



Time & Attendance® Version 8.0

Quick Reference Card for Managers/Approvers

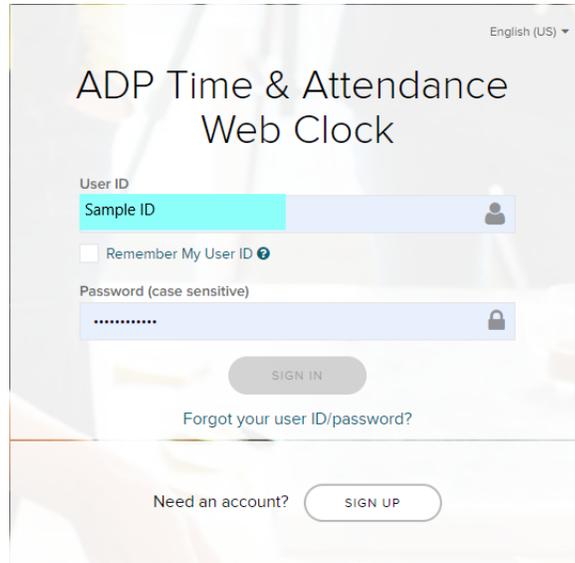
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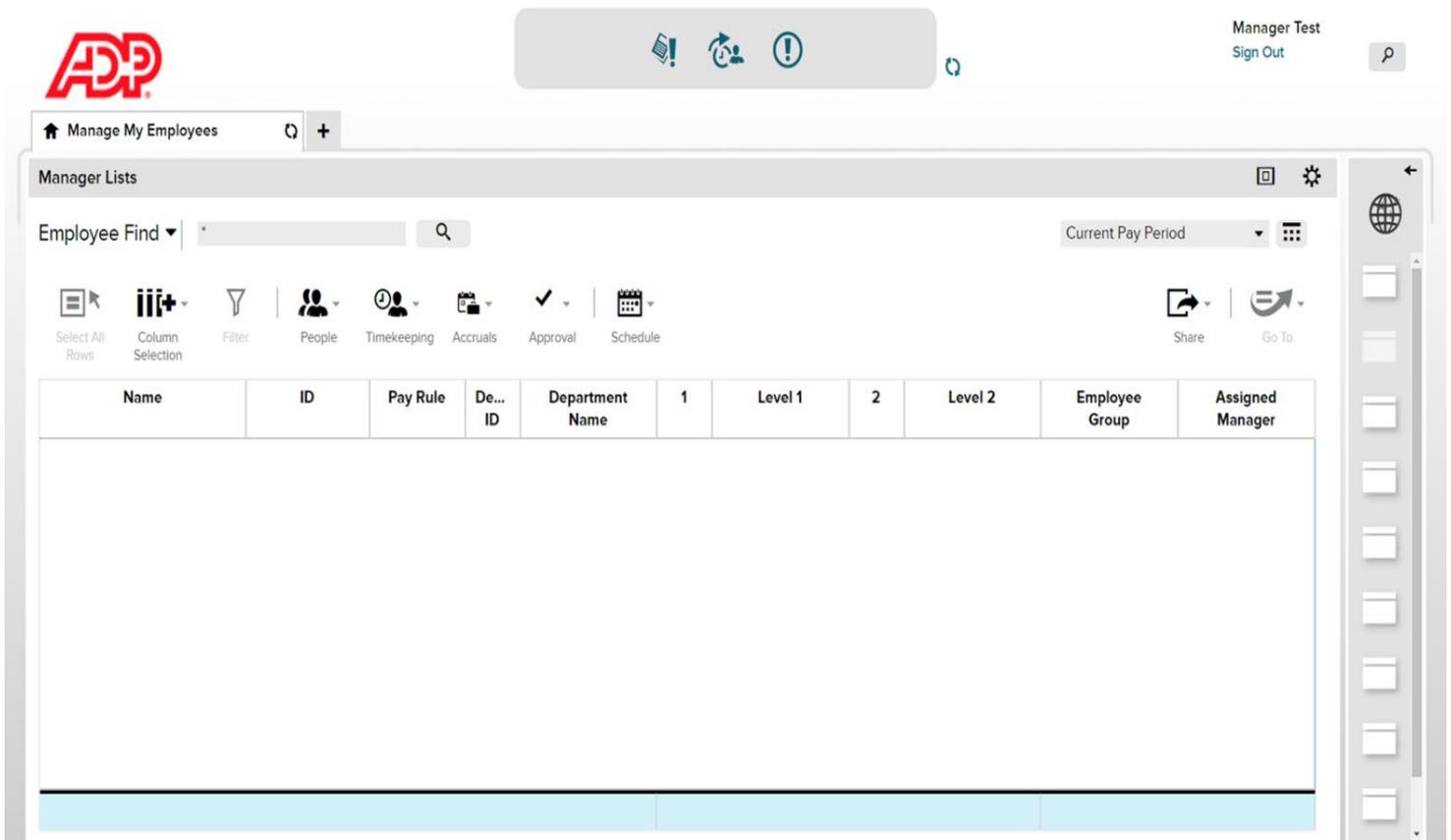
The following Instructions describe a typical manager configuration. The name and location of widgets and commands may differ from your configuration.

[Logging In](#)

- 1) Open up your browser
 - a. Chrome or Firefox preferred
- 2) Go to the following link:
<https://online.adp.com/clock/login>
- 3) Enter your user ID and Password.
- 4) Click 



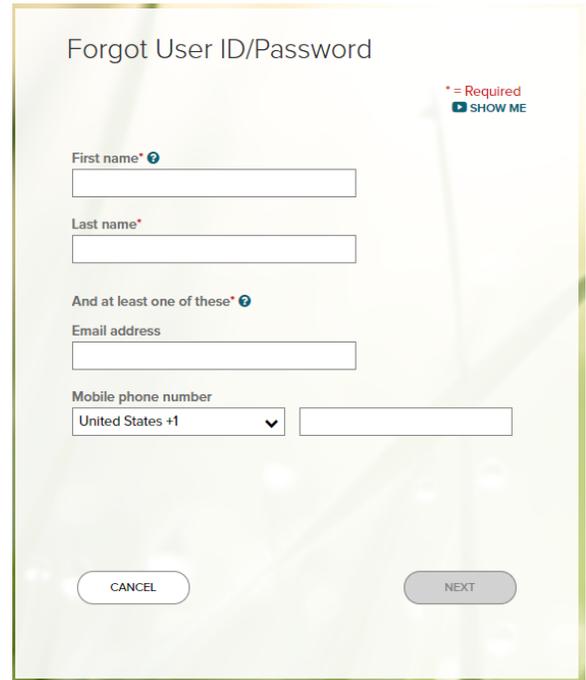
Once you have logged in, you should see the screen shown below:



| Name | ID | Pay Rule | De... ID | Department Name | 1 | Level 1 | 2 | Level 2 | Employee Group | Assigned Manager |
|------|----|----------|----------|-----------------|---|---------|---|---------|----------------|------------------|
|------|----|----------|----------|-----------------|---|---------|---|---------|----------------|------------------|

Resetting Your Password

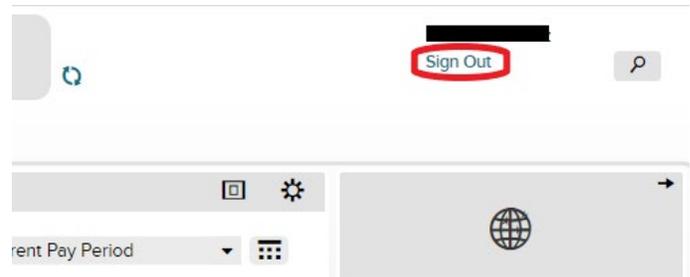
- 1) If you forgot your password, click “Forgot user ID/password.”
- 2) Enter your First and Last name, and either your email **OR** your phone number.
- 5) Click “Next” and follow the prompts.



The screenshot shows a web form titled "Forgot User ID/Password". At the top right, there is a legend: "* = Required" and a "SHOW ME" button. The form contains the following fields: "First name*" (required), "Last name*" (required), "And at least one of these*" (required), "Email address", and "Mobile phone number" (with a dropdown menu set to "United States +1"). At the bottom, there are "CANCEL" and "NEXT" buttons.

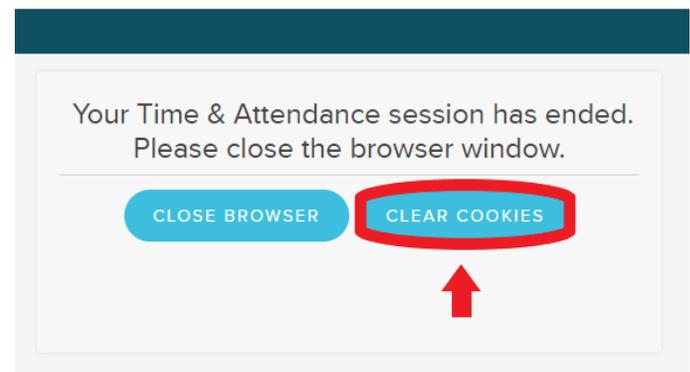
Signing Out

- 1) Click “Sign Out” on the top-right portion of the screen.



- 2) Once the page refreshes, click “Clear Cookies”

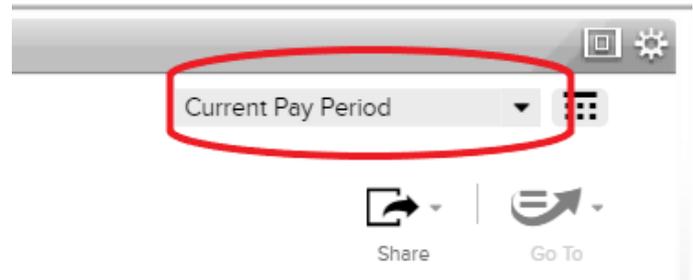
THIS IS THE EASIEST WAY TO PREVENT LOGIN ERRORS



- 3) Close your browser after signing out. This will prevent any unauthorized access to your profile.

Viewing Employee Timecards

1) Select the pay period you are reviewing by using the drop-down menu located on the top-right portion of the “Manage My Employees” tab.

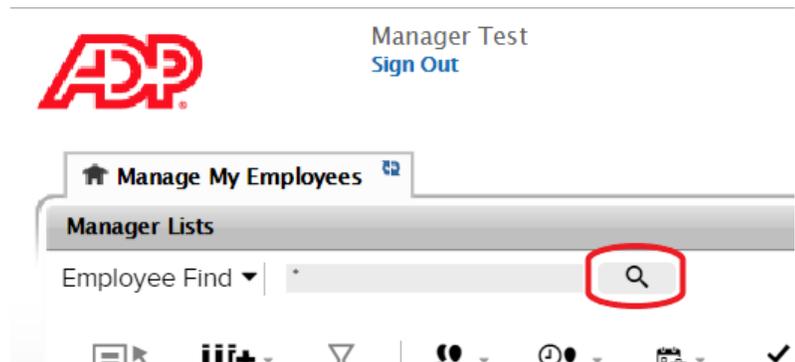


2) The default pay period in eTime will always be “Current Pay Period.”

- a. If you log in to approve timecards **BEFORE** the end of the pay period, **LEAVE THIS SETTING AS IS.**
- b. If you log in **AFTER** the end of the pay period, you need to **CHANGE THIS SETTING** to “Previous Pay Period.”

Ex. If you log in on July 1st to approve the June 16-June 30 pay period, you need to select “Previous Pay Period.”

3) Next, click on the magnifying glass next to the “Employee Find” search bar.



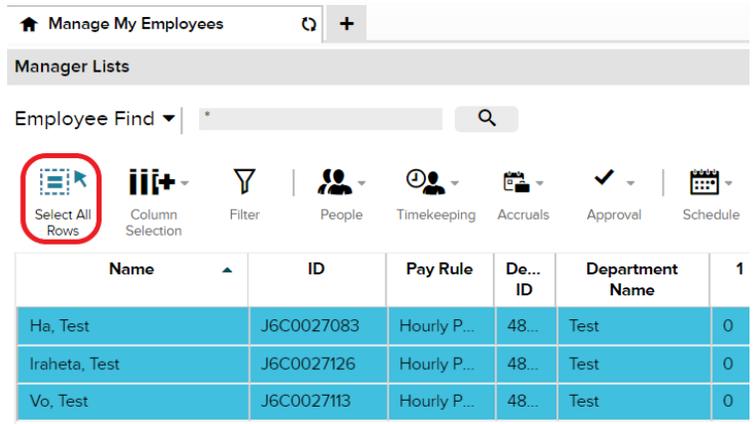
Now you are able to see a list of all of your active employees:

A screenshot of the 'Manager Lists' section showing a table of active employees. The table has columns for Name, ID, Pay Rule, Department Name, and various levels (1, 2, Level 1, Level 2). The search bar at the top is highlighted with a red circle and a red arrow pointing to the table. The table contains three rows of test data.

| Name | ID | Pay Rule | De... ID | Department Name | 1 | Level 1 | 2 | Level 2 | Employee Group | Assigned Manager |
|---------------|------------|------------|----------|-----------------|---|---------|---|---------|----------------|------------------|
| Ha, Test | J6C0027083 | Hourly PRO | 48... | Test | 0 | 0 | 0 | 0 | Empty Profile | |
| Iraheta, Test | J6C0027126 | Hourly PRO | 48... | Test | 0 | 0 | 0 | 0 | Empty Profile | |
| Vo, Test | J6C0027113 | Hourly PRO | 48... | Test | 0 | 0 | 0 | 0 | Empty Profile | |

4) To view a single employee's timecard, double click on their name.

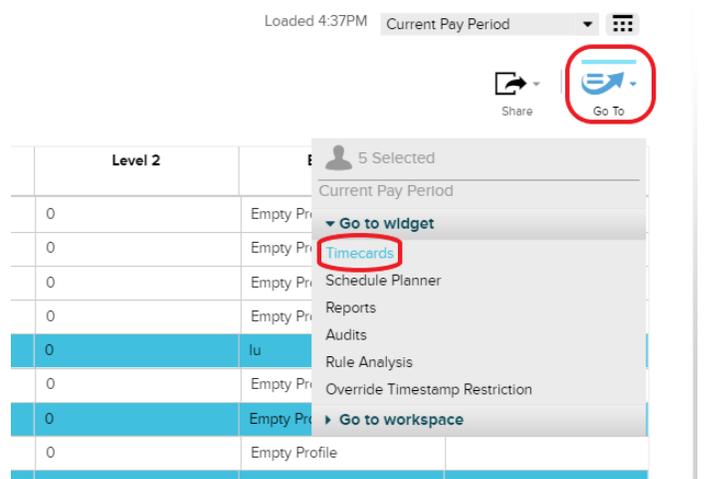
5) If you would like to view multiple timesheets, click "Select All." The rows will turn blue.



6) Now click on the  icon on the top left portion of the screen to open up the drop-down menu.

7) Click "Timecards."

- a. This will open up a new tab labeled "Go to Widgets-Timecards." If the employee has entered in their time, it will show up here.
- b. You will also be able to see their vacation and sick accruals, as well as timecard edits and approvals.



Approving Timecards

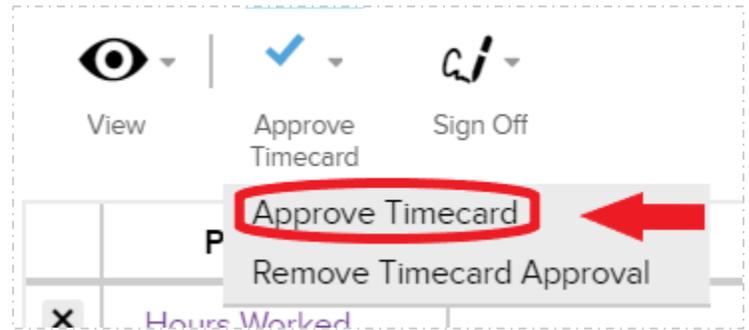
1) After pulling up an employee's timecard, **DOUBLE-CHECK THE DATES** in the first column on the left.

- a. This will ensure that you are approving the correct time frame.
- b. If the wrong pay period is shown, click the pay period drop-down menu and select the correct pay period. (See "Viewing Employee Timecards" Step 1+2)

2) Make sure that your employee approved their timecard **BEFORE** you approve it. It should appear light orange.

- a. If it appears white, please let them know that they need to approve their timecard.

3) Next, verify that all hours were entered correctly. Once you are ready to approve the timecard, click the  icon on the top left portion of the screen and select “Approve Timecard.”



- 4) Always make sure that your approval was properly recorded. If the timecard has an approval from both you and the employee, it will turn GREEN.
- 5) If you approve the timecard before the employee does, it will turn yellow and prevent them from entering their time. Please remove your approval, contact the employee, and have them approve their timecard.

| | | Date | Schedule | Pay Code | Amount | In | Transfer | Out | In | Transfer | Out | Daily | Period |
|---|---|----------|----------|----------|--------|----|----------|-----|----|----------|-----|-------|--------|
| + | × | Tue 7/16 | | | | | | | | | | | |
| + | × | Wed 7/17 | | | | | | | | | | | |
| + | × | Thu 7/18 | | | | | | | | | | | |
| + | × | Fri 7/19 | | | | | | | | | | | |
| + | × | Sat 7/20 | | | | | | | | | | | |
| + | × | Sun 7/21 | | | | | | | | | | | |
| + | × | Mon 7/22 | | | | | | | | | | | |
| + | × | Tue 7/23 | | | | | | | | | | | |
| + | × | Wed 7/24 | | | | | | | | | | | |
| + | × | Thu 7/25 | | | | | | | | | | | |
| + | × | Fri 7/26 | | | | | | | | | | | |
| + | × | Sat 7/27 | | | | | | | | | | | |

- 6) If an employee makes a mistake and would like to correct their timecard, they will need to notify you.
- If you agree with the changes they are trying to make, remove your approval by selecting “Remove Timecard Approval.”
 - After the employee has finished, **YOU WILL NEED TO APPROVE THE TIMECARD AGAIN.**

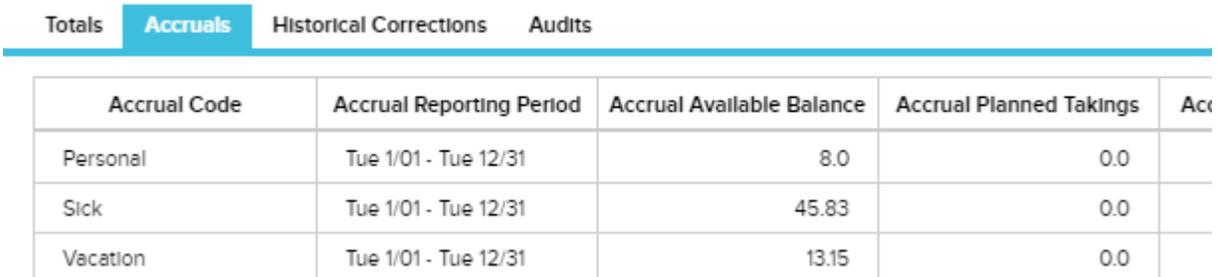
Viewing Accruals, Edits, and Approvals

1) At the bottom of the screen you will see the following icon: 

- a. Click this icon to open up the bottom window which has 4 extra tabs.



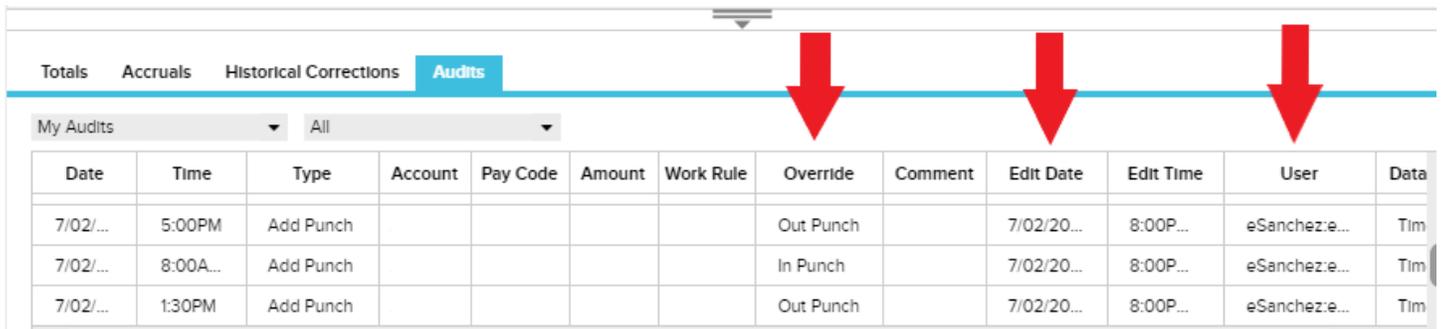
2) To view accruals, click the “Accruals” tab.



| Accrual Code | Accrual Reporting Period | Accrual Available Balance | Accrual Planned Takings | Accrual Available Balance |
|--------------|--------------------------|---------------------------|-------------------------|---------------------------|
| Personal | Tue 1/01 - Tue 12/31 | 8.0 | 0.0 | |
| Sick | Tue 1/01 - Tue 12/31 | 45.83 | 0.0 | |
| Vacation | Tue 1/01 - Tue 12/31 | 13.15 | 0.0 | |

- a. Here you can see the number of Vacation, Sick, or Personal Holiday hours an employee has accumulated, and how much they are planning to take with the current pay period.
- b. You need to make sure that the “Planned Takings” amount is **less than** the “Available Balance.”
- c. If the employee doesn’t have enough hours available to cover what they are requesting, you need to notify them and have them correct their timecard.

3) To view Edits and Approvals, click the “Audits” tab.



| Date | Time | Type | Account | Pay Code | Amount | Work Rule | Override | Comment | Edit Date | Edit Time | User | Data |
|----------|----------|-----------|---------|----------|--------|-----------|-----------|---------|------------|-----------|---------------|------|
| 7/02/... | 5:00PM | Add Punch | | | | | Out Punch | | 7/02/20... | 8:00P... | eSanchez:e... | Tim |
| 7/02/... | 8:00A... | Add Punch | | | | | In Punch | | 7/02/20... | 8:00P... | eSanchez:e... | Tim |
| 7/02/... | 1:30PM | Add Punch | | | | | Out Punch | | 7/02/20... | 8:00P... | eSanchez:e... | Tim |

- a. Here, you will see a log of any and all edits that were made to an employee’s timecard, when the edits were made, and which user made them.
- b. Approvals will be the last edits shown at the very bottom of this tab.
- c. The timesheet will also change color if there is an approval on it.