eTime – My Time & Attendance Connection

Check Vacation, Sick and Personal Time Off Balances

Accruals are benefits provided to you as an employee allowing you to take paid time away from work for vacation, sick time, a personal day, jury duty, and bereavement. Accrual policies can be found in the Knowledge Base.

ADP eTime provides you the ability to review your accruals at any time for past, current, or future dates. To review your accruals, login to ADP eTime and complete the following steps.

1. Access eTime from the **HR ConnectMe** portal using the https://applogin.rexelholdingsusa.com web link.

2. Click the **User Login** button. Enter your **User Name** and **Password**, and click Log In. Your password should be kept strictly confidential. The username is the SSO (Single-Sign-On) and the password can be obtained by contacting IT Support at 1-866-856-6184. This cannot be shared with other people. If you forgot your password, click on the *Forgot your Password?* to have it reset.

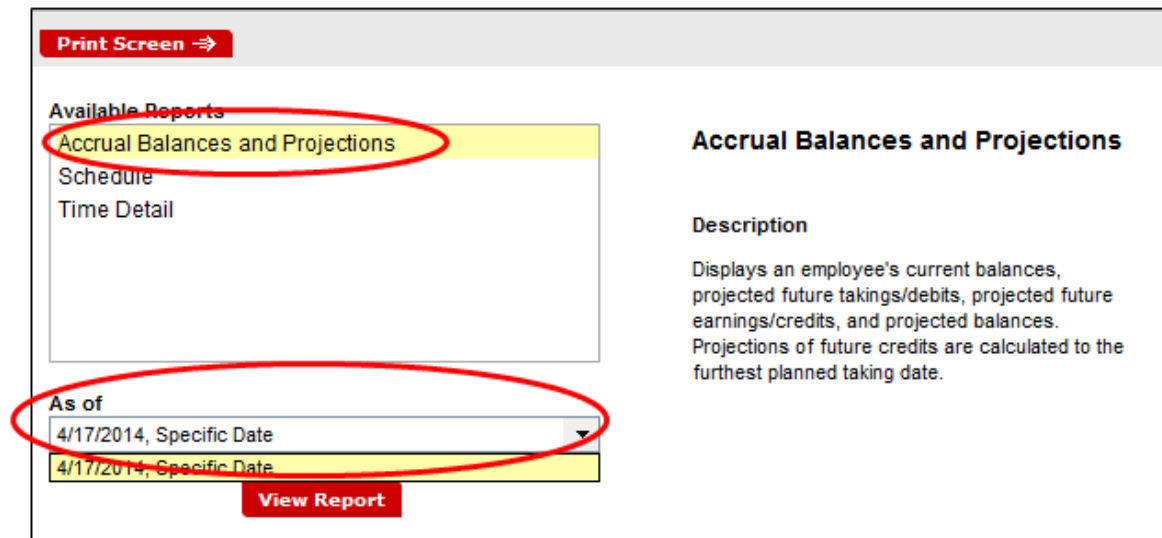3. Select **Employee eTime (My Timekeeping Connection).**

4. Click **My Reports** under **My Information.**

5. Select the Report **Accrual Balances and Projections** and insert the date for which you wish to see your balances (current date, or future balances such as 12/31/14).

6. Select **View Report.**

Click **View Report** and the next screen will show you your balances.

Definitions of Data in Report

Accrual Code - This is benefit such as vacation or sick that accrues (or increases) over time. The amount of the accrual is based on a number of variables and details can be found in the Knowledge Base within HR Total Access.

Accrual Type – In ADP eTime, all our accruals accrue in hours, which are then converted to dollars by calculating the number of hours times and individuals hourly rate of pay.

Period Ending Balance – This is the balance of hours available at the end of the period for which you have requested. Accruals are granted every Friday to your balance and there for this balance will be as of the next balance.

Furthest Projected Date – This date reflects the furthest date in the future this information is valid for. Each year on January 1, vacation and personal day accruals will reset due to the 'use it or lose it policy'. The sick balance is carried over to the next year and therefore does not have a future date (note there is a max balance for sick time).

Projected Takings – This will include any accrual time (i.e. vacation) that is approved in the future. In this example, the employee has 32 hours of vacation scheduled and approved in the future.

Projected Credits – This is the total number of credit hours yet to be accrued through the remaining of the year. Example: If you accrue 1.54 hours per week, and you have 10 weeks remaining in the year your projected credit would reflect 15.40 hours.

Projected Balance – Balance planned for the accrual code on the Furthest Projected Taking Date. Note that vacation is set to 1/1/2014 and due to the use it or lose it policy reflects zero hours.

Projected Balance without projected credits – Planned future accruals balance without planned credits. Example: (Vacation balance today is 83.1 - the projected takings of 32 hours = 51.1 vacation hours)