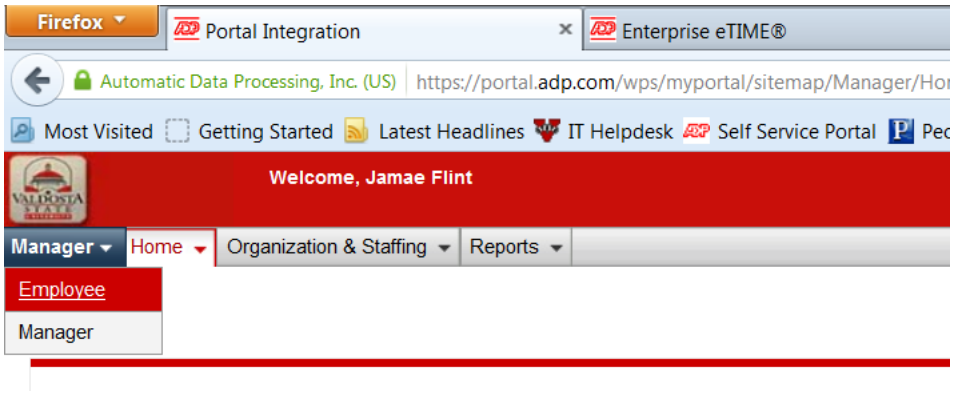
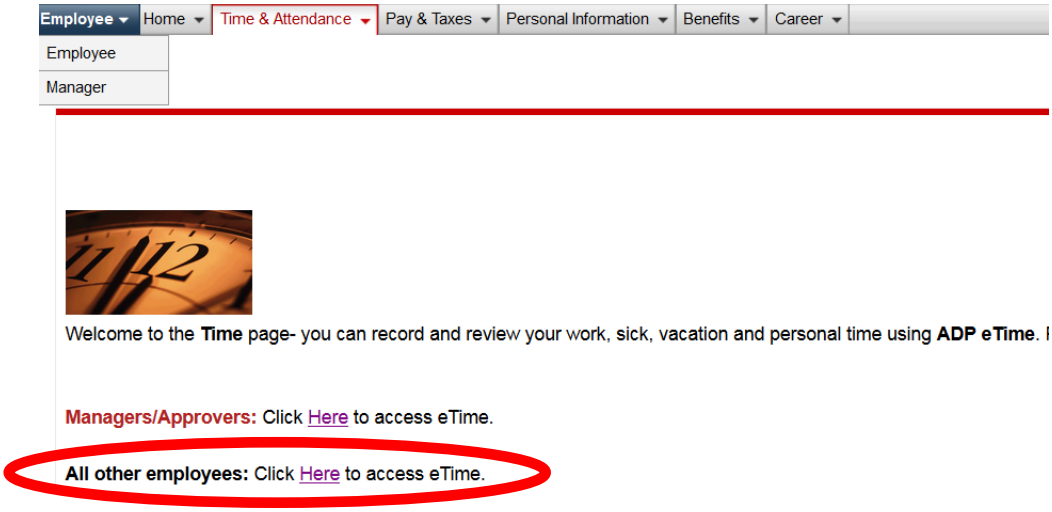
ADP Enterprise eTime – Workaround for JAVA issues

- On the Portal Home page, the default for Approvers is the Manager page. Navigate to the top left menu option that says Manager; click the drop-down arrow and select Employee.

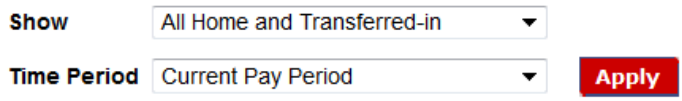


- Select the Time & Attendance tab and click Welcome
- Select the link for All other employees: Click here to access eTime.

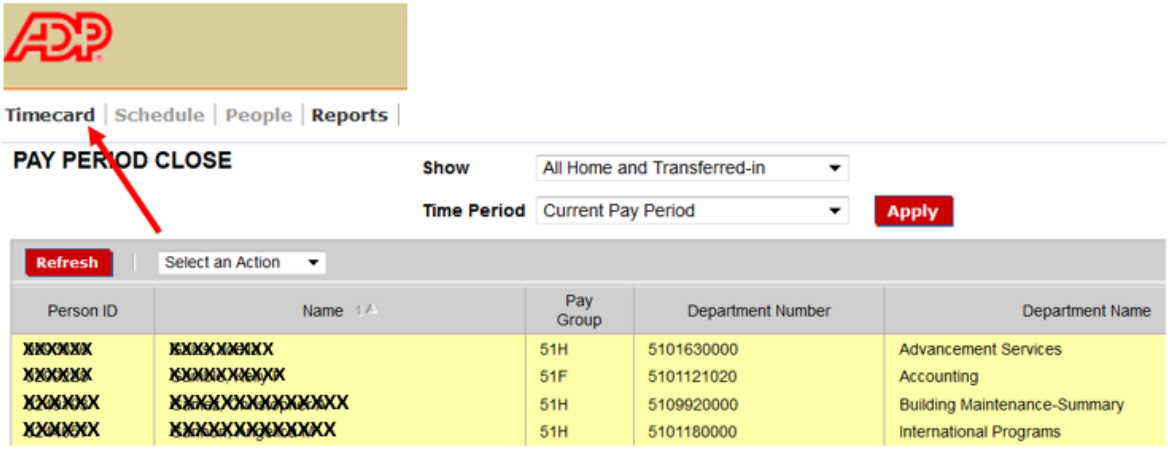


- From the eTime home screen select Pay Period Close

- Choose All Home and Transferred-In from the Show drop-down menu and either previous or current pay period from the time period drop-down menu; click Apply

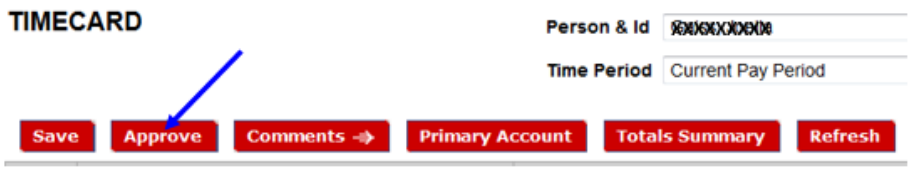


- Select the employees that you need to approve (hold down the Ctrl key to select multiple employees); once the employee names are highlighted in yellow, click the word Timecard in the top left of the screen under the red ADP letters. (Double clicking will not work in this version of eTime)



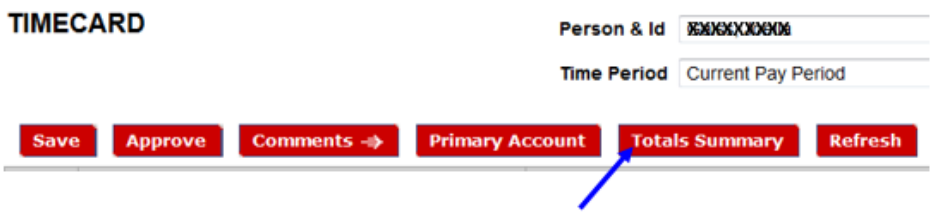
- You will have the ability to use the navigation arrows to the right of the employee name and ID to scroll through all of the selected timecards to review and approve.

- To approve the timecard, select Approve



- Once approved, you will see the approval confirmation

- If you would like to see the Total Hours for the employee, click on the Totals Summary box and a new window will open and display the total hours for the pay period



TOTALS SUMMARY

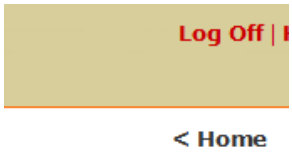
Name: XXXXXXXX

Time Period Current Pay Period (1/14/2017 - 1/27/2017)

ACCOUNT SUMMARY

Account	Pay Code	Money	Hours
XXXXXX/0000/51BU-UAD/5XXXXXXXX1H/XXXX5/0000 XXXXXX/XXXXDefault/51BU-UAD/XXXXXXXXXXXXXXs/StafXXXXXXXXX/Default			
	COMP TIME OFF		1:05
	HOLIDAY		8:30
	REGULAR		61:05
	SICK		0:50
	UNSCHEDULED CLOSING		8:30

PAY CODE SUMMARY

	Pay Code	Money	Hours
	COMP TIME OFF		1:05
	HOLIDAY		8:30
	REGULAR		61:05
	SICK		0:50
	UNSCHEDULED CLOSING		8:30
Totals		0.00	80:00

- In order to go back to the home screen, select the arrow to the left of the word Home in the top right corner