Valdosta State University
Shared Services/ADP Time Stamp User Guide

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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

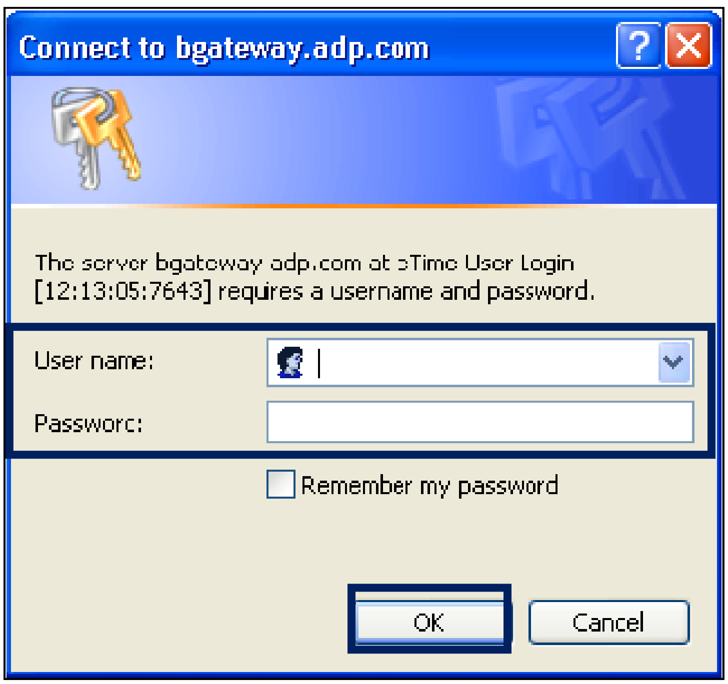
Recording Time Worked:

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: 

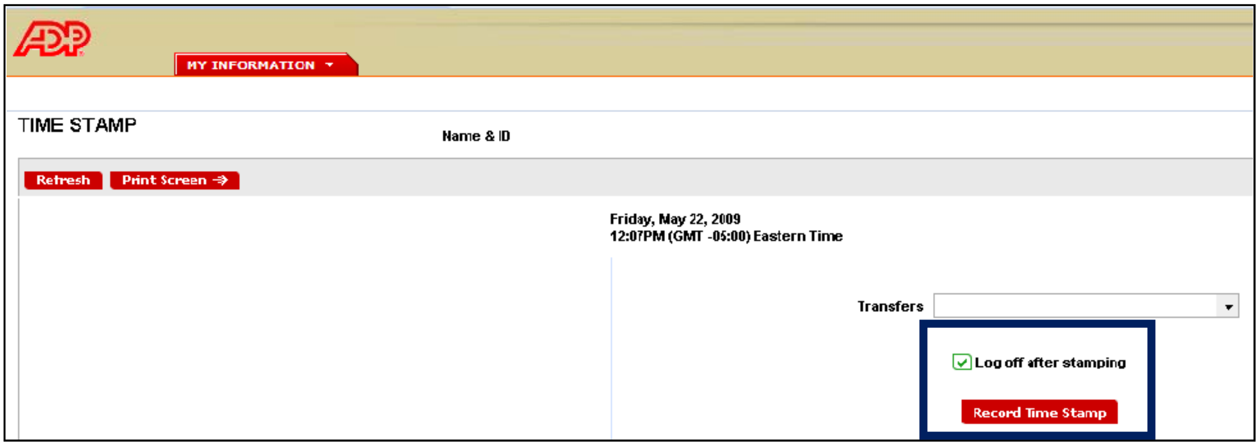
2. Log in using your User name and Password that was created when you registered.
3. Click: OK



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.



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

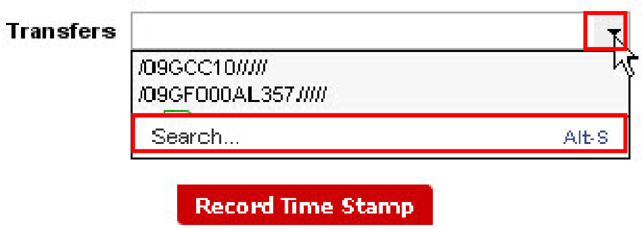
If no additional students need to clock in or out, you may close out of Internet Explorer.

Procedure for Students working Multiple Jobs on Campus:

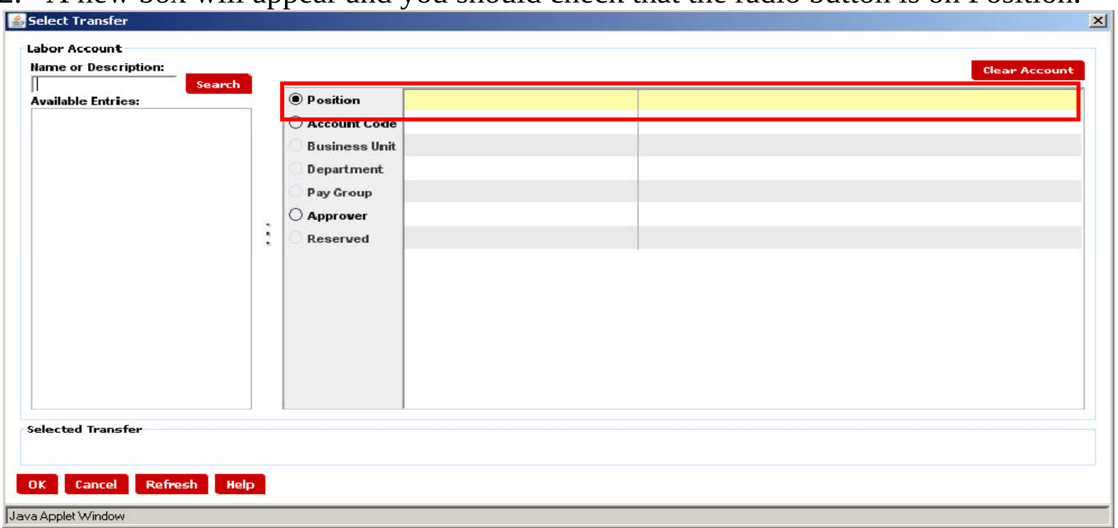
If you work in more than one area, your supervisor will give you instructions on how to record your punch in and out for a position/approver. If your supervisor does not have the position number and approver number that you will need, contact payroll at 333-5708 or email payroll@valdosta.edu . If you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

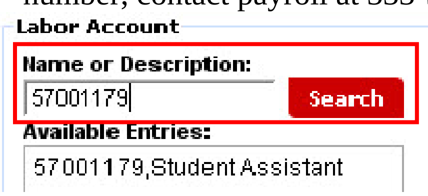
1. Click arrow and Search to set up the transfer.



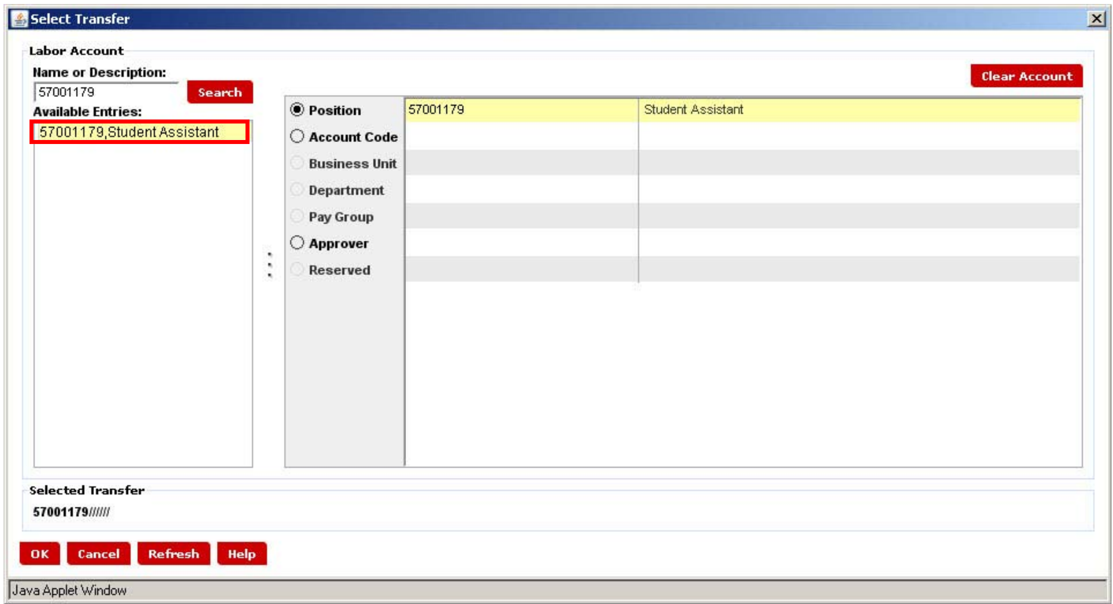
2. A new box will appear and you should check that the radio button is on Position.



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 .

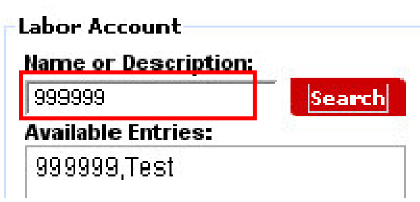


4. Select the entry for this area you are punching in or out to work. The selection will appear within the right side beside the radio button you selected. It will be highlighted in yellow.

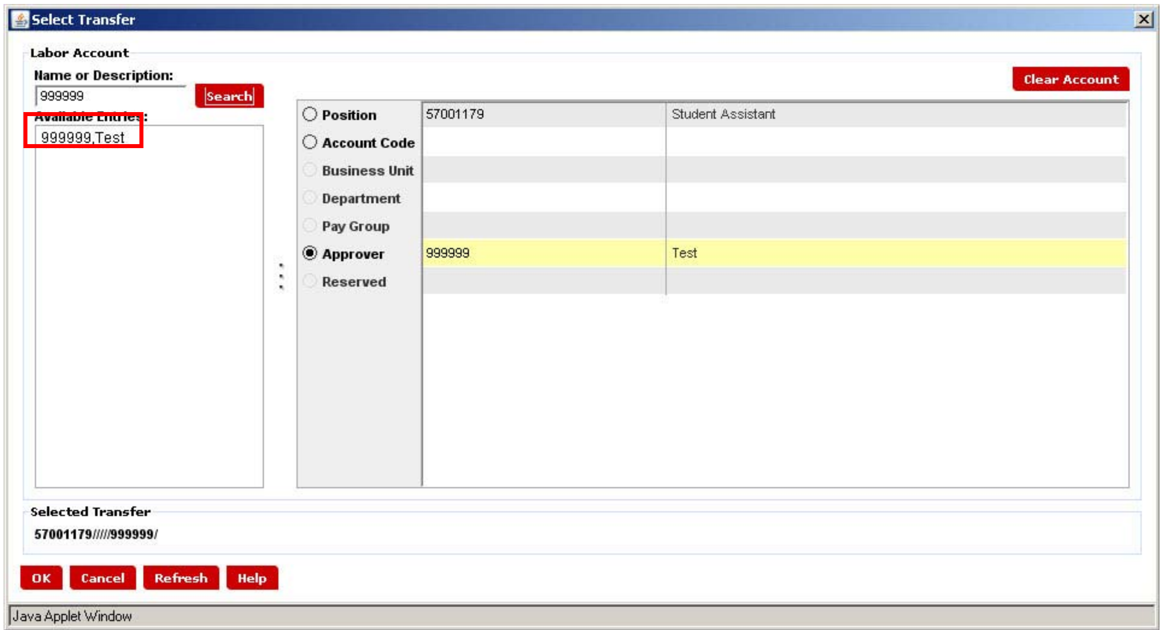


5. Click the Radio Button beside Approver.

6. 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:



7. 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.



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

9. Click OK 

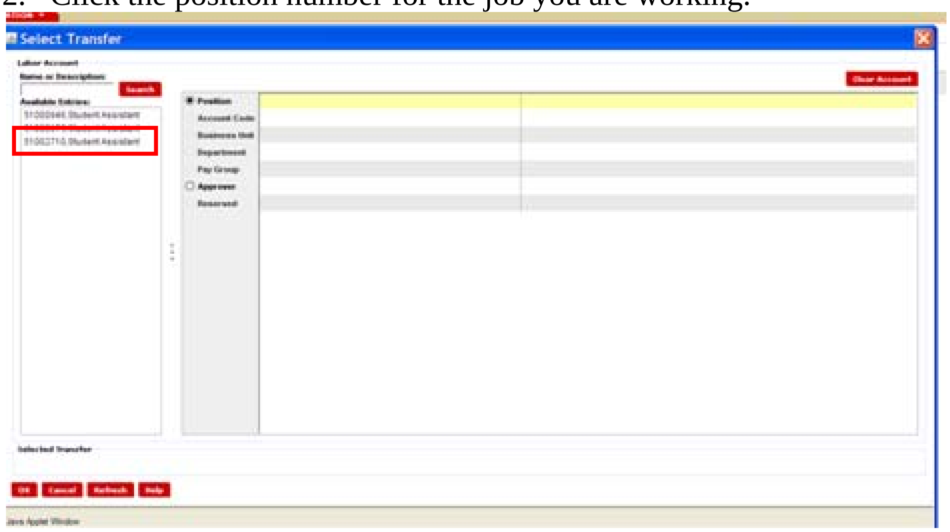
button . If the entry is incorrect, click the Clear Account Button. Both entries will be removed. Repeat the previous steps to record the correct Position and Approver. If you wish to leave the Select Transfer box without making a selection, click the Cancel Button. Once you clicked OK, the Labor Account 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:

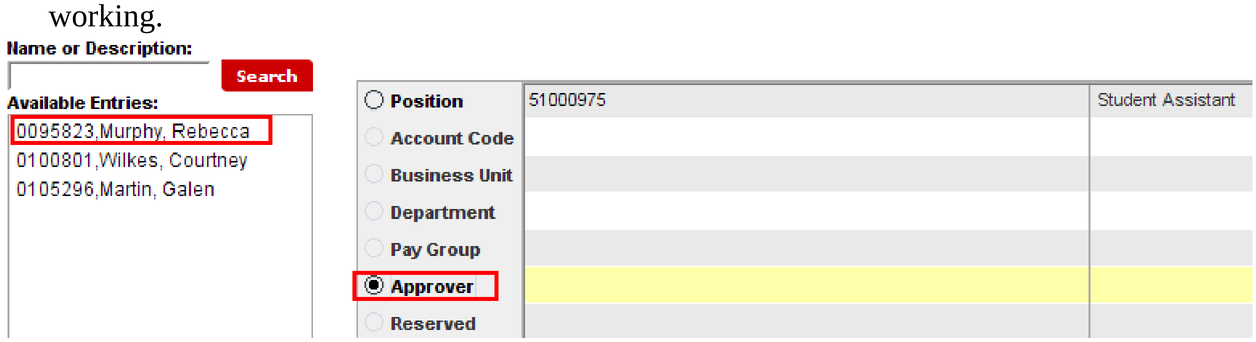
If you are recording time for the position that your supervisor has told you is your "primary" position, your time punches will automatically be recorded to that position until a transfer is performed. In others words, if your first shift of the day is at your primary job, you do not need to select the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

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

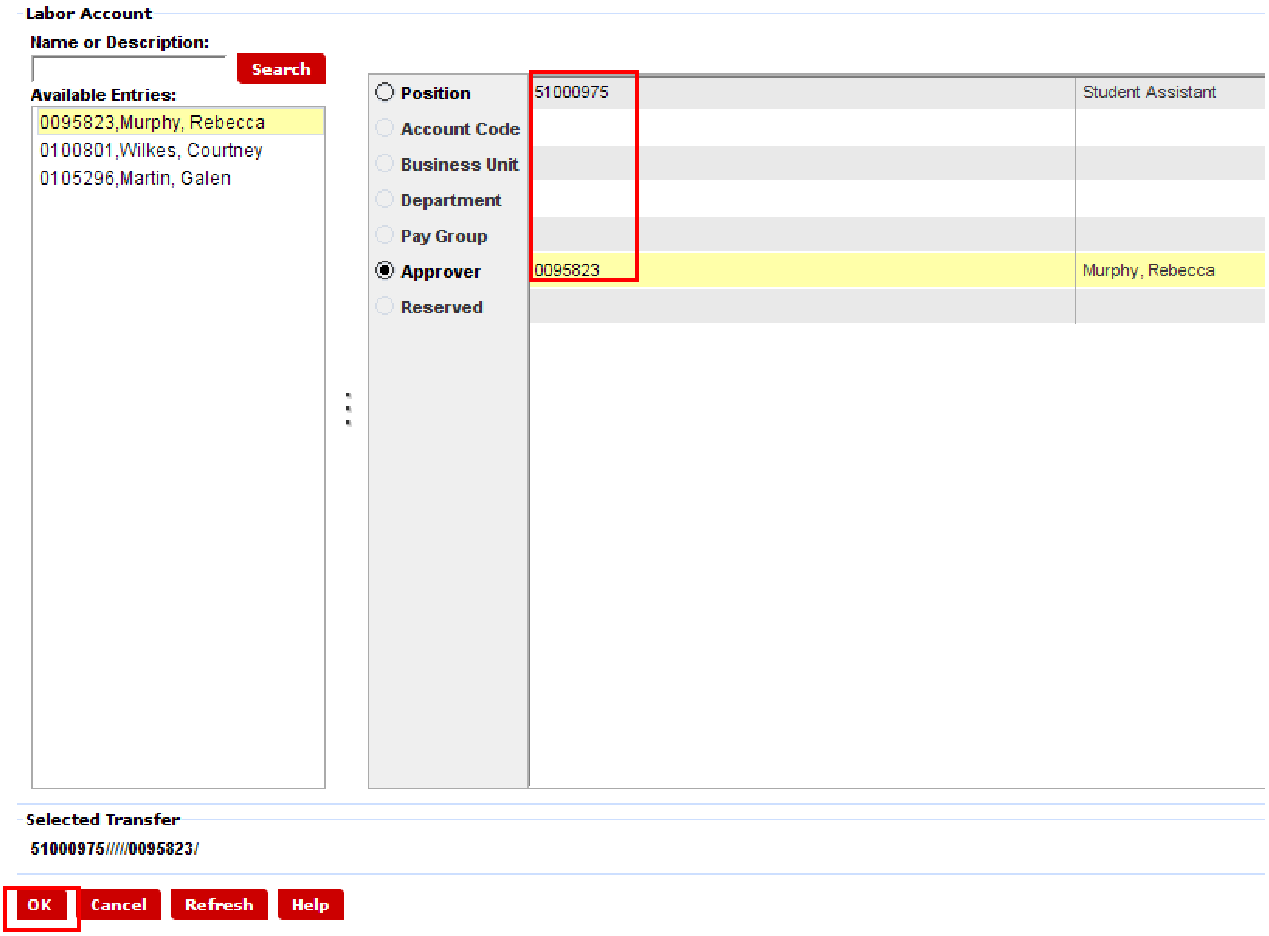
2. Click the position number for the job you are working.



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

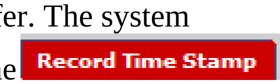


4. If the correct position number and approver number is showing in the Right column, click OK.



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

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 positiont. Just click the 

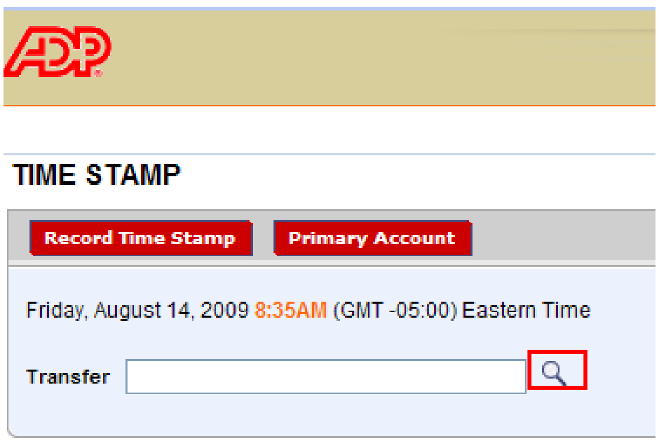
button. If you are going to punch directly into your other position, you do <u>not</u> need to punch out of the position you just worked. You will need to transfer into the next position.

Accessing Time using the Portal

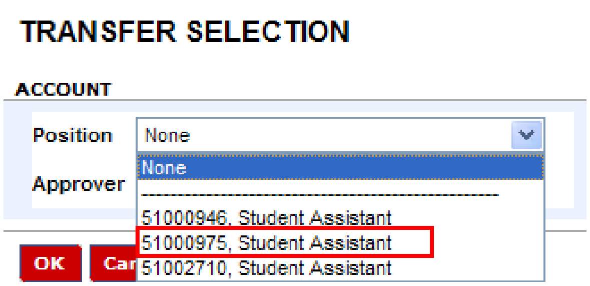
If you do not have access to the **Time Stamp Icon** and have been directed to record your time using the ADP Portal, your steps will include the following:

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 

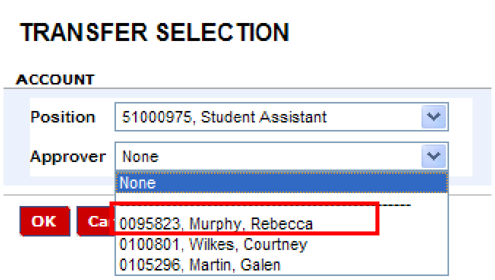
4. Click **All other employees:** Click Here to access eTIME.
5. Click on the magnifying icon. 



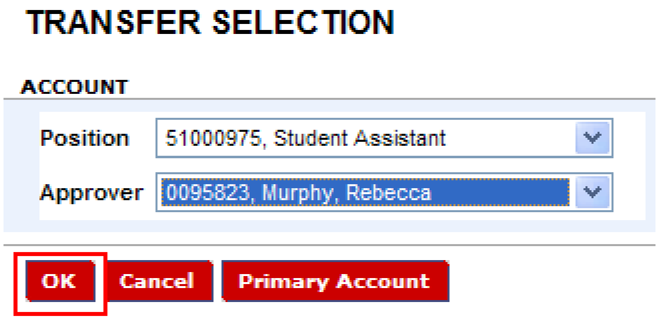
1. Click the drop down arrow  on position and select the position number for your punch in.



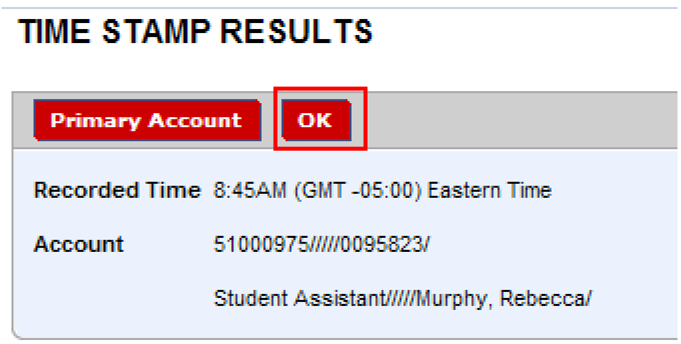
2. Click the drop down arrow  on Approver and select the supervisor associated with your second job.



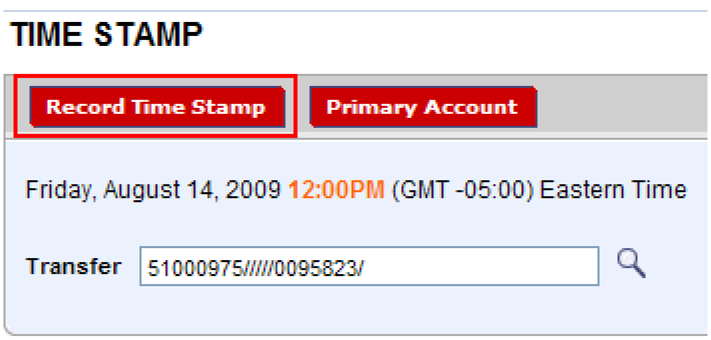
3. Click ok.



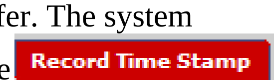
4. Your Time Stamp results will show as displayed below and you can select ok to go back to the record time screen.



5. Click record time.



NOTE:

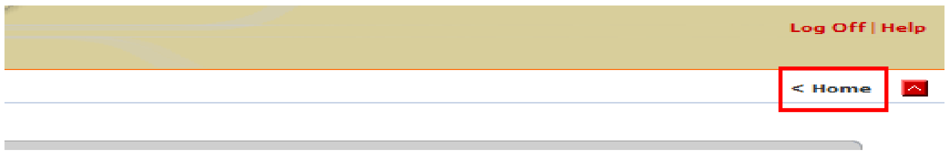
When you punch out for a position, you will not have to select the transfer. The system automatically punches you out for the appropriate position. Just click the 

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.

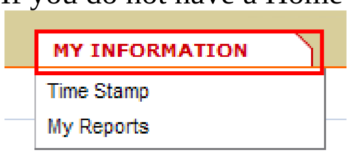
Reviewing your Time Card:

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.

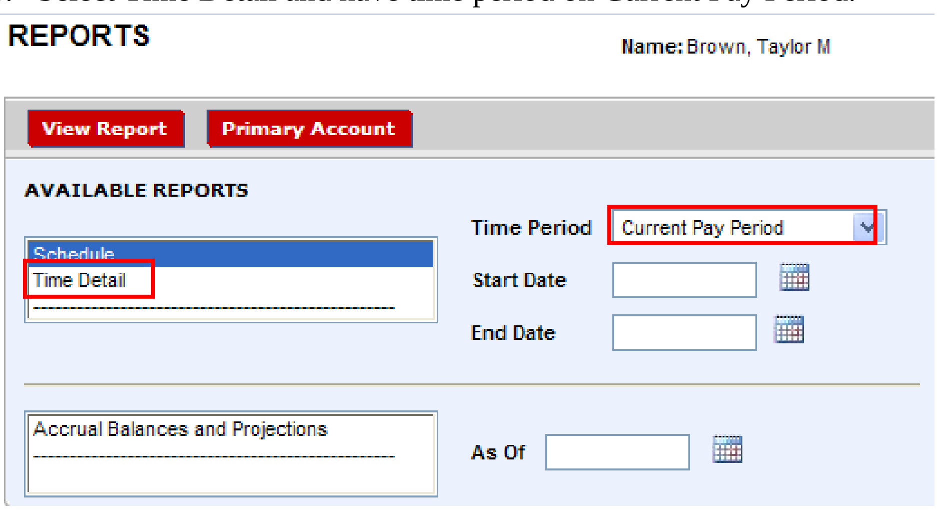


If you do not have a Home link, click My Information.



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	Adj/Ent 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