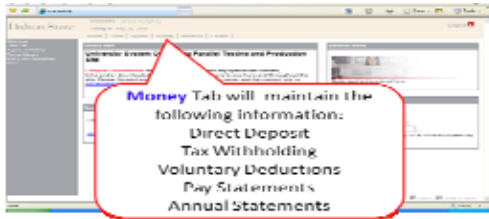


Access to Pay Statements

You must select Money Tab from the ADP Welcome (main) portal page (which is accessible via the URL www.portal.adp.com from an internet browser or use the DSC Quick Jump to the HR departmental website to find the link on the right hand side of this web page titled, Portable Personnel File (New ADP)).



The navigation is Money> Pay Statements. Remember any pay statements from January 2009 through July 2009 will be accessible through the old portable personnel file link (PeopleSoft).

Deadlines to Payroll

The new deadline requires the recording vacation and sick time via the ADP system within 24 hour of return to work. This is in-lieu of the manual paper Leave Request form being completed.

Any exception entries in the timecards must be approved by the employee and their respective manager no later than 5:00 PM Close of Business on the last working day of the month.

If you are unable to meet the deadline, Payroll should be notified no later than 9:00 AM of the following work day after month end.

ADP HR/ Payroll Monthly 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 materials.*

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 key 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 selects Portable Personnel File (NEW ADP). This will take 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. The Registration Pass Code in step 1 is USG-6775. Once registration is complete, full time faculty needs to request their ADP Employee ID from HR/Payroll to add eTime Services to one's user profile. Use the ADP Guide booklet from the Human Resource departmental website under the **ADP Conversion** link on the left hand side of the web page to obtain instructions.

Once completed, the user is able to Log In using the User ID provided and created Password. The ADP Welcome (main) Portal Page is displayed (see screen shot below). Contact HR/ Payroll otherwise.

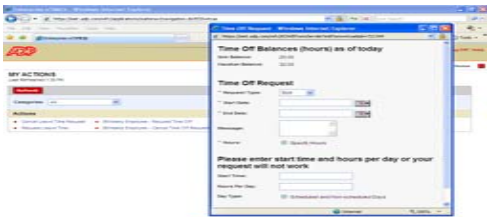


Manual Leave Request Forms – No longer Used for Vacation and Sick Time off

Manual Leave Request forms for Time off will no longer be completed using paper format. ADP defines Leave Time as the three federally mandated leave requests such as FMLA, jury duty and military leave. Time Off requests are definition as vacation and sick.

Thus, all requests for vacation and sick will be requested online via the ADP portal system's Time Tab > eTime menu options. **Please refer to the section titled, 'Recording Exceptions for Vacation and Sick'.**

Only exception time entries need to be approved by faculty and their manager. Note: Leave Request is for FMLA, jury duty and military leave.



You must log into the ADP portal to access the Time Tab and eTime menu options to record vacation and sick exceptions.

Recording Exceptions for Time Off - Vacation and Sick

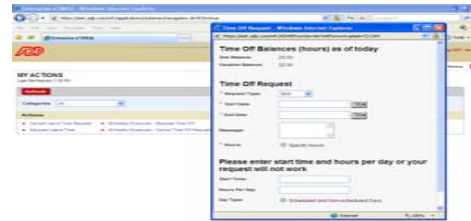
Monthly employees need to record vacation and sick time off via Time Tab > eTime in the ADP system.

- If you do NOT have any vacation or sick time taken during the month, then you will NOT need to access eTime, record anything or need to approve anything into the timecard.
- If sick IS being recorded in the current month's timecard, your manager will NOT receive an email to approve this time. However, when the manager approves all employees' exceptions for the month, they will access eTime and select Approval menu option to approve your vacation and sick entries.

Requests for Time Off - Vacation and Sick into the Future

Requests for vacation and sick time for a future date can be done by accessing the link My Actions> Monthly Employee - Request Time Off.

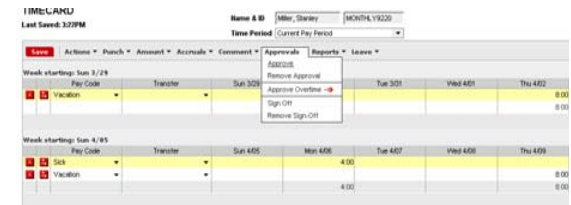
- Input Request Type of Sick, Start/ End Dates, Start Time of 8AM and the number hours per day requesting, say 2 hours for doctors' appointments or 8 hours for a full day. Similar inputs will be needed for vacation requests.
- Click 'Next' pushbutton to forward your request to your manager for approval. They will receive an email requesting their approval for the request.



Note: Cancelling a previously approved time off request is a similar process except that you would select Monthly Employee – Cancel Time Off link.

Approving Time Entries by Employees

In addition to recording vacation and sick time during the month, each employee must approve their own exception time. If vacation or sick time were NOT recorded in the month, the employee will NOT need to access eTime or approval any entries.



To approve your exceptions for vacation and sick, select the Approvals Tab then Approve on the timecard. A confirmation message will appear (on the left-hand side above the Save menu option) once approved. Additionally, when your manager approves your time off entries during the month, their approval will have a time/date stamp in the same location underneath your approval.

Recommendation: Monthly Employees who record vacation or sick time in their timecard should go ahead and approve these exception entries while they are in the time card. This is because it is unlikely that you will need to record any other vacation or sick time during the month and approval of the existing time off entries can be done at once. (Also see Deadlines section)

Remove Approvals: The menu options of Approvals> Remove Approvals are available should if you need to add another vacation or sick entry after an approval has been made during the month.