Valdosta State University - Shared Services/ADP
Time Clock User Guide
Time Clock Punches/Pay Statements and Leave Accrual Viewing

Purpose of this Guide:
This guide provides answers to many common questions regarding the new Shared Services/ADP system access.

The first step to view your time clock punches, pay statements or leave accrual in the Shared Services/ADP system, is to be registered into the portal and add eTIME. Appropriate guides can be found at:

http://www.valdosta.edu/finadmin/training/sharedservices

NOTE: Please use Microsoft Internet Explorer as your browser when accessing the Shared Services/ADP system. To date, Firefox and Safari are not supported.

Login to ADP:

1. Select: the Shared Services/ADP link under Faculty and Staff menu option on the Main VSU website and then
2. Select: ADP Portal from the Main Menu – or - use the following link to go directly to the webpage: https://portal.adp.com/public/index.htm
3. Select: User Login button

4. Login: using your ADP username/password used during the registration process
5. Select: OK
To view your pay statements:

6. Select: the Money application link and then the Pay Statements link from the left column:
7. Your available pay statement links will appear. Click on the appropriate date to view your pay statement:

![Pay Statement Screen]

8. Click: the back button to return to the pay statements screen

To login to eTime to view your time clock punches, time detail and accrual balances and projections:

9. Select: the Time application link:

![eTime Screen]
10. Select: the All other employees link:

To view your time clock punches:

11. Select: My Timecard from the My Information Tab, the select the time period you wish to view:
Select the Home link in the upper right corner to return to the main eTime screen.

To view your time detail (this is the summary view of your timecard punches):

12. Select: My Reports from the My Information Tab, then select the Time Detail from the Available Reports, what time period you wish to view and click the View Report button:
13. Select: the Return button to return to the Main Reports Screen

To view your Accrual Balances and Projections:

14. Select: My Reports from the My Information Tab, then select the Accrual Balances and Projections from the Available Reports, as of which date and then click the View Report button:

The screen displays your leave balances as of the date selected.

15. Select: the Return button to return to the Main Reports Screen

Select the Home link in the upper right corner to return to the main eTime screen.

Select the Log off link in the upper right corner to logoff eTime.