



# ADP Enterprise eTime Desktop Procedures for Employees

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# Support

Support Type	Contact Number	Notes
Manager	Manager Contact Information	Please contact your manager
		with any questions first.
Employee Service	888-739-3547	Call if you're having any issues
Center (ESC)	Hours: 8 am – 6 pm CST or email:	in eTime such as missing hours,
	<u>*RHUSA eTimeAdministrator</u>	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 <u>https://applogin.rexelholdingsusa.com</u> web link.

Rexel Holdings USA	MySecureID <sub>I</sub> Cloud Applications LogIn	
	HR Total Access	

 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.

REXEL RECTINGAL SUPPLIES Rexel Holdings USA	
	MySecureID
	Enter your MySecuralD and Password to Login
	User Name:
	Password:
	coym





3. Select the **Employee** tab.



# **Clocking In and Out (Time Stamp Employees Only)**

1. Select Time Stamp under My Information







# Adding Exception Time (Exception Time Employees Only)

1. Select My Timecard under My Information tab.



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.

MY TIN _oaded: 2	IECARD 2:36PM						e & ID e Period	7/0	)8/2013 -	7/14/2	013, Rang	e of Da	ates 🔻	]	
Save	Save Actions   Punch  Accruals  Comment  Approvals  Reports														
	Date	Pay Code	Amount	In	Transfer		Out		In	Trans	fer (	Durt	Shift	Daily	Cumu
×	Mon 7/08			9:00AM		1	:00PM						4.0		
×	Mon 7/08			2:00PM		e	5:00PM						4.0	8.0	8.0
× 4	Tue 7/09			8:30AM		1	:00PM	4					4.5		
× 4	Tue 7/09	-		2:00PM		e	:00PM 🚽	•	_				4.0	8.5	16.5
× 4	Wed 7/10			9:00AM		1	:00PM						4.0		
× 5	Wed 7/10			2:00PM		e	00PM						4.0	8.0	24.5
× 5	Thu 7/11			9:00AM		1	:00PM						4.0		
× 4	Thu 7/11			2:00PM		E e	5:00PM						4.0	8.0	32.5
× 5	Fri 7/12			9:00AM		1	:00PM						4.0		
×	Fri 7/12			2:00PM		e	00PM						4.0	8.0	40.5
× 5	Sat 7/13														40.5
× 4	Sun 7/14														40.5
TOTAL	S & SCHEDULI	ACCRU	IALS A	UDITS											
All	-						Date		Start T		End Time	Pay	Code	Amount	
Au							Mon 7/08		9:00AM	_	6:00PM				
	Account		•	Pay Code	Amount		Tue 7/09		9:00AM		6:00PM				
175/REH	USA/99999/000	0/005/006/0	07	Regular	40.0		Wed 7/10	)	9:00AM		6:00PM				
175/REH	USA/99999/000	0/005/006/0	07	Overtime	0.5		Thu 7/11		9:00AM		6:00PM				
						١.,	Fri 7/12		9:00AM		6:00PM				
						1	Sat 7/13								
							Sun 7/14								



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.

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#### **Reviewing Your Timecard**

Select My Timecard under My Information



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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).

REPORTS		Name: ADPTORTESTEMP
View Report Primary Account		
AVAILABLE REPORTS		
Schedule Time Detail	Time Period	Specific Date 👻
Accrual Balances and Projections	As Of 7/18/2	013





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

ACCRUAL	ACCRUAL BALANCES AND PROJECTIONS										
Return											
Date Selected: 7/18/2013     Printed: 7/18/2013       Name: ADPTORTESTEMP     ID: ADPTORTESTEMP											
Accrual Code Accrual Period Ending Furthest Projected Projected Projected Projected Balance w/o Type Balance Taking Date Takings Credits Balance 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.

Time Off Balances (hours) as of today							
Bereavement:	0.0						
Personal Day:	8.0						
Sick:	2.73						
Vacation:	17.7						

4. Insert the type of request:

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- 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							
* Start Date:	Personal Holiday Sick							
* End Date:	Vacation							

- 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 Reque	est
* Request Type:	Sick
Furthest Eligible Request Date:	7/01/2014
* Start Date:	7/11/2013
* End Date:	7/11/2013
Message:	Doctors Appt
* Hours:	$\ensuremath{\mathfrak{O}}$ Specify Hours $\ensuremath{\mathbb{C}}$ Same Hours as Scheduled Shifts
Fill in only if Sp	ecify Hours is selected above
Start Time:	8a
Hours Per Day:	8
Day Туре:	$\odot$ Scheduled and Non-scheduled Days $\odot$ 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.







- 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.



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



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

Thu 7/11	Sidk	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).

INBOX		
TASKS MESSA	\GES	
ilew Open	Reply Delete Refresh	
As of Date:		
From	Subject	Received
	Your Request for Time off has been approved	7/17/2013 12:10PM (GMT -05:00) Eastern Time
	Your Request for Time off	7/17/2013 11:38AM (GMT -05:00) Eastern Time

- 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)

Rexel	HOLDINGS USA
	USA



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 Def Leave Type Start Date: 8 End Date: 8 Hours per Da	: Vacation 3/01/2013 /02/2013
Your messag	ge:
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".

GENERALI MY Group Edit Results	General	
Inbox Reports	<ul> <li>Inbox</li> </ul>	
Reports - Advanced Transaction Assistant	Group Edit Results	
Actions Bid Editor	<ul> <li>Reports</li> </ul>	
Activity Form Entry Event Monitor	<ul> <li>Actions</li> </ul>	

2. Select Cancel Time Off Request (TOR).

-	_
<ul> <li>Time_Off_Request</li> </ul>	

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

Bereavement:	0.0
Personal Day:	8.0
Sick:	0.73
Vacation:	17.7
* Request Type:	Sick 💌
* Start Date:	7/11/2013
* End Date:	7/11/2013
	Save & Close Reset Cancel

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

4. Save & Close.

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



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



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







# 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	<ul> <li>Indicators within a shift that identify specific actions are as follows:</li> <li>Regular – time that is applied to a home labor account</li> <li>Break – non worked time</li> <li>Transfer – time applied to a different labor account or work rule</li> <li>Off – Time when employee is scheduled not to be at work</li> <li>Unavailable – time when an individual is not available to work</li> </ul>
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:

<u>etimeadministrator@rexelholdingsusa.com</u> and provide <u>detailed information</u> 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.

My Information	MY INFORMATION
<ul> <li>Time Stamp</li> </ul>	Time Stamp
<ul> <li>My Timecard</li> </ul>	My Timecard
<ul> <li>My Reports</li> </ul>	My Reports
<ul> <li>My Requests</li> </ul>	My Requests

a. To view your current Accrual Balances through the end of the year. Select the Accrual Balances and Project Report, then click View Report.

REPORTS Name:	MY REPORTS
View Report Primary Account	Print Screen ⇒
AVAILABLE REPORTS Time Period Specific Date Schedule Time Detail	Available Reports Accrual Balances and Projections Schedule Time Detail
Acrual Balances and Projections As Of 12/31/2013	As of 7/11/2013, Specific Date

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

ACCRUAL I	BALANC	ES AND PR	OJECTIONS				
Return Date Selected: 1 Name:	2/31/2013		Prir ID:	nted: 7/11/2013	3		
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	12/31/2013	0.0	0.0	0.0	0.0
Jury Duty	Hour	0.0	12/31/2013	0.0	0.0	0.0	0.0
Personal Day	Hour	8.0	1/01/2014	0.0	8.0	8.0	8.0
Sidk	Hour	21.9	12/31/2013	0.0	0.0	21.9	21.9
Vacation	Hour	8.45	1/01/2014	0.0	0.0	0.0	8.45





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

Dates: 7/08/2013 - 7/21/2013 Name: ID: Pay Rule: Hrly Corporate Primary Account(s): 4/01/2013 - forever 8MP/REHUSA In Out Addition Totaled Cum Tot	ORTS			Nam	e:		MY REF	UKIS			
Constructions       Time Period       Current Pay Period       Imme Default         Schedular       Time Period       Imme Default       Schedular         Imme Default       Schedular       Imme Default       Imme Default         Imme Default       Imme Default       Imme Default       Imme Default         Return       Imme Default       Imme Default       Imme Default         Name:       ID:       Pay Rule: Hrly Corporate       Printed: 7/11/201         Name:       ID:       Pay Rule: Hrly Corporate       Return         Mon 7/08       1/22MI       S.72       S.72         Tue 7/09       8/2AMI       US       3/4PMI       S.72       S.72         Wee 7/10       8/2AMI       US       3/4PMI       S.82       S.8       S.8         Wee 7/10       8/2AMI       US       3/4PMI       S.8       S.8       S.8       S.8       S.1	v Report Primary	Account					Print So	reen 🔿			
Constructions       Time Period       Current Pay Period       Imme Default         Schedular       Time Period       Imme Default       Schedular         Imme Default       Schedular       Imme Default       Imme Default         Imme Default       Imme Default       Imme Default       Imme Default         Return       Imme Default       Imme Default       Imme Default         Name:       ID:       Pay Rule: Hrly Corporate       Printed: 7/11/201         Name:       ID:       Pay Rule: Hrly Corporate       Return         Mon 7/08       1/22MI       S.72       S.72         Tue 7/09       8/2AMI       US       3/4PMI       S.72       S.72         Wee 7/10       8/2AMI       US       3/4PMI       S.82       S.8       S.8         Wee 7/10       8/2AMI       US       3/4PMI       S.8       S.8       S.8       S.8       S.1							Ausilable	Penorte			
Time Period       Current Pay Period       Schedule         Time Detail       As of         all Balances and Projections       Current Pay Period         Time Detail       View Report         Time Detail       View Report         Time Period       In         Name:       ID:         Primary Account(s):       A10/12013 - forewer         All Date       Apply To         Name:       ID:         Pay Rule:       Hity Corporate         Primary Account(s):       A10/12013 - forewer         All Date       Apply To         Name:       ID:         Pay Rule:       Hity Corporate         Primary Account(s):       Apply To         Non 7/08       7.02AM       US         12: 24PPM       5:34PM         Wed 7/10       8:12APM         Wed 7/10       8:12APM         Wed 7/10       8:23PM         Star 7/13       Sub 7/14         Mon 7/15       Sub 7/14         Mon 7/15       Sub 7/14	LABLE REPORTS								and Projec	tions	
dule     Time Detail       IDEntion     As of       Ial Balances and Projections     Image Detail       Image Detail     <		Time	e Period Curre	ent Pay F	Period 🔹						
Detail     As of       all Balances and Projections     Current Pay Period       TIME DE TAIL     View Report       Time Period: Current Pay Period     View Report       Time Period: Current Pay Period     Printed: 7/11/201       Name:     ID:     Pay Rule: Hity Corporate       Primary Account(s):     4/01/2013 - forever: BMP/REHUSA     Totaled Curr. Tot. Absence       Mon 7/08     7:02AM     US:     3:45PM       Tue 7/08     5:22AM     US:     1:42PM       Tue 7/08     5:22AM     US:     3:45PM       Tue 7/08     6:22AM     US:     3:45PM       Mon 7/08     7:02AM     US:     3:45PM       Tue 7/08     6:22AM     US:     3:45PM       Weed 7/10     1:32PM     7:9     10:82       Weed 7/10     5:32PM     0:0     26:1       Weed 7/17     5:30PM     8:40PM     3:42       Weed 7/17     5:30PM     8:40PM     3:42       Weed 7/17     5:30PM     8:42     21       Weed 7/17     5:30PM     8:42       Weed 7/17     5:30PM <th>hula</th> <th></th> <th></th> <th></th> <th>_</th> <th>°  </th> <th></th> <th></th> <th></th> <th></th> <th></th>	hula				_	°					
Image: Second											
Current Pay Period         TIME DE TAIL         Return         Time Pay Period         Dates: 7/08/2013 - 7/21/2013         Printed: 7/11/201         Dates: 7/08/2013 - 7/21/2013         Dime Period:         Dime Period:         Dime Period:         Dime: Pay Rule: Hily Corporate         Printed: 7/11/201         Date: 7/08/2013 - 7/21/2013 - forever: 8MP/REHUSA         Mon 7/08       7.02AM       US 3:46PM       6.372       8.72       8.72         Tue 7/08       8:22AM       US 1:42PM       7.9       10.62         Weid 7/10       8:13AM       US 1:42PM       7.9       10.62         Weid 7/10       8:13PM       8:40PM       9.48       26.1         Weid 7/10       8:13PM       8:40PM       9.48       26.1         Weid 7/10       8:28PM       8:40PM       9.48       26.1         Thue 7/18       108:08AM       US       0.0       26.1       26.1         Thue 7/18       108:08AM       8:0       42.1       42.1       42.1         Account Summary       20.0<											
Current Pay Period         TIME DE TAIL         Return         Time Pay Period         Dates: 7/08/2013 - 7/21/2013         Printed: 7/11/201         Dates: 7/08/2013 - 7/21/2013         Dime Period:         Dime Period:         Dime Period:         Dime: Pay Rule: Hily Corporate         Printed: 7/11/201         Date: 7/08/2013 - 7/21/2013 - forever: 8MP/REHUSA         Mon 7/08       7.02AM       US 3:46PM       6.372       8.72       8.72         Tue 7/08       8:22AM       US 1:42PM       7.9       10.62         Weid 7/10       8:13AM       US 1:42PM       7.9       10.62         Weid 7/10       8:13PM       8:40PM       9.48       26.1         Weid 7/10       8:13PM       8:40PM       9.48       26.1         Weid 7/10       8:28PM       8:40PM       9.48       26.1         Thue 7/18       108:08AM       US       0.0       26.1       26.1         Thue 7/18       108:08AM       8:0       42.1       42.1       42.1         Account Summary       20.0<											
Current Pay Period         TIME DE TAIL         Return         Time Pay Period         Dates: 7/08/2013 - 7/21/2013         Printed: 7/11/201         Dates: 7/08/2013 - 7/21/2013         Dime Period:         Dime Period:         Dime Period:         Dime: Pay Rule: Hily Corporate         Printed: 7/11/201         Date: 7/08/2013 - 7/21/2013 - forever: 8MP/REHUSA         Mon 7/08       7.02AM       US 3:46PM       6.372       8.72       8.72         Tue 7/08       8:22AM       US 1:42PM       7.9       10.62         Weid 7/10       8:13AM       US 1:42PM       7.9       10.62         Weid 7/10       8:13PM       8:40PM       9.48       26.1         Weid 7/10       8:13PM       8:40PM       9.48       26.1         Weid 7/10       8:28PM       8:40PM       9.48       26.1         Thue 7/18       108:08AM       US       0.0       26.1       26.1         Thue 7/18       108:08AM       8:0       42.1       42.1       42.1         Account Summary       20.0<											
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Name         Disord         Pay Relicit         Printed:         7/11/201           Name:         ID:         Pay Rule:         Hrly Corporate         Pay Rule:         Hrly Corporate           Primary Account(s):         4/01/2013 - forever         9MP/REHUSA         Out         Corporate         Adj/Ent         Totaled Cum. Tot. Amount         Absence           Mon 7/08         7.02AM         US         3:45PM         8:72         8:72         8:72           Tue 7/09         2:49PM         5:22PM         7.9         16:02         4:02           Wed 7/10         1:43PM         6:31PM         9:48         26:1           St 7/13         8:09AM         US         0:0         26:1         26:1           St 7/14         8:09AM         0:0         26:1         26:1         26:1           St 7/20         8:00AM         8:0         3:0         3:0         3:0           St 7/20         9:00AM         8:0         3:0 <t< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></t<>											
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Name         Disord         Pay Relicit         Printed:         7/11/201           Name:         ID:         Pay Rule:         Hrly Corporate         Pay Rule:         Hrly Corporate           Primary Account(s):         4/01/2013 - forever         9MP/REHUSA         Out         Corporate         Adj/Ent         Totaled Cum. Tot. Amount         Absence           Mon 7/08         7.02AM         US         3:45PM         8:72         8:72         8:72           Tue 7/09         2:49PM         5:22PM         7.9         16:02         4:02           Wed 7/10         1:43PM         6:31PM         9:48         26:1           St 7/13         8:09AM         US         0:0         26:1         26:1           St 7/14         8:09AM         0:0         26:1         26:1         26:1           St 7/20         8:00AM         8:0         3:0         3:0         3:0           St 7/20         9:00AM         8:0         3:0 <t< th=""><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></t<>											
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Name: Primary Account(s):         ID: 4/01/2013 - forever         Pay Rule: Hrly Corporate           Date Apply To         In Punch         In Exc         Out Punch         Out Exc         (S)Amt         Adj/Ent Amount         Totaled Cum. Tot. Amount         Absence           Mon 7/08         7:02AM         US         3:45PM         8:72         8:72           Tue 7/09         8:22AM         US         1:42PM         8:72         8:72           Tue 7/09         8:22AM         US         1:42PM         7.9         18.62           Wed 7/10         8:13AM         US         12:42PM         0.0         26.1           Wed 7/10         8:13AM         US         12:42PM         0.0         26.1           Thu 7/11         8:08AM         US         2:24PM         0.0         26.1           Stat 7/13         20.61         26.1         26.1         26.1           Sun 7/14         20.1         26.1         26.1         26.1           Wed 7/17         8:00AM         8:0         34.1         26.1           Thu 7/18         10:0AM         8:0         34.1         26.1           Sun 7/21         0.00         16:0         26.1         42.1			0							Printeo:	//11/201
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Date         Apply To         In Punch         Exc         Out Punch         Exc         (s)Amt         Amount         Amount </th <th></th> <th></th> <th>01/2013 - Tore</th> <th>ever 8</th> <th>MP/REHUSA</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>			01/2013 - Tore	ever 8	MP/REHUSA						
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Wed 7/10         8:28PM         8:40PM         9.48         26.1           Thu 7/11         8:09AM         US         0.0         20.1           Sat 7/13         26.1         26.1         26.1           Sun 7/14         26.1         26.1         26.1           Mon 7/15         26.1         26.1         26.1           Tue 7/16         26.1         26.1         26.1           Wed 7/17         26.1         26.1         26.1           Tue 7/16         26.1         26.1         26.1           Wed 7/17         26.1         26.1         26.1           Thu 7/18         [Vacation]         8:00AM         8.0         34.1           Fi 7/19         [Vacation]         8:00AM         8.0         42.1           Sat 7/20         42.1         42.1         42.1           Account Summary         0.00         16.0         26.1         42.1           Account Summary         28.1         18.0         42.1           Account Summary         28.1         18.0         42.1           Pay Code         Money         Hours         Wages           BMP/REHUS.         28.1         18.0         18.0      <	Mon 7/08 Tue 7/09		In Punch 7:02AM 8:22AM	In Exc US	Out Punch 3:45PM 1:42PM		(\$)Amt		Amount 8.72	Amount 8.72	Absend
Thu 7/11         8:09AM         US         0.0         26.1           Fit 7/12         28.1         28.1         28.1           Sun 7/14         26.1         26.1         28.1           Mon 7/15         26.1         26.1         26.1           Wed 7/17         26.1         26.1         26.1           The 7/18         26.1         26.1         26.1           Wed 7/17         26.1         26.1         26.1           Thu 7/18         IVeation]         8:00AM         8.0         34.1           Fit 7/19         IVeation]         8:00AM         8.0         42.1           Sat 7/20         42.1         42.1         42.1           Sun 7/21         0.00         16.0         26.1         42.1           Account Summary         Account         Pay Code         Money         Hours         Wages           BMP/REHUS.         Regular         28.1         18.0         18.0           Pay Code         Money         Hours         Wages           Regular         28.1         18.0         18.0	Mon 7/08 Tue 7/09 Tue 7/09		In Punch 7:02AM 8:22AM 2:49PM	In Exc US US	Out Punch 3:45PM 1:42PM 5:23PM		(\$)Amt		Amount 8.72	Amount 8.72	Absend
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Enterprise eTime Desktop Procedures





# 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	A system generated insertion as a company holiday or
	(phantom punch)	time off request. This can not be removed in the timecard.
9.00 4.00	Gray Cells	Indicates that the transaction cannot be edited.
(0)101/201/301/402/	(X) before a labor account	The account is not the primary account that is being indicated in the transfer.
	(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 <a href="https://portal.adp.com/public/index.htm">https://portal.adp.com/public/index.htm</a>
- 2. Click First Time Users Register Here



3. Enter the registration pass code: RHUSA-Register

l <b>egis Registration</b>	Step 1 of 7: Begin Registration
148-2 1999 (1999) 1999 (1999)	Enverthe registration code that you received from your employee to ADP. If you do not have this information, contact your company advantance. Registration code is not case sensitive.
	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.**

Register for ADP Service	18				
Seren al	Step 3 of 7: Get User ID & Password				
Step 3 Cert Start ID &	Wetween, Pfewrate Lashween You wat see the information sologies to your ADP see Your there its. Ismith@rexelusa				
Password	Create Your Paysward				
	Passwords must be at least 8 characters long and contain at least 1 letter and 1 number. Passwords are case leasitive.				
	It to recommended that passwords be 12 or more charactery and contain a mix of opper case and lower case letter numbers, and special characters.				
Sector Transfer (1991) (1997)	Pesswork"	Pastword strength Strong	0		
	Confirm Password:"	*******			

- 8. Click Next.
- 9. Create your security questions and answers.

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- 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.

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- 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: <a href="https://tlmisi2.adp.com/adptlmqts/quickTS.aspx">https://tlmisi2.adp.com/adptlmqts/quickTS.aspx</a>

- 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

Create Shortcut	×
R	This wizard helps you to create shortcuts to local or network programs, files, folders, computers, or Internet addresses Type the location of the item: https://timisi2.ad5.com/adptImqts/quick Browse. Click Next to continue.
	< Back Next > Cancel

- 7. Click Next.
- 8. Type in 'eTime Time Clock'







9. Click Finish.



You can use this shortcut as a faster

The following icon appears on your desktop: way of recording your time stamp.