Roger Williams University

Non-Exempt Employees ADP eTime

Training Manual

August 2014

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Introduction

ADP eTime is a "Time & Attendance" program that allows Non-Exempt Employees to enter their time worked, review and approve their time card, request exception time (i.e. vacation, sick, etc.) as well as view accrued hours and other reports electronically on the internet.

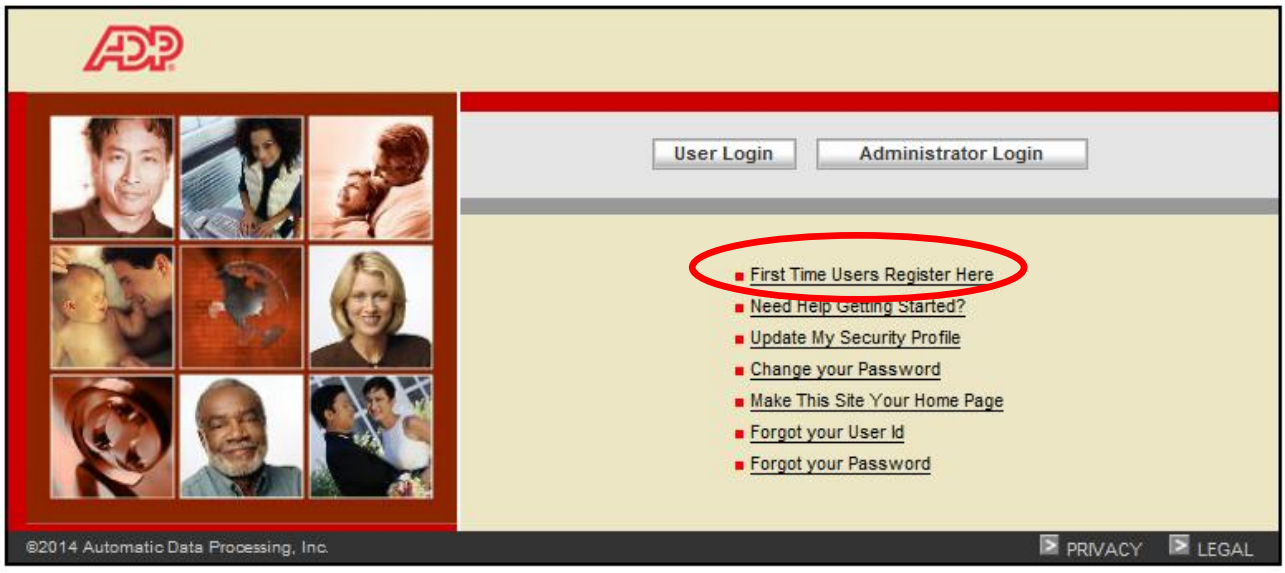
Non-Exempt employees can either enter their time by using a Time Clock or a Time Stamp. The method used will be determined by their security set up and can be obtained from their supervisor. For more information on how to use a Time Clock please see the RWU Payroll website.

A Time Stamp performs all the functions of a Time Clock on the web. In some cases there will be designated computers called Kiosks for employees to log in and use the Time Stamp. An employee will log into Etime to access their time card and record time in and out punches.

Please note that while an employee may Time Stamp on the web, if they have a RWU position that requires them to perform work while at a University location, the ADP eTime system can identify a Time Stamp that is not done while on the RWU network. Submitting a fraudulent timesheet is subject to disciplinary action including termination of employment.

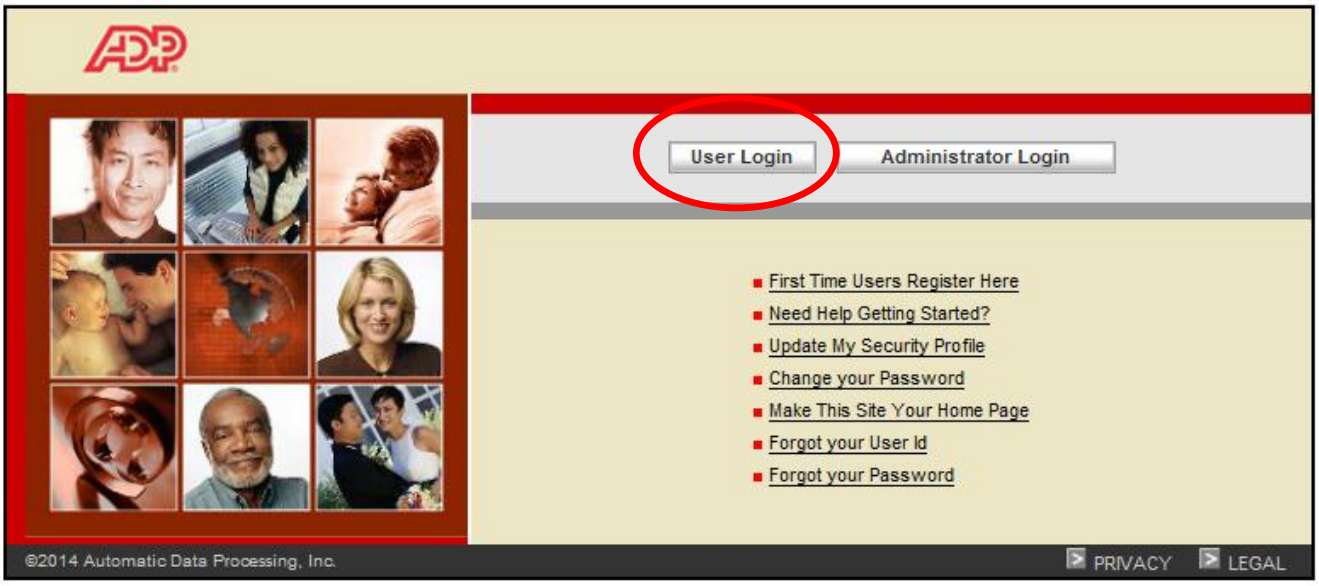
Registering for eTime as a first time user

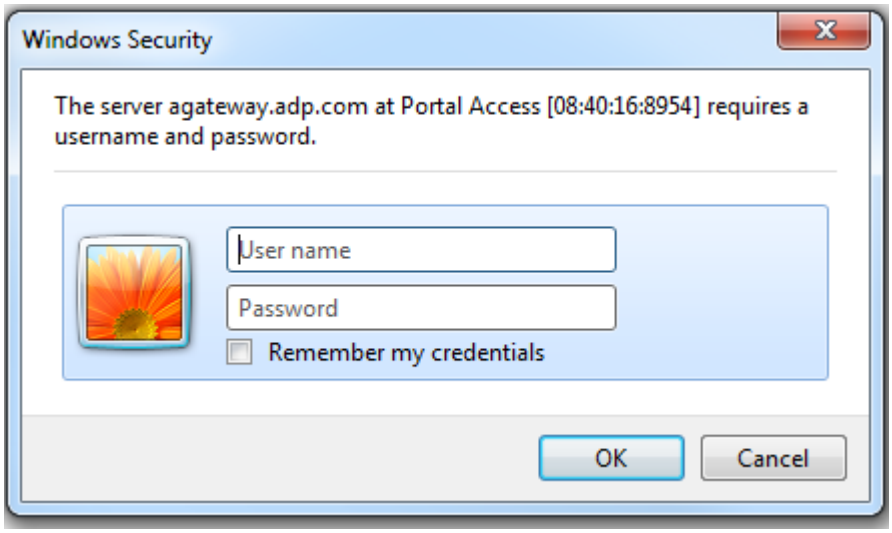
For more information about how to register as a first time user please see the Registration Manual found at the Roger Williams University Payroll website.



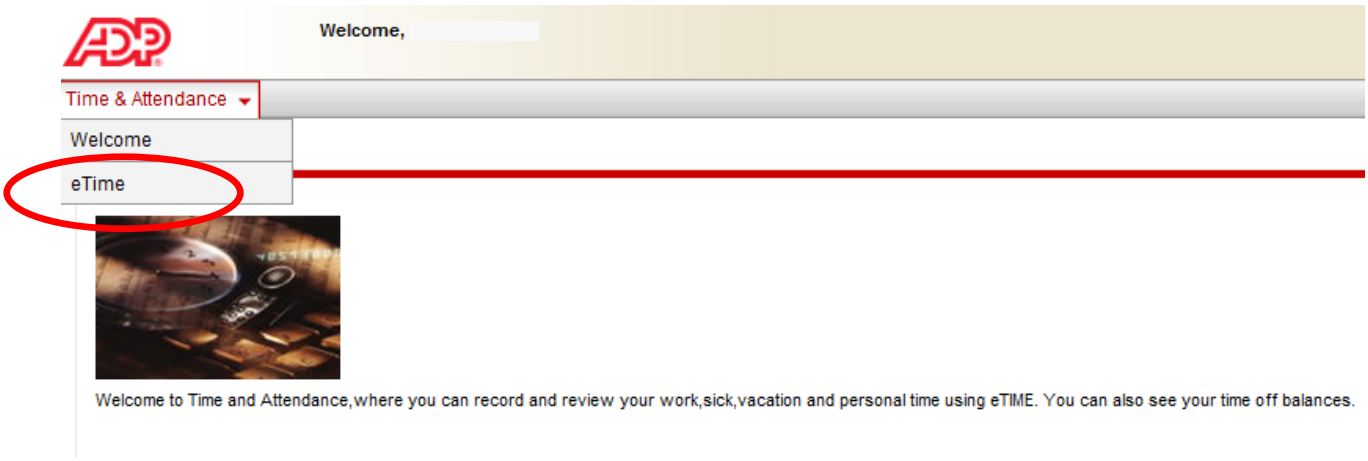
Accessing My eTime Time Stamp

1. In your internet browser type https://portal.adp.com/public/index.htm
2. Please save this site as a “favorite” on your website.
3. Click the ‘User Login’ button and enter your User Name and Password created when registering.

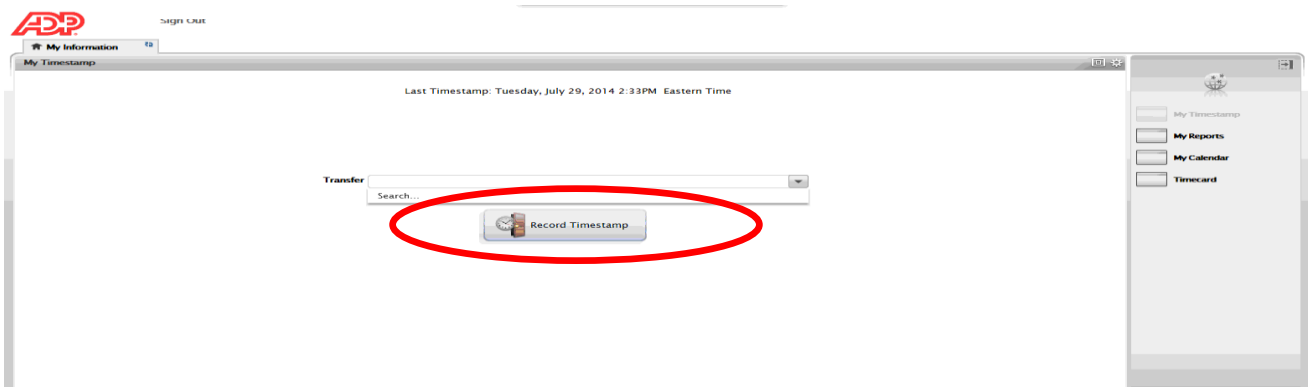




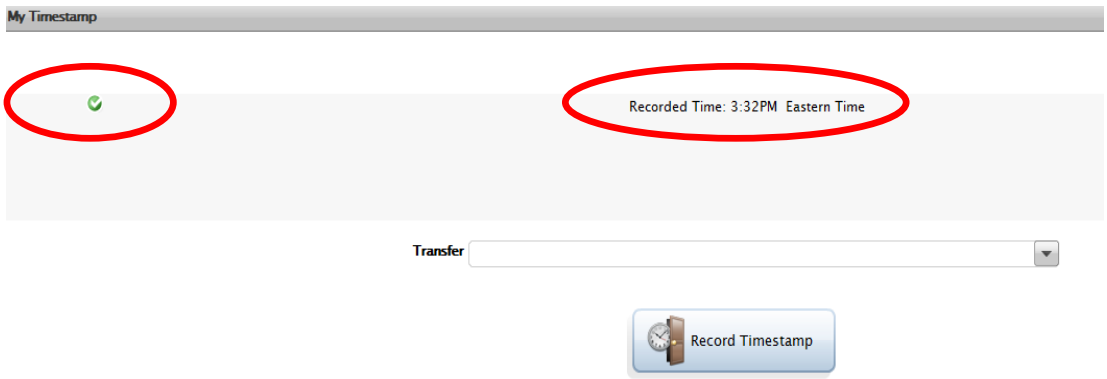
4. The ADP Time and Attendance home page will appear. Click the “Time and Attendance” drop box and select “eTime”.



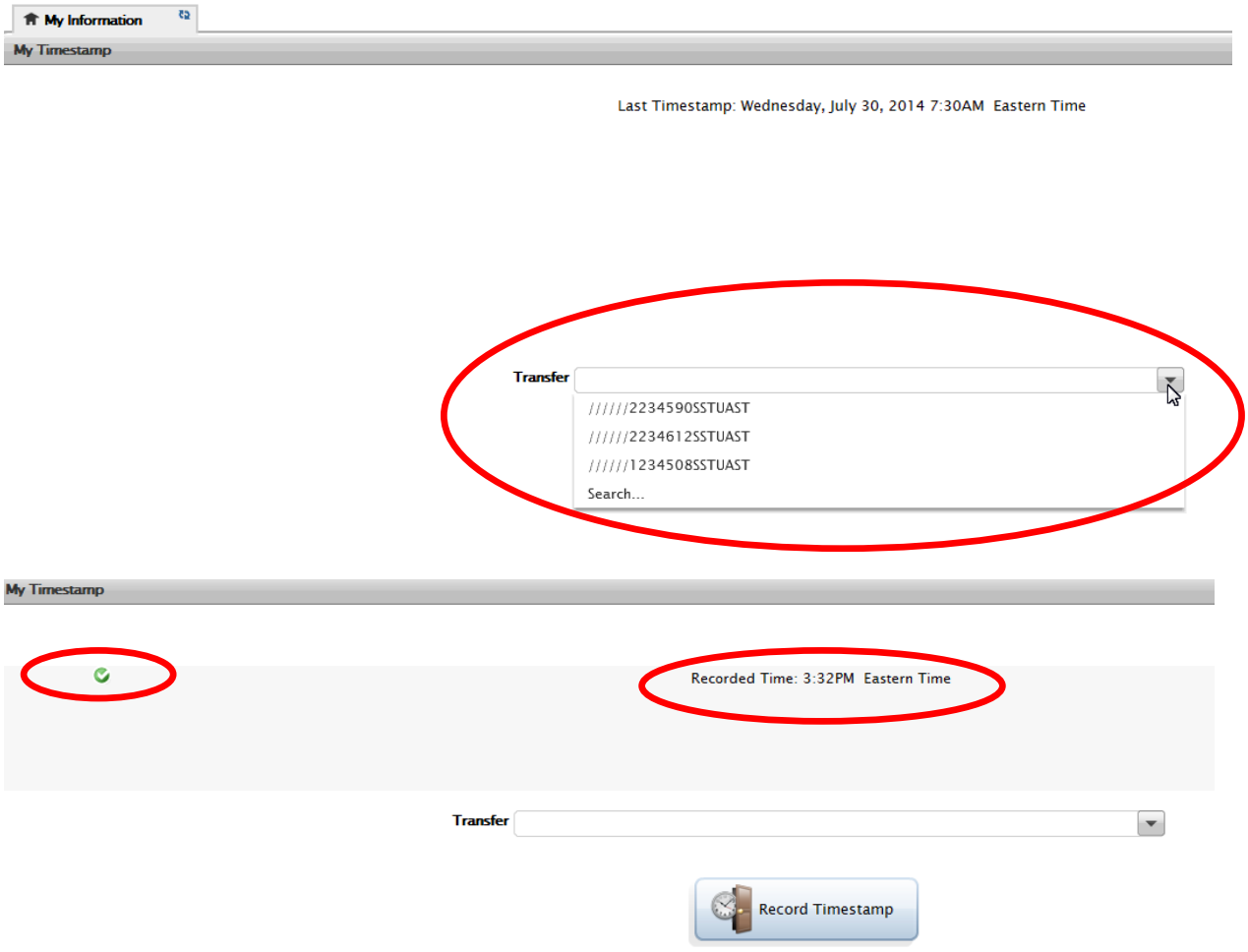
5. This will bring you to “My Timestamp”. This will allow you to record your time.



6. Click “Record Timestamp”. A green checkmark and the recorded time will appear.



7. All employees should record accurate time worked each day; therefore, it is important to stamp your time when clocking into work and clock out when you leave. Once you have clicked the Time Stamp, the application will refresh and no further action is needed. Your time will be posted immediately for your supervisor to view. You do not need to indicate if your punch is an in-punch or out-punch. The system determines this for you. If you need to make corrections to your time punch, contact your supervisor.
8. If you have **multiple positions** and need to select a job that is not your primary position, select the "Transfer" dropdown menu and choose the position you wish to sign into. Once you have selected the position from the dropdown list the position will appear in the transfer box. Then click the "Record Timestamp". This will record and display the time along with a green checkmark in the upper left hand side of the "My Timestamp" screen.

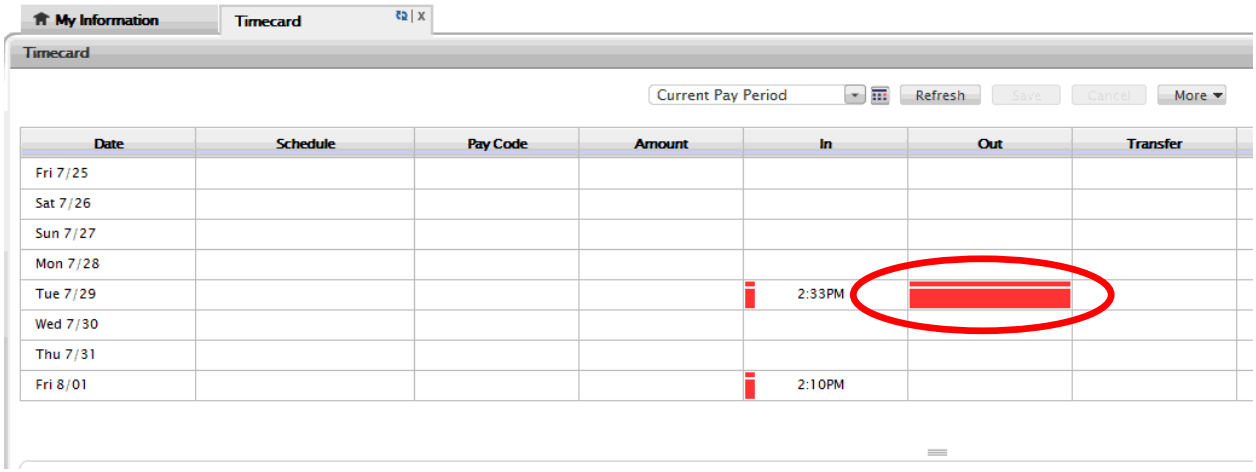


9. If you need to change jobs during the workday, (for example, you clock into position 1 at 9:00 a.m. and then transfer to position 2 at 11:00 a.m.) you will need to login into eTime and select position 2 from the dropdown menu. Then click "Record Timestamp". This will automatically log you out of position 1 and into position 2.

Missed Punches

What is a missed punch?

A missed punch is when an employee enters the time they started working but does not enter time when they leave or vice versa. On the "Timecard" the employee will see a red box indicating that there is a missed punch for that day. If the employee misses the punch in, the employee should still record a normal punch out. **It is important to note that in either of these situations, the system does not know the amount of time worked and therefore will not pay the employee for the entire pay period.**

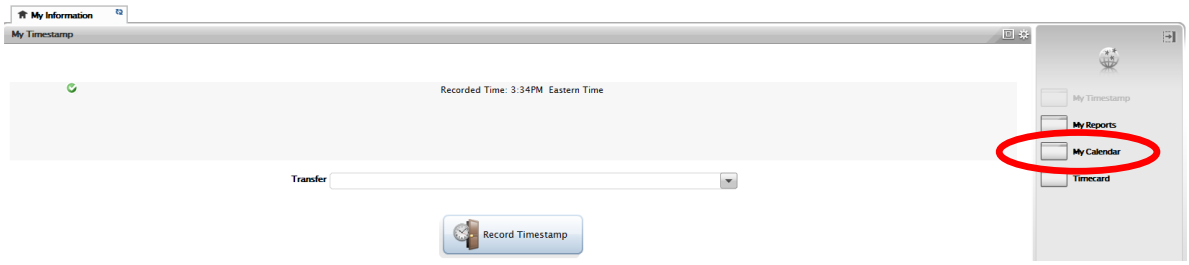


How can I fix a missed punch?

For both Time Clock and Time Stamp employees only a supervisor has the ability to fix missed punches. An e-mail notification alert will be sent to both the supervisor and the employee informing them of the missed punch and that further action is required.

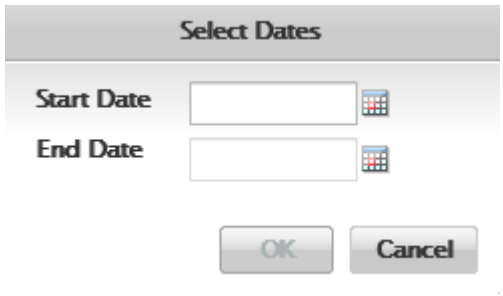
How to Request Exception Time

1. From your home screen, you will need to click on “My Calendar” located on the right hand side of the screen

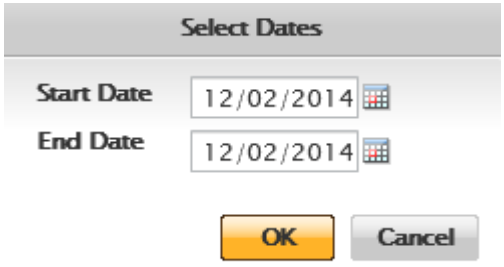


2. Click on the “Select Dates” icon.

3. The “Select Dates” box appears.

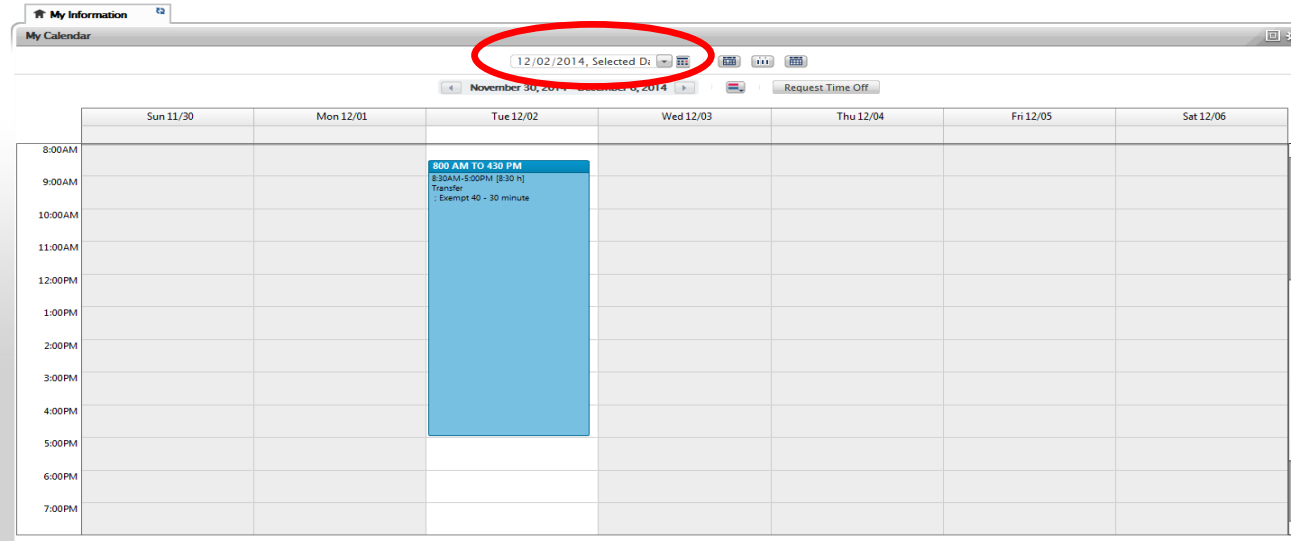


4. You can then enter a date or range of dates.

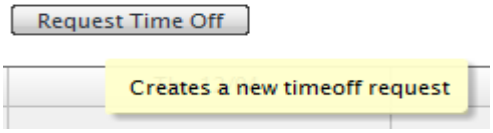


5. Click “OK”

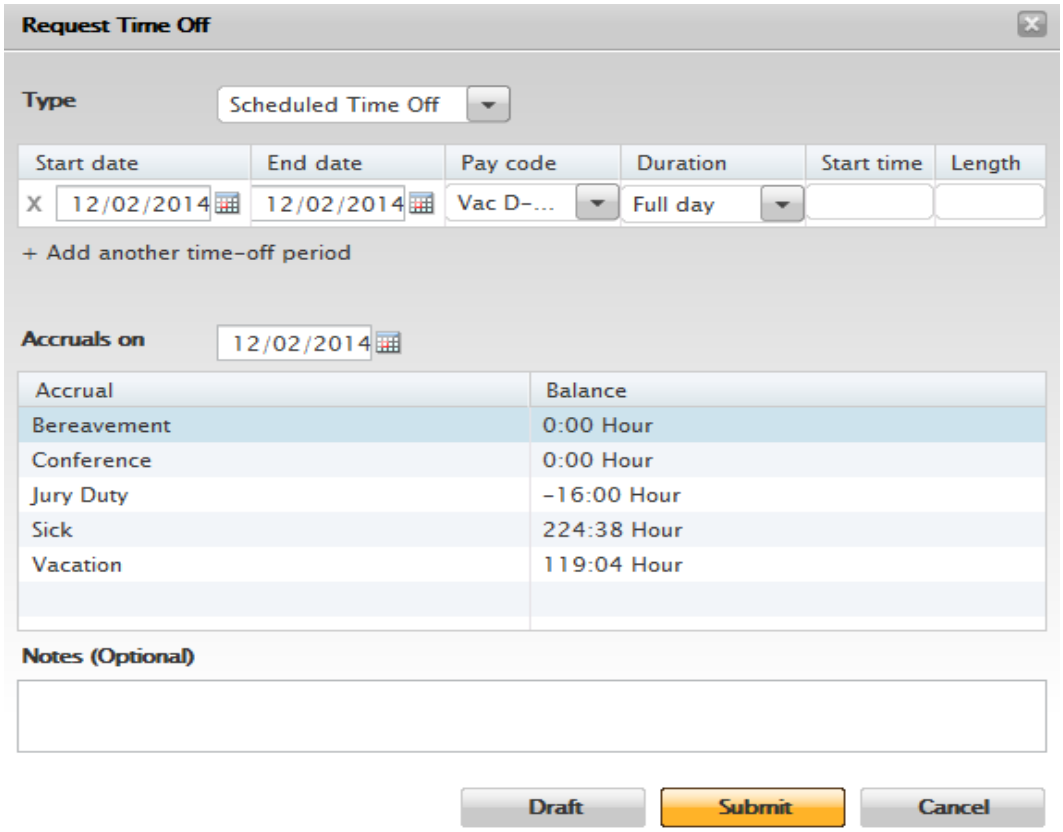
6. Your calendar will then show the date(s) selected



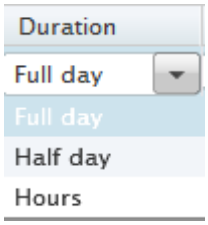
7. Click on “Request Time Off” icon



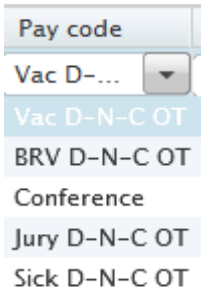
8. The “Request Time Off” box opens



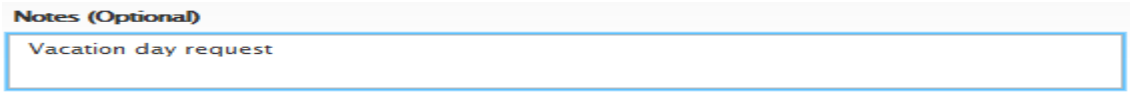
9. Under the “Duration” drop down menu, you can select “Full Day”, “Half Day”, or “Hours”. If you select “Hours” you will be required to enter the start time and length (number of hours requested – can be in half hour increments). For example 2.5 in length would be a request for 2 ½ hours.



10. Select the “Pay Code” from the drop down box.

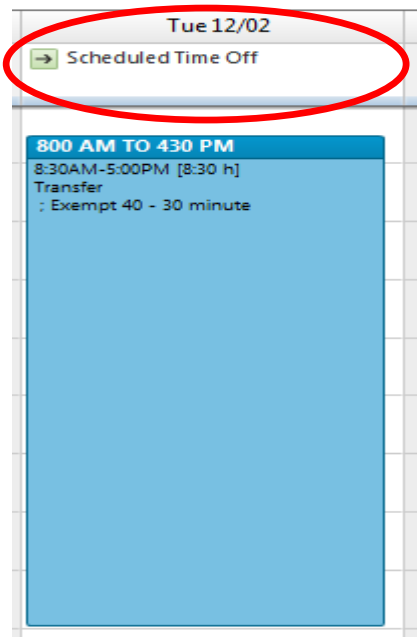


11. There is an optional “Notes” section at the bottom of the form.

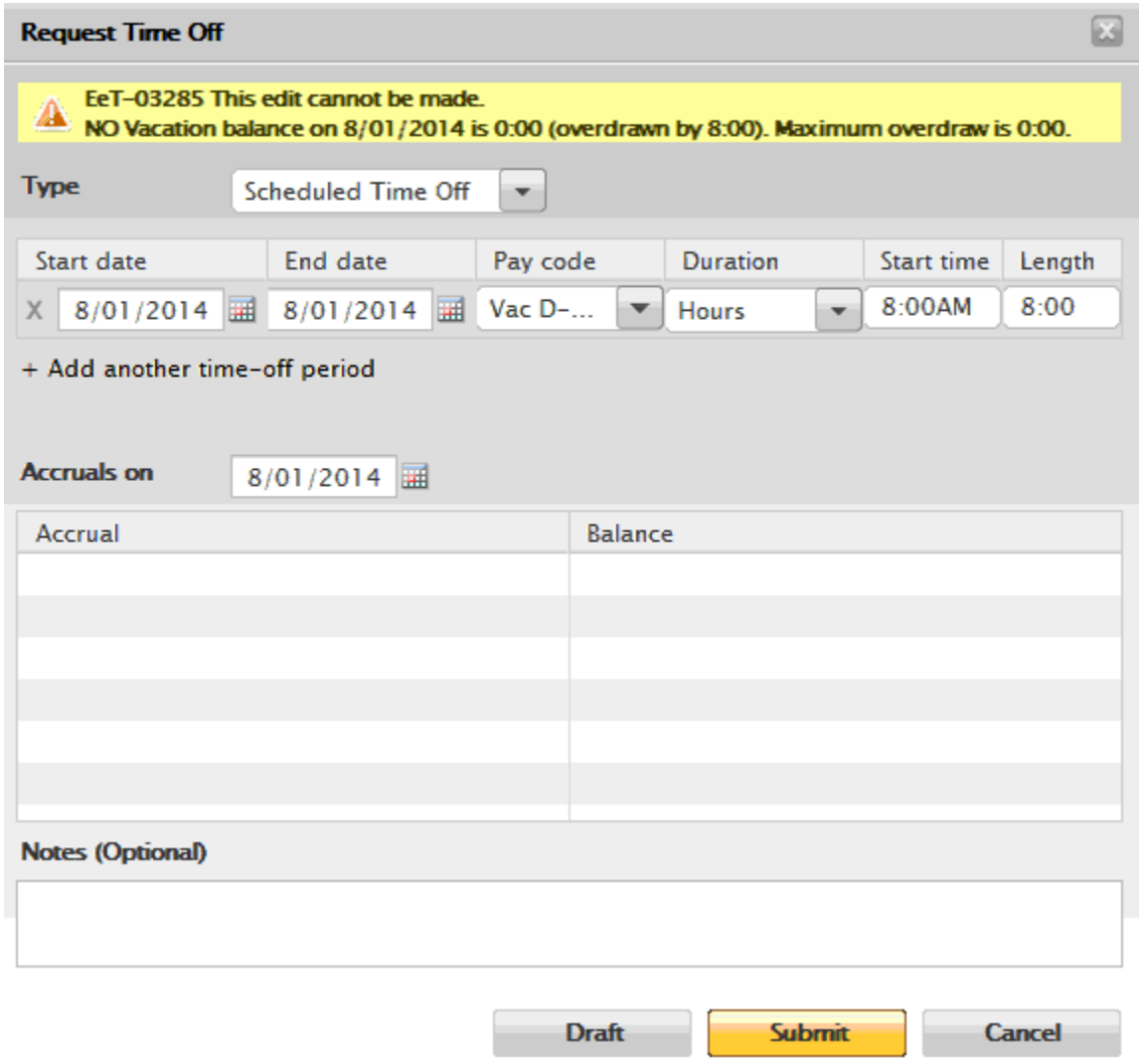


12. Click the “Submit” button.

13. Once the “Submit” button is clicked you will see a new box on the top of your schedule.



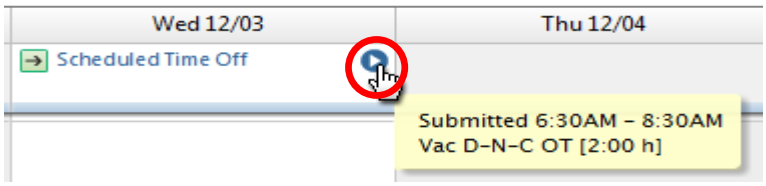
14. Please note that if you are requesting any exception time in excess of any time accrued you will get the following error:



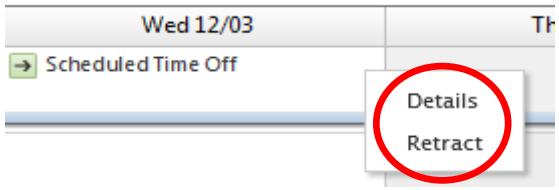
Retracting Exception Time That Has Not Been Approved

1. You will need to select the date you want to retract from the "Select Dates" icon

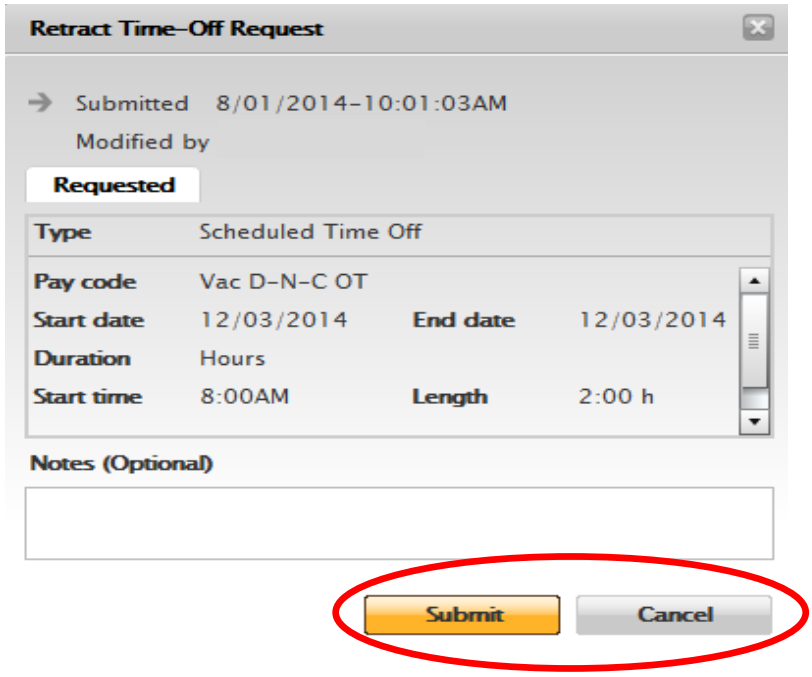
2. Place your mouse over the top box labeled "Scheduled Time Off", click on the "play" button.



3. A select box opens up where you can view the details of the request as well as retract the request.

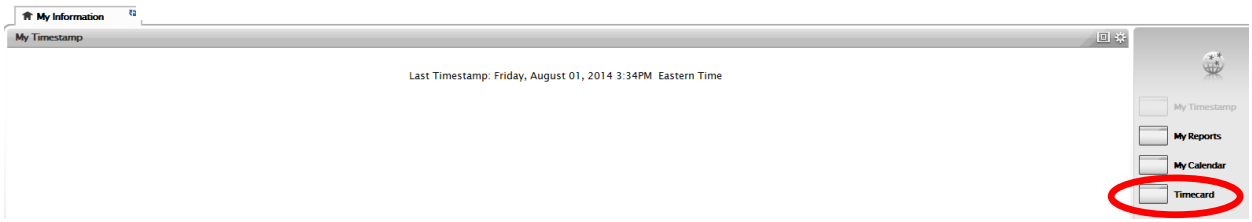


4. Once you click retract, you will see your request where you can "Submit" the retraction, or cancel the request to retract.

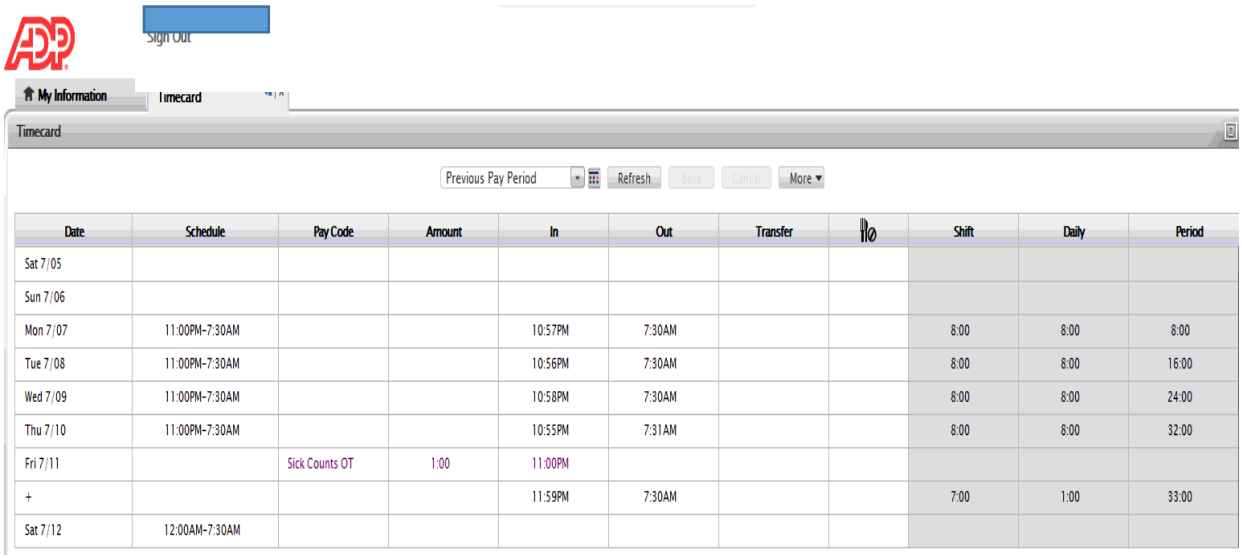


Reviewing and Approving Your Timecard

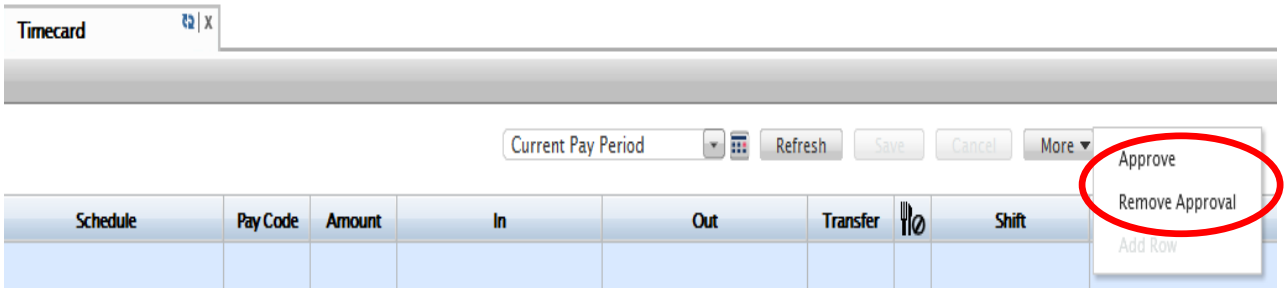
1. On the “My Information” tab click on the “Timecard” icon on the far right section of your page



2. To ensure that your timecard accurately reflects the hours you worked as well as any exception time please review and approve your timecard by **Saturday 12:00 p.m.** for the end of each bi-weekly pay period. To approve your Timecard, click on the “More” dropdown box and click “Approve”. The time card will then be reviewed and approved by your supervisor by **Monday 9:00 a.m**. Payroll will pull all time cards **Monday 10:00 a.m.** and any changes that need to be made after that will need to be submitted to Payroll by your supervisor as well as an explanation for the change.

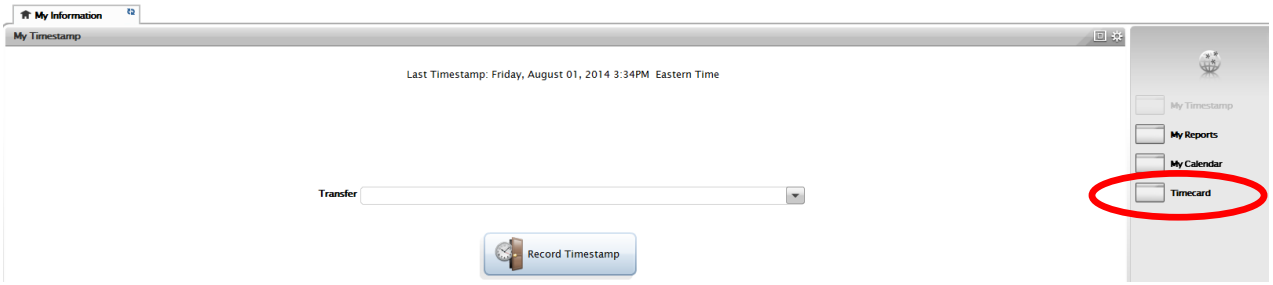


Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
Sat 7/05									
Sun 7/06									
Mon 7/07	11:00PM-7:30AM			10:57PM	7:30AM		8:00	8:00	8:00
Tue 7/08	11:00PM-7:30AM			10:56PM	7:30AM		8:00	8:00	16:00
Wed 7/09	11:00PM-7:30AM			10:58PM	7:30AM		8:00	8:00	24:00
Thu 7/10	11:00PM-7:30AM			10:55PM	7:31AM		8:00	8:00	32:00
Fri 7/11		Sick Counts OT	1:00	11:00PM					
+				11:59PM	7:30AM		7:00	1:00	33:00
Sat 7/12	12:00AM-7:30AM								

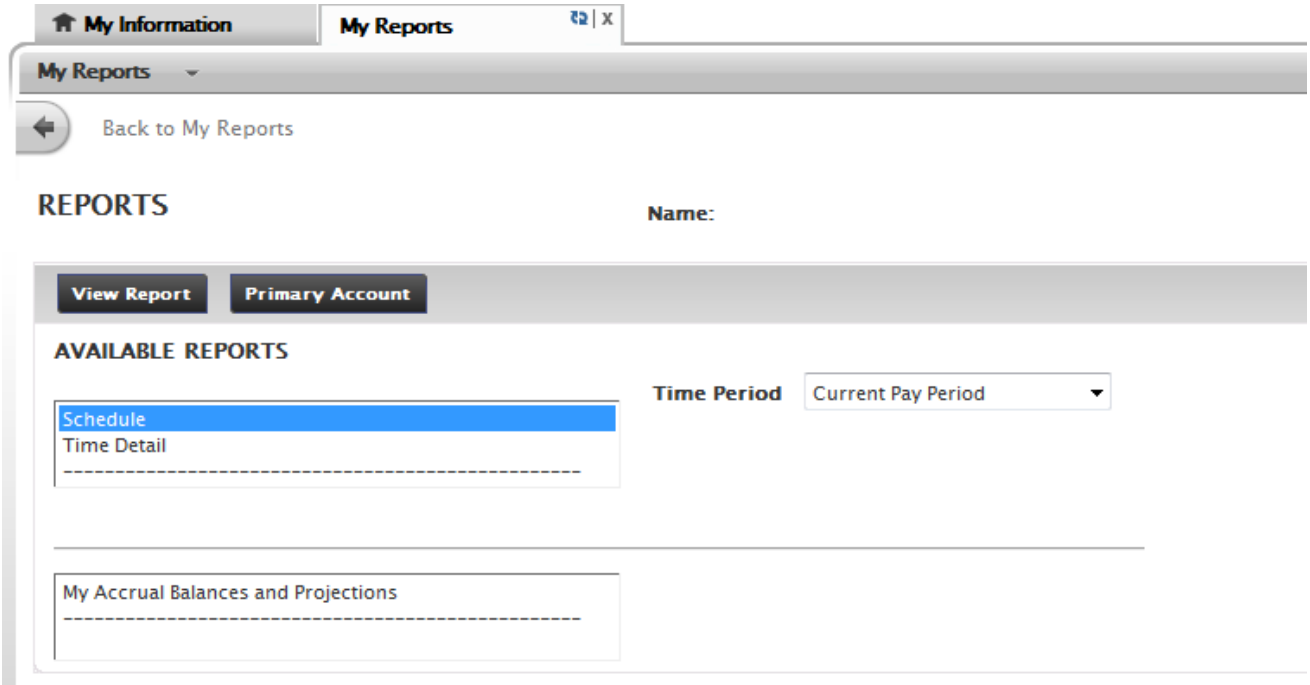


Reviewing My Reports

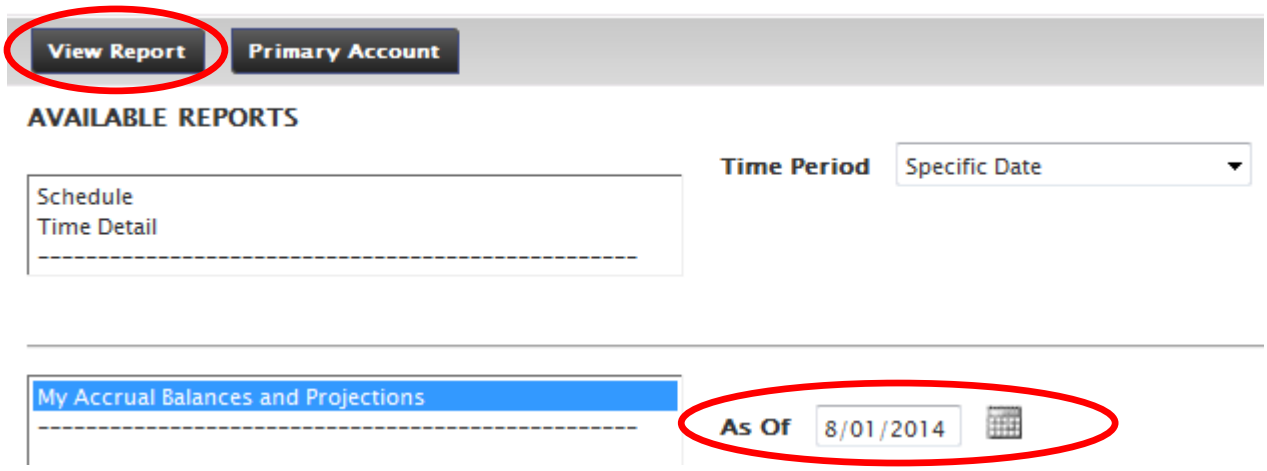
1. From the “My Information” tab, click on the “My Reports” icon on the far right section of your page.



2. The “My Reports” screen allows you to view your Schedule, Time Detail and Accrual Balances and Projections.



3. To view “My Accrual and Projections”, click on the report name and enter an “As Of” date in the box that will populate. Once you have selected the date using the calendar, click on the “View Report” icon.



4. After clicking the “View Report” icon your report will be populated.

MY ACCRUAL BALANCES AND PROJECTIONS

Return

Date Selected: 8/01/2014
Name:

Printed: 8/01/2014
ID:

Accrual Code	Accrual Type	Period Ending Balance	Furthest Projected Taking Date	Projected Takings	Projected Credits	Projected Balance	Balance w/o Proj. Credits
Bereavement	Hour	0:00	8/01/2014	0:00	0:00	0:00	0:00
Conference	Hour	0:00	8/01/2014	0:00	0:00	0:00	0:00
Jury Duty	Hour	-16:00	8/01/2014	0:00	0:00	-16:00	-16:00
Sick	Hour	183:05	8/01/2014	0:00	0:00	183:05	183:05
Vacation	Hour	63:43	8/01/2014	0:00	0:00	63:43	63:43

Signing Out

1. When finished with eTime, please sign off the system by selecting “Sign Out” on the top left. Please note that the system will automatically log off after a period of inactivity (approximately 20 minutes).