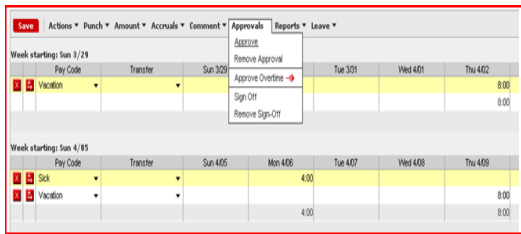


Recording Time Entries in eTime



The screenshot shows the eTime interface with a menu open over the 'Approvals' tab. The menu options are: Approve, Remove Approval, Approve Overtime, Sign Off, and Remove Sign-Off. The background shows a time card grid with columns for days of the week and rows for different pay codes like Vacation and Sick.

Remove Approval for Time Entries by Employees

Select Approvals> Remove Approval from the menu tab options.

- This may be done if Approval was previously completed but a required need to adjust the entries prior to the payroll results in a user needing to remove the approval and adjust their time entries.

REMEMBER! Approval can be removed if a manager has not submitted the timecards to payroll on time.

REMEMBER! Standard lunches are automatically deducted from your scheduled hours. If you worked through lunch as requested by your manager, the manager must remove the lunch exception so as not to short the employee's hours.

Deadlines to Payroll

All entries for non pre-approved Time Off such as vacation and sick should be recorded within 24 hours of return to work. This will ensure accrual balances are reflected accurately.

All timecard must be approved by the employee and their managers no later than 5:00 PM Close of Business on the last working day of the pay period.

ADP HR/ Payroll Bi-Weekly Office Staff Quick Reference Guide

Please visit the Human Resource Department Website (<http://www.daltonstate.edu/hr/index.htm>) for further information as well as specific PowerPoint presentation material.

Human Resource/Payroll Contact Information

Faith Miller, HR Director
Ext. 2034

Nettie Henderson, Payroll Director
Ext. 4462

Audrey Goforth, Payroll Specialist
Ext. 4463



ADP HR/ Payroll Quick Reference Guide

Start Point: Registration for User ID and Password to access the ADP Portal

Open Windows Internet Explorer (browser). At the address line enter www.portal.adp.com OR

Use the DSC Quick Jump menu options on the Dalton State main web page, Select Human Resource for the departmental home page and on the right-hand side of the page Select Portable Personnel File (NEW). This will provide you to the ADP Log In page.

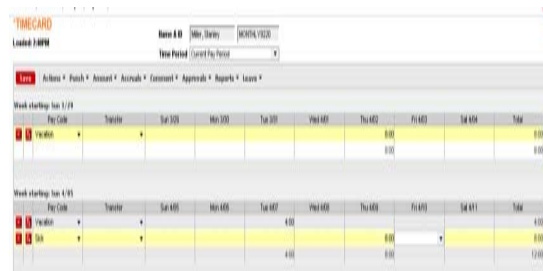


Select the first red bullet underneath User Login and Click on the **First Time Users Register Here** link.

Select Register Now, completing the all steps through the sixth step, which is Confirmation. When the User ID / Password have been confirmed online and via email notification, User needs to Log In using the newly created User ID and Password. If successful, access to the ADP Home Portal Page is achieved (see screen shot below). Contact HR/ Payroll otherwise



Recording Time Entries in eTime




Record Hours Worked, Vacation and Sick time entries into eTime for your TimeCard


Bi-Weekly Office staff should record total number of "Hours Worked" each day as well as any Time Off (vacation and sick) hours requested. To record specific time entries, Select drop down arrow in the column titled, Pay Code to identify the specific pay type (hours worked, vacation, sick, etc..) being recorded. Note: See Deleting and Inserting Rows in next column for additional rows needed in the timecard.


All Time Off requests are now being performed via online timecard entry in eTime rather than the manual paperwork. Once time entries are approved by the employee, they are forwarded to their manager for approve and then onto Payroll once the manager approves time off requests.

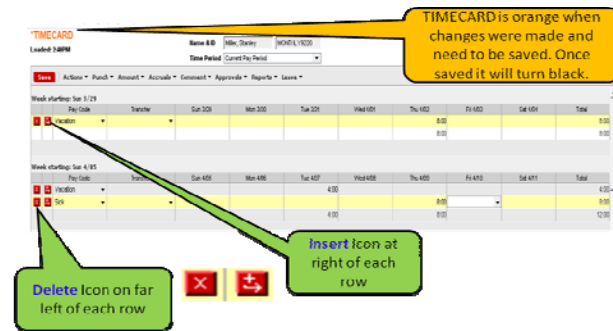
Deleting Row(s) on TimeCard

On the timecard entry to the farther left-hand side of the page, there are two red icons. The farthest edge  is the delete icon. Use this button in order to delete a row from the timecard. A confirmation message will appear for deletion. The timecard must still be saved if this deletion is to remain.

Inserting Row(s) on TimeCard

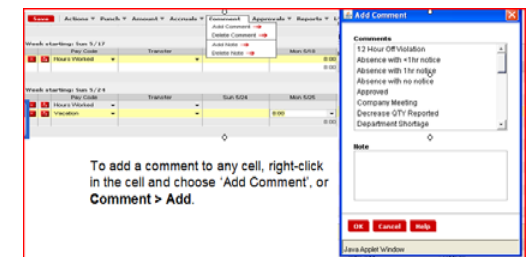
On the timecard entry to the farther left-hand side of the page, there are two red icons. The closest to the Pay Code column  is the insert icon. Use this button on an existing row so that a new row can be added below the existing row on the timecard. The timecard must still be saved if the insert is to remain on the timecard.

REMEMBER! *The orange timecard lettering "TIMECARD" means that time entries have not been saved. The timecard must still be saved  if any changes are to remain.*



Add Comments or Notes to TimeCard

On the timecard, select the menu option of Comments across the timecard. A pop-up window will appear to make your selection of the standard available Comments. Currently Notes to the Timecards are not being made available but may at a future date. Comments onto the timecard will be visible to you, your manager, payroll and human resource to view.



Approving Time Entries by Employees

All faculty and staff are required to approve their own time prior to submission to their manager for approval to pay. Deadline to payroll is by 5:00 PM Close of Business on last working day of the pay period.

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