This instruction manual will help guide you through using the ADP eTime payroll time entry system.

**ADP eTime at Loyola - a bit of background**
The eTime system is new to the Law School. However, it has been in place at the Westchester campus since summer 2003 for student payroll entry. When you open the login screen you will likely see information describing the student PROWL system and other student-related information. This relates to Westchester and not the Law School.

**Accessing the system and login**
You can only access ADP eTime through a PC located on campus. As of August 2004, there is no access available from off campus. Use Internet Explorer (not Netscape) to visit the following web address:

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http://etime.lls.edu
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The first time you visit the site, a version of Java will automatically install to your PC. Please do not stop or otherwise interrupt this download. The Java run-time information is required to run eTime correctly.

You may want to consider creating a Favorite for the eTime login page so you can easily get to it in the future. To create a Favorite, have the web page listed above visible in your browser. From the menu bar, select Favorite, then select Add to Favorites. This will add it to the list show in that drop down menu.

Your logon name for ADP eTime will be the same as the login you are using to access the Novell Network. This is an eight-character login (or less than eight if your name is shorter) made up of your last name and first initial. If you last name is longer than seven characters, use only the first seven
and then add your first initial to make up the eight characters. For example, if your name is Frank Robinson, your ADP eTime login would be robinsof.

Your password is a random number assigned as your account was created. Enter the number and click the Log On button. You can change this to something more meaningful once you get into the program.

**Entering data in eTime - Office and Technical staff (O&T)**

Once you have successfully logged in you will come to a screen similar to this:

This is your primary data entry screen. Notice that each day has a line for time entry. You see only a certain number of days in the pay period at a time. To see more days, use the right hand vertical scroll bar and drag down.

You will use the **Pay Code column** only when the hours for a particular day reflect hours of:
- Jury duty
- Vacation
- Sick pay
- Bereavement

You normally will not enter anything in the **Amount column**. It is used to record a number of hours taken of a particular pay code (such as sick, vacation). Enter the time in hours:minutes. For example, 3 hours and 30 minutes would be recorded at 3:30.
Enter your start time for a particular day in the first In column. When you enter time, be sure to add "am" or "pm" as appropriate. Normally you will not enter anything in the Transfer column. Enter your stop time for your lunch break in the first Out column to the right of the In time for that day. Enter the time you return from lunch in the second In column. Finally, enter the time you leave work in the second Out column. After entering new information or changing existing information, click the Save button just above the date column in your timesheet.

In the example above, you see several dates have red boxes around them. These boxes indicate there is an exception to the expected data for that box. Place your mouse along the edge of the box for some additional information about the exception.

When you need to record other types of time, like vacation, sick, jury duty, etc., and you take a full day of that type, click the drop down menu from the Pay Code column and select the appropriate type. Enter the number of hours taken in the Amount column.

When you need to record these other types of time for partial days (nonexempt employees), you must provide a separate line for that portion of the day associated with the other type. To create another data entry line for a day, click the button on the row for that day. Select the appropriate pay code and enter the number of hours taken in the Amount column. See example below where the employee was sick in the first part of their shift.
Approving your timecard
When your time reports are due, you must complete all input and then approve your timecard. Since there is no paper involved with eTime, you will approve your timecard online. Click the Approvals tab and select the Approve option. You must approve your timecard FIRST, then your supervisor can approve it for further processing.

Printing your timesheet
Some staff members like to have their own paper copy of their eTime timesheet. There are two ways to print your entries:
1). From the My Timesheet window, click the Actions option then the Print option.

To send a copy of your timesheet immediately to a printer, click the Printer button. To view it first, click the Print Preview button.
or,

2). From the My Timesheet window, click the Reports tab, Time Detail link

A separate window will open and will display a listing of your in and out punches by day for the entire pay period.

Logging off eTime
When you are through with your eTime session, be sure to select the Log Off link in the upper left corner. This will properly sign you off the system.

Who to call for help
If you have questions about how to use eTime, contact the ITD Helpdesk at (213) 736-1097. They will direct your question to the appropriate staff member. This applies to questions about such things as how to use eTime, changes to your schedule or password resets.