

Valdosta State University

Shared Services/ADP Time Stamp User Guide



Content:	Page(s)
• Using Time Stamp to Record Hours Worked	2-3
• Establishing the Transfer Feature when Working Multiple Jobs	4-6
• Transferring Hours Worked Using Time Stamp Icon	7-8
• Transferring Hours using ADP portal	9-10
• Review your Time Card Using a Report	11-12

The first step to use time stamp to clock in and out of work is to register for the Shared Services/ADP portal and also add eTIME. Appropriate guides can be found at: <http://www.valdosta.edu/finadmin/training/sharedservices>

Recording Time Worked:

Once you have logged in, you will be able to clock in at the ADP Time Stamp. All employees should record accurate time worked each day; therefore, it is important to stamp your time when clocking into work and clock out when leaving. Once you have punched the time stamp, the application will refresh and no further action is needed.

To begin the process of clocking in, open the ADP-Time Stamp Icon located on your computer desktop.

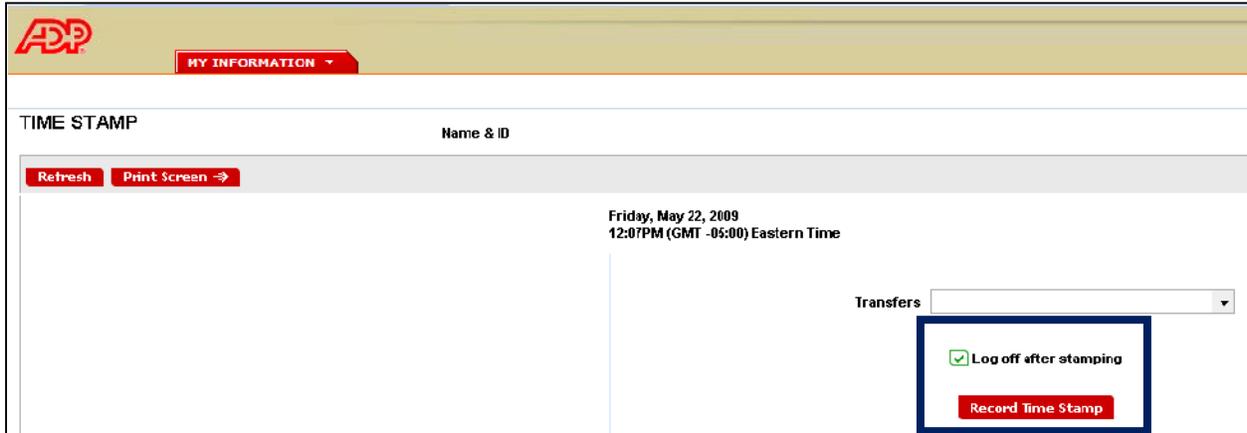


1. Double-click on the icon:
2. Log in using your User name and Password that was created when you registered.
3. Click: OK

A Windows-style dialog box titled "Connect to bgateway.adp.com". It features a blue header bar with a question mark and a close button. Below the header is a blue banner with a key icon. The main area is light beige and contains the text: "The server bgateway.adp.com at >Time User Login [12:13:05:7643] requires a username and password." Below this text are two input fields: "User name:" with a dropdown arrow and a "Password:" field. A checkbox labeled "Remember my password" is positioned below the password field. At the bottom, there are "OK" and "Cancel" buttons, with the "OK" button highlighted by a red rectangle.

To Punch In and Out:

1. Click the button labeled  **Record Time Stamp**
Your time will be posted to your timecard immediately for your supervisor to view. You do not need to indicate if your punch is an in-punch or out-punch. The system determines this for you.



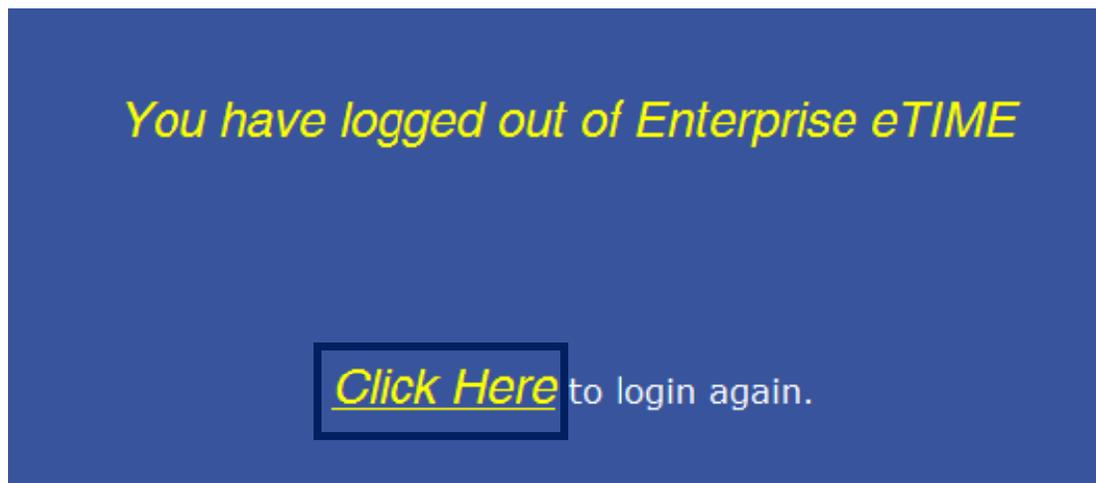
The screenshot shows the ADP eTIME interface. At the top left is the ADP logo. Below it is a navigation bar with 'MY INFORMATION' and a dropdown arrow. The main content area is titled 'TIME STAMP' and includes a 'Name & ID' field. There are 'Refresh' and 'Print Screen' buttons. The date and time are displayed as 'Friday, May 22, 2009 12:07PM (GMT -05:00) Eastern Time'. A 'Transfers' dropdown menu is visible. A blue box highlights a 'Log off after stamping' checkbox (which is checked) and a red 'Record Time Stamp' button.

NOTE: Employees are required to clock in and out for every shift, including lunch. For example, if a student employee works 9:00-12:00, then takes one hour lunch and works 1:00-4:00, they will clock in at 9:00, clock out at 12:00, clock in at 1:00 and clock out again at 4:00.

The system automatically logs out after selecting the Record Time Stamp button and the screen below appears.

If additional students need to Punch In or Out:

1. [Click Here](#) to login again



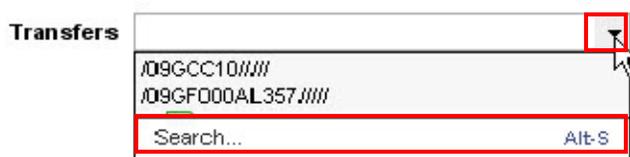
If no additional students need to clock in or out, you may close out of Internet Explorer.

Procedure for Students working Multiple Jobs on Campus:

If you work in more than one area, your supervisor will give you instructions on how to record your punch in and out for a position/approver. If your supervisor does not have the position number and approver number that you will need, contact payroll at 333-5708 or email payroll@valdosta.edu . If you have been told to do so, follow these instructions.

If this is the first time you are using the Transfer option and you do not see options when you click **Search**, you will need to follow the initial set-up steps 1-9 described below.

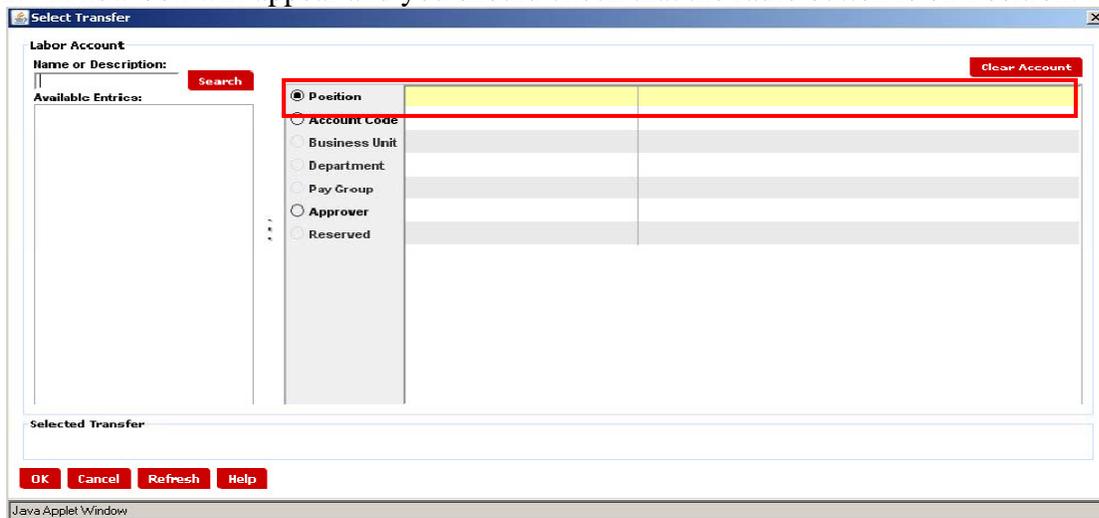
1. Click arrow and Search to set up the transfer.



The screenshot shows a window titled "Transfers". It contains a list of entries: "/09GCC10////" and "/09GF000AL357////". Below the list is a search bar with the text "Search..." and a button labeled "Alt-S". A red box highlights the search bar area.

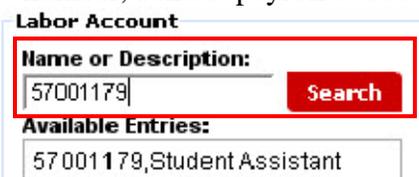
Record Time Stamp

2. A new box will appear and you should check that the radio button is on Position.



The screenshot shows a dialog box titled "Select Transfer". It has a "Labor Account" section with a "Name or Description:" field and a "Search" button. Below this is an "Available Entries:" section. To the right of the "Available Entries" section is a list of radio buttons: "Position" (selected), "Account Code", "Business Unit", "Department", "Pay Group", "Approver", and "Reserved". A red box highlights the "Position" radio button. At the bottom of the dialog are buttons for "OK", "Cancel", "Refresh", and "Help".

3. In the field labeled Name or Description on the left side, enter the Position number your supervisor gave you. Click the Search button; the Position Number and Description will appear in the section labeled Available Entries. If your supervisor does not have the position number, contact payroll at 333-5708 or email payroll@valdosta.edu .



The screenshot shows the "Labor Account" section of the "Select Transfer" dialog box. The "Name or Description:" field contains the text "57001179". A red box highlights the "Name or Description:" field and the "Search" button. Below the "Name or Description:" field is the "Available Entries:" section, which contains the text "57 001179, Student Assistant".

- Select the entry for this area you are punching in or out to work. The selection will appear within the right side beside the radio button you selected. It will be highlighted in yellow.

- Click the Radio Button beside Approver.

- In the field labeled Name or Description on the left side, enter the Approver number your supervisor gave you. If your supervisor does not have the approver number, contact payroll at 333-5708 or email payroll@valdosta.edu Click the Search button and the Approver Number and Name will appear in the section labeled Available Entries:

- Select the entry for this area you are punching in or out to work. The selection will appear within the right side beside the radio button you selected. It will be highlighted in yellow.

Labor Account

Name or Description: 999999 Search Clear Account

Available Entries:

- 999999 Test

<input type="radio"/> Position	57001179	Student Assistant
<input type="radio"/> Account Code		
<input type="radio"/> Business Unit		
<input type="radio"/> Department		
<input type="radio"/> Pay Group		
<input checked="" type="radio"/> Approver	999999	Test
<input type="radio"/> Reserved		

Selected Transfer

57001179/////999999/

OK Cancel Refresh Help

Java Applet Window

- In the lower left hand corner of the Select Transfer Box, you will see the combination of the entries you created.

Selected Transfer
57001179/////999999/

- Click **OK** button . If the entry is incorrect, click the Clear Account Button. Both entries will be removed. Repeat the previous steps to record the correct Position and Approver. If you wish to leave the Select Transfer box without making a selection, click the Cancel Button. Once you clicked OK, the Labor Account will appear in the transfer box. Note: Once you have selected this transfer, it will be retained in the drop down for you future selections and you will not have to search for it again.

Using Transfer to Record Time after Initial Set up:

If you are recording time for the position that your supervisor has told you is your “primary” position, your time punches will automatically be recorded to that position until a transfer is performed. In others words, if your first shift of the day is at your primary job, you do not need to select the transfer button.

1. Click the drop down arrow next to **Transfers** and select **Search**

The screenshot shows a 'Transfers' menu with a search box containing 'Search...' and an 'Alt-S' button. Below the search box is a checked checkbox labeled 'Log off after stamping'. A red box highlights the search box and the 'Alt-S' button. Below the search box is a red button labeled 'Record Time Stamp'.

2. Click the position number for the job you are working.

The screenshot shows the 'Select Transfer' dialog box. It has a 'Name or Description' search field with a 'Search' button. Below the search field is a list of 'Available Entries' with the entry '01002710 Student Assistant' highlighted in red. To the right of the list is a table with columns for 'Position', 'Account Code', 'Business Unit', 'Department', 'Pay Group', 'Approver', and 'Reserved'. The 'Approver' column is highlighted in yellow. At the bottom of the dialog box are buttons for 'OK', 'Cancel', 'Refresh', and 'Help'.

3. Select the radio button by Approver, and select the approver associated with the job you are working.

The screenshot shows the 'Select Transfer' dialog box with the 'Approver' radio button selected. The 'Available Entries' list shows three entries: '0095823, Murphy, Rebecca' (highlighted in red), '0100801, Wilkes, Courtney', and '0105296, Martin, Galen'. The table on the right has the 'Approver' column highlighted in yellow, and the 'Student Assistant' entry is visible in the 'Position' column.

4. If the correct position number and approver number is showing in the Right column, click OK.

Labor Account

Name or Description:

Available Entries:

- 0095823, Murphy, Rebecca
- 0100801, Wilkes, Courtney
- 0105296, Martin, Galen

<input type="radio"/> Position	51000975	Student Assistant
<input type="radio"/> Account Code		
<input type="radio"/> Business Unit		
<input type="radio"/> Department		
<input type="radio"/> Pay Group		
<input checked="" type="radio"/> Approver	0095823	Murphy, Rebecca
<input type="radio"/> Reserved		

Selected Transfer

51000975/////0095823/

5. You will see the position number and approver number listed in the Transfers box, and you can click **Record Time Stamp**.

Transfers

Log off after stamping

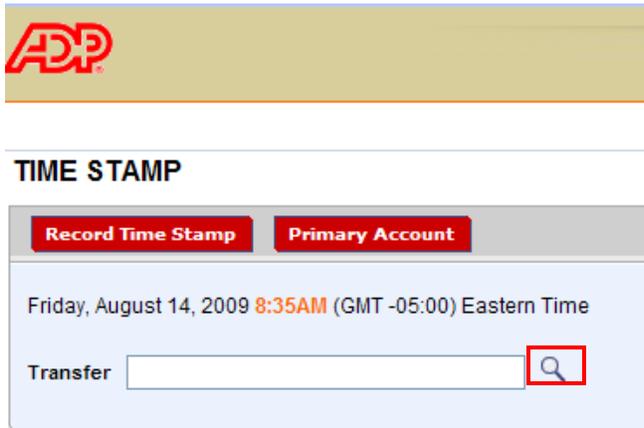
NOTE:

When you punch out for a position, you will not have to select the transfer. The system automatically punches you out for the appropriate position. Just click the button. If you are going to punch directly into your other position, you do not need to punch out of the position you just worked. You will need to transfer into the next position.

Accessing Time using the Portal

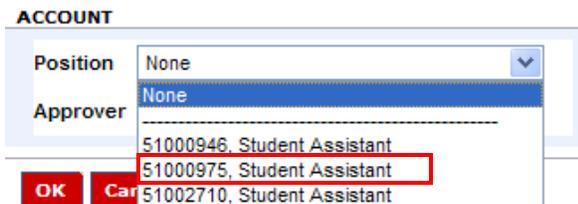
If you do not have access to the **Time Stamp Icon** and have been directed to record your time using the ADP Portal, your steps will include the following:

1. Go to portal - <https://portal.adp.com/public/index.htm> and click on User login
2. Enter user name and password
3. Click Time Tab 
4. Click **All other employees:** Click Here to access eTIME.
5. Click on the magnifying icon. 



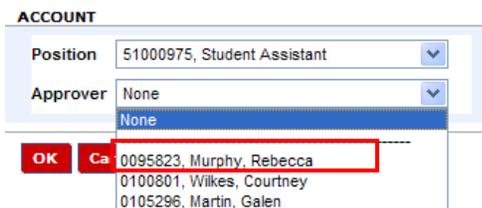
1. Click the drop down arrow  on position and select the position number for your punch in.

TRANSFER SELECTION



2. Click the drop down arrow  on Approver and select the supervisor associated with your second job.

TRANSFER SELECTION



3. Click ok.

TRANSFER SELECTION

ACCOUNT

Position	51000975, Student Assistant	▼
Approver	0095823, Murphy, Rebecca	▼

OK **Cancel** **Primary Account**

4. Your Time Stamp results will show as displayed below and you can select ok to go back to the record time screen.

TIME STAMP RESULTS

Primary Account **OK**

Recorded Time 8:45AM (GMT -05:00) Eastern Time

Account 51000975/////0095823/
Student Assistant/////Murphy, Rebecca/

5. Click record time.

TIME STAMP

Record Time Stamp **Primary Account**

Friday, August 14, 2009 12:00PM (GMT -05:00) Eastern Time

Transfer 🔍

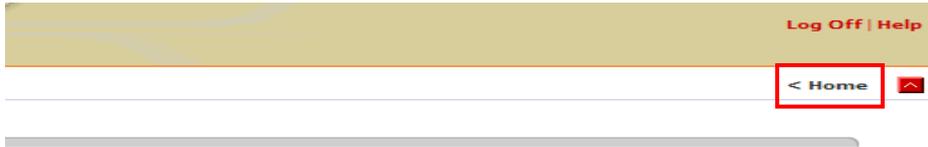
NOTE:

When you punch out for a position, you will not have to select the transfer. The system automatically punches you out for the appropriate position. Just click the **Record Time Stamp** button. If you are going to punch directly into your other position, you do not need to punch out of the position you just worked. You will need to transfer into the next position.

Reviewing your Time Card:

You can review a report of your time detail by following the steps below. Note: Some positions have the ability to view their time card by clicking on the Time Card link under My Information.

1. Click the Home link.



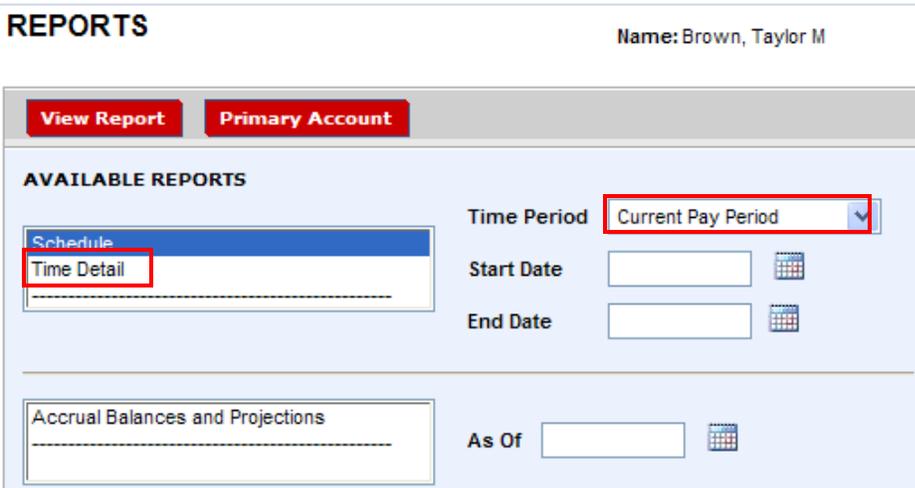
If you do not have a Home link, click My Information.



2. Click My Reports.



3. Select Time Detail and have time period on Current Pay Period.



4. Click View Report.



5. A printable timecard will be displayed with a summary of hours for multiple positions. The (X) in front of the code means a transfer was performed for those hours.

Name: Brown, Taylor M		ID: 0105380		Pay Rule: USG BW UNSCH OT>40 NO ML NO HOL							
Primary Account(s):		6/27/2009 - 8/08/2009		51001450/0000/51BU-DOS/5109125090/51T/0101253/0000							
		8/08/2009 - forever		51002710/0000/51BU-DOS/5109511130/51T/0105296/0000							
Date	Apply To	In Punch	In Exc	Out Punch	Out Exc	\$Amt	AdjEnt Amount	Totaled Amount	Cum. Tot. Amount	Absence	
Sat 8/08									0:00		
Sun 8/09									0:00		
Mon 8/10		8:00AM		12:00PM				4:00	4:00		
Tue 8/11		2:04PM		5:00PM				3:00	7:00		
Wed 8/12		9:09AM		9:13AM							
Wed 8/12		9:13AM		9:55AM							
Wed 8/12		9:55AM		10:30AM				1:15	8:15		
Thu 8/13		10:00AM		12:00PM				2:00			
Thu 8/13		9:18PM		8:34AM					26:00		
Fri 8/14-		8:34AM		8:45AM							
Fri 8/14-		8:45AM		9:00AM							
Fri 8/14-		9:00AM		1:00PM	LE			15:45	26:00		
Sat 8/15									26:00		
Sun 8/16									26:00		
Mon 8/17									26:00		
Tue 8/18									26:00		
Wed 8/19									26:00		
Thu 8/20									26:00		
Fri 8/21									26:00		
Totals						0.00	0:00	26:00	26:00		
Account Summary											
Account	Pay Code						Money	Hours			
(x)51000946/0000/51BU-DOS/5109511130/51T/0095823/0000	REGULAR							4:00			
(x)51000946/0000/51BU-DOS/5109511130/51T/0100801/0000	REGULAR							0:30			
(x)51000946/0000/51BU-DOS/5109511130/51T/0105296/0000	REGULAR							11:15			
(x)51000975/0000/51BU-DOS/5109511130/51T/0095823/0000	REGULAR							0:30			
(x)51000975/0000/51BU-DOS/5109511130/51T/0105296/0000	REGULAR							4:00			
51002710/0000/51BU-DOS/5109511130/51T/0105296/0000	REGULAR							5:45			
Pay Code Summary											
	Pay Code						Money	Hours			
	REGULAR							26:00			