


ADP eTIME FAQ's

This page contains answers to some common questions on **ADP Enterprise eTIME**, the online timecard data entry program.

eTIME Basics

- **What is eTIME?**
 - eTIME is an online application where you enter your timecard data. For non-exempt (hourly) staff, you enter your in and out times for each day you work or the number of hours you take time off (sick, vacation, jury duty, etc.). For exempt (salaried) staff, you enter only full 8-hour "absent" leave, indicating the type of leave. After completing the timecard, you approve it. This allows your supervisor to know that your timecard is ready for his/her approval.

- **What does it need to run on my system?**
 - eTIME uses a Java applet to interact with the system. If you already have a Java client installed on your desktop, eTIME will use it. If not, the very first time you use eTIME, it will run through a process that will install Java version 1.4.2_05. Once started, it will normally appear in your lower right system tray as a tiny coffee cup: 

- **What is my user name and password**
 - Westchester staff will use the network/Outlook/ManeGate login and the password will initially default to "welcome." You will be instructed to change your password the first time you login.

 - Students will use their Prowl login and password (up to six digits).

- **I forgot my password for eTIME is. How can I get it?**
 - For Westchester staff, contact Payroll at (310) 338-2713.
 - For law school employees, contact Ms. Marti Reynolds in Fiscal Affairs at (213) 736-1020.
 - For students, contact Student Employment Services at (310) 338-7606

- **Where do I get training on how to use eTIME?**
 - Staff can sign up for training through Human Resources at <http://www.lmu.edu/PageFactory.aspx?PageID=6298>.







 - Students may get trained either by their supervisor or by visiting Student Employment Services (UHall 1300) during business hours.

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

- Student Supervisors may contact Student Employment Services for a 20 minute one-to-one training or sign up for an ETIME training through Human Resources at <http://www.lmu.edu/PageFactory.aspx?PageID=6298>.
- **Where can I get a copy of the training handout?**
 - Click here for a copy of the **student** handout
 - Click [here](#) for a copy of the **non-exempt** handout
 - Click [here](#) for a copy of the **exempt** handout
 - Click [here](#) for a copy of the **manager approval** handout for approving staff timecards
 - Click [here](#) for **interactive demos for staff**
- **Can I use eTIME from home?**
 - Yes. eTIME is now available off campus.

Time Entry and Approvals

- **How do I get rid of a row of entry?**
 - Click the Delete Row icon on the far left of your row of time entry. The sample below shows the eraser icon on Wednesday and the Insert Row icon on Thursday. Click Save and then click Refresh.

		Wed 1/18		
		Thu 1/19		
		Fri 1/20		

- **How do I approve my timecard?**
 - Click the **Approvals** tab and then click **Approve**. You **MUST** do both steps in order to approve your timecard.

Save	Actions	Punch	Amount	Accruals	Comment	Approvals	Reports
		Date	Pay Code	Amount	In	Approve	
		Sat 1/14				Remove Approval	

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- **How do I record my time when I have both hours worked and a sick or vacation on the same day? (Only applicable to staff who receive benefits.)**
 - You need to do this type of entry on two separate rows. Enter either your leave or your worked hours first. Click the bent arrow (“Insert Row”) icon on that row to create another row for that day. Then, to enter a leave on the new line, select the appropriate pay code from the Pay Code drop down menu and then enter the number of hours for that leave in the Amount column. The example below shows the employee working 8-Noon on Thursday, then going home sick for 4.0 hours in the afternoon.

Save		Actions	Punch	Amount	Accruals	Comment	Approvals	Reports					
		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cum...
		Sat 1/14											
		Sun 1/15											
		Mon 1/16	Martin Luther...	8.0								8.0	8.0
		Tue 1/17											8.0
		Wed 1/18			8:00AM		12:00PM	1:00PM		5:00PM			8.0
		Thu 1/19			8:00AM		12:00PM						8.0
		Thu 1/19	Sick Pay	4.0									
		Fri 1/20	Vacation										8.0
		Sat 1/21	Sick Pay										8.0

- **What if I am not on campus the day timecards are due?**
 - Timecards can be completed ahead of time. If you anticipate that you will be out the day timecards are due, complete and approve the timecard before you leave.
- **I see a red border around one of my punches. What does that mean? (Only applicable to law school, service, Distribution Center and Children’s Center staff.)**
 - A red border around one of your time entries means you have entered a time that differs from what your normal work schedule shows. Always enter your actual times. If your schedule has changed, be sure to notify your supervisor to assign a new schedule form BEFORE your schedule change takes affect.
- **I see a solid red box on my timecard. What does that mean?**
 - A solid red box means you are missing a time punch. For each work day you would normally have four time punches - in for the day, out for lunch, back from lunch, out for the day. If you have an in punch you must have a corresponding out punch.

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- **I see a purple box around my hours. What does that mean?**
 - This is called a ghost punch. It means that you entered in a start time to a shift, but did not enter in an out time for your previous shift. To correct this, delete the line, save, and re-enter in your correct shift.

- **There is a school holiday on my flex day off. How do I record my time? (Only applicable to Law School staff.)**
 - Work with your supervisor to determine a day within the pay period of the holiday that you can take your "in-lieu of" holiday day. Your eTIME timecard will record no work hours for the holiday. On the day you decide to take the "in-lieu of" day, enter the pay code of **Holiday** and enter the normal number of work hours you would work on the holiday in the **Amount** column

- **I have to take sick leave but I don't have enough to get fully paid for my time off.**
 - If you run out of sick leave hours, you must use vacation hours. If you have no Vacation hour left, you will be paid short.

- **How do I add a Comment to my Timecard?**
 - There are no free-form Comments, but there are certain pre-defined Comments that can be optionally added to your timecard to help clarify some situations. To do this, select a punch (a Pay Code hours punch, or an in/out punch on a particular day), then from the menu at the top select Comment/Add, and select one from the list. A tiny box will appear on that punch indicating there is a comment, and a Comments tab will appear at the bottom of the timecard.

🗑️ ↩️	Wed 1/18		
🗑️ ↩️	Thu 1/19		
🗑️ ↩️	Thu 1/19	Sick Pay	4.0 🗑️
🗑️ ↩️	Fri 1/20		

🗑️ ↩️	Sun 1/22			
🗑️ ↩️	Mon 1/23			
🗑️ ↩️	Tue 1/24			

Totals & Schedule		Accruals	Audits	Comments
Date	Comment			
Thu 1/19	-If No Sick Available, Use Vacation			

- **I don't have enough accrued sick or vacation leave to get paid for time I am claiming. How should I record that sick or vacation time on my eTIME timecard? (Only applicable to staff who receive benefits.)**
 - For Law School: Your payroll is programmed to pay you the full amount of hours you are scheduled to work during a pay period. You must record the hours you are short by using the **Dock**

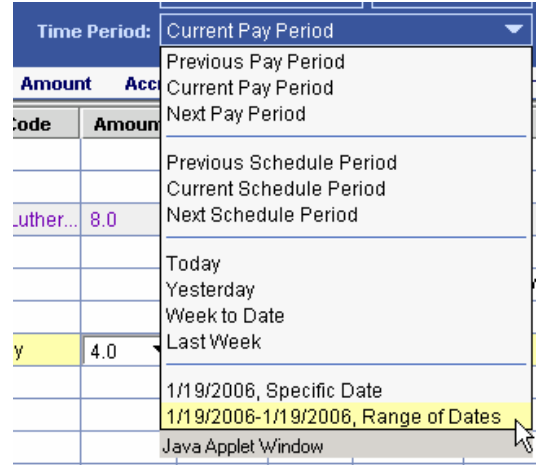
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Regular Hours Pay Code. Enter the number of hours you wish to be docked in the "**Amount**" column. A Comment would be helpful here (see previous question). These will be checked by Payroll.

- o For Westchester: Just record the actual hours you worked.

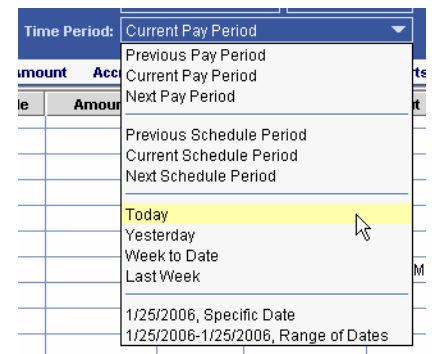
• **How can I get paid for previous pay periods that I missed?**

- o Our system only allows us to process current pay periods off of eTIME. If you miss a pay period, go to the top of the eTIME screen and you will see an option titled **Time Period**. Click on the down arrow and select either **Previous Pay Period**, or if going back farther than that, select **Range of Dates** at the bottom of the list, and enter in the pay period dates of the missed pay period. Print the blank timecard using the **Print** option in the **Actions** tab. Hand-write in the hours, and have your supervisor sign it and turn it in.



• **How do I check for my current Sick/Vacation accrual balances?**

- o On your timecard, click the tab on the bottom called Accruals. This will show you your accrual for sick and vacation in Days, as of the earliest date of the date range in the Time Period you have selected up above. If you want to know the balance as of today, select "Today" from the drop down for the Time Period. If you want to know what your sick/vacation balance will be on a certain date in the future, select "Specific Date" near the bottom of that same drop down list, and indicate which date.



Totals & Schedule		Accruals	Audits					
Accrual Code	Balance as of Selected Date	Units	Furthest Projected Taking Date	Projected Takings	Projected Credits	Projected Balance	Balance without Projected Credits	
SICK - NON-EXEMPT	32.8125	Day	1/28/2006	0.0	0.0	32.8125	32.8125	
VACATION - NON-EXEMPT	3.6544	Day	1/28/2006	0.0	0.0	3.6544	3.6544	