

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

The screenshot shows a web browser window with the ADP portal. The navigation menu at the top includes 'Home', 'Time & Attendance', 'Pay & Taxes', and 'Personal Information'. A red arrow points to the 'Personal Information' dropdown menu. The main content area displays a welcome message and various links for managers, employees, and resources. A calendar for September 2014 is visible on the right side.

2. Click on time and Attendance

The screenshot shows the same ADP portal as above, but with a red arrow pointing to the 'Time & Attendance' dropdown menu in the navigation bar. The rest of the page content, including the welcome message and calendar, remains the same.

3. Click the *NETSecure* link:

Welcome, Andrew Vazquez

Home | Time & Attendance | Pay & Taxes | Personal Information | Benefits

Welcome

Calendar: September 2014

Welcome to the **Time** page- you can record and review your work, sick, vacation and personal time using **ADP eTime**. Please select one of the links below to get started.

Managers/Approvers: Click [Here](#) to access eTime.

All other employees: Click [Here](#) to access eTime.

Resources/Documentation:

[Enterprise eTIME \(Time and Labor Management\) Documentation](#) (Revised July 2014)

If you receive the following error message, "Your account has not been properly configured.", refer to the job tool, **Add or Re-Add eTIME for the ADP Portal**, in the eTIME Documentation above.

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, and totals the hours worked. Then print, sign & submit to Payroll. [\(Click Here for Form\)](#)

4. Log-in with your ADP credentials

ADP

Welcome to ADP

User Login | Admin Login

Enter your user ID and password to log in

User ID

Password

(Forgot your user ID?) (Forgot your password?)

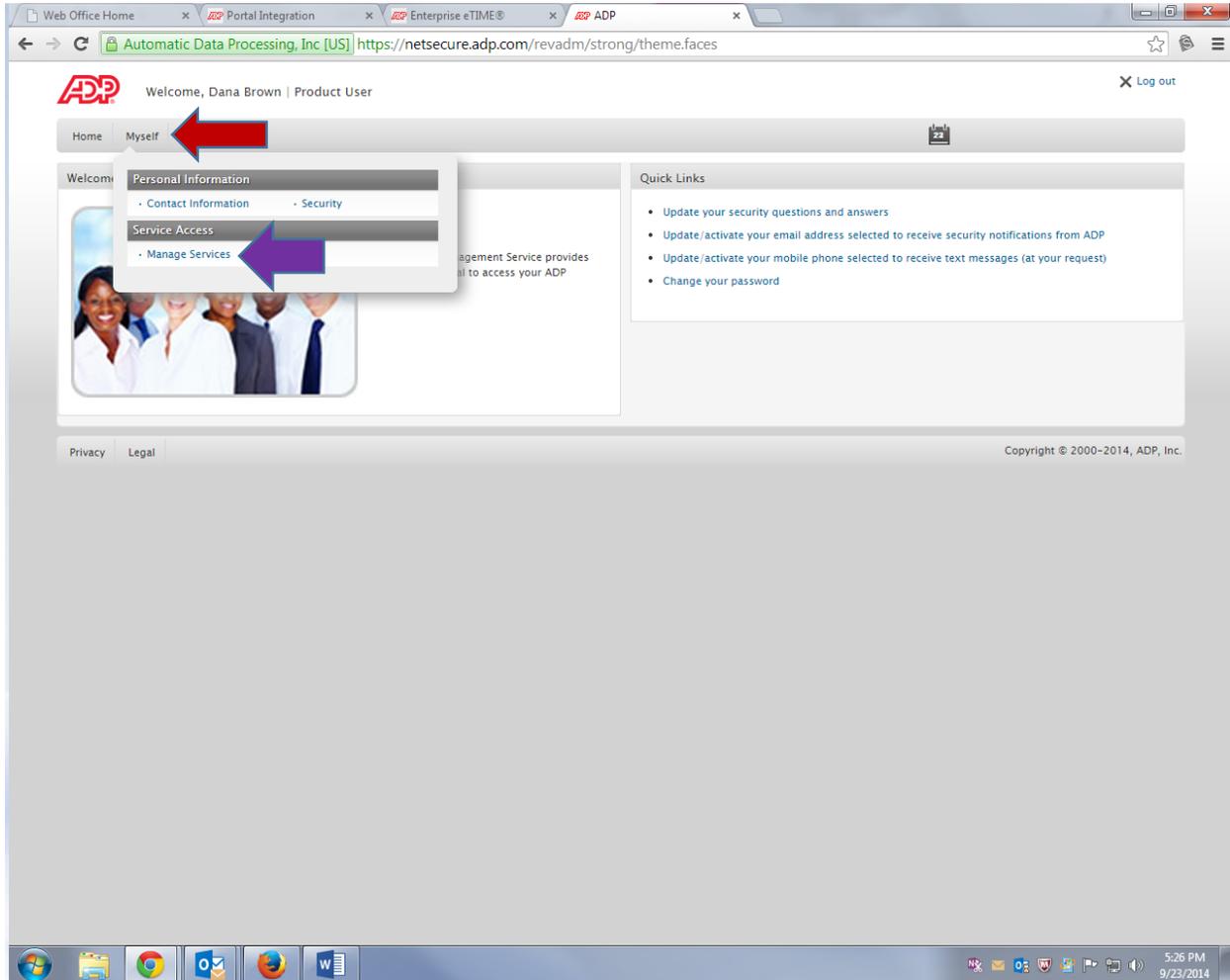
First Time User?

Register Here | or Help Getting Started

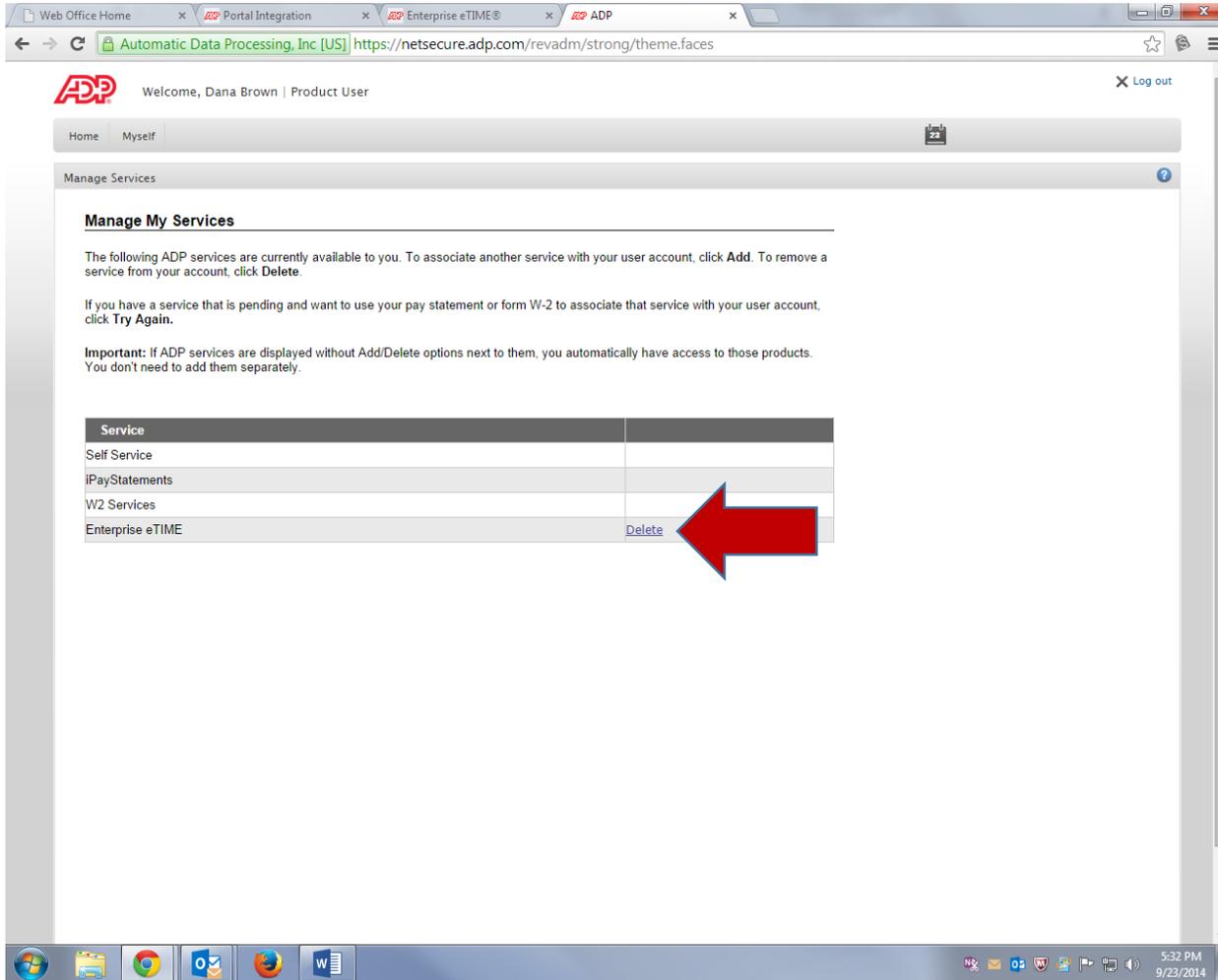
Privacy | Legal | Requirements

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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)
 - b. Add the service



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*

The screenshot shows a web browser window with the ADP portal. The address bar displays the URL: https://portal.adp.com/wps/myportal/sitemap/Employee/TimeAttendance/Welcome/ut/p/c5/04_S88KxLLM9MSSzPy8xB9CPL. The navigation menu includes 'Home', 'Time & Attendance', 'Information', and 'Benefits'. A red arrow points to the 'Time & Attendance' menu item. The main content area features a 'Welcome' message and a 'Calendar' widget. Below the welcome message, there are two links: 'Managers/Approvers: Click Here to access eTime' and 'All other employees: Click Here to access eTime'. A purple arrow points to the 'All other employees' link. The footer of the page includes '©2014 ADP, LLC' and 'Privacy | Legal'.

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