How to Approve Time Worked in E-Time

1. Log on to https://adpeet.adp.com/44hy3e/logon

2. Enter User Name – this is the same as the beginning of your email address

3. Enter Password – initially your password will be ‘welcome’
   - The first time you log in you will be prompted to change your password

4. Go to the ‘Timekeeping Tab’ (see black arrow on diagram below) and select ‘Pay Period Close’
   - This will display your employees, a checkmark will appear for each completed step (i.e. Employee Approval, Manager Approval, Signed Off (Payroll Approval) and Missed Punch – this tells you if someone forgot to clock in or out during the pay period
   - If you are missing people or seeing people that you don’t think you should be please contact the Payroll Office at x2052

5. Double Click on an employees name causing that individuals timecard to pull up.
   - Select ‘Previous Pay Period’ in the Time Period drop-down (see green arrow) {If you are approving on Friday before the close of the pay period, select ‘Current Pay Period’ in the Time Period drop-down}
     - Review the employees time card
       - The first ‘In’ box = Start time (see red arrow), the first ‘Out’ box = Out for lunch (see orange arrow), the second ‘In’ box = Return from lunch (see purple arrow), the second ‘Out’ box = Out for the day/End of Shift (see blue arrow)
       - A ‘Missed’ Punch (when someone forgets to clock in or out) will be noted by a red box. (see pink arrow)
       - The box titled ‘Totals and Accruals’ shows you total time entered for the pay period. It displays total hours of regular time worked, OT worked, and any non-work time taken (i.e. sick, vacation, etc) (see tan arrow)

6. When you are satisfied that all the information on the time card is correct you must ‘Approve’ the time by clicking the drop-down arrow by approvals (see bright blue arrow).
   - This will give you a selection box (see right)
     - Click ‘Approve’ (see bright green arrow at right)
   - Note: You should only approve timecards that have already been approved by the employee
   - Once you and Payroll have approved the electronic time card neither yourself nor the employees will be able to make changes to it, though you will still be able to view it
   - Repeat for each of your employees
Frequently Asked Questions

• What happens if I forget my User Name or Password?
  ➢ If you forget your User Name or Password, contact the Payroll Office at x2052

• How do I look at previous pay periods to see what an employee worked or when vacation or sick time was used?
  ➢ To view previous pay periods on the main page where it says ‘Time Period’ click on the drop-down arrow and choose as appropriate.

• What happens if I notice an error but have already approved the electronic time sheet?
  ➢ In the current pay period, if you have approved the time but forgot to enter something, contact Payroll to unlock it for you so you can go in and make changes and re-approve the time.
  ➢ If an employee forgot to enter something but approved their time you can ‘Remove Approval’ so that the employee may go back and make the appropriate changes and approve again. This can be found in the ‘Approval’ dropdown.

• What if I made a mistake last pay period?
  ➢ If you notice an error in a previous pay period please contact the Payroll Office at x2052

• There are people in my list that I don’t think I should be approving time for and/or there are people missing that I need to approve time for.
  ➢ Contact the Payroll Office immediately at x 2052 so that the appropriate changes can be made.

• If an employee was out the last day of a pay period because he/she was sick, what happens?
  ➢ As a supervisor you can make changes to an employees time card. Any changes will be tracked through an audit trail so it will be visible who made a change. If you need to do this please remember to add a Comment about the change. Adding a Comment: simply click in the box that you made an edit to, click the drop-down arrow on ‘Comment’ (next to ‘Approvals’), Click ‘Add a Comment’, select as appropriate and hit ‘OK’; a tiny notepad will appear in the cell that you added the comment to.
  ➢ If an employee will not be able to approve a time card due to unexpected absence as a Supervisor you are still able to approve their time worked.

• I’m going on vacation, how can I make sure that my employees time is approved so they get paid?
  ➢ Contact the Payroll Office at x2052 to discuss.

• What if I hire/terminate someone?
  ➢ As usual, with any change in an individuals employment an Action Notice must be completed and properly routed. Timeliness is key – if an Action Notice is not received that will result in missing employees or termed employees still showing as active.