

ADP Instructions “Cheatsheet”

(For detailed instructions, use the ADP Instructions User Guides at
<http://www.atlm.edu/irpa/sharedservices/>)

ADP Bi-weekly Project view Timecard Instructions

1. Login to www.portal.adp.com.
2. Enter User ID (first initial last name @usg).
3. Enter password (only you know this information).
4. Click on “Time.”
5. Click on “All other employees: Click Here to access eTIME.”
6. Under the “My Information” tab, click “My Timecard.”
7. Enter the hours worked per day.
8. Click save. (Note: Always save entries made to the timecard).
9. At the end of the pay period, click approve (Note: this sends the time card to your supervisor).
10. Log off.

ADP Time off Request Instructions

1. Login to www.portal.adp.com.
2. Enter User ID (first initial last name @usg).
3. Enter password.
4. Click on “Time.”
5. Click on “All other employees: Click Here to access eTIME”.
6. Under My Information, click “My Actions.”
7. Click “Request Time off” (for vacation or sick reasons) OR “Click Leave Request” (for Family Medical Leave, Short/Long Term Disability, and Military reasons).
8. A box will open, then select your type of time-off OR Leave Request
9. Enter the start date.
10. Enter the end date.
11. Type a message if needed.
12. Enter start time – time you will start your time off (time you report to work if you are taking a full day).
13. Enter hours per day - # of hours worked per day or # of hours taken.
14. Click Next.
15. Click save & close.
16. Log Off

Supervisors/Managers

ADP Approving Time-off Request Instructions

1. Login to www.portal.adp.com.
2. Enter User ID (first initial last name @usg).
3. Enter password (only you know what this is).
4. Click on "Time."
6. Click on "All Managers/Approvers: Click Here to access eTIME"
7. Under General, Click "Inbox."
8. Click on "Task."
9. Click on the employee name (Note: Click quickly until the request opens).
10. Approve or deny the request.
11. Click next
12. Click save and close. (An e-mail will be sent to the employee and an entry will be put in your and the employee task list)
13. Log Off

ADP Bi-weekly Timecard Approval Instructions (Approval must be submitted by 9 am, the Monday after timecard ends.)

1. Login to www.portal.adp.com
2. Enter User ID (first initial last name @usg)
3. Enter password (only you know what this is)
4. Click on "Time" , then click on "All Managers/Approvers: Click Here to access eTIME."
5. Click on the QuickNavs tab.
6. Click on: "Reconcile Timecard."
7. All employee timecards in your unit will appear. If a check mark appears in timecard, it indicates an error. Have the employee to make the appropriate corrections before approving and closing out the time period.
8. After the timecards are free of errors, Click "Actions" then "select all." Alternatively, hold down the control key "Ctrl" on the computer keyboard and select the timecards that you want to approve.
9. Click on approve.
10. Under "Time Period" at the top, center of the page, select "Previous Pay Period"
11. Under the QuickNavs Menu, click "Close Pay Period."
12. Log Off

ADP Monthly Timecard Approval Instructions

1. Login to www.portal.adp.com
2. Enter User ID (first initial last name @usg)
3. Enter password (only you know what this is)
4. Click on "Time", then click on "All Managers/Approvers: Click Here to access eTIME."
5. Click on the QuickNavs tab.
6. Click on: "Reconcile Timecard."
7. All employee timecards in your unit will appear. If a check mark appears in timecard, it indicates an error. Have the employee to make the appropriate corrections before approving and closing out the time period.
8. After the timecards are free of errors, Click "Actions" then "select all." Alternatively, hold down the control key "Ctrl" on the computer keyboard and select the timecards that you want to approve.
9. Click on approve.
10. Under "Time Period" at the top, center of the page, select "Previous Pay Period"
11. Under the QuickNavs Menu, click "Close Pay Period."
12. Log Off