ADP Enterprise eTime
Desktop Procedures for Employees

Contents

Support

Support Type	Contact Number	Notes
Manager	Manager Contact Information	Please contact your manager with any questions first.
Employee Service Center (ESC)	**888-739-3547** Hours: 8 am – 6 pm CST or email: *RHUSA eTimeAdministrator	Call if you're having any issues in eTime such as missing hours, employee didn't get a pay check, how to approve a vacation request, etc.
MyIT Support	**866-856-6184**	Call if you're having a login issue with HR Total Access or Java issues in eTime such as blank screens or errors.
Knowledgebase	Located within HR Total Access.	Employees can research policies and guidelines in the Knowledgebase (i.e. vacation policy, benefit guidelines, etc.).
HR Total Access	https://applogin.rexelholdingsusa.com	Provides access to: -ESS (Employee Self Service) -Knowledgebase -eTime -Health & Welfare (Benefits) -Viewing Your Paycheck -Apply for open internal positions

eTime Overview

Enterprise eTime is a time and attendance, labor management application primarily used to monitor and manage employee data on a real time basis. You will be able to enter, review, and approve your time and/or request time off like vacation, personal day, or sick time.

This manual will help guide you while utilizing ADP Enterprise eTime application.

Time Entry Methods & Employee Profiles

- **Time Stamp/Quick Time Stamp** – employee uses an online "time clock" in which the employee clocks or stamps in and out each day. Time Stamp employees do not edit their timecards. If an edit to a specific time entry is needed, your manager may update your timecard. Ensure you review your timecard after all edits to confirm an accurate correction has been made.

- **Exception Time** – employee is automatically paid by a schedule entered on the timecard. Employees are fully responsible for entering exception time, which constitutes any changes outside the normal scheduled work (i.e., hours above 40). If no entries are made, employees will automatically be paid their standard hours for the pay period.

    - *Exception Time employees need to ensure to enter all **four punches** if they update one time on the pay day.*

- **Professional Exempt** – employee is automatically paid 40 hours per week. Unless there is a time off request approved by the manager, which will substitute the regular hours.

ADP Enterprise eTime

1. Access eTime from **the HR Total Access** 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.
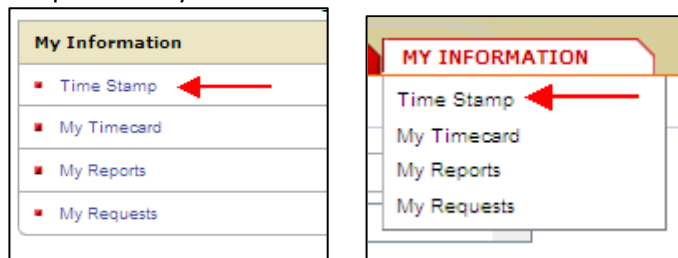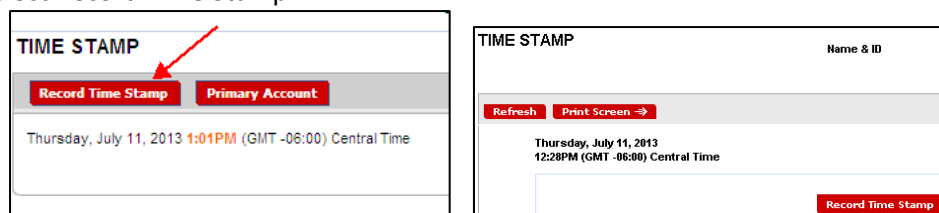
3. Select the **Employee** tab.
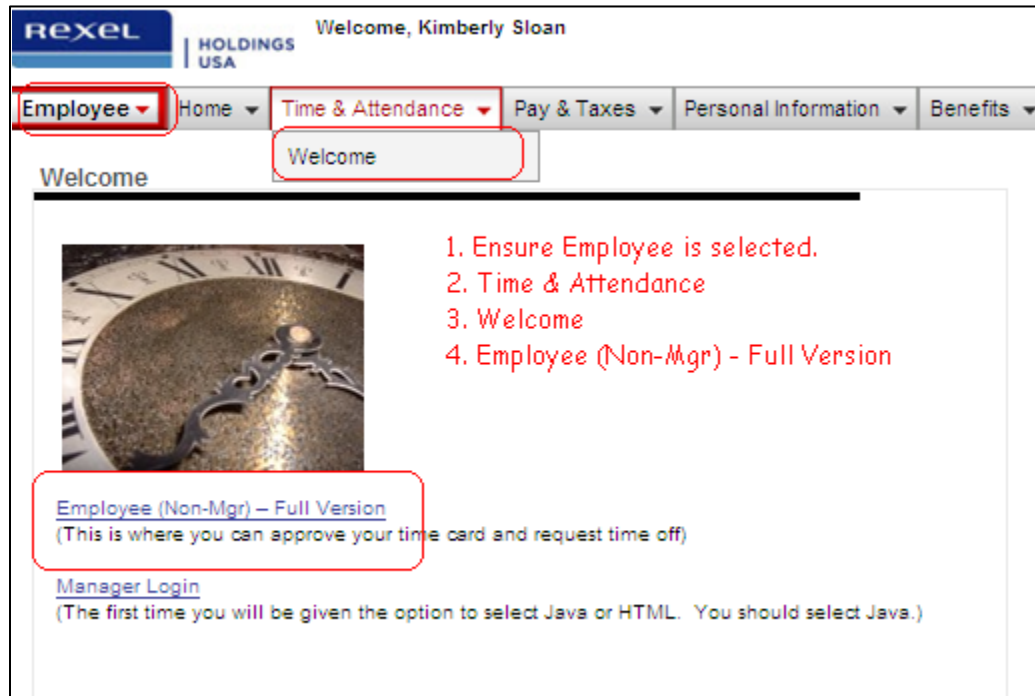
Clocking In and Out (Time Stamp Employees Only)
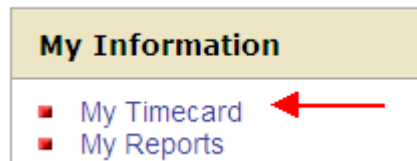
1. Select Time Stamp under My Information

2. Select Record Time Stamp

Adding Exception Time (Exception Time Employees Only)

1. Select My Timecard under My Information tab.

My Information

- My Timecard ←
- My Reports

2. To update your time for a specific day, you will enter your time and click 'save'!
   *Enter all **four** punches for the day you need to make a change.*

Be sure to enter P or PM or military time when entering time for the afternoon/evening hours. eTime assumes AM. For example, 5 will appear as 5:00am unless you <u>enter</u> 5p, 5pm, or 1700.

Reviewing Your Timecard

Select My Timecard under My Information

Once in your timecard, you will be able to review your IN and OUT punches, work schedule if you are an exception time employee, and any time off requests such as vacation, sick, personal day, bereavement, and jury duty.

Approving Your Timecard – All Employee Types

You need to approve your timecard at the end of business on Friday of every pay period.

1. Access your timecard for the current pay period. Pay periods are Monday-Sunday of a given week.
2. Review the timecard to ensure all submitted time off requests are approved and entered on your timecard (in Purple).
3. Review your worked hours to ensure you are paid correctly for all hours you have worked.
4. Click **Approve** or **Approvals>Approve.**
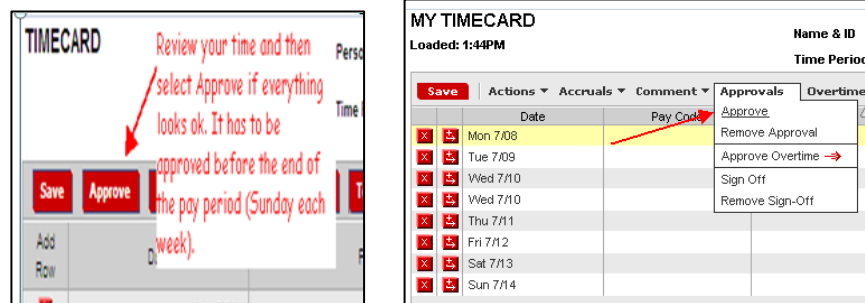
Contact your manager immediately if there are any errors on your timecard!

Your pay MAY be impacted if your timecard is not accurate.

Reviewing Accruals

Accruals are benefits provided to you as an employee allowing you to take time away from work for vacation, sick time, a personal day, jury duty, and bereavement. They accruals are all different and full details and policy can be found in the Knowledge Base in HR Total Access.

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

1. Click on Home to the far right.
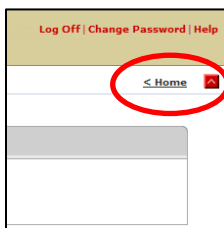
2. Select My Reports.

3. Select the Report 'Accrual Balances and Projections' and insert the date you wish to see your balances for (current date, or future balances such as 12/31/13).
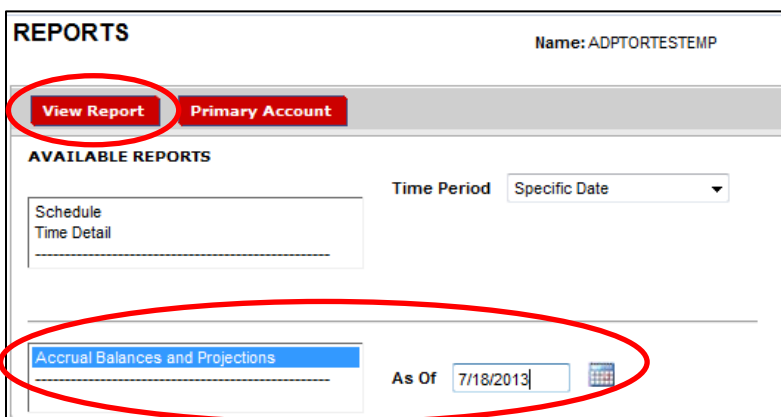
4. Click View Report and the next screen will show you your balances.

ACCRUAL BALANCES AND PROJECTIONS

Return

Date Selected: 7/18/2013   Printed: 7/18/2013
Name: ADPTORTESTEMP   ID: ADPTORTESTEMP

Accrual Code	Accrual Type	Period Ending Balance	Furthest Projected Taking Date	Projected Takings	Projected Credits	Projected Balance	Balance w/o Proj. Credits
Bereavement	Hour	0.0	7/18/2013	0.0	0.0	0.0	0.0
Jury Duty	Hour	0.0	7/18/2013	0.0	0.0	0.0	0.0
Personal Day	Hour	8.0	1/01/2014	0.0	8.0	8.0	8.0
Sick	Hour	41.53	7/18/2013	0.0	0.0	41.53	41.53
Vacation	Hour	83.1	1/01/2014	32.0	37.2	0.0	51.1

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)

Requesting Time Off

Requests not approved prior to the end of the pay period in which the time off occurs must be completed as historical edits by the eTime Administrator. Please ask your manager to contact the eTime Administrator if this occurs.

Any time off requests that occur in the past, for instance, being out sick yesterday must be added to your timecard by your manager.

1. Log into ADP eTime using either Java *(managers only)* or HTML *(all non-manager employees)* and click on the General tab, then select "Actions".
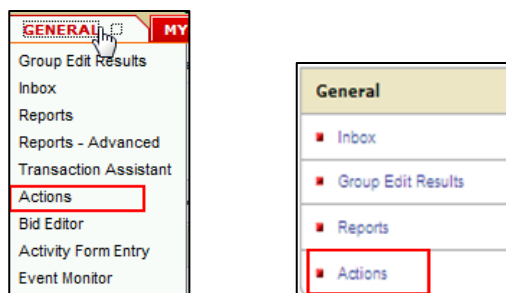
2. Select Time Off Request.

3. Your accrual balance will appear at the top of the screen.

4. Insert the type of request:

a. Bereavement
b. Jury Duty
c. Personal Holiday
d. Sick (you cannot go negative in your accrual balance)
e. Vacation

Time Off Request

* Request Type:	Sick

Furthest Eligible Request Date:

Bereavement
Jury Duty
Personal Holiday
Sick
Vacation

* Start Date:
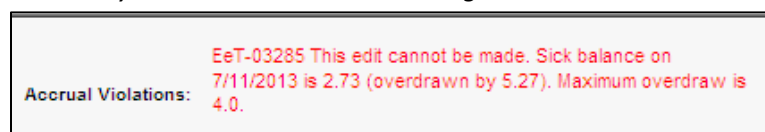
* End Date:

5. Add your start and end date (*if it overlaps on a weekend you will need to submit two requests*).
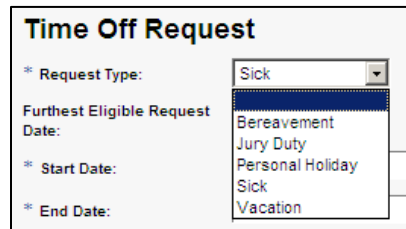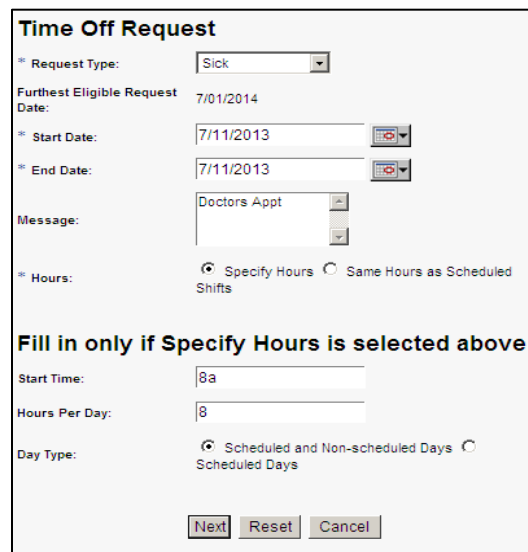6. You can also add a message to your manager.
7. Fill in the start time and number of hours per day that you are requesting.

Start time should reflect your normal start time or if taking hourly increments, the time your time off began.

Time Off Request

* Request Type:	Sick
Furthest Eligible Request Date:	7/01/2014
* Start Date:	7/11/2013
* End Date:	7/11/2013
Message:	Doctors Appt
* Hours:	⦿ Specify Hours ◯ Same Hours as Scheduled Shifts

Fill in only if Specify Hours is selected above

Start Time:	8a
Hours Per Day:	8
Day Type:	⦿ Scheduled and Non-scheduled Days ◯ Scheduled Days

Next   Reset   Cancel

If the balance has been exhausted you will receive an accrual violations message. Contact your manager if you believe you have received this message in error.

Accrual Violations: EeT-03285 This edit cannot be made. Sick balance on 7/11/2013 is 2.73 (overdrawn by 5.27). Maximum overdraw is 4.0.

8. Select Next to submit the request.
9. Select Save & Close
10. You will receive a confirmation message showing the request was submitted to your manager and an email confirmation that it was submitted.

Thank you for your TimeOff Request

Save & Close

Subject: Your Request for Time off

The request for time off detailed below has been submitted.

Request Details:
Leave Type: Sick
Start Date: 7/11/2013
End Date: 7/11/2013
Hours per Day: 2.0

Your message: Doctors Appt

11. When the manager approves the request you will receive an email message.

Subject: Your Request for Time off has been approved

The request for time off outlined below, has been approved by Anderson, Todd A.

Request Details:
Leave Type: Sick
Start Date: 7/11/2013
End Date: 7/11/2013
Hours per Day: 2.0

Your message: Doctors Appt
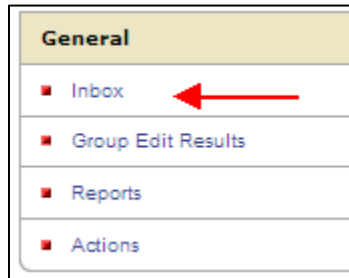Message from Anderson, Todd A:

Daily status...
Date:7/11/2013
Scheduled shift existed:false
Pay code edit created:true

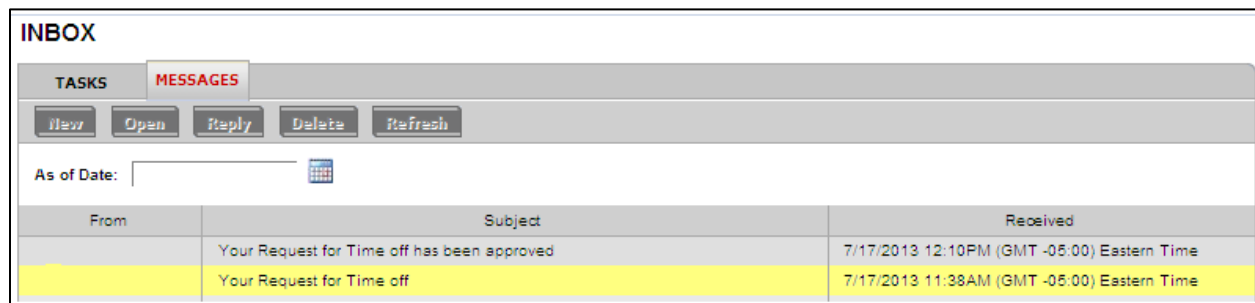*You can review your timecard to verify your request was successfully added.*

| Thu 7/11 | Sick | 2.0 | 8:00AM | | | | | |

Reviewing Your Time-Off Request

1. Go to the Inbox – located under the General section.

2. Select Messages – Double click on the request you would like to review (or highlight and select open).

3. A pop-up will appear and show:
   a. Date and time it was submitted
   b. The type of time off accrual requested (Vacation, sick, etc.)
   c. Start and End date
   d. Number of Hours
   e. Message you included (if any)

From:

Subject: Your Request for Time off

Received: 7/17/2013 11:38AM (GMT -05:00) Eastern Time

The request for time off detailed below has been submitted.

Request Details:
Leave Type: Vacation
Start Date: 8/01/2013
End Date: 8/02/2013
Hours per Day: 8.0

Your message:

Close   **Reply**   **Delete**   **Print**   **Help**
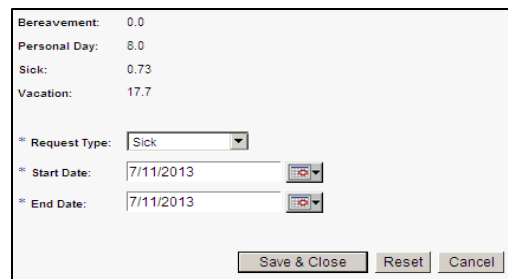
Cancelling Time Off

1. Log into ADP eTime using either Java *(managers only)* or HTML *(all non-manager employees)* and click on the General tab, then select "Actions".

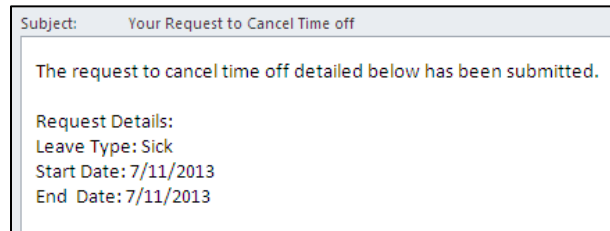2. Select Cancel Time Off Request (TOR).

3. Select the appropriate Request Type, Start Date and End Date.

    Note: If you have submitted multiple days in a request you can cancel an individual day and not the entire request.

4. Save & Close.

5. You will receive an email confirmation that your cancellation request was submitted to your manager for review and approval.

> Subject: Your Request to Cancel Time off
>
> The request to cancel time off detailed below has been submitted.
>
> Request Details:
> Leave Type: Sick
> Start Date: 7/11/2013
> End Date: 7/11/2013

6. When the manager approves the request you will receive an email message the request was cancelled.

> Subject: Your Request to Cancel Time off has been approved
>
> The request to cancel time off outlined below, has been approved by Anderson, Todd A.
>
> Request Details:
> Leave Type: Sick
> Start Date: 7/11/2013
> End Date: 7/11/2013
>
> Daily status...
> Date:7/11/2013
> Pay code existed:true
> Pay code edit cancelled:true

You can review your timecard to verify your request was successfully removed.

☩	Thu 7/11						☐		

Schedules

Schedule Terminology

Term	Definition
Shift	A span of time, usually in a single day, that a person is scheduled to work (i.e. 7:00 AM – 3:00 PM).
Shift Type	Indicators within a shift that identify specific actions are as follows: • Regular – time that is applied to a home labor account • Break – non worked time • Transfer – time applied to a different labor account or work rule • Off – Time when employee is scheduled not to be at work • Unavailable – time when an individual is not available to work
Pattern	Combination of one or more shifts that repeat over a specified number of days or weeks.
Schedule	A single shift, collection of shifts, or a pattern that is assigned to an individual or group of individuals for specific dates.
Schedule Period	Time periods that identify how schedules will display in eTime (i.e. one week, two weeks, etc.).
Templates	Tools that can be used to facilitate scheduling people who work the same standard shifts or pattern rotations.
Shift Template	A template that is used to specify shift start and end times and to identify the name of the shift.
Pattern Template	A template that is used to specify one or more shifts that repeat or rotate over time. In a pattern template you can define when the rotation begins and identify the number of days or weeks the pattern repeats.
Schedule Groups	A schedule group allows you to associate a set of people who share the same schedule.

Employee Approvals	Manager Approvals
Locks employees from making edits to timecards. Does not prevent manager edits.	Locks employees from making edits to timecards. May prevent manager edits depending on access rights.
Can approve Timecard for any Time period,	Can approve Timecard for any Time period
Can be removed by employee, but not manager.	Can be removed by the manager who applied the approval.
Only applies to the employees own timecard	Allows approval of multiple timecards
Appears under the Sign-Offs and Approvals Tab	Appears under the Sign-Offs and Approvals Tab
Does not have "My QuickNavs" option.	Approve employee data from any QuickNav except Schedule Editor.
Partially complete timecards can be approved	Partially complete timecards can be approved

Historical Edits

A historical edit is used to correct an employee's timecard in a pay period that has already been signed off (closed 9am ET) by the eTime Administrator.

- Historical edits should be used in place of manual calculations that are completed today for retroactive adjustments. This ensures the time system of record is kept accurate and can be audited easily against what transpired in payroll.

- Historical edits calculate hours for employees.

- Historical edits add or subtract hours or money.

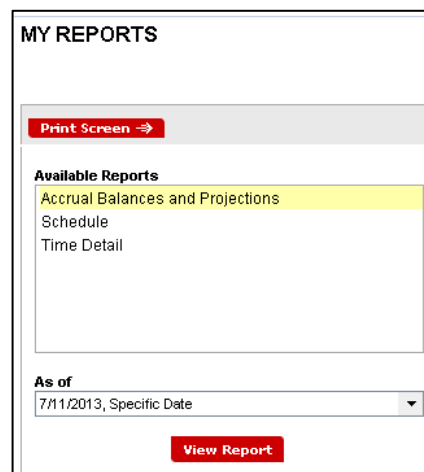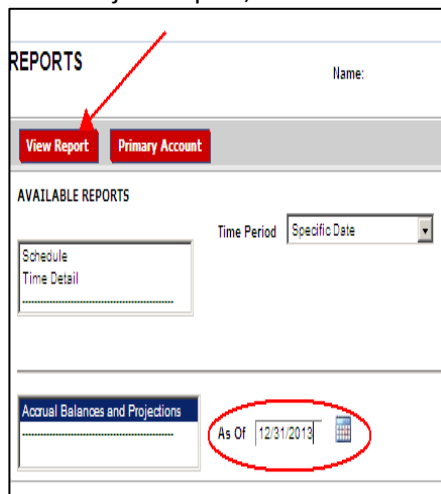To submit a historical edit, email the eTime administrators at: etimeadministrator@rexelholdingsusa.com and provide detailed information surrounding the historical edit. For example, name, clock #, date, # of hours that need to be corrected, pay code (vacation, sick, jury duty…), and the reason the edit is needed.

eTime Reports

1. Click the **My Reports** link under the My Information tab.
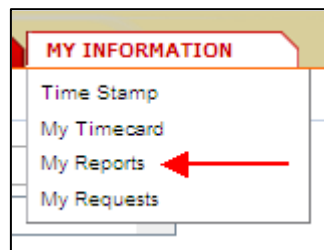
a. To view your current Accrual Balances through the end of the year. Select the Accrual Balances and Project Report, then click View Report.

To view a balances in the future, change the 'as of' date to the future date (i.e. 12/31/13).

b. To view your Time Detail (your current timecard) select Time Detail & Time Period and then choose View Report.

TIME DETAIL

Return

Time Period: Current Pay Period
Dates: 7/08/2013 - 7/21/2013

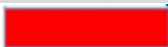Printed: 7/11/2013

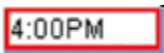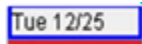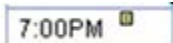Name: ID: Pay Rule: Hrly Corporate
Primary Account(s): 4/01/2013 - forever 8MP/REHUSA

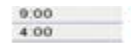| Date	Apply To	In Punch	In Exc	Out Punch	Out Exc	($)Amt	Adj/Ent Amount	Totaled Amount	Cum. Tot. Amount	Absence
Mon 7/08		7:02AM	US	3:45PM				8.72	8.72	
Tue 7/09		8:22AM	US	1:42PM						
Tue 7/09		2:49PM		5:23PM				7.9	16.62	
Wed 7/10		8:13AM	US	12:42PM						
Wed 7/10		1:43PM		6:31PM						
Wed 7/10		8:28PM		8:40PM				9.48	26.1	
Thu 7/11		8:09AM	US					0.0	26.1	
Fri 7/12									26.1	
Sat 7/13									26.1	
Sun 7/14									26.1	
Mon 7/15									26.1	
Tue 7/16									26.1	
Wed 7/17									26.1	
Thu 7/18	[Vacation]	8:00AM					8.0		34.1	
Fri 7/19	[Vacation]	8:00AM					8.0		42.1	
Sat 7/20									42.1	
Sun 7/21									42.1	
Totals						0.00	16.0	26.1	42.1	

Account Summary

Account	Pay Code	Money	Hours	Wages
8MP/REHUS.				
	Regular		26.1	
	Vacation		16.0	

Pay Code Summary

|	Pay Code	Money	Hours	Wages
	Regular		26.1	
	Vacation		16.0	
Totals		0.00	42.1	

Appendix

Exception Indicators on Timecards

The following exception indicators provide a quick status of an entry to an employee timecard.

Indicator	Color Code	Description
	Solid Red Cell	There is either a mised In or Out-Punch. Moving the mouse pointer over the cell will provide more information.
Mon 10/01	Red border around a date	There is an unexcused absence for the day. Moving the mouse pointer over the cell will provide more information.
4:00PM	Red border around a time	There is an exception to the timestamps. Moving the mouse pointer over the cell will provide more information.
Tue 12/25	Blue border around a date	There is an excused absence for the day.
11:00AM	Red outlined cell Yellow Box inside cell	There is an exception associated with the timestamp and a comment associated with the contents of the cell.
7:00PM	Yellow box inside cell	There is a comment associated with the contents of the cell.
11:00PM	Purple transaction (phantom punch)	A system generated insertion as a company holiday or time off request. This can not be removed in the timecard.
9:00 4:00	Gray Cells	Indicates that the transaction cannot be edited.
(x)101/201/301/402/...	(X) before a labor account	The account is not the primary account that is being indicated in the transfer.
x	(X) (+ and arrow)	You can edit the row of time.
	(+ and arrow)	The time has already been approved or the request was submitted by the sytem.

Registering for the ADP Portal

To make changes to your electronic time card, view your pay statements, view your W-2 and more, you must first create your portal user id and password.

1. Access ADP Portal using https://portal.adp.com/public/index.htm

2. Click **First Time Users Register Here**
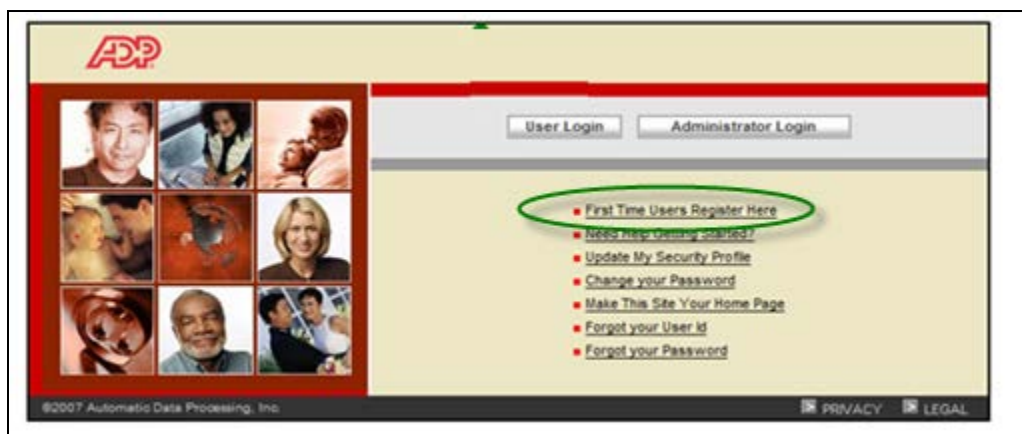
3. Enter the registration pass code: **RHUSA-Register**

4. Click **Next**.

5. Complete the following fields:
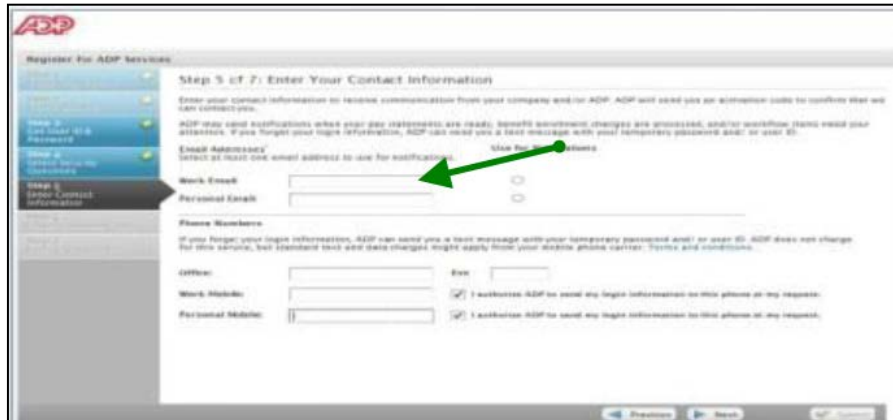   - Identity Type
   - First Name
   - Last Name
   - SSN

6. Click **Next.** Your user ID displays. WRITE down your user ID and keep it safe.

7. Create a password. *Note: The password must be at least 8 characters long and contain 1 Letter and 1 Number.* ***The password is case sensitive.***

8. Click **Next.**

9. Create your security questions and answers.

10. Click Next.

11. Enter your Contact Information, such as your work email or personal email address. This information is used by to ADP send your activation code to you.

12. Click **Next.**

13. Review your information, to make changes click **Previous**, to continue click **Submit.**

Adding the Quick Time Stamp on your Desktop

**Time Stamp Employees Only - Install the Time Stamp link onto your desktop (*Only applies to hourly employees that clock in and out every day.)*

You must be registered for the ADP Portal in order to use the Time Stamp link

Time Stamp Link: https://tlmisi2.adp.com/adptlmqts/quickTS.aspx

1. Right click on your desktop.

2. Select **New**.

3. Select **Shortcut**.

4. A new window will open called 'Create Shortcut'.

5. Copy the above link.
    a. **Highlight** link
    b. Right click
    c. Select **Copy**

6. **Paste** the link into the field '**Type the location of the item**" field
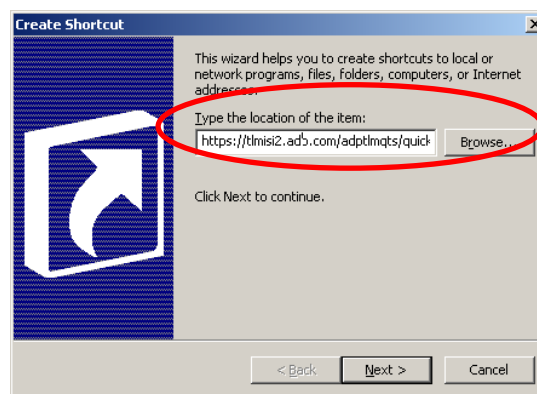
7. Click **Next.**

8. Type in 'eTime Time Clock'
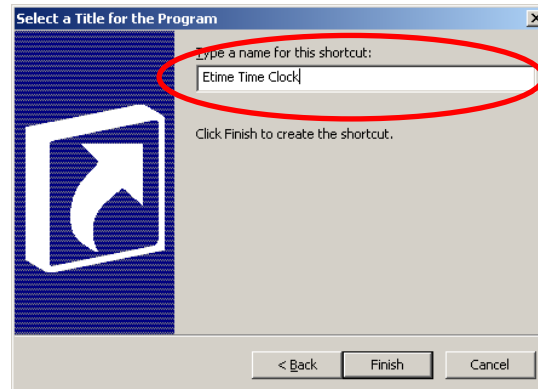
9. Click **Finish**.

The following icon appears on your desktop: You can use this shortcut as a faster way of recording your time stamp.