1. Log into your ADP account and make note of your employee number. Your number can be found under personal information.

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Resources/Documentation:	
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- Additional Links:	
Click this link to add eTIME ADP NetSecure.	
Payroll Services Forms Page – Please review this page for all Payroll Services Forms	
Monthly Employee Historical Edit Report of Absence Form - Exempt employees use this form to report absences. Please report all absences for the month on the form including days reported on the eTime panel. (Click Here for Form)	
Bi-Weekly Employee Historical Edit Timesheet. Fill in the data in the spreadsheet. It automatically fills in dates, converts minutes into tenths of hours, and totals the hours worked. Then print, sign & submit to Payroll. (Click Here for Form)	
Student Assistant and Temporary Employee Historical Edit Timesheet - Fill in the data in the spreadsheet. It automatically fills in dates, converts minutes into tenths of hours,	
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2. Click on time and Attendance

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3. Click the NETSecure link:



4. Log-in with your ADP credentials

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5. Click on Myself

a. Click on Manage Services



- 6. Do one of the following to your eTime service:
 - a. Delete then re-add the service (please exit NetSecure before re-adding the service)

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Manage My Services The following ADP services are currently available to you. To associate another service with your user account, click Add. To remove a service that is pending and want to use your pay statement or form W-2 to associate that service with your user account, click Add. To remove as the that is pending and want to use your pay statement or form W-2 to associate that service with your user account, click Add. To remove as the that is pending and want to use your pay statement or form W-2 to associate that service with your user account, click Add. To remove as the that is pending and want to use your pay statement or form W-2 to associate that service with your user account, click Add. To remove as the that is pending and want to use your pay statement or form W-2 to associate that service with your user account, click Add. To remove as the that is pending and want to use your pay statement to them, you automatically have access to those products. Service PayStatements Value Services Delete Thetprise eTIME Delete	Manage Services		0
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7. When you have successfully added the service, you will receive a message stating the service was added.

8. Access your time card/queue via your ADP account under portal.adp.com.

- a. Click on *Time & Attendance*
- b. Click on All other Employees



9. Please inform me if this does OR does not solve your eTime challenges.