

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.

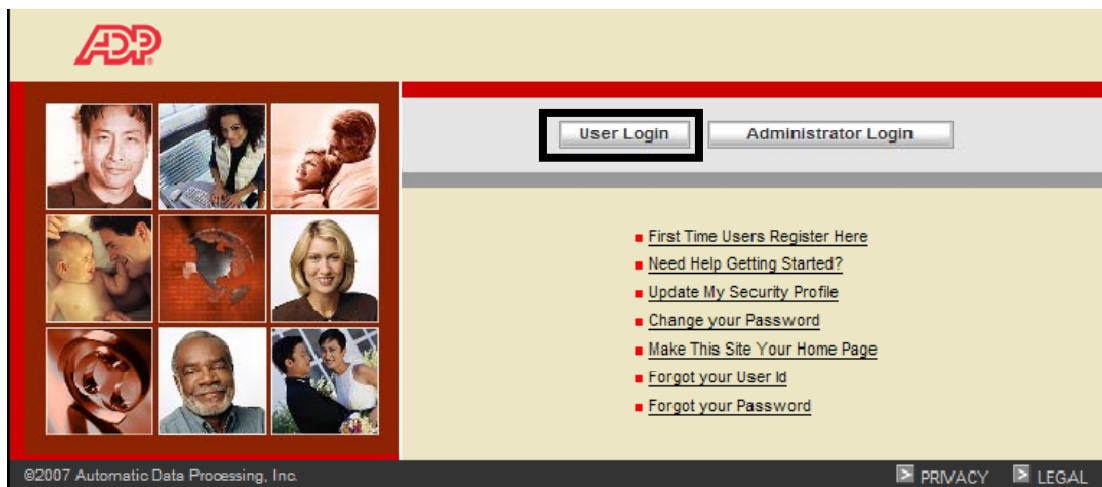
The first step to view your time clock punches, pay statements or leave accrual in the Shared Services/ADP system, is to be registered into the portal and add eTIME. Appropriate guides can be found at:

<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.

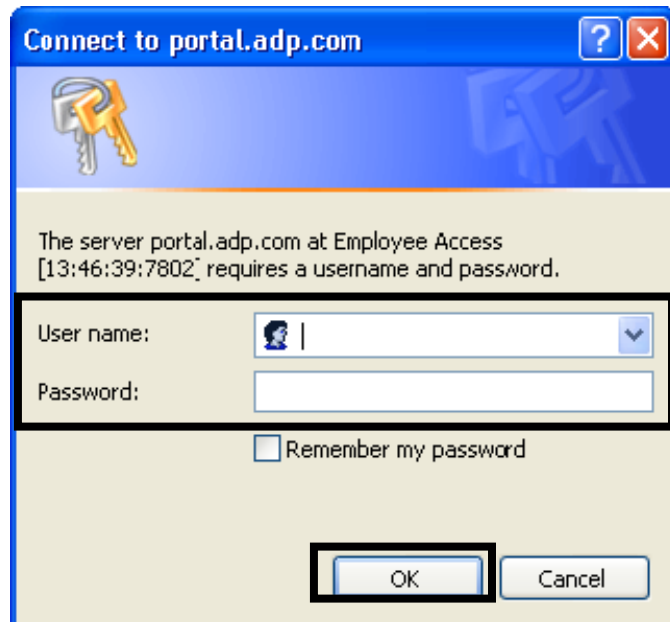
Login to ADP:

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



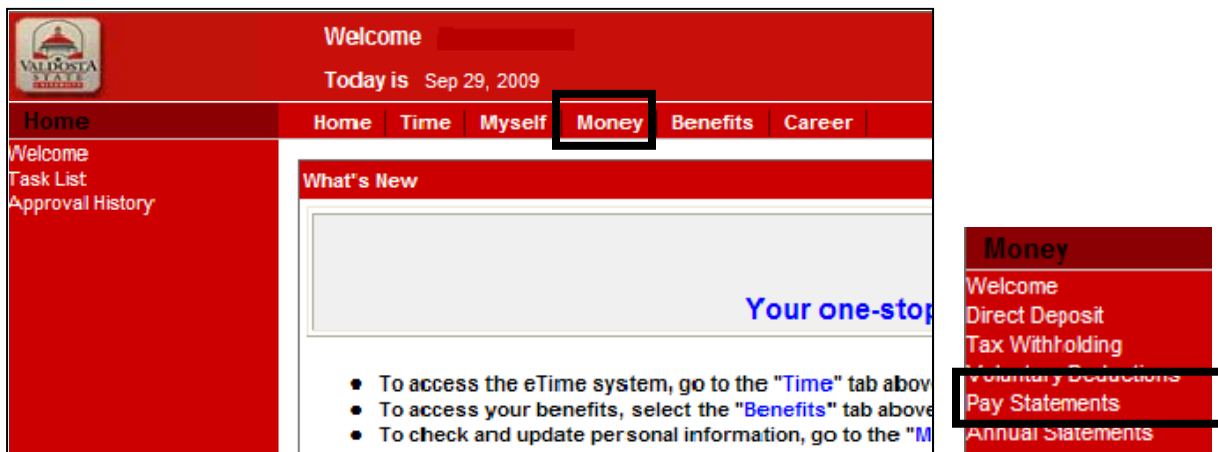
This site requires [Microsoft Internet Explorer Version 6.0](#) or higher.

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

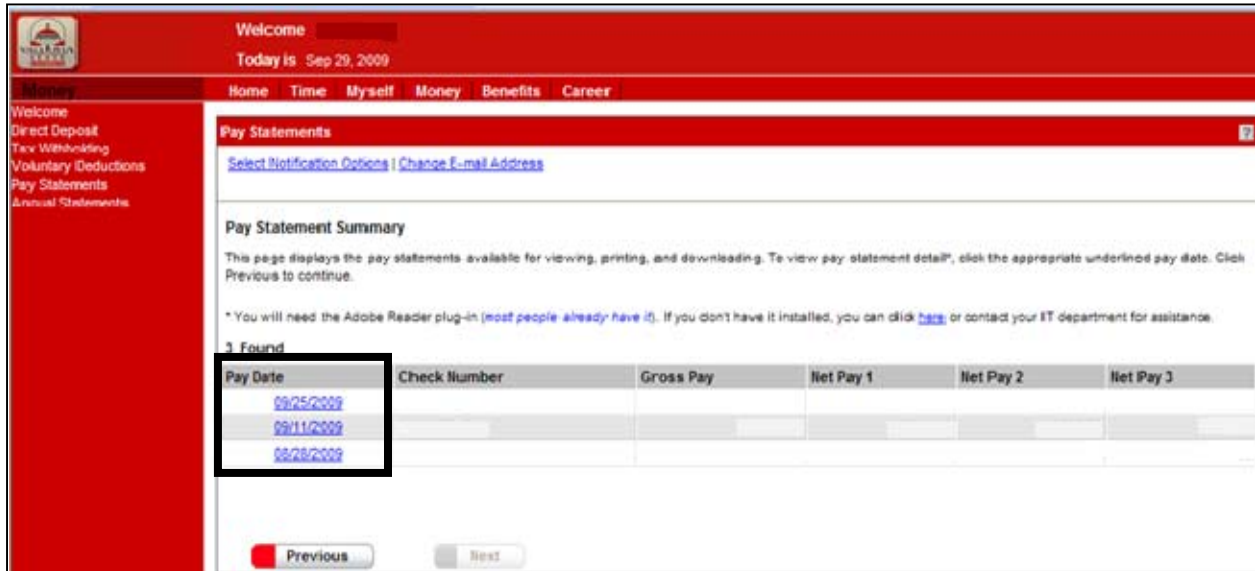


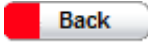
To view your pay statements:

6. Select: the Money application link and then the Pay Statements link from the left column:



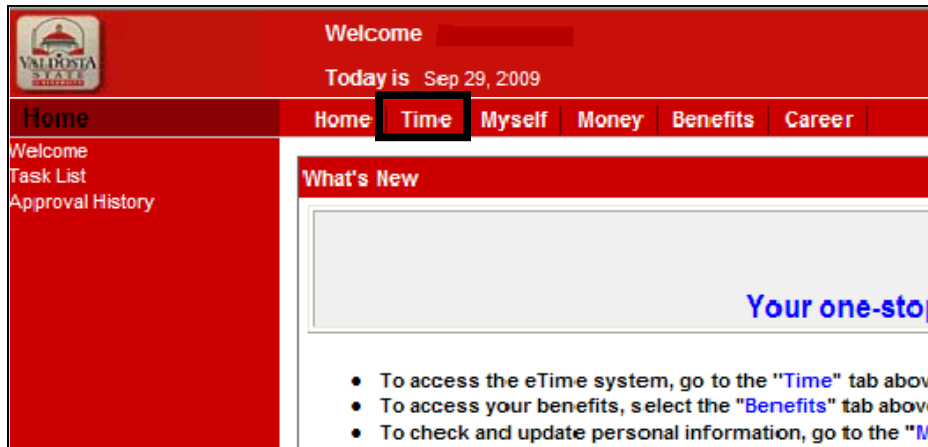
- Your available pay statement links will appear. Click on the appropriate date to view your pay statement:



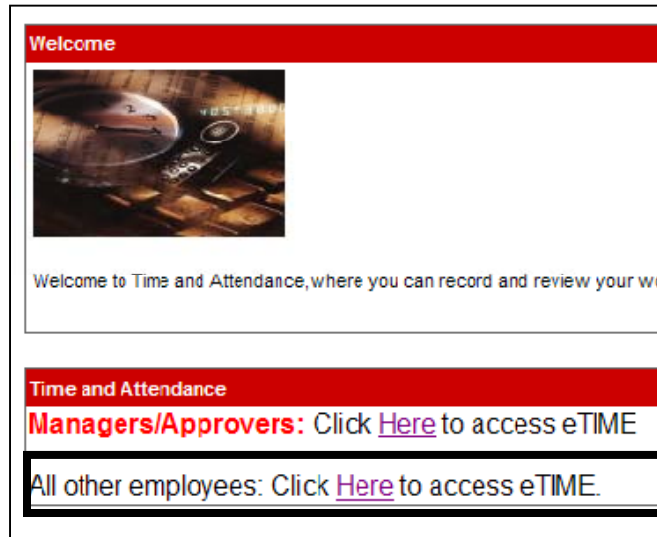
- Click:  the back button to return to the pay statements screen

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

- Select: the Time application link:

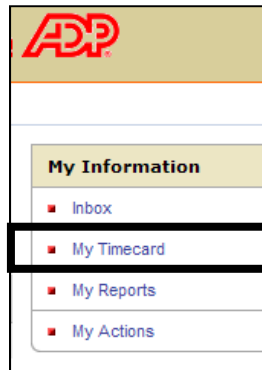


10. Select: the All other employees link:

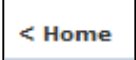


To view your time clock punches:

11. Select: My Timecard from the My Information Tab, the select the time period you wish to view:

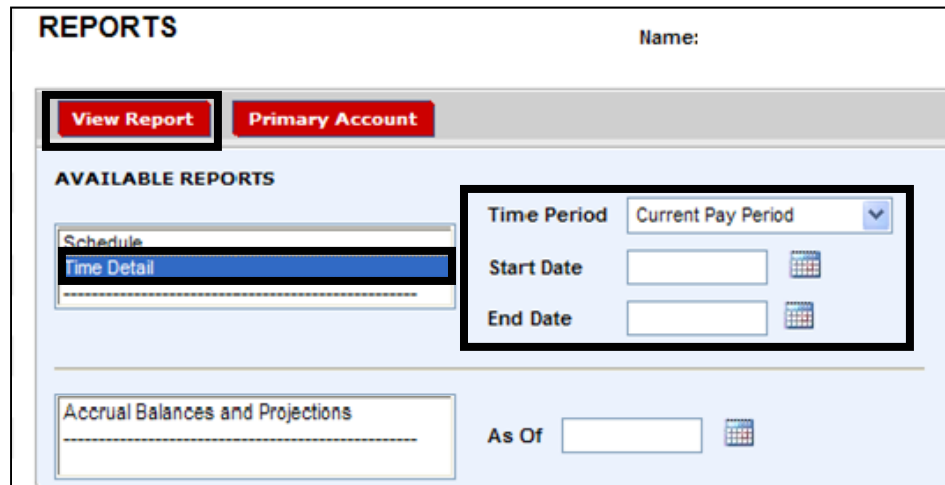
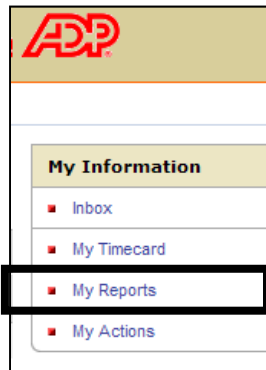


Time Period: Current Pay Period 9/19/2009 - 10/02/2009									
<input type="button" value="Save"/> <input type="button" value="Approve"/> <input type="button" value="Primary Account"/> <input type="button" value="Totals Summary"/> <input type="button" value="Refresh"/>									
Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals		
							Shift	Daily	
	Sat 9/19								
	Sun 9/20								
	Mon 9/21			5:59AM		3:01PM	8:00	8:00	
	Tue 9/22			5:59AM		3:00PM	8:00	8:00	
	Wed 9/23			5:46AM		8:07AM	2:15		
	Wed 9/23			12:43PM		2:48PM	2:00		
	Wed 9/23	VACATION	3:45					8:00	
	Thu 9/24	VACATION	8:00					8:00	
	Fri 9/25			5:30AM		2:26PM	8:00	8:00	
	Sat 9/26								
	Sun 9/27								

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:



TIME DETAIL

[Return](#)

Time Period: Current Pay Period Printed: 9/29/2009
 Dates: 9/19/2009 - 10/02/2009

Name: Tyson, Lillie P ID: 0095154 Pay Rule: 510 BW SCH OT>40 60ML HOL8
 Primary Account(s): 5/30/2009 - forever 51001261/0000/51BU-AUX/5105501060/51H/0094827/0000

Date	Apply To	In Punch	In Exc	Out Punch	Out Exc	\$Amt	Adj/Ent Amount	Totaled Amount	Cum. Tot. Amount	Absence
Sat 9/19									0:00	
Sun 9/20									0:00	
Mon 9/21		5:59AM	EV	3:01PM	EV			8:00	8:00	
Tue 9/22		5:59AM	EV	3:00PM	EV			8:00	16:00	
Wed 9/23		5:46AM	EV	8:07AM	EV			2:15		
Wed 9/23		12:43PM	US	2:48PM				2:00		
Wed 9/23	VACATION						3:45		24:00	
Thu 9/24	VACATION						8:00		32:00	
Fri 9/25		5:30AM	EV	2:26PM	EV			8:00	40:00	
Sat 9/26									40:00	
Sun 9/27									40:00	
Mon 9/28		5:48AM	EV	2:56PM	EV			8:15	48:15	
Tue 9/29		5:41AM	EV					0:00	48:15	
Wed 9/30									48:15	
Thu 10/01									48:15	
Fri 10/02									48:15	
Totals						0.00	11:45	36:30	48:15	

13. Select: the Return button **Return** 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:

ADP

My Information

- Inbox
- My Timecard
- My Reports**
- My Actions

REPORTS Name:

View Report **Primary Account**

AVAILABLE REPORTS

Schedule Time Detail

Time Period: Specific Date

Start Date: [] []

End Date: [] []

Accrual Balances and Projections

As Of: 9/01/2009 [] []

ACCURAL BALANCES AND PROJECTIONS

Return

Date Selected: 9/01/2009 Printed: 9/29/2009

Name: ID

Accrual Code	Accrual Type	Period Ending Balance	Furthest Projected Taking Date	Projected Takings	Projected Credits	Projected Balance	Balance w/o Proj. Credits
Donated Leave Award	Hour	0:00	9/01/2009	0:00	0:00	0:00	0:00
Sick	Hour	5:39	9/14/2009	3:30	0:00	2:09	2:09
Vacation	Hour	128:00	9/24/2009	19:45	0:00	106:15	106:15

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

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

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

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