

E-Time Quick Reference

Logging in

- Supported Browsers
 - Chrome (Recommended)
 - Firefox
 - Microsoft Edge
 - Safari (Difficult to Configure)
- Enter Credentials
 - Forgot Password or User ID?
 - Click "Forgot User ID/Password"
- Can't get in?
 - Clear cached data and cookies
 - Then close/reopen browser
 - Reboot the computer if this doesn't work.

Approving Timecards

- Log into eTime
- Select Pay Period
 - Previous or Current
- Pull up employee list
 - Click on magnifying glass
- Select Employees
 - Double click on name
 - For multiple employees Click: "Select All" ⇒ "Go To" ⇒ "Timecards"
- Check hours for mistakes
- Click: "Approve Timecard"

[HTTPS://ONLINE.ADP.COM/CLOCK/LOGIN](https://online.adp.com/clock/login)

Timecard Color

- White
 - Not Approved
 - Edits can be made
- Yellow
 - Manager approved but missing employee approval
 - Manager must remove approval to allow employee to edit and approve timecard
- Red-Orange
 - Employee approved
 - Manager approval needed
- Green
 - Employee and Manager approved
 - Ready for Payroll Processing
- Gray
 - Timecard has been signed off and processed
 - Pay period has closed and cannot be edited
 - Submit paper timesheet if hours in this period were missed.

Labor Laws

- Overtime
 - Any hour in excess of 8 per day and/or 40 per week
 - Paid at 1.5x Regular rate: \$15 ⇒ \$22.50
- Double Time
 - Any hour in excess of 12
 - Paid at 2x Regular rate : \$15 ⇒ \$30
- Meal Breaks
 - 10 minute PAID break for every 4 hours
 - 30 minute (minimum) break for working 6 or more hours
 - Must be taken BEFORE 5th hour
 - Employee will be paid 1 additional hour for every violation.
- Sick time
 - Part-time, nonbenefitted employees receive 48 hrs/FY (amount resets after the 7/15 payroll)
- Holiday
 - Non-exempt benefitted employees receive holiday pay if a scheduled shift falls on a holiday
 - Employee must enter the Pay Code: Holiday + hour amount in eTime.
 - Those working a holiday receive pay for hours worked, in addition to Holiday Pay



The University
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Frequently Asked Questions

Why do I get the error message that says I entered my password wrong, even if I just reset it?

You need to clear your browser's cookies and cached data (in advanced settings), then close and reopen browser. IMPORTANT – Best way to avoid login errors is to click “Log Out” ⇒ “Clear Cookies” when you are done using eTime.

Why do the hours I enter keep disappearing?

Remember to save every edit you make. Sometimes eTime will log you out but will still look like you are logged in. This usually happens because of high site traffic on the day timesheets are due. IMPORTANT - log in every day to keep your timecard up to date.

Why does eTime prevent me from making edits to my timecard?

Check the color of the timecard (see reverse for list of colors). It is possible that you and/or your supervisor have already approved it. The approval(s) need to be removed before you can edit the timecard.

How often do I get paid?

TUC has two payroll cycles every month. For a list of future pay periods, timesheet deadlines, and Pay Dates visit: www.csun.edu/tuc/payroll

I am classified as Salary Exempt. Do I still need to log in to eTime?

Yes. You need to log into eTime to enter your Exception time, such as sick, vacation, and holiday hours. Even if you didn't use exception time, you still need to log in to approve your blank timecard. This is necessary in order for your project to remain compliant during audits.

Why can't I see my employee's hours in eTime?

Make sure that you are looking at the correct pay period. You may need to change the timeframe to “Previous Pay Period.” IMPORTANT - Be sure to double check the dates before approving the timecard.

Why do employees that no longer work for me still appear in my eTime list?

Employee Separation Forms must be submitted to TUC whenever an employee no longer works for you. The employee will be removed from your employee list once Payroll receives an original copy of the form with a WET signature.