

# How to Record Time Worked into E-Time - Facilities

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
  - ✓ If you are unsure of your User Name please contact the Payroll Office at x2052
3. Enter Password – initially your password will be 'welcome'
  - ✓ The first time you log in you will be prompted to change your password
4. Your 'Current Pay Period' Timecard will appear (*see green arrow on diagram below*)
5. Enter your daily time – your time in to work, out for lunch, returning from lunch and out at the end of the day:
  - ✓ 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*)
    - For AM enter an 'a' after the hour, for PM enter 'p' after the hour  
i.e. 8:00 am = 8a, 12:30 pm = 12:30p, military time is accepted
  - ✓ To enter a partial day of non-work time (i.e. sick, vacation, etc) you must insert a row (*see black arrow*) on the day that you are using that time.
    - This will create a second row with the same date. On one row you will enter the time you worked (*see maroon arrow*). On the other row you will enter the number of hours of non-worked time (*see yellow arrow*) and select the proper **Pay Code** via the drop-down (*see gray arrow*). The pay code for all work time is blank because it defaults to regular.
  - ✓ 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*)
  - ✓ Click 'Save' (*see pink arrow*)
6. At the end of the pay period 'Approve' your 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*)
  - ✓ Once you and your manager have approved your electronic time card you will not be able to make changes to it, though you will still be able to view it



**MY TIMECARD**

Last Saved: 11:31AM

Name & ID: Almond, Joy 09876

Time Period: Current Pay Period

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sun 3/21											
Mon 3/22			8:00AM		12:00PM	1:00PM		5:00PM	8:00	8:00	8:00
Tue 3/23			7:00AM		12:00PM	1:00PM		6:00PM	10:00	10:00	18:00
Wed 3/24			8:00AM		12:00PM	1:00PM		5:00PM	8:00	8:00	26:00
Thu 3/25	Sick	4:00									
Thu 3/25			8:00AM		12:00PM				4:00	8:00	34:00
Fri 3/26											34:00
Sat 3/27											34:00
Sun 3/28											34:00
Mon 3/29	Vacation	8:00	12:00AM								34:00
Tue 3/30			8:00AM		12:00PM	1:00PM		5:00PM	8:00	8:00	42:00
Wed 3/31			8:00AM		12:00PM	12:30PM		6:00PM	9:30	9:30	51:30
Thu 4/01			7:30AM		12:00PM	12:30PM		5:00PM	9:00	9:00	60:30
Fri 4/02	Compassion	8:00								8:00	68:30
Sat 4/03											68:30

**TOTALS & ACCRUALS**

Account	Pay Code	Amount
000000.00000.00000.000.999.0/0	Sick	4:00
000000.00000.00000.000.999.0/0	Compassion	8:00
000000.00000.00000.000.999.0/0	Overtime	2:30
000000.00000.00000.000.999.0/0	Vacation Previous	8:00
000000.00000.00000.000.999.0/0	Regular	54:00

## 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 can I see my remaining balance of vacation and sick time?
  - *This can be seen on the Accruals tab (to the right of the Totals & Schedules tab (see white arrow in screen shot) **Accrual Code** – tells you the time off bucket – Vacation Current is the vacation you have accrued in the current calendar year, Vacation Previous is the amount of vacation accrued in the previous year that must be used by December 31<sup>st</sup> of the current year.*
- How do I request vacation time?
  - *You will continue to use the current procedure of your department for requesting time off. If you are unsure of the procedure please speak with your supervisor.*
- How do I look at previous pay periods to see when I used vacation or sick time?
  - *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 my electronic time sheet?
  - *In the current pay period, if you have approved your time but forgot to enter something, contact your supervisor to unlock it for you so you can go in and make changes and re-approve your time.*
- What if I made a mistake on entering my time last pay period?
  - *If you notice an error in a previous pay period please contact the Payroll Office at x2052*
- I was out the last day of a pay period because I was sick, what happens?
  - *If you are out unexpectedly on the last day of a pay period your supervisor can make a change for you.*
- What if I work over time, how do I record that?
  - *Enter all time worked as normal, the system will automatically calculate how much OT has been worked.*
  - *Reminder – all Over Time must be pre-approved by your supervisor in accordance with NU policy.*
- How do I record on call pay?
  - *On the day you are on call select Pay Code 'On Call' and in the Amount column enter 4 (4 hours)*
    - *If you are called in to work*
      - *Insert a row (see black arrow in screen shot) and enter 'In' and 'Out' times for the period of time that you actually worked as you would normally*
      - *If you work less than 2 hours (the guaranteed minimum)*
        - *Insert another row on the same day, select Pay Code 'On Call' and put in the difference of 2 hours and the time you worked (to get you to the minimum of 2 hours)*
- How do I print out a time card?
  - *Click on the 'My Information' tab, click 'My Reports', highlight 'Time Detail', in the 'As Of' drop-down select 'Current Time Period' or whichever selection you would like, click 'View Report' then go to 'File' and 'Print'*