ADP Step by Step

ADP Registration

1. Log in to ADP from the ABAC home page; Log in/ADP.
2. Click on “First Time Users Register Here”
3. Click Register Now
4. Enter the Registration Pass Code: USG-6775, click Next
5. Enter information in the required fields (red triangle) click Next
   a. If you are asked at this point for your Employee ID and PIN #, exit and try again later.
6. Enter your contact information in required fields, click Next
7. Enter City of Birth and select Security Questions and Answers (these will be case sensitive) click Next
8. Your **User ID** is assigned Record this somewhere safe
9. Create a **Password** (it must be 8 characters with at least one number and one letter) Record this somewhere safe, with your User ID, click Submit
10. At the confirmation page, click Close

Look up your New ADP Employee ID

1. Log in to ADP from the ABAC home page; Log in/ADP.
2. Click on “User Login” and log in with your new User ID and Password
3. Click on the Employee Tab
4. Select Personal Information /General
5. Find your new **Employee ID.** Record this number with your User ID and Password.
6. Log out of the ADP portal.

Adding eTIME (to allow access to your time and leave records.)

1. Renter the portal and again select “First Time Users Register Here”
2. Click on Add a Service
3. At the bottom right, for Enterprise eTIME, click on the link Add
4. Type in your new Emoloyee ID, click Submit
5. You will see “eTIME has been added successfully.”
6. Click Logout in the top right corner.

You are successfully registered, eTIME has been added, and you are ready to use the system.

Using the System

1. Log in to ADP from the ABAC home page; Log in/ADP.
2. Select User Login
3. Log in using your user ID and password
4. Select the tabs for the services you want to view or use. Each tab has sub-categories.

Viewing your Pay Statement

1. Log in using the steps above for **Using the System**
2. Select the Employee tab.
3. Hover over the Pay and Taxes tab and click on Pay Statements
4. Click on the highlighted pay date you want to view.
5. Print the pay statement for a copy for your records.

Viewing your Leave Accruals

1. Log in using the steps above for **Using the System**
2. Click the Time & Attendance/Welcome tab
3. Click **All other employees**: Click Here to access eTIME
4. Under My Information, click My Reports
5. Select Accrual Balances and Projections; select an ‘as of’ date
6. Click View Report

Your TimeCard

Entering time in a timecard (bi-weekly employees)

1. Select the **Time & Attendance/Welcome** tab.
2. Select **All other employees:** Click Here to access eTIME
3. Select My Timecard
4. Maximize the page so you can see your entire timecard.
5. Enter your total hours for each day and **Save** after each entry. It totals for you.
6. The first column, “Pay Code”, should be hours worked for regular time.
   a. If there is a holiday already there, i.e., Labor Day, click the small red box at the far left to add a row. In the added row Hours Worked should be selected. Enter the hours worked for the rest of that week.
7. On the last Thursday of the pay period, finalize the time for the period, estimating your Friday hours. **Save** and then **Approve**.
8. The Timecard will be sent to your supervisor for approval.

Entering time in a timecard (hourly employees and student assistants)

1. Select the **Time & Attendance/Welcome** tab.
2. Select **All other employees:** Click Here to access eTIME
3. Select My Timecard
4. Maximize the page so you can see your entire timecard.
5. Enter your “in and out” times for each day (add AM or PM) and **Save** after each entry. It totals for you.
   a. Do not enter or change information in any of the other columns including “hours worked.”
6. On the last Thursday of the pay period, finalize the time for the period, estimating your Friday hours. **Save** and then **Approve**.
7. The Timecard will be sent to your supervisor for approval.

Time Off

Requesting Time Off in Advance

1. Select the **Time & Attendance/Welcome** tab
2. Select **All other employees**: Click Here to assess eTIME
3. Select My Actions
4. Select Employee- Request Time Off
5. Select the type of time off
6. Use the calendar icon to select the day(s). If just one day choose same day for Start Date & End Date
7. Enter any information your supervisor needs to know in the Message box
8. Start time is 8:00 am for the full day or the actual time you will leave for a partial day
9. Hours per day is the number of hours you will be gone.

a. If you are taking a week off, you will have to do one request for Monday through Thursday at 8.5 hours per day and a separate request for Friday for 6 hours
b. If you are taking a Friday and a Monday you will have to do one request for the Friday for 6 hours and a separate request for Monday for 8.5 hours.

10. Click Next then click Save and Close.
11. An email will be sent to you and to your supervisor confirming your request.
12. Your supervisor will approve or reject your request and you will be notified by email.
13. The approved time off will appear on the appropriate timecard.
14. Note: Approval must be removed to adjust time off record.

Requesting Approval of Time Off After the Fact (Monthly and Faculty)

1. Select the **Time & Attendance/Welcome** tab.
2. Select **All other employees:** Click Here to access eTIME
3. Select My Timecard
4. Maximize the page so you can see your entire timecard.
5. On your time card for the appropriate pay period, add a row by clicking the small red box on the left side. In the drop down menu next to "Hours Worked" select the type of time off. Enter the hours on the appropriate day on your timecard, Save and Approve.

Requesting Approval of Time Off After the Fact (Bi-Weekly)

1. Select the **Time & Attendance/Welcome** tab.
2. Select **All other employees:** Click Here to access eTIME
3. Select My Timecard
4. Maximize the page so you can see your entire timecard.
5. On your time card for the appropriate pay period, add a row by clicking the small red box on the left side. In the drop down menu next to "Hours Worked" select the type of time off. Enter the hours on the appropriate day on your timecard, save and submit with the rest of your time for that pay period.

Managers and Approvers

Approving Time Cards

1. Log in to ADP from the ABAC home page; Log in/ADP.
2. Select User Login
3. Log in using your user ID and password
4. At Manager tab select Employee
5. Select the **Time & Attendance/Welcome** tab.
6. **Managers/Approvers:** Click Here to access eTIME
7. RUN Java (whenever it gives you the dialogue box)
8. WAIT for Quickfind. At Quickfind, enter the last name of the employee you are seeking. Leave the asterisk at the end of the name.
9. Click Find
10. Click on/highlight the employee's name
11. Click Timecard to view the full timecard
12. Click Approvals to approve time.

Approval/Rejection of Time Off Requests

1. Log in to ADP from the ABAC home page; Log in/ADP.
2. Select User Login
3. Log in using your user ID and password
4. At Manager tab select Employee
5. Select the **Time & Attendance/Welcome** tab.
6. **Managers/Approvers:** Click Here to access eTIME
7. RUN Java (whenever it gives you the dialogue box)
8. Click the General tab
9. Click Inbox
10. Double click on the employee
11. Approve or Reject request

STEP BY STEP

Registration and Adding eTime

Viewing Pay Statements

Viewing Leave Accruals

Time Cards:
Completing & Approving

Time Off:
Requesting & Approving

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