



USG Shared Services Initiative
"Creating A More Educated Georgia"

**Board of Regents of the
University System of Georgia
eTIME® Employee User Guide**

for

Timestamp Employees

Copyright © 2009 KSU Dept. of Information Technology Services

This document may be downloaded, printed or copied for educational use without further permission of the Information Technology Services Department (ITS), provided the content is not modified and this statement is not removed. Any use not stated above requires the written consent of the ITS Department. The distribution of a copy of this document via the Internet or other electronic medium without the written permission of the KSU - ITS Department is expressly prohibited.

Published by Kennesaw State University – ITS 2009

The publisher makes no warranties as to the accuracy of the material contained in this document and therefore is not responsible for any damages or liabilities incurred from its use.

USG ADP content and screenshots reprinted with permission of the USG Board of Regents.

eTIME® is a registered trademark of Automatic Data Processing, Inc.

Contents

Registering for Self Service 1

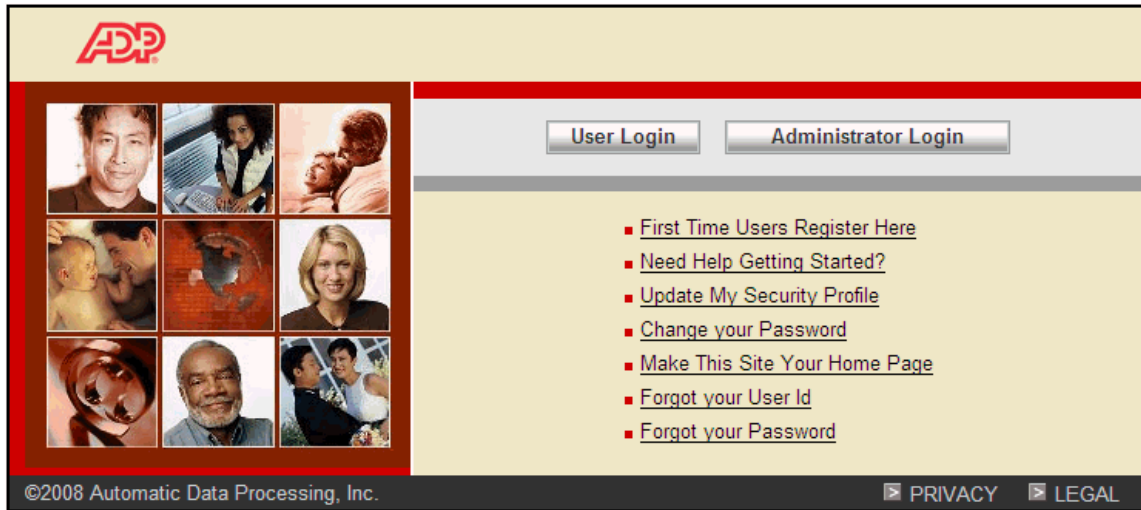
Adding eTIME..... 6

Logging in to eTIME 8

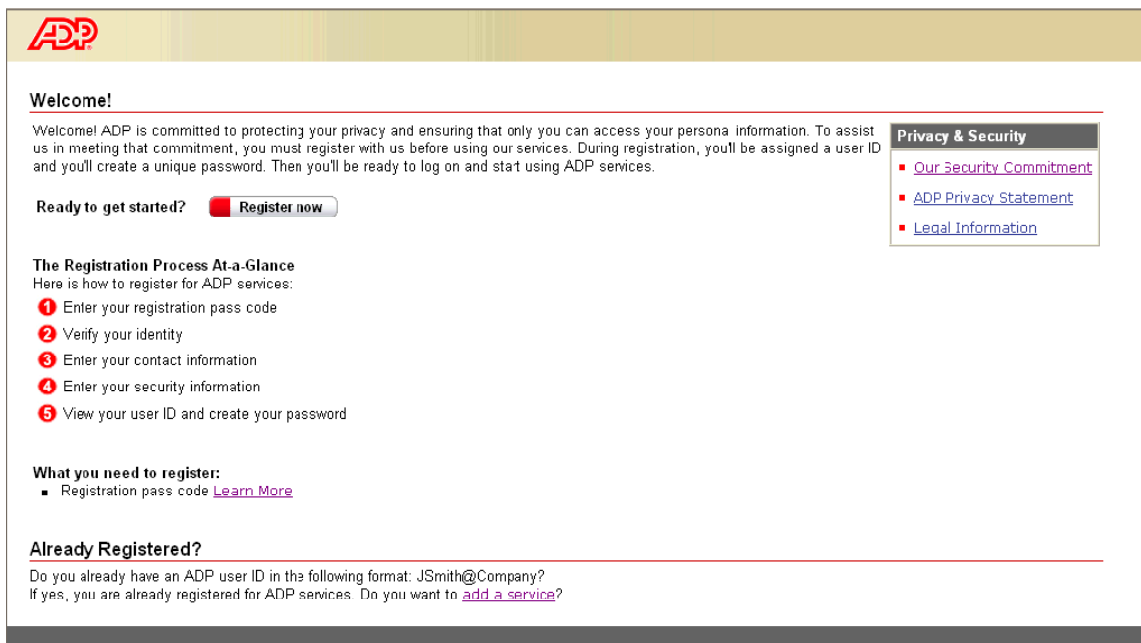
Clocking in Using a Time Stamp 10

Registering for Self Service

1. Launch your web browser and go to: www.portal.adp.com
2. Click the **First Time Users Register Here** link on the Self Service Login page.



3. Click **Register Now**.



4. Enter your **Registration Pass Code** provided to you by Human Resources, and click **Next**.

ADP

Register for ADP Services
Please enter the following information to register for ADP services.

Step 1 of 6

1. Enter Your Registration Pass Code

Your employer provided you with a registration pass code when they instructed you to register online for ADP services. If you don't know what your pass code is, contact your administrator for assistance.

Note: The pass code is not case-sensitive.
▶ = Required

Registration Pass Code: ▶ (Example: Genco-1234abc)

5. Select to verify with either your SSN or TIN, using the full number of digits.

ADP

Register for ADP Services
Please enter the following information to register for ADP services.

Step 2 of 5

2. Verify Your Identity

ADP is committed to protecting your privacy and ensuring that only you can access your data. We ask for some personal information so we can confirm that you are the individual you claim to be. Then we can provide you with the appropriate online access to ADP services.

I want to verify my identity using:

Social Security Number (SSN)
 Individual Taxpayer Identification Number (ITIN)

Your SSN is used during the account creation process; it is not used for any other purpose.

▶ = Required

First Name: ▶ (Your legal first name; do not enter a nickname.)

Middle Initial:

Last Name: ▶ (Apostrophes and hyphens are allowed.)

SSN: ▶ (All nine digits in any format)

Confirm SSN: ▶ (All nine digits in any format)

Date of Birth: ▶ (Month) ▶ (Day)

Copyright © 2007 ADP Inc. [PRIVACY & SECURITY](#) [LEGAL](#)

Internet 100%

6. Enter your data in the fields with the ▶. After completing these fields, click **Next**.

Please Note – you must enter your name as it appears in the HR/Payroll system of record.

In rare circumstances, a second page (below) of *Verify Your Identity* may appear. This may be due to incorrect data being entered in the previous screen. If this occurs, click **Cancel** and verify your entered information. Note – you must enter your name as it appears in the HR/Payroll system of record. If all data is correct and you are still seeing this form, please contact your institution’s Human Resources Department for more information.

ADP

Register for ADP Services
Please enter the following information to register for ADP services.

Step 2 of 6

1. Enter Your Registration Pass Code
2. Verify Your Identity
 3. Enter Your Contact Information
 4. Enter Your Security Information
 5. View Your User Id & Create Your Password
 6. Confirmation

Verify Your Identity
We need some more information in order to verify your identity. Please complete the information on this page.

▶ = Required

A. Select a Service

Service: ▶ Self Service

B. ADP Self-Service Information

Your employer sent you a letter with your Employee ID and PIN. If you do not know what your Employee ID or PIN is, contact your manager or system administrator.

Employee ID: ▶

PIN: ▶

Next **Cancel**

7. Complete the fields on your Contact Information and click **Next**.

ADP

Register for ADP Services
Please enter the following information to register for ADP services.

Step 3 of 6

1. Enter Your Registration Pass Code
 2. Verify Your Identity
3. Enter Your Contact Information
 4. Enter Your Security Information
 5. View Your User Id & Create Your Password
 6. Confirmation

Enter Your Contact Information
Your e-mail address is only used for notifications. If necessary, you can change this information later.

▶ = Required

First Name: ▶ MR:

Last Name: ▶ (Apostrophes and hyphens are allowed.)

Work/Personal E-Mail: ▶ (This e-mail address is only used for notifications.)

Confirm E-Mail: ▶

Phone: (Area code and number in any format.)

Next **Cancel**

8. Complete all the fields on your Security Information and click **Next**.

9. The View Your Userid and Create Your Password screen will appear. Your user ID is displayed.

Note: The security questions and answers are used if you forget your logon credentials. Be sure to choose information that you can readily remember.

10. Enter your password in the **Create Password** field.

Note: Your password must be a minimum of 8 characters and contain at least one alpha and either one numeric or special character. Your password is case-sensitive.

11. Re-enter your password in the **Confirm Password** field and click **Submit**.

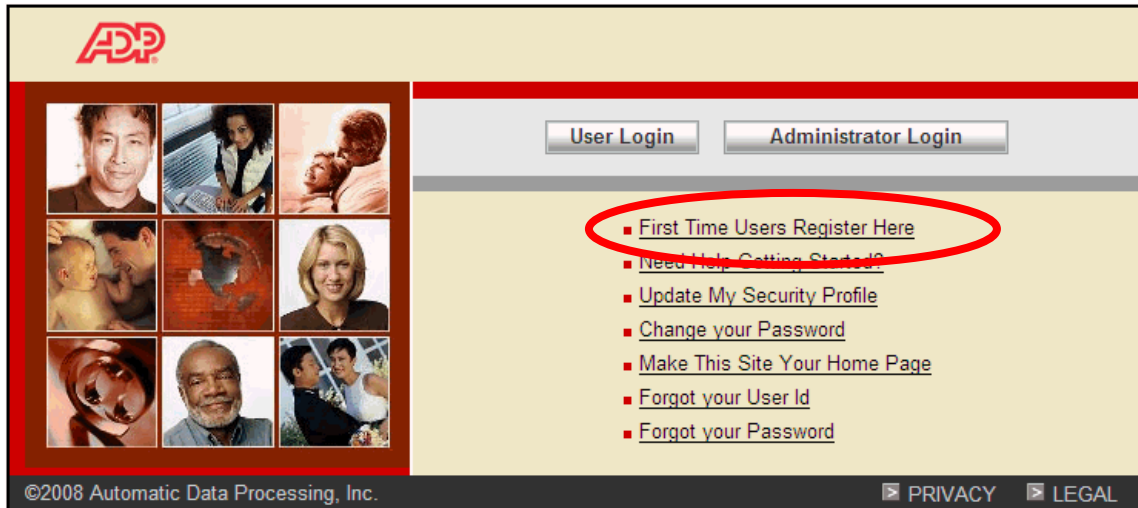
12. The Confirmation page will appear. You are now registered for Self-Service. Click **Close**.

You will receive a “Confirmation of Registration” email message that contains your User ID.

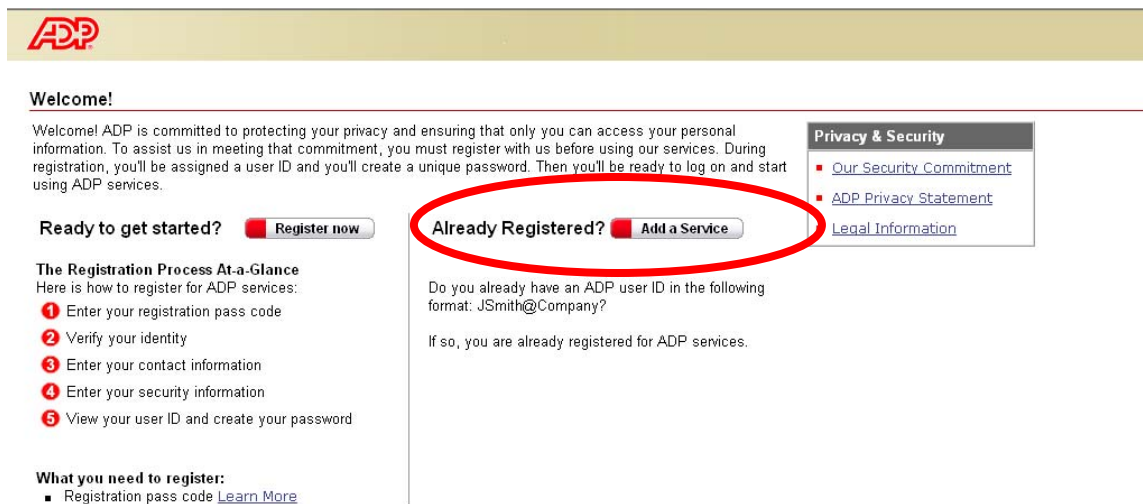
The next step is to add Additional Services, so that you have access to eTIME.

Adding eTIME

1. Go back to the Portal main login page: <http://portal.adp.com> and select “First Time Users Register Here”



2. Click **Add a Service**.



3. On the Enterprise eTIME line, choose **Add**.

Manage My Profile Change My Password Manage My Services

Manage My Services

The following ADP services are currently available to you. To associate another service with your user account, click **Add**. To remove a service from your account, click **Delete**.

If you have a service that is pending and want to use your pay statement or form W-2 to associate that service with your user account, click **Try Again**.

Important: If ADP services are displayed without Add/Delete options next to them, you automatically have access to those products. You don't need to add them separately.

Service	
Self Service	
iPayStatements	
Enterprise eTIME	Add

4. Enter your Employee ID number and click **Submit**.

ADP Welcome, Diana Grillo

Manage My Profile Change My Password Manage My Services

Verify Your Identity

We need some information in order to verify your identity. Please complete the information on this page.

▶ = Required

Enterprise eTime Information

Employee ID: (Your Employee ID is provided by your manager or system administrator.)

Submit Cancel

5. Upon successful completion, you will see the following screen:

ADP Welcome, John Doe

Manage My Profile Change My Password Manage My Services

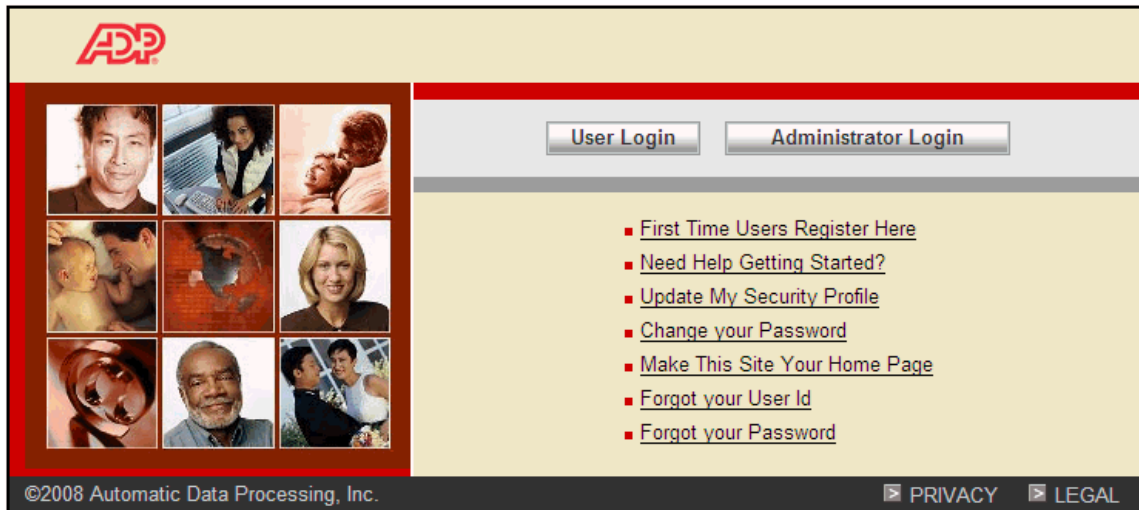
Manage My Services

The following ADP services are currently available to you. To associate another service with your user account, click **Add**. To remove a service from your account, click **Delete**.

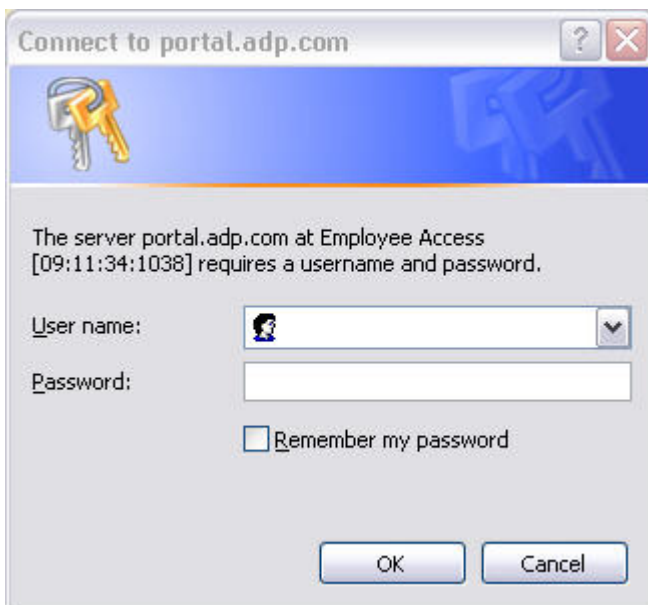
✔ <<Service Name>> has been added successfully.

Logging in to eTIME

1. Go to the ADP Portal site at <http://portal.adp.com>.
2. Click the **User Login** button.



3. Enter the User ID that was given to you during the registration process and the password that you chose.



4. Click **OK**. The ADP Home Page opens.

Welcome George Bushes
Today is Jan 22, 2009 Logout

Home Manager Time Myself Money Benefits Career

Language Option: English | Español

Home
Welcome
Task List
Approval History
Forms Library
Policy and Guidelines
FAQ

What's New

Welcome To The Employee Self-Service Portal

- To access the eTime system, go to the "Time" tab above
- To access your benefits, select the "Benefits" tab above

Recommended Links

Click the links below for additional information:

[USG Site](#)

Benefits News

Customized text is entered here.

Forms Library

The [Forms Library](#) is a repository for all forms employees may require.

Done Internet | Protected Mode: On 100%

PRIVACY LEGAL TAKE A TOUR

Clocking in Using a Time Stamp

Once you have logged in, you will be able to clock in at the Record Time Stamp. 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 leaving. Once you have punched the time stamp, the application will refresh and no further action is needed.



ADP

QUICK TIME STAMP

Log On **Record Time Stamp** **Clear All Values**

Friday, April 03, 2009 10:43AM (local time)

User Name

Password

Transfer 🔍

Enterprise eTIME[®] Professional

Be sure to record your time this way each time you come into work or finish work. If you leave the campus for lunch or personal business, you must stamp your time. You do not need to indicate if your punch is an in-punch or out-punch. The system determines this for you.