



California Baptist University

ADP eTIME Training Manual for Adjunct Employees



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Table of Contents

Introduction and Registration	3
How to Punch In/Out on Your Desk Computer	7
Making Comments on Your Timecard	8
Requesting Time-Off	9
Enter Paid Time-Off in the Same Pay Period	12
Cancel or Retract a Submitted Absence Request	12
CBU 7-minute Rule	14
Direct Deposit	15
Go Paperless for Your Pay Statement	16
W-4 – What You’re Claiming and Calculator	17
Forgot User ID/Password	18
ADP eTIME FAQs	19

<https://workforcenow.adp.com>

Introduction and Registration

ADP eTIME is a “Time and Attendance” program that allows managers on the internet to:

1. Review, edit and authorize exception time requests (i.e.Sick time).
2. Review, edit and approve their employee’s time card;
3. View reports.

Registering for ADP as a first time user:

Registration:

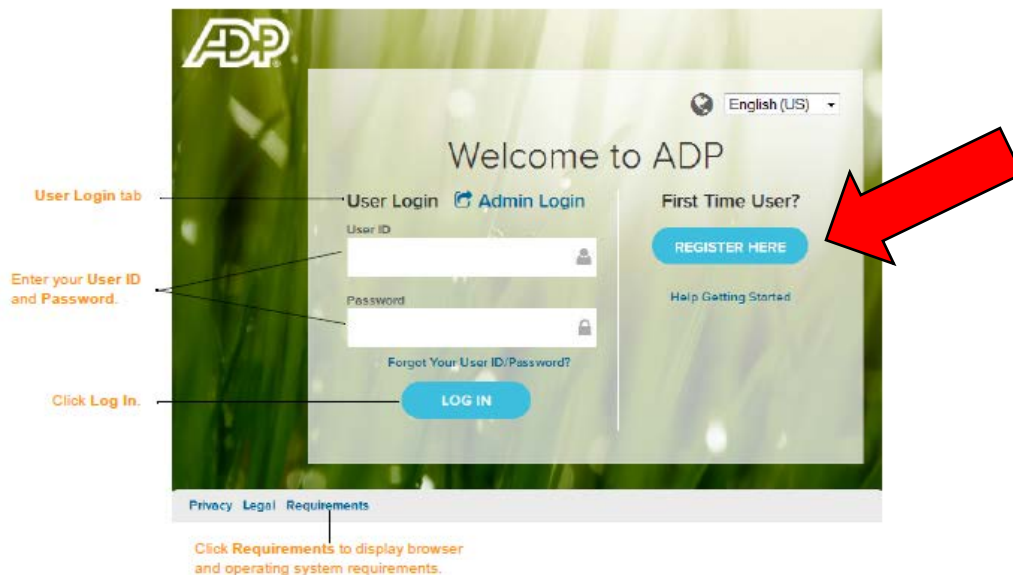
Welcome! ADP is committed to protecting your privacy and ensuring that only you can access your personal information. To assist us in meeting that commitment, you must register before using services.

Before You Begin: You will need your registration code and the URL to access your ADP service login page. You received a personal registration code (for example, b9a7q6re) in an email from ADP (SecurityServices_NoReply@adp.com). This code is valid for 15 days from the date of issue.

Security Tip: To protect your personal information from fraud, be sure to use a known computer or mobile device with a trusted internet connection.

On the login page of your ADP service, click the link to register and create your ADP service account. Follow the instructions on the page.

<http://workforcenow.adp.com>



Create your account

Registration code

NEXT

Enter your personal registration code

Do you want to set up an account with OrganizationXYZ?

NO YES

If you do not recognize the name of your organization, select No and start over.

Enter your identity information.

After you enter a Personal Registration code, enter your personal identity information

Choose one

Identify yourself

First name* Last name*

And at least one of these *

Associate ID / Employee ID

Last 4 Digits of SSN, EIN, or ITIN

Birth month, day, and year

NEXT

Complete the information required on this page to continue

Enter your contact information

To avoid answering your security questions during your next password reset, you can:

- Enter an email address and mobile phone number that are not shared with others.
- Authorize ADP to send you text messages about your account.

Email address*
John.doe@organizationxyz.com Business Personal

Mobile phone number
United States Business Personal

I authorize ADP to send me notifications regarding my account, according to ADP'S TEXT MESSAGING TERMS AND CONDITIONS.

View your user ID and create a password

Memorize your user ID and password now, so you remember them later.

User ID*
jdoe@organizationxyz

Password (case sensitive)*
travel2016 Good Show password

Passwords must be 8 - 20 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive.

Confirm password (case sensitive)*
***** Show password

Select security questions and answers

Use answers to your security questions that you can easily remember later.

Question 1*
What was the name of your first pet?

Your answer (not case-sensitive)*
Bubbles

Question 2*
What was the first foreign country you visited?

Your answer (not case-sensitive)*
australia

Question 3*
In what city was your father born? (Enter full name of city only)

Your answer (not case-sensitive)*
boston

[REGISTER NOW](#)

✔ Congratulations! Your registration is complete!

Your account

Your user ID: Jdoe@organizationxyz

Your available ADP services:

[SELF SERVICE](#)

Activate your email / phone

Activate your email address and your mobile phone within 24 hours by responding to the messages sent to you:

John.doe@organizationxyz.com

+1 555-555-5555

Your registration is complete. You can use your user ID and password to access your ADP service(s).

A few issues that employees have experienced with registration:

When you get to “Terms and Conditions” at the end of registration, you will need to cursor over to the right at “Terms and Conditions” go into the box and then click **“I accept”**.

If you have further problems, you should change your internet browser to Google Chrome or Internet Explorer. We’ve heard that Firefox has not worked for almost everyone.

Please Note and Reminders:

- ✓ You are to use your CBU computer or a timeclock that are conveniently located around the campus.
- ✓ Or you may clock in/out on your cell phone or another mobile device.
- ✓ Hourly employees will make comments for supervisors to place the correct time punch on timecards.
- ✓ Exceptions must be configured in the Enterprise eTIME system.
- ✓ Missed punch occurrences should always have a comment with an instruction for your supervisor to place the time the punch should be.
- ✓ **It is important to note** that if an employee misses a punch, the system does not know the amount of time worked and therefore will not pay the employee for the missing punch, and pay for the last punch in the day that was made.
- ✓ For hourly Adjunct faculty, if you work over 5 hours in a day, you should have 4 punches a day:
 - In day
 - Out for a meal period (if working past 5 hours)
 - In from meal period – at least 30 minutes must pass
 - Out for the day

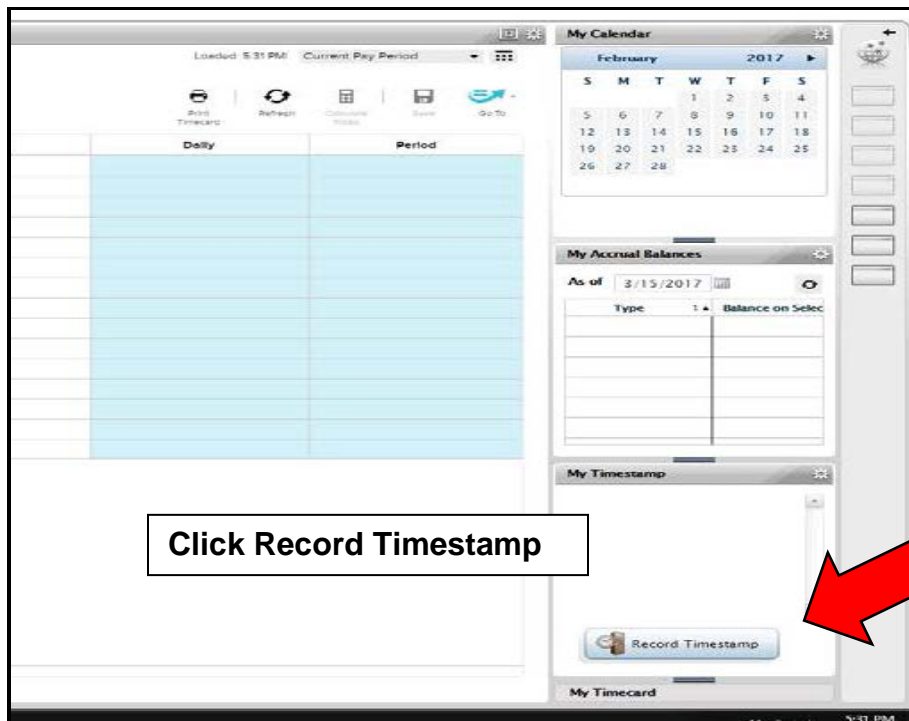
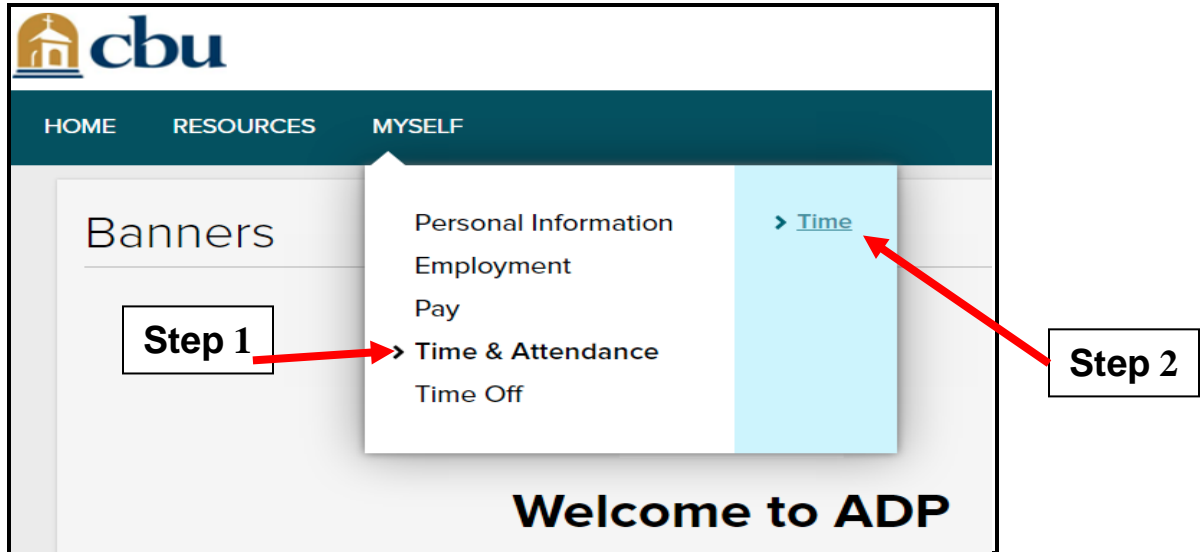
Ask any of the below to answer general ADP website questions or time and attendance issues:

Name	Job Title	CBU Extension
Kristin Cowles	Payroll Technician	4366
Kari Bell	HR Assistant	8655
Heidi Wilson	Student Payroll Technician	4916
Cynthia Rojas	HR Generalist	4334
Peggy Plavajka	Lead Payroll Technician	4747

How to Punch In/Out on your Desk Computer

<http://workforcenow.adp.com>

From Workforce Now login page > **MYSELF** > **Time and Attendance** > **Time**.
You'll be directed into eTIME

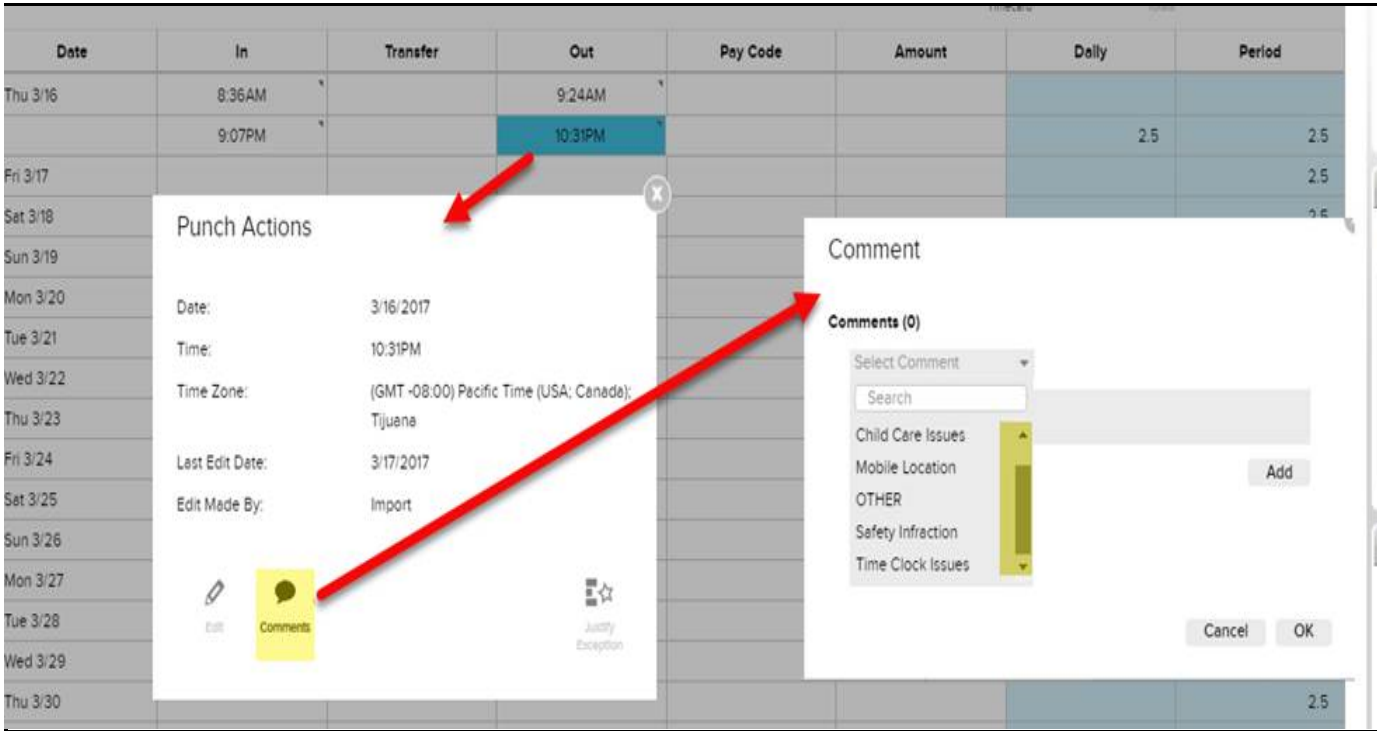


From Workforce Now, > Myself > Time and Attendance > Time. You'll be directed into eTIME.

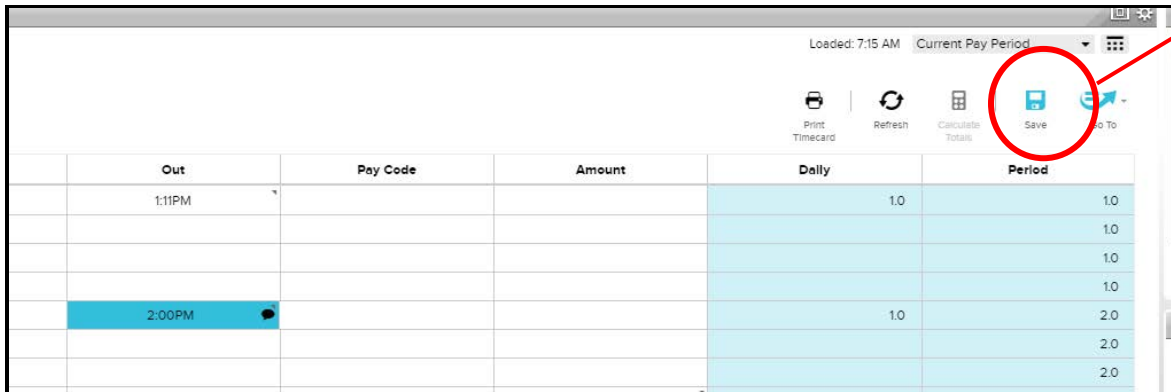
- When you are in eTIME, this is where you will enter all your time and attendance information.

Making Comments on Your Timecard

- If you came in for any part of the day, right click on the last punch of the day to add a comment, or if you were absent the whole day, right click the last punch the day before the absence.
- The **Punch Actions** window will come up- shown below. From there, you click on **COMMENTS** to select one of the listed drop-down options. I recommend that you also add a free form note in the text box to tell your supervisor how many hours to put in for you.



Be sure whenever you perform an action on your timesheet you click **“Save”**

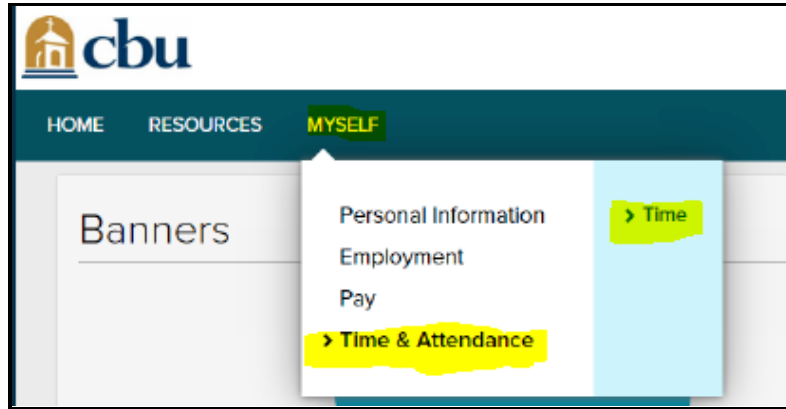


In your comment, be sure to add how many hours your supervisor will need to enter for you and what the reason for the hours (sick). A bubble shows up indicating that there is a comment for your supervisor to see and take action

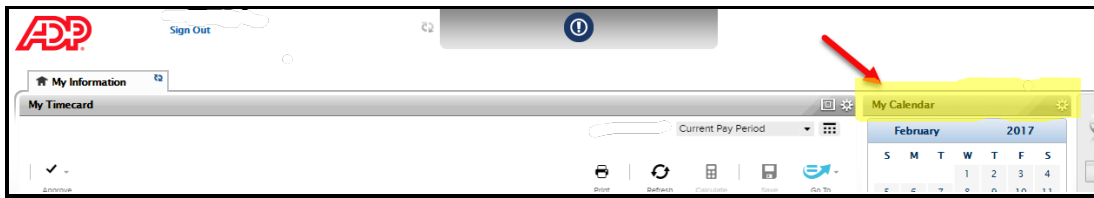
Requesting Time-Off in eTIME

STEP 1 - <http://workforcenow.adp.com>

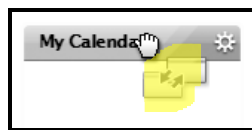
Log into ADP and go to eTIME by clicking **Time & Attendance > Time** for any time and attendance tasks.



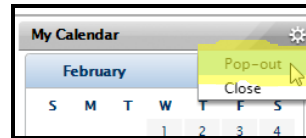
Once logged into eTIME you will see the following and will use your “My Calendar” widget to request time off.



STEP 2 - You can either drag and drop or select the POP OUT option to **open** the “My Calendar” widget to the middle of your screen:



OR

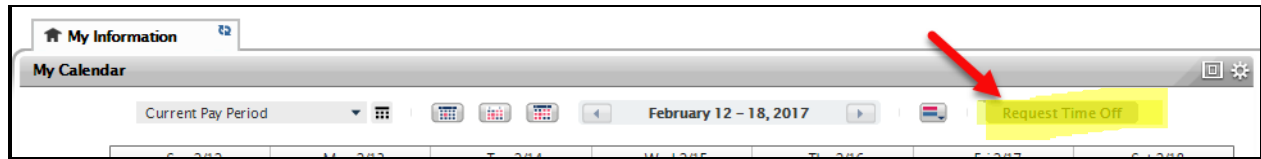


You can view your calendar by selecting highlighted options of day, week or month:



STEP 3 - To request time off in your calendar, select the day you want to request. If you are selecting multiple days they **have to be consecutive days** and for the same amount of hours, otherwise you will have to submit a **separate time off request** for each day. For example, if you are taking Friday and Monday off, you need to submit one request for Friday and a separate request for Monday.

STEP 4 - After you have selected the day(s), click on “Request Time Off”:



The following dialog box appears:

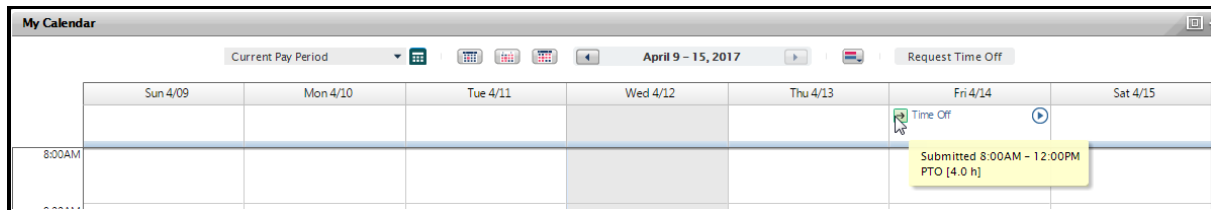
A screenshot of a 'Request Time Off' dialog box. The dialog has a title bar with a close button. It contains several input fields: 'Type' (Time Off), 'Start date' (2/17/2017), 'End date' (2/17/2017), 'Pay code' (Sick), 'Duration' (Hours), 'Start time' (8:00A), and 'Length' (8). There is also an 'Accruals on' field (2/17/2017) and a table with 'Accrual' and 'Balance' columns. At the bottom, there is a 'Notes (Optional)' text area and three buttons: 'Draft', 'Submit', and 'Cancel'. A box labeled 'Recommended' with a red arrow points to the 'Notes (Optional)' field.

Confirm start/end dates of your time off request is correct and select pay code. The “Duration” option will be defaulted to “Hours” for all requests. Enter the “Start time” of your request followed by the number of hours for “Length”.

PLEASE NOTE: If multiple days are being requested, the “Length” does **NOT** mean you enter a **TOTAL** hours, but instead means you enter the **hours each day** will be for. For example, if you are an hourly employee requesting two days off and both days will be for 5 hours each day then you would put “5” for “Length” and **NOT** “10”.

STEP 5 - Click **Submit** to submit the request OR click Draft to save the request for later submission OR click Cancel to cancel the request without saving.

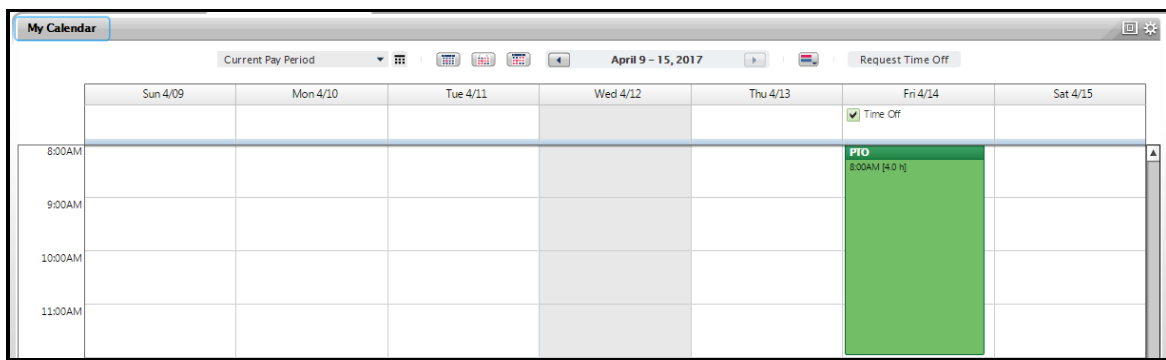
After you click **Submit**, your manager will receive a notification request by CBU email with the requested information and will review the request. You should be able and see your request on your calendar:



After your manager reviews the request and approves the request then your days will appear as approved on your calendar in **purple** and your timecard will reflect the hours requested/approved as shown in the screen shots below.

PLEASE NOTE: if your request is 10 days or more into the future, then you will only see the approved time on your calendar and not on your timecard. Once the requested day(s) are within 10 days of the current day you will see the time off hours populate on your timecard.

Calendar:



TimeCard:

	Date	Schedule	In	Transfer	Out	Pay Code	Amount	Daily	Period
+ X	Thu 4/13								
+ X	Fri 4/14		8:00AM			PTO	4.0	4.0	4.0
+ X	Sat 4/15								4.0

If your request is refused (denied), then your time-off will not appear on your timecard and you will see a refused note on your calendar on the day that was refused.

Remember if you have an absence in the **past** (yesterday and before) you are to make a comment on your timecard on the closest punch and state:

- Date of absence(s)
- Reason for absence (sick)

This information is very important to communicate to your timekeeping manager to enter the time for you from this comment.

Enter Paid Time-Off in the Same Pay Period

(Pay periods: 1st – 15th and/or 16th – last day of the month)

It is always recommended to request time-off for all upcoming foreseen absences.

CBU is allowing you to enter your own paid time off in the same pay period, i.e. if you had an unexpected sick day yesterday and you returned back to work today; you will be able to enter the sick day into ADP eTIME for yesterday's absence (as long as it's in the same pay period).

- **Enter Pay Code** from drop-down = choose Sick
- **Hours Worked** = 5 (or regular work scheduled hours)

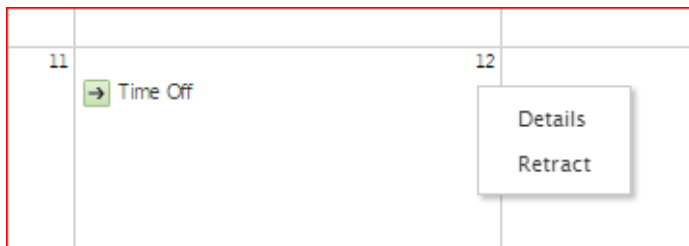
Note: the pay code and hours should be on the same row

Non-Exempt Timecard:

	Date	Schedule	In	Transfer	Out	Pay Code	Amount
+ X	Thu 5/11					Sick	8.0

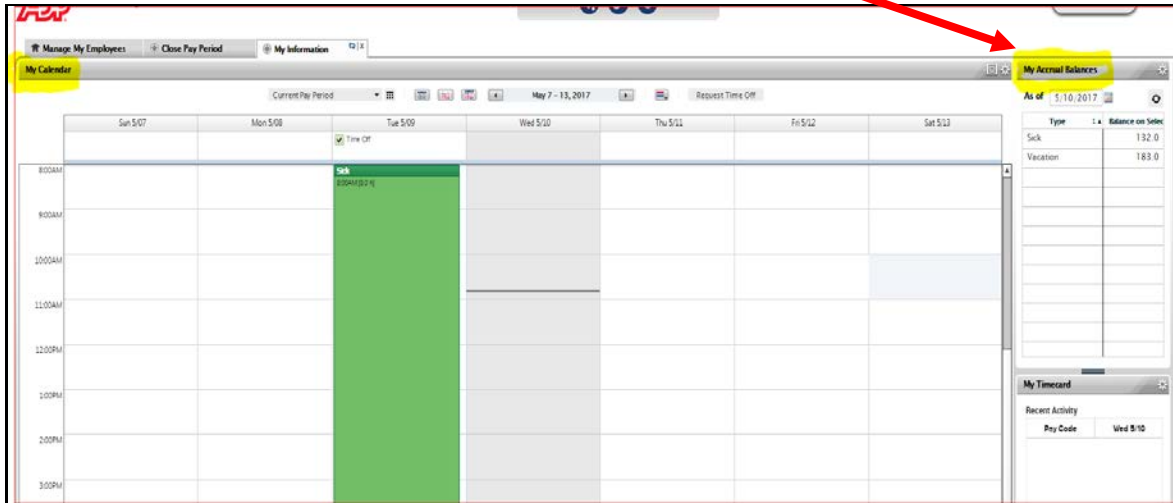
To Cancel or Retract a Submitted Absence Request:

- ✓ **Cancel** = to take back a submitted absence request that was **submitted and approved**
- ✓ **Retract** = to cancel a submitted but **not approved** request



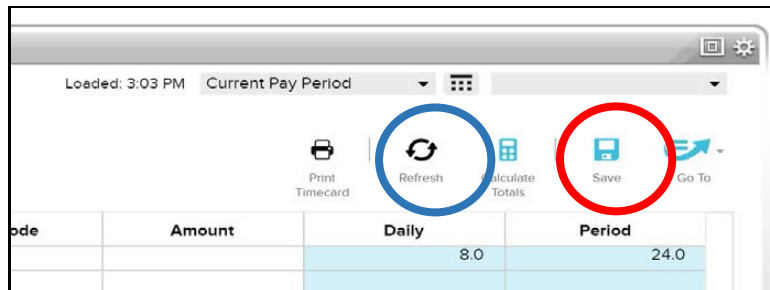
On the side of the requested day off that has **not** been approved yet, click the blue arrow and the choice to "Retract". For **approved** requests you will have the choice to "Cancel"

To see your current Sick time available - After you are on the Calendar page, you will see your total on the right-hand side of the page.



After the paid time-off request **has been approved** you will see the day blocked out, see the example above in green.

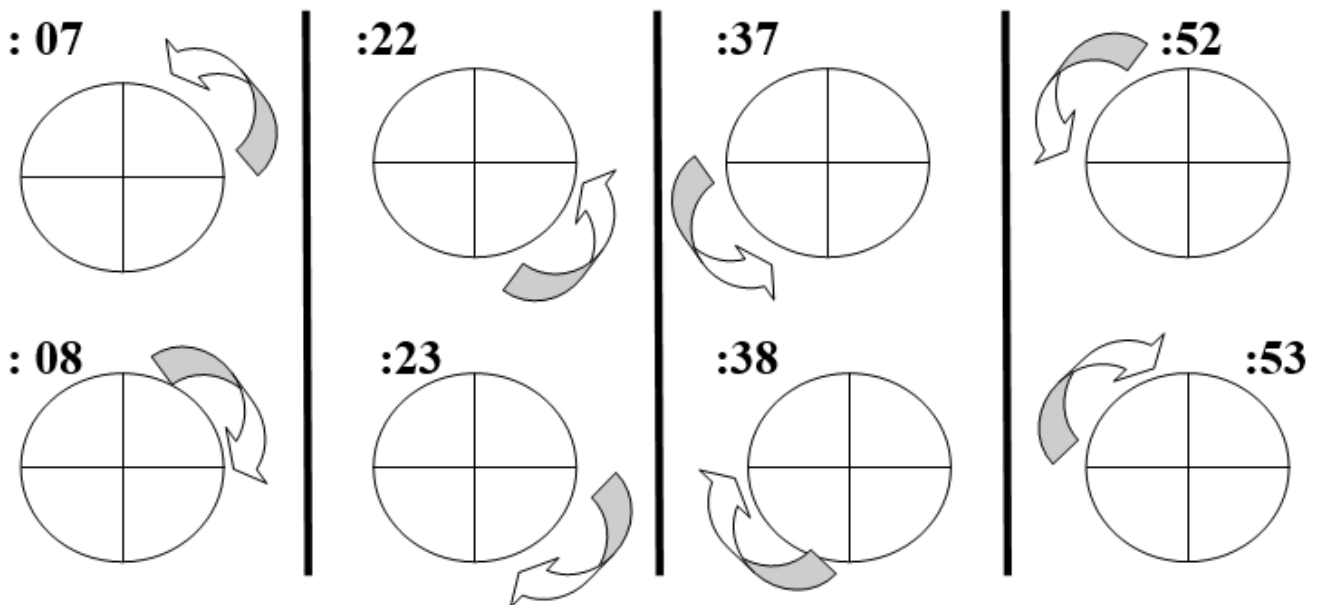
REMEMBER: When you do any action in a timecard, look to see if you need to click “**Save**” to save the edit and also “**Refresh**” if you would like to see your change(s) before you exit out of the screen.



Once the manager has completed the action an email message will be sent to the employee notifying them, i.e. their sick request has been approved. That specific absence request will also go away once the manger has completed the action.

CBU 7-Minute Rule

CBU pays in quarter hour increments with a 7-minute grace period of rounding time for in and out punches. Under the 7-minute rule, clock in and clock out times on timecards are rounded to the nearest quarter hour. It is called the *7 minute rule* because the cutoff is 7 minutes after the clock-in time. Suppose an employee is scheduled to clock in at 8 am. If he/she clocks in at 8:07 am, it is rounded to 8:00 am and he/she is on time. But if she clocks in at 8:08 am, it is rounded to 8:15 am and she is late.



Example:

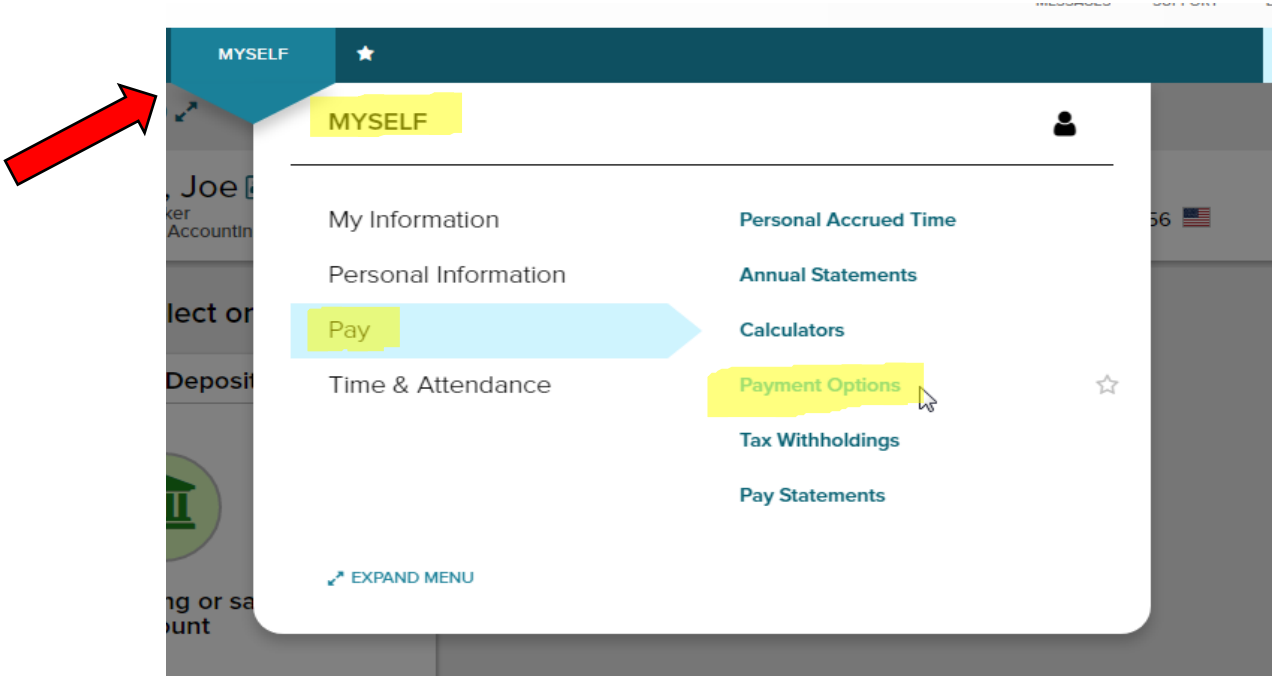
Clock in: 8:07 the clock will see 8:00

Clock in: 8:08 the clock will see 8:15

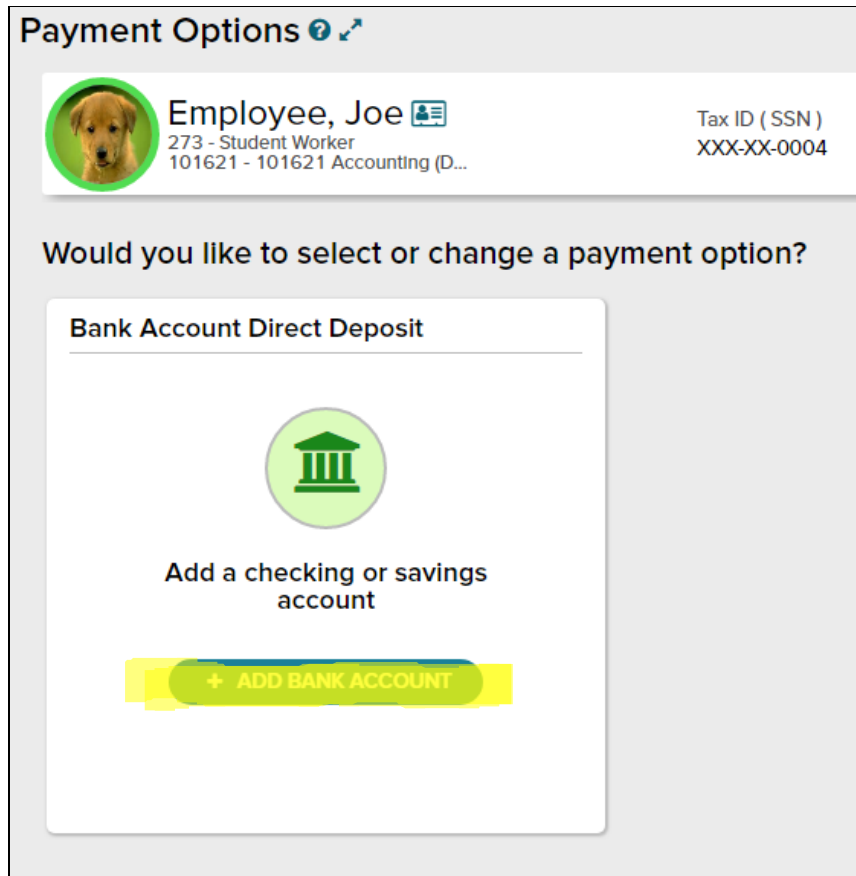
<http://workforcenow.adp.com>

You can find additional information on the Home page of ADP or within InsideCBU >HR Info > ADP Helpful information. https://insidecbu.calbaptist.edu/ICS/HR_Info/ADP_Helpful_Information.jnz

Direct Deposit Information



Go to Myself > Pay > Payment Options



Go Paperless for Your Pay Statements

After login and password click:

- > **MYSELF**
- > **PAY**
- > **PAY STATEMENTS**

This will take you to your pay stubs or statements page. Click “**View as a Table**” (on the right hand side of page), it will list the checks received in a better view.

Go through the 4 steps to choose to go paperless, of course you can always view and print your pay statements from the ADP website. You can view from a computer and also from a mobile device if you registered it within ADP.

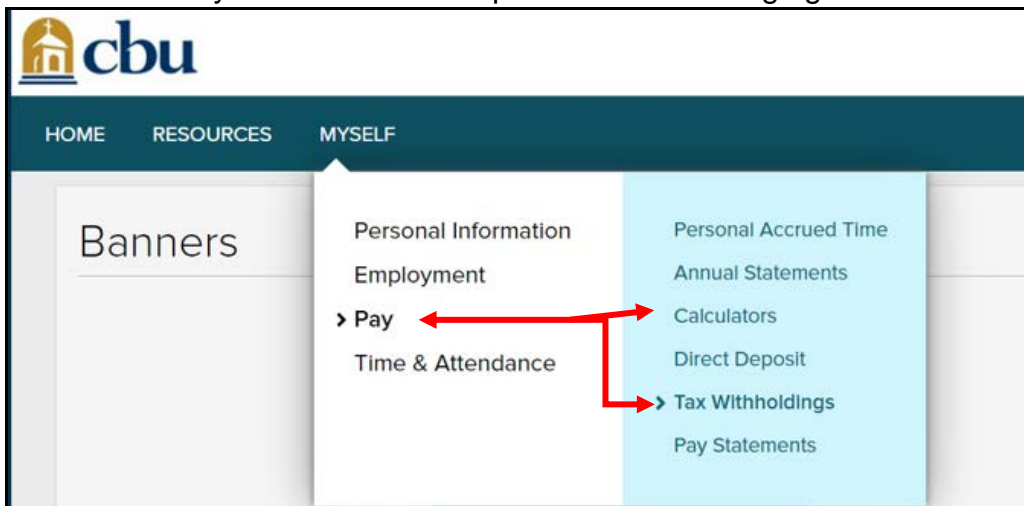
You can “Select Notification Options” to get an email when a new Pay Statement is available.

W-4 --How to Find What You are Currently Claiming and Calculator

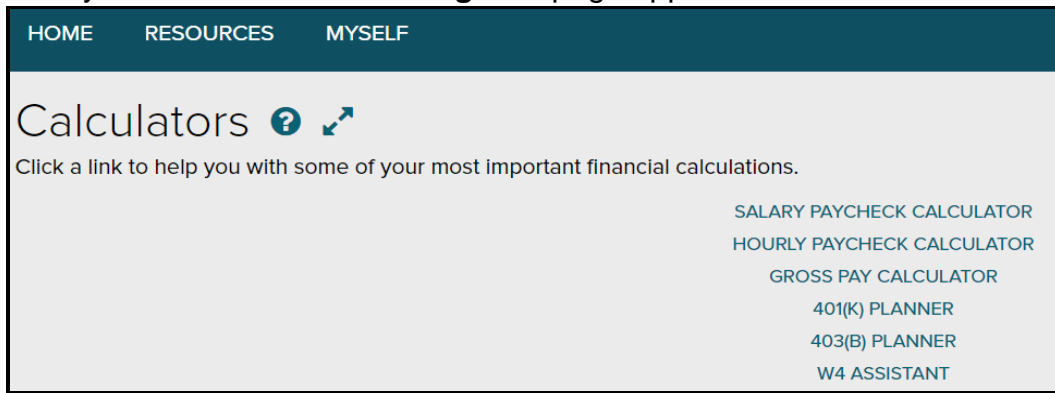
www.workforcenow.adp.com

After login:

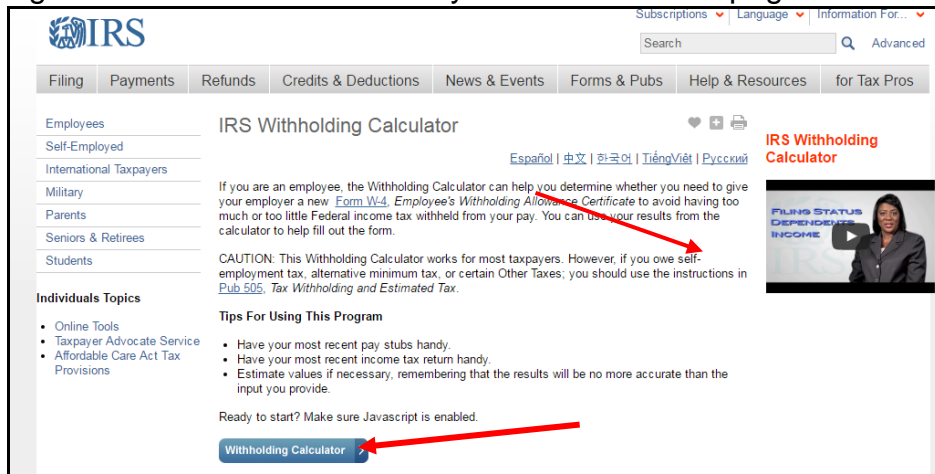
- > Myself >Pay
- > Tax Withholdings -- to see what you are currently claiming
- > Calculator -- if you would like to experiment with changing it



After you click “**Tax Withholding**” this page appears:



After clicking **W4 Assistant** - it will direct you to the IRS web page for the calculators




Forgot User ID/Password


If you forget your login information, you can use the “**Forgot Your User ID/Password?**” link on your ADP service web site to retrieve your user ID and reset your password. During this process, you will be required to verify that you are the rightful owner of the account to protect your personal information.

Forgot User ID/Password

* = Required

First name* 

Last name*

And at least one of these* 

Email address

Mobile phone number

Enter your first name and last name exactly as they exist in CBU's records.

Enter your CBU email address

Upon successful verification of the information that you entered, your user ID will be displayed.

Your user ID

John Doe, this is your user ID for OrganizationXYZ:

JDoe@OrganizationXYZ

Click **I DON'T KNOW MY PASSWORD** to reset your account password.

Congratulations! You have successfully retrieved the user ID of your ADP service account.

Signing Out

When finished with eTIME please sign off the system by selecting "Sign Out" on the top left under your name. Please note that the system will automatically log off after a period of inactivity.



ADP eTIME FAQs

What is eTime?

eTIME is an online process where you enter your daily hours worked. For hourly employees, you will timestamp in and out your daily hours worked. You will also enter a request for the number of hours you take time off (sick). The employee and the employee's manager will be required to approve their timecard at the end of each pay period.

How will I submit my time worked?

With the new ADP system, all Adjunct employees will punch in/out from a timeclock that are conveniently located around campus from a mobile device or from desk computers. For paid time-off (sick) employees that are eligible, will submit absence requests through eTIME. Supervisors will receive an email that will direct them to the eTIME system to approve the request online.

How often do I need to review my time card?

Timestamp employees need to stamp in and out each work day. All employees can view their personal information, see their punches, etc. within ADP Workforce Now and eTIME.

Who approves time off requests?

Time-off requests are approved by the employee's supervisor/manager.

When are timecards due?

Finalization and review of timecards are after the pay period ends which is the 15th and the last day of the month. There is always a few days for supervisors to review and approve all received time-off requests and timecards.

Can I approve time cards in the next pay period?

No- You can only approve timecards during the "Current Pay Period" or a couple days after the pay period ends, then you will have to choose "Previous Pay Period". After the payroll department cuts off access in the "Previous Pay Period" you can only view your time card in the previous period. Furthermore, you can add paid time-off to the next pay period and save your changes, but you cannot approve the next pay period.

What happens if someone punches in or out for someone else?

Both parties will be terminated. This is falsification of identity.

What if my employee failed to punch in or out?

The approver needs to discuss this issue with the employee and address the importance of punching in and out. Additionally, the approver needs to go into the employee's timecard to reconcile their time. If an employee continuously fails to punch in and out, the supervisor needs to counsel the employee.

What if I do not have a computer station to use to punch in and out?

You are to use the timeclocks that are conveniently located around campus, or your mobile device.

How will an Adjunct who is working away from campus clock in/out?

The employee will need to place a comment on that day to say what their work time is. Their approver can enter the hours that they have worked into the employee's timecard.

What is the 7-minute rule in ADP

CBU pays in quarter hour increments with a 7-minute grace period of rounding your time for in and out punches which includes lunch breaks. If you clock in 7-minutes after the hour, it will round the time back up a quarter. If you clock in 8-minutes after the hour, it will round down to the next quarter.