Resources for Returning Faculty, Staff, and Students

July 18, 2016

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

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 https://answers.ssc.usg.edu

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 helpdesk@ssc.usg.edu.

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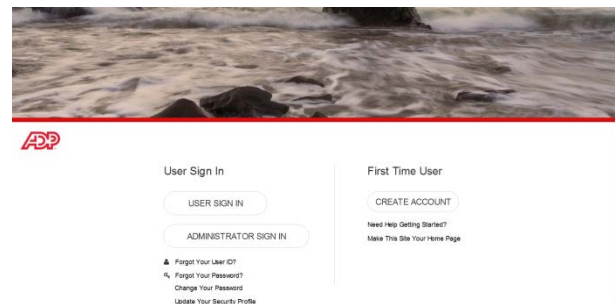
Need Assistance

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.adp.com
a) Under **First Time User**, click **CREATE ACCOUNT**.

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Toll Free (855) 214-2644 • Phone (478) 240-6500 • Fax (478) 240-6414
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2. Begin Registration

2.1. Find Your Record

a) Enter the Registration Code you obtained from the Shared Services Center in the **Registration Code** field.

b) Click **Go**.

2.2. Verify Identity

a) If another organization other than "University System of Georgia" is on the screen, click **Start over**.

b) Enter your personal information to verify your identity. *You will need your Social Security Number (SSN).*
- Enter your **First name**.
- Enter your **Last name**.
- Enter your full **SSN, EIN, or ITIN** (You will need to enter twice to confirm.)

c) Click **Confirm**.

d) Click **Register now**.

e) If your name is not retrieved, verify the information you entered and click **Confirm** again.

f) If you are still unable to retrieve your information, contact our Shared Services Center (SSC) Customer Support team at (478) 240-6500 or email us at usgdatahelp@ssc.usg.edu for assistance.

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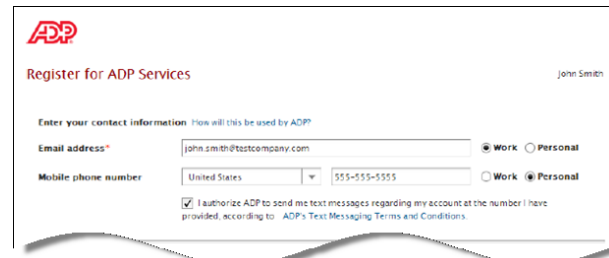Self-Service support is available at https://answers.ssc.usg.edu

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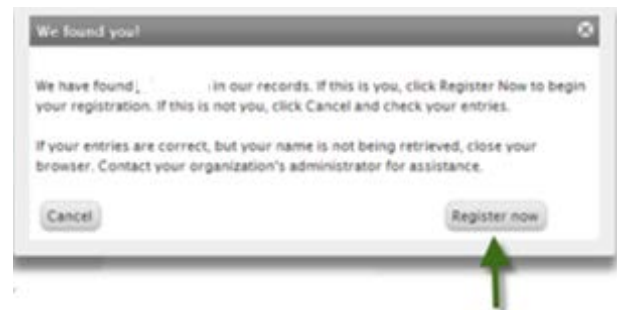
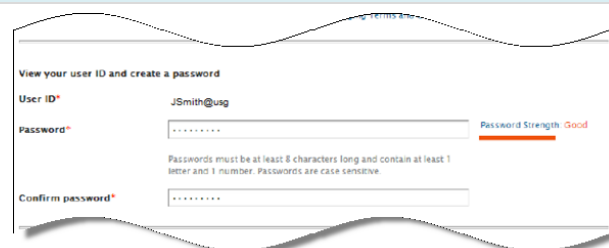## 3. Register for ADP Services

3.1. Enter Contact Information

a) ADP uses this information to email your activation code to you. *The contact information is also used to send temporary passwords if you need to reset your password.*

Note: For notifications, employees should use the email address furnished by their institution for their "Work" email address.

3.2. Create Password

a) Your **User ID** will be displayed on the screen.
b) Create your **Password**. The password must be at least eight (8) characters long, contain at least one (1) letter and one (1) number, and <u>is</u> case sensitive.
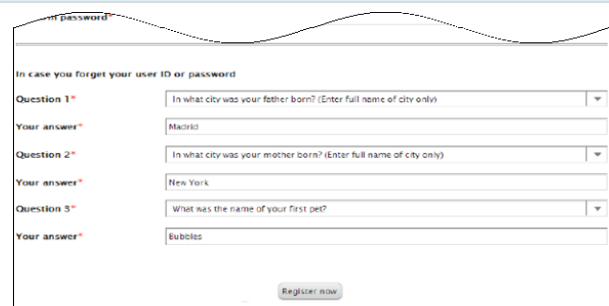c) Enter the password you created in the **Confirm Password** field.

3.3. Select Security Questions and Answers

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.

Note: If you forget your user ID or password, you will be required to answer these questions to confirm your identity.
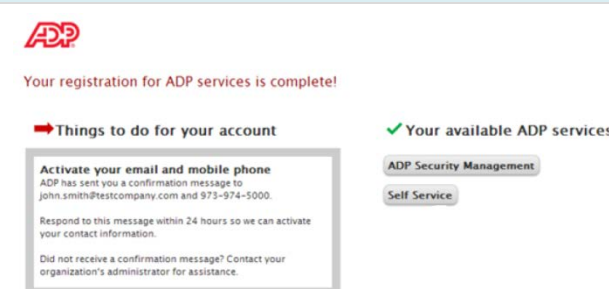
b) Click **Register now**.

3.4. Registration Complete

a) Respond to the message within 24 hours to activate your email and/or mobile phone.

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.

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b) You may click **ADP Security Management** (Netsecure) to add ADP services available to you. To add ADP Enterprise eTIME, refer to job tool, *EMP-CS-2005JT ADP Portal – Add or Re-Add eTIME*.

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

- 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**.

4. Activate Your Email Address and/or Mobile Phone

Note: You must activate your email address and/or mobile phone number within 24 hours.

4.1. Activate Email Address

a) Once your registration is complete, you will receive an email from "ADP Generated Message…" providing instructions to activate your email address.

b) Follow the instructions contained in the email.

4.2. Activate Mobile Phone

a) Once your registration is complete, you will receive a text message from ADP.

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".

☑ *Task Complete*

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ADP Portal – Password Reset
Self Service Portal User (Employee)
Job Tool

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

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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 https://support.adp.com/netsecure/pages/pub/clientuser/1.0/frgt/ADP_Employee_Forgot_Password_and_Forgot_UserID.htm.

Administrator Portal Users (Practitioners)

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

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.

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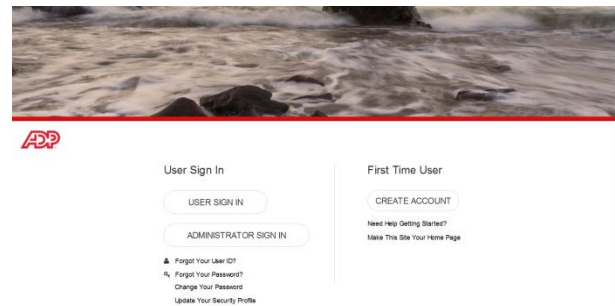
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Need Assistance

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INSTRUCTIONS
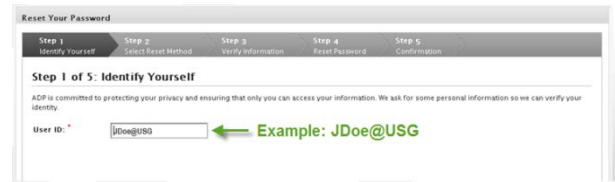
1. Access the ADP Portal at https://portal.adp.com

a) Under **User Sign In**, click **Forgot your Password?**

2. Reset Your Password

2.1. Identify Yourself

a) Enter your ADP Portal **User ID** (Example: **JDoe@USG**) it is not case sensitive.

b) Click **Next**.

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2.2. Select Reset Method
The following options are available:
2.2.1 Send a Temporary Password (Text Message) to My Mobile Phone
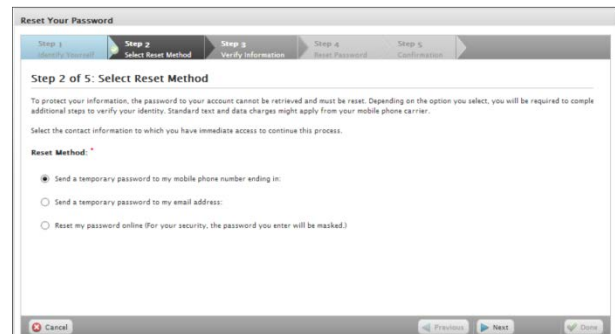2.2.2 Send a Temporary Password to My Email Address
2.2.3 Reset My Password Online

2.2.1. Send a Temporary Password (Text Message) to My Mobile Phone
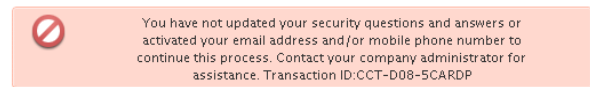
Notes:

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 <u>not</u> be able to use this option.

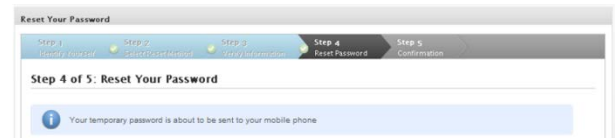|	
a) Select "**Send a temporary password to my mobile phone…**" b) Click **Next**.	
c) If you receive this message, contact the Shared Services Center (SSC) Customer Support team for assistance.	
d) Answer your security questions *(answers are <u>not</u> case sensitive).* e) Click **Next**.	
f) You will receive a message that your temporary password is about to be sent to your mobile phone. g) Click **Next**.	
h) You will receive confirmation that your temporary password has been sent. i) Click **Log In**.	

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j) Click **USER SIGN IN**.	User Sign In / First Time User / USER SIGN IN / CREATE ACCOUNT / ADMINISTRATOR SIGN IN / Need Help Getting Started? / Make This Site Your Home Page
k) Enter your ADP Portal **User name**. l) Enter the <u>temporary</u> **Password** you received. m) Click **OK**.	jdoe@usg / Password / Remember my credentials / OK / Cancel
n) Enter the <u>temporary</u> password you received in the **Current Password** field. o) Enter a <u>new</u> password in the **Create Password** field. **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. p) Enter the <u>new</u> password you created in the **Confirm Password** field. q) Click **Submit**.	Password Change Request Your password has expired or has recently been reset. For your protection, please change your password before continuing. Passwords must be at least 8 characters long and must contain at least 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. **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. Current Password: Create Password: Confirm Password: Submit / Clear
r) You will receive confirmation that your password has been successfully changed. s) Click **Continue**.	Password Successfully Changed Confirmation: Your password has been successfully changed. Please use your new password the next time you log in. Continue

☑ *Task Complete*

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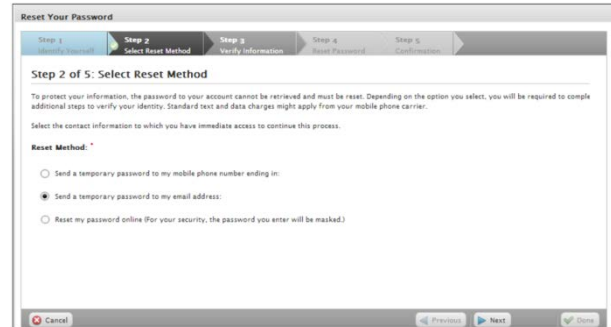Self-Service support is available at https://answers.ssc.usg.edu

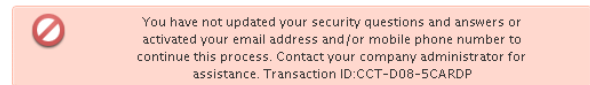### 2.2.2. Send a Temporary Password to My Email Address

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**.	
c) If you receive this message, contact the Shared Services Center (SSC) Customer Support team for assistance.	
d) Answer your security questions *(answers are <u>not</u> case sensitive)*. e) Click **Next**.	
f) You will receive a message that your temporary password is about to be sent to your email address. g) Click **Next**.	
h) You will receive confirmation that your temporary password has been sent. i) Click **Log In**.	
j) Click **USER SIGN IN**.	

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k) Enter your ADP Portal **User name**. l) Enter the <u>temporary</u> **Password** you received. m) Click **OK**.	jdoe@usg Password ☐ Remember my credentials OK Cancel
n) Enter the <u>temporary</u> password you received in the **Current Password** field. o) Enter a <u>new</u> password in the **Create Password** field. **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. p) Enter the <u>new</u> password you created in the **Confirm Password** field. q) Click **Submit**.	**ADP** Password Change Request Your password has expired or has recently been reset. For your protection, please change your password before continuing. Passwords must be at least 8 characters long and must contain at least 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. **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. Current Password: › Create Password: › Confirm Password: › ■ Submit ■ Clear
r) You will receive confirmation that your password has been successfully changed. s) Click **Continue**.	**ADP** Password Successfully Changed ☑ Confirmation: Your password has been successfully changed. Please use your new password the next time you log in. ■ Continue

☑ *Task Complete*

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2.2.3. Reset My Password Online

You will need your employee ID, Social Security Number (SSN), date of birth, and the answers to your security questions.

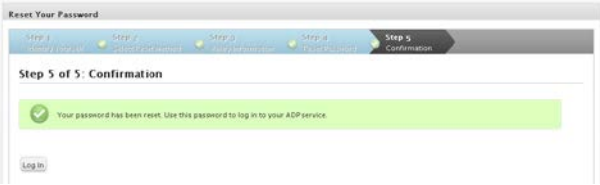|	
a) Select "**Reset my password online…**" b) Click **Next**.	
c) Select "**Ask me identity questions on screen**" d) Click **Next**.	
e) Enter at least two of the following: • **Employee ID** • **Last 4 Digits of SSN, EIN, or ITIN** (You will need to enter twice to confirm.) • **Birth Month and Day** f) Click **Next**.	
g) Answer your security questions *(answers are <u>not</u> case sensitive)*. h) Click **Next**.	
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. j) Enter the new password you created in the **Confirm New Password** field.	

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k) Click **Next**.	
l) You will receive confirmation that your password has been reset. m) Click **Log In**.	

☑ *Task Complete*

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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)

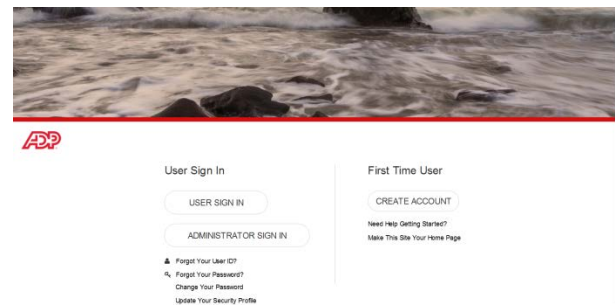Refer to job tool, EMP-CS-2003, *ADP Portal – Password Reset Self Service Portal User (Employee)*.

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INSTRUCTIONS

1. Access the ADP Portal at https://portal.adp.com
a) Under **User Sign In**, click **Forgot your Password?**

2. Reset Your Password
2.1. Identify Yourself
a) Enter your ADP Portal **User ID** (Example: **JDoe@USG**) it is <u>not</u> case sensitive. b) Click **Next**.

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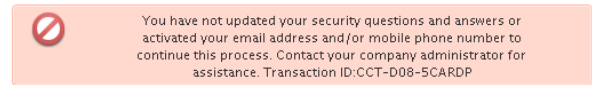
3. Register for Administrator Access

3.1. Delivery Method

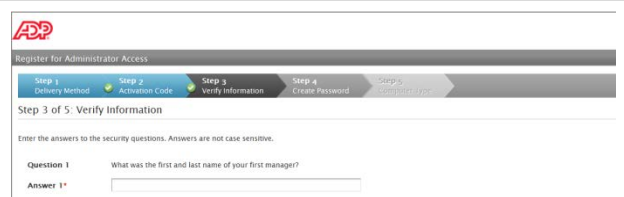|	
a) Select the **Delivery Method** to receive your activation code (email address or phone number. b) Click **Next**.	
c) If you receive this message, contact the Shared Services Center (SSC) Customer Support team for assistance.	🚫 You have not updated your security questions and answers or activated your email address and/or mobile phone number to continue this process. Contact your company administrator for assistance. Transaction ID:CCT-D08-5CARDP
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. Activation Code: XXXXXXXX
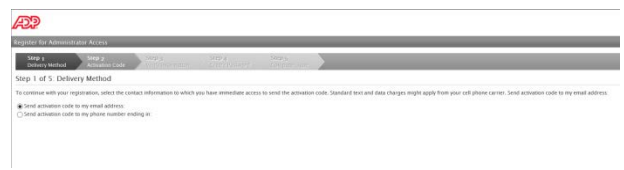
3.2. Enter Activation Code

Note: The activation code you receive will be valid for only 24 hours.

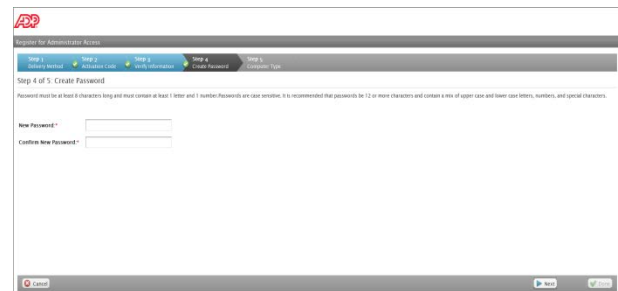|	
a) Enter the **Activation Code** you received to your email address or phone number. b) Click **Next**.	
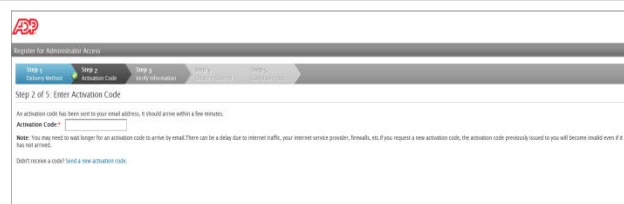
3.3. Verify Information

a) Answer your security questions (answers are <u>not</u> case sensitive). b) Click **Next**.	

University System of Georgia Shared Services Center   Page **2** of **3**
1005 George J. Lyons Pkwy, Sandersville, Georgia 31082
Toll Free (855) 214-2644 • Phone (478) 240-6500 • Fax (478) 240-6414
Email helpdesk@ssc.usg.edu • Website www.ssc.usg.edu
Normal Business Hours: Monday through Friday 8:00 A.M. – 5:00 P.M.
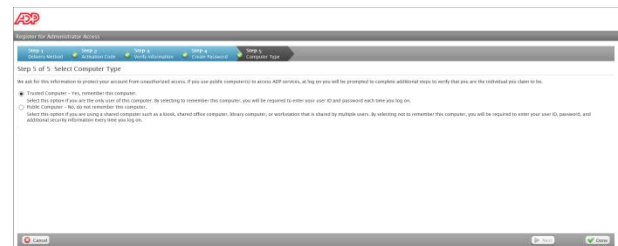Self-Service support is available at https://answers.ssc.usg.edu

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 <u>is</u> 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**.

3.5. Select Computer Type

a) Select the appropriate **Computer Type**.

b) Click **Done**.

☑ ***Task Complete***

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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.

Note
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

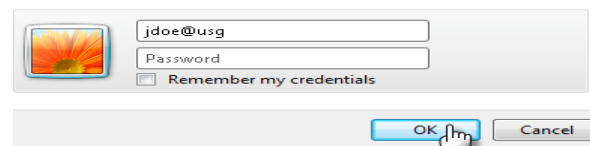| 1. Access the ADP Portal at https://portal.adp.com	
a) Click **USER SIGN IN**.	
b) Enter your ADP Portal **User name** and **Password**. c) Click **OK**.	

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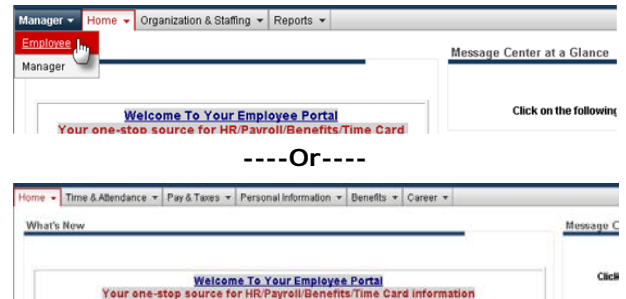
2. Portal Home Page

a) Depending on your access, you <u>may or 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**.

----Or----

3. To Update an Address

a) Point to the **Personal Information** tab and then click **Addresses**.
   Your current information will be displayed on the screen.

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

b) To update information, click **Edit**.

c) Update necessary changes to your:
   - **Notification E-mail Address**
   - **Home Address**
   - **Mailing Address**
   - **Primary E-mail Address**
d) Click **Save**.

   Indicates a required field.

4. To Update a Phone Number

a) Point to the **Personal Information** tab and then click **Phone Numbers**.
   Your current information will be displayed on the screen.

4.1. *Update an Existing Phone Number*
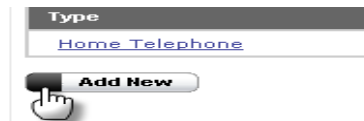
a) Select the telephone number type.

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Page **2** of **4**

b) Update the number and click **Save**.

Type:	▶ Home Telephone
International Country Code:	
International City Code:	
Phone:	▶
Extension/PIN:	

Save Cancel Reset Delete

▶ *Indicates a required field.*

4.2. Add a New Phone Number
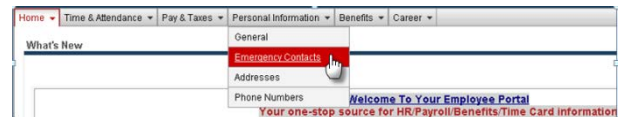
a) To add a new phone number, click **Add New**.

Type
Home Telephone

Add New

b) Select the phone number type in the **Type** field.
c) Enter the phone number in the **Phone** field.
d) Click **Save**.

Enter your telephone information in the following fields. Click Save to add your phone number.

Type:	▶ Select Type
International Country Code:	
International City Code:	
Phone:	▶
Extension/PIN:	

Save Cancel Reset

▶ *Indicates a required field.*

5. To Update an Emergency Contact

a) Point to the **Personal Information** tab and then click **Emergency Contacts**. *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 Numbers

Welcome To Your Employee Portal
Your one-stop source for HR/Payroll/Benefits/Time Card information

5.1. Update an Existing Emergency Contact

a) Select the contact's name.

Name
LastName, First

b) Update the contact's information and click **Save**.

International City Code:	
Secondary Phone:	

Save Cancel Reset Delete

▶ *Indicates a required field.*

5.2. Add a New Emergency Contact

a) To add a new contact, click **Add New**.

Name

Add New

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b) Enter the contact's information.

c) Click **Save**.

International Country Code:

International City Code:

Secondary Phone:

Save   Cancel   Reset

Indicates a required field.

☑ **Task Complete**

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

University System of Georgia Shared Services Center
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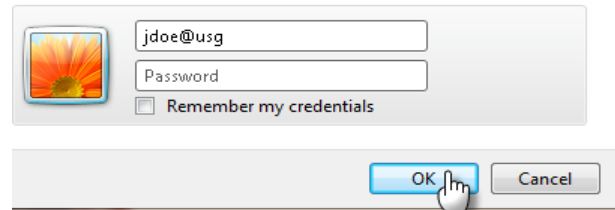
INSTRUCTIONS

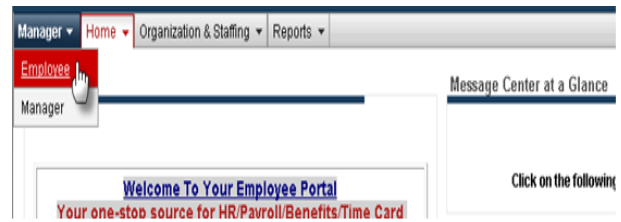### 1. Access the ADP Portal at https://portal.adp.com

a) Click **USER SIGN IN**.

b) Enter your ADP Portal **User name** and **Password**.

c) Click **OK**.

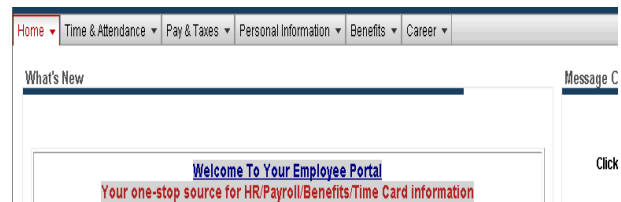### 2. Portal Home Page

a) Depending on your access, you <u>may or may not</u> see the Employee/Manager tab on your home page. If the Employee/Manager tab is displayed, ensure **Employee** is selected.
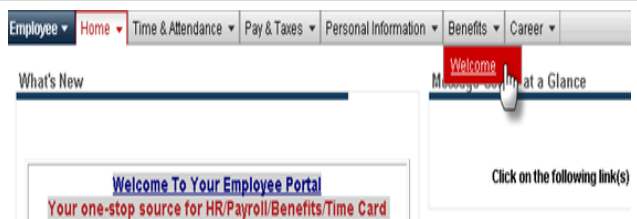
If you are a Manager, point to the **Manager** tab and click **Employee**.

----Or----

b) Point to the **Benefits** tab and click **Welcome**.

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c) Click **My Benefits**.

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.
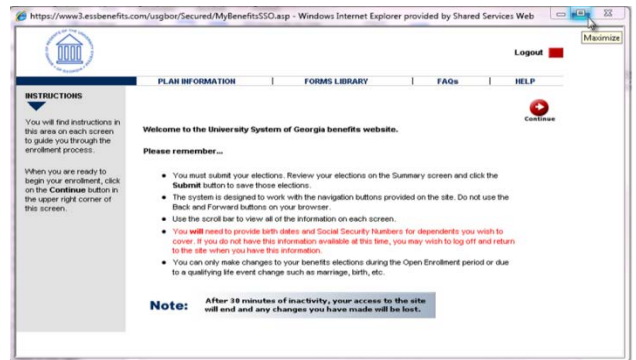
3. Main Menu – Health Savings Account Contribution Change

a) On the **Main Menu**, click **Health Savings Account Contribution Change**.

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### 3.1.   Update Employee and Dependent Tobacco 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**.
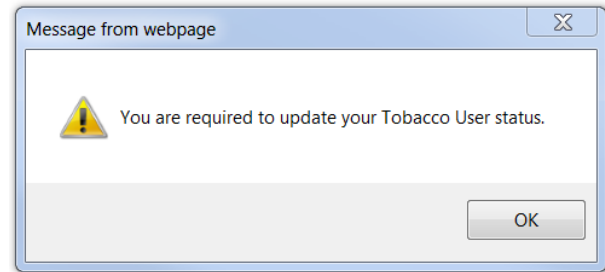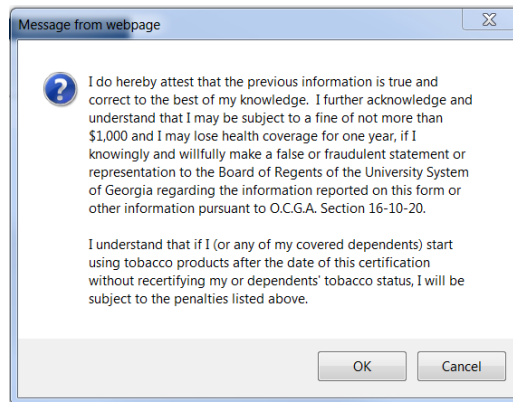
b) Select the appropriate **Option**.

> **Note:** If you select yes, $75 per tobacco user will be added to your monthly medical election.

c) Click **Continue**.
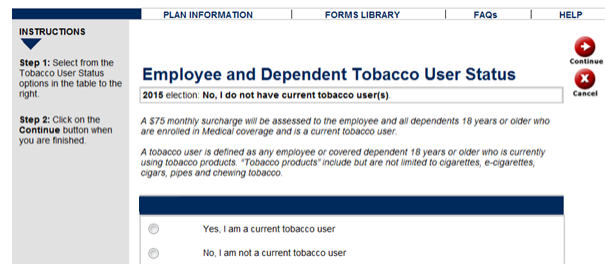
d) Read the acknowledgement and click **OK**.

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	$4,000.00
Flexible Spending Account Limited Purpose	Not Contributing	$0.00

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b) Read the information on this page.
c) Any changes will be effective the first of the following month.
d) Enter your **Annual Contribution Amount**.
   – If you are currently contributing to an HSA, your annual contribution amount should be the sum of:

   1. The amount you have contributed so far in the current calendar year, and
   2. 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

   – 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.

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**.

Annual Contribution Amount

$ 4000.00

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 $6,000 applies to Family coverage ($750 match). Single Coverage is limited to $2,975 annually ($375 match). Please Note: If you are age 55-64, you can contribute up to $1,000 more to your HSA account. **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 $750 for family coverage and $375 for single coverage.

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.

Please review the Optum HSA Terms and Conditions:

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 Savings 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 accountholder or until 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 Participant 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.

Note: The only option for enrollment is online. In order to continue with the online process, you must consent to receive electronic notices.

Logout

RARY   FAQs   HELP

Submit

Cancel

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4. Certification Statement

a) The Certification Statement will appear. Read the Certification Statement.
b) To certify your information, click **I Agree**.

> JANE DOE
>
> **Certification Statement**
>
> 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. Falsification 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 dependents. In addition, the Plan reserves the right to demand reimbursement for benefits paid to you or anyone receiving benefits through you based on falsified claims.
>
> I Agree   Cancel

5. 20XX Benefit Confirmation

a) Your confirmation page will appear.
b) Click the **Print** icon if you would like a printed copy of this page.

> **Note:** You will also receive a confirmation statement in the mail delivered to the mailing address displayed on this page.

> JANE DOE
>
> **20XX Benefit Confirmation**
>
> Your Confirmation Number is 88210948.
>
> **Personal Information**
>
> | Name: | Jane Doe | Address: | 1234 Happy St. |
> | SSN: | xxx-xx- 1234 | | |
> | Birth Date: | 01/01/1900 | | Gladville |
> | | | | GA |
> | | | | 30118 |
> | | | | USA |
>
> **Benefit Elections**
>
> | Benefit | Plan Election | Coverage | Employee Cost Per Pay Period | |
> | | | | Before-Tax | After-Tax |

6. Logout of My Benefits

a) Click **Logout**.

> Logout
>
> PLAN INFORMATION | FORMS LIBRARY | FAQs | HELP

☑ *Task Complete*

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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 before 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 not allow refunds.

Need Assistance

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Process Outline

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INSTRUCTIONS

1. Access the ADP Portal at https://portal.adp.com

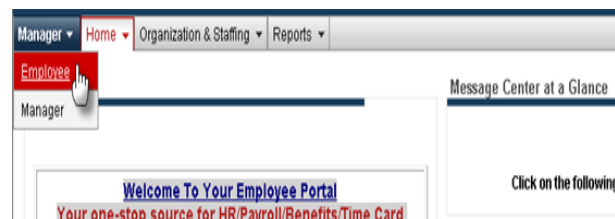|	
a) Click **USER SIGN IN**.	
b) Enter your ADP Portal **User name** and **Password**. c) Click **OK**.	

2. Portal Home Page

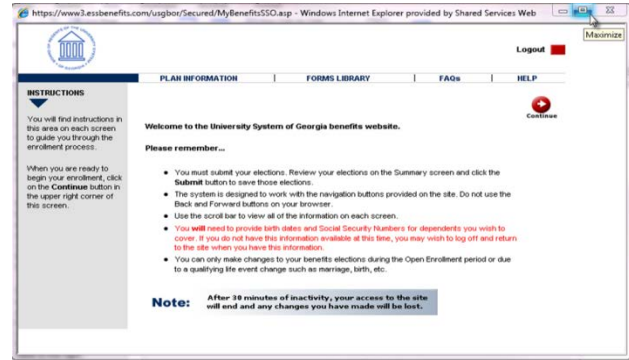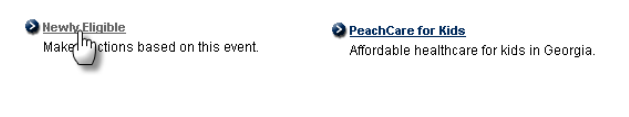|	
a) Depending on your access, you <u>may or may not</u> see the Employee/Manager tab on your home page. If the Employee/Manager tab is displayed, ensure **Employee** is selected. If you are a Manager, point to the **Manager** tab and click **Employee**.	

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	----Or---- *(screenshot of Employee Portal navigation menu with Home, Time & Attendance, Pay & Taxes, Personal Information, Benefits, Career tabs. What's New section and Message C. "Welcome To Your Employee Portal — Your one-stop source for HR/Payroll/Benefits/Time Card information")*
b) Point to the **Benefits** tab and click **Welcome**.	*(screenshot showing Employee menu with Benefits tab and Welcome button highlighted. What's New section, Message Center at a Glance. "Welcome To Your Employee Portal — Your one-stop source for HR/Payroll/Benefits/Time Card". Click on the following link(s))*
c) Click **My Benefits**.	*(screenshot of Welcome To The Benefits Page with Benefits section. "Click the link below to get started." My Benefits link)*
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 **Continue** on your screen.	*(screenshot of https://www.3.essbenefits.com/usgbor/Secured/MyBenefitsSSO.asp window showing PLAN INFORMATION, FORMS LIBRARY, FAQs, HELP tabs with INSTRUCTIONS panel and Continue button. "Welcome to the University System of Georgia benefits website. Please remember…" bulleted list. Note: After 30 minutes of inactivity, your access to the site will end and any changes you have made will be lost.)*

3. Benefit Elections

a) On the **Main Menu**, click **Newly Eligible**.	**Newly Eligible** Make elections based on this event. **PeachCare for Kids** Affordable healthcare for kids in Georgia.

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3.1. Add Dependent Information

a) For each dependent, complete the dependent information in the **Dependent Maintenance** section and click **Add**.

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**.

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.
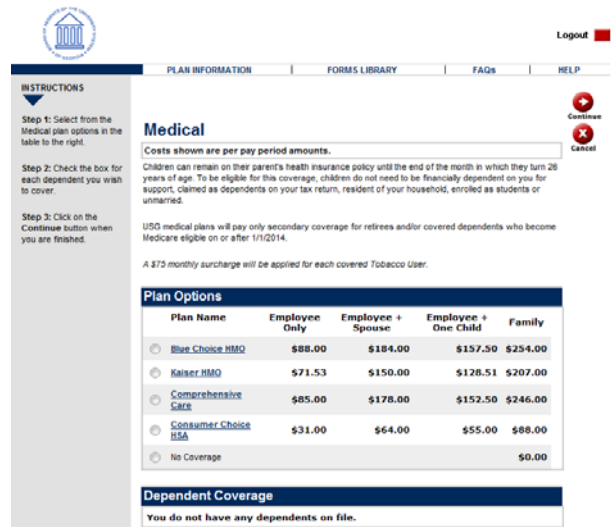
b) When you are finished adding your dependents, click **Continue**.

3.2. Beneficiary Information

a) For each beneficiary, complete the beneficiary information in the **Beneficiary Maintenance** section and click **Add**.

b) When you are finished adding your beneficiaries, click **Continue**.

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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**.
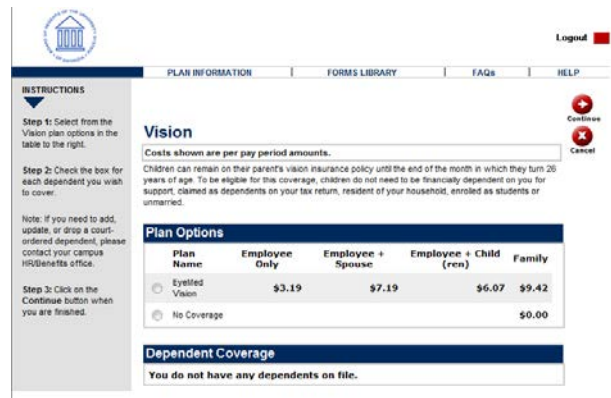
3.4. Dental Coverage

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**.

3.5. Vision 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**.

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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 particpate in the Health Savings Account (HSA) and will see this option first.

3.6.1. Health Savings Account (HSA)

You will see this option only 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**.	

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3.6.2.   Flexible Spending Account Health (FSA)

Note: The Health (FSA) spending account balance will <u>not</u> carry over from year to year.

a) Optional - Complete the Contribution Worksheet to determine your expected annual expense. Click **Update**.
b) Enter your **Annual Contribution Amount**.
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**.

3.6.3.   Flexible Spending Account Limited Purpose

If you elected the Consumer Choice HSA, you will be eligible to particpate in the Limited Purpose Account.

Note: The Limited Purpose spending account balance will <u>not</u> carry over from year to year.

a) Optional - Complete the Contribution Worksheet to determine your expected annual expense. Click **Update**.
b) Enter your **Annual Contribution Amount**.
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**.

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3.6.4.	**Flexible Spending Account Dependent Care**

Note: The Dependent Care spending account balance will <u>not</u> carry over from year to year.

a) Optional - Complete the Contribution Worksheet to determine your expected annual expense. Click **Update**.
b) Enter your **Annual Contribution Amount**.
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**.

3.7.	*Basic Life with Accidental Death and Dismemberment (AD&D)*

a) The Board of Regents provides Basic Life and AD&D coverage for employees. To add or update a beneficiary for your Basic Life and AD&D insurance, click **Beneficiary Information**.

Note: You <u>must</u> designate a beneficiary. If you have not designated a beneficiary, you will be prompted to do so.

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b) To add a beneficiary, complete the beneficiary information in the **Beneficiary Maintenance** table and click **Add**.

c) To update a beneficiary, click on the beneficiary's number, edit the information and click **Update**.

3.8.   Beneficiary Designations

a) Enter a percentage value (1% to 100%) in the **Percent** field for each beneficiary.

b) In the **Designation** field, select "Primary" or "Secondary".

Note: If you designate more than one person as "Primary", the total percentage for all primary designations must equal 100%. The same applies if you designate more than one person as "Secondary".

Examples:

1. One primary beneficiary designation:
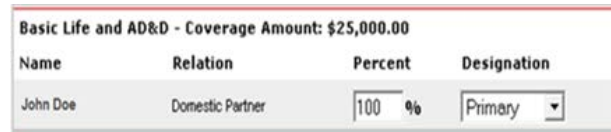
Name	Relation	Percent	Designation
John Doe	Spouse	100%	Primary

2. Multiple primary beneficiary designations:

Name	Relation	Percent	Designation
John Doe	Spouse	50%	Primary
Jim Doe	Child	25%	Primary
Jane Doe	Child	25%	Primary

3. One primary and one secondary beneficiary designation:

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

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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

5. 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**.
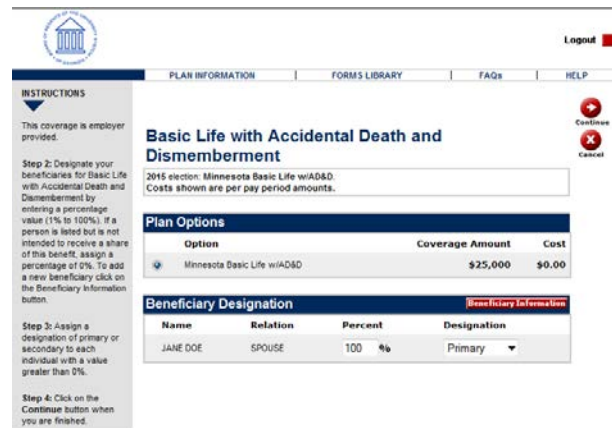
Basic Life and AD&D - Coverage Amount: $25,000.00

Name	Relation	Percent	Designation
John Doe	Domestic Partner	100 %	Primary

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.

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d) If you want the same beneficiary you designated for Basic Life, enter the percentage and designation.

e) To add a beneficiary, complete the beneficiary information in the **Beneficiary Maintenance** table and click **Add**.

f) To update a beneficiary, click on the beneficiary's number, edit the information and click **Update**.

g) To designate a beneficiary, refer to step 3.8 **Beneficiary Designations**.

3.10. Spouse Life

a) Select a **Coverage Level**.

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 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**.

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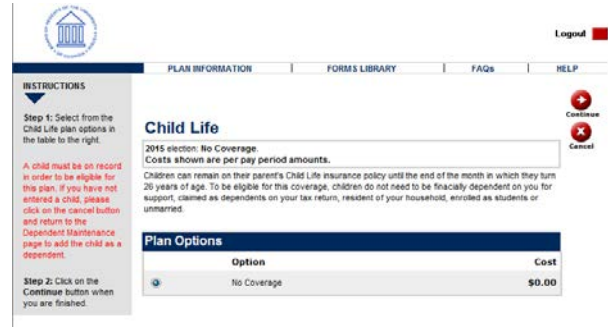
3.11. Child Life

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**.
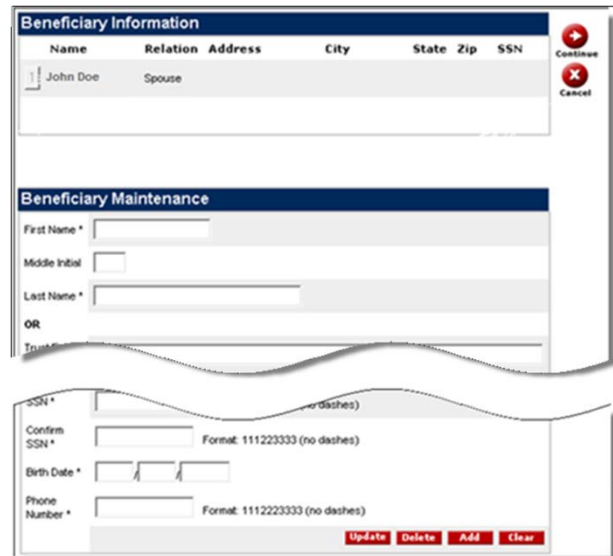
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c) To add a beneficiary, complete the beneficiary information in the **Beneficiary Maintenance** table and click **Add**.

d) To update a beneficiary, click on the beneficiary's number, edit the information and click **Update**.

e) To designate a beneficiary, refer to step 3.8 **Beneficiary Designations**.

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**.

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**.

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3.15. Lifestyle Benefits

a) Select a **Plan Option** or waive coverage.

b) Click **Continue**.

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**.

b) Select the appropriate **Option**.

Note: If you select yes, $75 <u>per tobacco user</u> will be added to your monthly medical election.

c) Click **Continue**.

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

Message from webpage

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

5. Benefit Summary

a) Review your **Benefit Summary** for accuracy.

INSTRUCTIONS

Step 1: Carefully review your elections for accuracy.

Step 2: To make a change to one of your dependents, click on the name of the dependent

2015 Benefit Summary

Benefits Effective Date
The effective date of this event is 2/1/2015
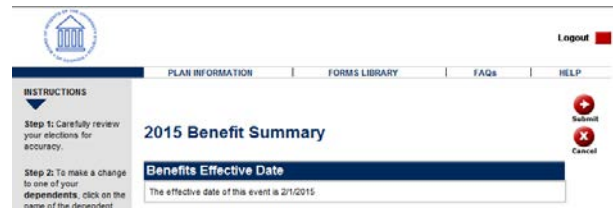
b) If you need to make a change, click the appropriate link, make the necessary change, and continue.

c) Once your benefits are correct, click **Submit**.

Benefit Elections

Benefit	Plan Election	Coverage	Employee Cost Per Pay Period	
			Before-Tax	After-Tax
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 Accidental Death and Dismemberment	Minnesota Basic Life w/AD&D	$25,000.00		Employer Paid
Supplemental Life with Accidental Death and Dismemberment	No Coverage			$0.00
Spouse Life	No Coverage			$0.00
Child Life	No Coverage			$0.00
Employee Accidental Death and Dismemberment	No Coverage			$0.00
Long-Term Disability	No Coverage			$0.00
Short-Term Disability	No Coverage			$0.00
LifeStyle Benefits Plan	Waive			$0.00

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6. Certification Statement

a) The Certification Statement will appear. Read the Certification Statement.

b) To certify your information, click **I Agree**.

> **JANE DOE**
>
> **Certification Statement**
>
> I Agree   Cancel
>
> 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. Falsification 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 dependents. In addition, the Plan reserves the right to demand reimbursement for benefits paid to you or anyone receiving benefits through you based on falsified claims.

7. 20XX Benefit Confirmation

a) Your confirmation page will appear.

b) Click the **Print** icon if you would like a printed copy of this page.

> **Note:** You will also receive a confirmation statement in the mail delivered to the mailing address displayed on this page.

> **JANE DOE**
>
> Continue   Print
>
> **20XX Benefit Confirmation**
>
> Your Confirmation Number is 88210948.
>
> **Personal Information**
>
> | | | | |
> |---|---|---|---|
> | Name: | Jane Doe | Address: | 1234 Happy St. |
> | SSN: | XXX-XXX-1234 | | |
> | Birth Date: | 01/01/1900 | | Gladville |
> | | | | GA |
> | | | | 30110 |
> | | | | USA |
>
> **Benefit Elections**
>
> | Benefit | Plan Election | Coverage | Employee Cost Per Pay Period | |
> |---|---|---|---|---|
> | | | | Before-Tax | After-Tax |

8. Logout of My Benefits

a) Click **Logout**.

> Logout ▮
>
> PLAN INFORMATION | FORMS LIBRARY | FAQs | HELP

☑ *Task Complete*

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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.adp.com

a) Click **USER SIGN IN**.	
b) Enter your ADP Portal **User name** and **Password**. c) Click **OK**.	

2. Portal Home Page

a) Depending on your access, you <u>may or 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**.	

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b) Point to the **Benefits** tab and click **Welcome**.

c) Click **My Benefits**.

3. Benefits Website

a) Click **Continue**.

b) Click the **20XX Benefit Summary** link for the current year.

☑ *Task Complete*

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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 least one day after you have registered for the ADP Portal in order to access your electronic time card or "timestamp." The system will not allow you to add eTIME until you have been an active employee for at least one day. 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 day two, you will need to follow these steps to delete and then re-add eTIME. The system will not allow you to add eTIME until you have been an active employee for at least one day. 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**.

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b) Enter your ADP Portal **User name** and **Password**. c) Click **OK**.	
d) Depending on your access, you <u>may or 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**.	----Or----
e) Point to the **Personal Information** tab and click **General**.	
f) Your personal information is displayed. g) Note your Employee ID.	

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

a) Point to the **Time & Attendance** tab and click **Welcome**.	

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b) Under **Additional Links**, click the link for **ADP NetSecure**.	
c) Enter your ADP **User ID** and **Password**. d) Click **SIGN IN**.	

3. Add or Re-Add eTIME

3.1. Manage Services

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

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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.

3.2. Verify Your Identity

a) Enter your ADP Employee ID in the **Enterprise eTIME Employee ID** field. *Refer to step 1.g.*
b) Click **Submit**.
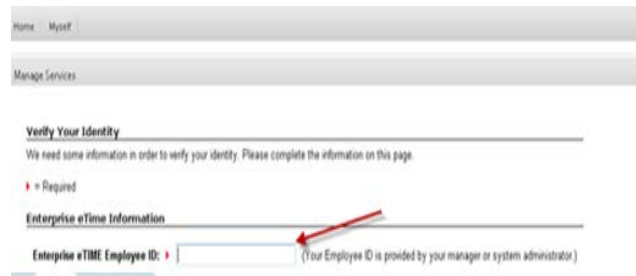
3.3. Confirmation

a) If Enterprise eTIME has been added successfully, you will receive confirmation.
b) Click **Log Out**.

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**.

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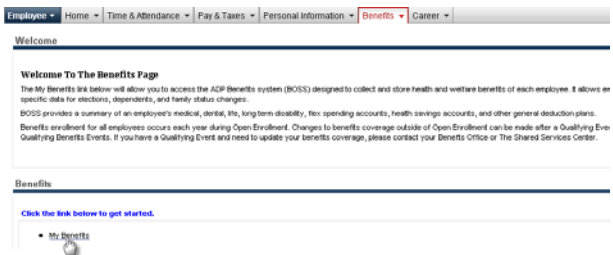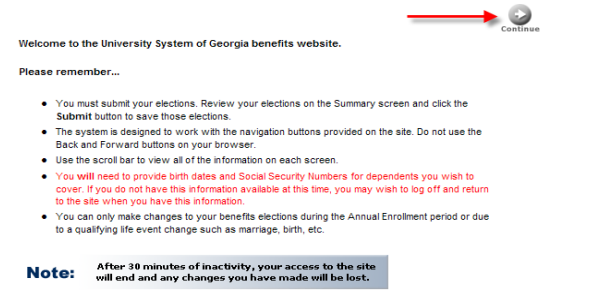|	
b) Enter your ADP Portal **User name** and **Password**. c) Click **OK**.	jdoe@usg Password ☐ Remember my credentials OK Cancel
d) Depending on your access, you <u>may or may not</u> see the Employee/Manager tab on your home page. If the Employee/Manager tab is displayed, ensure **Employee** is selected. If you are a Manager, point to the **Manager** tab and click **Employee**.	Manager ▾ Home ▾ Organization & Staffing ▾ Reports ▾ Employee 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 **----Or----** Home ▾ Time & Attendance ▾ Pay & Taxes ▾ Personal Information ▾ Benefits ▾ Career ▾ What's New Message C Welcome To Your Employee Portal Your one-stop source for HR/Payroll/Benefits/Time Card information Clic
e) Point to the **Time & Attendance** tab and click **Welcome**.	Welcome, Employee ▾ Home ▾ Time & Attendance ▾ Pay & Taxes ▾ Personal Information ▾ Benefits ▾ Career ▾ Welcome What's New
f) Click the link for **All other employees**.	Employee ▾ 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 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. Employees click here.

☑ *Task Complete*

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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

OVERVIEW

In accordance with Board of Regents Policy Manual Section 7.5.1.1, *Required Electronic Transfer of Funds*, 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.
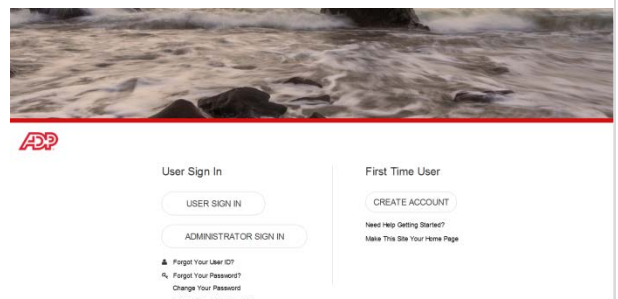
Need Assistance

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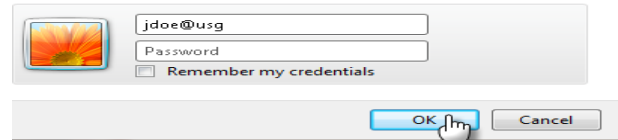
INSTRUCTIONS

1. **Access the ADP Portal https://portal.adp.com**	
a) Click **USER SIGN IN**.	
b) Enter your ADP Portal **User name** and **Password**. c) Click **OK**.	

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

2. Portal Home Page

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.
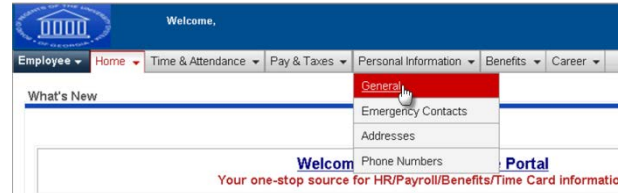
If you are a Manager, point to the **Manager** tab and click **Employee**.

3. Pay & Taxes

a) Point to the **Pay & Taxes** tab and then click **Direct Deposit**.

4. Add Deposit Account Information
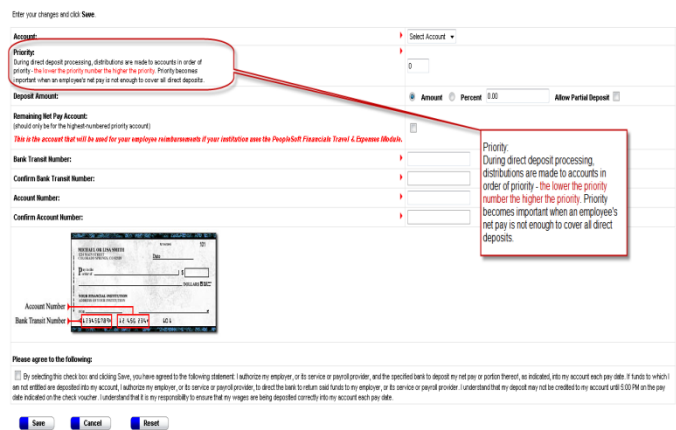
a) Click **Add New** [Add New].
b) Select the **Account** type.
c) If you designate multiple accounts to distribute your net pay, indicate the **Priority** for each direct deposit.

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.

d) Indicate the deposit **Amount** or **Percent** of pay to be deposited.
e) 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 & Expense Module.

f) Enter the **Bank Transit Number**; enter the bank transit number again to **Confirm**.

Priority Example:
You would like to have $50.00 from each check deposited into a savings account (**1**) and the remainder deposited into a checking account (**2**).

Account	Priority	Amount/ Percent
1	10	$50.00
2	100	100%

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g) Enter the **Account Number**, enter the account number again to **Confirm**.

h) Read and agree to the statement.

i) Click **Save** [Save].

j) To add multiple accounts, repeat steps 4.a – 4.i.

5. Update Deposit Account Information

a) Click the **Account** name you wish to update.

b) Update the appropriate information.

c) Click **Save** [Save].

Note: If you are updating the priority on an account you will need to delete it and add it as a new one.

Account	Priority	Bank Transit Number	Account Number	Deposit Amount
Account 1				
Account 2				

Note: Once enrolled in direct deposit or pay card, employees are required to remain enrolled in direct deposit or pay card for the remainder of their employment.

☑ *Task Complete*

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

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

1. Access the ADP Portal at https://portal.adp.com	
a) Click **USER SIGN IN**.	
b) Enter your ADP Portal **User name** and **Password**. c) Click **OK**.	

2. Portal Home Page

a) Depending on your access, you <u>may or 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**.

----Or---

3. Enroll to Go Paperless

a) Point to the **Pay & Taxes** tab and then click **Annual Statements**.
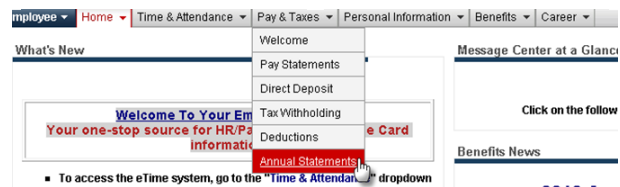
b) Click **Go Paperless**.
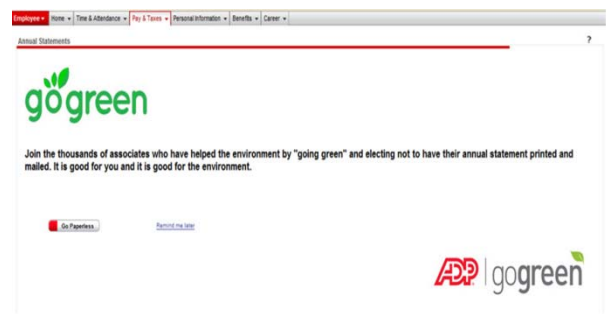
c) Read the statement and select the **Access my annual statements (W-2s and W-2Cs) online only** check box.

d) Click **Next**.

*If the **Next** button appears dimmed, it is unavailable.*

*You have already elected to receive your W-2 electronically, click **Cancel**.*
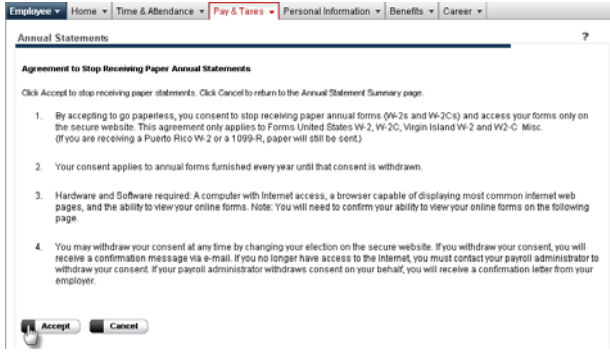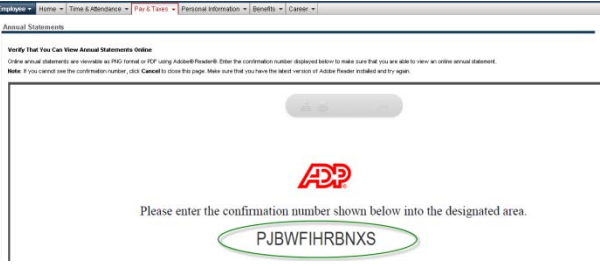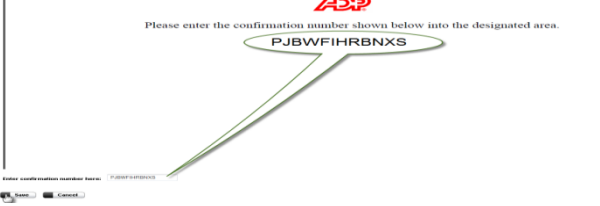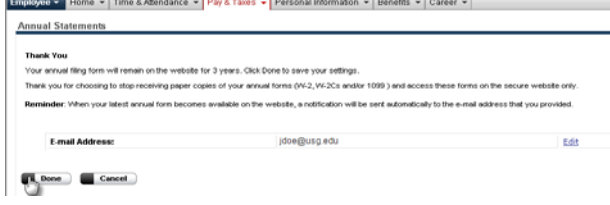
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e) Read the statements and click **Accept**.	*(screenshot: Annual Statements – Agreement to Stop Receiving Paper Annual Statements. Click Accept to stop receiving paper statements. Click Cancel to return to the Annual Statement Summary page.)* 1. By accepting to go paperless, you consent to stop receiving paper annual forms (W-2s and W-2Cs) and access your forms only on the secure website. This agreement only applies to Forms United States W-2, W-2C, Virgin Island W-2 and W2-C Misc. (If you are receiving a Puerto Rico W-2 or a 1099-R, paper will still be sent.) 2. Your consent applies to annual forms furnished every year until that consent is withdrawn. 3. 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 confirmation 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 confirmation letter from your employer. **Accept** **Cancel**
f) Verify that you can view annual statements online. A confirmation number will display on your screen. If you <u>cannot</u> see the confirmation number, click **Cancel** to close the page. Make sure that you have the latest version of Adobe Reader installed and try again.	*(screenshot: Annual Statements – Verify That You Can View Annual Statements Online. Please enter the confirmation number shown below into the designated area.)* **PJBWFIHRBNXS**
Enter the confirmation number displayed in the **Enter confirmation number here** field. *The number is case sensitive.* g) Click **Save**.	*(screenshot: Please enter the confirmation number shown below into the designated area.)* **PJBWFIHRBNXS** Enter confirmation number here: **Save** **Cancel**

4. Verify Your Notification E-mail Address

a) If the default E-mail address is correct, click **Done**, this completes your enrollment for paperless W-2s. **-Or-**	*(screenshot: Annual Statements – Thank You. Your annual filing form will remain on the website for 3 years. Click Done to save your settings.)* Thank you for choosing to stop receiving paper copies of your annual forms (W-2, W-2Cs and/or 1099) 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. E-mail Address: jdoe@usg.edu Edit **Done** **Cancel**
If you would like your notification sent to a different E-mail address, click **Edit**.	*(screenshot: Thank You. Your annual filing form will remain on the website for 3 years. Click Done to save your settings.)* Thank you for choosing to stop receiving paper copies of your annual forms (W-2, W-2Cs and/or 1099) 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. E-mail Address: jdoe@usg.edu Edit **Done** **Cancel**

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b) Enter the new E-mail address and click **Save**. **Important**: Changing this E-mail address affects notification for **both** pay statements and annual statements.	
c) Click **Done**, this completes your enrollment for paperless W-2s.	

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**.	
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.	

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*

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OVERVIEW

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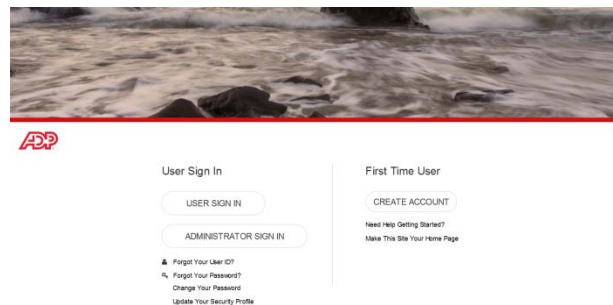
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INSTRUCTIONS

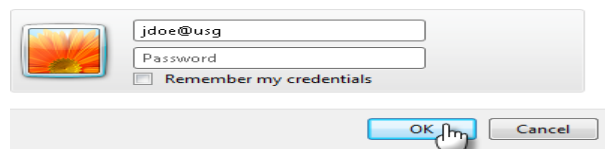| 1. Access the ADP Portal at https://portal.adp.com |
|---|
| a) Click **USER SIGN IN**. |
| b) Enter your ADP Portal **User name** and **Password**.
 c) Click **OK**. |

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2. Portal Home Page

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If you are a Manager, point to the **Manager** tab and click **Employee**.

----Or----

3. View W-2

a) Point to the **Pay & Taxes** tab and then click **Annual Statements**. Please see the note below with special instructions for Mac users.
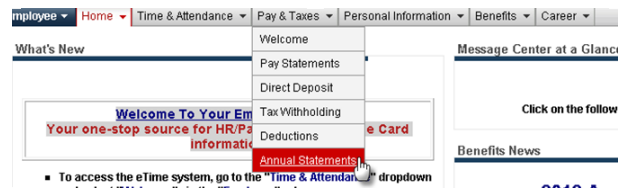
b) Click the year you wish to view.
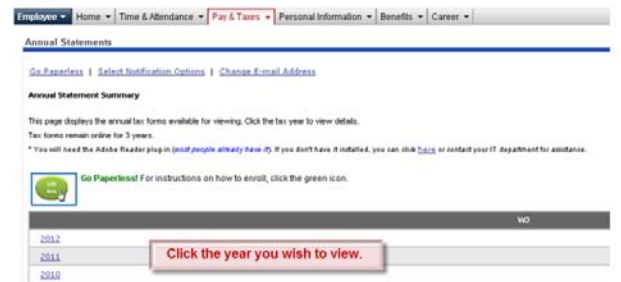
Note - Special Instructions for Mac Users: Mac users will need to download a PDF Browser Plugin.
– Click the link for Mac users.

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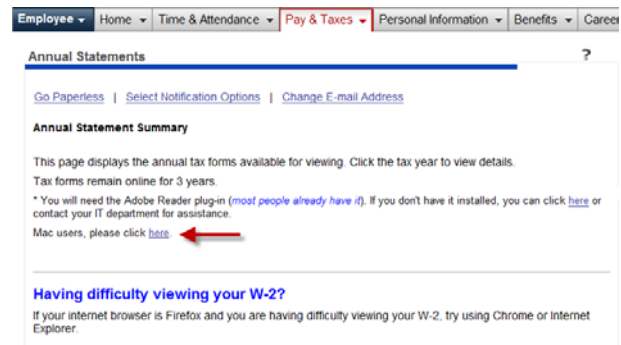
– Read the message and click **OK** to proceed.
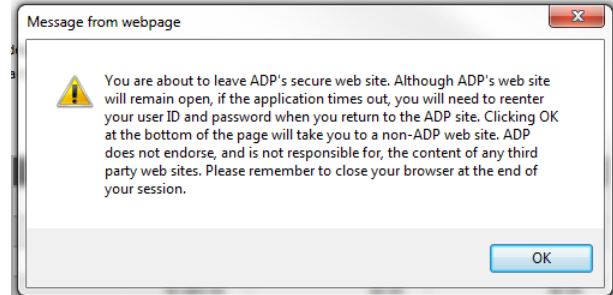
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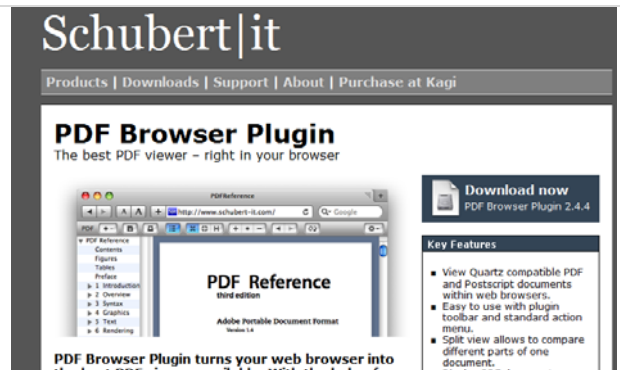
4. Print W-2

a) Place your cursor on the W-2 to display the toolbar.

b) Click the **Print** icon.

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 _if_ 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) Click **Select Notification Options**.

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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.

☑ *Task Complete*

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OVERVIEW

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INSTRUCTIONS

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2. Portal Home Page

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**.

----Or----

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.
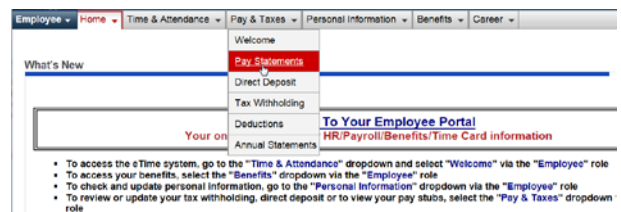
b) Click the date for the statement you wish to view

Note - Special Instructions for Mac Users: Mac users will need to download a PDF Browser Plugin.
   – Click the link for Mac users.

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– 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. [OK]
– Download the PDF Browser Plugin	Schubert|it — Products | Downloads | Support | About | Purchase at Kagi — **PDF Browser Plugin** The best PDF viewer – right in your browser. **Download now** PDF Browser Plugin 2.4.4. **Key Features** ■ View Quartz compatible PDF and Postscript documents within web browsers. ■ Easy to use with plugin toolbar and standard action menu. ■ Split view allows to compare different parts of one document.

4. Print Pay Statement

| a) Place your cursor on the pay statement to display the toolbar. b) Click the **Print** icon . | Pay Statements — Use the toolbar below to print or save a copy of your pay statement. Click Back to return to the summary page. [Back] — Earnings Statement — Period Beg/End: / Advice Date: Advice Number: Batch Number: |
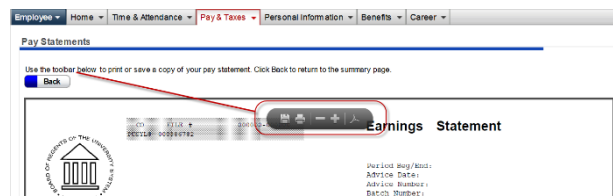
5. Select Notification Options

Note: If you select the notification option, an email will be sent to the email address you provide when a new pay statement is available.

| a) Click **Select Notification Options** | Pay Statements — \| Select Notification Options \| Change E-mail Address — **Pay Statement Summary** — This page displays the pay statements available for viewing, printing, and downloading. To view pay statement detail*, click the appropriate underlined pay date. Click Previous to continue. — * Adobe Reader plug-in is needed to view pay statements. If you don't have it installed, please click here or contact your IT department for assistance. |

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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.

Pay Statements

Select Notification Options

If you select this option, an e-mail will be sent to the address below whenever a new pay statement is available to view.

☑ Send e-mail notification when a new pay statement is available.

E-mail Address: jdoe@usg.edu   Edit

☑ **Task Complete**

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Resources for Returning Faculty, Staff, and Students

July 18, 2016

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

Need to Contact Us?

By Phone:
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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 https://answers.ssc.usg.edu

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 least one day after you have registered for the ADP Portal in order to access your electronic time card or "timestamp." The system will not allow you to add eTIME until you have been an active employee for at least one day. 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 day two, you will need to follow these steps to delete and then re-add eTIME. The system will not allow you to add eTIME until you have been an active employee for at least one day. 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.
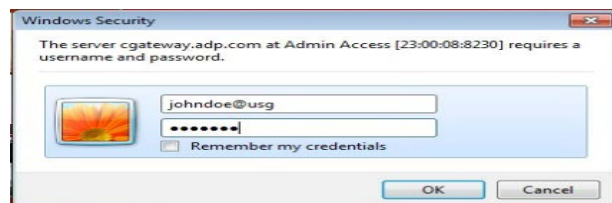
INSTRUCTIONS

1. **To obtain your ADP Employee ID through the ADP Portal at https://portal.adp.com**
a) Click **USER SIGN IN**.

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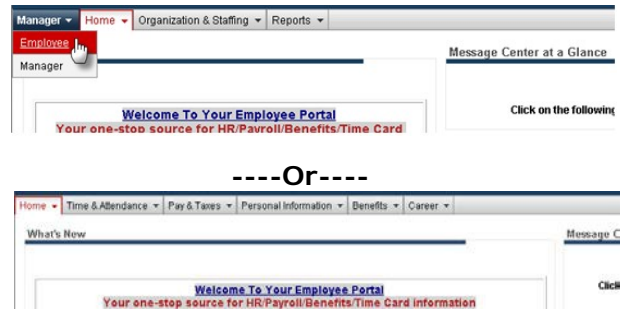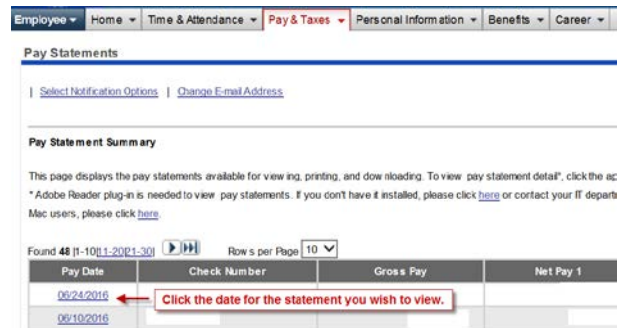|	
b) Enter your ADP Portal **User name** and **Password**. c) Click **OK**.	
d) Depending on your access, you <u>may or may not</u> see the Employee/Manager tab on your home page. If the Employee/Manager tab is displayed, ensure **Employee** is selected. If you are a Manager, point to the **Manager** tab and click **Employee**.	 ----Or----
e) Point to the **Personal Information** tab and click **General**.	
f) Your personal information is displayed. g) Note your Employee ID.	

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

a) Point to the **Time & Attendance** tab and click **Welcome**.	

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b) Under **Additional Links**, click the link for **ADP NetSecure**.	
c) Enter your ADP **User ID** and **Password**. d) Click **SIGN IN**.	

3. Add or Re-Add eTIME

3.1. Manage Services

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

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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* screen showing Manage My Services with Service list: Self Service, iPayStatements, W2 Services, Enterprise eTIME (Delete)

3.2. Verify Your Identity

a) Enter your ADP Employee ID in the **Enterprise eTIME Employee ID** field. *Refer to step 1.g.* b) Click **Submit**.	*Verify Your Identity* screen with Enterprise eTime Information, Enterprise eTIME Employee ID field

3.3. Confirmation

a) If Enterprise eTIME has been added successfully, you will receive confirmation. b) Click **Log Out**.	*Manage My Services* screen showing "Enterprise eTIME has been added successfully"

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**.	ADP sign in screen with User Sign In, USER SIGN IN, ADMINISTRATOR SIGN IN buttons and First Time User, CREATE ACCOUNT

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b)	Enter your ADP Portal **User name** and **Password**.	jdoe@usg
c)	Click **OK**.	Password Remember my credentials OK Cancel
d)	Depending on your access, you <u>may or 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 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 ----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
e)	Point to the **Time & Attendance** tab and click **Welcome**.	Welcome, Employee ▾ Home ▾ Time & Attendance ▾ Pay & Taxes ▾ Personal Information ▾ Benefits ▾ Career ▾ Welcome What's New
f)	Click the link for **All other employees**.	Employee ▾ 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 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. Employees click here.

☑ *Task Complete*

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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
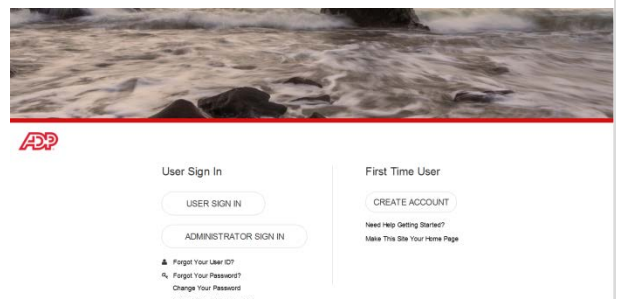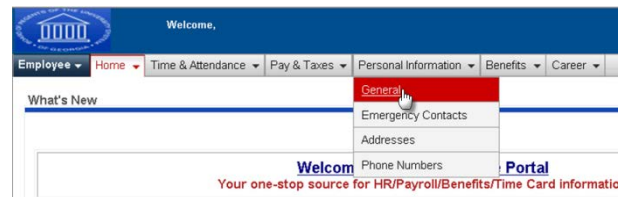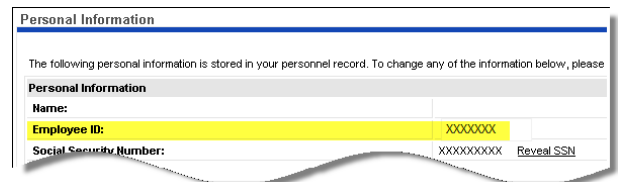- Save and approve their timecard

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

1. Access eTIME through the ADP Portal at (https://portal.adp.com)	
a) Click **USER SIGN IN**.	
b) Enter your Portal **User name** and **Password**. c) Click **OK**.	

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2. eTIME Access

a) On the Portal **Home** page, point to the **Time & Attendance** tab.
b) Click **Welcome**.

c) Click **All other employees: Click Here to access eTime**.

3. Employee Menu

a) Under **My Information**, click **My Timecard**.

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4. My Timecard

4.1. Enter Hours Worked

a) For the appropriate day, enter your beginning time **In** (example: 8:00AM).

b) Enter your ending time **Out** (example: 5:00PM).

4.2. 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 4.3, **Transfer Time**.

a) For the appropriate day, select the appropriate exception code from the **Pay Code** list.

b) Enter exception hours; you may enter **8** or **8:00**, either format is accepted.

c) If you have multiple exceptions on a day, you will need to insert a row for each exception; on the appropriate day, click the **Add Row** icon to insert a new row.

d) Select the appropriate exception code from the **Pay Code** list.

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4.3. Transfer Time

If you work multiple positions, 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 beginning time **In** (example: 8:00AM).

   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 ![icon] to insert a new row.

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.

e) Once you select the position, the position number will populate in the transfer set.

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**.

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i) On your timecard, you will now see the **In** and **Transfer** columns populated.	
j) Enter your ending time **Out** (example: 5:00PM). k) Click **Save**.	

4.4. Save Your Timecard

a) Once you have made your entries, click **Save**.	
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

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4.5.	**Approve Your Timecard**

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 is correct. b) Click **Approve**.	
c) After you approve your timecard, you will see this message. "Approval by Employee (username): (time period)" d) Click **Log Off**.	

☑ *Task Complete*

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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

1. **Access eTIME through the ADP Portal at (https://portal.adp.com)**	
a) Click **USER SIGN IN**.	
b) Enter your Portal **User name** and **Password**. c) Click **OK**.	

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2. eTIME Access

a) On the Portal **Home** page, point to the **Time & Attendance** tab.

b) Click **Welcome**.

c) Click **All other employees: Click Here** to access eTime.

3. Employee Menu

a) Under **My Information,** click **My Timecard**.

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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a) For the appropriate week, select the exception code from the **Pay Code** list.	
b) On the exception row, enter the hours for the appropriate day(s). You may enter **8** or **8:00,** either format is accepted.	
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 ![icon] to insert a new row. d) Select the appropriate exception code from the **Pay Code** list.	

4.2. Transfer Time

If you work multiple positions, transfer time among the positions using the following steps. If you did not work multiple positions, proceed to step 4.3, **Save Your Timecard**.

a) Click the **Search** icon ![search] 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 ![icon] to insert a new row.	

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b) **Position** will be selected.
c) From the **Available Entries** field, select the position that you are transferring time into.

d) Once you select the position, the position number will populate in the transfer set.

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**.

h) On the transfer row, enter the hours for the appropriate day(s).

4.3. Save Your Timecard

a) Once you have made your entries, click **Save**.

b) After you save your changes, you will see this message.

"Timecard successfully saved on: (date and time)"

4.4. Approve Your Timecard

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

☑ *Task Complete*

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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, *ADP Enterprise eTIME – Approve Timecards as a Manager*.

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**.

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b) Enter your Portal **User name** and **Password**.

c) Click **OK**.

2. eTIME Access

a) <u>Option 1</u>

- On the Portal **Home** page, under **Recommended Links**, click **Managers/Approvers: Click Here** to access eTime.
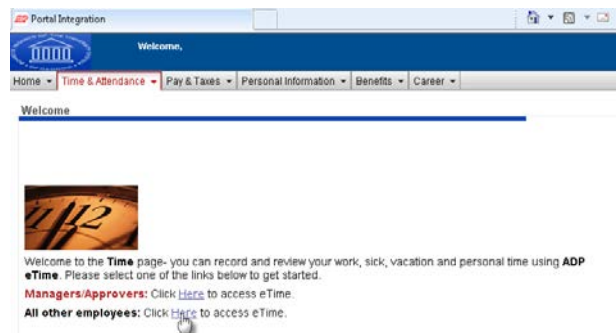

b) <u>Option 2</u>

- On the Portal **Home** page, point to the **Time & Attendance** tab.
- Click **Welcome**.

- Click **Managers/Approvers: Click Here** to access eTime.

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c) Underline: Option 3 - Recommended option for Macintosh and Java version 7 and Higher
   - On the Portal **Home** page, point to the **Time & Attendance** tab.
   - Click **Welcome**.

   - Click **All other employees: Click Here to access eTime**.

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3. Manager Menu

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

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**.

a) For the appropriate week, select the exception code from the **Pay Code** list.

b) On the exception row, enter the hours for the appropriate day(s). You may enter **8** or **8:00**, either format is accepted.

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4.2. Save Your Timecard

a) Once you have made your entries, click **Save**.	**MY TIMECARD** Loaded: 9:35AM Name & ID 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 successfully saved on: (date and time)"	**TIMECARD** [i] Timecard successfully saved on: 2/14/2013 9:30AM

4.3. Approve Your Timecard

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 is correct. b) Point to the **Approvals** tab and click **Approve**.	**MY TIMECARD** Last Saved: 9:36AM Name & ID Time Period: Current Pay Period Save Actions ▾ Punch ▾ Amount ▾ Comment ▾ Approvals Reports ▾ Leave ▾ Approve Remove Approval Week starting: Sat 1/26 Pay Code Transfer Sat 1/26 Sign Off Remove Sign-Off [X] [↕] Hours Worked ▾
c) After you approve your timecard, you will see this message. "Approval by Employee (username): (time period)" d) Click **Log Off**.	**TIMECARD** Person Time **Approvals:** [i] Approval by Employee (johndoe@usg): 2/01/2013 - 2/28/2013

☑ **Task Complete**

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Self-Service support is available at https://answers.ssc.usg.edu

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, *Add or Re-Add eTIME for the ADP Portal*.
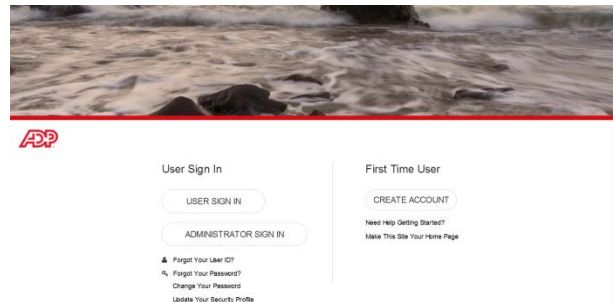
Need Assistance

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INSTRUCTIONS

1. Access eTIME through the ADP Portal at (https://portal.adp.com)	
a) Click **USER SIGN IN**.	
b) Enter your Portal **User name** and **Password**. c) Click **OK**.	

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Page **1** of **4**

2. eTIME Access

a) On the Portal **Home** page, point to the **Time & Attendance** tab.

b) Click **Welcome**.

c) Click **All other employees: Click Here to access eTime**.

3. Record Timestamp (Clock In/Clock Out)

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.

3.1. Single Job

a) 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.

b) Click **Record Time Stamp**.

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3.2. Transfer (Multiple Jobs)
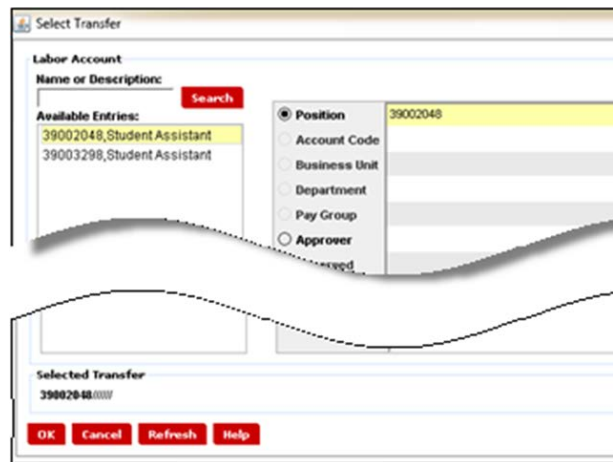
a) Click the drop-down arrow ▼ in the **Transfers** field.
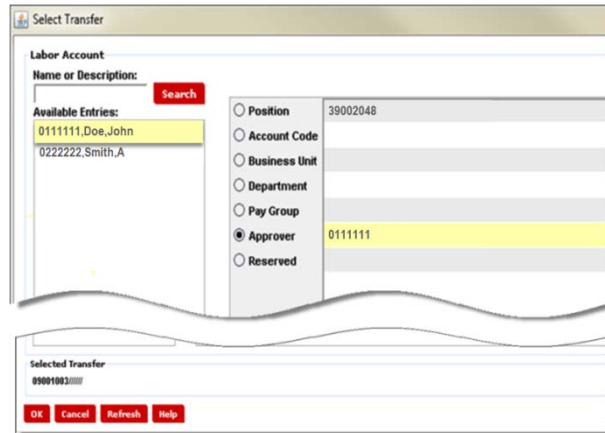
b) Click **Search**.

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.

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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**.

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**.

☑ *Task Complete*

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ADP Enterprise eTIME - Transferring Time
Biweekly Employee
Job Tool
EMP-CS-2026JT
Revision 02 | Date 11/19/2015

Return to Contents

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

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INSTRUCTIONS

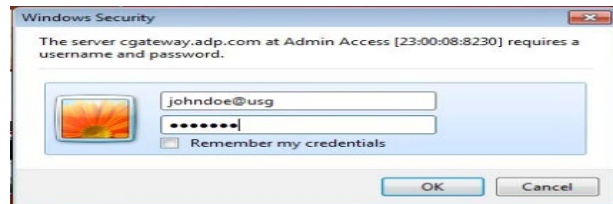| 1. Access eTIME through the ADP Portal at (https://portal.adp.com)	
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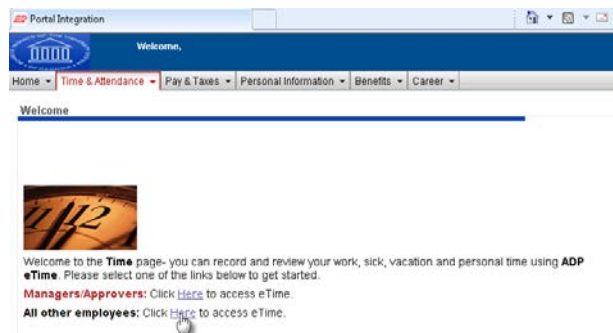
Page **1** of **4**

2. eTIME Access

a) On the Portal **Home** page, point to the **Time & Attendance** tab.
b) Click **Welcome**.

c) Click **All other employees: Click Here to access eTime**.

3. Employee Menu

a) Under **My Information**, click **My Timecard**.

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4. Transfer Time

a) For the appropriate day, enter a beginning time **In** (example: 8:00AM).

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.

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.

e) Once you select the position, the position number will populate in the transfer set.

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**.

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i) On your timecard, you will now see the **In** and **Transfer** columns populated.	
j) Enter your ending time **Out** (example: 5:00PM). k) Click **Save**.	

☑ *Task Complete*

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ADP Enterprise eTIME - Transferring Time
Monthly Employee
Job Tool

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.
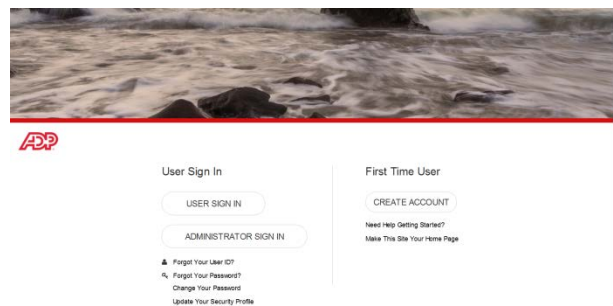
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INSTRUCTIONS

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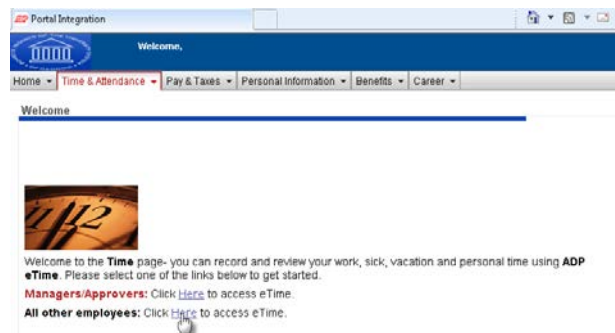Self-Service support is available at https://answers.ssc.usg.edu

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2. eTIME Access

a) On the Portal **Home** page, point to the **Time & Attendance** tab.
b) Click **Welcome**.
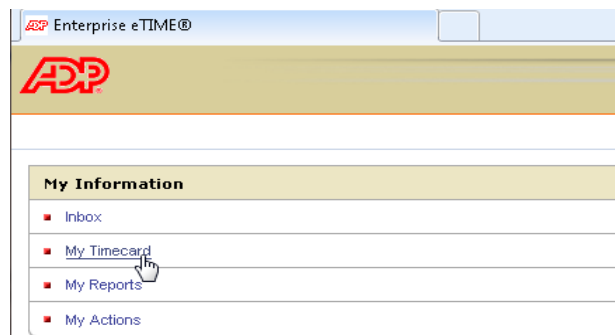

c) Click **All other employees: Click Here to access eTime**.

3. Employee Menu

a) Under **My Information,** click **My Timecard**.

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4. Transfer Time

a) 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.

b) On the new row, click the **Search** icon in the **Transfer** column.

c) **Position** will be selected.
d) From the **Available Entries** field, select the position that you are transferring time into.

e) Once you select the position, the position number will populate in the transfer set.

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**.

i) On the transfer row, enter the hours for the appropriate day(s).

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j) Once you have made your entries, click **Save**.

☑ *Task Complete*

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OVERVIEW

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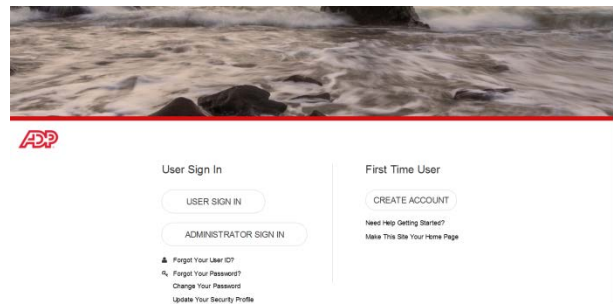
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INSTRUCTIONS

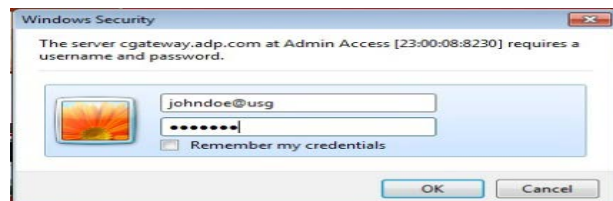| 1. Access eTIME through the ADP Portal at (https://portal.adp.com)	
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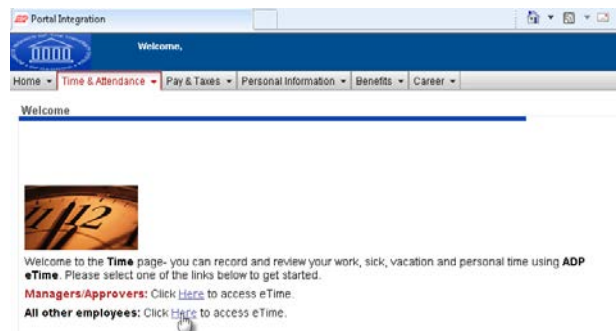
2. eTIME Access

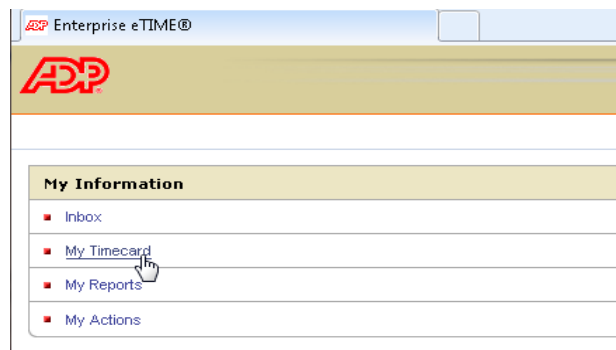a) On the Portal **Home** page, point to the **Time & Attendance** tab.
b) Click **Welcome**.

c) Click **All other employees: Click Here to access eTime**.

3. Employee Menu

a) Under **My Information**, click **My Reports**.
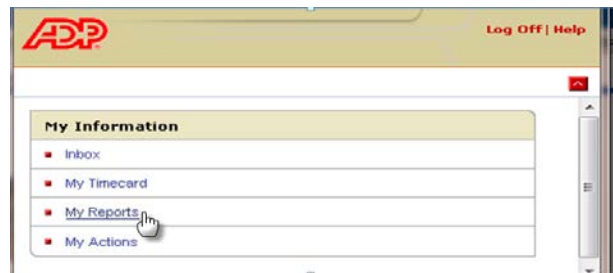
3.1. Accrual Balances and Projections

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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a) Click **Accrual Balances and Projections**.

b) Click the **Calendar** icon to select the date for your report.

c) Click **View Report**.
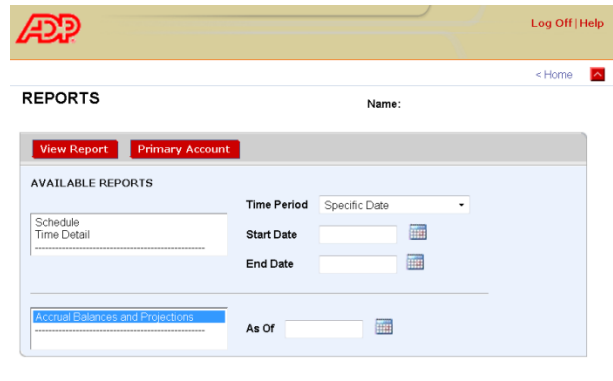
d) Report explanation

1. Balances will be based on the date you entered when generating the report.

2. **Period Ending Balance** – accrual balance as of the date the report is generated (1).

3. **Furthest Projected Taking Date** - the date furthest into the 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 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.

7. **Balance w/o Proj. Credits** – the period ending balance minus any scheduled credits. This balance ignores scheduled resets.

ACCRUAL BALANCES AND PROJECTIONS

Date Selected: 6/05/2009   Printed: 6/05/2009 (1)
Name: TRAINING, PROJECT EE   ID: ADPTRN3

Accrual Code	Accrual Type	Period Ending Balance	Furthest Projected Taking Date	Projected Takings	Projected Credits	Projected Balance	Balance w/o Proj. Credits
Sick	Hour	40:00	6/09/2009	8:00	0:00	32:00	32:00
Vacation	Hour	40:00	6/05/2009	0:00	0:00	40:00	40:00

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e) Click **Return** to navigate back to Reports.	

3.2. Other Available Reports in eTIME

Schedule Report – shows the schedule you are set to work.

Time Detail Report – displays the timecards for the time period you request.

a) Click on the report name.	
b) Select the **Time Period** you wish to view. If you select "Specific Date" or "Range of Dates", you will need to click the **Calendar** icon to select the **Start Date** and **End Date**. c) Click **View Report**.	
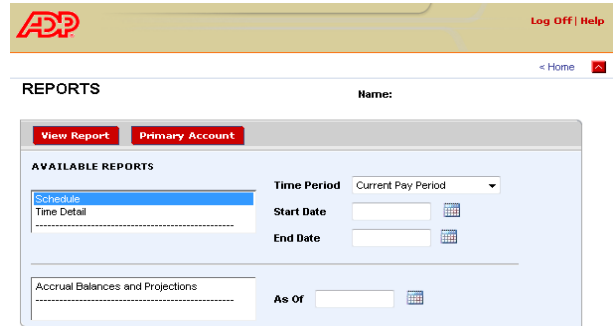
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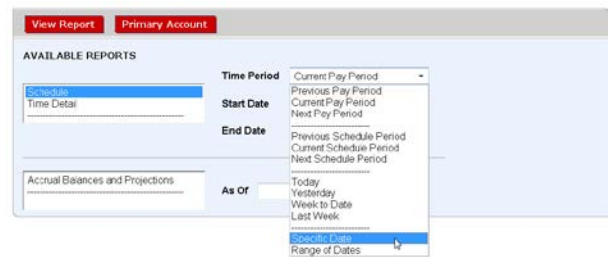
4. Logging Off eTIME

a) Once you have completed your task, click **Log Off**.

☑ *Task Complete*

OVERVIEW

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

Need Assistance

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INSTRUCTIONS

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2. eTIME Access

a) On the Portal **Home** page, point to the **Time & Attendance** tab.
b) Click **Welcome**.

c) Click **All other employees: Click Here** to access eTime.

3. Employee Menu

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

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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.

MY ACTIONS
Last Refreshed: 10:26 PM

Refresh

Categories   All

Actions

- Cancel Leave Time
- Cancel Time Off Request
- Request Leave Time
- Request Time Off

5. Request Time Off

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:

Floating 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**.

Caution: Do not 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.

d) Select **Specify Hours**.

Time Off Request

* Request Type: Comp Time Off

* Start Date:

* End Date:

Message:

* Hours: ⦿ Specify Hours   ◯ Same Hours as Scheduled Shifts

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e) Enter the time your leave will begin in the **Start Time** field. f) Enter the number of hours per day you will be requesting off in the **Hours Per Day** field. g) Select **Scheduled and Non-scheduled Days.** h) 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) Click **Save & Close**. j) Click **Log Off**.	https://eet.adp.com/?id=17614542 - Time Off Request... **Thank you for your TimeOff Request** Save & Close

6. Time Off Request Submission Confirmation

a) You should receive an email with your request details confirming the submission of your request for time off. b) 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 Type: Vacation ...3/2013
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 ...3/2013

☑ *Task Complete*

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OVERVIEW

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

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2. eTIME Access

a) On the Portal **Home** page, point to the **Time & Attendance** tab.

b) Click **Welcome**.

c) Click **All other employees: Click Here to access eTime**.

3. Employee Menu

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

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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

a) Your accrual balances are displayed under **Time Off Balances**.

b) Under **Time Off Request**, select the appropriate **Request Type**.

c) Click the **Calendar** icon to select the **Start Date** and **End Date**.

Caution: Do not 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.

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d) Use the calendar to select the month 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
e) Enter your shift **Start Time** and the **Hours Per Day** you work. f) Click **Next**.	**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]
g) Click **Save & Close**. h) Click **Log Off**.	https://eet.adp.com/?id=17614542 - Time Off Request... **Thank you for your TimeOff Request** [Save & Close]

6. Time Off Request Submission Confirmation

a) You should receive an email with your request details confirming the submission of your request for time off. b) 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 Type: Vacation ...3/2013

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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 ... 3/2013

☑ *Task Complete*

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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.
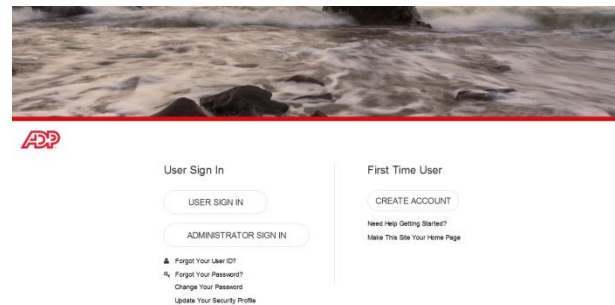
Need Assistance

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

1. **Access eTIME through the ADP Portal at (https://portal.adp.com)**	
a) Click **USER SIGN IN**.	
b) Enter your Portal **User name** and **Password**. c) Click **OK**.	

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2. eTIME Access

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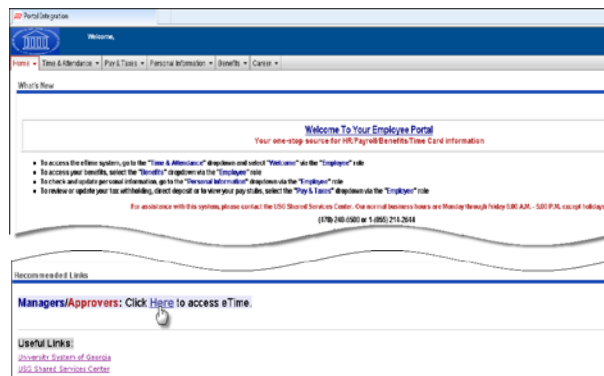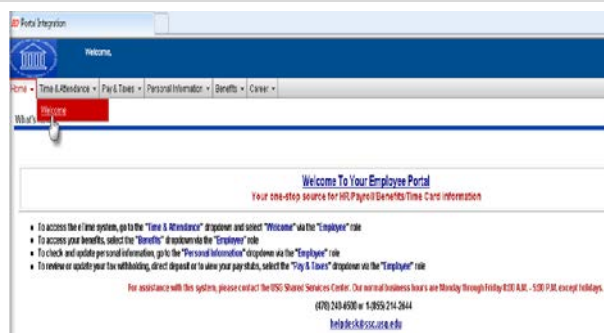
b) Option 2
- On the Portal **Home** page, point to the **Time & Attendance** tab.
- Click **Welcome**.

- Click **Managers/Approvers: Click Here** to access eTime.

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c) <u>Option 3 - Recommended option for Macintosh and Java version 7 and Higher</u>
  • On the Portal **Home** page, point to the **Time & Attendance** tab.
  • Click **Welcome**.	

• Click **All other employees: Click** [Here] **to access eTime**.	

3. <u>Manager Menu</u>	
a) Point to the **My Information** tab and click **My Actions**.	

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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

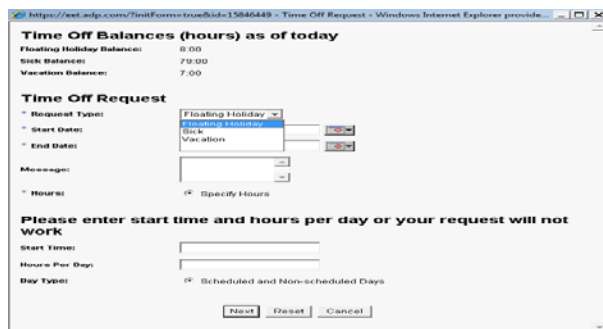a) Your accruals are displayed under **Time Off Balances**.

b) Under **Time Off Request**, select the appropriate **Request Type**.

c) Click the **Calendar** icon to select the **Start Date** and **End Date**.

Caution: Do not 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.

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d) Use the calendar to select the month and day.	https://eet.adp.com/ - Calend... Calendar - Windows Internet Explorer provided by **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
e) Enter your shift **Start Time** and the **Hours Per Day** you work. f) Click **Next**.	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
g) Click **Save & Close**.	https://eet.adp.com/?id=17614542 - Time Off Request... **Thank you for your TimeOff Request** Save & Close

6. Time Off Request Submission Confirmation

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:

☑ *Task Complete*

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OVERVIEW

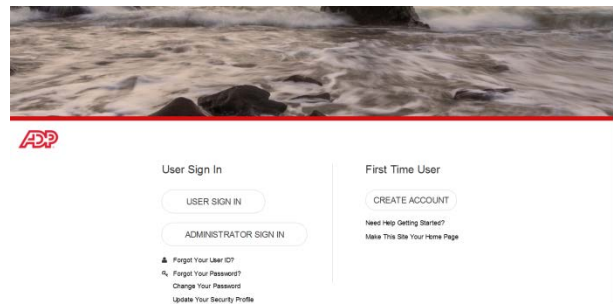Employees cancel time off requests using ADP Enterprise eTIME (Time and Labor Management).

Need Assistance

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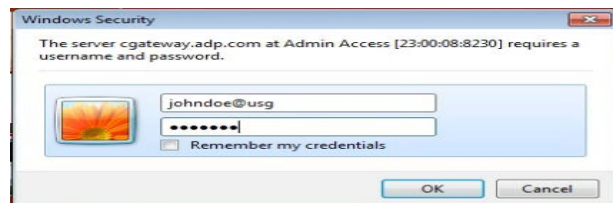
INSTRUCTIONS

1. Access eTIME through the ADP Portal at (https://portal.adp.com)	
a) Click **USER SIGN IN**.	
b) Enter your Portal **User name** and **Password**. c) Click **OK**.	

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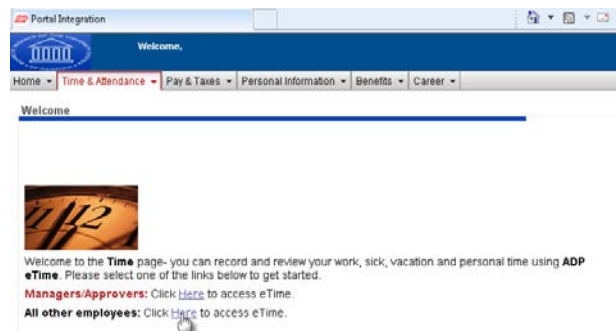Page **1** of **4**

2. eTIME Access

a) On the Portal **Home** page, point to the **Time & Attendance** tab.

b) Click **Welcome**.

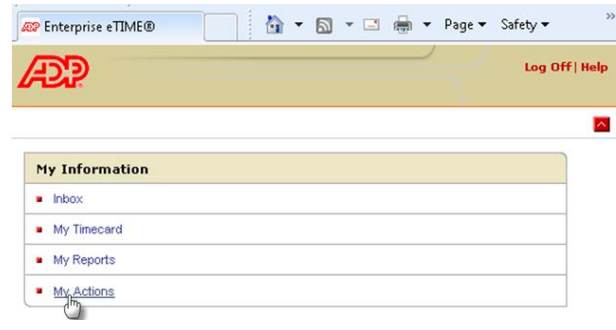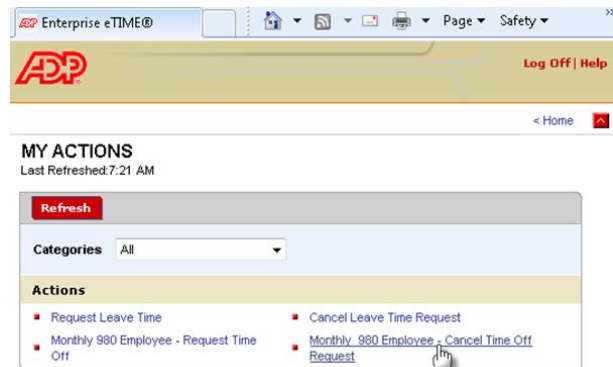c) Click **All other employees: Click Here to access eTime**.

3. Employee Menu

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

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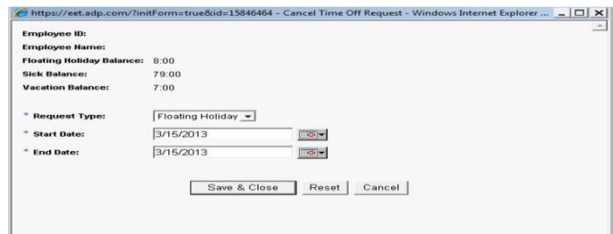
Page **2** of **4**

4. My Actions

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.
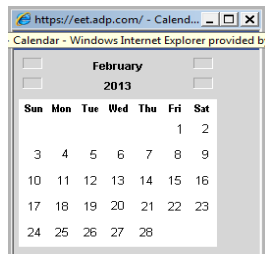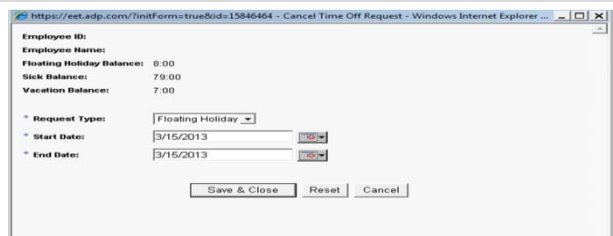

5. Cancel Time Off Request

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.

c) Use the calendar to select the month and day.

d) Click **Save & Close**.

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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*

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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.
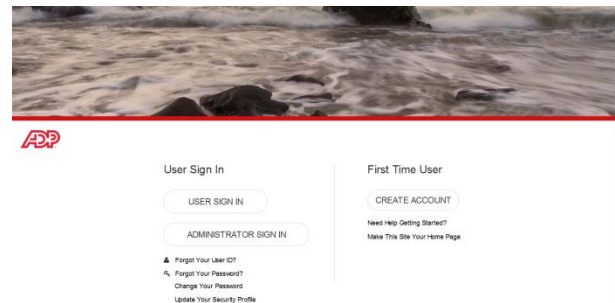
Need Assistance

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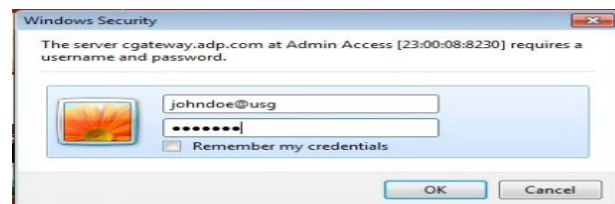
INSTRUCTIONS

1. Access eTIME through the ADP Portal at (https://portal.adp.com)
a) Click **USER SIGN IN**.	
b) Enter your Portal **User name** and **Password**. c) Click **OK**.	

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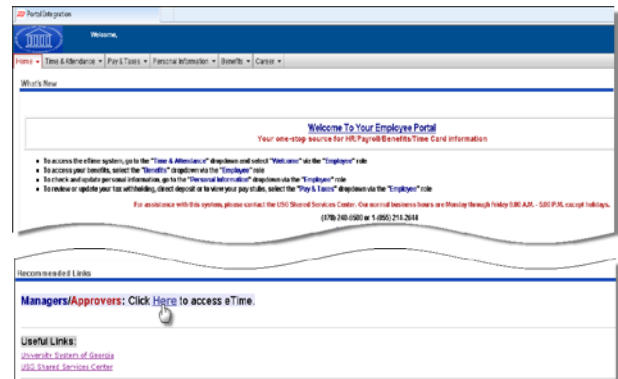
2. eTIME Access
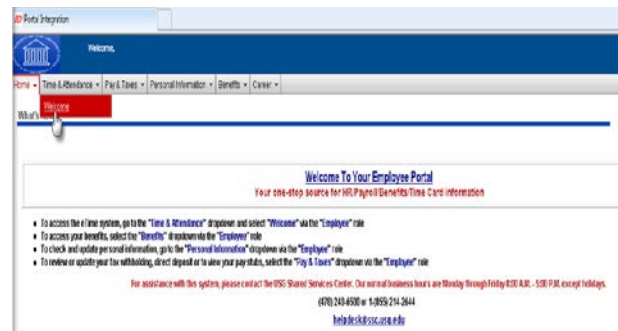
a) Option 1
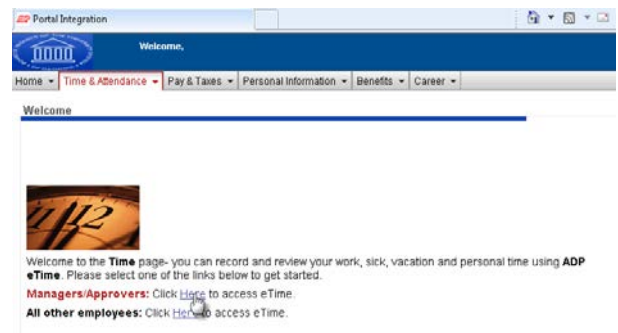- On the Portal **Home** page, under **Recommended Links**, click **Managers/Approvers: Click Here** to access eTime.

b) Option 2
- On the Portal **Home** page, point to the **Time & Attendance** tab.
- Click **Welcome**.

- Click **Managers/Approvers: Click Here** to access eTime.

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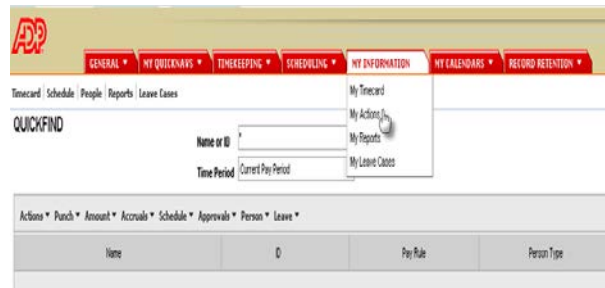|	
c) <u>Option 3 - Recommended option for MacIntosh and Java version 7 and Higher</u> • On the Portal **Home** page, point to the **Time & Attendance** tab. • Click **Welcome**.	
• Click **All other employees: Click Here to access eTime**.	

3. <u>Manager Menu</u>	
a) Point to the **My Information** tab and click **My Actions**.	

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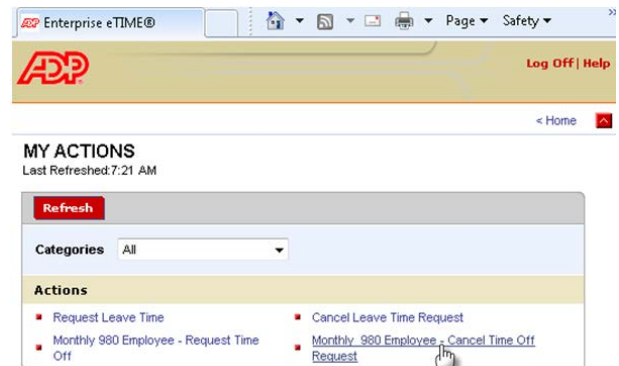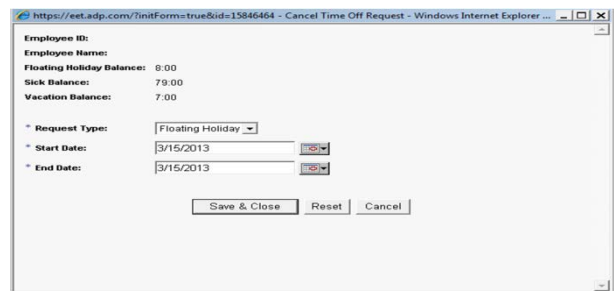
4. My Actions

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.

c) Use the calendar to select the month and day.

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d) Click **Save & Close**.

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.

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*

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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

1. Access eTIME through the ADP Portal at (https://portal.adp.com)	
a) Click **USER SIGN IN**.	
b) Enter your Portal **User name** and **Password**. c) Click **OK**.	

2. eTIME Access

a) On the Portal **Home** page, point to the **Time & Attendance** tab.

b) Click **Welcome**.

c) Click **All other employees: Click Here** to access eTime.

3. Employee Menu

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

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4. My Actions

a) Under **Actions**, click **Request Leave Time**.

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.

MY ACTIONS
Last Refreshed:10:26 PM

Refresh

Categories All

Actions
- Cancel Leave Time
- Cancel Time Off Request
- Request Leave Time
- Request Time Off
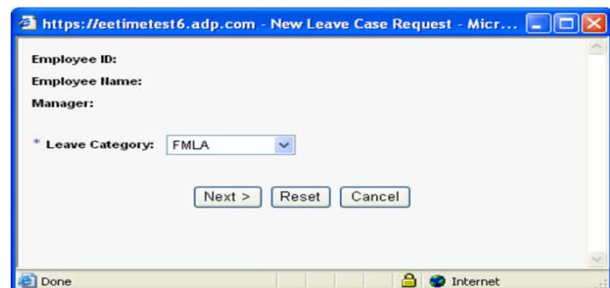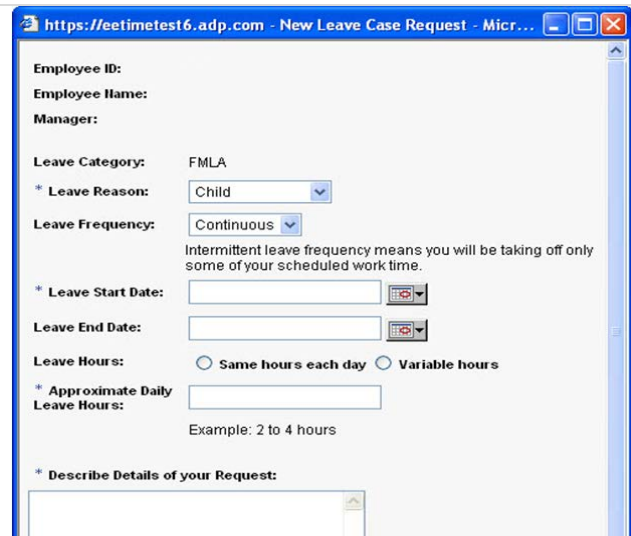
5. Request Leave Time

a) Select the appropriate **Leave Category**.
b) Click **Next**.

https://eetimetest6.adp.com - New Leave Case Request - Micr...

Employee ID:
Employee Name:
Manager:

* Leave Category: FMLA

Next >   Reset   Cancel

Done   Internet

c) Select the appropriate **Leave Reason**.
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) Select how the leave hours will be used, **Same hours each day** or **Variable Hours**.
g) Enter the approximate hours that will be used each day in the **Approximate Daily Leave Hours** field.
h) In the **Describe Details of your Request** field, provide the reason for the leave.

https://eetimetest6.adp.com - New Leave Case Request - Micr...

Employee ID:
Employee Name:
Manager:

Leave Category: FMLA
* Leave Reason: Child
Leave Frequency: Continuous
Intermittent leave frequency means you will be taking off only some of your scheduled work time.

* Leave Start Date:
Leave End Date:
Leave Hours: ○ Same hours each day ○ Variable hours
* Approximate Daily Leave Hours:
Example: 2 to 4 hours

* Describe Details of your Request:

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

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Page **3** of **4**

6. Leave Time Request Submission Confirmation

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.

☑ *Task Complete*

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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.
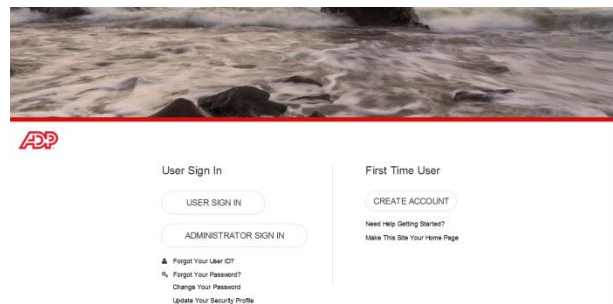
Need Assistance

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INSTRUCTIONS

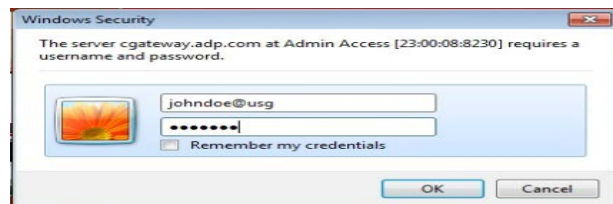| 1. Access eTIME through the ADP Portal at (https://portal.adp.com)	
a) Click **USER SIGN IN**.	
b) Enter your Portal **User name** and **Password**. c) Click **OK**.	

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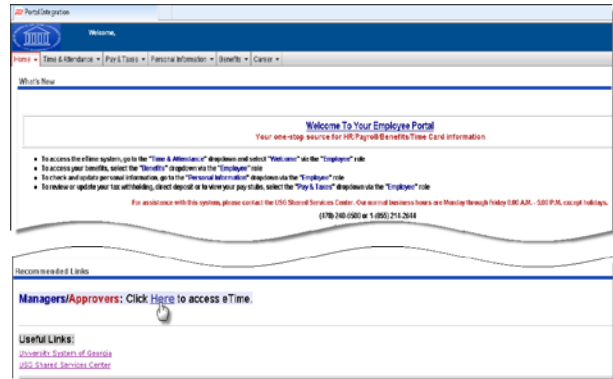Self-Service support is available at https://answers.ssc.usg.edu
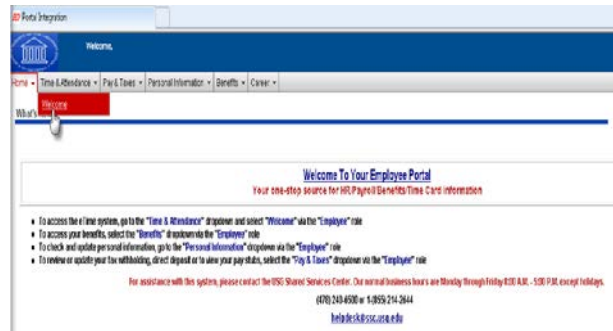
Page **1** of **5**

2. eTIME Access

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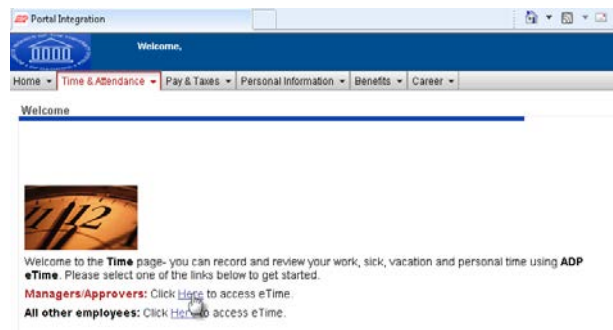
b) Option 2
   - On the Portal **Home** page, point to the **Time & Attendance** tab.
   - Click **Welcome**.

   - Click **Managers/Approvers: Click Here** to access eTime.

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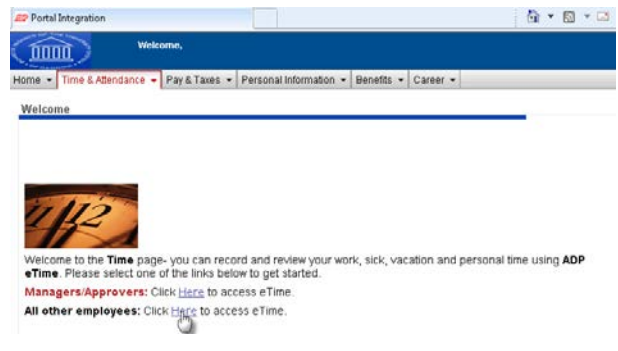
c) Option 3 - Recommended option for MacIntosh and Java version 7 and Higher
- On the Portal **Home** page, point to the **Time & Attendance** tab.
- Click **Welcome**.

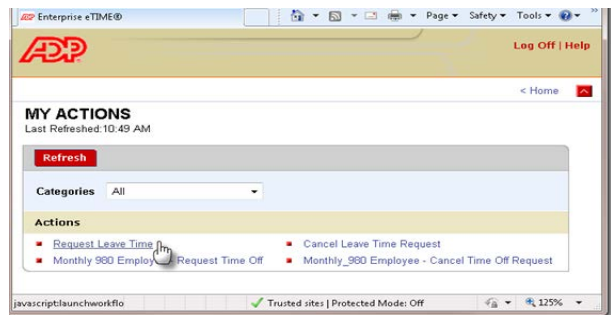- Click **All other employees: Click Here** to access eTime.

3. Manager Menu

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

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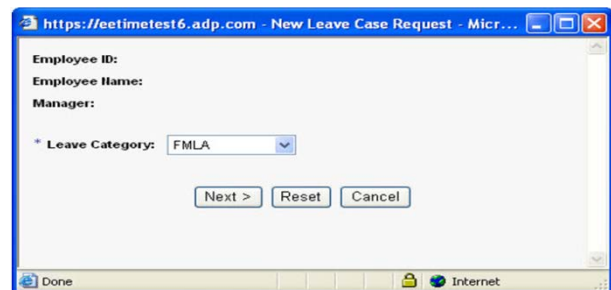
Page **3** of **5**

4. My Actions

a) Under **Actions**, click **Request Leave Time**.

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.
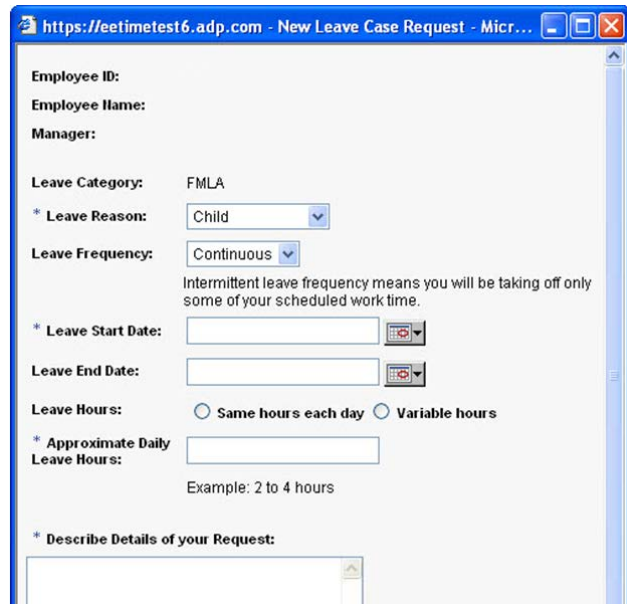
5. Request Leave Time

a) Select the appropriate **Leave Category**.
b) Click **Next**.

c) Select the appropriate **Leave Reason**.
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) Select how the leave hours will be used, **Same hours each day** or **Variable Hours**.
g) Enter the approximate hours that will be used each day in the **Approximate Daily Leave Hours** field.
h) In the **Describe Details of your Request** field, provide the reason for the leave.

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Page **4** of **5**

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
```

6. Leave Time Request Submission Confirmation

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.
```

☑ *Task Complete*

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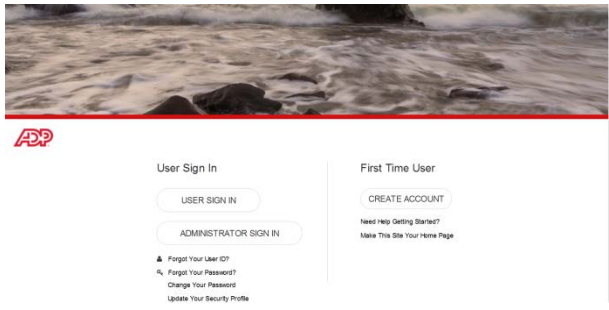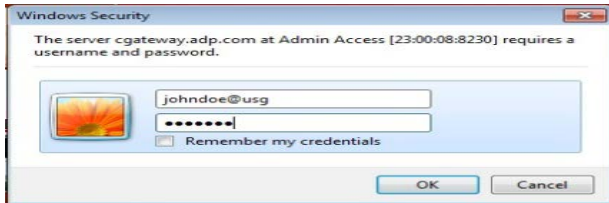Self-Service support is available at https://answers.ssc.usg.edu

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

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INSTRUCTIONS

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

a) Click **USER SIGN IN**.

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

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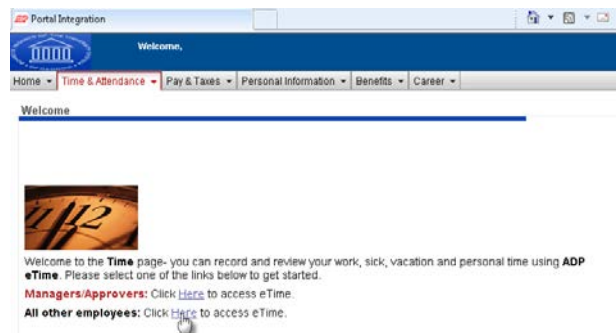
Page **1** of **4**

2. eTIME Access

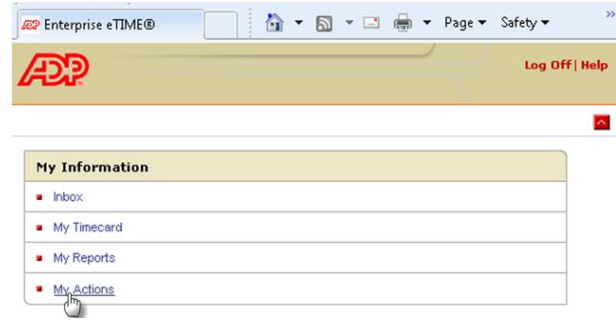a) On the Portal **Home** page, point to the **Time & Attendance** tab.

b) Click **Welcome**.

c) Click **All other employees: Click Here to access eTime**.

3. Employee Menu

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

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4. My Actions

a) Under **Actions**, click **Cancel Leave Time**.

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.

MY ACTIONS
Last Refreshed:10:26 PM

Refresh

Categories   All

Actions

- Cancel Leave Time
- Cancel Time Off Request
- Request Leave Time
- Request Time Off

5. Cancel Leave Time Request

a) Select the appropriate **Leave Category**.
b) Click **Next**.

https://eetimetest6.adp.com - New Leave Case Request - Micr...

Employee ID:
Employee Name:
Manager:

* Leave Category: FMLA

Next >   Reset   Cancel

Done   Internet

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 Name:
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:

< Back   Send & Close >   Reset   Cancel

Internet

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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   , your Leave Administrator.
>
> 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*

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.
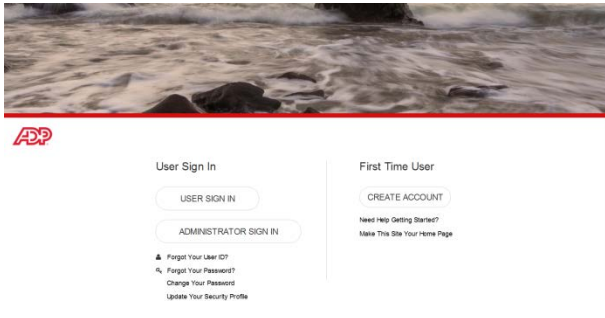
Macintosh and/or Java Version 7 and Higher Users

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

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INSTRUCTIONS

1. Access eTIME through the ADP Portal at (https://portal.adp.com)	
a) Click **USER SIGN IN**.	
b) Enter your Portal **User name** and **Password**. c) Click **OK**.	

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Page **1** of **5**
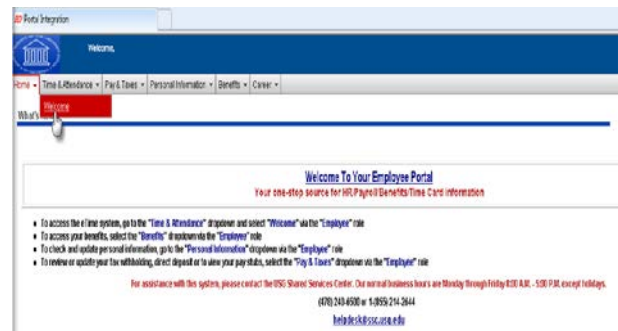
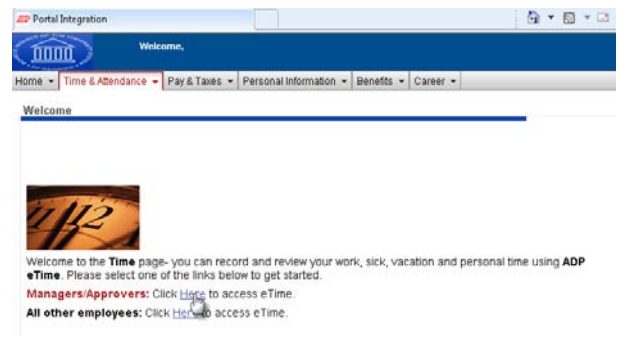| 2. eTIME Access	
a) <u>Option 1</u> • On the Portal **Home** page, under **Recommended Links**, click **Managers/Approvers: Click <u>Here</u>** to access eTime.	
b) <u>Option 2</u> • On the Portal **Home** page, point to the **Time & Attendance** tab. • Click **Welcome**.	
• Click **Managers/Approvers: Click <u>Here</u>** to access eTime.	

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c) <u>Option 3 - Recommended option for MacIntosh and Java version 7 and Higher</u>
   - On the Portal **Home** page, point to the **Time & Attendance** tab.
   - Click **Welcome**.

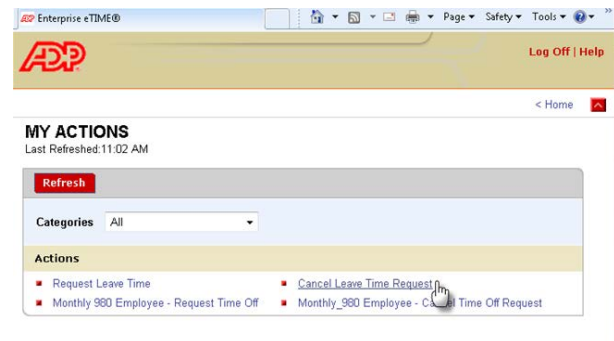- Click **All other employees: Click Here to access eTime**.

3. <u>Manager Menu</u>

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

4. My Actions

a) Under **Actions**, click **Cancel Leave Time 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.
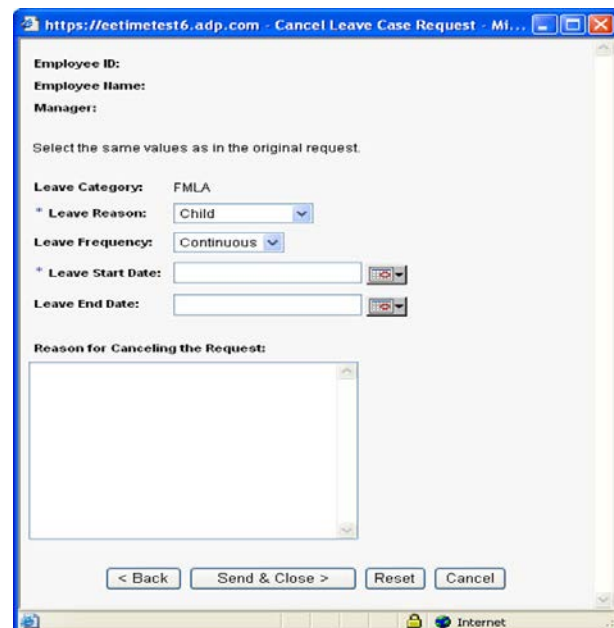

5. Cancel Leave Time Request

a) Select the appropriate **Leave Category**.
b) Click **Next**.

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**.

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Page **4** of **5**

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   , your Leave Administrator.

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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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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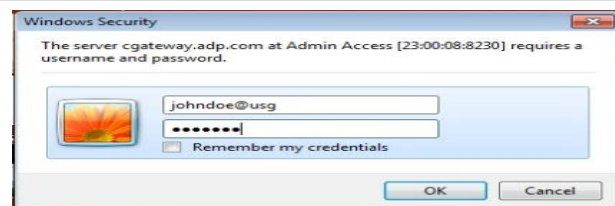
INSTRUCTIONS

1. Access eTIME through the ADP Portal at (https://portal.adp.com)	
a) Click **USER SIGN IN**.	
b) Enter your Portal **User name** and Password. c) Click **OK**.	

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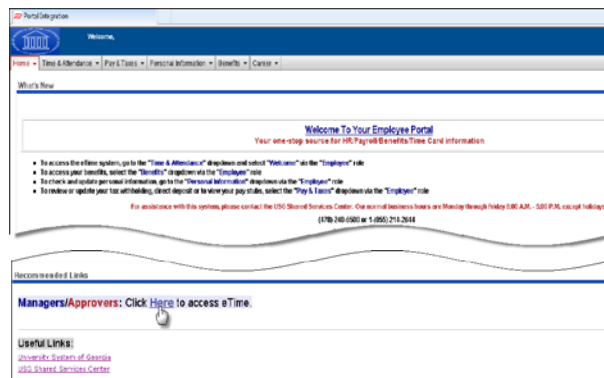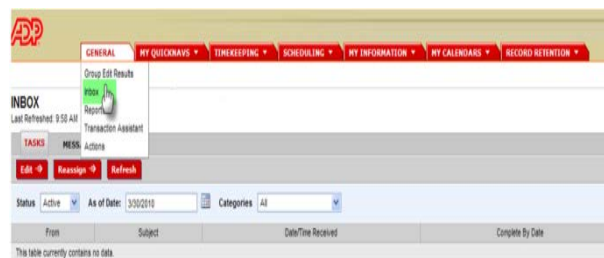Self-Service support is available at https://answers.ssc.usg.edu

Page **1** of **5**

2. eTIME Access

a) Option 1
- On the Portal **Home** page, under **Recommended Links**, click **Managers/Approvers: Click Here to access eTime**.
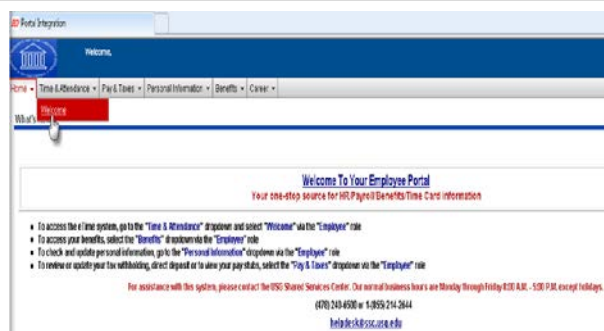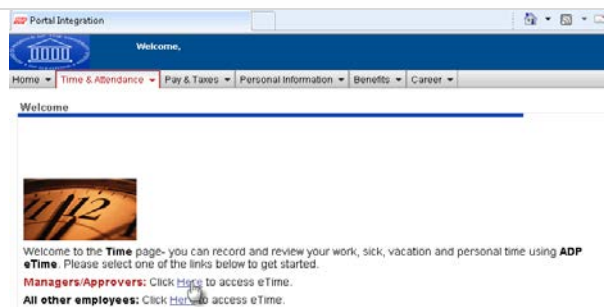

- Point to the **General** tab and click **Inbox**.

b) Option 2
- On the Portal **Home** page, point to the **Time & Attendance** tab.
- Click **Welcome**.

- Click **Managers/Approvers: Click Here to access eTime**.

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Page **2** of **5**
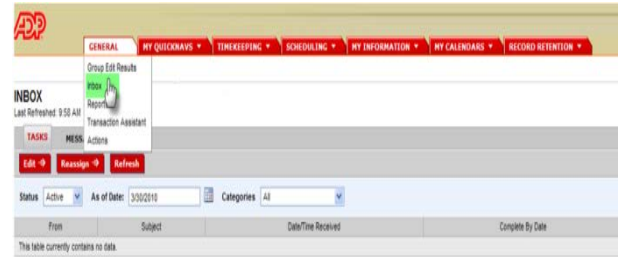
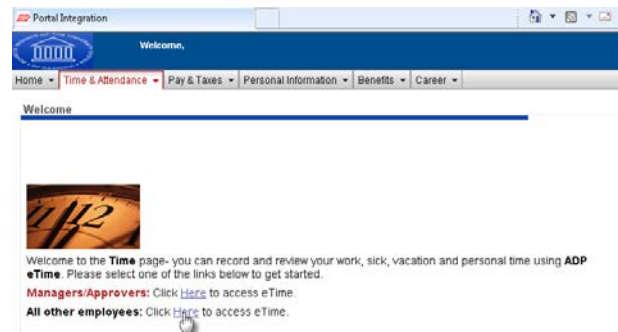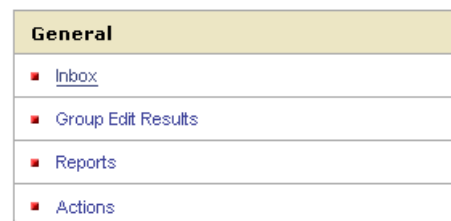|	
• Point to the **General** tab and click **Inbox**.	
c) <u>Option 3 - Recommended option for Macintosh and Java version 7 and Higher</u> • On the Portal **Home** page, point to the **Time & Attendance** tab. • Click **Welcome**.	
• Click **All other employees: Click Here to access eTime**.	
• Click **Inbox**.	

3. Tasks

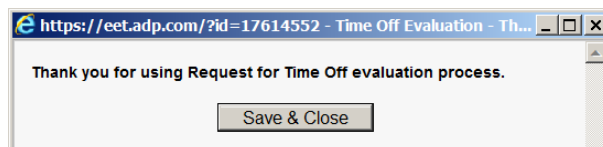|		
a)	The **Task List** will display with new requests sent to you. b) Select the appropriate request.	
c)	Click **Next**.	
d)	**What do you want to do?** Select the appropriate action (Approve or Reject).	
e)	Click **Save & Close**.	
f)	Click **Log Off**.	
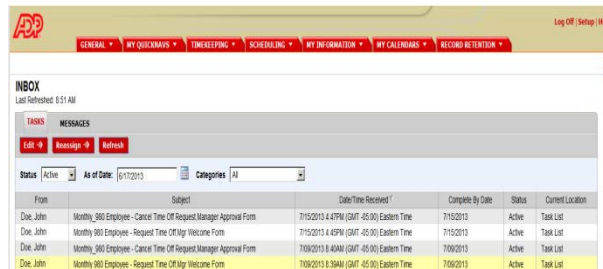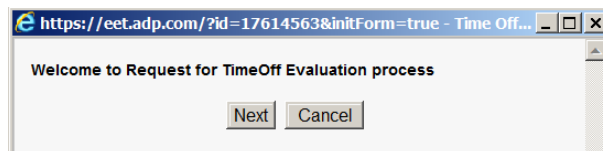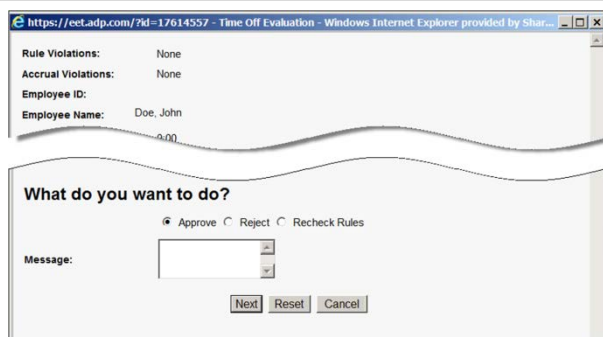
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g) The employee should receive an email notification informing them their request has been approved or rejected.

Your Request for Time off has been approved

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

☑ *Task Complete*

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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.
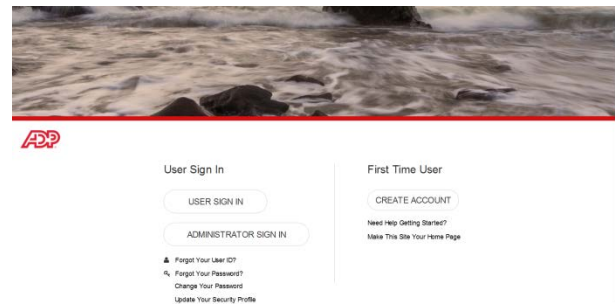
Need Assistance

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

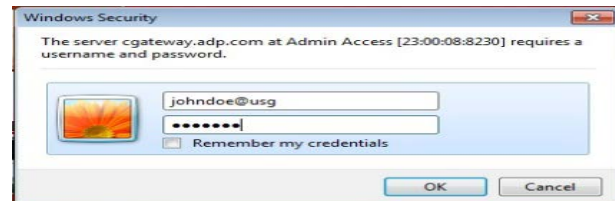| 1. Access eTIME through the ADP Portal at (https://portal.adp.com)	
a) Click **USER SIGN IN**.	
b) Enter your Portal **User name** and **Password**. c) Click **OK**.	

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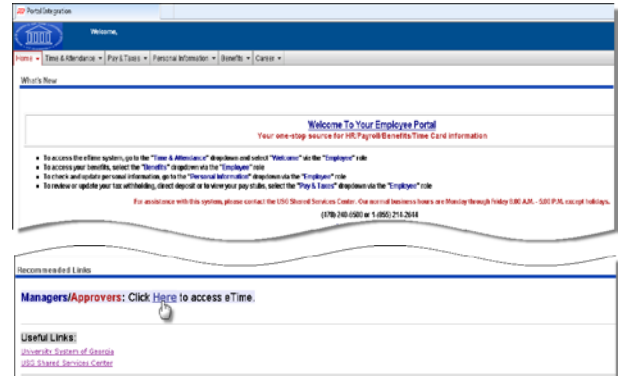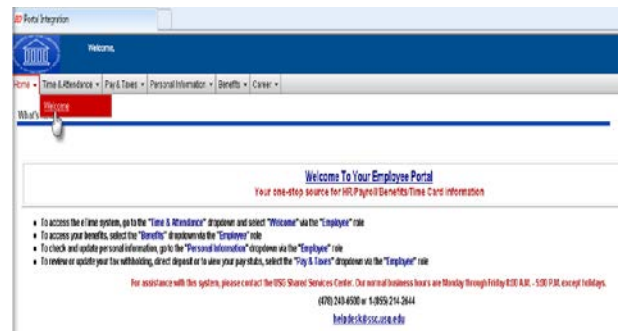
2. eTIME Access

a) Option 1
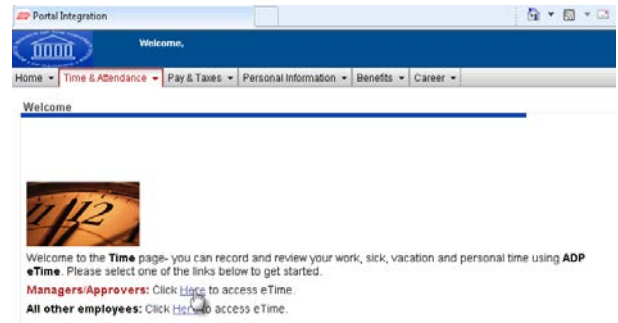- On the Portal **Home** page, under **Recommended Links**, click **Managers/Approvers: Click Here** to access eTime.

b) Option 2
- On the Portal **Home** page, point to the **Time & Attendance** tab.
- Click **Welcome**.

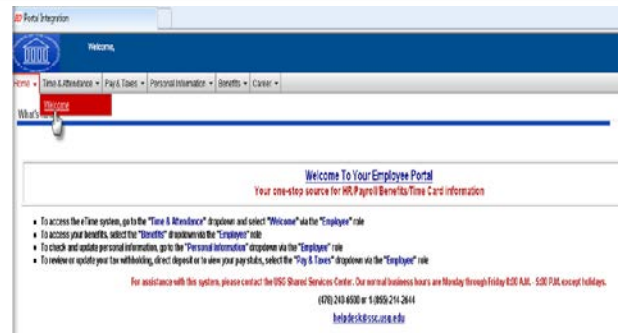- Click **Managers/Approvers: Click Here** to access eTime.

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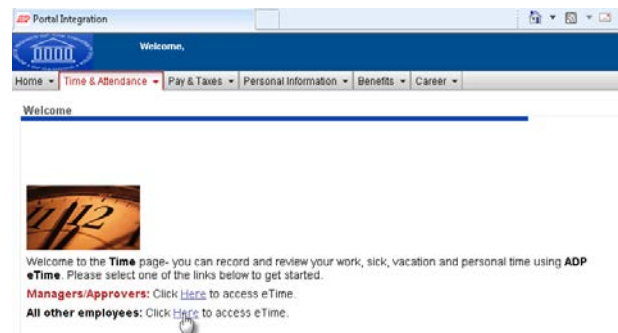
Page **2** of **4**

c) <u>Option 3 - Recommended option for Macintosh and Java version 7 and Higher</u>
   - On the Portal **Home** page, point to the **Time & Attendance** tab.
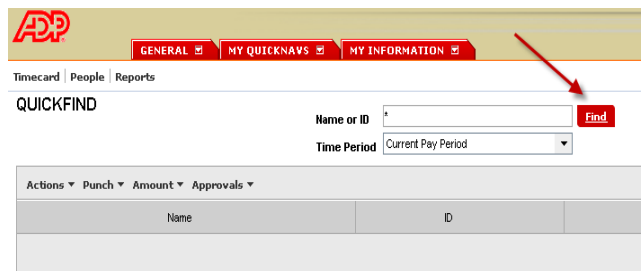   - Click **Welcome**.
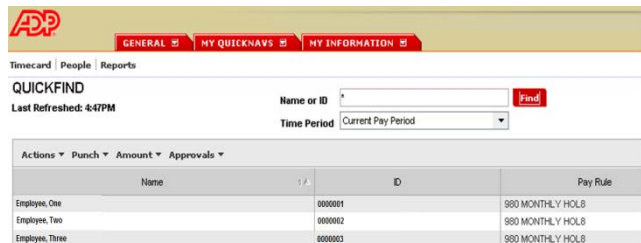
- Click **All other employees: Click Here to access eTime**.

3. <u>Find the Employees You Supervise</u>

a) With an "*****" in the **Name or ID** field, click **Find**.

b) A list of employees you supervise will display.

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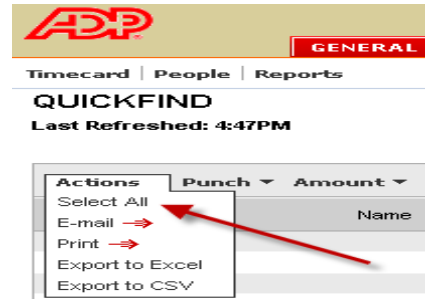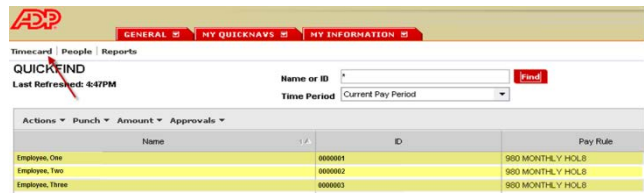Self-Service support is available at https://answers.ssc.usg.edu

4. Approve Employee Timecards

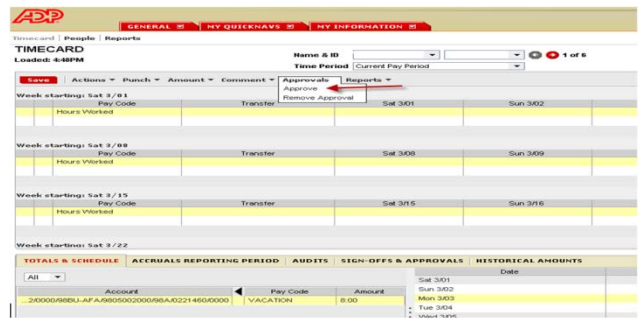|	
a) Point to the **Actions** tab and click **Select All**. *This action will select all of the employees in the list.*	
b) Once all of the employees are highlighted, click the **Timecard** tab.	
c) You will have the ability to use the navigation arrows to the right of the employee name and ID to scroll through all the selected timecard(s) to review and approve.	
d) To approve the timecard(s), point to the **Approvals** tab and click **Approve**. **Note:** You can also remove approval here.	

☑ *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.

Please contact our friendly and knowledgeable 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. We invite you to call us toll free at (855) 214-2644 or email us at helpdesk@ssc.usg.edu.

COMMON QUESTIONS

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

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

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

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