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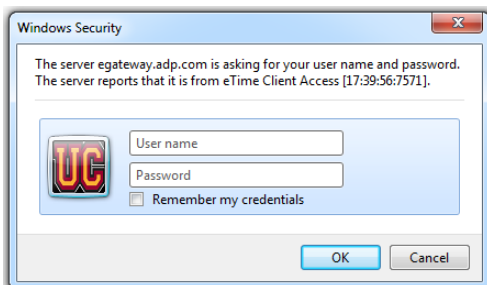
## Time & Attendance<sup>®</sup> Version 8.0

# Quick Reference for Project View Employees

### Accessing the System

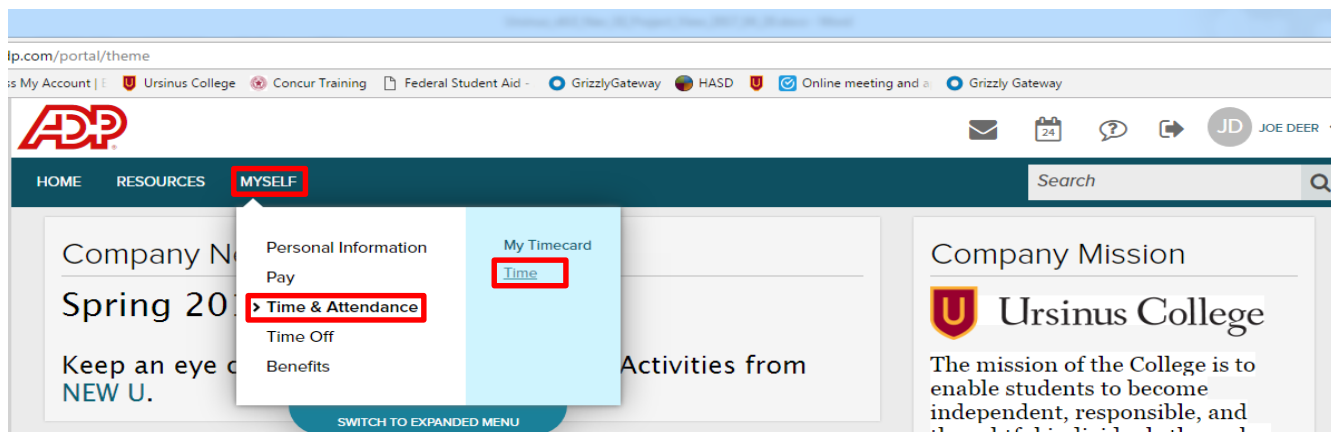
The ADP Time & Attendance system, or eTime, can be accessed in a number of ways:

1. From any desktop computer with internet connection
  - a. <https://www.ursinus.edu/offices/business-office/payroll/> and look to the bottom left of the page for the “**Time and Attendance**” link.



*Enter your ADP Log In and Password. This may be different from your Ursinus Log In.*

- b. You can also access Time and Attendance from within the ADP Workforce Now site. This is the same website used for viewing pay statements, tax statements, and for benefit enrollments. To access Time and Attendance from ADP Workforce Now follow these steps:



c. From any mobile or tablet device with internet connection:

ADP has an app for both Apple and Android, just search ADP Mobile



## Desktop Computer Version

### Entering/Editing Worked Time (Durations)

Pay Code	Transfer	Sun 9/22	Mon 9/23	Tue 9/24	Wed 9/25
Hours Worked			9		
Daily Totals					
Schedule			9:00...	9:00...	9:00...

**To enter durations, do the following:**

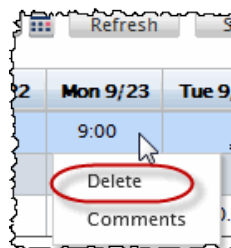
2. Click **<Enter Pay Code>** in the Pay Code column to open the Pay Code choice list.
3. Select **Hours Worked**.
4. Click anywhere in the appropriate **date cell**. The amount field opens.
5. Type an **amount** (in hours and minutes).
6. Click **Save**.

**To edit or delete durations in a home labor account, do the following:**

1. To change only the number of hours worked, double-click in the appropriate date cell and enter the new number.

OR

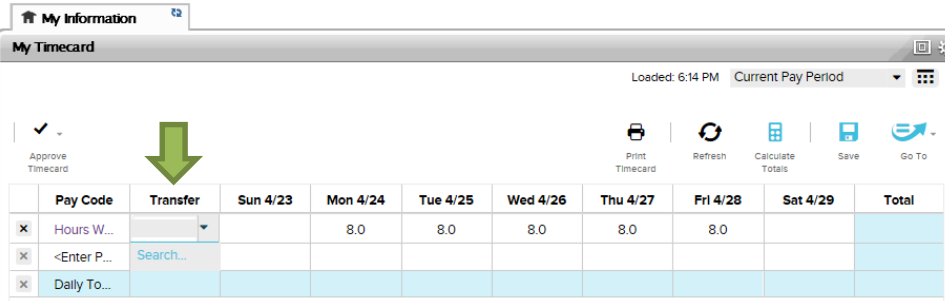
If you wish to change both the number of hours and the pay code, click in the cell you wish to edit. The Delete/Comment choice list opens.



2. Select **Delete**, then click **Save**. The Duration and Pay Code are deleted for that day.
3. If desired, enter a new **Duration** for the day following steps 2 through 5 in **To enter durations** above.

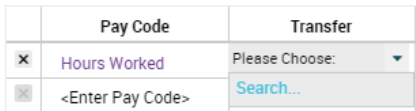
## Transferring Labor Account, Job, or Work Rule

If your access rights permit, you can transfer time or a pay code to a different labor level, job, or work rule.



To open the Transfer dialog, do the following:

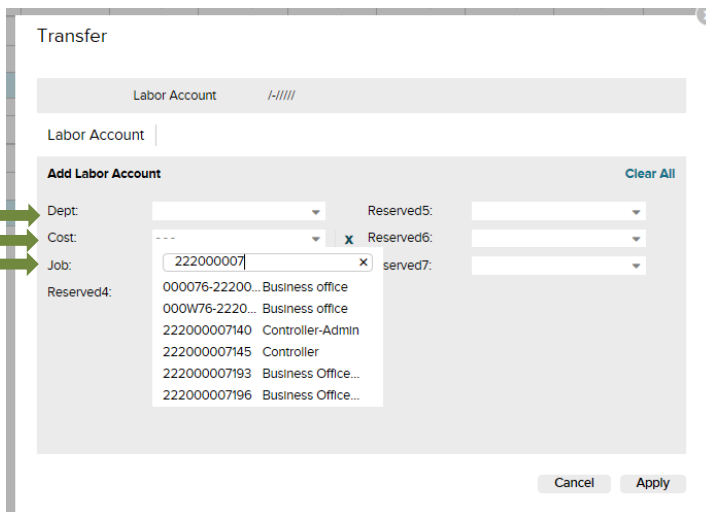
1. Click a cell in the Transfer column.



- If there is data in the cell, click the cell and select **Edit** or **Delete** and follow instructions in **To Edit or Delete a transfer** below.
- If there is no data in the cell, click the search link. The last five transfers appear in the dropdown for your convenience.

2. Choose one of the following:

- Select one of the recent transfers listed OR
- Click **Search...** to open the Select Transfer dialog and select the appropriate labor account, job, or work rule.



To transfer to a different *labor level*, do the following:

1. Click a down arrow next to the respective Labor Level to select the first labor level in the hierarchy.
2. Continue to select entries for the labor levels until the labor account is defined. If you leave some labor levels blank, the primary labor account is used for the blank levels.

3. Click **Apply** to return to the Timecard widget, then click **Save**.

Note: To clear an entry for an individual account, highlight the selection and click the delete key. To clear all entries, click **Clear All**.

### To edit or delete an existing transfer, do the following:

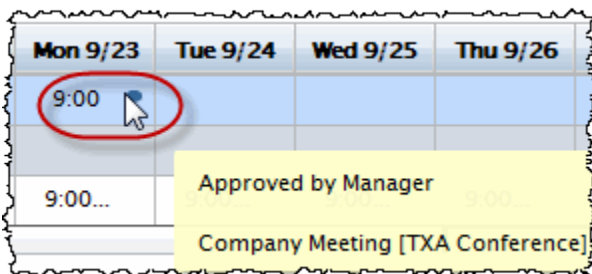
1. Click in a transfer cell with existing data. The **Edit/Delete** choice list opens.
2. Select **Edit** to open the Select transfer dialog and make the desired changes, OR Select **Delete** to delete the transfer, then click **Save**.

## Add a Comment



### To add a comment, do the following:

1. Open the employee timecard.
2. Right click the appropriate **pay code, punch, or amount**.
3. Click **Comments**. The Add Comment dialog opens.
4. Select a comment to apply to the pay code, punch, or amount and click **OK**.
5. If desired, repeat Step 4 to add more new notes, or click the red minus sign to remove the new note.
6. Click **OK** to close the Add Comment dialog and return to My Timecard, then click **Save**. The punch or amount now displays a comment icon.



7. To view the Comment and Note, hover your mouse over the icon. The Comment pops up.

## Entering/Editing Non-worked Hours

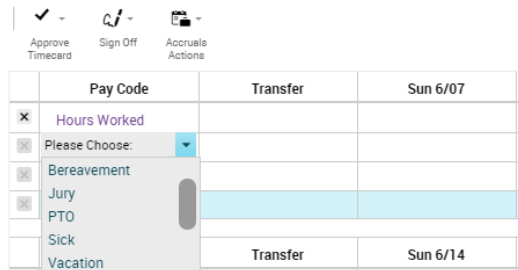


	Pay Code	Transfer	Sun 6/07	Mon 6/08
x	Hours Worked			9:00
x	<Enter Pay Code>			
x	Schedule			7:00AM-4:00PM
x	Daily Total			8:00

If your access rights permit, you may enter or edit non-worked time or money, such as sick time, vacation, or tips and bonuses. The Project View Timecard adds a new row automatically for each pay code used.

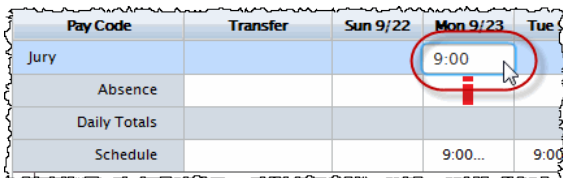
### To enter non-worked hours, do the following:

1. Click **<Enter Pay Code>** in the Pay Code column. The Pay Code choice list opens.



	Pay Code	Transfer	Sun 6/07
x	Hours Worked		
x	Please Choose:		
x	Bereavement		
x	Jury		
x	PTO		
x	Sick		
x	Vacation	Transfer	Sun 6/14

2. Select the desired **pay code**.
3. Click anywhere in the appropriate **date column**. The amount field opens.



	Pay Code	Transfer	Sun 9/22	Mon 9/23	Tue
	Jury			9:00	
	Absence				
	Daily Totals				
	Schedule			9:00...	9:00

4. Type the **number of hours** in the amount field.
5. Click **Save**. The pay code and amount/duration appears on the appropriate day in the timecard and the Totals Details update to reflect the change. Navigator automatically inserts a new **<Enter Pay Code>** line on the timecard.

**Note:** If you enter a partial hour, separate the hours and minutes with either a decimal point or a colon. For example, enter 8 and one half hours as either **8.5** or **8:30**.

### To edit or delete non-worked hours, do the following:

1. To change only the number of hours worked, double-click in the appropriate date cell and enter the new number.

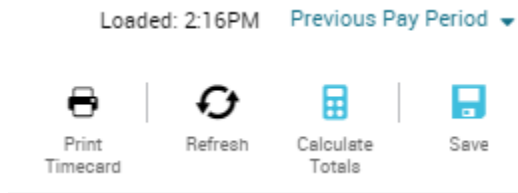
OR

If you wish to change both the number of hours and the pay code, change the pay code and then double click the hours amount and make the edit then click **Save**

2. If desired, create a new **Pay Code** following steps 2 through 6 in **To enter non-worked hours or money** above.

## Saving and Refreshing the Timecard

If your access rights permit, you can edit hours in the My Timecard widget. When you do, you must save the edit to record it.



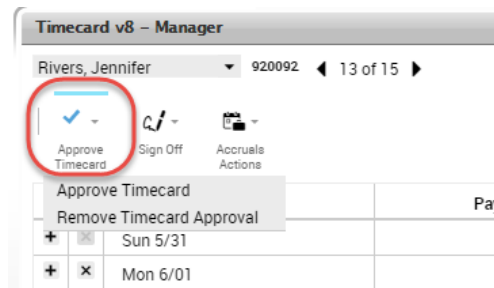
### To save a timecard after editing, do the following:

1. Click **Save**. The changes are saved.
2. Click **Refresh** after saving to ensure that your screen displays the most recent changes.
3. To cancel edits, click **Refresh** or **Cancel** before clicking **Save**. A warning message opens reminding you that you will lose changes.

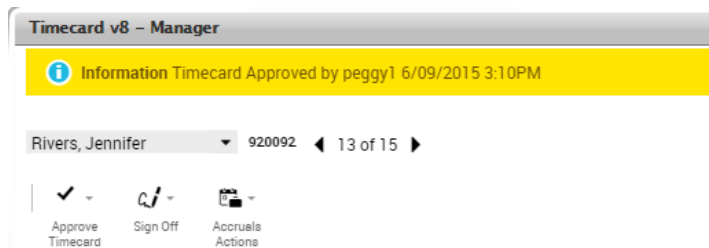
## Approving Timecard (Employee)

**Note:** If your manager has approved your timecard, you cannot remove approval.

### To approve timecard, do the following:



1. Open the employee timecard.
2. Select the **Previous Schedule Period** from the Time Period choice list.
3. Click **Approve Timecard**.





### To remove approval, do the following:

1. Select **Approve Timecard ~ Remove Timecard Approval**. A message briefly appears confirming the removal.

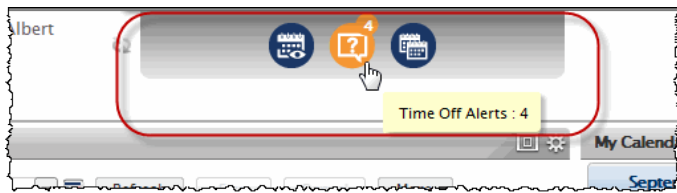
## Refreshing the Workspace



### To refresh, do the following:

1. Click one of the refresh icons   located on the workspace. The system refreshes the workspace with the most current information.

## Using Alerts

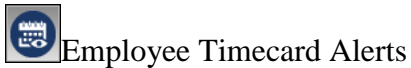


Navigators can be configured to send employees notifications, called “Alerts,” when certain events occur. When the system generates an alert, the Alert widget displays a number, which tells the user the total number of alerts within that category.

Alerts appear at the top of the Navigator, and are organized into categories and subcategories. There are three major categories for employees:



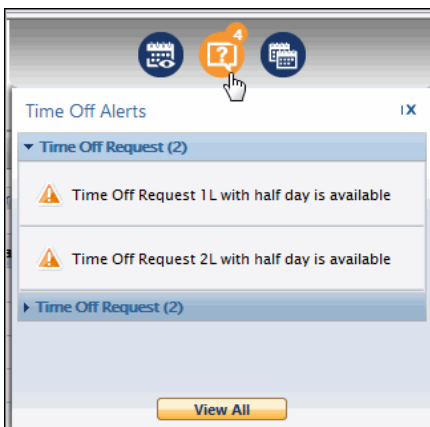
Employee Time Off Alerts



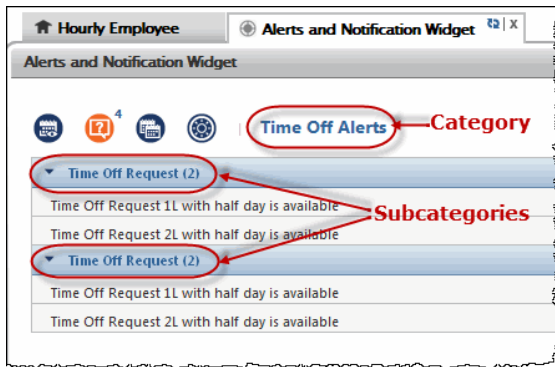
Employee Timecard Alerts

### To use an alert, do the following:

1. Hover your mouse over the alert to see what Category it is.
2. Click the alert Category icon to open the subcategory menu.



3. Select the desired alert to open the appropriate widget, OR Click **View All** to open the Alerts and Notifications widget.

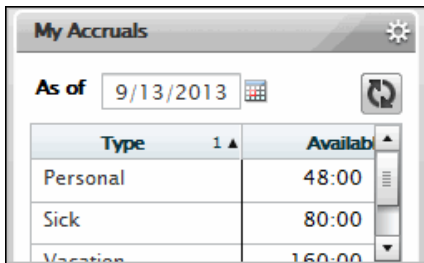


4. From the Alerts and Notifications widget, select the desired alert to open the appropriate widget.

## Using My Accruals

Depending upon how your Navigator is configured, you can view your benefit and accrual balances using the My Accruals widget. You cannot edit the content of the Accruals widget.

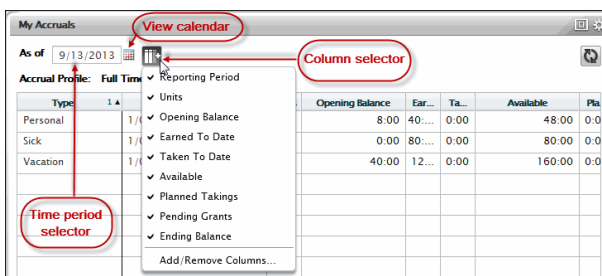
If My Accruals is in the secondary view, it displays the same accrual codes as in the larger, primary view as well as one balance-related column for the date you select.



To use the Accruals secondary view, do the following:

1. Click the **calendar icon**, then select the desired date.
2. Click **Refresh**.
3. Use the scroll bars as necessary to view the desired data.

If My Accruals is in the primary view, you can select the time period and columns to display.





## My Timecard Workspace Summary (Recap)

To open your timecard, drag the My Timecard widget to the primary view. You might have access to only some of these features depending on how Navigator is configured for you.

The screenshot shows the 'My Timecard' interface. At the top right, there are icons for 'Print Timecard', 'Refresh', 'Calculate Totals', and 'Save', with a 'Previous Pay Period' dropdown. The main grid shows two pay periods: Sun 5/24 to Sat 5/30 and Mon 6/01 to Sat 6/06. Rows include 'Hours Worked', 'Memorial Day', 'Vacation', 'Schedule', and 'Daily Total'. A 'Totals' section at the bottom shows 'Accruals' and a table with columns for 'Account', 'Pay Code', and 'Amount'.

Pay Code	Transfer	Sun 5/24	Mon 5/25	Tue 5/26	Wed 5/27	Thu 5/28	Fri 5/29	Sat 5/30	Total
Hours Worked						9:00	9:00		18:00
Memorial Day			8:00						8:00
Vacation				8:00					8:00
Schedule			7:00AM-4:00PM	7:00AM-4:00PM	7:00AM-4:00PM	7:00AM-4:00PM	7:00AM-4:00PM		
Daily Total			8:00	8:00		8:00	8:00		32:00

Pay Code	Transfer	Sun 5/31	Mon 6/01	Tue 6/02	Wed 6/03	Thu 6/04	Fri 6/05	Sat 6/06	Total
Hours Worked			9:00	9:00	9:00	9:00	9:00		45:00
Schedule			7:00AM-4:00PM	7:00AM-4:00PM	7:00AM-4:00PM	7:00AM-4:00PM	7:00AM-4:00PM		
Daily Total			8:00	8:00	8:00	8:00	8:00		40:00

Account	Pay Code	Amount
91900/21J/NY002/11400/920006/0/3102	Holiday	8:00
91900/21J/NY002/11400/920006/0/3102	Regular	56:00
91900/21J/NY002/11400/920006/0/3102	Vacation	8:00

- Save** – Saves your changes
- Comment/Note Indicator** – This blue balloon indicates that there is a comment associated with this punch. Mouse over to read the comment.
- Account** – Area that lists your job information and what accounts are to be charged for your services
- Total Summary Area** – This is a breakdown of your job summary, account summary, and pay code summary.
- Refresh** – Refreshes the timecard without saving any changes.
- Time Period** – Refines the time period you are viewing. Use the drop-down list to select a different time period.
- Daily Totals** – Indicates hours worked in that shift
- Day Columns** – Displays an amount in hours or money for the pay code or duration
- Transfer** – Defines a job or work rule transfer. If no account or work rules appears in the cell, your time is charged to your home account and calculated through your default work rule.
- Exception indicator—Red with white bar** – Indicates a system generated exception Diagonal bars indicate that multiple exceptions have been made to this punch
- Exception indicators—Blue with white bar** – indicates excused absence
- Maximize/minimize and Gear icon** – Enlarge or shrink widget workspace. Gear icon contains preferences, pop-out, and close.
- Pay Code** – Defines a category for specifying hours or money for worked and non-worked time.