OVERVIEW

View exception time (Vacation, Sick, and Floating Holiday) accrual balances and other reports using eTIME (Time and Labor Management).

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.

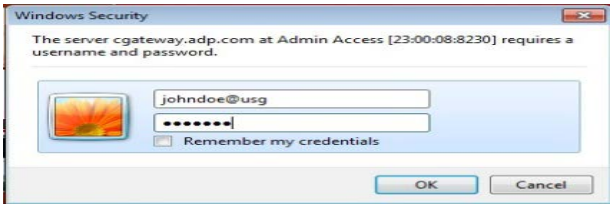
INSTRUCTIONS

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

a) Click **User Login**.

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

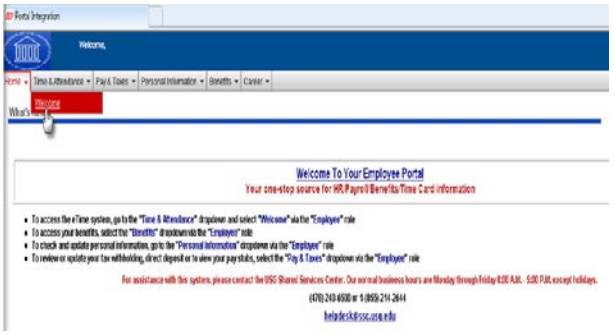
c) Click **OK**.



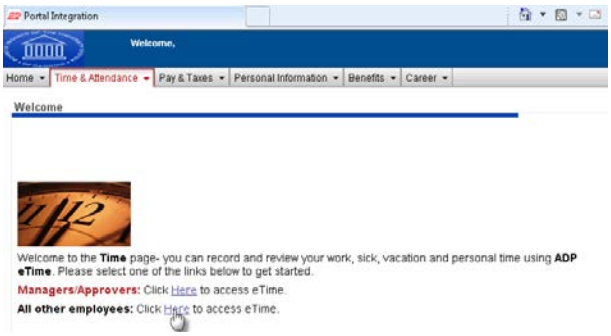
2. eTIME Access

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

b) Click **Welcome**.

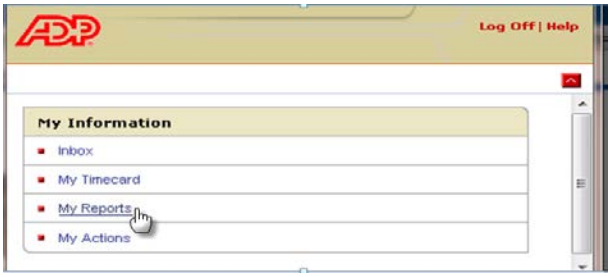


c) Click **All other employees: Click Here to access eTime**.



3. Employee Menu

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



3.1. Accrual Balances and Projections

Use this option to view exception time (Vacation, Sick, and Float Holidays):

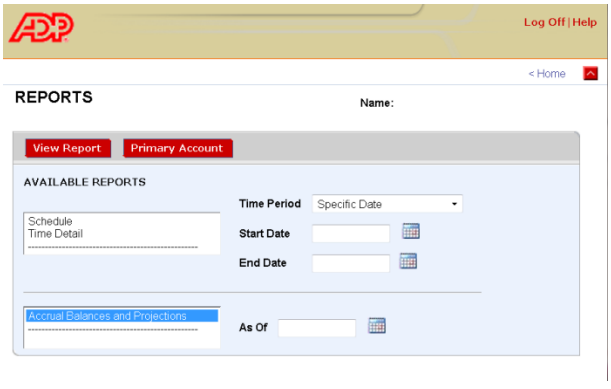
- Accrual balances and projections for the current year
- Taken to date
- Requested not taken

Accrual balances are updated instantly once the timecard is saved.

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

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

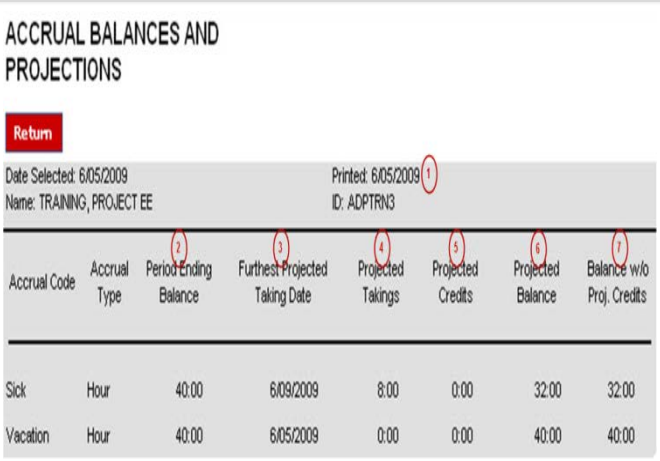
c) Click **View Report**.



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.

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



ACCRUAL BALANCES AND PROJECTIONS

Return

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

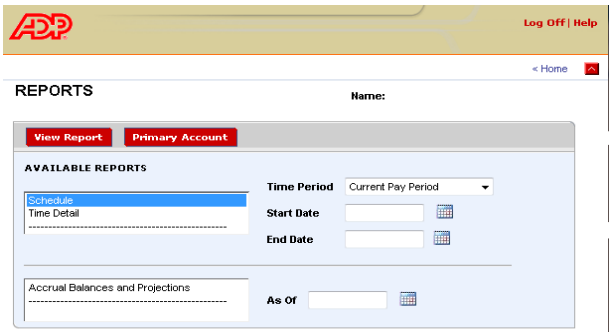
Accrual Code	Accrual Type	(2) Period Ending Balance	(3) Furthest Projected Taking Date	(4) Projected Takings	(5) Projected Credits	(6) Projected Balance	(7) Balance w/o Proj. Credits
Sick	Hour	40:00	6/09/2009	8:00	0:00	32:00	32:00
Vacation	Hour	40:00	6/05/2009	0:00	0:00	40:00	40:00

3.2. Other Available Reports in eTIME

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

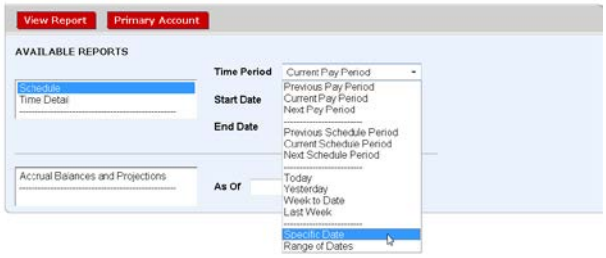
Time Detail Report – displays the timecards for the time period you request.

a) Click on the report name.



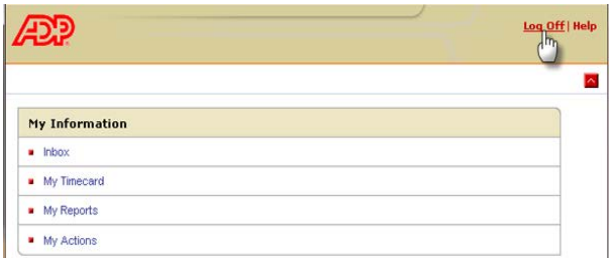
b) Select the **Time Period** you wish to view. If you select "Specific Date" or "Range of Dates", you will need to click the **Calendar** icon to select the **Start Date** and **End Date**.

c) Click **View Report**.



4. Logging Off eTIME

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



☑ Task Complete