.	Continue

M Task Complete



Job Tool

EMP-CS-2003JT Revision 05 | Date 07/14/2016

2.2.3. Reset My Password Online	
You will need your employee ID, Social Security your security questions.	Number (SSN), date of birth, and the answers to
 a) Select "Reset my password online" b) Click Next. 	Reset Your Password Step 3 Very Balance Step 4 Very Balance S DEP 20 F S: SECECE Reset Method The step 5 very Balance Conference Conference To protect your information, the password by your account cancet har extriced and must be reast. Depending on the option you salest, you will be required to complex additional larger to very your information to which you have immediate access to continue this process. The sect Machod ? Sect 4 a temporary password to my weble phone number unding in:
 c) Select "Ask me identity questions on screen" d) Click Next. 	Reset Your Password Starp 4 Starp 4 Starp 4 Starp 4 Starp 4 Starp 5 School Starp 4 Starp 5 School Starp 4 Starp 5 School Starp 5 Sc
 e) Enter at least two of the following: Employee ID Last 4 Digits of SSN, EIN, or ITIN (You will need to enter twice to confirm.) Birth Month and Day f) Click Next. 	Step 3 Step 3 Step 4 Step 5 Step 3 Step 1 Step 2 Step 2 Too Social Security Number OSR0 / Flores Instance Step 3 Step 3 Step 3 Too Social Security Number OSR0 / Flores Instance Step 4 Step 5 Step 5 Too Social Security Number OSR0 / Flores Instance Too Social Security Number OSR0 / Flores Instance Step 5 Too Social Security Number OSR0 / Flores Instance Too Social Security Number OSR0 / Flores Instance Too Social Security Number OSR0 / Flores Instance Too Social Security Number OSR0 / Flores Instance Too Social Security Number OSR0 / Flores Instance Too Social Security Number OSR0 / Flores Instance Importunce Instance Too Social Security Number OSR0 / Flores Instance Too Social Security Number OSR0 / Flores Instance Importunce Instance Too Social Security Number OSR0 / Flores Instance Too Social Security Number OSR0 / Flores Instance Importunce Instance Too Social Security Number OSR0 / Flores Instance Too Social Security Number OSR0 / Flores Instance Importunce Instance Too Social Security Number OSR0 / Flores Instance Too Number OSR0 / Flores Instance Instance Instance Too Social Security Number OSR0 / Flores Instance Too Number OSR0 / Flores Instance Instance Instonc
 g) Answer your security questions (answers are <u>not</u> case sensitive). h) Click Next. 	Step 4 Step 4 Step 5 Step 4 Step 5 Continuents Step 3 of 5: Verify Information Step 4 Step 5 Step 3 of 5: Verify Information Step 4 Step 5 Step 3 of 5: Verify Information Step 4 Step 5 Step 3 of 5: Verify Information Step 6 Step 6 Step 3 of 5: Verify Information Step 6 Step 7 Step 3 of 5: Verify Information Step 6 Step 7 Step 3 of 5: Verify Information Step 6 Step 7 Step 3 of 5: Verify Information Step 6 Step 7 Step 4 of 5: Verify Information Step 7 Step 7 Step 8 of 5: Verify Information Step 7 Step 7
 i) Enter your New Password. Note: Passwords must be at least 8 characters long and must contain 1 letter and 1 number. Passwords are case sensitive. It is recommended that passwords be 12 or more characters and contain a mix of upper- and lowercase letters, numbers, and special characters. Reuse of your last 12 passwords will not be permitted. Enter the new password you 	Reset: Year: Password Stary 1 Stary 2
 j) Enter the new password you created in the Confirm New Password field. 	

University System of Georgia Shared Services Center 1005 George J. Lyons Pkwy, Sandersville, Georgia 31082 Toll Free (855) 214-2644 • Phone (478) 240-6500 • Fax (478) 240-6414

Email <u>helpdesk@ssc.usg.edu</u> • Website <u>www.ssc.usg.edu</u> Normal Business Hours: Monday through Friday 8:00 A.M. – 5:00 P.M. Self-Service support is available at <u>https://answers.ssc.usg.edu</u> Page **7** of **8**



Job Tool EMP-CS-2003JT Revision 05 | Date 07/14/2016

 k) Click Next. I) You will receive confirmation that your password has been reset. 	SHARED SERVICES CENTER	
your password has been reset.	k) Click Next .	
step 5 of 5: Contirmation		Strain Strain Strain Strain Strain Strain Strain Constrained Constrained Constrained Constrained Constrained

Task Complete



ADP Portal – Password Reset Administrator Portal User (Practitioner)

Job Tool EMP-CS-2030JT Revision 02 | Date 10/15/2015

Return to Contents

OVERVIEW

Administrator Portal Users (Practitioners)

If you have locked out your ADP administrator Portal account because of too many failed logon attempts but know your password, wait 15 minutes and try to log in again. If you are unsuccessful or you have forgotten your ADP Portal password, use the **Forgot your Password** link on the ADP Portal home page to reset your password.

In order to reset your password, you will need the answers to your security questions. In addition, you will need to receive and enter the activation code provided by ADP. You may have your activation code delivered to the email address or phone number you provided and activated during your ADP Portal registration.

Self Service Portal Users (Employees)

Refer to job tool, EMP-CS-2003, ADP Portal - Password Reset Self Service Portal User (Employee).

Need Assistance

If you need assistance with these instructions, receive an error message at any step in the process, or have any concerns once you are logged in, please contact our Shared Services Center (SSC) Customer Support team for assistance. Our normal business hours are Monday through Friday 8:00 A.M. – 5:00 P.M. except holidays. You can call us toll free at (855) 214-2644 or email us at helpdesk@ssc.usg.edu.

INSTRUCTIONS

1. Access the ADP Portal at https://portal.ac	dp.com	
 a) Under User Sign In, click Forgot your Password? 		
	User Sign In USER SIGN N ADMINISTRATOR SIGN N A Proget Your January Of Verget Your Present Upget Your Present Upget Your Present	First Time User CREATE ACCOUNT Next His Gring Banket? Mails This Bis Your Hore Rige
2 Poset Vour Password		



University System of Georgia Shared Services Center 1005 George J. Lyons Pkwy, Sandersville, Georgia 31082 Toll Free (855) 214-2644 • Phone (478) 240-6500 • Fax (478) 240-6414 Email <u>helpdesk@ssc.usg.edu</u> • Website <u>www.ssc.usg.edu</u> Normal Business Hours: Monday through Friday 8:00 A.M. – 5:00 P.M. Self-Service support is available at <u>https://answers.ssc.usg.edu</u>

Page **1** of **3**



ADP Portal – Password Reset Administrator Portal User (Practitioner)

Job Tool

EMP-CS-2030JT Revision 02 | Date 10/15/2015

3 Rec	gister for Administrator Access	
	Delivery Method	
a)	Select the Delivery Method to receive your activation code (email address or phone number. Click Next .	Experience for the Antonical State A series Series and Series (Series (Serie
c)	If you receive this message, contact the Shared Services Center (SSC) Customer Support team for assistance.	You have not updated your security questions and answers or activated your email address and/or mobile phone number to continue this process. Contact your company administrator for assistance. Transaction ID:CCT-D08-SCARDP
d)	If you chose to receive your activation code to your email address, you will receive an email from ADP Generated Message	ADP Generated Message:Activation Code for Administrators SecurityServices_NoReply@adp.com Sent: To: Welcome! Use the information in this email to gain access to your ADP service.
3.2.	Enter Activation Code	
Note:	The activation code you receive will be va	lid for only 24 hours.
	Enter the Activation Code you received to your email address or phone number. Click Next .	Constrained Autors
3.3.	Verify Information	
-	Answer your security questions (answers are <u>not</u> case sensitive). Click Next .	Step 1 Step 2 Step 2 Step 2 Step 2 Step 2 Step 3 Step 3<



ADP Portal – Password Reset Administrator Portal User (Practitioner)

Job Tool

EMP-CS-2030JT Revision 02 | Date 10/15/2015

3.4. Create Password	
 a) Create your New Password. The password must be at least eight (8) characters long and must contain at least one (1) letter and one (1) number. The password is case sensitive. It is recommended that passwords be 12 or more characters and contain a mix of upper case and lower case letters, numbers, and special characters. b) Enter the password you created in the Confirm New Password field. c) Click Next. 	Provide the functional for any office of a star of the of 1 star function (in the operation of a passes is 1 2 or and charact red office or and character or and one of the operation of a passes is 1 2 or and character or and one
3.5. Select Computer Type	
 a) Select the appropriate Computer Type. b) Click Done. 	Protocol
I Task Complete	



Job Tool EMP-CS-2000JT Revision 04 | Date 06/06/2016

Return to Contents

OVERVIEW

Use the ADP self service Portal to update your personal information:

- Home address
- Mailing address
- Primary email address
- Alternate email address
- Phone number(s)
- Emergency contact(s)

The mailing address and notification email address you provide are used to send you announcements, Open Enrollment information, medical cards, W-2s, and other important information.

<u>Note</u>

To update an international address, please contact your institution's HR department.

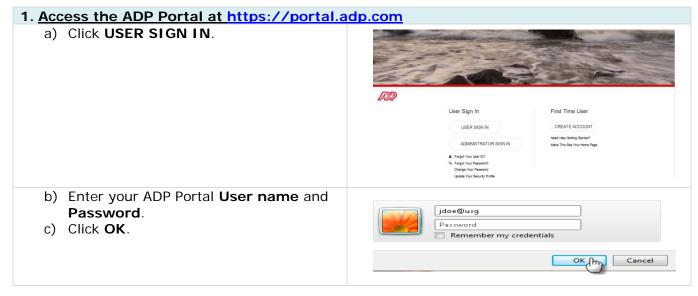
Important

If you hold positions at multiple institutions, this task will only update your primary job. Once you update your personal information, notify the Shared Services Center.

Need Assistance

If you need assistance with these instructions, receive an error message at any step in the process, or have any concerns once you are logged in, please contact our Shared Services Center (SSC) Customer Support team for assistance. Our normal business hours are Monday through Friday 8:00 a.m. – 5:00 p.m. except holidays. You can call us toll free at (855)-214-2644 or email us at helpdesk@ssc.usg.edu.

INSTRUCTIONS





ADP Portal - Update Your Personal Information

Job Tool

EMP-CS-2000JT Revision 04 | Date 06/06/2016

NIVERSITY SYSTEM OF GEORGIA Shared Services Center	Revision 04 Date 06/06/2016
2. <u>Portal Home Page</u>	
 a) Depending on your access, you <u>may or</u> <u>may not</u> see the Employee/Manager tab on your home page. If the Employee/Manager tab is displayed, ensure Employee is selected. If you are a Manager, point to the Manager tab and click Employee. 	Manager More Organization & Staffing < Reports Manager Message Center at a Glance Manager Message Center at a Glance Manager Click on the following Your one-stop source for HR/Payrol/Benefits/Time Card Click on the following Home - Time & Attendance - Pay & Taxes - Personal Information - Benefits - Career - Message C What's Now Message C Your one-stop source for HR/Payrol/Benefits/Time Card Information Message C
2 To Undate on Address	
 3. <u>To Update an Address</u> a) Point to the Personal Information tab and then click Addresses. Your current information will be displayed on the screen. 	Home ▼ Time & Attendance ▼ Pay & Taxes ▼ Personal Information ▼ Benefits ▼ Career ▼ What's New General Emergency Contacts Addresses Phone Nutwaffs Your one-stop source for HR/Payroll/Benefits/Time Card Information
Note: To update an international address, please contact your institution's HR department.	
b) To update information, click Edit .	State/Prov: Postal/ZIP: Country: Alternate E-mail Address:
 c) Update necessary changes to your: Notification E-mail Address Home Address Mailing Address Primary E-mail Address d) Click Save. 	State/Prou: Postal/ZIP: Country: Atternate E-mail Address: Market Cancel Reset Indicates a required field.
4. To Undete o Dhene Number	
 4. <u>To Update a Phone Number</u> a) Point to the Personal Information tab and then click Phone Numbers. Your current information will be displayed on the screen. 	Home • Time & Atlandance • Pay & Taxes • Personal Information • Benefits • Career • What's New Emergency Contacts Addresses 20000 Liombats Your one- a source for HR: Payroll Benefits Time Card Information
4.1. Update an Existing Phone Number	
a) Select the telephone number type.	Type Home Telephone

ADP Portal - Update Your Personal Information



Job Tool

EMP-CS-2000JT Revision 04 | Date 06/06/2016

NIVERSITY SYSTEM OF GEORGIA Shared Services Center		REVISION 04	Date 06/06/2016
b) Update the number a	and click Save .	Type: International Country Code: International City Code: Phone: Extension/PBI: Savo Cancel Reset Delete Indicates a requir	red field.
4.2. Add a New Phone	Number		
a) To add a new phone New .	number, click Add	Type Home Telephone Add New	-
 b) Select the phone num Type field. c) Enter the phone num field. d) Click Save. 		Enter your telephone information in the following fields. Click Save to ad Type: International Country Code: International City Code: Phone: Extension/PHI: Type: Indicates a require	Select Type
5. <u>To Update an Emerger</u> a) Point to the Person a			
and then click Emer Your current informa displayed on the scr	gency Contacts. ation will be	Home - Time & Attendance - Pay & Taxes - Personal Information - Benefits - What's New Emetabolic & Contasts Addresses Phone Numbers Neticon Your one-stop source for	Career +
5.1. Update an Existing	g Emergency Contac	ct distance in the second s	
a) Select the contact's		Name LastName First	
b) Update the contact's click Save .	information and	International City Code: Secondary Phone: Save Cancel Reset Delete Indicates a requir	red field.
5.2. Add a New Emerge	ency Contact		
a) To add a new contac		Name Add New	



ADP Portal - Update Your Personal Information

Job Tool

EMP-CS-2000JT Revision 04 | Date 06/06/2016

 b) Enter the contact's information. c) Click Save. 	International Country Code:
	Secondary Phone:
	Save Cancel Reset
	Indicates a required field.

Task Complete



ADP Portal – Health Savings Account (HSA) Contribution Change for Current Year

EMP-CS-2035JT Revision 01 | Date 06/22/2016

Return to Contents

OVERVIEW

Use the ADP Self Service Portal to make changes to your Health Savings Account (HSA) contribution amount for the current year.

Employee and Dependent Tobacco User Status

You will need to indicate if you or any of your covered dependents 18 years or older are currently using tobacco products. "Tobacco products" include but are not limited to cigarettes, e-cigarettes, cigars, pipes, and chewing tobacco. If you are not a tobacco user and you fail to select the correct option, a charge of \$75 will be added to your monthly medical insurance premium. You will have the ability to correct the **Tobacco User Status** at any time; however, the effective date will be the first of the month following the correction. The BOR will <u>not</u> allow refunds.

Need Assistance

If you need assistance with these instructions, receive an error message at any step in the process or have any concerns once you are logged in, please contact our Shared Services Center (SSC) Customer Support team for assistance. Our normal business hours are Monday through Friday 8:00 A.M. – 5:00 P.M. except holidays. You can call us toll free at (855) 214-2644 or email us at helpdesk@ssc.usg.edu.

Process Outline

1. Access the ADP Portal at https://portal.adp.com	2
2. Portal Home Page	2
3. Main Menu – Health Savings Account Contribution Change	3
3.1.Update Employee and Dependent Tobacco User Status	4
3.2.Update HSA Contribution Amount	4
4. Certification Statement	6
5. 20XX Benefit Confirmation	6
6. Logout of My Benefits	6



ADP Portal – Health Savings Account (HSA) Contribution Change for Current Year

EMP-CS-2035JT Revision 01 | Date 06/22/2016

INSTRUCTIONS

1. Access the ADP Portal at https://portal.adp.com	
a) Click USER SIGN IN .	User Sign In CREATE ACCOUNT User Sign In CREATE ACCOUNT User Sign In CREATE ACCOUNT ADMINISTRATOR SIGN IN A Sign You Chan Of A Sign You Chan Of A Sign You Chan Of A Sign You Chan Of A Sign You Chan Of A Sign You Chan Of A Sign You Chan Of A Sign You Chan Of A Sign You Chan Of A Sign You Chan Of A Sign You Teamory Profiles Base You Teamory Profiles A Sign You Teamory Profiles
 b) Enter your ADP Portal User name and Password. c) Click OK. 	jdoe@usg Password Remember my credentials
2. Portal Home Page	
 a) Depending on your access, you <u>may or</u> <u>may not</u> see the Employee/Manager tab on your home page. If the Employee/Manager tab is displayed, ensure Employee is selected. 	Manager V Home V Organization & Staffing V Reports V Employee (h) Manager Manager Welcome To Your Employee Portal Click on the following

If you are a Manager, point to the Your one-stop source for HR/Pavroll/Benefits/Time Card Manager tab and click Employee. ----Or----Home 🔹 Time & Attendance 🔹 Pay & Taxes 🔹 Personal Information 🔹 Benefits 💌 Career 💌 What's New Message C Click Welcome To Your Employee Portal Your one-stop source for HR/Payroll/Benefits/Time Card information b) Point to the **Benefits** tab and click Employee • Home • Time & Attendance • Pay & Taxes • Personal Information • Benefits • Career • Welcome. What's New at a Glance Click on the following link(s) Welcome To Your Employee Portal Your one-stop source for HR/Payroll/Benefits/Time Card

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Page **2** of **6**



ADP Portal – Health Savings Account (HSA) Contribution Change for Current Year Job Tool

EMP-CS-2035JT Revision 01 | Date 06/22/2016

c)	Click My Benefits.	Employee V Home V Time & Attendance V Pay & Taxes V Personal Information V Benefits V Career V
		Welcome
		Welcome To The Benefits Page
		Benefits
		Click the link below to get started. • Mr Benefits
d) e)	Read the bulleted information under Please remember Click Continue .	Https://www.3essbereffis.com/usgbor/Secured/MyBeneffisSCO.aup - Windows Internet Explorer provided by Shared Services Web Logont PLAN INF CIEMATION FORMS LIBINARY FAQ: HLP
	Note: You may need to click the Maximize button in order to see	HISTRUCTORS Executive You will find inductions in the grade you through the enrollenet process. Welcome to the University System of Georgia benefits website. Please remember Please remember When you is ready to
	Maximize button in order to see the Continue icon on your screen.	 begin your encidence, clob, in debuter later to a set those reactions. begin your encidence, clob, and the set of the set of those reactions. be cyclic the designed to void void the reactions balance provided on the set. Do not use the flact and flowword balance to your terverer. be cyclic the designed to void void the reactions balance provided on the set. Do not use the flact and flowword balance to your terverer. be the terver balance to your terverer. be the terver balance to your terverer. be the terver balance to your terverer. be the terverer balance terverer. be terverer balance terverer. <l< td=""></l<>
		Note: After 18 industries of inactivity, your access to the sale after and and and any charger you have made will be bet.

3. Main Menu – Health Savings Account Contribution Change		
 a) On the Main Menu, click Health Savings Account Contribution 	Main Menu	
Change.	Family Status Change Make benefit changes as a result of a qualifying change in family status.	2016 Benefit Summary View a summary of your 2016
	Update Dependent Information Update basic data about your dependents.	PeachCare for Kids Affordable healthcare for kids
	Update Beneficiary Information Add beneficiaries or update your beneficiary designations.	Castlight https://mycastlight.com/usg
	Health Savings Account Contribution Change Change your Health Savings Account Contribution for the current year.	•



ADP Portal – Health Savings Account (HSA) Contribution Change for Current Year Job Tool

EMP-CS-2035JT Revision 01 | Date 06/22/2016

3.1	Update Employee and Dependent To	obacco User Status
a)	If you are making active elections, you will be required to indicate if you or any of your covered dependents 18 years or older are currently using tobacco products. "Tobacco products" include but are not limited to cigarettes, e- cigarettes, cigars, pipes, and chewing tobacco. Click OK .	Message from webpage 🛛 🕅 Vou are required to update your Tobacco User status.
b)	Select the appropriate Option .	PLAN INFORMATION FORMS LIBRARY FAQS HELP
c)	Note: If you select yes, \$75 per tobacco user will be added to your monthly medical election. Click Continue.	 INSTRUCTIONE Steps 1: Select from the source courses status to be the source of the encourse of the encourse status to be the source of the encourse of the encours
d)	Read the acknowledgement and click OK .	Message from webpage X I do hereby attest that the previous information is true and correct to the best of my knowledge. I further acknowledge and understand that I may be subject to a fine of not more than \$1,000 and I may lose health coverage for one year, if I knowingly and willfully make a false or fraudulent statement or representation to the Board of Regents of the University System of Georgia regarding the information reported on this form or other information pursuant to O.C.G.A. Section 16-10-20. I understand that if I (or any of my covered dependents) start using tobacco products after the date of this certification without recertifying my or dependents' tobacco status, I will be subject to the penalties listed above. OK Cancel
3.2	Update HSA Contribution Amount	
a)	In the Annual Spending Account Elections section, click Health Savings Account (HSA)	Retirement Contributions, Annual Spending Account and Monthly Spending Account Elections not included in Per Pay Period Totals. Annual Spending Account Elections Benefit Plan Election Before-Tax Contribution Flexible Spending Account Dependent Care Not Contributing \$0.00 Health Savings Account (HSA) Contributing Flexible Spending Account Limited Purpose Not Contributing



ADP Portal – Health Savings Account (HSA) Contribution Change for Current Year Job Tool

EMP-CS-2035JT Revision 01 | Date 06/22/2016

 b) Read the information on this page. c) Any changes will be effective the first of the following month. d) Enter your Annual Contribution 	Annual Contribution Amount s 4000.00
 Amount. If you are currently contributing to an HSA, your annual contribution amount should be the sum of: 	Important: If you have a remaining Health FSA balance as of 1/1/2016, you will not be eligible to contribute to an HSA until 4/1/2016. You may contribute to the Health Savings Account on an annual basis. In order to participate, you must be enrolled in the Consumer Choice HSA. HSA maximum amount of 55,000 applies to Family coverage (9750 match). Single Coverage is limited to 52,975 annually (9357 match). Please Note: If you are age 65 or older and enrolled in a Medicare plan, you are not eligible to contribute to an HSA. Note: The employer will match your contributions up to 3760 for family coverage and 3376 for
 The amount you have contributed so far in the current calendar year, and 	A married individual may contribute to a (HSA) even if his or her spouse has a non-High Deductible Health Plan, as long as the married individual is not covered by the spouse's Plan.
 Any additional amount you would like to contribute through the end of the current calendar year For example: Current Annual Contribution \$1,000 Additional Contribution \$500 New Annual Contribution \$1,500 	HSA Custodial Agreement and Disclosure Statement To get started, please read the following disclosure. In order to apply using online enrollment, you must consent to receipt of documents in electronic form, including your Health Swings Custodial Agreement. Your consent will apply to all future applicable notices relating to your (HSA), including confirmations of your online instructions or elections, until you are no longer an accountibider or unity you withdraw consent as provided below. All communications will be provided electronically. If you wish to receive your HSA summary in paper form, you may select that option by changing your election in your Panicipant Profile or by calling Health Account Services at 877-470-1771. Additional fees may apply for paper copies of applicable notices (see fee schedule). By clicking the checkbox, I Consent to Receive Electronic Notices.
 If you wish to stop your HSA contribution, enter "0". e) Review the Optum HSA Terms and Conditions. f) Read the HSA Custodial Agreement and Disclosure Statement. 	Note: The only option for enrollment is online. In order to continue with the online process, you must consent to receive electronic notices.
Note: The only option for enrollment is online. In order to continue with the online process, you must consent to receive electronic notices.	
 g) Click the box at the bottom of the page By clicking the checkbox, I Consent to Receive Electronic Notices. h) Click Continue. 	
i) Click Submit .	Logout RARY FAQS HELP Submit Cancel

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ADP Portal – Health Savings Account (HSA) Contribution Change for Current Year

EMP-CS-2035JT Revision 01 | Date 06/22/2016

I Agree

×

4. Certification Statement

- a) The Certification Statement will appear. Read the Certification Statement.
 b) To certific your information which is
- b) To certify your information, click I Agree.

Certification Statement

JANE DOF



By submitting the changes you have requested, you are certifying that the information you have provided in support of your requested change in election is true, accurate, and complete and you are providing the information intending that it will be relied upon by the Plan Administrator for purposes of effecting changes in your coverage elections under the Plan. Faisification of any of the information provided to the Plan Administrator may result in your termination from coverage under the Plan, or termination of the coverage of your spouse and/or dependerts. In addition, the Plan reserves the right to demand reinformation benefits paid to you or anyone receiving benefits through you based on falsified claims.

5. 20XX Benefit Confirmation a) Your confirmation page will appear. JANE DOE b) Click the Print icon if you would like a 20XX Benefit Confirmation printed copy of this page. **Tour Confirmation Number is 08210948** nal Information Note: You will also receive a Jane Doe 3000-300-1234 confirmation statement in the mail 01/01/1900 delivered to the mailing address displayed on this page. After-To Before-Tax 6. Logout of My Benefits a) Click Logout. Logout

6. Logout of My Benefits a) Click Logout. Plan INFORMATION FRQS HELP

Task Complete



OVERVIEW

Use the ADP Self Service Portal to select your benefit elections.

Before You Begin

If you are adding dependents, you will need to have the birth dates and Social Security Numbers for each dependent available <u>before</u> you begin the enrollment process. The Shared Services Center (SSC) recommends using Internet Explorer or Firefox when selecting your benefit elections. There are reports that the form cannot be submitted correctly when using Google Chrome.

Important: 2015 Change – Employee and Dependent Tobacco User Status

You will need to indicate if you or any of your covered dependents 18 years or older are currently using tobacco products. "Tobacco products" include but are not limited to cigarettes, e-cigarettes, cigars, pipes, and chewing tobacco. If you are not a tobacco user and you fail to select the correct option, a charge of \$75 will be added to your monthly medical insurance premium. You will have the ability to correct the **Tobacco User Status** at any time; however, the effective date will be the first of the month following the correction. The BOR will <u>not</u> allow refunds.

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Process Outline

1. Access the ADP Portal at https://portal.adp.com	2
2. Portal Home Page	2
3. Benefit Elections	3
3.1. Add Dependent Information	4
3.2. Beneficiary Information	4
3.3. Medical Coverage	5
3.4. Dental Coverage	5
3.5. Vision Coverage	5
3.6. Annual Spending Account Elections	6
3.6.1. Health Savings Account (HSA)	
3.6.2. Flexible Spending Account Health (FSA)	7
3.6.3. Flexible Spending Account Limited Purpose	7
3.6.4. Flexible Spending Account Dependent Care	8
3.7. Basic Life with Accidental Death and Dismemberment (AD&D)	

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Page 1 of 16

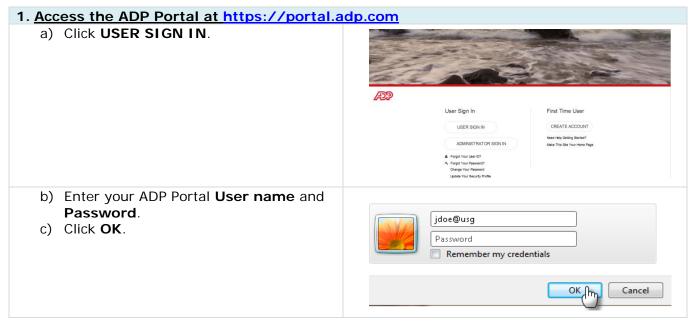


Job Tool EMP-CS-2029JT

Revision 04 | Date 05/31/2016

3.8.	Beneficiary Designations	9
3.9.	Supplemental Life with Accidental Death and Dismemberment (AD&D)	
3.10.	Spouse Life	
3.11.	Child Life	
3.12.	Employee Accidental Death and Dismemberment (AD&D)	
	Long-Term Disability	
	Short-Term Disability	
3.15.	Lifestyle Benefits	14
4. Emplo	byee and Dependent Tobacco User Status	14
5. Benef	it Summary	
6. Certif	ication Statement	
7. 20XX	Benefit Confirmation	
8. Logou	It of My Benefits	

INSTRUCTIONS



2. Portal Home Page

 a) Depending on your access, you <u>may or</u> <u>may not</u> see the Employee/Manager tab on your home page. If the Employee/Manager tab is displayed, ensure Employee is selected. 	Manager V Home V Organization & Staffing V Reports V Employee In Manager	Message Center at a Glance
If you are a Manager, point to the Manager tab and click Employee .	Welcome To Your Employee Portal Your one-stop source for HR/Pavroll/Benefits/Time Card	Click on the following

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Job Tool

EMP-CS-2029JT Revision 04 | Date 05/31/2016

	Or
	Home 🔻 Time & Attendance 🔻 Pay & Taxes 💌 Personal Information 💌 Benefits 👻 Career 💌
	What's New Message C Welcome To Your Employee Portal Click Your one-stop source for HR/Payroll/Benefits/Time Card information Click
 b) Point to the Benefits tab and click Welcome. 	Employee Home Time & Attendance Pay & Taxes Personal Information Benefits Career What's New Welcome Welcome More of the following link(s) Welcome To Your Employee Portal Click on the following link(s) Your one-stop source for HR/Payroll/Benefits/Time Card Click on the following link(s)
c) Click My Benefits .	Employee Home Time & Attendance Pay & Taxes Personal Information Benefits Career Welcome Benefits Benefits Cack the link below to get sturted. Methodate
 d) Read the bulleted information under Please remember e) Click Continue. Note: You may need to click the Maximize button in order to see the Continue icon on your screen. 	A providence is a subserver first a conviduage boord (Andy descending SSC) as a p · Windows Internet Explorer provided by Shared Services W
3 Benefit Elections	

3. Benefit Elections		
a) On the Main Menu , click Newly Eligible.	Make Highlight Based on this event.	PeachCare for Kids Affordable healthcare for kids in Georgia.



Job Tool

EMP-CS-2029JT Revision 04 | Date 05/31/2016

3.1. Add Dependent Information	
 a) For each dependent, complete the dependent information in the Dependent Maintenance section and click Add. 	Logout Logout PLAN INFORMATION PORMS LIBRARY PAGe HELP Sources Source
Note: When adding a dependent to your coverage, submit the appropriate dependent documentation to your institution HR/Benefits office within 30 days from your date of hire .	be lateration in the product and point and po
Changes to your benefits coverage outside of New Hire and Open Enrollment can be made after a Qualifying Event. Please contact your institution's Benefits office or the Shared Services Center if you have questions concerning a Qualifying Event or need to update your benefits coverage due to a Qualifying Event.	frysu wood lie its ded a mer dereiden (or dereiden in here dereiden voor dereiden (or dereiden in here dereiden voor dereiden in here dereiden voor de
 b) When you are finished adding you dependents, click Continue. 	C bependent Wantenance taske. When you are finalised, citcle on the Continue button.
3.2. Beneficiary Information	
 a) For each beneficiary, complete the beneficiary information in the Beneficiary Maintenance 	Beneficiary Information
section and click Add . b) When you are finished adding you beneficiaries, click Continue .	Middle Initial Last Name * OR Trust/Estate Relation * Same Address IV/N Address Address
	City State S

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Job Tool

EMP-CS-2029JT Revision 04 | Date 05/31/2016

3.3. Medical Coverage			
 a) Select a Plan Option. b) Select all dependents you wish to cover. c) Click Continue. d) You will receive a message with the plan option you selected. If the information is correct, click OK. To change your election, click Cancel. 	table to the right.	PLAN INFORMATION FORMS LIBRARY Incidical Destination basis shown are per pay period amounts. Breme an remain on their parent's health insurance policy with the iss of agi. To be slights for this coverage, children do not need to its married. Constant and their parent's health insurance policy with the iss of agi. To be slights for the coverage, children do not need to its married. Constant and their parent's health insurance policy with the iss of agi. To be slights for the coverage for retirees and dcare slights on or after 1/1/2014. 173 monthly surcharge will be applied for each coveral Tobacce of States o	be francisky dependent on yos fer household, enrolled as students or Ster covered dependents who become User: Employee + Family 0 \$157.50 \$254.00 0 \$128.51 \$207.00 0 \$152.50 \$246.00
 3.4. Dental Coverage a) Select a Plan Option. b) Select all dependents you wish to cover. c) Click Continue. d) You will receive a message with the plan option you selected. If the information is correct, click OK. To change your election, click Cancel. 	table to the right.	PLAN INFORMATION FORM & LIBRARY Vental Status and the part pay period amounts. Status above are pay period amounts. Status above and the part of t	be financially dependent on you for household, enrolled as students or finalizing as Child Family (vm) Family 26 \$32.55 \$54.82
3.5. Vision Coverage		ou do not have any dependents on file.	
 a) Select a Plan Option. b) Select all dependents you wish to cover. c) Click Continue. d) You will receive a message with the plan option you selected. If the information is correct, click OK. To change your election, click Cancel. 	table to the right. Step 2: Check the box for each dependent you with to cover. Note: if you need to add, update, or drop a court- trother of you campuse INRUtenets office. Step 3: Colk on the Continue button when you are finalised.	PLAN INFORMATION FORMS LIBRARY Tision Data shown are per pay period amounts. Siden can ream or ber payned amounts. Siden can ream or ber payned amounts. Siden can ream or ber payned amounts. Siden can ream or ber payned amounts. Siden can ream of ber payned to be reader to payne harmed as dependents on your tax return, resident of your harmed. Siden can ream of the second payned berget of your harmed. Ian Options Plan Employce Employee + Sporse + S	be financially dependent on you for

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Job Tool EMP-CS-2029JT

Revision 04 | Date 05/31/2016

3.6. Annual Spending Account Elections

You have the opportunity to contribute to the following spending accounts:

- Flexible Spending Account Health (FSA)
- Flexible Spending Account Limited Purpose (Available if you elect the Consumer Choice HSA plan and only to be used for eligible dental and vision expenses.)
- Flexible Spending Account Dependent Care

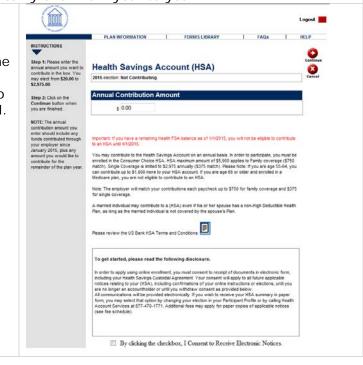
If you elected the high deductible medical plan (Consumer Choice HSA), you will be eligible to participate in the Health Savings Account (HSA) and will see this option first.

3.6.1. Health Savings Account (HSA)

You will see this option <u>only</u> if you elected the high deductible medical plan (Consumer Choice HSA).

Note: The HSA spending account balance will carry over from year to year.

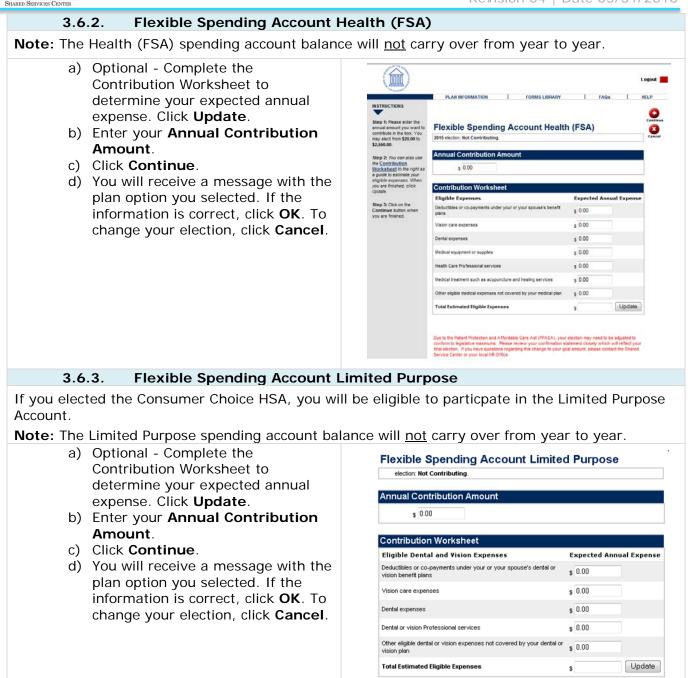
- a) Enter your Annual Contribution Amount.
- b) Click Continue.
- c) You will receive a message with the plan option you selected. If the information is correct, click **OK**. To change your election, click **Cancel**.





Job Tool

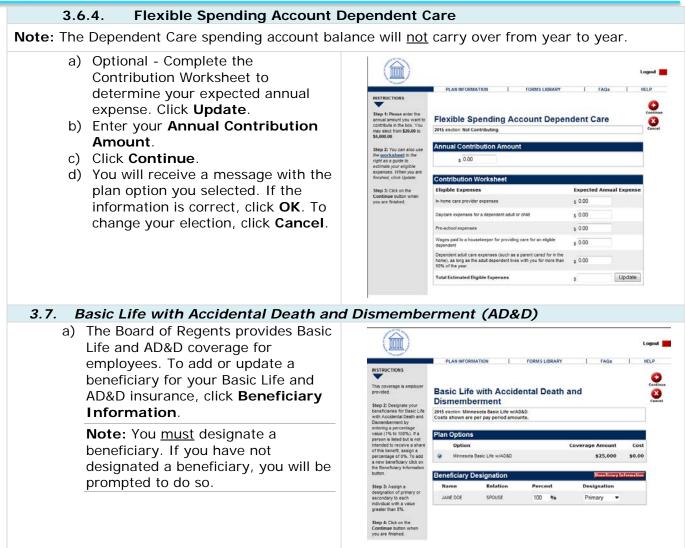
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EMP-CS-2029JT Revision 04 | Date 05/31/2016





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EMP-CS-2029JT Revision 04 | Date 05/31/2016

b) ⁻									
c)	beneficiary ir Beneficiary and click Ado	nformation Mainten d. beneficiar number,	ance table ry, click on the edit the	Beneficiary In Name John Doe Beneficiary N First Name * Midde Intial Last Name * OR Tout SSN * Confirm SSN * Confirm SSN * Dirth Date *	Relation Address Spouse	333 (no dashes)		e Zip SSN	
.8. Be	onoficiary D	osianati	one						
	e neficiary D Enter a perce	_							
	100%) in the Percent field for each		1222-2020	AD&D - Coverage Am	ount: \$25,000. Perce		Decionat	ion	
	oeneficiary.			Name	Relation		_	Designat	ion
b)	In the Desig			John Doe	Domestic Partner	100	9/6	Primary	•
Note: I person	"Primary" or f you design as "Primary" primary desig	ate more , the tota	than one I percentage						
Note: I person for all p 100%. more th Examp	f you design as "Primary" rimary desig The same ap nan one perso les:	ate more , the tota nations n pplies if yc on as "Se	than one I percentage nust equal ou designate condary".						
Note: I person for all p 100%. more th Examp 1. One p	f you design as "Primary" orimary desig The same ap nan one perso les: orimary benefic	ate more , the tota nations m plies if yc on as "Se iary design	than one I percentage nust equal ou designate condary". ation:						
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Note: I person for all p 100%. more th Examp 1. One p Name John Do	f you design as "Primary" orimary desig The same ap nan one perso les: orimary benefic Relation e Spouse	ate more , the tota nations m plies if yc on as "Se iary design Percent 100%	than one I percentage nust equal ou designate condary". ation: Designation Primary						
Note: I person for all p 100%. more th Examp 1. One p Name John Do 2. Multip	f you design as "Primary" orimary desig The same ap nan one perso les: orimary benefic Relation e Spouse	ate more , the tota nations m plies if yc on as "Se iary design Percent 100%	than one I percentage nust equal ou designate condary". ation: Designation Primary signations:						
Note: I person for all p 100%. more th Examp 1. One p Name 2. Multip Name	f you design as "Primary" orimary desig The same ap nan one perso les: orimary benefic Relation e Spouse ole primary ben Relation	ate more , the tota nations m plies if yc on as "Se iary design Percent 100% peficiary des Percent	than one I percentage nust equal ou designate condary". ation: Designation Primary signations: Designation						
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Note: I person for all p 100%. more th Examp 1. One p 1. One p Name John Do 2. Multip Name John Do Jim Doe	f you design as "Primary" orimary desig The same ap nan one perso les: orimary benefic Relation e Spouse e Spouse Child	ate more , the tota nations m plies if yc on as "Se iary design Percent 100% eficiary des Percent 50% 25%	than one I percentage nust equal ou designate condary". ation: Designation Primary signations: Designation Primary Primary						
Note: I person for all p 100%. more th Examp 1. One p 1. One p John Do 2. Multip Name John Do Jim Doe Jane Do 3. One p	f you design as "Primary" orimary desig The same ap nan one perso les: orimary benefic Relation e Spouse e Spouse Child	ate more , the tota nations m plies if yc on as "Se iary design Percent 100% eficiary des Percent 50% 25%	than one I percentage nust equal bu designate condary". ation: Designation Primary Signations: Designation Primary Primary Primary						
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Basic Life and AD&D - Coverage Amount: \$25,000.00

Domestic Partner

Relation

Name

John Doe

Job Tool

-

Designation

Primary

EMP-CS-2029JT Revision 04 | Date 05/31/2016

Percent

100 %

4. One primary and multiple secondary beneficiary designations:

Name	Relation	Percent	Designation
John Doe	Spouse	100%	Primary
Jim Doe	Child	50%	Secondary
Jane Doe Child		50%	Secondary

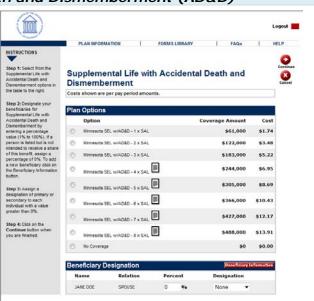
 If a beneficiary is designated but is not intended to receive a share of this benefit, assign a percentage of 0%

Name	Relation	Percent	Designation
John Doe	Spouse	100%	Primary
Jim Doe	Child	0%	Secondary

- c) Click Continue.
- d) You will receive a message with the plan option you selected. If the information is correct, click OK. To change your election, click Cancel.

3.9. Supplemental Life with Accidental Death and Dismemberment (AD&D)

- a) Select a Plan Option.
- b) To add or update a beneficiary for your Supplemental Life and AD&D insurance, click **Beneficiary** Information.
- c) If you make a selection you <u>must</u> designate a beneficiary.



UNIVERSITY SPOTEM OF GEORGIA BUARDING SERVICES CONTRE

ADP Portal – New Hire Benefit Elections

Job Tool

EMP-CS-2029JT Revision 04 | Date 05/31/2016

ED DERVICES CENTER					
d)	If you want the same beneficiary you designated for Basic Life, enter the percentage and designation.	Beneficiary In Name	formation Relation Address Spouse	City Stat	te Zip SSN
e)	To add a beneficiary, complete the beneficiary information in the Beneficiary Maintenance table and click Add .	Beneficiary M	aintenance		
f)	To update a beneficiary, click on the beneficiary's number, edit the information and click Update .	First Name *			
		Confirm SSN * SSN * Birth Date * Phone Number *	Format: 111223333 (n	(no dashes)	Add Clear
g)	To designate a beneficiary, refer to step 3.8 Beneficiary Designations .	Supplemental I Name	Life and AD&D - Coverage Relation	e Amount: \$44,00 Percent	0.00 Designation
		John Doe	Domestic Partner	100 %	Primary 💌
3.10. 5	Spouse Life				
a)	Select a Coverage Level.	0000			Longet
	Note: You must have a spouse on file to elect Spouse Life coverage. To add your spouse, click Cancel to go back to Benefit Summary and	INSTRUCTIONS Step 1: Select from the Spouse Life plan options in the table to the right.	PLAN INFORMATION	FORMS LIBRARY	FAQa HELP Continue Continue Continue
	click Add Dependent.	A spouse must be on record in order to be eligible for this plan. If you have not entered a	2015 election: \$0.00 Coverage Level	Cost per-pay period	
b)	Click Continue	spouse, please click on the cancel button and return to the Dependent Maintenance page to add	ş Waive 🔻	\$0.00	
c)	You will receive a message with the plan option you selected. If the information is correct, click OK . To change your election, click Cancel .	the spoke as a dependent Step 2: Club, on the Continue button when you are finished.			

UNIVERSITY SYSTEM OF GEORGIA SHARED SERVICES CENTER

ADP Portal – New Hire Benefit Elections

Job Tool

EMP-CS-2029JT Revision 04 | Date 05/31/2016

a) Select a Plan Option.

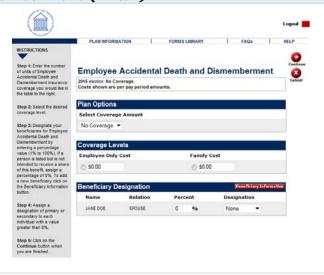
Note: You must have a child on file to elect Child Life coverage. To add your child, click **Cancel** to go back to **Benefit Summary** and click **Add Dependent**.

- b) Click Continue.
- c) You will receive a message with the plan option you selected. If the information is correct, click **OK**. To change your election, click **Cancel**.



3.12. Employee Accidental Death and Dismemberment (AD&D)

- a) Select Coverage Amount.
- b) Select Coverage Level.





Job Tool

EMP-CS-2029JT Revision 04 | Date 05/31/2016

SHARED SERVICES CENTER	
 c) To add a beneficiary, complete the beneficiary information in the Beneficiary Maintenance table and click Add. d) To update a beneficiary, click on the beneficiary's number, edit the information and click Update. 	Beneficiary Information Name Relation Address City State Zip SSN John Doe Spoure Social Social Beneficiary Maintenance First Name * Social Social Mode Initial Social Social Social State Zip SSN Social Social State Zip SSN Social Social Mode Initial Social Social Social SSN* Format 111223333 (no dashes) Social Social SN= Format 1112223333 (no dashes) Social Mathee* Phone Format 1112223333 (no dashes) Social Mathee*
e) To designate a beneficiary, refer to step 3.8 Beneficiary Designations .	Name Relation Percent Designation John Doe Domestic Partner 100 % Primary
3.13. Long-Term Disability	
 a) Select a Plan Option. b) Click Continue. c) You will receive a message with the plan option you selected. If the information is correct, click OK. To change your election, click Cancel. 	Logid
3.14. Short-Term Disability	
 a) Select a Plan Option. b) Click Continue. c) You will receive a message with the plan option you selected. If the information is correct, click OK. To change your election, click Cancel. 	Short-Term Disability State Costs shown are per pay period amounts. State Plan Options Option Option Cost MetLife Short Term Disability \$3.78 No Coverage \$0.00



ber Cost per Monti

0

0

Option

Option A

Option B

Option C

Option D

Waive

Job Tool

HELP

0

EMP-CS-2029JT Revision 04 | Date 05/31/2016

Option A Option B Option C Option D

FAQs

\$11.50

Cost

\$4.18 \$4.93

\$4.93

\$5.75 \$0.00

FORMS LIBRARY

Shared Services Center		1/6/1310	11
3.15. Lifestyle Benefits			
 a) Select a Plan Option or waive coverage. b) Click Continue. 	KINCLEASE KINCLEASE	PLAN INFORMATION LifeStyle Benefits Pla Casis shown are per pay period amurits. Valueadded programs addressing score o gala incluit: Tax neo Liee, Legal Services. Package Options Emergency Roadiade Assistance Keentity That Protection Legal Care Tax Holp Line Pet Care	if toda

4. Employee and Dependent Tobacco User Status

Note: Some institutions offer options specific to the institution only. If your institution offers any additional options you will be required to elect or waive these options prior to this step.

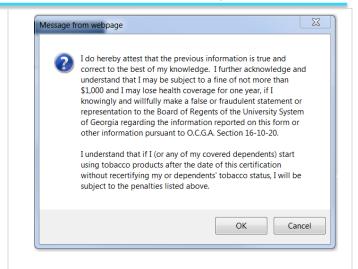
 a) You are required to indicate if you or any of your covered dependents 18 years or older are currently using tobacco products. "Tobacco products" include but are not limited to cigarettes, e-cigarettes, cigars, pipes, and chewing tobacco. Click OK. 	Message from webpage
b) Select the appropriate Option .	PLAN INFORMATION FORMS LIBRARY FAQS HELP
 Note: If you select yes, \$75 per tobacco user will be added to your monthly medical election. c) Click Continue. 	<text><text><text><text><text><text></text></text></text></text></text></text>



Job Tool

EMP-CS-2029JT Revision 04 | Date 05/31/2016

d) Read the acknowledgement and click **OK**.



)	Review your Benefit Summary for accuracy.						
		HSTRUCTIONS Step 1: Carefully review your elections for eccuracy. Step 2: To make a change to one of your dependents, click on the name of the dependent	Benefits Et	RMATION I nefit Summa fective Date te of this event is 27/201		r	FAQs
c)	If you need to make a change, click the appropriate link, make the necessary	Benefit Election	15			- 1	6 . I P
	change, and continue.	Benefit		Plan Election	Coverage		e Cost Per Period After-Tax
2)	Once your benefits are correct, click					Tax	After-Tax
- /	Submit	Medical		Consumer Choice HSA	Employee Only	\$31.00	
		Tobacco User Status		No			
		Dental		No Coverage	No Coverage	\$0.00	
		Vision		No Coverage	No Coverage	\$0.00	
		Basic Life with Accid		Minnesota Basic Life w/AD&D	\$25,000.00		Employer Paid
	Acciden	Supplemental Life w Accidental Death and Dismemberment		No Coverage			\$0.00
		Spouse Life		No Coverage			\$0.00
		Child Life		No Coverage			\$0.00
	Employee Accidental Death Dismemberment	Death and	No Coverage			\$0.00	
	Long-Term Disability	1	No Coverage			\$0.00	
		Short-Term Disability	-	No Coverage			\$0.00
		LifeStyle Benefits Pla	an	Waive			\$0.00



Job Tool

Logout 📕

PLAN INFORMATION FORMS LIBRARY FAQs HELP

EMP-CS-2029JT Revision 04 | Date 05/31/2016

a) b)	The Certification Statement will appear. Read the Certification Statement. To certify your information, click I Agree.	JANE DOE Contribution Statement Systematic the changes you have requested, you are certifying that the information you have provided by a provide the changes you have requested, you are certifying that the information you have provided by a you coverage elections under the Plan, relative to the plan information provided to the Plan information of any of the information provided to the Plan information provided to the Plan information the fung that the you or environment for more wave under the Plan, retermination of the plan that you be environment for the plan that the plan information provided to the Plan informatio			
	(X Benefit Confirmation Your confirmation page will appear.				
	Click the Print icon if you would like a printed copy of this page.	JARE DOE 20XX Benefit Confirmation Tour Confirmation Number is 00210946.			
	Note: You will also receive a confirmation statement in the mail delivered to the mailing address displayed on this page.	Personal Information Name: Jane Doe Address: 1234 Happy St. SSN xxxx-xxx - x234 Beth Date: 01/01/1900 Oladvile QA 30118 USA			
		Benefit Elections Benefit Plan Election Coverage Employee Cast Per Pay Period			

a) Click Logout.

Task Complete



Return to Contents

OVERVIEW

Use the ADP self service Portal to view your current benefit elections.

Need Assistance

If you need assistance with these instructions, receive an error message at any step in the process or have any concerns once you are logged in, please contact our Shared Services Center (SSC) Customer Support team for assistance. Our normal business hours are Monday through Friday 8:00 A.M. – 5:00 P.M. except holidays. You can call us toll free at (855) 214-2644 or email us at helpdesk@ssc.usg.edu.

INSTRUCTIONS

1. Access the ADP Portal at https://portal.a	idp.com
a) Click USER SIGN IN .	User Sign In CREST SOL NI User Sign In CREST SOL NI User Sign In CREST SOL NI User Sign In CREAT EACCOUNT User Sign In
 b) Enter your ADP Portal User name and Password. c) Click OK. 	jdoe@usg Password Remember my credentials

2. Portal Home Page a) Depending on your access, you may or Organization & Staffing - Reports may not see the Employee/Manager tab age Center at a Glance on your home page. If the Employee/Manager tab is displayed, Welcome To Your Employee Portal Click on the fo ensure **Employee** is selected. ----Or----If you are a Manager, point to the Time & Atlendance Pay & Taxes Personal Information Benefits Career Manager tab and click Employee. What's No Click Welcome To Your Employee Portal Your one-stop source for HR/Payroll/Benefits/Time Card information



ADP Portal - View Current Benefit Elections

Job Tool

EMP-CS-2008JT Revision 03 | Date 07/14/2016

 b) Point to the Benefits tab and click Welcome. 	Employee Home Time & Attendance Pay& Taxes Personal Information Benefits Career Welcome To Your Employee Portal Your one-stop source for HR/Payroll/Benefits/Time Card
c) Click My Benefits .	Employee - Home - Time & Attendance - Pay & Taxes - Personal information - Career - Welcome Welcome To The Benefits Fage Date for first tab solve of door you to nonset the AGP Benefits system (BOSS) designed to collect and shore headh and wettree benefits of each englayee. I allows englase collect door solve headh and wettree benefits of each englayee. I allows englase collect door solve headh and wettree benefits of each englayee. I allows englase collect door solve headh and wettree benefits of each englayee. I allows englase collect door solve the AGP Benefits benefits and anyous. BOSS provides a summary of an englase/englase collect door solve table of the solvega collect door benefits of each englayee. I advance door anyon of the AGP Benefits and the advance advance general doct-doct-door advance general doct-doct-door advance general doct-doct-doct-door advance general doct-doct-door advance general doct-doct-door advance general doct-doct-door advance general doct-doct-doct-doct-door advance general doct-doct-door advance general-doct-doct-door advance general-doct-doct-door advance gened doct-doct-door advance general-doct-doct

3. Benefits Website	
a) Click Continue .	We would be the event of the e
b) Click the 20XX Benefit Summary link for the current year.	NAINFORMATION FORMS LIBRARY FAGS HELP PLAN INFORMATION FORMS LIBRARY FAGS HELP With the penefit changes as a result of a guatifying change in family status. O Loss Desendent Information Update basic data about your dependent. O Loss Reneficiary Information Add beneficiaries or update your beneficiaries and the peneficiaries or update your beneficiaries or upd

Task Complete



Job Tool EMP-CS-2005JT Revision 05 Date 07/11/2016

Return to Contents

OVERVIEW

ADP Enterprise eTIME is the Time and Labor Management system used by employees to:

- Enter and review hours worked
- Enter exception time (vacation, sick, and personal)
- View exception time accrual balances (vacation, sick, and personal)
- Request or cancel time off
- Request or cancel leave time

New Employee

If you are a new employee, never worked for an ADP supported institution, you will need to follow these instructions at <u>least one day after</u> you have registered for the ADP Portal in order to access your electronic time card or "timestamp." The system will <u>not</u> allow you to add eTIME until you have been an active employee for <u>at least one day</u>. If you attempt to access eTIME without following this process you will receive an error stating, "Your account has not been properly configured." In order to add eTIME, you will need your ADP Employee ID (provided to you by your institution).

Returning Employee

If you are an employee that has worked for an ADP supported institution, you will use your existing ADP User ID and Password. On <u>day two</u>, you will need to follow these steps to delete and then readd eTIME. The system will <u>not</u> allow you to add eTIME until you have been an active employee for <u>at least one day</u>. If you attempt to access eTIME without following this process you will receive an error stating, "Your account has not been properly configured." In order to add eTIME, you will need your ADP Employee ID (provided to you by your institution).

Need Assistance

If you need assistance with these instructions, receive an error message at any step in the process or have any concerns once you are logged in, please contact our Shared Services Center (SSC) Customer Support team for assistance. Our normal business hours are Monday through Friday 8:00 A.M. – 5:00 P.M. except holidays. You can call us toll free at (855) 214-2644 or email us at helpdesk@ssc.usg.edu.

INSTRUCTIONS

1. To obtain your ADP Employee ID through the ADP Portal at https://portal.adp.com

a) Click USER SIGN IN .	APP	
	User Sign In	First Time User
	USER SIGN IN	CREATE ACCOUNT
	ADMINISTRATOR SIGN IN	Need Help Getting Started? Make This Site Your Home Page
	▲ Forget Your Law Cr 4, Forget Your Password? Change Tarlow The Second Under Nor Second Profile	

University System of Georgia Shared Services Center 1005 George J. Lyons Pkwy, Sandersville Georgia 31082 Toll Free (855) 214-2644 • Phone (478) 240-6500 • Fax (478) 240-6414 Email <u>helpdesk@ssc.usg.edu</u> • Website <u>www.ssc.usg.edu</u> Normal Business Hours: Monday through Friday 8:00 A.M. – 5:00 P.M. Self-Service support is available at <u>https://answers.ssc.usg.edu</u> Page 1 of 5



Job Tool

EMP-CS-2005JT Revision 05 Date 07/11/2016

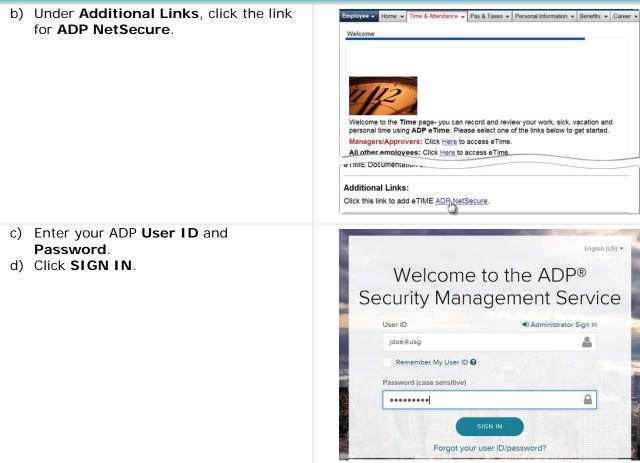
 b) Enter your ADP Portal User name and Password. c) Click OK. 	jdoe@usg Password Remember my credentials
	OK (m) Cancel
 d) Depending on your access, you <u>may or</u> <u>may not</u> see the Employee/Manager tab on your home page. If the Employee/Manager tab is displayed, ensure Employee is selected. 	Manager Vorganization & Staffing V Reports V Enclored by Manager Welcome To Your Employee Portal Your one-stop source for HR/Pavrol/Benefits/Time Card Or
If you are a Manager, point to the Manager tab and click Employee .	Home - Time & ABendance + Pey & Taxes + Personal information + Benefits + Career + What's Now Message C Welcome To Your Employee Portal Your one-stop source for HR/Payroll/Benefits/Time Card Information Cace
e) Point to the Personal Information tab and click General.	Welcome, Employee Home Time & Attendance Pay & Taxes Personal Information Benefits Career What's New Emergency Contacts Addresses Addresses Portal Your one-stop source for HR/Payroll/Benefits/Time Card informatic Your one-stop source for HR/Payroll/Benefits/Time Card informatic
f) Your personal information is displayed.g) Note your Employee ID.	Personal Information The following personal information is stored in your personnel record. To change any of the information below, please Personal Information Name: Employee ID: X000000X Social Security Number: X000000X

2. Access ADP Netsecure through the ADP Portal at https://netsecure.adp.com

Employee Home Time & Attendance Pay & Taxes Personal Information Benefits Career What's New Welcome Image: Second Seco	 Point to the Time & Attendance tab and click Welcome. 	Welcome,
		Welcome,



Job Tool EMP-CS-2005JT Revision 05 Date 07/11/2016



3. Add or Re-Add eTIME

3.1. Manage Services

a) Point to **Myself** on the menu bar and click on **Manage Services**.





Job Tool

EMP-CS-2005JT Revision 05 Date 07/11/2016

 b) For the service Enterprise eTIME, click Add if you are a <u>new</u> employee -Or-click Delete, then Add if you are a <u>returning</u> employee. 	Manage Services Manage 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 Tydaen. Important: If ADP services are displayed without Add/Delete options next to them, you automatically have access to those products. Service Set Service
	IPayStatements VV2 Services Enterprise eTIME Calculation
3.2. Verify Your Identity	
 a) Enter your ADP Employee ID in the Enterprise eTIME Employee ID field. <i>Refer to step 1.g.</i> b) Click Submit. 	Horne Manage Services Verify Your Identity We need some information in order to verify your identity. Please complete the information on this page. + = Required Enterprise e Time Information Enterprise e Time Information (Your Employee ID is provided by your manager or system administrator.)
3.3. Confirmation	
 a) If Enterprise eTIME has been added successfully, you will receive confirmation. b) Click Log Out. 	Weccene, Years Manage My 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. Hy Jave a service that in peopfing and ware to use your pay statement or form W2 to associate that service with your user account, click Tay Again. Impertant: FADP 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. Impertant: FADP 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.

4. Access Enterprise eTIME through the ADP Portal at https://portal.adp.com

If you performed step 1, *Obtain your employee ID through the ADP Portal*, and you did <u>not</u> log out of the Portal, proceed to step 4.e.

a) Click User Sign in .		
	User Sign In	First Time User
	USER SIGN IN	CREATE ACCOUNT Need Help Getting Started? Make Tris Site Your Home Page
	▲ Forgst Your Lear (D) 9, Forgst Your Peaseord? Change Your Peaseord Lippers Your Security Profe	

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Job Tool

VERSITY SYSTEM OF	Georgia	EMP-CS-2005JT
SHARED SERVICES C	ENTER	Revision 05 Date 07/11/2016
b) c)	Enter your ADP Portal User name and Password . Click OK .	jdoe@usg Password Remember my credentials
d)	Depending on your access, you <u>may or</u> <u>may not</u> see the Employee/Manager tab on your home page. If the Employee/Manager tab is displayed, ensure Employee is selected. If you are a Manager, point to the Manager tab and click Employee .	Manager Home Organization & Staffing Reports Employee for Manager Message Center at a Glance Welcome To Your Employee Portal Your one-stop source for HR/Payroll/Benefits/Time Card Click on the following OF Home - Time & Attendance - Pay & Taxes - Personal Information - Benefits - Cureer - Message C Message C What's Now Message Conter at a Glance Message C Welcome To Your Employee Portal Your one-stop source for HR/Payroll/Benefits/Time Card information Cick
e)	Point to the Time & Attendance tab and click Welcome .	Welcome, Employee Home Time & Attendance Pay & Taxes What's New
f)	Click the link for All other employees .	Employee Home Time & Atlendance Pay & Taxes Personal Information Benefits Career Welcome Welcome to the Time page- you can record and review your work, sick, vacation and personal time using ADP eTime. Please select one of the links below to get started. Managers/Approvers: Click Here to access eTime. All other employees: Click Here to access eTime.
M Tas	k Complete	

ADP Portal - Add or Update Direct Deposit Information



Job Tool EMP-CS-2007JT Revision 04 | Date 07/18/2016

Return to Contents

OVERVIEW

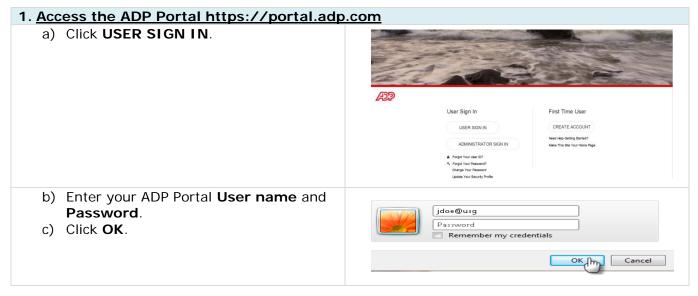
In accordance with Board of Regents Policy Manual <u>Section 7.5.1.1, Required Electronic Transfer of</u> <u>Funds</u>, electronic funds transfer (direct deposit) is the **required** method of payroll payments to employees. All newly hired or rehired employees on or after July 1, 2011, are required to enroll in direct deposit (bank account or pay card) within thirty (30) days of hire or rehire and remain enrolled in direct deposit for the remainder of their employment.

Newly hired or rehired employees are required to sign the "Direct Deposit Notification Form," (retained at the institution) indicating their understanding and compliance with USG's direct deposit policy. Any such employee who does not complete the appropriate direct deposit information within (30) days of hire or rehire, and who is not granted an exemption as provided for herein, may be subject to dismissal. There are no Pay Groups that are exempted from the direct deposit requirement.

Need Assistance

If you need assistance with these instructions, receive an error message at any step in the process or have any concerns once you are logged in, please contact our Shared Services Center (SSC) Customer Support team for assistance. Our normal business hours are Monday through Friday 8:00 A.M. – 5:00 P.M. except holidays. You can call us at toll free at (855) 214-2644 or email us at <u>helpdesk@ssc.usg.edu</u>.

INSTRUCTIONS



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Job Tool

	Georgia Eenter		Revision 04	
Po	rtal Home Page			
a)	may not see the Employee/Manager tab on your home page. If the Employee/Manager tab is displayed, ensure Employee is selected.	Your one-stop source for Home + Time & Allendance + Pay & Taxe	Staffing + Reports + our Employee Portal rHR/Pavrol/Benefits/Time Card Or ss + Personal Information + Benefits +	Career *
	If you are a Manager, point to the Manager tab and click Employee .	What's Now Your one-stop source	icome To Your Employee Portal ce for HR/Payrol/Benefits/Time Carc	d information
. <u>Pa</u>	<u>y & Taxes</u>			
a)	Point to the Pay & Taxes tab and then click Direct Deposit .	Employee Home Time & Attend	dance V Pay & Taxes V Personal Ir Welcome Pay Statements Direct Denosit Data Withholding Deductions	nformation • Benefits • Career • Wel Your one-stop Sour
c)	If you designate multiple accounts to	During direct deposit processing, dishibutions are made to accounts in order of priority- the inver the processing, dishibutions are provide. Priority tecomes reporter when an employee's net pay is not enough to cover all direct deposite. Deposit Amount:	0	art O Percent 500 Allow Partial Deposit
0)	If you designate multiple accounts to distribute your net pay, indicate the Priority for each direct deposit.	In the second se	e see the Prophiled Filtercials Torrel & Egenere Milleria	nt Percent 100 Allow Partial Report T
0	distribute your net pay, indicate the	protect - balance the percent multer the higher the profit, Profits becomes reporter the wave more greater and pay is not encough to sover all direct departs. Depart Amount: Remaining list Phy Account: (should only be it the higher handberd plicit); scount)	a and the Progradiant Francisk Denvil & Egenerant Marchine a and the Progradiant Francisk Denvil & Egenerant Marchine a Comparison of the Comparison of th	Priority: During direct deposit processing,
d)	distribute your net pay, indicate the Priority for each direct deposit. Note: During direct deposit processing, distributions are made to accounts in order of priority. Funds are deposited into the account with the lowest priority first. Indicate the deposit Amount or Percent of pay to be deposited.	A stand de space de la degré de la d	e and the Propolation Francesian Travel & Egenerate Marching, and a second	Pitothy During direct deposit processing, distributions are made to accounts in order of priority – the tower the priority number the higher the priority higher the deposits of the account of the second second deposits.
	distribute your net pay, indicate the Priority for each direct deposit. Note: During direct deposit processing, distributions are made to accounts in order of priority. Funds are deposited into the account with the lowest priority first. Indicate the deposit Amount or	And a set of a s	And the Proposition Francisk David & Spream Markets 	Pitothy During disc deposit processing, distributions are made to accourts in order of priority – the board main proper bighter the priority. From the terp prior to enaugh to cover all direct deposits. Proper Juditized the report to cover all direct deposits. Proper Juditized the report to cover all direct Difference and the report to cover all direct direct and the report to cover all direct and the report to cover all direct direct and the report to cover all direct and the report to cover all direct direct and the report to cover all direct and the report to
d)	distribute your net pay, indicate the Priority for each direct deposit. Note: During direct deposit processing, distributions are made to accounts in order of priority. Funds are deposited into the account with the lowest priority first. Indicate the deposit Amount or Percent of pay to be deposited. You should select one account as Remaining Net Pay Account . This is the account that receives any remaining pay that is not allocated to other direct deposit accounts. Note: This is the account that will be	<pre>index index i</pre>	And the Proposition Francisk David & Spream Markets 	Pitothy During disc deposit processing, distributions are made to accourts in order of priority – the board main proper bighter the priority. From the terp prior to enaugh to cover all direct deposits. Proper Juditized the report to cover all direct deposits. Proper Juditized the report to cover all direct Difference and the report to cover all direct direct and the report to cover all direct and the report to cover all direct direct and the report to cover all direct and the report to cover all direct direct and the report to cover all direct and the report to
d)	distribute your net pay, indicate the Priority for each direct deposit. Note: During direct deposit processing, distributions are made to accounts in order of priority. Funds are deposited into the account with the lowest priority first. Indicate the deposit Amount or Percent of pay to be deposited. You should select one account as Remaining Net Pay Account . This is the account that receives any remaining pay that is not allocated to other direct deposit accounts. Note: This is the account that will be used for your employee reimbursements if your institution uses the People Soft Financials Travel &	<pre>bit the state state state and and a state at the state state. bit the state sta</pre>	And the Proposition Francisk David & Spream Markets 	Pitothy During disc deposit processing, distributions are made to accourts in order of priority – the board main proper bighter the priority. From the terp prior to enaugh to cover all direct deposits. Proper Juditized the report to cover all direct deposits. Proper Juditized the report to cover all direct Difference and the report to cover all direct direct and the report to cover all direct and the report to cover all direct direct and the report to cover all direct and the report to cover all direct direct and the report to cover all direct and the report to
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University System of Georgia Shared Services Center 1005 George J. Lyons Pkwy, Sandersville, Georgia 31082 Toll Free (855) 214-2644 • Phone (478) 240-6500 • Fax (478) 240-6414 Email <u>helpdesk@ssc.usg.edu</u> • Website <u>www.ssc.usg.edu</u> Normal Business Hours: Monday through Friday 8:00 A.M. – 5:00 P.M. Self-Service support is available at <u>https://answers.ssc.usg.edu</u> Page 2 of 3



	account number again to Confirm .	(shown only be for the highest-humbered phoney account) This is the account that will be used for your employee reimbursements if your institution uses the PeopleSoft I	Financials Travel & Expenses Module.
h)	Read and agree to the statement.	Bank Transit Number:	
,		Confirm Bank Transit Number:	
i)	Click Save Save	Account Number:	•
j)	To add multiple accounts, repeat steps 4.a – 4.i.	Centre Access Harriers	mployer, or its service or payroll provider, to direct the bank to return said funds to my employer, or its
5. <u>Up</u>	date Deposit Account Information		
a)	Click the Account name you wish to update.	Account Priority Bank Transit Number	Account Number Deposit Amount
b)	Update the appropriate information.	Account 2	
c)	Click Save Save		
	Nate If and		
	Note: If you are updating the priority on an account you will need to delete it and add it as a new one.		
	on an account you will need to delete it		to remain enrolled in

Task Complete





Job Tool EMP-CS-2002JT Revision 05 | Date 11/05/2015

OVERVIEW

You can utilize the ADP self-service application to **Go Paperless** and enroll to receive your annual W-2 statements electronically instead of receiving your W-2 through the mail. Receiving your W-2 electronically not only reduces the risk of identity theft since sensitive personal information is not sent through the mail, it also gives you the ability to access and print your W-2 statement earlier than receiving your statement in the mail.

You elect to receive your annual W-2 statements electronically **once**. Your consent applies to annual forms furnished every year until consent is withdrawn. You may withdraw your consent at any time by changing your election on the secure website.

Until you select the option to "Go Paperless", you will receive a pop up message reminder on the Pay & Taxes Annual Statements page on the ADP Portal.

Need Assistance

If you need assistance with these instructions, receive an error message at any step in the process, or have any concerns once you are logged in, please contact our Shared Services Center (SSC) Customer Support team for assistance. Our normal business hours are Monday through Friday 8:00 A.M. – 5:00 P.M. except holidays. You can call us toll free at (855) 214-2644 or email us at helpdesk@ssc.usg.edu.

INSTRUCTIONS



Go Paperless, Enroll to Receive Annual W-2 Statements Electronically



Job Tool

EMP-CS-2002JT Revision 05 | Date 11/05/2015

a)	Depending on your access, you may	Manager - Home - Organization & Staffing - Reports -
-	or may not see the Employee/Manager tab on your home page. If the Employee/Manager tab is displayed, ensure Employee is	Emclower Message Center at a Glance Manager Message Center at a Glance Welcome To Your Employee Portal Click on the following Your one-stop Source for HR/Payroll/Benefits/Time Card Click on the following
	selected.	Or
	If you are a Manager, point to the Manager tab and click Employee .	Home Time & Attendance Yey & Taxes Personal information Henefits Career Message Welcome To Your Employee Portal Your one-stop source for HRPayrol/Benefits/Time Card information
Enr	oll to Go Paperless	Four one-stop source for netrayfold benefits time daru mormation
		mployee 🔹 Home 👻 Time & Attendance 👻 Pay & Taxes 👻 Personal Information 👻 Benefits 👻 Career 💌
a)	Point to the Pay & Taxes tab and then click Annual Statements .	What's New Welcome Message Center at a Glar What's New Pay statements Direct Deposit Urect Deposit Direct Deposit Click on the folk Your one-stop source for HR/Pay Deductions e Card Annual Statements Deductions e Card To access the eTime system, go to the "Time & Attendard" dropdown Click on the folk
0)	Click Go Paperless .	The stand tensor is the stand of the stand
c)	Read the statement and select the Access my annual statements (W- 2s and W-2Cs) online only check box.	Employee Home × Time & Attendance × Pay & Taxes × Personal Information × Benefits × Career × Annual Statements ? Go Paperlese ? You can choose to stop receiving paper copies of your statements and access your statements online only. Your statements will remain on the secure website for 3 years, it you want to retime a copy or save an electronic copy. You may go back to receiving paper
d)	Click Next . If the Next button appears dimmed, it is unavailable.	Internet's at anyme. Constraint of the entry of the constraint of the entry of the constraint of the

Go Paperless, Enroll to Receive Annual W-2 Statements Electronically



Job Tool

EMP-CS-2002JT Revision 05 | Date 11/05/2015

e) Read the statements and click	Employee v Home v Time & Attendance v Pay& Taxes v Personal Information v Benefits v Career v
Accept.	Annual Statements ?
	Agreement to Stop Receiving Paper Annual Statements
	Click Accept to stop receiving paper statements. Click Cancel to return to the Annual Statement Summary page.
	 By accepting to go paperiese, you consern to stop neceiving paper annual forms (VE-2s and VE-2cs) and access your forms only on the secure velocities. This agreement only applies to Forms United States VE, VE-2c, Virgin Island W2-2 and W2-C Misc. (If you are receiving a Puerto Rico W-2 or a 1099-R, paper will still be area).)
	2. Your consent applies to annual forms furnished every year until that consent is withdrawn.
	 Hardware and Software required. A computer with Internet access, a browser capable of displaying most common internet web pages, and the ability to view-your online forms. Note: You will need to confirm your ability to view-your online forms on the following page.
	4. You may withdraw your consent at any time by changing your election on the secure website. If you withdraw your consent, you will receive a continuation message via e-mail. If you no longer have access to the Internet, you must contact your payroll administrator to withdraw your consent. If your payroll administrator withdraws consent on your behalf, you will receive a continuation lefter from your employer.
	Accept Cancel
f) Verify that you can view annual	Temperature = Heres = Tem & Adhendance = Fer & Tem = Perspect information = Security = Careter =
statements online. A confirmation	Azonad Statements Verify That Yea Can View Associ Statements Goline
number will display on your screen.	Online annual indements are viewable as IMO format or IKP using Adobe Preaser®. Ear the continuation number displayed below to make pure that you are able to view so unline annual indexent. Note: Providend see the continuition number, disc Caucad to does this page. Make note that you have the latest version of Adobe Preader installed and try again.
If you <u>cannot</u> see the confirmation	
number, click Cancel to close the	
page. Make sure that you have the	A22
latest version of Adobe Reader	Please enter the confirmation number shown below into the designated area.
installed and try again.	PJBWFIHRBNXS
Enter the confirmation number	ACK A
displayed in the Enter confirmation	Please enter the confirmation number shown below into the designated area. PJBWFIHRBNXS PJBWFIHRBNXS <t< td=""></t<>
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case sensitive.	
g) Click Save.	
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a) If the default E-mail address is	Employee Home Time & Atlandance Pay & Taxes Personal Information Kenefits Career
	Annual Statements
correct, click Done , this completes	Theek You
your enrollment for paperless W-2s.	Your enruel filing form will remain on the website for 3 years. Click Done to save your settings. There you for choosing to stop receiving paper copies of your enrued forms (W-2, W-2Ca end/or 1098) and access these forms on the secure website only.
	Reminder: When your latest annual form becomes available on the website, a notification will be sent automatically to the e-mail address that you provided.
-Or-	E-mail Address: jdoe@usg.edu Edit
	A Constant of Cons
If you would like your patification cont	The second se

If you would like your notification sent to a different E-mail address, click

Edit.



University System of Georgia Shared Services Center 1005 George J. Lyons Pkwy, Sandersville, Georgia 31082 Toll Free (855) 214-2644 • Phone (478) 240-6500 • Fax (478) 240-6414 Email <u>helpdesk@ssc.usg.edu</u> • Website <u>www.ssc.usg.edu</u> Normal Business Hours: Monday through Friday 8:00 A.M. – 5:00 P.M. Self-Service support is available at <u>https://answers.ssc.usg.edu</u>

Constant





Job Tool

EMP-CS-2002JT Revision 05 | Date 11/05/2015

 b) Enter the new E-mail address and click Save. 	Employee Home Time & Attendance Pay & Taxes Personal Information Benefits Career Career Annual Statements
Important : Changing this E-mail address affects notification for both pay statements and annual statements.	Change Your E-mail Address Important: Changing this e-mail address affects notification for both pay statements and annual statements Current E-mail Address: jdoe@usg.edu New E-mail Address: Current E-mail Address: Curr
 c) Click Done, this completes your enrollment for paperless W-2s. 	Conclusion Time & Ablandance Par 6 Taxes Parsonal Information Benefits Career C
5. Select Notification Options	

Note: Each year when your annual W-2 becomes available on the website, you will receive a notification to the email address you provided <u>if</u> you select the **Notification Option** for **Annual Statements**. This is separate from the **Go Paperless** option; you will need to make this additional selection to receive an email notification when your W-2 is available.

 a) Click Select Notification Options. 	Employee × Home × Time & Attendance × Pay & Taxes × Personal information × Benefits × Career × Annual Statements Ge Paseries I Select Notification: Outcome I Chance E-mail Address Annual Statement Summary Select Notification: Outcome I Chance E-mail Address Annual Statement Summary Select Notification: Outcome I Chance E-mail Address This page display for devival text from a validate for viewing: CR: the tax year to view details. Text more mean offse for to typest. "View of treated the Adols Reader plagin (not graphs simily form 3). If you will have the Adols Reader plagin (not graphs simily form 3).
 b) Select Send e-mail notification when new annual statements are available. c) Verify the E-mail address is correct. Click Edit if you need to modify your e-mail address. 	Employee + Home + Home + Time & Adtecdance + Pay & Taxes + Personal Information + Benefits + Career + Annual Statements Select Indifications Options If you select this option, in a-mail will be sent to the address below whenever a new serval statement (W-3s, W-2cs or 1000r) is evaluable to view. Send - mail notification when new serval statement (W-3s, W-2cs or 1000r) is evaluable to view. Send - mail notification when new serval statements = evaluable. E mail Addrese: jdoe@srg adu Sere Career

Note: After you cease employment, your W-2 and payroll information will be accessible through the ADP Portal for up to three (3) years. You will not have access to other ADP functions. Use the same user ID and password when last employed. If you need assistance, contact our SSC Customer Support team.

Task Complete



Job Tool EMP-CS-2006JT Revision 03 | Date 11/04/2015

OVERVIEW

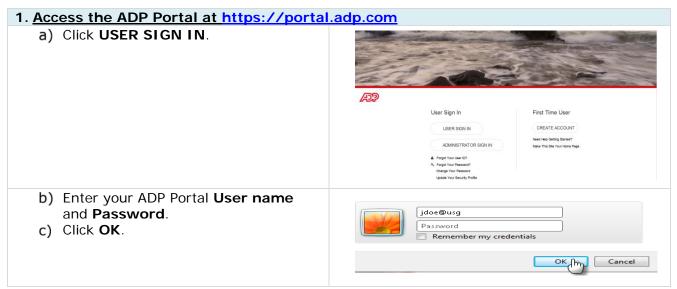
This job tool provides the steps necessary to view and/or print annual W-2 statements through the ADP self-service Portal. You will need to register for the ADP Portal, refer to the "Register as a User for the ADP Portal" Job Tool.

After you cease employment, your W-2 and payroll information will be accessible through the ADP Portal for up to three (3) years. You will not have access to other ADP functions. Use the same user ID and password when last employed. If you need assistance, contact our SSC Customer Support team.

Need Assistance

If you need assistance with these instructions, receive an error message at any step in the process, or have any concerns once you are logged in, please contact our Shared Services Center (SSC) Customer Support team for assistance. Our normal business hours are Monday through Friday 8:00 A.M. – 5:00 P.M. except holidays. You can call us toll free at (855) 214-2644 or email us at <u>helpdesk@ssc.usg.edu</u>.

INSTRUCTIONS





View and/or Print Annual W-2 Statements

Job Tool

EMP-CS-2006JT Revision 03 | Date 11/04/2015

Manager - Home - Organization & Staffing - Reports -
Manager Message Center at a Glance Welcome To Your Employee Portal Click on the followid Your one-stob Source for HR/Pavrol/Idenefits/Time Card Click on the followid Home • Time & Attendance • Personal Information • Denefits • Career • Message What's New Message Welcome To Your Employee Portal Click on the followid Your one-stop Source for HR/Payrol/Idenefits/Time Card Information Click on the followid
Imployee • Home • Time & Attendance • Pay & Taxes • Personal Information • Benefits • Career • What's New Welcome Pay Statements Direct Deposit Our one-stop source for HR/Pa Informatic Deductions • To access the eTime system, go to the "Time & Attendar, "dropdown
tendover Home Image Addinates Par & Texes Par & T
Employee Home Time & Attendance Pay & Taxes Personal Information Benefits Care Annual Statements ? Go Paperless Select Notification Options Change E-mail Address Annual Statement Summary This page displays the annual tax forms available for viewing. Click the tax year to view details. Tax forms remain online for 3 years. *You don't have it installed, you can click here or contact your If department for assistance. Mac users, please click here



View and/or Print Annual W-2 Statements

Job Tool

EMP-CS-2006JT Revision 03 | Date 11/04/2015

 Read the message and click OK to proceed. 	Message from webpage You are about to leave ADP's secure web site. Although ADP's web site will remain open, if the application times out, you will need to reenter your user ID and password when you return to the ADP site. Clicking OK at the bottom of the page will take you to a non-ADP web site. ADP does not endorse, and is not responsible for, the content of any third party web sites. Please remember to close your browser at the end of your session.
– Download the PDF Browser Plugin.	OK Schubert it Products Downloads Support About Purchase at Kagi PDF Browser Plugin The best PDF viewer - right in your browser
	PDF Browser Plugin turns your web browser into PDF Browser Plugin turns your web browser into

4. Print W-2

- Place your cursor on the W-2 to display the toolbar.
- b) Click the Print icon

neual Statement. Okk Back to return t	The summary page.	
Visit the IRS Web Site at www.irs.gov/efile		
Сору	his Summary is included with your W-2 to help describe po etail. The reverse side includes information that will al	so be helpful.
	at www.irs.cov/efile	at www./s.gov/effe Copy this Summary is included with your M-2 to help describe po

5. Select Notification Options

Note: Each year when your annual W-2 becomes available on the website, you will receive a notification to the email address you provided <u>if</u> you selected the **Notification Option** for **Annual Statements**. This is separate from the **Go Paperless** option; you will need to make this additional selection to receive an email notification when your W-2 is available.

a) Olials Calaat Natifias		
 a) Click Select Notifica 	ation Options.	Employee Home Time & Attendance Pay& Taxes Personal Information Career Career
		Annual Statements
		Go Paperless Select Notification Options Change E-mail Address
		Annual Statement Summary
		This page displays the annual tax forms available for viewing. Click the tax year to view details.
		Tax forms remain online for 3 years.
		* You will need the Adobe Reader plag in (prot/pergyle alwary have it). If you don't have it installed, you can click <u>have</u> it contact your IT department for assistance.



View and/or Print Annual W-2 Statements

Job Tool

EMP-CS-2006JT

b) Select Send e-mail notification when new annual statements are available.

c) Verify the E-mail address is correct. Click Edit if you need to modify your e-mail address.

	Rev	/ision	03	Date	11/04	4/201	5
6 Attendance + Pay come	& Taxes 🔻	Personal informa	tion + Benef	fits + Career +			

select functionation of Selection and the series of the address below whenever a new annual statement (W-2e, W-3Cs or 100001) is evaluable to view.

 If you select this option, on a-real will be series to the address below whenever a new annual statement (W-2e, W-3Cs or 100001) is evaluable to view.

 If send a-mail indification when new annual statements are available.

 If mail indification when new annual statements are available.

 If mail indification when new annual statements are available.

E-mail Address:

Employee - Home - Time

Annual Statements

Task Complete



OVERVIEW

This job tool provides the steps necessary to view and/or print pay statements through the ADP selfservice Portal. You will need to register for the ADP Portal, refer to the "Register as a User for the ADP Portal" Job Tool.

After you cease employment, your W-2 and payroll information will be accessible through the ADP Portal for up to three (3) years. You will not have access to other ADP functions. Use the same user ID and password when last employed. If you need assistance, contact our SSC Customer Support team.

Need Assistance

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INSTRUCTIONS

1. Access the ADP Portal at https://portal	<u>.adp.com</u>		
a) Click USER SIGN IN .	APP		
	Use	ər Sign In	First Time User
		USER SIGN IN	CREATE ACCOUNT
		ADMINISTRATOR SIGN IN	Need Help Getting Started? Make This Ste Your Home Page
	a, Fo Ch	orgot Your Leer (ID? orgot Your Password? hange Your Password diste Your Security Profile	
 b) Enter your ADP Portal User name and Password. c) Click OK. 	username and pass		
			OK Cancel



ADP Portal - View and/or Print Pay Statements

Job Tool

EMP-CS-2036JT Revision 01 | Date 6/28/2016

2. <u>Portal Home Page</u>	
 a) Depending on your access, you may or may not see the Employee/Manager tab on your home page. If the Employee/Manager tab is displayed, ensure Employee is selected. If you are a Manager, point to the Manager tab and click Employee. 	Manager Home Organization & Stating
3. View Pay Statement	
 a) Point to the Pay & Taxes tab and then click Pay Statements. Please see the note below with special instructions for Mac users. 	Employee Home Time & Attendance Pay & Taxes Personal information Benefits Career Welcome What's New Direct Deposit Ta Witholding To Your Employee Portal HiPlayroll/Benefits/Time Card information To access the Time System, go to the "Time & Attendance" dropdown and select "Velcome" vide the "Employee" role To access the Time System, go to the "Time & Attendance" dropdown vide the "Employee" role To access the time System, go to the "Time & Attendance" dropdown and select "Velcome" vide the "Employee" role To access the organized personal Information, go to the "Personal Information" dropdown vide the "Employee" role To review or update your tax withholding, direct deposit or to view your pay studs, select the "Pey & Taxes" dropdown
 b) Click the date for the statement you wish to view 	Employee Home Time & Attendance Pay & Taxes Personal Information Benefits Career Pay Statements
Note - Special Instructions for Mac Users: Mac users will need to download a PDF Browser Plugin. – Click the link for Mac users.	Employee Home Time & Attendance Pay & Taxes Personal Information Benefits Carcee Annual Statements ? Go Paperless Select Notification Options Change E-mail Address Annual Statement Summary ? This page displays the annual tax forms available for viewing. Click the tax year to view details. Tax forms remain online for 3 years. * You will need the Adobe Reader plug-in (most people already have it). If you don't have it installed, you can click have or contact your IT 6 deater. Mac users. please click have. Having difficulty viewing your W-2? If your intermet browser is Firefox and you are having difficulty viewing your W-2, try using Chrome or Intermet Explorer.

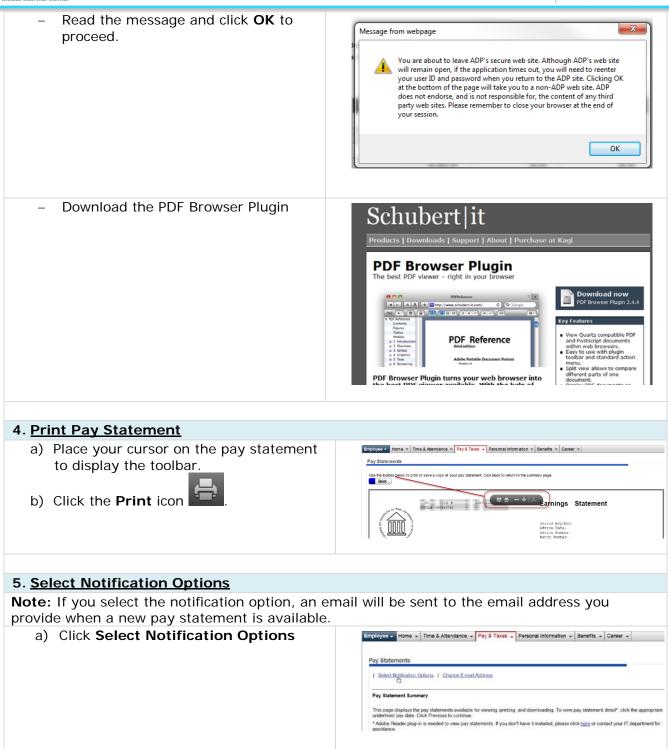
University System of Georgia Shared Services Center 1005 George J. Lyons Pkwy, Sandersville, Georgia 31082 Toll Free (855) 214-2644 • Phone (478) 240-6500 • Fax (478) 240-6414 Email <u>helpdesk@ssc.usg.edu</u> • Website <u>www.ssc.usg.edu</u> Normal Business Hours: Monday through Friday 8:00 A.M. – 5:00 P.M. Self-Service support is available at <u>https://answers.ssc.usg.edu</u> Page 2 of 4

ADP Portal - View and/or Print Pay Statements



Job Tool

EMP-CS-2036JT Revision 01 | Date 6/28/2016



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ADP Portal - View and/or Print Pay Statements

Job Tool

EMP-CS-2036JT Revision 01 | Date 6/28/2016

b)	Select Send e-mail notification
	when a new pay statement is
	available.
c)	Verify the E-mail address is correct.
	Click Edit if you need to modify your
	email address.
d)	Click Save when complete.

y Statements			
elect Notification Options			
you select this option, an e-r	nail will be sent to the address belo	w whenever a new pay st	atement is available to view.
A Sand a mail potification	when a new new statement is aver-	ilable	
Send e-mail notification	when a new pay statement is ava	ilable.	
Send e-mail notification	when a new pay statement is ava	ilable. Edit	

Task Complete

Resources for Returning Faculty, Staff, and Students

Welcome, the University System of Georgia Shared Services Center (SSC) has compiled the following resources to provide assistance with the ADP Enterprise eTIME.

ADP eTIME

- Timecard Entry/Approval
- Record Timestamp
- Transferring Time
- View Accrual Balances and Other Reports in eTIME
- Request Time Off
- Cancel Time Off Request
- Request Leave Time
- Cancel Leave Time Request
- Approve a Time Off Request
- Approve Timecards as a Manager



UNIVERSITY SYSTEM OF GEORGIA SHARED SERVICES CENTER

July 18, 2016

Need to Contact Us?

By Phone: Toll Free (855) 214-2644 Main Phone (478) 240-6500 Fax (478) 240-6414

Email: helpdesk@ssc.usg.edu

Website: www.ssc.usg.edu

Extended Hours: August 8 – September 2, 2016 Monday - Friday 7:30 A.M. – 5:30 P.M.

Normal Business Hours: Monday - Friday 8:00 A.M. – 5:00 P.M. Self-Service support is available at <u>https://</u> answers.ssc.usg.edu



Job Tool EMP-CS-2005JT Revision 05 Date 07/11/2016

Return to Contents

OVERVIEW

ADP Enterprise eTIME is the Time and Labor Management system used by employees to:

- Enter and review hours worked
- Enter exception time (vacation, sick, and personal)
- View exception time accrual balances (vacation, sick, and personal)
- Request or cancel time off
- Request or cancel leave time

New Employee

If you are a new employee, never worked for an ADP supported institution, you will need to follow these instructions at <u>least one day after</u> you have registered for the ADP Portal in order to access your electronic time card or "timestamp." The system will <u>not</u> allow you to add eTIME until you have been an active employee for <u>at least one day</u>. If you attempt to access eTIME without following this process you will receive an error stating, "Your account has not been properly configured." In order to add eTIME, you will need your ADP Employee ID (provided to you by your institution).

Returning Employee

If you are an employee that has worked for an ADP supported institution, you will use your existing ADP User ID and Password. On <u>day two</u>, you will need to follow these steps to delete and then readd eTIME. The system will <u>not</u> allow you to add eTIME until you have been an active employee for <u>at least one day</u>. If you attempt to access eTIME without following this process you will receive an error stating, "Your account has not been properly configured." In order to add eTIME, you will need your ADP Employee ID (provided to you by your institution).

Need Assistance

If you need assistance with these instructions, receive an error message at any step in the process or have any concerns once you are logged in, please contact our Shared Services Center (SSC) Customer Support team for assistance. Our normal business hours are Monday through Friday 8:00 A.M. – 5:00 P.M. except holidays. You can call us toll free at (855) 214-2644 or email us at helpdesk@ssc.usg.edu.

INSTRUCTIONS

1. To obtain your ADP Employee ID through the ADP Portal at https://portal.adp.com

a) Click USER SIGN IN .	APP	
	User Sign In	First Time User
	USER SIGN IN	CREATE ACCOUNT
	ADMINISTRATOR SIGN IN	Need Help Getting Started? Make This Site Your Home Page
	▲ Forget Your Law Cr 4, Forget Your Password? Change Tarlow The Second Under Nor Second Profile	

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Job Tool

EMP-CS-2005JT Revision 05 Date 07/11/2016

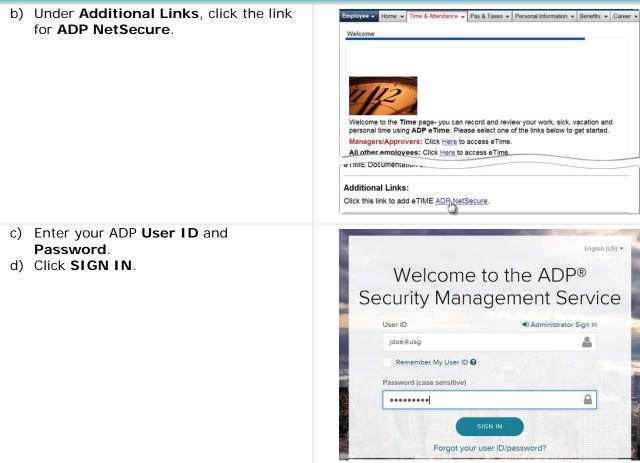
 b) Enter your ADP Portal User name and Password. c) Click OK. 	jdoe@usg Password Remember my credentials
	OK (m) Cancel
 d) Depending on your access, you <u>may or</u> <u>may not</u> see the Employee/Manager tab on your home page. If the Employee/Manager tab is displayed, ensure Employee is selected. 	Manager Vorganization & Staffing V Reports V Enclored by Manager Welcome To Your Employee Portal Your one-stop source for HR/Pavrol/Benefits/Time Card Or
If you are a Manager, point to the Manager tab and click Employee .	Home - Time & ABendance + Pey & Taxes + Personal information + Benefits + Career + What's Now Message C Welcome To Your Employee Portal Your one-stop source for HR/Payroll/Benefits/Time Card Information Cace
e) Point to the Personal Information tab and click General.	Welcome, Employee Home Time & Attendance Pay & Taxes Personal Information Benefits Career What's New Emergency Contacts Addresses Addresses Portal Your one-stop source for HR/Payroll/Benefits/Time Card informatic Your one-stop source for HR/Payroll/Benefits/Time Card informatic
f) Your personal information is displayed.g) Note your Employee ID.	Personal Information The following personal information is stored in your personnel record. To change any of the information below, please Personal Information Name: Employee ID: X000000X Social Security Number: X000000X

2. Access ADP Netsecure through the ADP Portal at https://netsecure.adp.com

Employee Home Time & Attendance Pay & Taxes Personal Information Benefits Career What's New Welcome Image: Second Seco	 Point to the Time & Attendance tab and click Welcome. 	Welcome,
		Welcome,



Job Tool EMP-CS-2005JT Revision 05 Date 07/11/2016



3. Add or Re-Add eTIME

3.1. Manage Services

a) Point to **Myself** on the menu bar and click on **Manage Services**.





Job Tool

EMP-CS-2005JT Revision 05 Date 07/11/2016

 b) For the service Enterprise eTIME, click Add if you are a <u>new</u> employee -Or- click Delete, then Add if you are a <u>returning</u> employee. 	Manage Services Manage 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 Tydaen. Important: If ADP services are displayed without Add/Delete options next to them, you automatically have access to those products. Service Set Service
	IPayStatements VV2 Services Enterprise eTIME Calculation
3.2. Verify Your Identity	
 a) Enter your ADP Employee ID in the Enterprise eTIME Employee ID field. <i>Refer to step 1.g.</i> b) Click Submit. 	Horne Manage Services Verify Your Identity We need some information in order to verify your identity. Please complete the information on this page. + = Required Enterprise e Time Information Enterprise e Time Information (Your Employee ID is provided by your manager or system administrator.)
3.3. Confirmation	
 a) If Enterprise eTIME has been added successfully, you will receive confirmation. b) Click Log Out. 	Weccene, Years Manage My 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. Hy Jave a service that in peopfing and ware to use your pay statement or form W2 to associate that service with your user account, click Tay Again. Impertant: FADP 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. Impertant: FADP 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.

4. Access Enterprise eTIME through the ADP Portal at https://portal.adp.com

If you performed step 1, *Obtain your employee ID through the ADP Portal*, and you did <u>not</u> log out of the Portal, proceed to step 4.e.

a) Click User Sign in .		
	User Sign In	First Time User
	USER SIGN IN	CREATE ACCOUNT Need Help Getting Started? Make Tris Site Your Home Page
	▲ Forgst Your Lear (D) 9, Forgst Your Peaseord? Change Your Peaseord Lippers Your Security Profe	

University System of Georgia Shared Services Center 1005 George J. Lyons Pkwy, Sandersville Georgia 31082 Toll Free (855) 214-2644 • Phone (478) 240-6500 • Fax (478) 240-6414 Email <u>helpdesk@ssc.usg.edu</u> • Website <u>www.ssc.usg.edu</u> Normal Business Hours: Monday through Friday 8:00 A.M. – 5:00 P.M. Self-Service support is available at <u>https://answers.ssc.usg.edu</u> Page 4 of 5



Job Tool

VERSITY SYSTEM OF	Georgia	EMP-CS-2005JT
SHARED SERVICES C	ENTER	Revision 05 Date 07/11/2016
b) c)	Enter your ADP Portal User name and Password . Click OK .	jdoe@usg Password Remember my credentials
d)	Depending on your access, you <u>may or</u> <u>may not</u> see the Employee/Manager tab on your home page. If the Employee/Manager tab is displayed, ensure Employee is selected. If you are a Manager, point to the Manager tab and click Employee .	Manager Home Organization & Staffing Reports Employee for Manager Message Center at a Glance Welcome To Your Employee Portal Your one-stop source for HR/Payroll/Benefits/Time Card Click on the following OF Home - Time & Attendance - Pay & Taxes - Personal Information - Benefits - Cureer - Message C Message C What's Now Message Conter at a Glance Message C Welcome To Your Employee Portal Your one-stop source for HR/Payroll/Benefits/Time Card information Cick
e)	Point to the Time & Attendance tab and click Welcome .	Welcome, Employee Home Time & Attendance Pay & Taxes What's New
f)	Click the link for All other employees .	Employee Home Time & Atlendance Pay & Taxes Personal Information Benefits Career Welcome Welcome to the Time page- you can record and review your work, sick, vacation and personal time using ADP eTime. Please select one of the links below to get started. Managers/Approvers: Click Here to access eTime. All other employees: Click Here to access eTime.
M Tas	k Complete	



ADP Enterprise eTIME - Timecard Entry/Approval Biweekly Employee

Job Tool EMP-CS-2013JT Revision 03 | Date 11/19/2015

Return to Contents

OVERVIEW

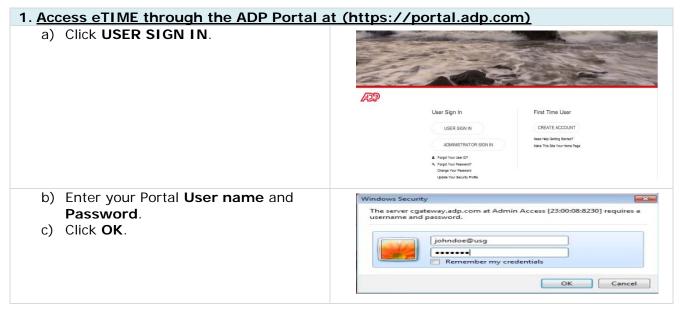
Biweekly employees access their timecard using ADP Enterprise eTIME (Time and Labor Management) and have the ability to:

- Enter hours worked
- Enter exception time (vacation, sick, personal, etc.)
- Transfer time among multiple positions
- Save and approve their timecard

Need Assistance

If you need assistance with these instructions, receive an error message at any step in the process or have any concerns once you are logged in, please contact our Shared Services Center (SSC) Customer Support team for assistance. Our normal business hours are Monday through Friday 8:00 A.M. – 5:00 P.M. except holidays. You can call us toll free at (855) 214-2644 or email us at helpdesk@ssc.usg.edu.

INSTRUCTIONS



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ADP Enterprise eTIME - Timecard Entry/Approval Biweekly Employee



Job Tool EMP-CS-2013JT

Revision 03 | Date 11/19/2015

2. eTIME Access	
 a) On the Portal Home page, point to the Time & Attendance tab. b) Click Welcome. 	Veranik Veranikanik Veranik Veranik Veranik Veranik Veranik
c) Click All other employees: Click Here to access eTime.	Welcome Pay & Taxes Personal Information Benefits Career Welcome Velcome Pay & Taxes Personal Information Benefits Career Welcome Velcome Velcome Pay & Taxes Personal Information Benefits Career Welcome Velcome Velcome Velcome Velcome Pay & Taxes Personal Information Velcome Velcome Item Piese
3. <u>Employee Menu</u>	
a) Under My Information , click My Timecard .	

Page 2 of 6



EMP-CS-2013JT Revision 03 | Date 11/19/2015

4. <u>My</u>	Timecard						
4.1.	Enter Hours Worked						
a)	For the appropriate day, enter your beginning time In (example: 8:00AM).		Comments - 9 Persury Arc Date Fri755 Fri755	ext Total Scenary 0 of Pry Cole 9 9 9 9 9 9 9 9 9 9 9 9 9	No.	h 90044 7.504 7.504 7.504 7.504	Tractir
b)	Enter your ending time Out (example: 5:00PM).	Free Free Add - B -	Vet Constant-0 Penany An Date	Interface and a second			Medi 5048 0 904 0 800 800 800 800 800 800 800 800 800 800
4.2.	Enter Exceptions						
	exception time (vacation, sick, personal				g steps.	lf you d	lo not
need	to enter exception time, proceed to step	4.3, Tra	ansfer T	ime.			
a)	For the appropriate day, select the appropriate exception code from the Pay Code list.	Add Row	Set	7/05	Pay Code		Amount
b)	Enter exception hours; you may enter 8 or 8:00 , either format is accepted.		Mon	7/08	2 2 2		
c)	If you have multiple exceptions on a day, you will need to insert a row for each exception; on the appropriate		Thu	7/10 7/11 7/12 7/13 7/13	د د د		
d)	day, click the Add Row icon ^{to} to insert a new row. Select the appropriate exception code		Sun Mon	7/14 7/15 7/16 SICK	2 2 2		0
u)	from the Pay Code list.						



EMP-CS-2013JT Revision 03 | Date 11/19/2015

SHARED SERVICES CENTER	
4.3. Transfer Time	
	among the positions using the following steps. If
you did not work multiple positions, proceed	to step 4.4, Save Your Timecard.
a) For the appropriate day, enter a	Date Pay Code Amount In Transfer
beginning time In (example: 8:00AM).	0 S Set 309 ▼ 2 Sun 3000 ↓ 2 Sun 3000 ↓ 2 Sun 3000 ↓ 2 Sun 3000 ↓
	Image: Second
Note: If you worked multiple	Image: Constraint of the second se
positions on a day, you will need to insert a row for each position; on the	Set 405 • Seerch An 6
appropriate day, click the Add Row	
icon 📴 to insert a new row.	
	-
 b) Click the drop down arrow in the Transfer column and click Search. 	
c) Position will be selected.	🔬 Select Transfer
d) From the Available Entries field,	Labor Account
select the position that you are	Name or Description:
transferring time into.	Available Entries: Position 09001003,Custodian I Account Code
	09001004,Admin Supvsr III O Business Unit
	O Department
e) Once you select the position, the	Select Transfer
position number will populate in the	Labor Account
transfer set.	Name or Description: Search Available Entries:
	Available Entries: © Position 09001003 09001003,Custodian 1 09001004,Admin Supvsr III
	Business Unit Department
	O Pay Group
f) Select Approver .	Select Transfer
g) From the Available Entries field,	Labor Account
select the supervisor for the position.	Name or Description:
Once you select the supervisor, the	Available Entries: O Position 39002048 0111111,Doe,John O Account Code O Account Code
supervisor's employee ID will populate in the transfer set.	0222222,Smith,A O Business Unit
h) Click OK .	Department Pay Group
,	Approver 0111111
	○ Reserved
	Selected Transfer
	69001032007
	OK Cancel Refresh Holp

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Page 4 of 6



Job Tool

EMP-CS-2013JT Revision 03 | Date 11/19/2015

i)	On your timecard, you will now see the In and Transfer columns	Timecard Schedule People	Reports Leave Cases	Name & ID Fe Time Period G		100FF		
	populated.	Save Actions + Punch	* Amount * Accruals * C	mment * Appro	vale - Reports - Leas	-		
	populatou	Data	Pay Code	Anount	in	Transfer		Ô.t
		🖬 🛃 Fri 309					•	
		🖬 😫 Set 3/29	•				•	
		Sun 300	•				•	
		Mon 3/01			1494	09001003/880159605/	-	
		1 1 Viel 402						
		1 PT Thu 403						
		🔀 🛃 Fri 4/04						
		😫 🛃 Sat 4/05	•				*	
i)	Enter your ending time Out	Save Actions • Punch	▼ Amount▼ Comment▼ :	Approvals 🔻 Repo	rts ▼			
J/					-	Turation		~ 1
	(example: 5:00PM).	Date	Pay Code	Amount	n	Transfer		Out
14		🔀 🛃 Sat 3/29	•				•	
к)	Click Save.	🔀 🛃 Sun 300	•				•	
		🔀 😫 Mon 3/31	•		4:54PM	09001003////0158605/	▼ 4:55PM	
		🔀 🛃 Tue 4.01	•				•	
		K 🛃 Wed 4/02	*				*	
		🖬 🛃 Thu 4/03	_				-	
			•				•	
4.4.	Save Your Timecard							
a)	Once you have made your entries,							
a)		TIMECARD			Persor	a & Id		
	click Save.				Time P	eriod Current Pay I	Period	
		Save Approv	ve Comments	⇒ Prim	ary Account	Totals Summa ry	Refr	resh i
b)	After you save your changes, you will see this message.	TIMECA	RD					
	"Timecard successfully saved on: (date and time)"	1 Timec	ard success	fully sa	ved on: 2/1	4/2013 9:30	MAN	



EMP-CS-2013JT Revision 03 | Date 11/19/2015

Approve Your Timecard 4.5. Note: Until your manager approves your timecard, you have the ability to remove your apporval and enter information. Once your manager approves your timecard you can no longer edit your timecard. a) Verify the information on the timecard TIMECARD Person & Id is correct. Time Period Current Pay Period b) Click **Approve**. Timecard successfully saved on: 2/14/2013 9:30AM Save Approve Comments → Primary Account Totals Summary Refresh c) After you approve your timecard, you TIMECARD Perse will see this message. Time "Approval by Employee (username): Approvals: (time period)" Approval by Employee (johndoe@usg): 2/01/2013 - 2/28/2013 d) Click Log Off. I Task Complete

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EMP-CS-2011JT Revision 03 | Date 11/19/2015

Return to Contents

OVERVIEW

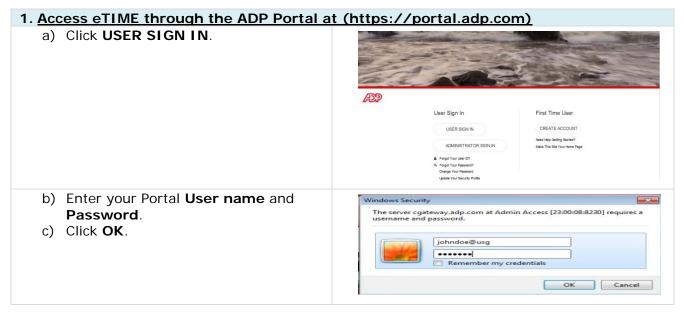
Monthly employees access their timecard using ADP Enterprise eTIME (Time and Labor Management) and have the ability to:

- Enter exception time (vacation, sick, personal, etc.)
- Transfer time among multiple positions
- Save and approve their timecard

Need Assistance

If you need assistance with these instructions, receive an error message at any step in the process or have any concerns once you are logged in, please contact our Shared Services Center (SSC) Customer Support team for assistance. Our normal business hours are Monday through Friday 8:00 A.M. – 5:00 P.M. except holidays. You can call us toll free at (855) 214-2644 or email us at helpdesk@ssc.usg.edu.

INSTRUCTIONS

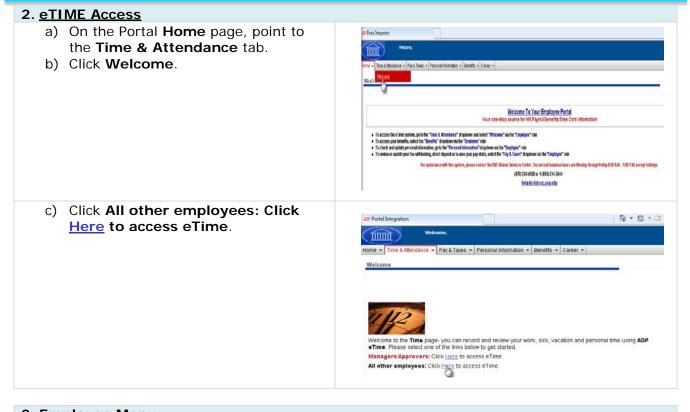


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EMP-CS-2011JT

Revision 03 | Date 11/19/2015



 <u>Employee Menu</u> a) Under My Information, click My Timecard. 	Image: Second
	My Information • Inbox • My Timecard • My Reports • My Actions

4. My Timecard

4.1. Enter Exceptions

Enter exception time (vacation, sick, personal, etc.) using the following steps. If you do not need to enter exception time, proceed to step 4.2, **Transfer Time**.

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Job Tool

EMP-CS-2011JT Revision 03 | Date 11/19/2015

 a) For the appropriate week, select the exception code from the Pay Code list. 	TIMECARD Person & bit Time Period Current Play Period 205.00 Time Period Current Play Period 205.00 Texas Payr Cole Transfer Addr Payr Cole Transfer Addr Payr Cole Transfer Pours Worked Payr Cole Payr Cole Pours Worked Transfer Payr Cole Pour Cole Payr Cole Transfer Pour Cole Payr Cole Payr Cole Pour Cole <td< th=""></td<>
 b) On the exception row, enter the hours for the appropriate day(s). You may enter 8 or 8:00, either format is accepted. 	Add Pay Code Tue 2/12
 c) If you have multiple exceptions (i.e., vacation and floating holiday) in a week, you will need to insert a row for each. For the appropriate week, click the Add Row icon to insert a new row. d) Select the appropriate exception code from the Pay Code list. 	Add Row Pay Code Image: State St
4.2. Transfer Time	
If you work multiple positions, transfer time ar you did not work multiple positions, proceed to	
 a) Click the Search icon in the Transfer column. Note: If you work multiple positions in a week, you will need to insert a row for each position. For the appropriate week, click the Add Row icon to insert a new row. 	Add Row Pay Code Transfer Sat 7/05 Sun 7/06 Mon 7/07 Hours Worked 0.00 0.00

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Job Tool

EMP-CS-2011JT Revision 03 | Date 11/19/2015

 b) Position will be selected. c) From the Available Entries field, select the position that you are transferring time into. 	Select Transfer Labor Account Name or Description: Øsearch Available Entries: Ø9001003,Custodian I Øs001004,Admin Supvsr III Øbusiness Unit Øbusiness Unit
 d) Once you select the position, the position number will populate in the transfer set. 	Select Transfer Labor Account Name or Description: Available Entries: Og001003,Custodian I Og001004,Admin Supver III Department Pay Group
 e) Select Approver. f) From the Available Entries field, select the supervisor for the position. Once you select the supervisor, the supervisor's employee ID will populate in the transfer set. g) Click OK. 	Select Transfer Labor Account Name or Description: Available Entries: 0111111_Doe,John 0222222, Smith,A Department Pay Group Image: Approver Image: Approver Selected Transfer Business Unit Beserved
 h) On the transfer row, enter the hours for the appropriate day(s). 	Add Row Pay Code Transfer Sat 7/05 Sun 7/06 Mon 7/07 Hours Worked 09001003 0 8.00 8.00
4.3. Save Your Timecard	
 a) Once you have made your entries, click Save. 	Person & Id Time Period Save Approve Comments Primary Account Totals Summary Refresh
 b) After you save your changes, you will see this message. "Timecard successfully saved on: (date and time)" 	TIMECARD Timecard successfully saved on: 2/14/2013 9:30AM
4.4. Approve Your Timecard	

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Page 4 of 5



Job Tool

EMP-CS-2011JT Revision 03 | Date 11/19/2015

Note: Until your manager approves your timecard, you have the ability to remove your apporval and enter information. Once your manager approves your timecard you can no longer edit your timecard.

	Verify the information on the timecard is correct. Click Approve .	TIMECARD Perso Time Timecard successfully saved on: 2/14/2013 9:30AM. Save Approve Comments * Primary Account	n & Id Period Current Pay Period Totals Summary Refresh
c)	After you approve your timecard, you will see this message.	TIMECARD	Perse
	"Approval by Employee (username): (time period)"	Approvals: Approval by Employee (johndoe@usg):	2/01/2013 - 2/28/2013
d)	Click Log Off.		
🛛 Tas	k Complete		



ADP Enterprise eTIME - Timecard Entry/Approval Manager Job Tool

EMP-CS-2012JT Revision 03 | Date 11/19/2015

OVERVIEW

Managers access their timecard using ADP Enterprise eTIME (Time and Labor Management) and have the ability to:

- Enter exception time (vacation, sick, personal, etc.)
- Save and approve their timecard

For instructions on how to approve timecards as a manager, refer to job tool, EMP-CS-2025JT, <u>ADP</u> <u>Enterprise eTIME – Approve Timecards as a Manager</u>.

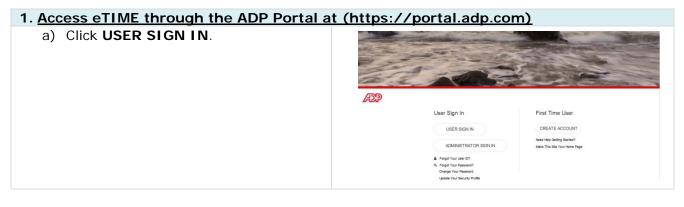
Macintosh and/or Java Version 7 and Higher Users

The eTIME service is currently not compatible with the newer versions of Java. Some managers, will receive a Java error when trying to access the eTIME service as a manager/approver. If you are unable to access eTIME through the Managers/Approvers link, log in to eTIME using the "All other employees" link on the Time and Attendance tab. Refer to Step 2.c, eTIME Access Option 3.

Need Assistance

If you need assistance with these instructions, receive an error message at any step in the process or have any concerns once you are logged in, please contact our Shared Services Center (SSC) Customer Support team for assistance. Our normal business hours are Monday through Friday 8:00 A.M. – 5:00 P.M. except holidays. You can call us toll free at (855) 214-2644 or email us at helpdesk@ssc.usg.edu.

INSTRUCTIONS



ADP Enterprise eTIME - Timecard Entry/Approval Manager Job Tool



EMP-CS-2012JT Revision 03 | Date 11/19/2015

b) Enter your Portal User name and Password.c) Click OK.

Vindows Securi			_
The server cg username and	teway.adp.com at Admin /	Access [23:00:08:82	230] requires a
	johndoe@usg		
	•••••		
	Remember my crede	entials	
	in terretiber hig creat		

2. eTIME Access	
 a) <u>Option 1</u> On the Portal Home page, under Recommended Links, click Managers/Approvers: Click <u>Here</u> to access eTime. 	
 b) <u>Option 2</u> On the Portal Home page, point to the Time & Attendance tab. Click Welcome. 	Precision Precision
Click Managers/Approvers: Click Here to access eTime.	

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Page **2** of **5**

ADP Enterprise eTIME - Timecard Entry/Approval Manager



Job Tool

EMP-CS-2012JT Revision 03 | Date 11/19/2015

	Revision 05 Date 11/19/2013
	Portal Integration Welcome, Home Pay & Taxes Personal Information Benefits Career Welcome
	Welcome to the Time page- you can record and review your work, sick, vacation and personal time using ADP •Time. Please select one of the links below to get started. Managers/Approvers: Click Higgs to access eTime. All other employees: Click Higgs to access eTime.
 c) <u>Option 3 - Recommended option for</u> <u>Macintosh and Java version 7 and</u> <u>Higher</u> On the Portal Home page, point to the Time & Attendance tab. Click Welcome. 	Print integrine Print Integrine Print United States - Presentationalizer - Breeffs - Cours - Print United States - Presentationalizer - Breeffs - Cours - Print United States - Presentationalizer - Breeffs - Cours - Print December - Decembe
Click All other employees: Click <u>Here</u> to access eTime.	Welcome Home * Time & Atlendance * Pay & Taxes * Personal Information * Benefits * Career * Welcome Welcome Welcome Welcome Welcome to the Time page- you can record and review your work, sick, vacation and personal time using ADP *Time. Please select one of the links below to get started. Managers/Approvers: Click Here to access eTime. All other employees: Click Here to access eTime.

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ADP Enterprise eTIME - Timecard Entry/Approval Manager Job Tool



EMP-CS-2012JT evision 03 | Date 11/19/2015

zrenty System of Grongla ared Services Center	Revision 03 Date 11/19/20
3. <u>Manager Menu</u>	
a) Point to the My Information tab and click My Timecard.	CALEGAR * NY QUICKANS * THEREEPING * SCHEDUING * YY PARAMETION YY CALEGARS * RECORD RETINITION * Tencord Schedale Progin Ny Tencord Ny Te
4. <u>My Timecard</u>	
4.1. Enter Exceptions	
Enter exception time (vacation, sick, personal,	, etc.) using the following steps. If you do not
need to enter exception time, proceed to step	
a) For the appropriate week, select the exception code from the Pay Code list.	MY TIMECARD Name & ID Loaded: \$:35AM Time Perio Save Actions * Punch * Amount * Comment * Approvals * Week starting: Sat 1/26 Transfer Meak starting: Sat 1/26 * Week starting: Sat 1/26 * WacATION UNCOMPENSATED VacATION UNCOMPANY Week starting: Sat 1/26 * Week star * Warded tar </th
 b) On the exception row, enter the hours for the appropriate day(s). You may enter 8 or 8:00, either format is accepted. 	Week starting: Sat 2/02 Pay Code Wed 2/06 SICK 4:00 4:00

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ADP Enterprise eTIME - Timecard Entry/Approval Manager



Job Tool EMP-CS-2012JT

Revision 03 | Date 11/19/2015

2)	Once you have made your entries,	MY TIMECARD
a)	click Save.	Loaded: 9:35AM Name & ID 0:
	CIICK Save.	Time Period Current Pay Period
		Save Actions * Punch * Amount * Comment * Approvals * Reports * Leave *
		Week starting: Sat 1/26
b)	After you save your changes, you will see this message.	TIMECARD
	"Timecard successfully saved on: (date and time)"	Timecard successfully saved on: 2/14/2013 9:30AM
4.3	Approve Your Timecard	
pporv	5	nager approves your timecard you can no longer
ait yo	our timecard.	
3	Verify the information on the timecard	MY TIMECARD Name & ID
a)	Verify the information on the timecard is correct.	
a)	Verify the information on the timecard is correct. Point to the Approvals tab and click	Last Saved: 9:36AM Time Period Current Pay Period
a)	Verify the information on the timecard is correct.	Last Saved: 9:36AM Name & ID Time Period Current Pay Period Save Actions ▼ Punch ▼ Amount ▼ Comment ▼ Approvals Reports ▼ Leave ▼
a)	Verify the information on the timecard is correct. Point to the Approvals tab and click	Last Saved: 9:36AM Time Period Current Pay Period Save Actions ▼ Punch ▼ Amount ▼ Comment ▼ Approvals Reports ▼ Leave ▼ Week starting: Sat 1/26 Remove Approval
a)	Verify the information on the timecard is correct. Point to the Approvals tab and click	Last Saved: 9:36AM Time Period Current Pay Period Save Actions * Punch * Amount * Comment * Approvals Reports * Leave * Approve (h)
a) b)	Verify the information on the timecard is correct. Point to the Approvals tab and click	Last Saved: 9:36AM Name & ID Ime Period Current Pay Period Save Actions ▼ Punch ▼ Amount ▼ Comment ▼ Approvals Week starting: Sat 1/26 Remove Approval Pay Code Transfer Sign Off Sat 1/26
a) b)	Verify the information on the timecard is correct. Point to the Approvals tab and click Approve . After you approve your timecard, you	Last Saved: 9:36AM Name & ID Last Saved: 9:36AM Time Period Current Pay Period Current Pay Period Week starting: Sat 1/26 Reports * Leave * Pay Code Transfer B Hours Worked * Sign Off Remove Sign-Off
a) b)	Verify the information on the timecard is correct. Point to the Approvals tab and click Approve . After you approve your timecard, you will see this message. "Approval by Employee (username):	Name & ID Last Saved: 9:36AM Time Period Current Pay Period Save Actions * Punch * Amount * Comment * Approvals Reports * Leave * Approve_In Remove Approval Sign Off Remove Sign-Off TIMECARD Pers Time

University System of Georgia Shared Services Center 1005 George J. Lyons Pkwy, Sandersville Georgia 31082 Toll Free (855) 214-2644 • Phone (478) 240-6500 • Fax (478) 240-6414 Email <u>helpdesk@ssc.usg.edu</u> • Website <u>www.ssc.usg.edu</u> Normal Business Hours: Monday through Friday 8:00 A.M. – 5:00 P.M. Self-Service support is available at <u>https://answers.ssc.usg.edu</u> Page 5 of 5



EMP-CS-2027JT Revision 02 | Date 11/19/2015

Return to Contents

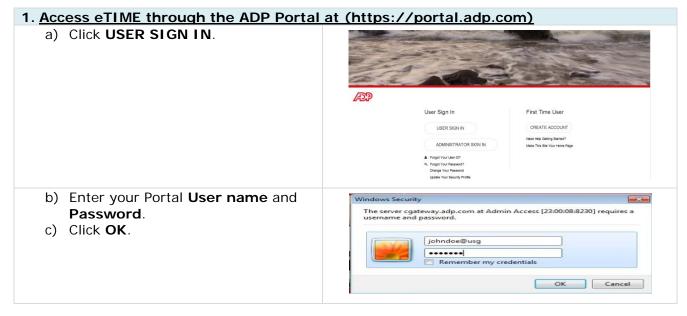
OVERVIEW

This job tool provides instructions for biweekly employees using the timestamp function in ADP Enterprise eTIME. In order to use this function, you must have already added eTIME as a service. For instructions on how to add eTIME as a service, refer to job tool, EMP-CS-2005JT, <u>Add or Re-Add eTIME for the ADP Portal</u>.

Need Assistance

If you need assistance with these instructions, receive an error message at any step in the process or have any concerns once you are logged in, please contact our Shared Services Center (SSC) Customer Support team for assistance. Our normal business hours are Monday through Friday 8:00 A.M. – 5:00 P.M. except holidays. You can call us at toll free at (855) 214-2644 or email us at helpdesk@ssc.usg.edu.

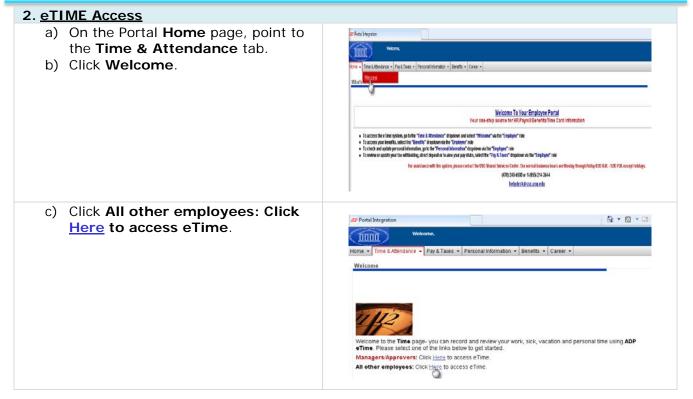
INSTRUCTIONS





Job Tool

EMP-CS-2027JT Revision 02 | Date 11/19/2015



3. <u>Record Timestamp (Clock In/Clock Out)</u>

Note: Employees with a single job will follow step 3.1, **Single Job**. Employees with multiple jobs will follow step 3.2, **Transfer (Multiple Jobs)**. Once you complete **one** of these steps, the task is complete.

a) You may select the Log off after stamping check box to	Transfers	•
 automatically log off once you have clocked in/out. If you do not select this check box, you will need to manually log off once you record your time stamp. b) Click Record Time Stamp. 	Log off after Record Time	



Job Tool

EMP-CS-2027JT Revision 02 | Date 11/19/2015

3.2. Transfer (Multiple Jobs)	
a) Click the drop-down arrow 🔽 in the Transfers field.	Transfers Log off after stamping Record Time Stamp
b) Click Search .	Transfers Search Alt-S Control Con
 c) Under Available Entries, select the position that you are transferring time into. d) Once you select the position, the position number will populate in the transfer set. 	Select Transfer Labor Account Name or Description Available Entries: Search Search Position Secure Available Entries: Secure Position Secure Secure Secu



Job Tool

EMP-CS-2027JT

	Revision 02 Date 11/19/2015
 e) Select Approver. f) From the Available Entries field, select the supervisor for the position. Once you select the supervisor, the supervisor's employee ID will populate in the transfer set. g) Click OK. 	Select Transfer Labor Account Hame or Description: Search Available Entries: O111111,Doe,John O222222,Smith,A Department Department Pay Group Approver O111111 Reserved Selected Transfer BBBS1893300 C C Cancel Zabreb Table
 h) You may select the Log off after stamping check box to automatically log off once you have clocked in/out. If you do not select this check box, you will need to manually log off once you record your time stamp. i) Click Record Time Stamp. 	Transfers 39002048////// Log off after stamping Record Time Stamp
I Task Complete	



EMP-CS-2026JT Revision 02 | Date 11/19/2015

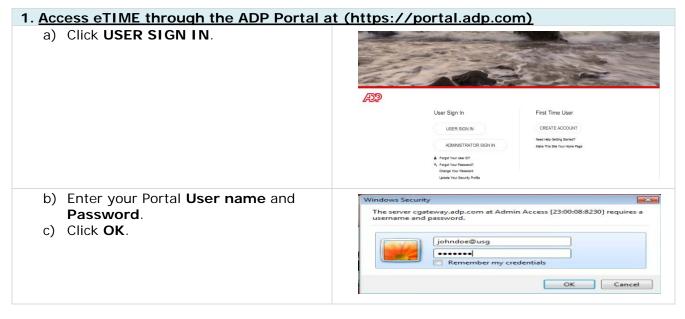
OVERVIEW

Biweekly employees working multiple positions transfer time among the positions using ADP Enterprise eTIME (Time and Labor Management). Biweekly employees do not have to transfer time into their primary job; the system automatically places time in that position.

Need Assistance

If you need assistance with these instructions, receive an error message at any step in the process or have any concerns once you are logged in, please contact our Shared Services Center (SSC) Customer Support team for assistance. Our normal business hours are Monday through Friday 8:00 A.M. – 5:00 P.M. except holidays. You can call us toll free at (855) 214-2644 or email us at helpdesk@ssc.usg.edu.

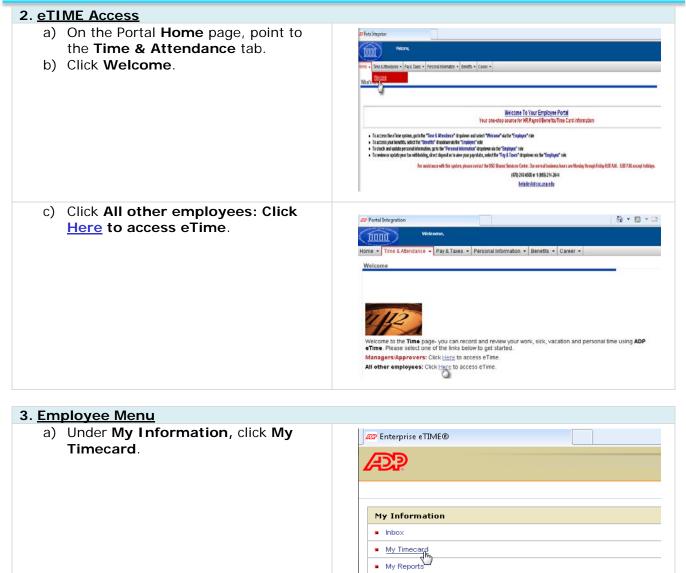
INSTRUCTIONS





Job Tool

EMP-CS-2026JT Revision 02 | Date 11/19/2015



My Actions

Page 2 of 4



nount

Job Tool

098U-CH000///0188115 36001904////0039160/ ON CALL CALL-IN NOT ON CALL Search

EMP-CS-2026JT Revision 02 | Date 11/19/2015

4. Transfer Time

<u></u>						
a)	For the appropriate day, enter a beginning time In (example: 8:00AM).		Date Fri 3/28 Sati 3/29 Sun 3/30 Mon 3/31 Tue 4/01	Pwy Code	•	Amo
	Note: If you worked multiple positions on a day, you will need to insert a row for each position; on the appropriate day, click the Add Row icon to insert a new row.		Wed 4/02 Thu 4/03 E n 4/04 Sat 4/05		• • • •	
b)	Click the drop down arrow in the Transfer column and click Search .					

 c) Position will be selected. d) From the Available Entries field, select the position that you are transferring time into. 	Select Transfer Labor Account Name or Description: Search O9001003,Custodian I O9001004,Admin Supvsr III Operatment Description Department Description Department Description Department Description
 e) Once you select the position, the position number will populate in the transfer set. 	Select Transfer Labor Account Name or Description: Search 99001003,Custodian 1 09001004,Admin Supvsr III Department Pay Group
 f) Select Approver. g) From the Available Entries field, select the supervisor for the position. Once you select the supervisor, the supervisor's employee ID will populate in the transfer set. h) Click OK. 	Select Transfer Labor Account Name or Description: Pearch Available Entries: OPosition O222222, Smith,A Department Department Pay Group Approver O111111 Reserved Labor Account Code O22222, Smith,A Department Depart

University System of Georgia Shared Services Center 1005 George J. Lyons Pkwy, Sandersville Georgia 31082 Toll Free (855) 214-2644 • Phone (478) 240-6500 • Fax (478) 240-6414 Email <u>helpdesk@ssc.usg.edu</u> • Website <u>www.ssc.usg.edu</u> Normal Business Hours: Monday through Friday 8:00 A.M. – 5:00 P.M. Self-Service support is available at <u>https://answers.ssc.usg.edu</u>

Page 3 of 4



Job Tool

EMP-CS-2026JT Revision 02 | Date 11/19/2015

 i) On your timecard, you will now see the In and Transfer columns populated. 	Timecard Schedule People I TIMECARD Loaded: 1:14PM	Reports Leave Cases	Name & ID Time Period Cur		x0#F	
	Save Actions * Punch * Amount * Accruais * Comment * Approvals * Reports * Leave *					
	Date	Pay Code	Anourt	in	Transfer	0.4
	🔟 🛃 Fri 3/28				100000	•
	🔣 🚼 Set 3/29	•				-
	🖬 🚼 Sun 3/30					•
	1012 Man 3/31					-
	Tue 4.01	•		1:14PM	09001003////0158605/	•
	Vied 4.02					5
	E Fri 403	•				•
	Sat 4/05					
j) Enter your ending time Out (example:						
j) Enter your ending time Out (example:	Save Actions Punch	 Amount * Comment * 	Approvals * Repor	5 *		
	Date	 Amount * Comment * Pay Code 	Approvals * Repor	b∙ h	Transfer	Out
5:00PM).					Transfer	0ut
5:00PM).	Date				Transfer	
	Date				Transfer 00001003/W/0155605/	
5:00PM).	Date 2 54 309 2 Sun 300			h		;
5:00PM).	Date Sat 309 Sat 309 Sun 300 Sun 301			h		;

Task Complete

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EMP-CS-2028JT Revision 02 | Date 11/19/2015

Return to Contents

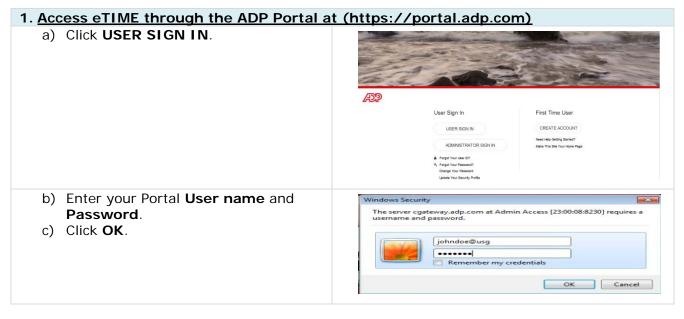
OVERVIEW

Monthly employees working multiple positions transfer time among the positions using ADP Enterprise eTIME (Time and Labor Management). Monthly employees do not have to transfer time into their primary job; the system automatically places time in that position.

Need Assistance

If you need assistance with these instructions, receive an error message at any step in the process or have any concerns once you are logged in, please contact our Shared Services Center (SSC) Customer Support team for assistance. Our normal business hours are Monday through Friday 8:00 A.M. – 5:00 P.M. except holidays. You can call us toll free at (855) 214-2644 or email us at helpdesk@ssc.usg.edu.

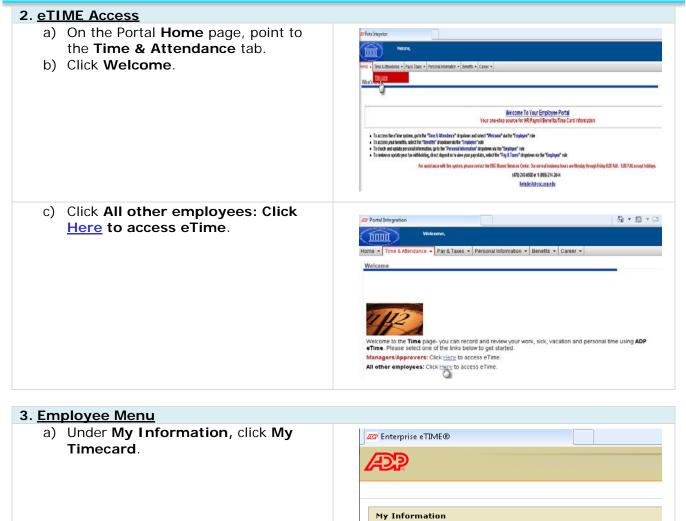
INSTRUCTIONS





Job Tool

EMP-CS-2028JT Revision 02 | Date 11/19/2015



Inbox

My Timecard
My Reports
My Actions

University System of Georgia Shared Services Center		
1005 George J. Lyons Pkwy, Sandersville Georgia 31082		
Toll Free (855) 214-2644 • Phone (478) 240-6500 • Fax (478) 240-6414		
Email <u>helpdesk@ssc.usg.edu</u> • Website <u>www.ssc.usg.edu</u>		
Normal Business Hours: Monday through Friday 8:00 A.M. – 5:00 P.M.		
Self-Service support is available at https://answers.ssc.usg.edu		

Page 2 of 4



Job Tool

EMP-CS-2028JT Revision 02 | Date 11/19/2015

4. <u>Tra</u>	insfer Time	
-	If you work multiple positions in a week, you will need to insert a row for each position. For the appropriate week, click the Add Row icon to insert a new row.	Add Pay Code Transfer Sat Sun Mon Row Hours Worked Hours Worked O 00 0 00 0 00 0 00
6)	icon in the Transfer column.	
	Position will be selected. From the Available Entries field, select the position that you are transferring time into.	Select Transfer Labor Account Name or Description: Available Entries: 09001003,Custodian 1 09001004,Admin Supvsr III Department Carterian
e)	Once you select the position, the position number will populate in the transfer set.	Select Transfer Labor Account Name or Description: Search Search Search Search Search Search OBusiness Unit Department Pay Group
g)	Select Approver . From the Available Entries field, select the supervisor for the position. Once you select the supervisor, the supervisor's employee ID will populate in the transfer set. Click OK .	Select Transfer Labor Account Name or Description: Available Entries: Otherwise Otherw
i)	On the transfer row, enter the hours for the appropriate day(s).	Add Pay Code Transfer Sat 7/05 Sun 7/06 Mon 7/07 Hours Worked • 09001003 • • 8.00

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Page 3 of 4



j) Once you click Sa v	u have made your entries, /e .	TIMECARD	Person & Id Time Period Current Pay Period	
STEM OF GEORGIA IVICES CENTER			EMP-CS-2028J Revision 02 Date 11/19/201	
			Job Toc	וכ

Save Approve Comments I Primary Account Totals Summary Ref

I Task Complete

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Page 4 of 4



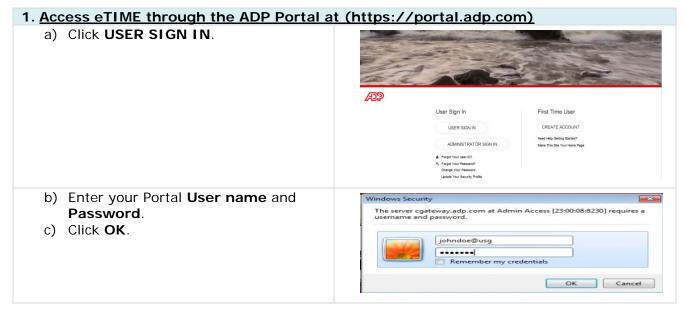
OVERVIEW

View exception time (vacation, sick, and personal) accrual balances and other reports using ADP Enterprise eTIME (Time and Labor Management).

Need Assistance

If you need assistance with these instructions, receive an error message at any step in the process or have any concerns once you are logged in, please contact our Shared Services Center (SSC) Customer Support team for assistance. Our normal business hours are Monday through Friday 8:00 A.M. – 5:00 P.M. except holidays. You can call us toll free at (855) 214-2644 or email us at helpdesk@ssc.usg.edu.

INSTRUCTIONS





2. <u>eTIME Access</u>	
a) On the Portal Home page, point to	D First Integrity
the Time & Attendance tab.	
b) Click Welcome.	Ren = Time Little Badaron + Pay & Timer + Personal Internation + Benefits + Cover +
	Wildow b
	4
	Welcome To Your Employee Portal Your one-risp source for HR Payre/Benetist Time Card information
	foraccess the fine system, go to the "Time's 3 Remarksur" all points and sover "Waters" varies "Support" rate foraccess para hereafts, solid: the "Benefit" if auditoriate the "Environ" rate
	To check and update per sonal information, give the "Personal information" draphone size the "Englique" risk To review or update year the utilization, direct dispect for size your pay states, which the "Fingli Enser" draphone via the "Englique" risk
	For assistance will this system, piezer contact the USS Stared Sources Contex. Our annual basiess have an Blooky Through Fold p.K
	helpfecketossume.elp
c) Click All other employees: Click	
Here to access eTime.	🚑 Portal Integration
	Welcome,
	Home • Time & Attendance • Pay & Taxes • Personal Information • Benefits • Career •
	Werkome
	The line
	11-1
	Welcome to the Time page- you can record and review your work, sick, vacation and personal time using ADP eTime. Please select one of the links below to get started.
	Managers/Approvers: Click Here to access eTime.
	All other employees: Click Hare to access eTime.

3. Employee Menu a) Under My Information, click My Log Off | Help ADD Reports. My Information Inbox My Timecard My Reports My Actions 3.1. Accrual Balances and Projections Use this option to view exception time (vacation, sick, and personal): Accrual balances and projections for the current year •

- Taken to date •
- Requested not taken

Accrual balances are updated instantly once the timecard is saved.

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Page 2 of 5



TY SYSTEM OF ED SERVICES C	Georgia Inter		Revision 03	Date 11/19/2015
a)	Click Accrual Balances and Projections.	æ		Log Off Help
b)	Click the Calendar icon to select the date for your report.	REPORTS	Name:	< Home
c)	Click View Report .	View Report Primary Acc AVAILABLE REPORTS Schedule Time Detail Incrnail Balances and Projections	Time Period Specific Date	
d)	Report explanation1. Balances will be based on the date you entered when generating	ACCRUAL BALANCES AND PROJECTIONS		
	the report. 2. Period Ending Balance –	Return Date Selected: 6/05/2009 Name: TRAINING, PROJECT EE	Printed: 6/05/2009	
 accrual balance as of the date the report is generated (1). 3. Furthest Projected Taking Date - the date furthest into the further your bary ashedulad to use 	(2) Accrual Code Accrual Period Ending f Type Balance		rojected Projected Balance w/o Credits Balance Proj. Credits	
	 future you have scheduled to use accrued time. 4. Projected Takings - the amount of hours you are scheduled to take between the selected date and the furthest projected taking 	Sick Hour 40:00 Vacation Hour 40:00	6/09/2009 8:00 6/05/2009 0:00	0:00 32:00 32:00 0:00 40:00 40:00
	 date. 5. Projected Credits - the amount of hours you are scheduled to earn between the selected date and the furthest projected taking date. 			
	6. Projected Balance – the period ending balance minus projected takings plus projected credits up through the furthest projected taking date.			
	 Balance w/o Proj. Credits – the period ending balance minus any scheduled credits. This balance ignores scheduled resets. 			

Page 3 of 5



Reports.	
3.2. Other Available Reports in eTIME	
Schedule Report – shows the schedule you an	re set to work.
Time Detail Report – displays the timecards f	for the time period you request.
a) Click on the report name.	Log Off Help
	< Home America State Sta
	View Report Primary Account
	AVAILABLE REPORTS Time Period Time Detail
	Accrual Balances and Projections As Of
 b) Select the Time Period you wish to view. If you select "Specific Date" or "Range of Dates", you will need to 	View Report Primary Account AVAILABLE REPORTS Time Period • Time Period • •
click the Calendar icon to select the Start Date and End Date .	Time Detail Start Date Current Pay Period Next Pay Period Next Pay Period Period Current Schedule Period Current Schedule Period Next S
c) Click View Report.	Accrual Baances and Projections As or Voiday Vesterday Vesterday Week to Date Last Week
	Range of Dates 4

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 a) Once you have completed your task, click Log Off. 	
	My Information
	My Timecard My Reports
	My Actions

Task Complete

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Job Tool EMP-CS-2018JT Revision 04 | Date 07/11/2016

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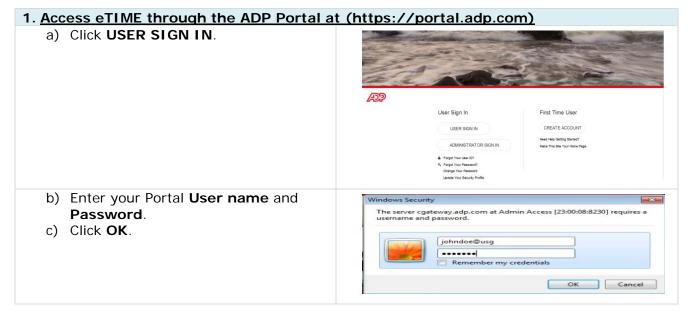
OVERVIEW

Biweekly employees request time off using ADP Enterprise eTIME (Time and Labor Management).

Need Assistance

If you need assistance with these instructions, receive an error message at any step in the process or have any concerns once you are logged in, please contact our Shared Services Center (SSC) Customer Support team for assistance. Our normal business hours are Monday through Friday 8:00 A.M. – 5:00 P.M. except holidays. You can call us toll free at (855) 214-2644 or email us at helpdesk@ssc.usg.edu.

INSTRUCTIONS





Job Tool

EMP-CS-2018JT Revision 04 | Date 07/11/2016

2. <u>eTIME Access</u>	
 a) On the Portal Home page, point to the Time & Attendance tab. b) Click Welcome. 	Veters V
c) Click All other employees: Click Here to access eTime.	Portal Integration Wokomme, Home The & Atlandance Pay & Taxes Personal Information Benefits Career Welcome Welcome Welcome Welcome Welcome Welcome to the Time page-you can record and review your work, sick, vacation and personal time using ADP Time Please select one of the links below to get started. Managers/Approvers: Click Hare to access e Time. All other employees: Click Hare to access e Time.
3. Employee Menu	
a) Under My Information , click My Actions.	

My Timecard
 My Reports
 <u>My Actions</u>



Job Tool

EMP-CS-2018JT Revision 04 | Date 07/11/2016

4. My Actions a) Under Actions, click Request Time **MY ACTIONS** Off. Last Refreshed:10:26 PM Note: The list of the actions you see Refresh may vary from the sample screenshot. The wording is based on * Categories All your pay group and/or set up. Actions Cancel Leave Time Cancel Time Off Request Request Leave Time Request Time Off

<u>Request Time Off</u>	
 a) Your accrual balances are displayed under Time Off Balances. 	https://eetimetest6.adp.com - Time Off Request - Microsoft Internet Explorer Time Off Balances (hours) as of today Comp Time Balance: Roating Holiday Balance: Sick Balance: 16:00 Vacation Balance: 20:00
 b) Under Time Off Request, select the appropriate Request Type. c) Click the Calendar icon to select the Start Date and End Date. 	Time Off Request Request Type: Comp Time Off Start Date:
Caution: Do <u>not</u> select start and end dates that include a weekend or state recognized holiday. Submit separate requests excluding weekends and state recognized holidays. If weekends and/or holidays are included, the system will dock time for the days.	* End Dute: Message: * Hours: • Specify Hours • Same Hours as Scheduled Shifts
d) Select Specify Hours.	

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Job Tool

EMP-CS-2018JT Revision 04 | Date 07/11/2016

f)	Enter the time your leave will begin in the Start Time field. Enter the number of hours per day you will be requesting off in the Hours Per Day field. Select Scheduled and Non- scheduled Days. Click Next .	Message: * Hours: • Specify Hours Same Hours as Scheduled Shifts Fill in only if Specify Hours is selected above Start Time: Hours Per Day: Day Type: • Scheduled and Non-scheduled Days Scheduled Days Next Reset Cancel •
i) j)	Click Save & Close . Click Log Off .	https://eet.adp.com/?id=17614542 - Time Off Request Thank you for your TimeOff Request Save & Close
6. Tin	ne Off Request Submission Confirmation	tion
a)	You should receive an email with your request details confirming the submission of your request for time off. Your Manager should receive an email stating that a time off request has been submitted.	Your Request for Time off Sent: Mon 6/17/2013 7:29 AM To: The request for time off detailed below has been submitted. Request Details: Leave Twne: Vacation 9/2013
c)	Once your Manager has evaluated your request, you should receive an email notification that your request has been approved or rejected.	Your Request for Time off has been approved Sent: Mon 6/24/2013 1:27 PM To: The request for time off outlined below, has been approved by Request Details: Leave Type: Vacation Start 4:2/2013

Task Complete

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Job Tool EMP-CS-2009JT Revision 05 | Date 07/11/2016

Return to Contents

OVERVIEW

Monthly employees request time off using ADP Enterprise eTIME (Time and Labor Management).

Need Assistance

If you need assistance with these instructions, receive an error message at any step in the process or have any concerns once you are logged in, please contact our Shared Services Center (SSC) Customer Support team for assistance. Our normal business hours are Monday through Friday 8:00 A.M. – 5:00 P.M. except holidays. You can call us toll free at (855) 214-2644 or email us at helpdesk@ssc.usg.edu.

INSTRUCTIONS

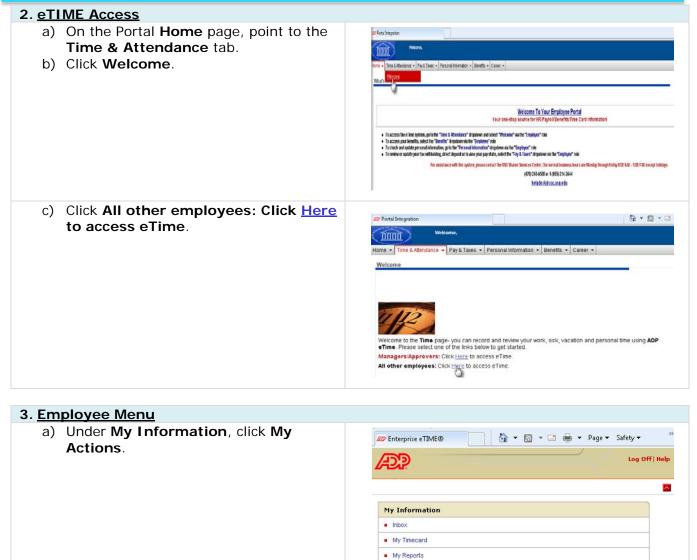
1. Access eTIME through the ADP Portal at (https://portal.adp.com)

a) Click USER SIGN IN .	Image: Sector Secto
	User Sign In First Time User USER SIGN IN CREATE ACCOUNT ADMINISTRATOR SIGN IN Near Hey Daning Samed? Administrator Sign In 4. regist two famout? Signal two famout? Signal two famout? India
 b) Enter your Portal User name and Password. c) Click OK. 	Windows Security The server cgateway.adp.com at Admin Access [23:00:08:8230] requires a username and password. johndoe@usg exceeded Remember my credentials OK Cancel



Job Tool

EMP-CS-2009JT Revision 05 | Date 07/11/2016



My Actions

University System of Georgia Shared Services Center 1005 George J. Lyons Pkwy, Sandersville Georgia 31082 Toll Free (855) 214-2644 • Phone (478) 240-6500 • Fax (478) 240-6414 Email <u>helpdesk@ssc.usg.edu</u> • Website <u>www.ssc.usg.edu</u> Normal Business Hours: Monday through Friday 8:00 A.M. – 5:00 P.M. Self-Service support is available at <u>https://answers.ssc.usg.edu</u> Page 2 of 5



🔊 Enterprise eTIME®

Job Tool

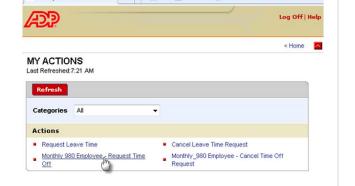
EMP-CS-2009JT Revision 05 | Date 07/11/2016

🟠 🔹 🔝 👻 🖃 🖶 🔹 Page 🕶 Safety 🕶

4. My Actions

a) Under Actions, click Request Time Off.

Note: The list of the actions you see may vary from the sample screenshot. The wording is based on your pay group and/or set up.



5. Request Time Off 🕑 https://eet.adp.com/?initForm=true8tid=15846449 - Time Off Request - Windows Internet Explorer provide... 💶 🗖 🗙 a) Your accrual balances are displayed Time Off Balances (hours) as of today under Time Off Balances. Floating Holiday Balance: Sick Balance: 79:00 Vacation Balance: 7:00 Time Off Request Request Type: Floating Holiday -Start Date: 10 b) Under Time Off Request, select the non Balance: appropriate Request Type. **Time Off Request** c) Click the Calendar icon to * Request Type: Floating Holiday 💌 select the Start Date and End Date. Start Date: • Sick Vacation • End Date: Caution: Do not select start and end dates that include a weekend or state Message: recognized holiday. Submit separate requests excluding weekends and state Hours: Specify Hours recognized holidays. If weekends and/or tart time and hours per equest will not holidays are included, the system will dock time for the days.



Job Tool

EMP-CS-2009JT Revision 05 | Date 07/11/2016

Sun Mon Tue Wed Tue Fri Sat 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28
Hours: Please enter start time and hours per day or your request will not work Start Time: Hours Per Day: Day Type: Scheduled and Non-scheduled Days Next Reset Cancel
https://eet.adp.com/?id=17614542 - Time Off Request Thank you for your TimeOff Request Save & Close

6. <u>Time Off Request Submission Confirmation</u>	<u>tion</u>
 You should receive an email with your request details confirming the 	Your Request for Time off
submission of your request for time off.	Sent: Mon 6/17/2013 7:29 AM To:
 b) Your Manager should receive an email stating that a time off request has been submitted. 	The request for time off detailed below has been submitted. Request Details: Leave Tyne: Vacation

University System of Georgia Shared Services Center 1005 George J. Lyons Pkwy, Sandersville Georgia 31082 Toll Free (855) 214-2644 • Phone (478) 240-6500 • Fax (478) 240-6414 Email <u>helpdesk@ssc.usg.edu</u> • Website <u>www.ssc.usg.edu</u> Normal Business Hours: Monday through Friday 8:00 A.M. – 5:00 P.M. Self-Service support is available at <u>https://answers.ssc.usg.edu</u> Page 4 of 5



Job Tool

c) Once your Manager has evaluated your request, you should receive an email notification that your request has been approved or rejected. EMP-CS-2009JT Revision 05 | Date 07/11/2016

Your Request for Time off has been approved

Sent: Mon 6/24/2013 1:27 PM

The request for time off outlined below, has been approved by

Request Details: Leave Type: Vacation Stort 42/2013

Task Complete

University System of Georgia Shared Services Center 1005 George J. Lyons Pkwy, Sandersville Georgia 31082 Toll Free (855) 214-2644 • Phone (478) 240-6500 • Fax (478) 240-6414 Email <u>helpdesk@ssc.usg.edu</u> • Website <u>www.ssc.usg.edu</u> Normal Business Hours: Monday through Friday 8:00 A.M. – 5:00 P.M. Self-Service support is available at <u>https://answers.ssc.usg.edu</u> Page 5 of 5



Job Tool EMP-CS-2010JT Revision 04 | Date 07/11/2016

Return to Contents

OVERVIEW

Managers request time off using ADP Enterprise eTIME (Time and Labor Management).

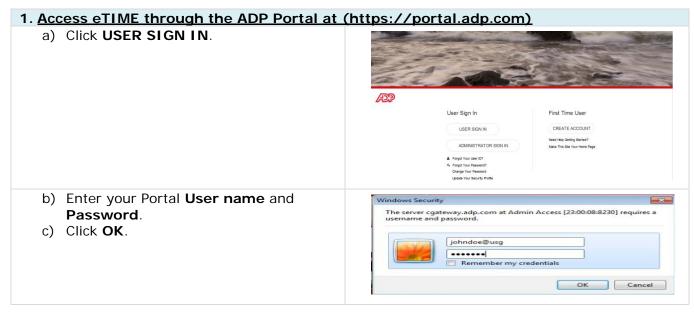
Macintosh and/or Java Version 7 and Higher Users

The eTIME service is currently not compatible with the newer versions of Java. Some managers, will receive a Java error when trying to access the eTIME service as a manager/approver. If you are unable to access eTIME through the Managers/Approvers link, log in to eTIME using the "All other employees" link on the Time and Attendance tab. Refer to Step 2.c, eTIME Access Option 3.

Need Assistance

If you need assistance with these instructions, receive an error message at any step in the process or have any concerns once you are logged in, please contact our Shared Services Center (SSC) Customer Support team for assistance. Our normal business hours are Monday through Friday 8:00 A.M. – 5:00 P.M. except holidays. You can call us toll free at (855) 214-2644 or email us at helpdesk@ssc.usg.edu.

INSTRUCTIONS



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ADP Enterprise eTIME - Request Time Off Manager

Job Tool

EMP-CS-2010JT Revision 04 | Date 07/11/2016

2. <u>eTIME Access</u>	
 a) <u>Option 1</u> On the Portal Home page, under Recommended Links, click Managers/Approvers: Click <u>Here</u> to access eTime. 	Provide Standard & Standard & Standard & Standard & Standard & Standard & Cases & Standard & Stand
 b) <u>Option 2</u> On the Portal Home page, point to the Time & Attendance tab. Click Welcome. 	Perce A hapyrin Perce A
 Click Managers/Approvers: Click <u>Here</u> to access eTime. 	Portal Integration Velicome V

University System of Georgia Shared Services Center 1005 George J. Lyons Pkwy, Sandersville Georgia 31082 Toll Free (855) 214-2644 • Phone (478) 240-6500 • Fax (478) 240-6414 Email <u>helpdesk@ssc.usg.edu</u> • Website <u>www.ssc.usg.edu</u> Normal Business Hours: Monday through Friday 8:00 A.M. – 5:00 P.M. Self-Service support is available at <u>https://answers.ssc.usg.edu</u> Page 2 of 5

UNVERSITY SYSTEM OF GEORGIA SHARED SERVICES CENTER

ADP Enterprise eTIME - Request Time Off Manager

Job Tool

EMP-CS-2010JT Revision 04 | Date 07/11/2016

 c) <u>Option 3 - Recommended option for</u> <u>Macintosh and Java version 7 and</u> <u>Higher</u> On the Portal Home page, point to the Time & Attendance tab. Click Welcome. 	Phase Interprises Nettore Netond Nettore Nettore Nettore Nettore Neto
Click All other employees: Click Here to access eTime.	Portal Integration Vectore, Home Time & Attendance Pay & Taxes Personal information Benefits Career Welcome Welcome Welcome Welcome Welcome Use the Time page- you can record and review your work, sick, vacation and personal time using ADP Time. Please select one of the links below to get started. Managers/Approvers: Click Hore to access e Time. All other employees: Click Hore to access e Time.

3. Manager Menu

a) Point to the **My Information** tab and click **My Actions**.

RECORD RETENTION *	NY CALENDARS * RECORD RET	WY INFORMATION	KEEPING * SCHEDULING	NY QUICKNAWS * TIMEK	GENERAL *
		My Tinecard		Leave Cases	Timecard Schedule People Reports
		My Actions (b)	2		QUICKFIND
		My Reports	·	Name or IB	
		My Leave Cases	Current Pay Period	Time Period	
			Person * Leave *	als * Schedule * Approvals *	Actions * Punch * Amount * Acc
	90	Per Rule	Person * Leave *	als * Schedule * Approvals *	Actions * Punch * Amount * Acco



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ADP Enterprise eTIME - Request Time Off Manager

Job Tool

EMP-CS-2010JT Revision 04 | Date 07/11/2016

4. My Actions

a) Under Actions, click Request Time Off.

- - -

Note: The list of the actions you see may vary from the sample screenshot. The wording is based on your pay group and/or set up.

P Enterprise e	TIME	1 1200	5 - 3	uillin .	i uge	ourcey	
ÐP						Log Off	Help
						< Home	
IY ACTIO							
ast Refreshed:	7:21 AM						_
Refresh							
Refresh Categories	All	•					
	All	•					
Categories			Cancel Leave	e Time Req	uest		

a) Your accruals are displayed	C https://eet.adp.com/TinitForm=true&id=15846449 - Time Off Request - Windows Internet Explorer provide
under Time Off Balances.	Time Off Balances (hours) as of today Ploating Itoliday Italance: 0:00 Sick Balance: 7:00 Vecation Balance: 7:00 Time Off Request * Request Type: Floating Holiday •
 b) Under Time Off Request, select the appropriate Request Type. c) Click the Calendar icon to select the Start Date and End Date. 	Start Date: Start Dat
Caution: Do <u>not</u> select start and end dates that include a weekend or state recognized holiday. Submit separate requests excluding weekends and state recognized holidays. If weekends and/or holidays are included, the system will dock time for the days.	Hourse Please enter start time and hours per day or your request will not Work Grant Tume! Hourse Per Bay Hourse Per Bay Next Per Bay Next Per Cancel



ADP Enterprise eTIME - Request Time Off Manager

Job Tool EMP-CS-2010JT Revision 04 | Date 07/11/2016

 d) Use the calendar to select the month and day. e) Enter your shift Start Time and the Hours Per Day you work. f) Click Next. 		· · · · · · · · · · · · · · · · · · ·
 e) Enter your shift Start Time and the Hours Per Day you work. f) Click Next. 		
 e) Enter your shift Start Time and the Hours Per Day you work. f) Click Next. 		() () () () () () () () () ()
 e) Enter your shift Start Time and the Hours Per Day you work. f) Click Next. 		
 a) 4 5 6 7 8 9 b) 10 11 12 13 14 15 16 c) 17 18 19 20 21 22 23 c) 24 25 26 27 28 e) Enter your shift Start Time and the Hours Per Day you work. f) Click Next. f) Click Next. b) 10 11 12 13 14 15 16 i 12 20 21 22 23 i 24 25 26 27 28 i 28 i 10 i 1		
 e) Enter your shift Start Time and the Hours Per Day you work. f) Click Next. 		3 4 5 6 7 8 9
 e) Enter your shift Start Time and the Hours Per Day you work. f) Click Next. 		10 11 12 13 14 15 16
 e) Enter your shift Start Time and the Hours Per Day you work. f) Click Next. 		17 18 19 20 21 22 23
the Hours Per Day you work. f) Click Next. Start Time: Hours Per Day: Day Type: • Scheduled and Non-scheduled Days		24 25 26 27 28
the Hours Per Day you work. f) Click Next. Start Time: Hours Per Day: Day Type: • Scheduled and Non-scheduled Days		
f) Click Next. Please enter start time and hours per day or your request will not work Start Time: Hours Per Day: Day Type: Scheduled and Non-scheduled Days	-	Hours:
Start Time: Hours Per Day: Day Type: © Scheduled and Non-scheduled Days		
Day Type: Scheduled and Non-scheduled Days		
		Hours Per Day:
Next Reset Cancel		Day Type: Scheduled and Non-scheduled Days
		New Pearl
		Next Resel Cancer
g) Click Save & Close.	g) Click Save & Close.	🏉 https://eet.adp.com/?id=17614542 - Time Off Request 💶 💷 💻 🏎
Thank you for your TimeOff Request		Thank you for your TimeOff Request
Save & Close		Save & Close

6. Time Off Request Submission Confi	irmation	
 a) You should receive an email with your request details confirming the submission of your request for time off. b) Your supervisor should receive an email stating that a time off request has been submitted. 	From: To: Cc: Subject: Your Request for Time off The request for time off detailed below has been submitted. Request Details: Leave Type: Floating Holiday Start Date: 3/15/2013 End Date: 3/15/2013 Hours per Day: 8:00 Your message:	
I Task Complete		

University System of Georgia Shared Services Center 1005 George J. Lyons Pkwy, Sandersville Georgia 31082 Toll Free (855) 214-2644 • Phone (478) 240-6500 • Fax (478) 240-6414 Email <u>helpdesk@ssc.usg.edu</u> • Website <u>www.ssc.usg.edu</u> Normal Business Hours: Monday through Friday 8:00 A.M. – 5:00 P.M. Self-Service support is available at <u>https://answers.ssc.usg.edu</u> Page 5 of 5



Job Tool EMP-CS-2014JT Revision 04 | Date 07/11/2016

Return to Contents

OVERVIEW

Employees cancel time off requests using ADP Enterprise eTIME (Time and Labor Management).

Need Assistance

If you need assistance with these instructions, receive an error message at any step in the process or have any concerns once you are logged in, please contact our Shared Services Center (SSC) Customer Support team for assistance. Our normal business hours are Monday through Friday 8:00 A.M. – 5:00 P.M. except holidays. You can call us toll free at (855) 214-2644 or email us at helpdesk@ssc.usg.edu.

INSTRUCTIONS

1. Access eTIME through the ADP Portal at (https://portal.adp.com)

a) Click USER SIGN IN .	ADP
	User Sign In First Time User UBER SIGN IN CREATE ACCOUNT ADMINISTRATOR SIGN IN Need Heip Design Starker? Administration Sign Your Heimen? 4. Frager Your Association Creater Your Security Indee
 b) Enter your Portal User name and Password. c) Click OK. 	Windows Security The server cgateway.adp.com at Admin Access [23:00:08:8230] requires a username and password. johndoe@usg e-e-e-el Remember my credentials OK Cancel



Job Tool

EMP-CS-2014JT Revision 04 | Date 07/11/2016

2 eTIME Access	
 2. <u>eTIME Access</u> a) On the Portal Home page, point to the Time & Attendance tab. b) Click Welcome. 	Planta Hangston Planta Plan
c) Click All other employees: Click Here to access eTime.	Portal Integration Welcome Used Welcome Wel
3. Employee Menu	
a) Under My Information, click My Actions.	

My Reports
 <u>My Actions</u>



Job Tool EMP-CS-2014JT Revision 04 | Date 07/11/2016

4. My Actions a) Under Actions, click Cancel Time 🔄 🔹 🔝 🔹 🖃 🖶 🔹 Page 🕶 Safety 🕶 @ Enterprise eTIME® Off Request. **ADD** Log Off | Help Note: The list of the actions you see < Home may vary from the sample MY ACTIONS screenshot. The wording is based on Last Refreshed:7:21 AM your pay group and/or set up. Refresh Categories All -Actions Request Leave Time Cancel Leave Time Request Monthly 980 Employee - Cancel Time Off Request Monthly 980 Employee - Request Time . Off 5. Cancel Time Off Request a) Select the appropriate Request 🎓 https://eet.adp.com/?initForm=true&id=15846464 - Cancel Time Off Request - Windows Internet Explorer ... 💶 🗖 🗙 Employee ID: Employee Name: Floating Holiday Ba Sick Balance: Vacation Balance: Type. 8:00 79:00 7:00 b) Click the Calendar icon to Floating Holiday 💌 * Request Type select the Start Date and End Date Start Date: 3/15/2013 * End Date: 3/15/2013 [16]+ for the request you wish to cancel. Save & Close Reset Cancel c) Use the calendar to select the month 🖉 https://eet.adp.com/ - Calend... 💶 🗖 🗙 Calendar - Windows Internet Explorer provided b and day. February 2013 Sun Mon Tue Wed Thu Fri Sat 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 d) Click Save & Close. 🍘 https://eet.adp.com/?initForm=true&id=15846464 - Cancel Time Off Request - Windows Internet Explorer ... 💶 🔲 🗙 Employee ID: Employee Name: Floating Holiday Dalance: 8:00 Sick Balance: 7:00 Vacation Balance: 7:00 79:00 7:00 Floating Holiday + Request Type: Start Date: 3/15/2013 * End Date: 3/15/2013

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Save & Close Reset Cancel



EMP-CS-2014JT Revision 04 | Date 07/11/2016

6. Request to Cancel Time Off Submission Confirmation

- a) You should receive an email with your request details confirming the submission of your request to cancel time off.
- b) Your Manager should receive an email stating that a request to cancel time off has been submitted.
- c) Once your Manager has evaluated your request, you should receive an email notification that your request has been approved or rejected.
- From: To: Cc: Subject: Your Request to Cancel Time off

The request to cancel time off detailed below has been submitted.

Request Details: Leave Type: Vacation Start Date: 7/19/2013 End Date: 7/19/2013

Task Complete



ADP Enterprise eTIME - Cancel Time Off Request Manager

Job Tool EMP-CS-2015JT Revision 04 | Date 07/11/2016

Return to Contents

OVERVIEW

Managers cancel time off requests using ADP Enterprise eTIME (Time and Labor Management).

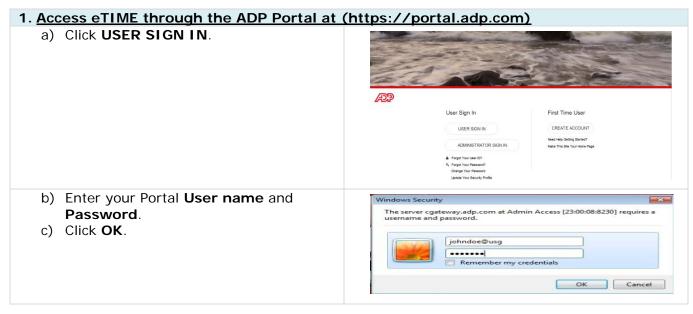
Macintosh and/or Java Version 7 and Higher Users

The eTIME service is currently not compatible with the newer versions of Java. Some managers, will receive a Java error when trying to access the eTIME service as a manager/approver. If you are unable to access eTIME through the Managers/Approvers link, log in to eTIME using the "All other employees" link on the Time and Attendance tab. Refer to Step 2.c, eTIME Access Option 3.

Need Assistance

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INSTRUCTIONS



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ADP Enterprise eTIME - Cancel Time Off Request Manager

Job Tool

EMP-CS-2015JT Revision 04 | Date 07/11/2016

2. <u>eTIME Access</u>	
 a) <u>Option 1</u> On the Portal Home page, under Recommended Links, click Managers/Approvers: Click <u>Here</u> to access eTime. 	Verse
 b) <u>Option 2</u> On the Portal Home page, point to the Time & Attendance tab. Click Welcome. 	Period Hayrian Nearal Nearan
Click Managers/Approvers: Click Here to access eTime.	Portal Integration Welcome Welcome Welcome Welcome Welcome Welcome Career • Welcome Welcome Career • Welcome Welcome Career • Career • Career • Care

University System of Georgia Shared Services Center 1005 George J. Lyons Pkwy, Sandersville Georgia 31082 Toll Free (855) 214-2644 • Phone (478) 240-6500 • Fax (478) 240-6414 Email <u>helpdesk@ssc.usg.edu</u> • Website <u>www.ssc.usg.edu</u> Normal Business Hours: Monday through Friday 8:00 A.M. – 5:00 P.M. Self-Service support is available at <u>https://answers.ssc.usg.edu</u> Page 2 of 5

ADP Enterprise eTIME - Cancel Time Off Request Manager



Job Tool

EMP-CS-2015JT Revision 04 | Date 07/11/2016

 c) Option 3 - Recommended option for MacIntosh and Java version 7 and Higher On the Portal Home page, point to the Time & Attendance tab. 	la hera heranian Netrone Netrone - Tima Literatores + Parjorit trainmator + Breefits + Cover + Haran - Tima Literatores - Parjorit trainmator + Breefits + Cover + Haran - Tima Literatores - Parjorit trainmator + Breefits + Cover +
Click Welcome.	Welcome To Your Employee Portal Your sevelop source for KR Paper Benefits Thest Card Information Sources the nine spine, go to the Time A Remarks' degree and solid. "Missae" above the Tangkye" de to access your bearts, access the Time to Remarks' degree and solid. "Missae" above Tangkye" rele to access rule degree and informatin, go to Time to the source and the Tangkye" rele to access rule degree and informatin, to the Time to the source and the Tangkye" rele to access rule for the tradition, go of togle and the source and the Tangkye" rele to access rule and the tradition, go of togle and the source and the Tangkye "rele
	 Interest is query as an annually, and support in any purport of the state of the st
 Click All other employees: Click <u>Here</u> to access eTime. 	Portal Integration Welcome Home Time & Attendance Pay & Taxes Personal Information Benefits Career Welcome
	Welcome to the Time page- you can record and review your work, sick, vacation and personal time using ADP •Time. Please select one of the links below to get started. Managers/Approvers: Click <u>Here</u> to access eTime.
	All other employees: Click Hare to access eTime.

3. Manager Menu

a) Point to the **My Information** tab and click **My Actions**.

GENERAL *	NY QUICKNARS • TINEKI	EPINE • SCHEDULIN	NY INFORMATION	NY CALENDARS *	RECORD RETENTION *
imecard Schedule People Reports	Leave Cases		My Tinecard		
QUICKFIND			My Actions (
	Name or ID		My Reports		
	Time Period	Current Pay Period	My Leave Capes		
Actions * Punch * Amount * Acc	ruals * Schedule * Approvals *	Person * Leave *			

Page 3 of 5

UNVERSITY SYSTEM OF GEORGIA SHARED SERVICES CENTER

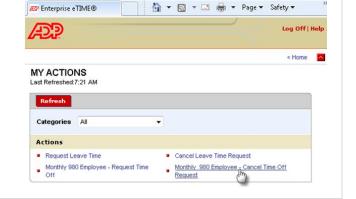
ADP Enterprise eTIME - Cancel Time Off Request Manager

Job Tool

EMP-CS-2015JT Revision 04 | Date 07/11/2016

4. <u>My Actions</u> a) Under Actions, click Cancel Time Off Request.

Note: The list of the actions you see may vary from the sample screenshot. The wording is based on your pay group and/or set up.



5. Cancel Time Off Request	
 a) Select the appropriate Request Type. b) Click the Calendar icon to select the Start Date and End Date for the request you wish to cancel. 	Chtps://set.adp.com/InitForm=trus&id=1584644 - Cancel Time Off Request - Windows Internet Explorer X Fraptoyne Ib: Fronting Holiday Balance: 0:00 Sick Balance: 79:00 Vacation Balance: 7:00 Vacation Balance: 7:00 Vacation Balance: 7:00 Sick Balance: 7
c) Use the calendar to select the month and day.	Image: Second

ADP Enterprise eTIME - Cancel Time Off Request Manager Job Tool



EMP-CS-2015JT Revision 04 | Date 07/11/2016

d) Click Save & Close. 🍘 https://eet.adp.com/?initForm=true&id=15846464 - Cancel Time Off Request - Windows Internet Explorer ... 💶 🗖 🗙 Employee ID: Employee Name: Floating Holiday B 8:00 79:00 7:00 Sick Balance: ation Balan Floating Holiday 💌 Request Type: 3/15/2013 Start Date: End Date: 3/15/2013 **TO**-Save & Close Reset Cancel 6. Request to Cancel Time Off Submission Confirmation a) You should receive an email with your From: request details confirming the To: Cc: submission of your request to cancel Subject: Your Request to Cancel Time off time off. The request to cancel time off detailed below has been submitted. Request Details: Leave Type: Vacation Start Date: 7/19/2013 End Date: 7/19/2013

I Task Complete

University System of Georgia Shared Services Center 1005 George J. Lyons Pkwy, Sandersville Georgia 31082 Toll Free (855) 214-2644 • Phone (478) 240-6500 • Fax (478) 240-6414 Email <u>helpdesk@ssc.usg.edu</u> • Website <u>www.ssc.usg.edu</u> Normal Business Hours: Monday through Friday 8:00 A.M. – 5:00 P.M. Self-Service support is available at <u>https://answers.ssc.usg.edu</u> Page 5 of 5



ADP Enterprise eTIME - Request Leave Time Employee Job Tool

EMP-CS-2019JT Revision 04 | Date 07/11/2016

Return to Contents

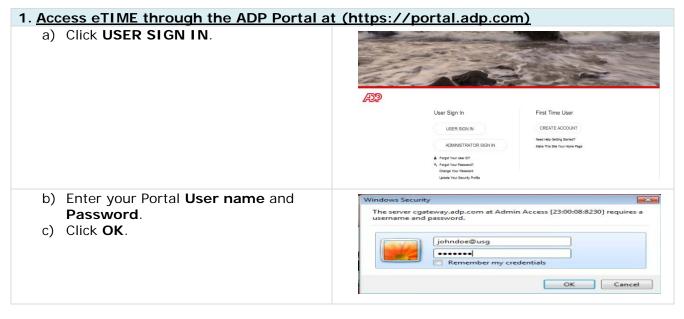
OVERVIEW

Employees request leave time using ADP Enterprise eTIME (Time and Labor Management). Leave time refers to leave that will apply to Family and Medical Leave Act (FMLA), Short Term Disability, Long Term Disability or Military Leave.

Need Assistance

If you need assistance with these instructions, receive an error message at any step in the process or have any concerns once you are logged in, please contact our Shared Services Center (SSC) Customer Support team for assistance. Our normal business hours are Monday through Friday 8:00 A.M. – 5:00 P.M. except holidays. You can call us toll free at (855) 214-2644 or email us at helpdesk@ssc.usg.edu.

INSTRUCTIONS





ADP Enterprise eTIME - Request Leave Time Employee

Job Tool

EMP-CS-2019JT Revision 04 | Date 07/11/2016

2. <u>eTIME Access</u>	
 a) On the Portal Home page, point to the Time & Attendance tab. b) Click Welcome. 	Prival heyring Prival Restance Prival Priva
c) Click All other employees: Click Here to access eTime.	Portal Integration Welcome Welcome Welcome Welcome Welcome Welcome Welcome Kense Kense Kense Kense Kense
3. Employee Menu	
a) Under My Information, click My Actions.	

My Reports
 <u>My Actions</u>

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UNVERSITY SYSTEM OF GEORGIA SKARED SERVICES CENTER

ADP Enterprise eTIME - Request Leave Time Employee

Job Tool

EMP-CS-2019JT Revision 04 | Date 07/11/2016

4. <u>My Actions</u>	
a) Under Actions, click Request Leave Time.	MY ACTIONS Last Refreshed: 10:26 PM
Note: The list of the actions you see may vary from the sample screenshot. The wording is based on your pay group and/or set up.	Refresh Categories All Actions • Cancel Leave Time • Cancel Time Off Request • Request Leave Time (Im) • Request Time Off
5. <u>Request Leave Time</u>	
 a) Select the appropriate Leave Category. b) Click Next. 	https://eetimetest6.adp.com - New Leave Case Request - Micr Employee ID: Employee Hame: Manager: * Leave Category: FMLA Next > Reset Cancel Done Cancel Internet
 c) Select the appropriate Leave Reason. 	https://eetimetest6.adp.com - New Leave Case Request - Micr
d) Select the appropriate Leave Frequency (Continuous or Intermittent).	Employee ID: Employee Hame: Manager: Leave Category: FMLA
 e) Click the Calendar icon to select the Leave Start Date and Leave End Date. 	* Leave Reason: Child Continuous Intermittent leave frequency means you will be taking off only some of your scheduled work time.
f) Select how the leave hours will be used, Same hours each day or Variable Hours.	* Leave Start Date: Leave End Date: Leave Hours: Same hours each day Variable hours
 g) Enter the approximate hours that will be used each day in the Approximate Daily Leave Hours field. 	* Approximate Daily Leave Hours: Example: 2 to 4 hours * Describe Details of your Request:
 h) In the Describe Details of your Request field, provide the reason for the leave. 	
 i) Click Send & Close. The request will be sent to your Campus Leave Administrator for processing. j) Click Log Off. 	< Back Send & Close > Reset Cancel

University System of Georgia Shared Services Center 1005 George J. Lyons Pkwy, Sandersville Georgia 31082 Toll Free (855) 214-2644 • Phone (478) 240-6500 • Fax (478) 240-6414 Email <u>helpdesk@ssc.usg.edu</u> • Website <u>www.ssc.usg.edu</u> Normal Business Hours: Monday through Friday 8:00 A.M. – 5:00 P.M. Self-Service support is available at <u>https://answers.ssc.usg.edu</u>

Page 3 of 4



ADP Enterprise eTIME - Request Leave Time Employee

Job Tool

EMP-CS-2019JT Revision 04 | Date 07/11/2016

. Leave Time Request Submission Confirm	nation
 a) You should receive an email with your request details confirming the submission of your request for leave time. b) Your Campus Leave Administrator will process your request. 	Subject: test - new leave case request. Employee ID: Employee Name: test Manager: NEW LEAVE CASE REQUEST Request Details Leave Category: FMLA Leave Reason: Birth or Adoption Leave frequency: Continuous Start Date: 8/01/2013 End Date: 9/30/2013 Leave Hours: Same Hours Each Day Approximate Daily Leave Hours: 8 Details: FMLA - Birth/Adoption request.

I Task Complete



ADP Enterprise eTIME - Request Leave Time Manager

Job Tool EMP-CS-2020JT Revision 04 | Date 07/11/2016

Return to Contents

OVERVIEW

Managers request leave time using ADP Enterprise eTIME (Time and Labor Management). Leave time refers to leave that will apply to Family and Medical Leave Act (FMLA), Short Term Disability, Long Term Disability or Military Leave.

Macintosh and/or Java Version 7 and Higher Users

The eTIME service is currently not compatible with the newer versions of Java. Some managers, will receive a Java error when trying to access the eTIME service as a manager/approver. If you are unable to access eTIME through the Managers/Approvers link, log in to eTIME using the "All other employees" link on the Time and Attendance tab. Refer to Step 2.c, eTIME Access Option 3.

Need Assistance

If you need assistance with these instructions, receive an error message at any step in the process or have any concerns once you are logged in, please contact our Shared Services Center (SSC) Customer Support team for assistance. Our normal business hours are Monday through Friday 8:00 A.M. – 5:00 P.M. except holidays. You can call us toll free at (855) 214-2644 or email us at helpdesk@ssc.usg.edu.

INSTRUCTIONS

1. Access eTIME through the ADP Portal at (https://portal.adp.com) a) Click USER SIGN IN. ADD User Sign In First Time User USER SIGN IN CREATE ACCOUNT ADMINISTRATOR SIGN IN Make This Site Your Home Pa Forgot Your User ID? Forgot Your Password? Change Your Password Update Your Security Profile b) Enter your Portal User name and Windows Security The server cgateway.adp.com at Admin Access [23:00:08:8230] requires a username and password. Password. c) Click OK. johndoe@usg -----Remember my credentials OK Cancel

University System of Georgia Shared Services Center 1005 George J. Lyons Pkwy, Sandersville Georgia 31082 Toll Free (855) 214-2644 • Phone (478) 240-6500 • Fax (478) 240-6414 Email <u>helpdesk@ssc.usg.edu</u> • Website <u>www.ssc.usg.edu</u> Normal Business Hours: Monday through Friday 8:00 A.M. – 5:00 P.M. Self-Service support is available at <u>https://answers.ssc.usg.edu</u> Page 1 of 5





Job Tool

EMP-CS-2020JT Revision 04 | Date 07/11/2016

2. eTIME Access	
 a) <u>Option 1</u> On the Portal Home page, under Recommended Links, click Managers/Approvers: Click <u>Here</u> to access eTime. 	Percent and a second s
 b) <u>Option 2</u> On the Portal Home page, point to the Time & Attendance tab. Click Welcome. 	P Ford Integrists
Click Managers/Approvers: Click <u>Here</u> to access eTime.	Portal Integration Welcome Welcome Welcome to the Time page-you can record and review your work, sick, vacation and personal time using ADP Time. Please select one of the links below to get started. Managers/Approvers: Click Hore to access eTime. All other employees: Click Hore to access eTime.

University System of Georgia Shared Services Center 1005 George J. Lyons Pkwy, Sandersville Georgia 31082 Toll Free (855) 214-2644 • Phone (478) 240-6500 • Fax (478) 240-6414 Email <u>helpdesk@ssc.usg.edu</u> • Website <u>www.ssc.usg.edu</u> Normal Business Hours: Monday through Friday 8:00 A.M. – 5:00 P.M. Self-Service support is available at <u>https://answers.ssc.usg.edu</u> Page 2 of 5

ADP Enterprise eTIME - Request Leave Time Manager



Job Tool

EMP-CS-2020JT Revision 04 | Date 07/11/2016

 c) <u>Option 3 - Recommended option for</u> <u>MacIntosh and Java version 7 and</u> <u>Higher</u> On the Portal Home page, point to the Time & Attendance tab. Click Welcome. 	Preci http://www.internet.com/internet.
 Click All other employees: Click <u>Here</u> to access eTime. 	Velcome Vel

3. Manager Menu

a) Point to the **My Information** tab and click **My Actions**.

ENERAL *	NA GATCKAWAR . LINEY	EEPING * SCHEDULING *	NY INFORMATION	NY CALENDARS * RECORD RETENT	ION *
Timecard Schedule People Report	s Leave Cases		My Tinecard		
QUICKFIND			My Actions (5)		
	Name or ID		My Reports		
	Time Period	Current Pay Period	My Leave Cases		
Actions * Punch * Amount * Ac	cruais * Schedule * Approvals *	Person * Leave *			
Vane		0	ParRu	e Person Tino	

UNVERSITY SYSTEM OF GEORGIA SHARED SERVICES CENTER

ADP Enterprise eTIME - Request Leave Time Manager

Job Tool

EMP-CS-2020JT Revision 04 | Date 07/11/2016

4. My Actions a) Under Actions, click Request Leave Enterprise eTIME® 👌 🔹 🖾 👻 📾 🔹 Page 🕶 Safety 🕶 Tools 🕶 🚱 🕶 Log Off | Help Time. Æ Note: The list of the actions you see < Home MY ACTIONS may vary from the sample screenshot. The wording is based on Refresh your pay group and/or set up. Categories All Actions Request Leave Time Monthly 980 Employ Request Time Off Cancel Leave Time Request Monthly_980 Employee - Cancel Time Off Rec 🗸 Trusted sites | Protected Mode: Off • • • • 125% 5. Request Leave Time a) Select the appropriate Leave 🗿 https://eetimetest6.adp.com - New Leave Case Request - Micr... 🔳 🗖 🔀 Category. Employee ID: b) Click Next. Employee Name: Manager: * Leave Category: FMLA ~ Next > Reset Cancel 🔒 🥑 Internet Done c) Select the appropriate Leave 🗿 https://eetimetest6.adp.com - New Leave Case Request - Micr... 🔲 🗖 🔀 Reason. d) Select the appropriate Leave Employee ID: Employee Name: Frequency (Continuous or Manager: Intermittent). e) Click the Calendar icon with to Leave Category: FMLA * Leave Reason: Child v select the Leave Start Date and Leave Frequency: Continuous 🗸 Leave End Date. Intermittent leave frequency means you will be taking off only f) Select how the leave hours will be some of your scheduled work time used, Same hours each day or * Leave Start Date: Variable Hours. Leave End Date: q) Enter the approximate hours that will Leave Hours: ○ Same hours each day ○ Variable hours be used each day in the * Approximate Daily Leave Hours: **Approximate Daily Leave Hours** field. Example: 2 to 4 hours h) In the **Describe Details of your** * Describe Details of your Request: Request field, provide the reason for the leave.



time.

Task Complete

ADP Enterprise eTIME - Request Leave Time Manager Job Tool

Employee ID: Employee Name: test

Request Details Leave Category: FMLA

Start Date: 8/01/2013

NEW LEAVE CASE REQUEST

Leave Reason: Birth or Adoption Leave frequency: Continuous

End Date: 9/30/2013 Leave Hours: Same Hours Each Day Approximate Daily Leave Hours: 8 Details: FMLA - Birth/Adoption request.

Send & Close >

Subject: test - new leave case request.

< Back

Manager:

EMP-CS-2020JT Revision 04 | Date 07/11/2016

Reset

Cancel

i) Click Send & Close. The request will be sent to your Campus Leave Administrator for processing.
j) Click Log Off.

request details confirming the

process your request.

6. <u>Leave Time Request Submission Confirmation</u> a) You should receive an email with your

submission of your request for leave

b) Your Campus Leave Administrator will

Revision 04 | Date 07/11/20



EMP-CS-2021JT Revision 04 | Date 07/11/2016

Return to Contents

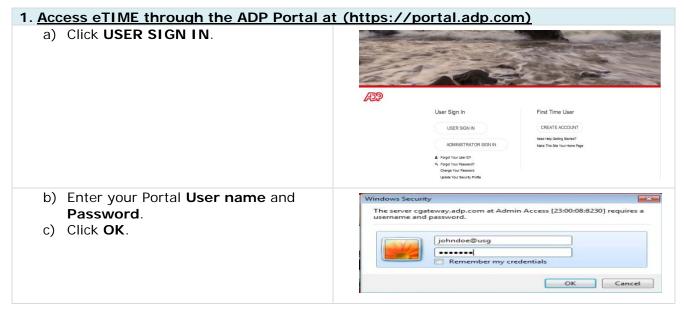
OVERVIEW

Employees cancel leave time requests using eTIME (Time and Labor Management). Leave time refers to leave that will apply to Family and Medical Leave Act (FMLA), Short Term Disability, Long Term Disability or Military Leave.

Need Assistance

If you need assistance with these instructions, receive an error message at any step in the process or have any concerns once you are logged in, please contact our Shared Services Center (SSC) Customer Support team for assistance. Our normal business hours are Monday through Friday 8:00 A.M. – 5:00 P.M. except holidays. You can call us toll free at (855) 214-2644 or email us at helpdesk@ssc.usg.edu.

INSTRUCTIONS





EMP-CS-2021JT

Revision 04 | Date 07/11/2016 2. eTIME Access a) On the Portal **Home** page, point to the Time & Attendance tab. b) Click Welcome. Welcome To Your Employee Portal Your one-stop source for HR Payroll Denetits/Time Card information Faccess the time system, go to be "Time & Stembarcs" stoppens and select "Wessen" with the "Separate" set In access para bandhas, select the "Separative Stembarch the "Exployer" role 10 chock and appliest para information, para the "Messarah factorized" requires at has "Stephyse" role 10 chock and appliest para information, para information, para information and "Stephyse" role 10 chock and appliest para the withheir organized in a law year payabate, where the "Tay & Tapatoria" role 10 chock and appliest the withheir organized in a law year payabate, where the "Tay & Tapatoria" role un via the "Employee" role For assistance with this system, pieze contact the USS Shared Senaces Center. Our normality ours are Nanday through Friday 1500 A.M. - 550 P.M. except holiday (478) 240-6500 at 1-0559 214-2644 beindesküsscusa.edu c) Click All other employees: Click 2 Portal Integration 🖓 • 🔯 • 🖂 Here to access eTime. 0000 Home • Time & Attendance • Pay & Taxes • Personal Information • Benefits • Career •

> Welcome to the **Time** page- you can record and review your work, sick, vacation and personal time using **ADP** •Time. Please select one of the links below to get started. Managers/Approvers: Click <u>Hare</u> to access eTime. All other employees: Click <u>Hare</u> to access eTime.

3. Employee Menu

a) Under My Information, click My Actions. My Information My Information My Information My Information My Reports My Actions

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EMP-CS-2021JT

Revision	04	Date	07/1	1/	201	6

4. My Actions a) Under Actions, click Cancel Leave MY ACTIONS Time. Last Refreshed:10:26 PM Note: The list of the actions you see Refresh may vary from the sample screenshot. The wording is based on Categories All Y your pay group and/or set up. Actions Cancel Leave Time Cancel Time Off Request Request Leave Time Request Time Off 5. Cancel Leave Time Request a) Select the appropriate Leave 🗿 https://eetimetest6.adp.com - New Leave Case Request - Micr... 🗐 🗖 🔀 Category. Employee ID: b) Click Next. Employee Name: Manager: * Leave Category: FMLA

- c) Select the appropriate Leave Reason. This should be the same values as the request.
- d) Select the appropriate Leave Frequency (Continuous or Intermittent).
- e) Click the **Calendar** icon to select the **Leave Start Date** and **Leave End Date**.
- f) Enter your reason for cancelling your request in the Reason for Cancelling the Request field.
- g) Click **Send & Close**. The request will be sent to your Campus Leave Administrator for processing.
- h) Click Log Off.

https://eetimetest6.adp.com - Cancel Leave Case Request - Mi Employee ID: Employee Hame: Manager: Belect the same values as in the original request. Leave Category: FMLA * Leave Reason: Child Leave Frequency: Continuous * Leave Start Date: Leave End Date: Reason for Canceling the Request:
Employee Hame: Manager: Belect the same values as in the original request. Leave Category: FMLA * Leave Reason: Child Leave Frequency: Continuous * Leave Start Date: Leave End Date: Reason for Canceling the Request:
Manager: Select the same values as in the original request. Leave Category: FMLA * Leave Reason: Child Leave Frequency: Continuous * Leave Start Date: Leave End Date: Reason for Canceling the Request:
Leave Category: FMLA * Leave Reason: Child Leave Frequency: Continuous * Leave Start Date: Leave End Date: Reason for Canceling the Request:
Leave Category: FMLA * Leave Reason: Child Leave Frequency: Continuous * Leave Start Date: Leave End Date: Reason for Canceling the Request:
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Leave Frequency: Continuous V * Leave Start Date: Canceling the Request:
* Leave Start Date:
Leave End Date:
Reason for Canceling the Request:
Reason for Canceling the Request:

UNVERSITY SYSTEM OF GEORGIA SHARED SERVICES CENTER

ADP Enterprise eTIME - Cancel Leave Time Request Employee

EMP-CS-2021JT Revision 04 | Date 07/11/2016

, your Leave Administrator.

6. Request to Cancel Leave Time Submission Confirmation

 a) You should receive an email with your request details confirming the submission of your request to cancel leave time. Subject: Your leave case cancellation request has been sent to

Your request to cancel a Leave case outlined below has been sent to

Request Details Leave Category: FMLA Leave Reason: Birth or Adoption Leave frequency: Continuous

Start Date: 8/01/2013 End Date: 9/30/2013

Detail: Cancel request

Your Leave Administrator will approve or reject your request.

Task Complete

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ADP Enterprise ADP - Cancel Leave Time Request Manager Job Tool

EMP-CS-2022JT Revision 04 | Date 07/11/2016

Return to Contents

OVERVIEW

Managers cancel leave time requests using eTIME (Time and Labor Management). Leave time refers to leave that will apply to Family and Medical Leave Act (FMLA), Short Term Disability, Long Term Disability or Military Leave.

Macintosh and/or Java Version 7 and Higher Users

The eTIME service is currently not compatible with the newer versions of Java. Some managers, will receive a Java error when trying to access the eTIME service as a manager/approver. If you are unable to access eTIME through the Managers/Approvers link, log in to eTIME using the "All other employees" link on the Time and Attendance tab. Refer to Step 2.c, eTIME Access Option 3.

Need Assistance

If you need assistance with these instructions, receive an error message at any step in the process or have any concerns once you are logged in, please contact our Shared Services Center (SSC) Customer Support team for assistance. Our normal business hours are Monday through Friday 8:00 A.M. – 5:00 P.M. except holidays. You can call us toll free at (855) 214-2644 or email us at helpdesk@ssc.usg.edu.

INSTRUCTIONS

1. Access eTIME through the ADP Portal at (https://portal.adp.com)



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ADP Enterprise ADP - Cancel Leave Time Request Manager Job Tool



EMP-CS-2022JT Revision 04 | Date 07/11/2016

2. eTIME Access	
 a) <u>Option 1</u> On the Portal Home page, under Recommended Links, click Managers/Approvers: Click <u>Here</u> to access eTime. 	Provide sprake Provide Sprake A Provide Strates + Provide Strate
 b) <u>Option 2</u> On the Portal Home page, point to the Time & Attendance tab. Click Welcome. 	Period heyring Nearce
Click Managers/Approvers: Click <u>Here</u> to access eTime.	Velcome Velcome Velcome Velcome Velcome Velcome Come Velcome V

University System of Georgia Shared Services Center 1005 George J. Lyons Pkwy, Sandersville Georgia 31082 Toll Free (855) 214-2644 • Phone (478) 240-6500 • Fax (478) 240-6414 Email <u>helpdesk@ssc.usg.edu</u> • Website <u>www.ssc.usg.edu</u> Normal Business Hours: Monday through Friday 8:00 A.M. – 5:00 P.M. Self-Service support is available at <u>https://answers.ssc.usg.edu</u> Page 2 of 5

ADP Enterprise ADP - Cancel Leave Time Request Manager



Job Tool

EMP-CS-2022JT Revision 04 | Date 07/11/2016

 c) Option 3 - Recommended option for MacIntosh and Java version 7 and Higher On the Portal Home page, point to the Time & Attendance tab. 	Di Anto Integrisor Toto Literature - Pare Eller - Prescultamater - Banetto - Carer - Marco Banetto - Carer -
Click Welcome.	Weicome To Your Employee Portal Your one-top source for MP aprol Benetics Time Card Information 1 Saccess the rime spice, go to the "Time & Renders" about "spices" rise 1 access your beents, and the "time of the "second and the "time spice" rise 1 backs and adde percentification, give the "Personal bioteching" addees a the "time percentification of the "spice" rise 1 backs and adde percentification, give the "Personal bioteching" addees a the "time percentification of the "spice" rise 1 backs and adde percentification, dire of agrees a the "personal" addees a the "time percentification of the "spice" rise 1 backs and addee percentification, gives cannot be the SS Parts Service Conter. Our are advaced with the 1 backs and addees and the spice of the spice of the SS Parts Service Conter. Our are advaced with the SS Parts Service Conter. Our are advaced with the 1 backs advaced and the spice of the spice of the SS Parts Service Conter. Our are advaced with the SS Parts Service Conter. Our are advaced to the SS Parts Service Conter. Our are advaced by the SS Parts Service Conter. Our are advaced to the SS Parts Service Conter. Our are advaced by the spice of the SS Parts Service Conter. Our are advaced by the spice of the SS Parts Service Conter. Our are advaced by the spice of the SS Parts Service Conter. Our are advaced by the spice of the SS Parts Service Conter advaced by the spice of the SS Parts Service Conter advaced by the spice of the SS Parts Service Conter advaced by the spice of the SS Parts Service Conter advaced by the spice of the SS Parts Service Conter advaced by the spice of the SS Parts Service Conter advaced by the spice of the SS Parts Service Conter advaced by the spice of the SS Parts Service Conter advaced by the spice of the SS Parts Service Conter advaced by the spice of the SS Parts Service Conter advaced by the spice of the SS Parts Service Conter advaced by the spice of the SS Parts Service Conter advaced by the spice of the SS Parts Service Conter advaced by the spice of the SS
Click All other employees: Click Here to access eTime.	Portal Integration Wolkome, Mome Time & Atlendance - Pay & Taxes - Personal Information - Benefits - Career - Welcome Welcome Welcome Welcome to the Time page- you can record and review your work, sick, vacation and personal time using ADP Weicome Time. Please select one of the links below to get started. Managers/Approvers: Click Hare to access e Time. All other employees: Click Hare to access e Time.

3. Manager Menu

a) Point to the **My Information** tab and click **My Actions**.

Page 3 of 5

UNVERSITY SYSTEM OF GEORGIA BRARED SERVICES CONTER

ADP Enterprise ADP - Cancel Leave Time Request Manager

Job Tool

EMP-CS-2022JT Revision 04 | Date 07/11/2016

4. My Actions a) Under Actions, click Cancel Leave 2 Enterprise eTIME® 🛅 🕶 🔝 👻 🖃 🖶 💌 Page 🕶 Safety 🕶 Tools 🕶 😝 😁 Time Request. Log Off | Help /DD Note: The list of the actions you see < Home may vary from the sample screenshot. MY ACTIONS Last Refreshed:11:02 AM The wording is based on your pay group Refresh and/or set up. Categories All Actions Request Leave Time <u>Cancel Leave Time Request</u> Monthly 980 Employee - Request Time Off Request Monthly 980 Employee - C 5. Cancel Leave Time Request a) Select the appropriate Leave 🗿 https://eetimetest6.adp.com - New Leave Case Request - Micr... 🔳 🔲 🗙 Category.

b) Click Next.	Employee II: Employee IIame: Manager: * Leave Category: FMLA Next > Reset Cancel Done Internet
 c) Select the appropriate Leave Reason. This should be the same values as the request. 	https://eetimetest6.adp.com - Cancel Leave Case Request - Mi Employee ID: Employee Ilame:
 d) Select the appropriate Leave Frequency (Continuous or Intermittent). 	Manager: Select the same values as in the original request. Leave Category: FMLA
 e) Click the Calendar icon to select the Leave Start Date and Leave End Date. 	* Leave Frequency: Continuous V * Leave Start Date:
 f) Enter your reason for cancelling your request in the Reason for Cancelling the Request field. 	Reason for Canceling the Request:
 g) Click Send & Close. The request will be sent to your Campus Leave Administrator for processing. 	
h) Click Log Off .	< Back Send & Close > Reset Cancel



ADP Enterprise ADP - Cancel Leave Time Request Manager Job Tool

EMP-CS-2022JT Revision 04 | Date 07/11/2016

. your Leave Administrator.

6. Request to Cancel Leave Time Submission Confirmation

 a) You should receive an email with your request details confirming the submission of your request to cancel leave time. Subject: Your leave case cancellation request has been sent to

Your request to cancel a Leave case outlined below has been sent to Request Details Leave Category: FMLA Leave Reason Birth or Adoption Leave frequency: Continuous

Start Date: 8/01/2013 End Date: 9/30/2013

Detail: Cancel request

Your Leave Administrator will approve or reject your request.

I Task Complete

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Job Tool EMP-CS-2017JT Revision 04 | Date 07/11/2016

Return to Contents

OVERVIEW

Managers approve requests for time off using ADP Enterprise eTIME (Time and Labor Management).

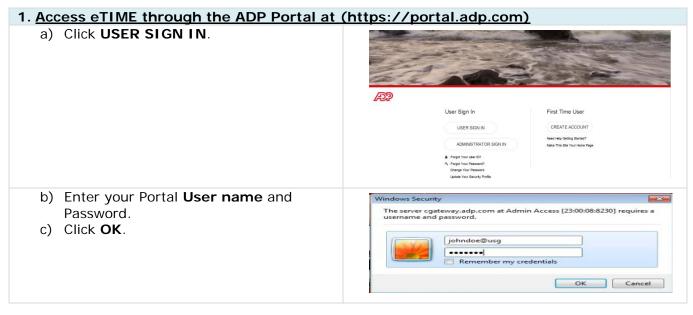
Macintosh and/or Java Version 7 and Higher Users

The eTIME service is currently not compatible with the newer versions of Java. Some managers, will receive a Java error when trying to access the eTIME service as a manager/approver. If you are unable to access eTIME through the Managers/Approvers link, log in to eTIME using the "All other employees" link on the Time and Attendance tab. Refer to Step 2.c, eTIME Access Option 3.

Need Assistance

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INSTRUCTIONS





Job Tool

EMP-CS-2017JT Revision 04 | Date 07/11/2016

2. <u>eTIME Access</u>	
 a) <u>Option 1</u> On the Portal Home page, under Recommended Links, click Managers/Approvers: Click <u>Here</u> to access eTime. 	When
 Point to the General tab and click Inbox. 	CAREFORM OF CONCOUNTS THREEFERS SCOREDULES TO REFORMATION TO RECORD RETEXTOR TO CONCOUNTS TO REFORMATION TO RECORD RETEXTOR TO THREEFERS TO RECORD RETEXTOR RECORD RETEXTOR RECORD RETEXTOR RECORD RETEXTOR RECORD RECORD RETEXTOR RECORD
 b) <u>Option 2</u> On the Portal Home page, point to the Time & Attendance tab. Click Welcome. 	Performer
Click Managers/Approvers: Click Here to access eTime.	Welcome Welcome Welcome Welcome Welcome Welcome Welcome Career Welcome Welcome Career Caree

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Page 2 of 5



Job Tool EMP-CS-2017JT

Revision 04 | Date 07/11/2016

SHARED SERVICES CEATER	Revision 04 Date 07711/2016
 Point to the General tab and click Inbox. 	CANNAL IT CUICEANUS * THREEFFIC * SUBGRANC * IN THREEFFIC * SUBGRANC *
 c) <u>Option 3 - Recommended option for</u> <u>Macintosh and Java version 7 and</u> <u>Higher</u> On the Portal Home page, point to the Time & Attendance tab. Click Welcome. 	Photo Integration Plants
Click All other employees: Click Here to access eTime.	Portal Integration Velcome Ve
• Click Inbox.	General Inbox Group Edit Results Reports Actions



Job Tool

EMP-CS-2017JT Revision 04 | Date 07/11/2016

3. <u>Tasks</u>	
 a) The Task List will display with new requests sent to you. b) Select the appropriate request. 	La definition de la facta de l
c) Click Next .	<pre> https://eet.adp.com/?id=17614563&initForm=true - Time Off velcome to Request for TimeOff Evaluation process Next Cancel </pre>
 d) What do you want to do? Select the appropriate action (Approve or Reject). 	C https://ecladp.com/?id=17014557 - Time Off Evaluation - Windows Internet Explorer provided by Share. In X Rule Violations: None Accrual Violations: None Employee Name: Doe, John Ann What do you want to do? If Approve C Reject C Recheck Rules Message: Next Reset Cancel
e) Click Save & Close.	https://eet.adp.com/?id=17614552 - Time Off Evaluation - Th X Thank you for using Request for Time Off evaluation process. Save & Close
f) Click Log Off .	Log Off Setup Help

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EMP-CS-2017JT Revision 04 | Date 07/11/2016

 g) The employee should receive an email notification informing them their request has been approved or rejected.

Your Request for Time off has been approved

ent: Mon 6/24/2013 1:27 PM

The request for time off outlined below, has been approved by

Request Details: Leave Type: Vacation

Task Complete

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EMP-CS-2025JT Revision 02 | Date 11/19/2015

Return to Contents

Job Tool

OVERVIEW

Managers approve timecards for employees they supervise using ADP Enterprise eTIME (Time and Labor Management).

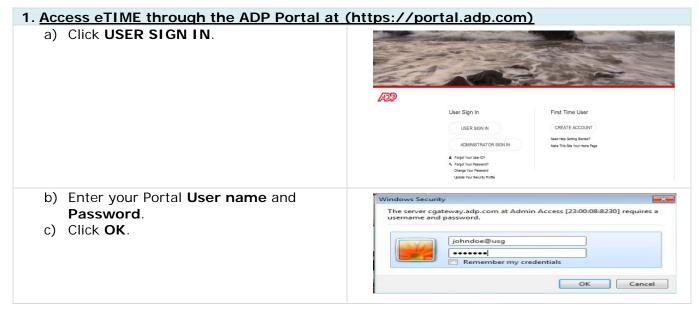
Macintosh and/or Java Version 7 and Higher Users

The eTIME service is currently not compatible with the newer versions of Java. Some managers, will receive a Java error when trying to access the eTIME service as a manager/approver. If you are unable to access eTIME through the Managers/Approvers link, log in to eTIME using the "All other employees" link on the Time and Attendance tab. Refer to Step 2.c, eTIME Access Option 3.

Need Assistance

If you need assistance with these instructions, receive an error message at any step in the process or have any concerns once you are logged in, please contact our Shared Services Center (SSC) Customer Support team for assistance. Our normal business hours are Monday through Friday 8:00 A.M. – 5:00 P.M. except holidays. You can call us toll free at (855) 214-2644 or email us at helpdesk@ssc.usg.edu.

INSTRUCTIONS



University System of Georgia Shared Services Center 1005 George J. Lyons Pkwy, Sandersville Georgia 31082 Toll Free (855) 214-2644 • Phone (478) 240-6500 • Fax (478) 240-6414 Email <u>helpdesk@ssc.usg.edu</u> • Website <u>www.ssc.usg.edu</u> Normal Business Hours: Monday through Friday 8:00 A.M. – 5:00 P.M. Self-Service support is available at <u>https://answers.ssc.usg.edu</u> Page 1 of 4

ADP Enterprise eTIME - Approve Timecards as a Manager

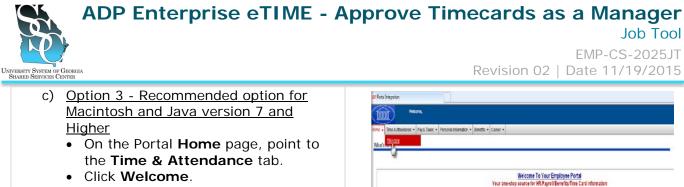


Job Tool

EMP-CS-2025JT Revision 02 | Date 11/19/2015

2. <u>eTIME Access</u>	
 a) <u>Option 1</u> On the Portal Home page, under Recommended Links, click Managers/Approvers: Click <u>Here</u> to access eTime. 	Version of the particular of the first the second of the second of the first o
 b) <u>Option 2</u> On the Portal Home page, point to the Time & Attendance tab. Click Welcome. 	Period Integration Period Perio
Click Managers/Approvers: Click Here to access eTime.	Portal Integration Wolkome, Mome Time & Atlandance - Pay & Taxes - Personal Information - Benefits - Career - Welcome Welcome Welcome Welcome to the Time page-you can record and review your work, sick, vacation and personal time using ADP •Time. Please select one of the links below to get started. Managers/Approvers: Click Hard to access e Time. All other employees: Click Hard to access e Time.

University System of Georgia Shared Services Center 1005 George J. Lyons Pkwy, Sandersville Georgia 31082 Toll Free (855) 214-2644 • Phone (478) 240-6500 • Fax (478) 240-6414 Email <u>helpdesk@ssc.usg.edu</u> • Website <u>www.ssc.usg.edu</u> Normal Business Hours: Monday through Friday 8:00 A.M. – 5:00 P.M. Self-Service support is available at <u>https://answers.ssc.usg.edu</u> Page 2 of 4



- Click Welcome.
- Click All other employees: Click Here to access eTime.
- 🖞 🔯 🖾 🚙 Portal Integratio 0000 Home • Time & Attendance • Pay & Taxes • Personal Information • Benefits • Career • Welcome

Your one-stop

For assistance with this system, please contact the USS Shared Senices Center. Our normal bus

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ss hours are Norday through Friday KSO AM. - SSO P.M. except holiday

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Welcome to the Time page- you can record and review your work, sick, vacation and personal time using ADP eTime. Please select one of the links below to get started. Managers/Approvers: Click Here to access eTime. All other employees: Click Hare to access eTime.

3. Find the Employees You Supervise		
a) With an "*" in the Name or ID field, click Find.	CENERAL SI NY QUICKNAVS SI NY INFORMATION SI Timecard People Reports QUICKFIND * Name * Current Pay Period	Find
 b) A list of employees you supervise will display. 	CENERAL 2 MY QUICKNAVS 2 MY INFORMATION 2 Timecard People Reports QUICKFIND Last Refreshed: 4:#PPM Name or ID Time Period Current Pay Period • Actions * Punch * Amount * Approvals *	Find
	Name 17 D	Pay Rule
	Employee, One 0000001 980	MONTHLY HOL8
	Employee, Two 0000002 980	MONTHLY HOL8
	Employee, Three 8000003 980	MONTHLY HOL8

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Page 3 of 4

ADP Enterprise eTIME - Approve Timecards as a Manager



Job Tool EMP-CS-2025JT

Revision 02 | Date 11/19/2015

4. <u>Ap</u>	prove Employee Timecards	
a)	Point to the Actions tab and click Select All . <i>This action will select all of</i> <i>the employees in the list.</i>	CENERAL Timecard People Reports DICKFIND Last Refreshed: 4:47PM Actions Punch * Amount * 5 Select All E-mail * Name Print * Export to Excel Export to CSV
b)	Once all of the employees are highlighted, click the Timecard tab.	Image: Second and Sec
c)	You will have the ability to use the navigation arrows to the right of the employee name and ID to scroll through all the selected timecard(s) to review and approve.	CONTRACT VOIDENANCE VOIDENANCE VOIDENANCES
d)	To approve the timecard(s), point to the Approvals tab and click Approve . Note: You can also remove approval here.	Generat & ty guildenaux & ty information The card Page 1 Discol Page 1 Discol Page 1 Page 2 Page 2 Page 2 Page
		Image Code Transfer Set 308 Sun 309 Week starting: Sat 3/15 Sun 309 Sun 3016 Week starting: Sat 3/22 Sun 3016 Sun 3016 Week starting: Sat 3/22 Account Sat 3/22 Sun 3016 Maccator Sat 301 Date Sun 300 Account Sat 3/22 Sun 302 Account Sat 3/22 Sun 302 Sun 302 Maccator 8:00 Sun 302 Maccator 8:00 Sun 302 Maccator 8:00 Sun 309

Task Complete

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OVERVIEW

The University System of Georgia Shared Services Center's Customer Support team is here to help you with your questions or concerns.

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COMMON QUESTIONS

ADP Portal

- Portal Navigation
- Portal Registration
- Password Resets/User ID Inquiry
- Personal Information Changes
- And more.....

Paycheck

- Missing Check
- Direct Deposit
- Incorrect Pay/Hours
- Pay Statement Inquiries
- And more.....

Direct Deposit

- Options for Direct Deposit
- Direct Deposit Set Up
- Direct Deposit Changes
- And more.....

eTIME (Time Reporting)

- Adding the Service
- Entering Time
- Approving Time
- Requesting Time Off
- Manager Missing Employees
- General Time Card Inquiries
- And more.....

Benefits Setup & Changes

- Beneficiary Information
- Dependent Information
- System Navigation
- Life Change Inquiries
 - E.G. Divorce, Marriage, Birth of Child, etc.
- Level of Coverage Inquiries
 - E.G. What level of medical coverage do I currently have?
- And more.....