



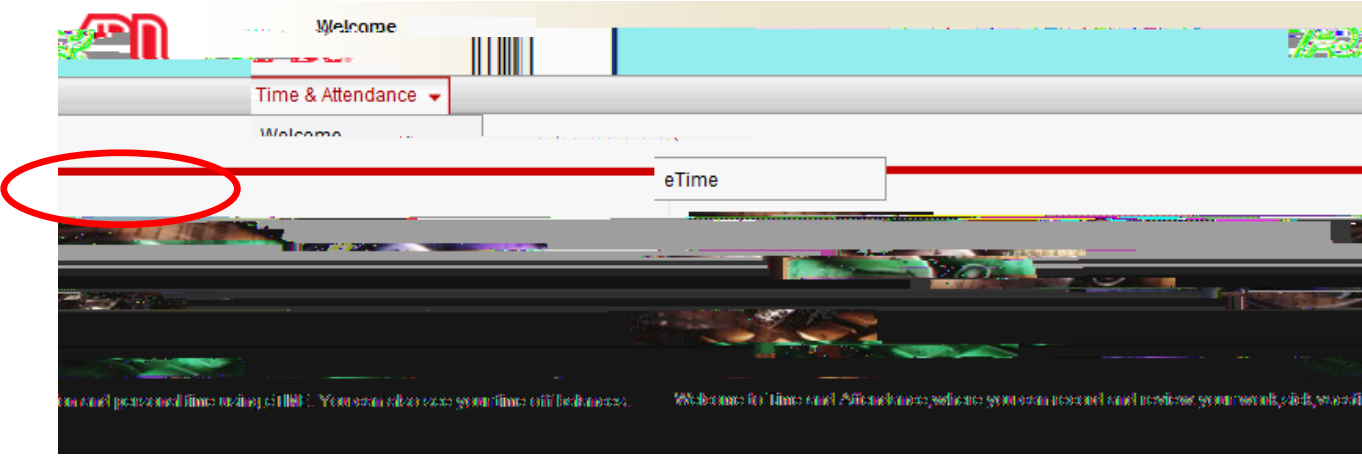
C

D

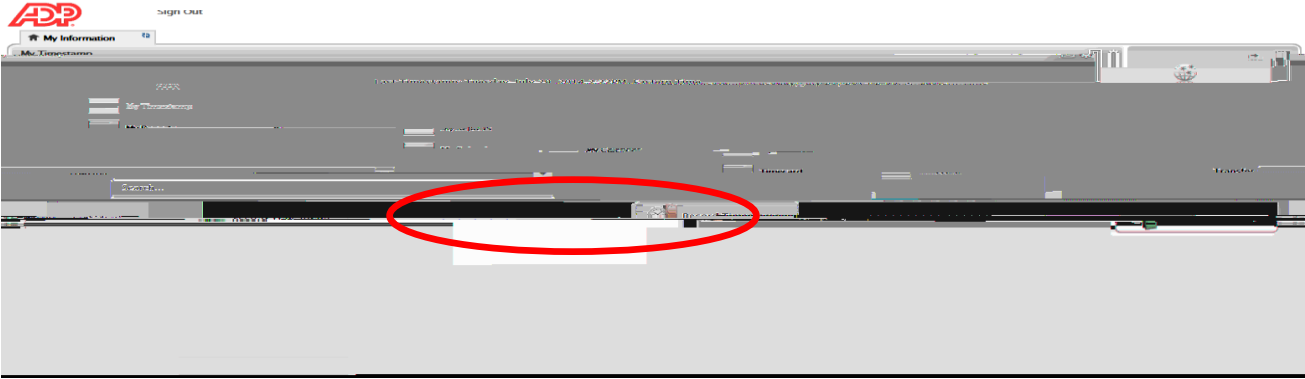
D

ADP eTime is a "Time & Attendance" program that allows Student Employees to enter their time worked, view and approve their Time Card and view other reports electronically on the internet.

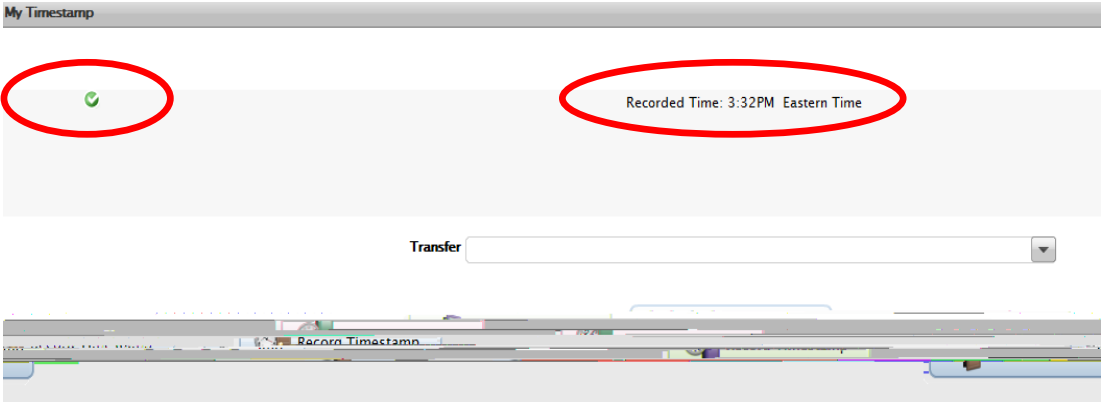
4. The ADP Time and Attendance home page will appear. Click the "Time and Attendance" drop box and select "eTime".



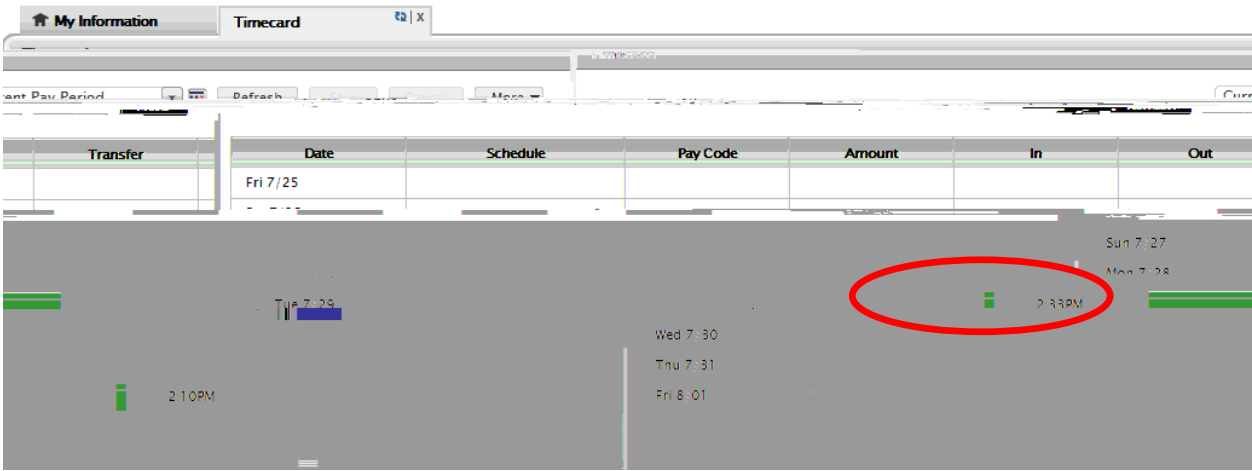
5. This will bring you to "My Timestamp". This will allow you to record your time.



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

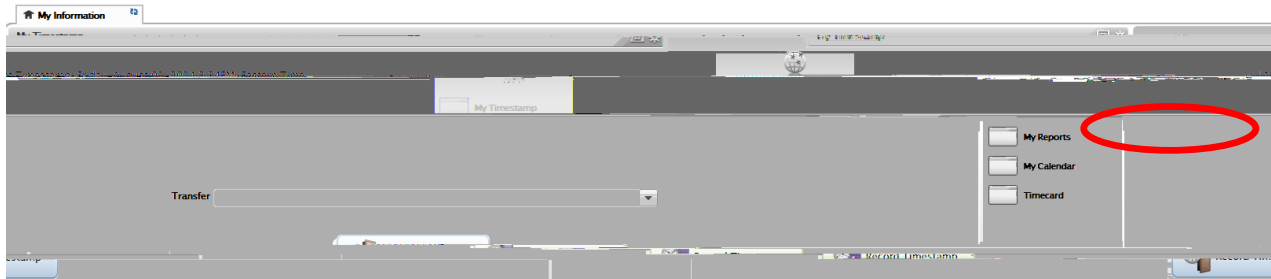


A missed punch is when an employee enters the time they started working but does not enter time when they leave or vice versa. On the "Timecard" the employee will see a red box indicating that there is a missed punch for that day. If the employee misses the punch in, the employee should still record a normal punch out.



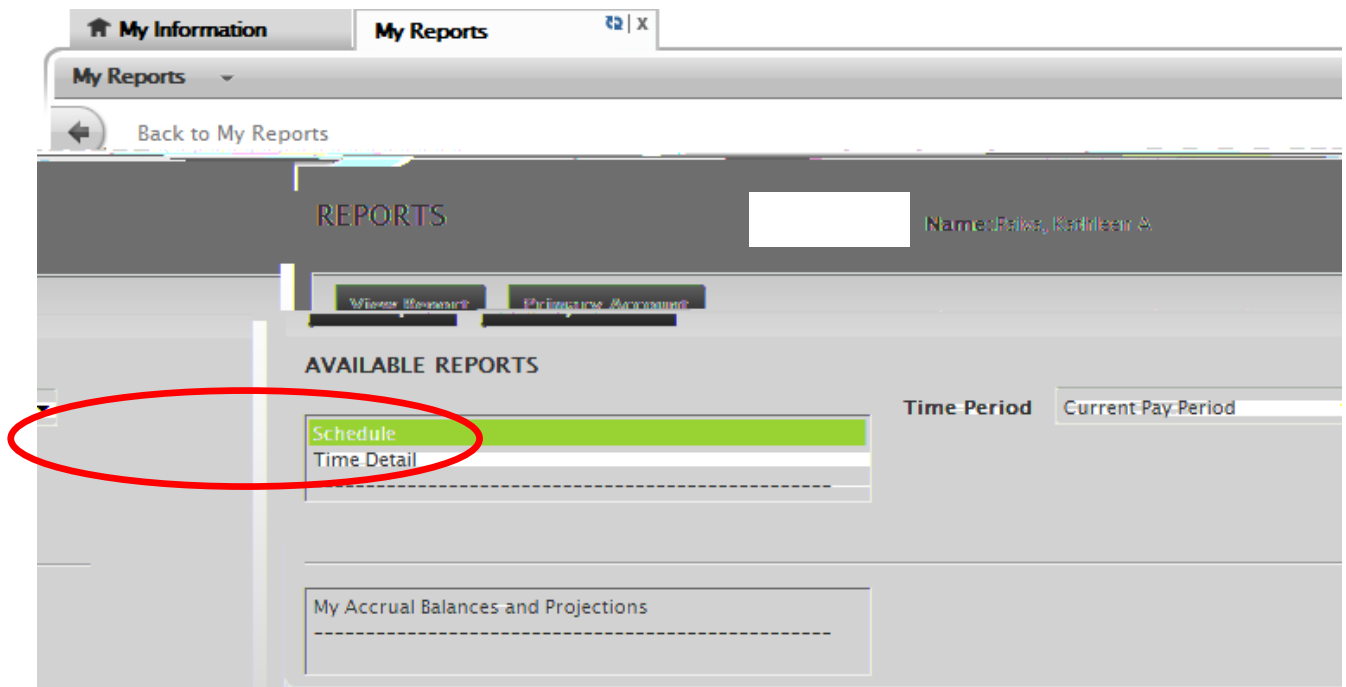
For both Time Clock and Time Stamp employees only a supervisor has the ability to fix missed punches. An e-mail notification alert will be sent to both the supervisor and the employee informing them of the missed punch and that further action is required.

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 and Time Detail.

A



C

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).

