ADP TIME & ATTENDANCE
"ETIME" MANUAL

CARTOYS, INC. AND WIRELESS ADVOCATES, LLC

TABLE OF CONTENTS

BRIEF INTRODUCTION

ADP eTIME is a Time and Attendance System that allows

Employees to:

- Enter time worked (hourly employees only) via timestamp punch in and out
- Submit requests for time off (i.e. paid time off, vacation, sick, etc.)
- Access and view timecard details, making corrections to timecards as necessary to ensure accuracy
- View paid time off balances (i.e. paid time off, vacation, sick, etc.)
- View work schedule and calendar

Managers to:

- Manage employee requests for time off (i.e. paid time off, vacation, sick, etc.)
- Maintain employee's work schedules
- Generate reports to aid in resource management and other related business operational tasks

TIMEKEEPING RESPONSIBILITIES

Employees:

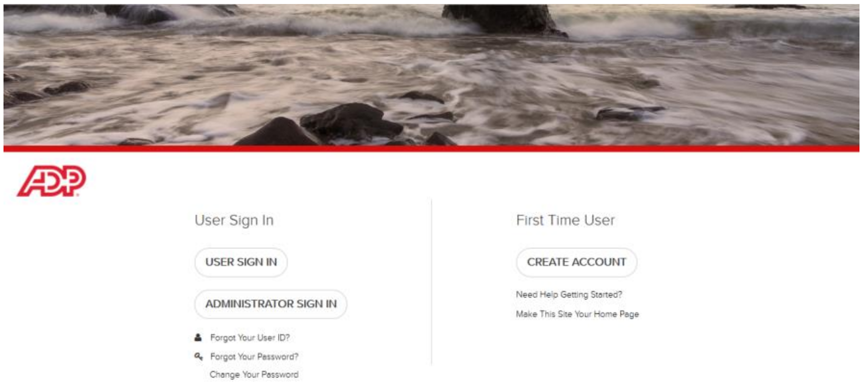
1. Each employee is solely responsible for the accuracy of his/her timecard, and must make edits in eTIME to document any timekeeping discrepancies. Falsifying any time record is prohibited
2. Timestamp punch in and out
3. Make edits to incorrect or missing time punches
4. Report missed, late, short meal or rest periods
5. Approve time card on the last scheduled shift of each pay period
6. Notify manager for corrections needed after a pay period has ended

Managers:

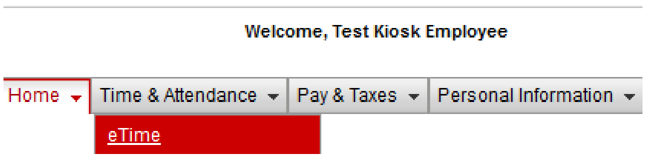
1. Review all direct reporting employee's timecards at the end of every pay period
   Examples of what to look for include:
   a) Unpaired punches to be corrected
   b) Pattern of unpaired punches
   c) Meal break variances, missed meal breaks
   d) Non-compliant edits
   e) Excessive edits
   f) Patterns of acceptable and unacceptable edits
2. A manager can only edit an employee's timecard if the individual is on a leave of absence or if the employee has terminated and he/she is unable to enter remaining time data
3. Sign off "approving" all direct reporting employee's timecards before 10:00 a.m. PST on every Monday following the close of the pay period
4. Submit historical edits (i.e. missed hours worked, vacation or sick time) to the ADP Employee Service Center
5. Hold employees accountable to the timekeeping policies and procedures, partnering with Human Resources for non-compliance
6. Run and review available timecard reports to manage timecard exceptions (see examples noted above)

NAVIGATION TO eTIME

1. Login to the ADP Portal (https://portal.adp.com/public/index.htm)



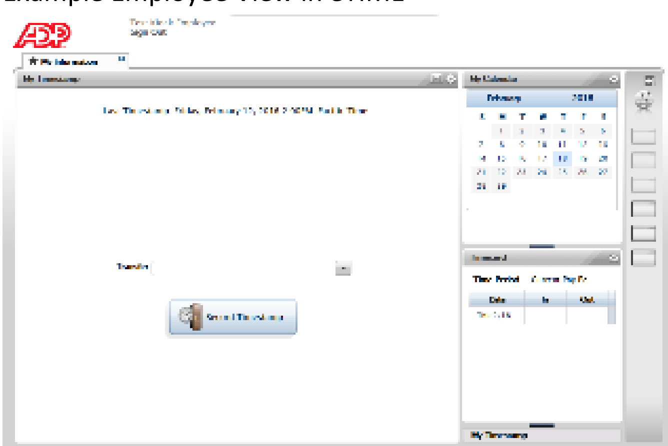
2. From the ADP Portal > Time & Attendance > eTIME



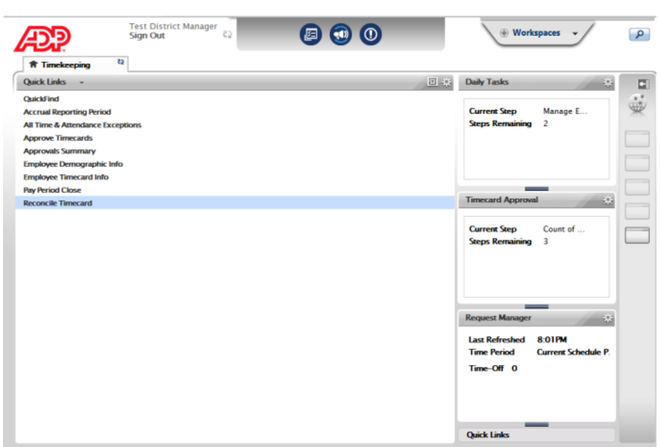
Managers you need to be in your "employee" role to access the Time & Attendance tab

3. A new browser window will open in eTIME. The eTIME system view is based on your specific role and access.

Example Employee View in eTIME



Example Manager View in eTIME

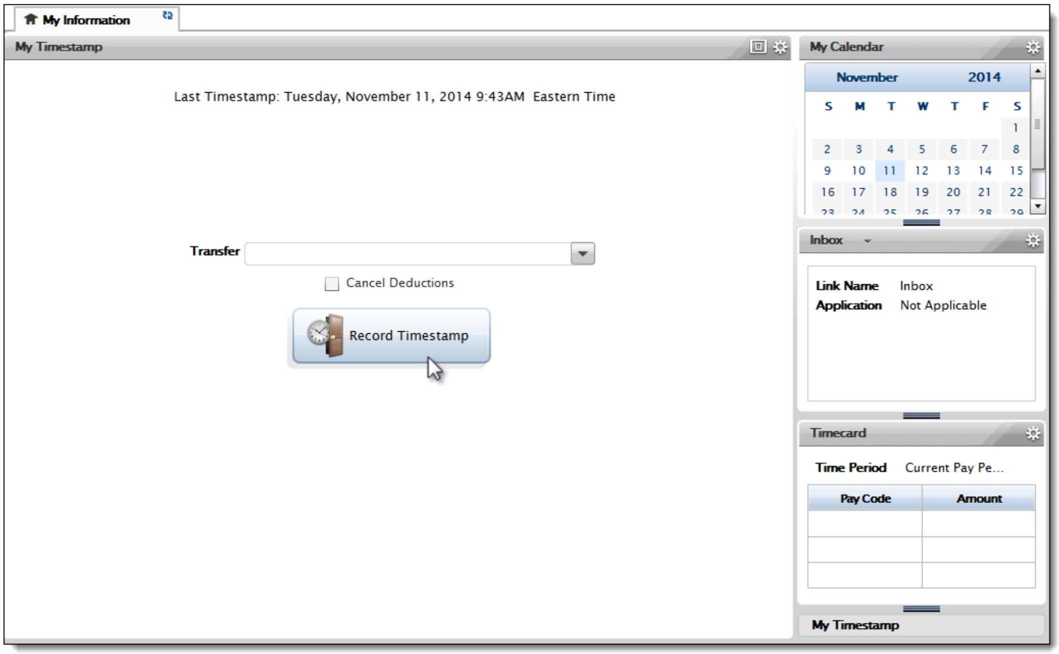


EMPLOYEE TASKS

Basic Timestamp Punch In/Out (hourly employees only)

Starting Point: My Information > My Timestamp

1. Click **Record Timestamp** to record your start and end times

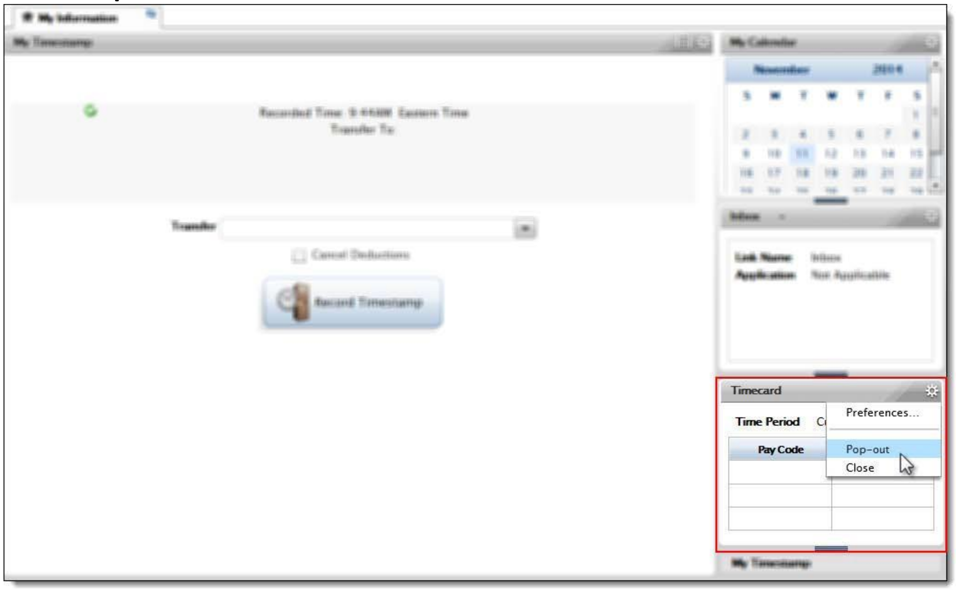


Accessing Your Timecard

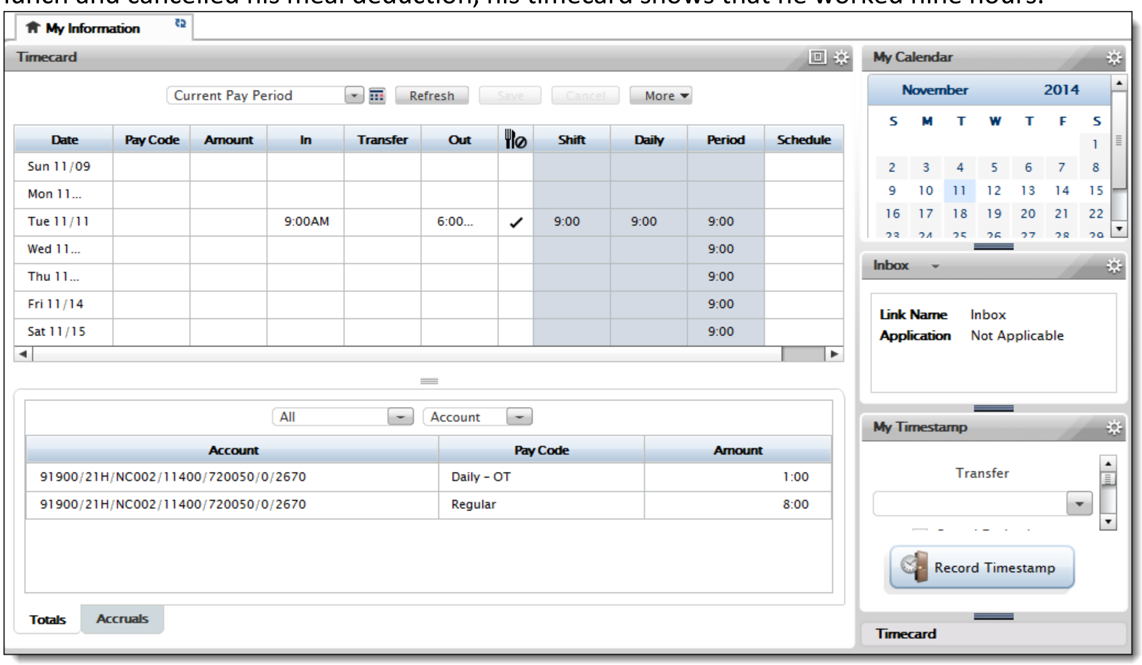
You can access your timecard to view how timestamp recorded your time.

Starting Point: My Information > Timecard

1. In the **Timecard** widget, click the gear icon
2. Select **Pop-Out**



In the following example, the employee punched in at 9:00 a.m. and out at 6:00 p.m. Because the employee skipped lunch and cancelled his meal deduction, his timecard shows that he worked nine hours.

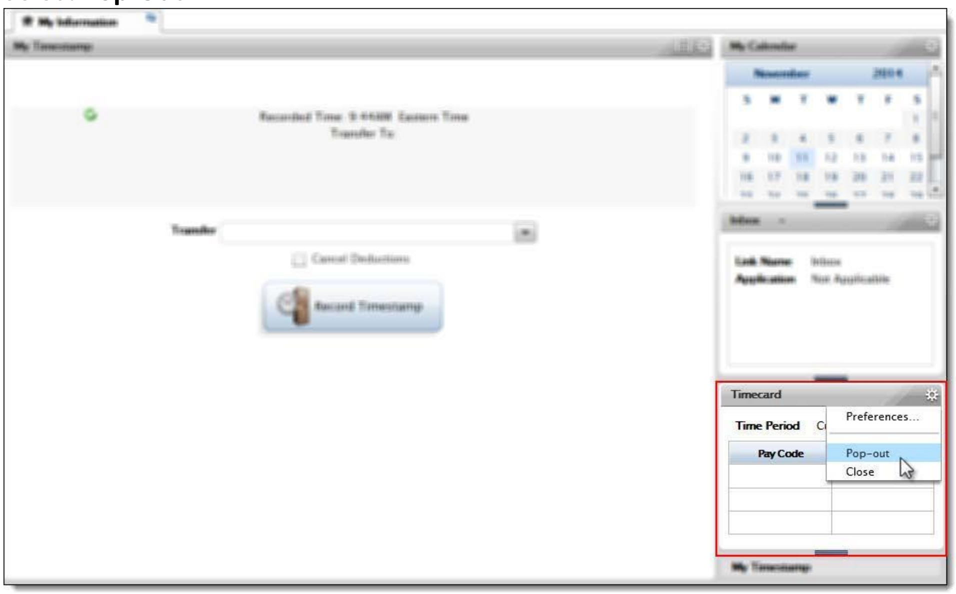


Resolving Timecard Exceptions (hourly employees only)

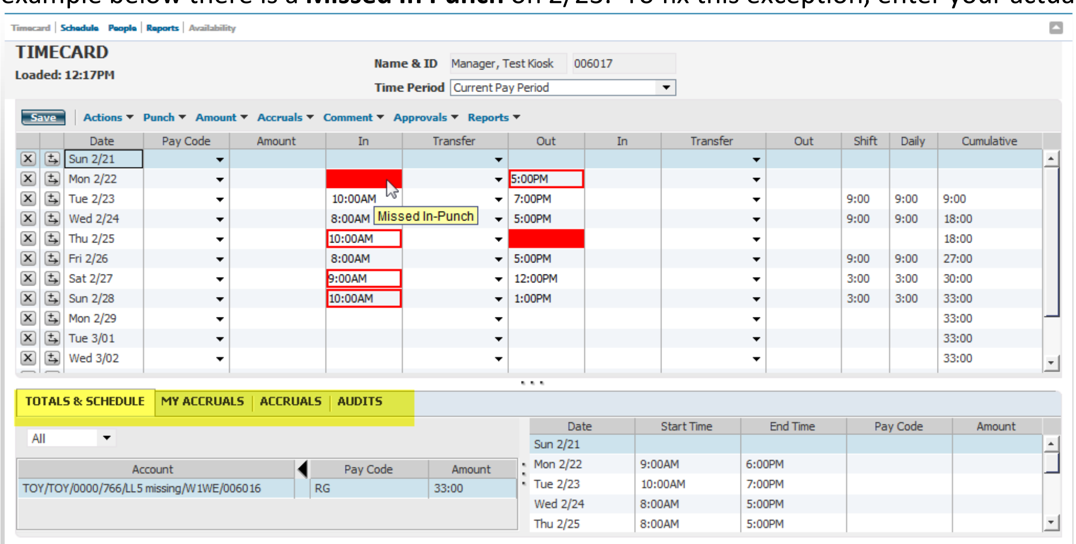
Exceptions highlight unexpected or unusual transactions, such as when an employee works outside his/her scheduled time frame, scheduled day or misses a time punch. Exceptions may be resolved by entering, editing or deleting timecard data.

Starting Point: My Information > Timecard

1. In the **Timecard** widget, click the gear icon
2. Select **Pop-Out**



3. In the **Timecard** screen, hover your mouse over highlighted fields to see the explanation for the highlight. In the example below there is a **Missed In Punch** on 2/23. To fix this exception, enter your actual start time



4. Add, edit, and delete information as required to accurately reflect your timecard information, then click **Save**.
   - Erase data for the entire row
   - Insert a new row

Resolving Timecard Exceptions (continued)

Timecard indicators and colors

Icons and colors enable you to quickly recognize items in the timecard. The following icons and indicators might appear:

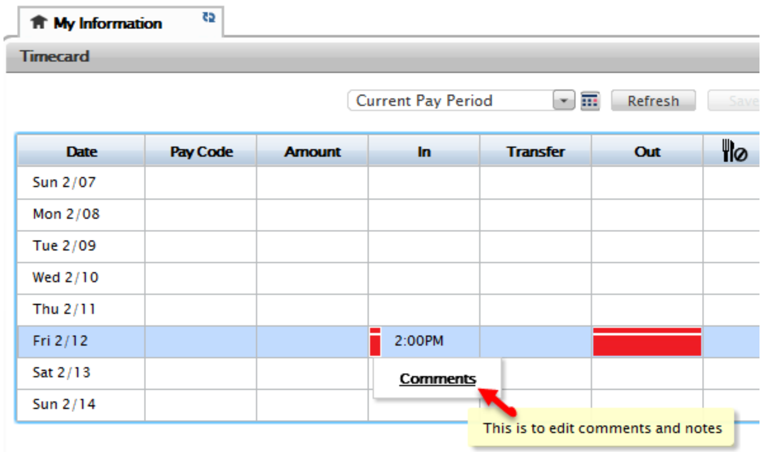
Indicator	Description
	Solid red in a cell indicates a missed in- or out-punch. Mouse over the red for more information.
5:11PM	A red border around a cell indicates an exception, such as a late punch. Mouse over the cell for more information.
Tue 1/29	A blue border around a date field indicates an excused absence.
Sun 3/18	A red border around a date field indicates an unexcused absence.
3/14	A salmon border around a date field indicates that an employee has justified an absence. A salmon border around a cell indicates that an employee has justified an exception.
10:13 AM	A green border around a cell indicates missing time that a manager has justified or marked as reviewed.
Thu 3/18	A green border around a date indicates an absence that a manager has justified or marked as reviewed.
2:59PM	A small orange and yellow note icon indicates a comment about the cell's contents. Click the cell, then the Comments tab to view the comment.
8:30	A transaction shown in purple on a white background indicates that the system added a transaction, and that you can edit it.
1:00	A transaction shown in purple on a gray background indicates that the system added a transaction, such as a holiday, and that you cannot edit it.
Account (x)103/201/305/404/... (x)103/201/305/404/...	An (x) before a labor account in the Totals section indicates that the account is not the primary labor account.
Date Sun 4/15 Mon 4/16(x) Tue 4/17	An (x) after a date in the Schedule section indicates that there is a scheduled transfer in that shift.

Add a Comment

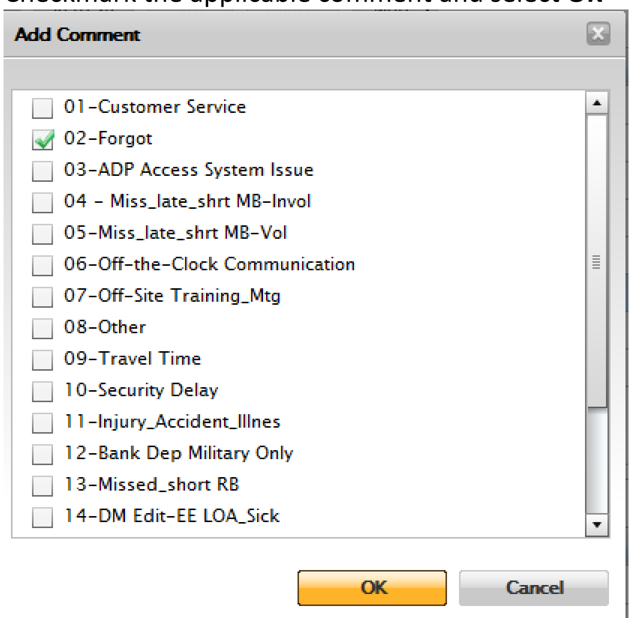
If you punch in late, miss a punch or edit your timecard in any way, you need to provide a comment.

Starting Point: My Information > Timecard

1. In the **Timecard** widget, hover your mouse over the field in which you want to add a comment
2. Select the **Comments** hyperlink to open the available comments



3. Checkmark the applicable comment and select **OK**

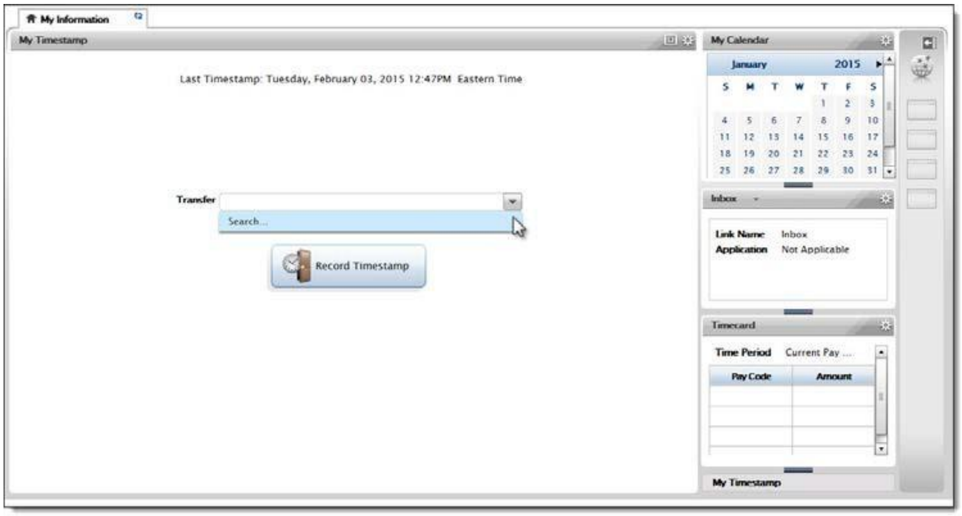


Working at a Different Location – Transfer Labor (hourly employees only)

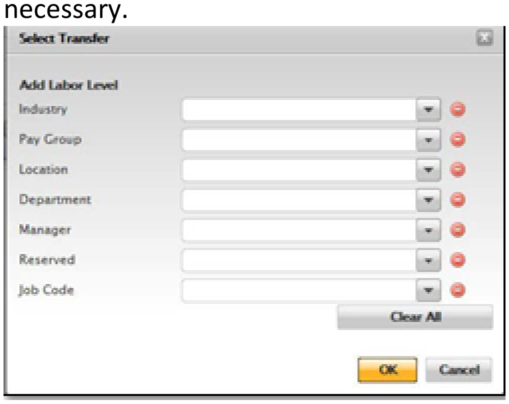
Your manager may require you work temporarily at a different location. You can perform a transfer labor transaction on your timecard for hours worked at the temporary location.

Starting Point: My Information > My Timestamp

1. Select **Transfer**



2. Click **Search**
3. In the **Select Transfer** window, select the appropriate **Location**. Ask your manager for the location code, if necessary.



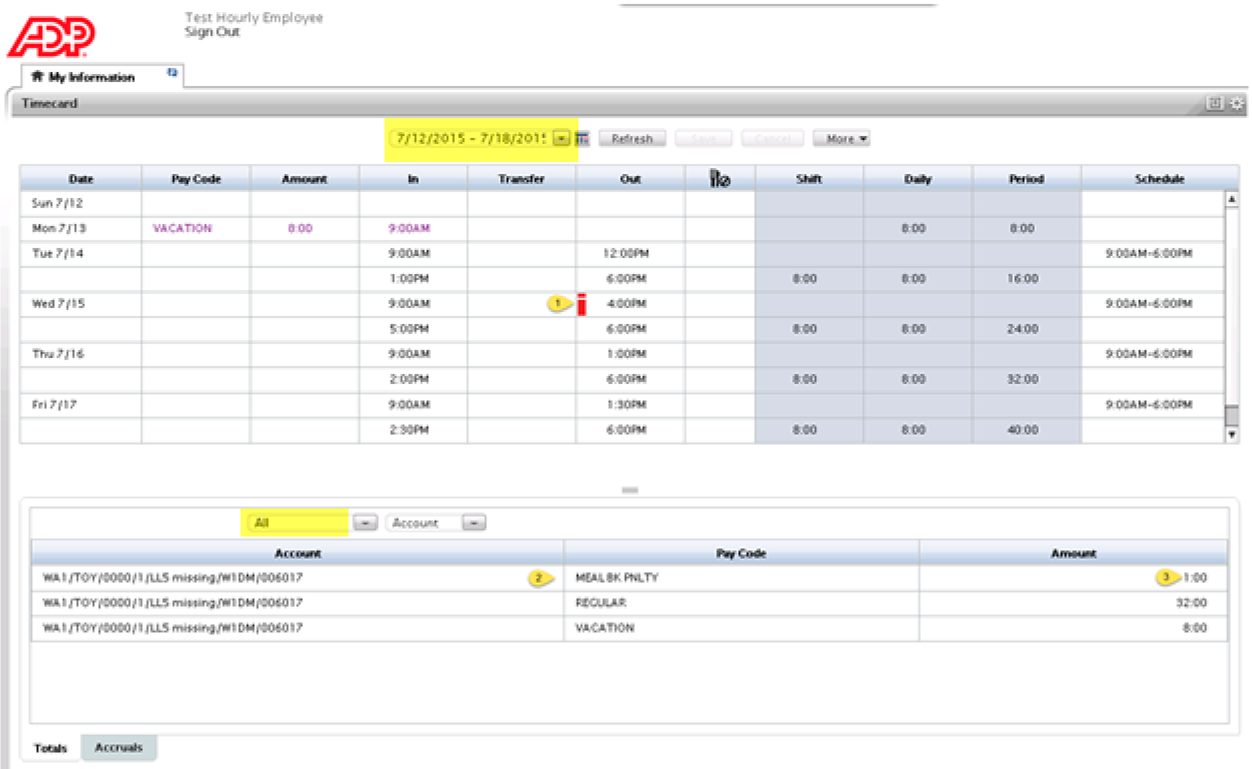
4. Click **OK**
5. Click **Record Timestamp** to punch in using the new labor account (Location)

California Meal Break Penalty (hourly employees only)

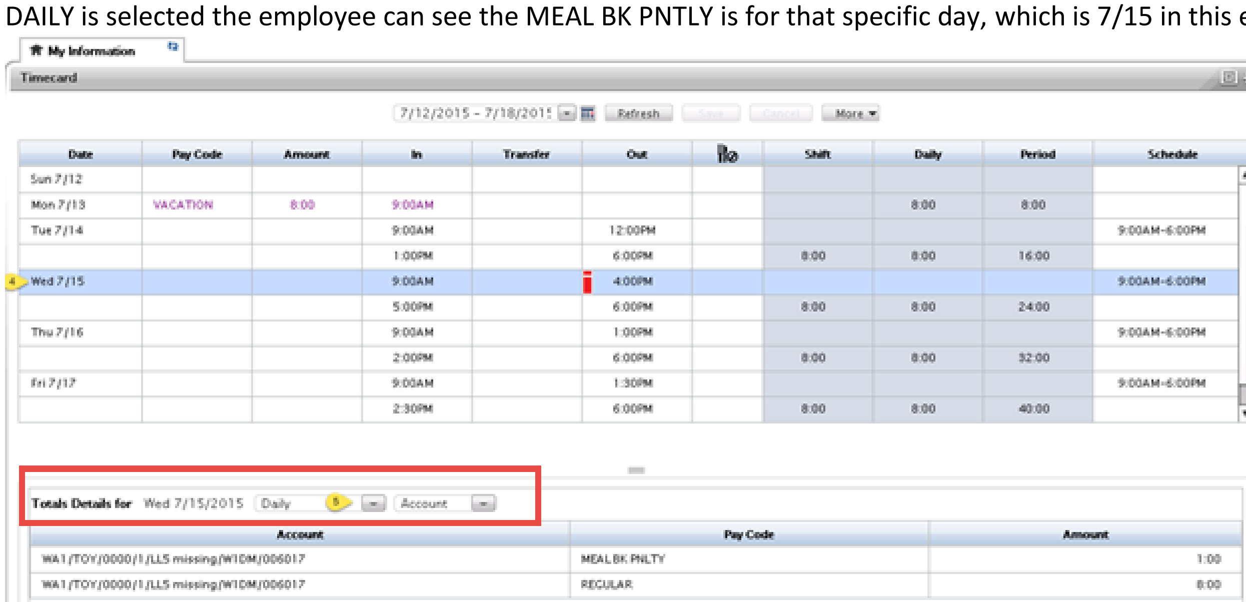
An employee and employer can mutually agree to waive an employee's meal period. When an employee works through a meal period, the employee will receive an extra hour of pay. In the eTIME system the extra hour of meal period pay is tracked as **MEAL BK PNTLY**.

Starting Point: My Information > Timecard

1. The employee can view the red flag that something has occurred as a result of the punch
2. On the employees' time card there is a MEAL BK PNTLY applied
3. The **Totals** tab gives the total of the MEAL BK PNTLYs that are applied for the period shown in the timecard

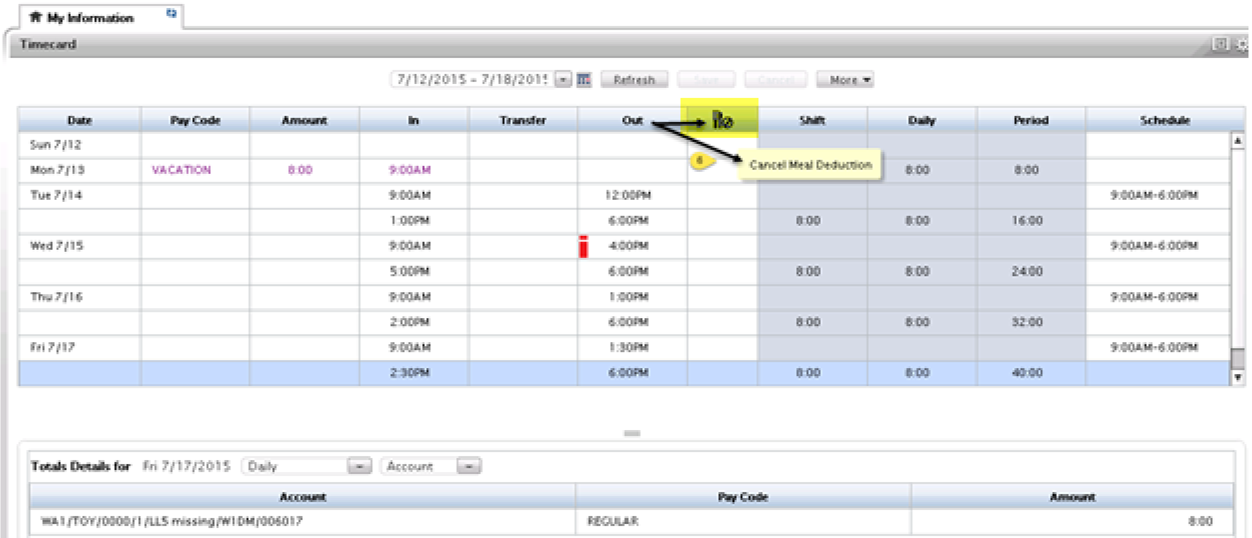


4. When the day with the flag is highlighted, and
5. DAILY is selected the employee can see the MEAL BK PNTLY is for that specific day, which is 7/15 in this example

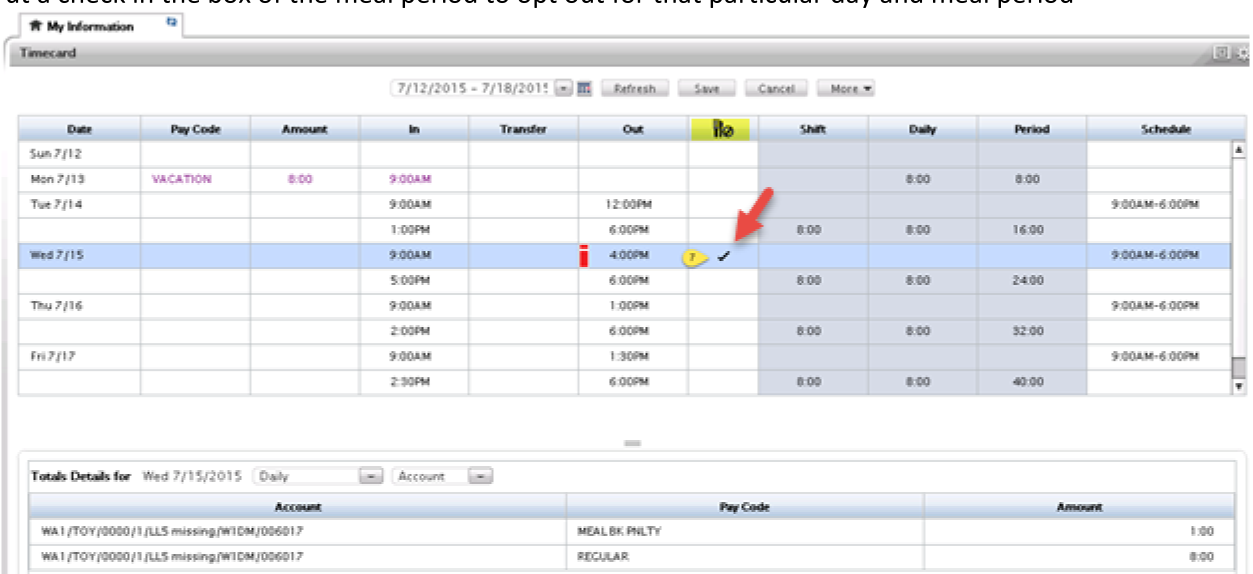


California Meal Break Penalty (continued)

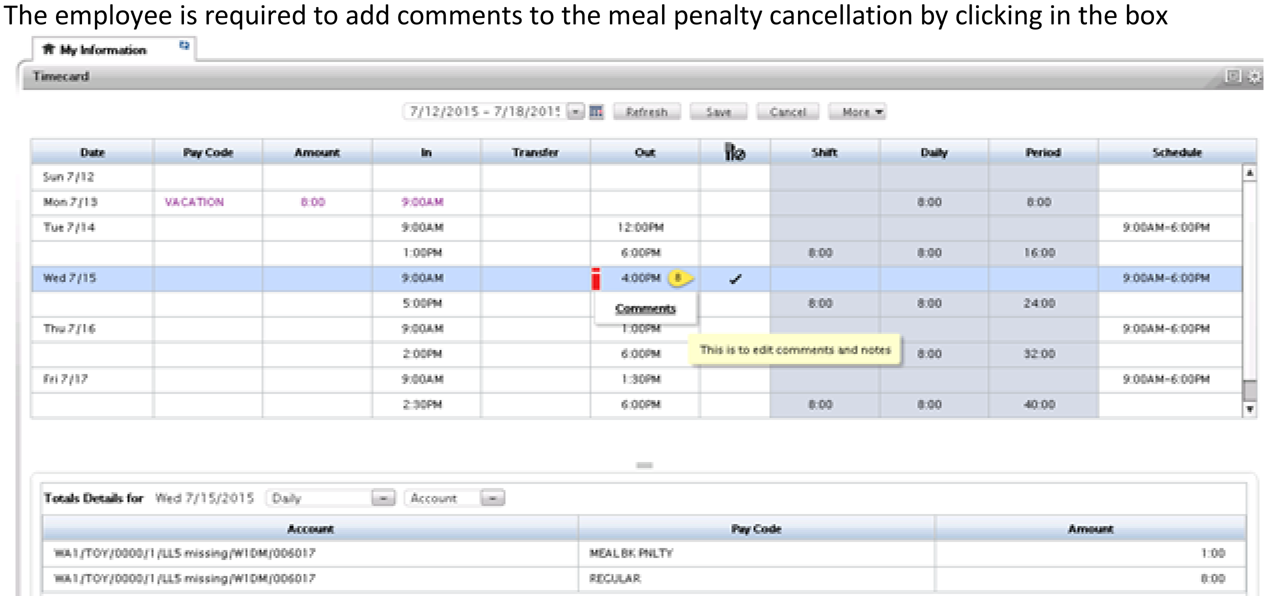
6. There is a column the represents the Meal Bonus/Deduction. Hover your mouse over the fork & knife field to view the description. This field is used for an employee to opt to cancel the meal period.



7. Put a check in the box of the meal period to opt out for that particular day and meal period

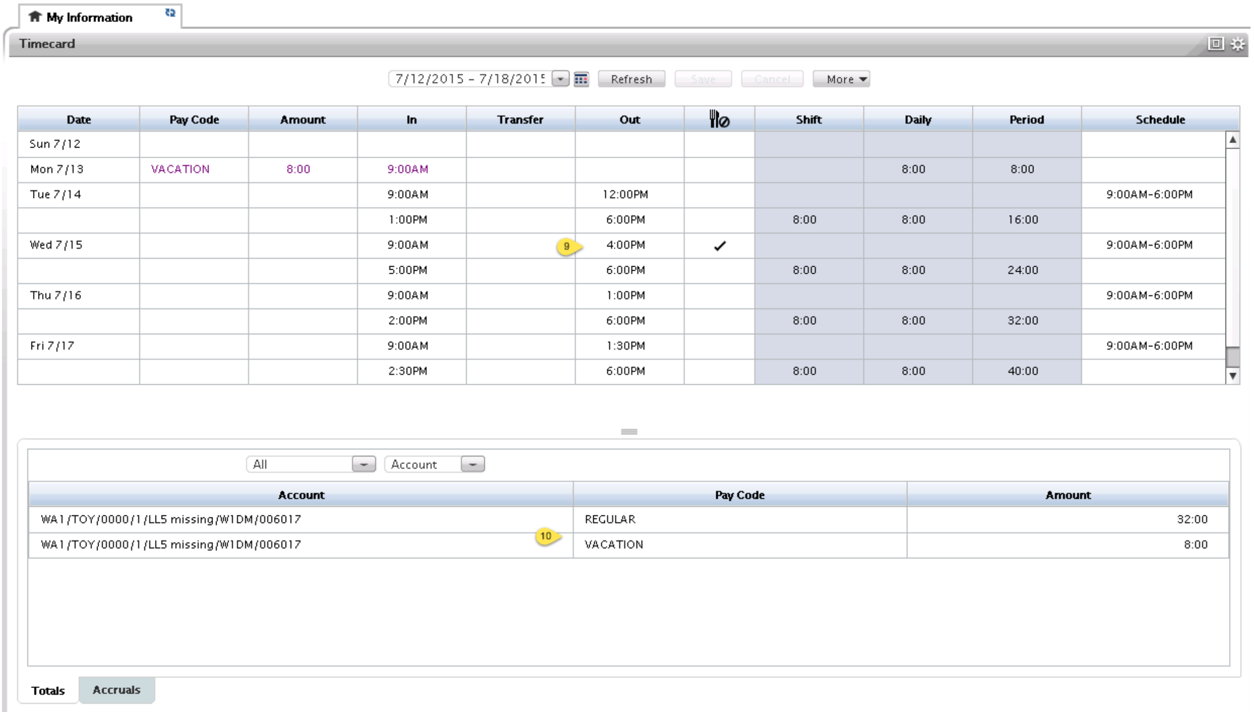


8. The employee is required to add comments to the meal penalty cancellation by clicking in the box



California Meal Break Penalty (continued)

9. When an employee cancels the meal period and saves the timecard, the red flag is removed, and
10. There are no longer MEAL BRK PENLTY hours reflected



Date	Pay Code	Amount	In	Transfer	Out		Shift	Daily	Period	Schedule
Sun 7/12										
Mon 7/13	VACATION	8:00	9:00AM					8:00	8:00	
Tue 7/14			9:00AM		12:00PM					9:00AM-6:00PM
			1:00PM		6:00PM		8:00	8:00	16:00	
Wed 7/15			9:00AM		4:00PM	✓				9:00AM-6:00PM
			5:00PM		6:00PM		8:00	8:00	24:00	
Thu 7/16			9:00AM		1:00PM					9:00AM-6:00PM
			2:00PM		6:00PM		8:00	8:00	32:00	
Fri 7/17			9:00AM		1:30PM					9:00AM-6:00PM
			2:30PM		6:00PM		8:00	8:00	40:00	

Account	Pay Code	Amount
WA1/TOY/0000/1/LL5 missing/W1DM/006017	REGULAR	32:00
WA1/TOY/0000/1/LL5 missing/W1DM/006017	VACATION	8:00

Puerto Rico Meal Break Penalty (hourly employees only)

Employees can submit a time off request to your manager, access the Calendar widget

Starting Point: My Information > Timecard

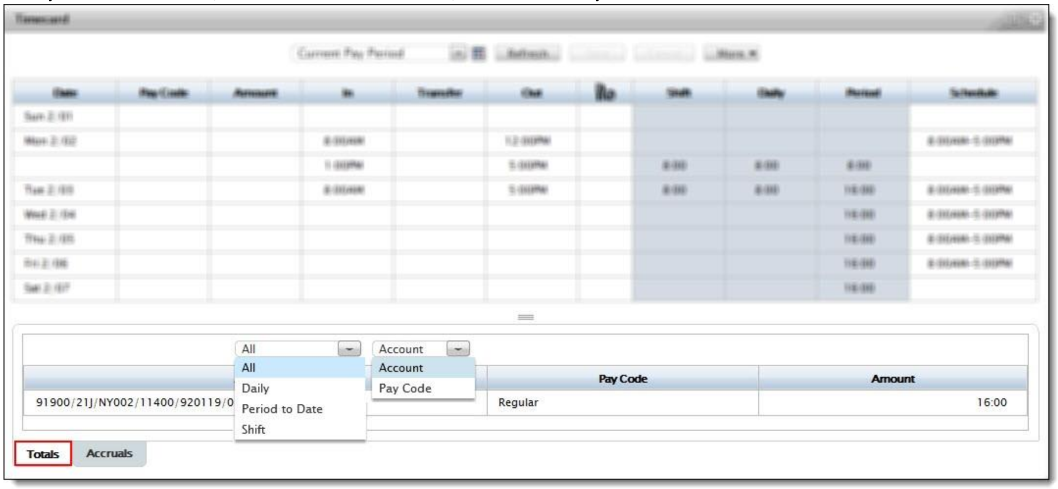
UNDER DEVELOPMENT

Viewing Hours Worked (hourly employees only)

You can view the total hours you have worked from your timecard.

Starting Point: My Information > Timecard

1. On your timecard, click the **Totals** tab, if necessary



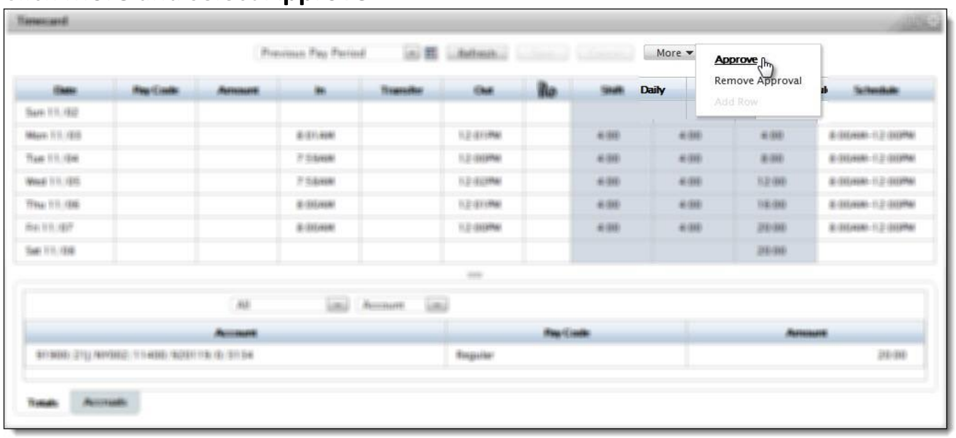
Note: You can view totals by account or by pay code. You can also filter the totals by a range of time, such as Daily, Period to Date, or Shift

Timecard Approval (hourly employees only)

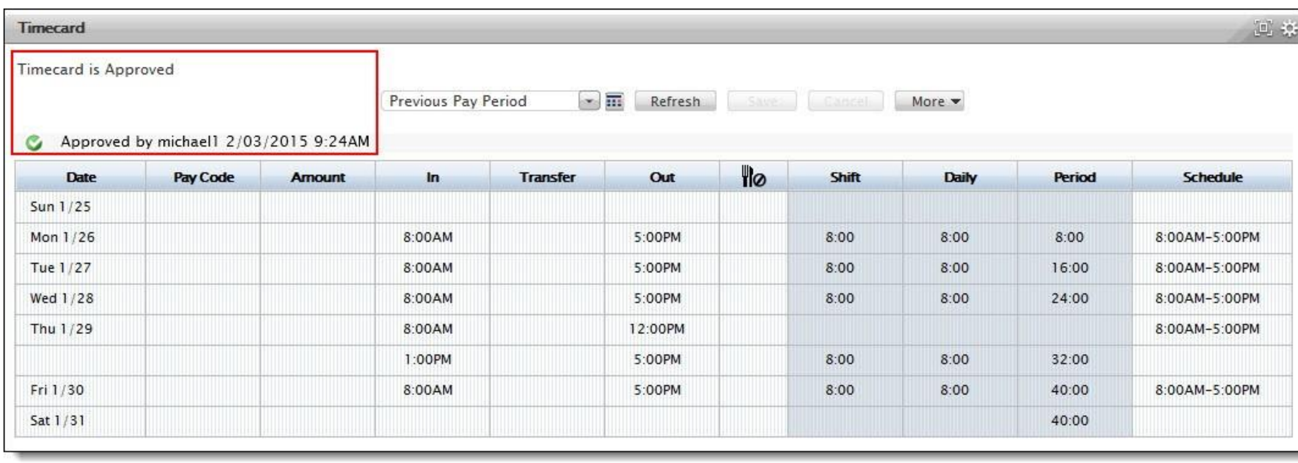
You must approve your timecard on your last scheduled shift of each pay period. Each employee is solely responsible for the accuracy of his/her timecard, and must make edits in eTIME to document any timekeeping discrepancies. Falsifying any time record is prohibited.

Starting Point: My Information > Timecard

1. Click **More** and select **Approve**



After you approve your timecard, you will see a message in the upper-left corner

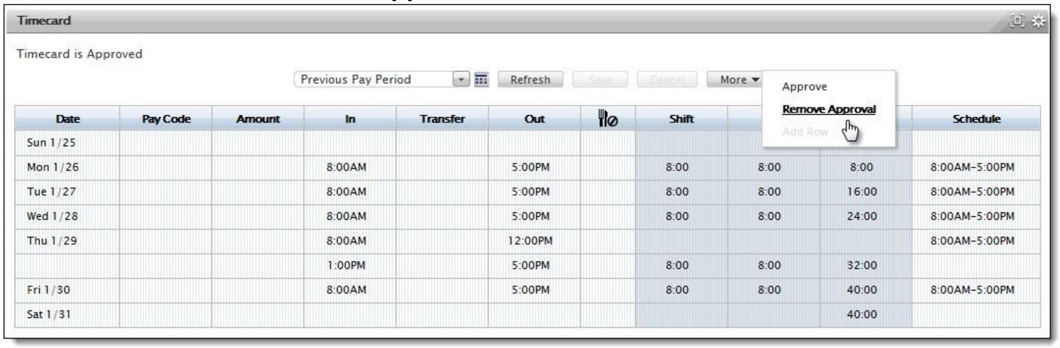


Remove Timecard Approval (hourly employees only)

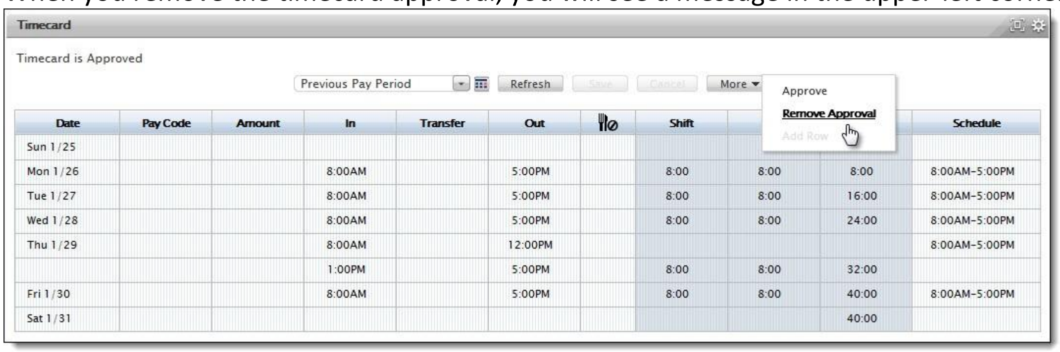
If you need to make a change on your approved timecard, you must first remove your approval.

Starting Point: My Information > Timecard

1. Click **More** and select **Remove Approval**

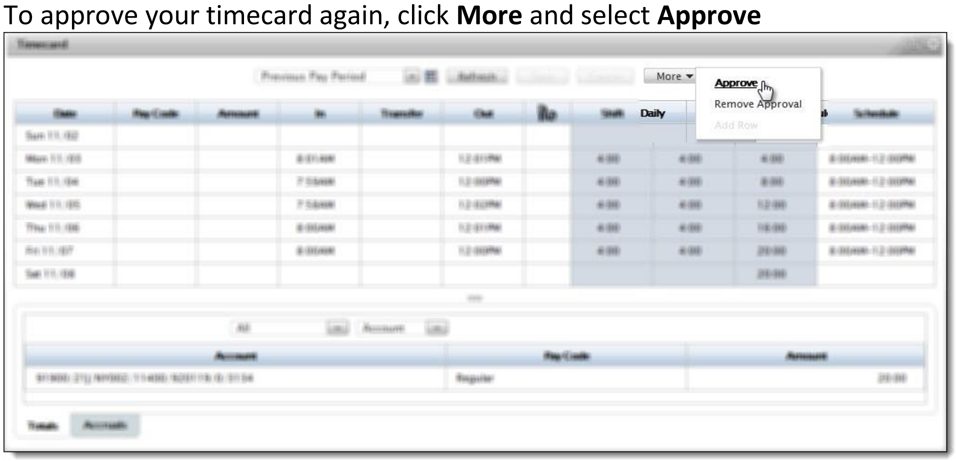


2. When you remove the timecard approval, you will see a message in the upper-left corner



Update your timecard and click **Save**

3. To approve your timecard again, click **More** and select **Approve**



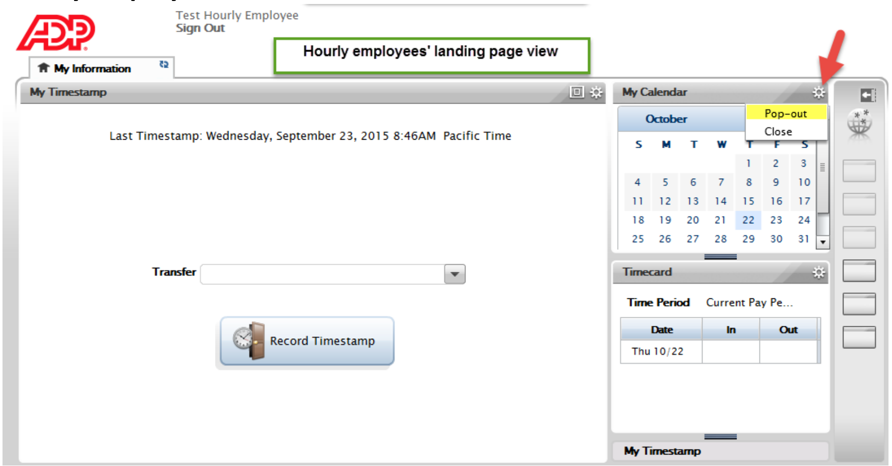
Requesting Time Off

Employees can submit a time off request to your manager, access the Calendar widget

Starting Point: My Information > My Calendar

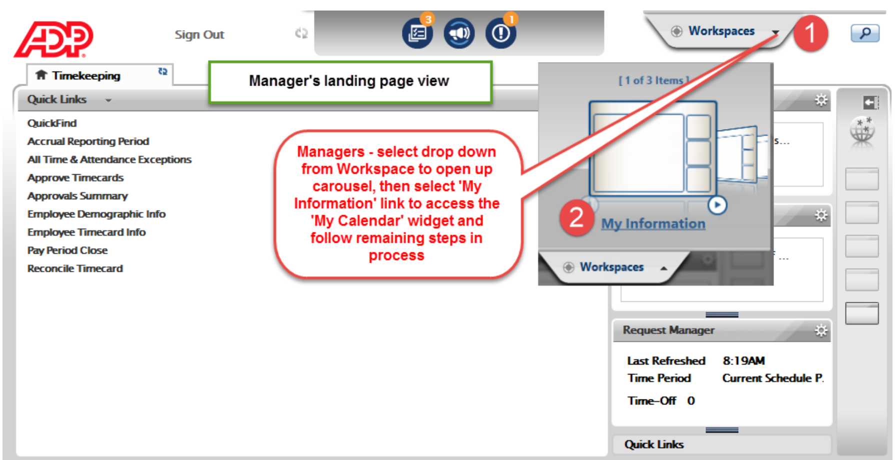
1. In the **My** Calendar widget select **Pop-Out** to make the calendar your primary view

   Hourly employees' view

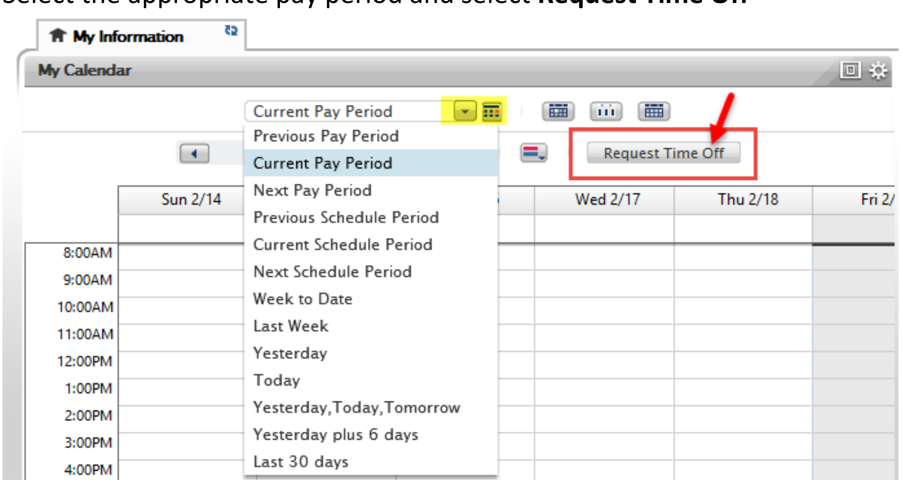


Note: Salaried employees, to locate your "My Calendar" widget, click gear icon to pop-out screen as primary screen

Manager's view (salaried managers only)



2. Select the appropriate pay period and select **Request Time Off**

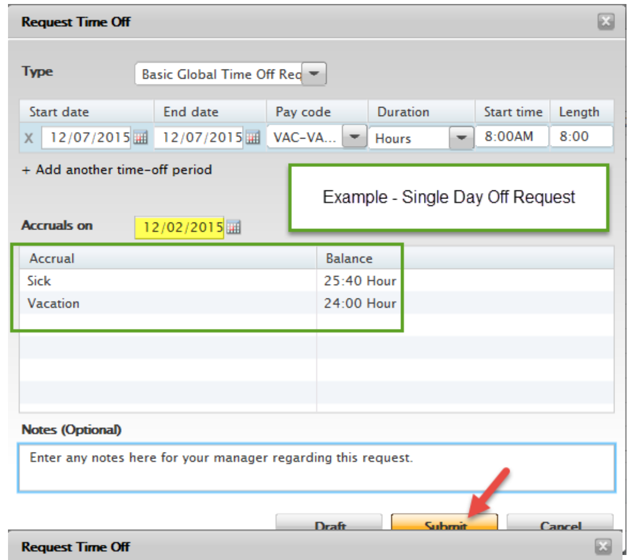


Requesting Time Off (continued)

3. In the **Request for Time** Off screen

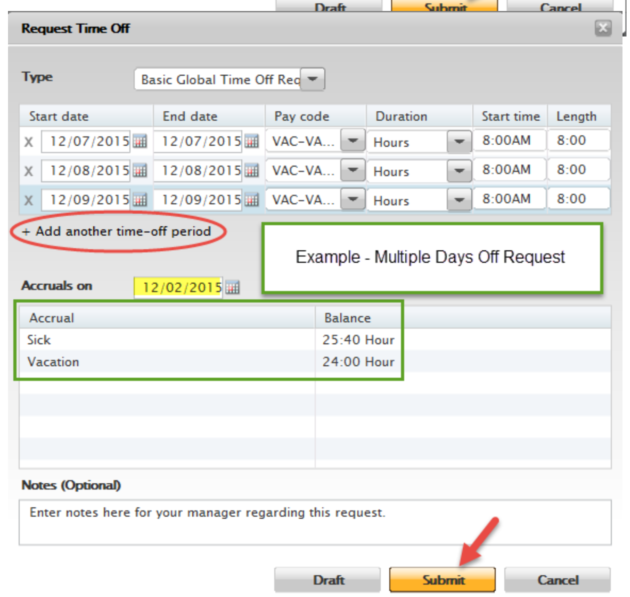
   ## Single Day Off Request

   a. Type defaults to appropriate option
   b. Enter Start date of day you are requesting off
   c. Enter End date of day you are requesting off
   d. Select appropriate pay code
   e. Duration defaults to hours
   f. Enter start time of your work schedule for that day
   g. Enter length of request for time off for that day (Hourly employees enter 4 or 8 hour increments; salaried employees enter 8-hour increment only)
   h. Enter any notes you would like your manager to view in regards to your request.
   i. Click submit and your request will be sent to your time off request approver.

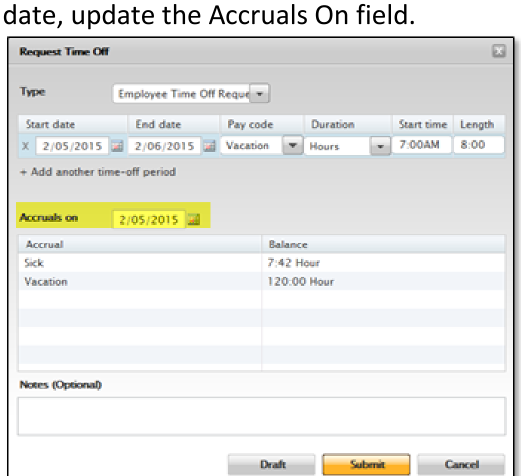


   ## Multiple Days Off Request

   a. Type defaults to appropriate option
   b. Enter Start date of day you are requesting off
   c. Enter End date of day you are requesting off
   d. Select appropriate pay code
   e. Duration defaults to hours
   f. Enter start time of your work schedule for that day
   g. Enter length of request for time off for that day (Hourly employees enter 4 or 8 hour increments; salaried employees enter 8-hour increment only)
   h. Select **+ Add another time-off period** and repeat steps a-g for each additional day off you are requesting. In this example, the employee is requesting 3 days off for a total of 24 hours of vacation.
   i. Enter any notes you would like your manager to view in regards to your request.
   j. Click submit and your request will be sent to your time off request approver.



4. In the Request Time-Off window, you can view your accrual balances. To view your accrual balances for a different date, update the Accruals On field.

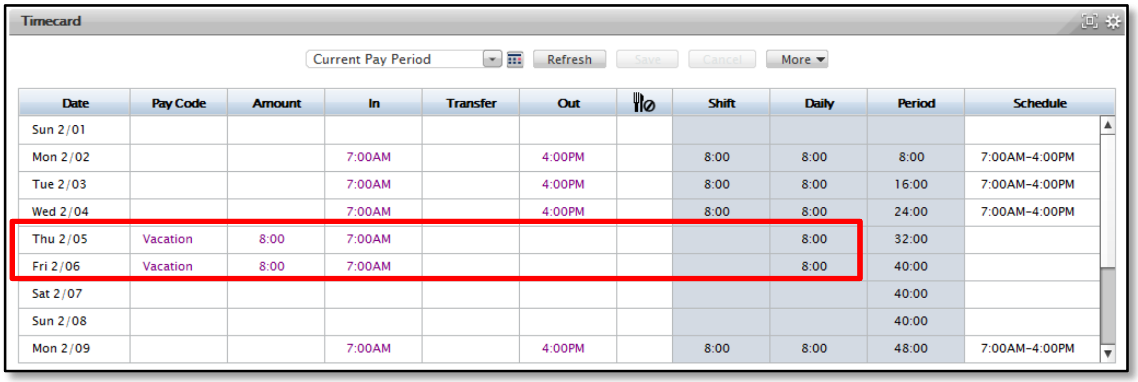


View the Status of a Time Off Request

Depending on the status of your manager's action regarding your time off request, you will receive a notification of the approval, refusal, or retraction of your time-off request. These notifications are displayed in your Inbox. If your manager has put a time off request in a pending state, you will be notified that the request has been acknowledged, but the final decision has not been made.

Starting Point: My Information > My Timecard

1. If your manager approved your time off request, the time off is displayed in your timecard, and is displayed on your calendar as blocked time

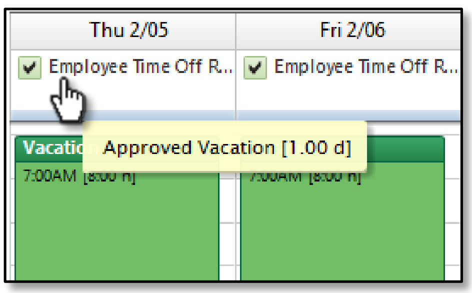


Timecard

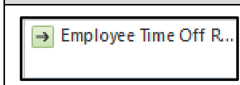
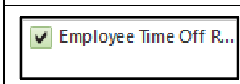
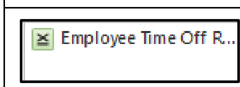
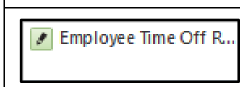
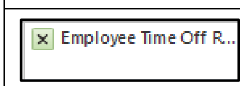
Current Pay Period | Refresh | Save | Cancel | More

Date	Pay Code	Amount	In	Transfer	Out		Shift	Daily	Period	Schedule
Sun 2/01										
Mon 2/02			7:00AM		4:00PM		8:00	8:00	8:00	7:00AM-4:00PM
Tue 2/03			7:00AM		4:00PM		8:00	8:00	16:00	7:00AM-4:00PM
Wed 2/04			7:00AM		4:00PM		8:00	8:00	24:00	7:00AM-4:00PM
Thu 2/05	Vacation	8:00	7:00AM					8:00	32:00	
Fri 2/06	Vacation	8:00	7:00AM					8:00	40:00	
Sat 2/07									40:00	
Sun 2/08									40:00	
Mon 2/09			7:00AM		4:00PM		8:00	8:00	48:00	7:00AM-4:00PM

2. You can view the status of your time-off request in the My Calendar widget. Point to the time off request status to review the tool tip for more information



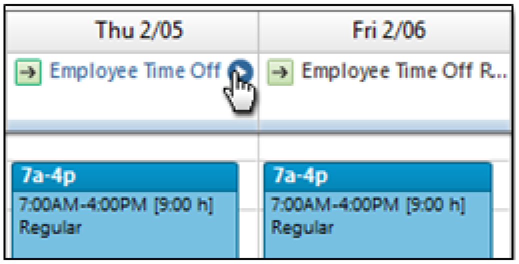
Various status indicators available for time-off request

Status Indicator	Description
	Your time-off request or your time-off request cancellation is sent to your manager.
	Your manager approved your time-off request or your time-off request cancellation.
	You retracted your pending time-off request.
	You saved your time-off request as a draft.
	Your manager refused your time-off request.

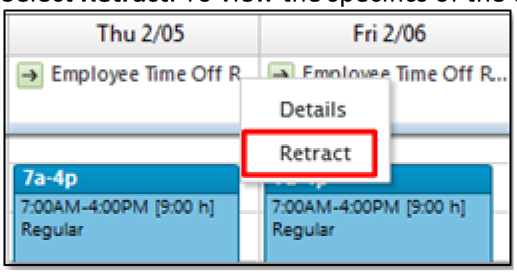
Retract a Time off Request

You can retract the request for time off if your manager has not taken action on the request (i.e. approved)
Starting Point: My Information > My Calendar

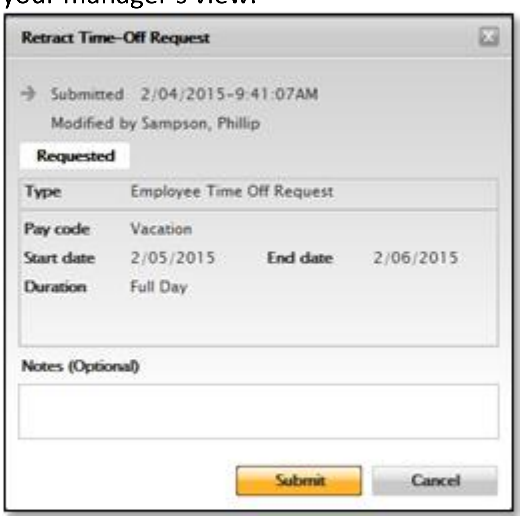
1. Point to the pending time-off request and click the arrow



2. Select **Retract**. To view the specifics of the time-off requests, select **Details**



3. In the **Retract Time-Off Request** window, confirm the retraction and click **Submit**. The request is removed from your manager's view.

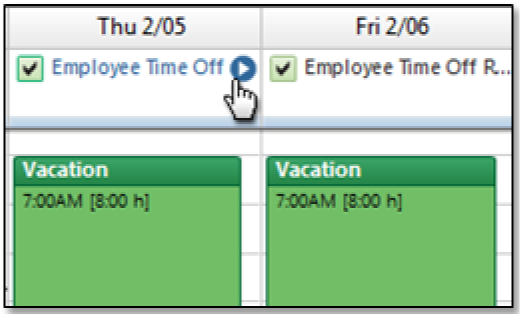


Cancelling an Approved Time Off Request

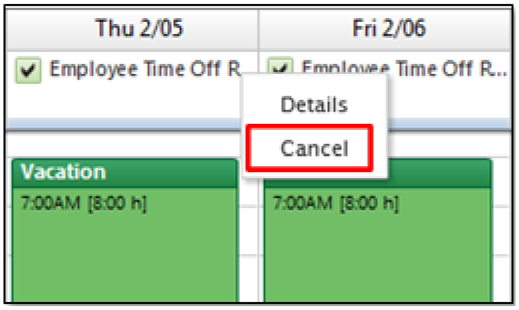
You can cancel a time-off request that has been approved by your manager

Starting Point: My Information > My Calendar

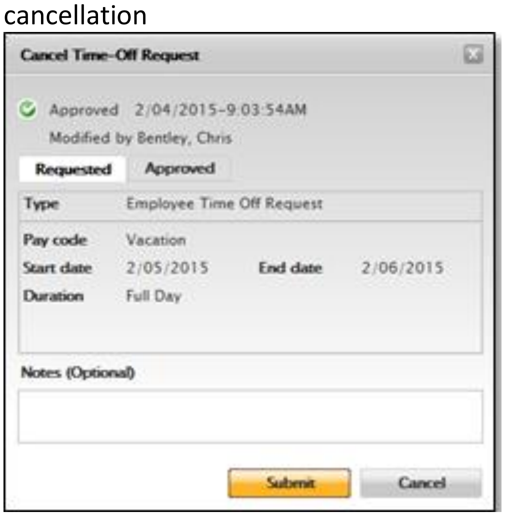
1. Point to the approved time off request and click the arrow



2. Select **Cancel**. To vie the specifics of the time-off request, select **Details**



3. The Cancel Time-Off Request window is displayed. In the Notes field, enter any additional information regarding the cancellation



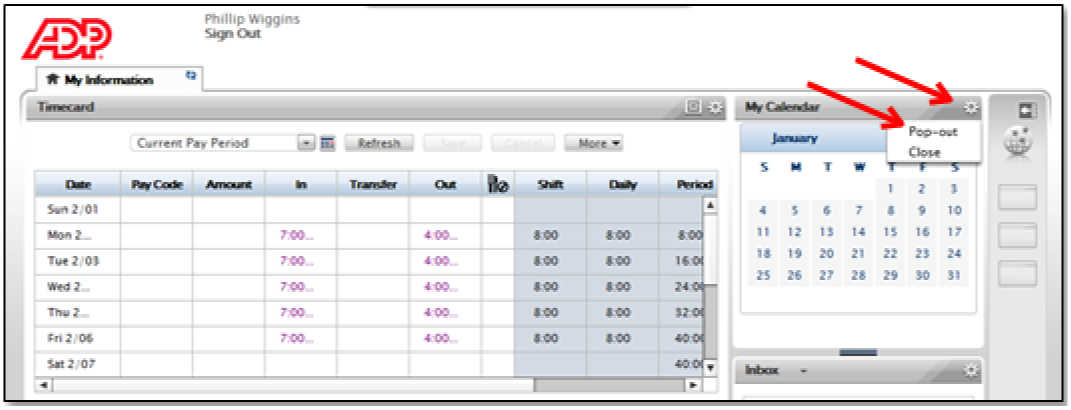
4. Click **Submit**. A cancellation time-off request is sent to your manager for approval.

Viewing Schedules and Time Off Requests

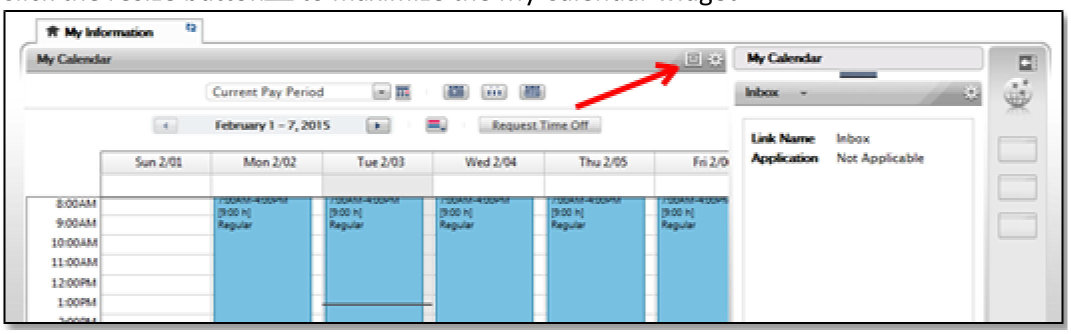
In the My Calendar widget, you can view your schedule, request time off, and view the status of your time-off requests.

Starting Point: My Information > My Calendar

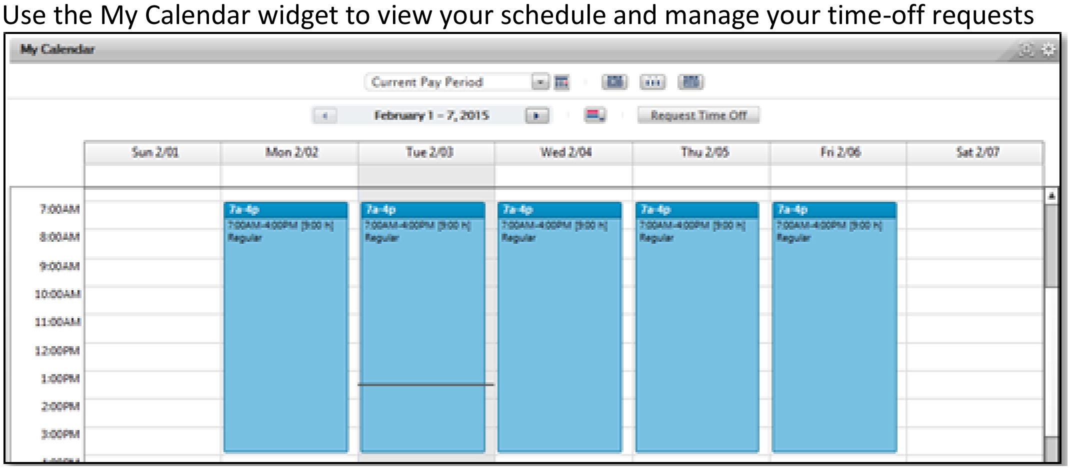
1. Click the gear and select **Pop-Out**



2. Click the resize button to maximize the My Calendar widget



3. Use the My Calendar widget to view your schedule and manage your time-off requests

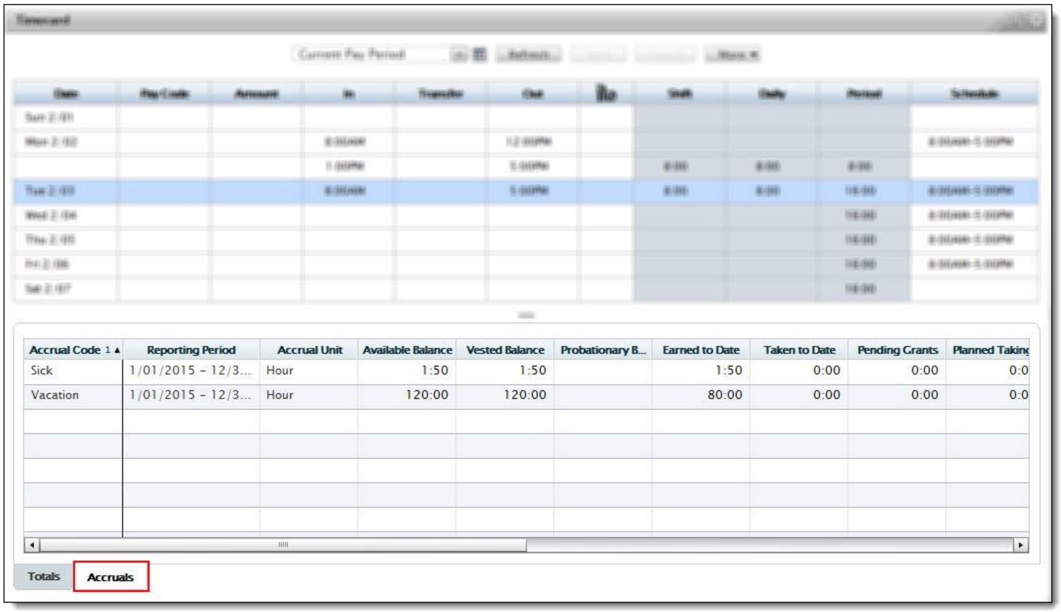


View Accrual Balances in Your Timecard

When you want to see how much time off you have accrued, you can access the balances from your timecard

Starting Point: My Information > Timecard

1. Select a date on your timecard
2. Click the **Accruals** tab



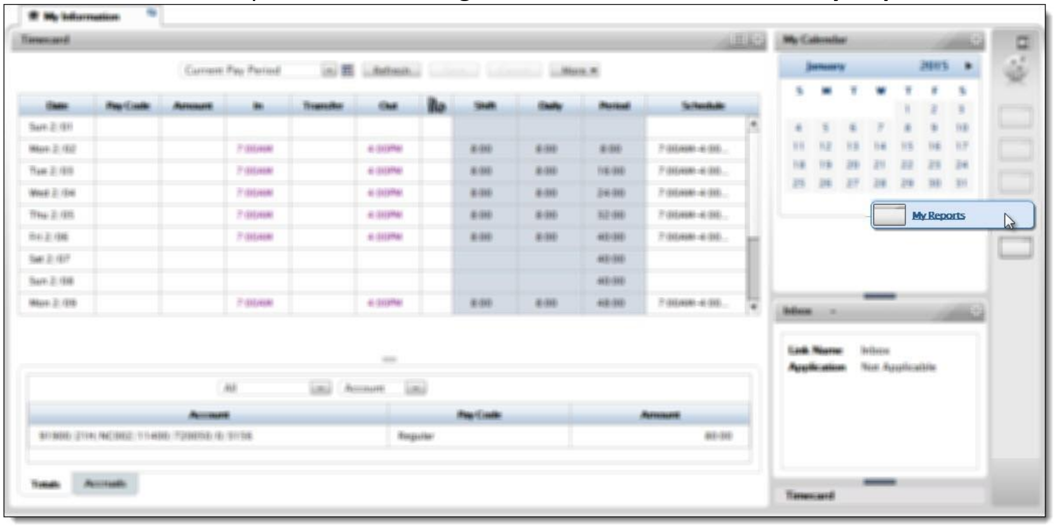
Note: Your accrual balances may vary based on date you select on your timecard

Accessing Employee Reports

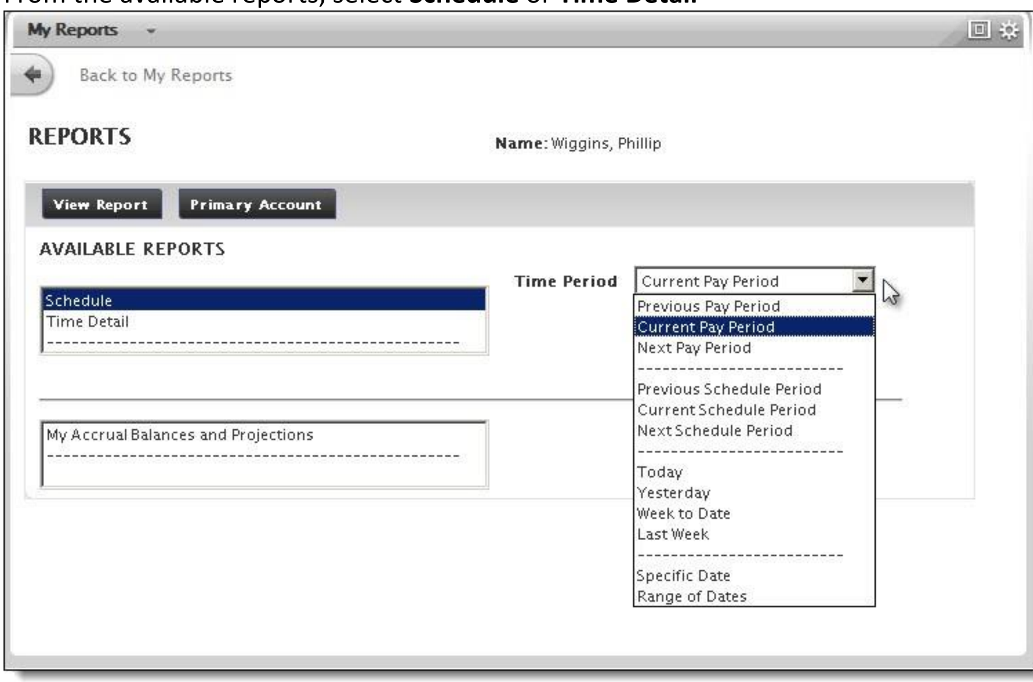
You have access to view reports about your schedule, time detail, and accrual balances for paid time off (vacation, sick, PTO). The available reports depend on your access permissions.

Starting Point: My Information > My Calendar

1. In the Related Items pane on the far right side of the screen, select **My Reports** to access the My Reports widget



2. From the available reports, select **Schedule** or **Time Detail**



3. In the **Time Period** field, select a time period
4. Click **View Report**. The Schedule or Time Detail report for the selected time period is displayed.
5. Click **Return** to go back to the Reports menu

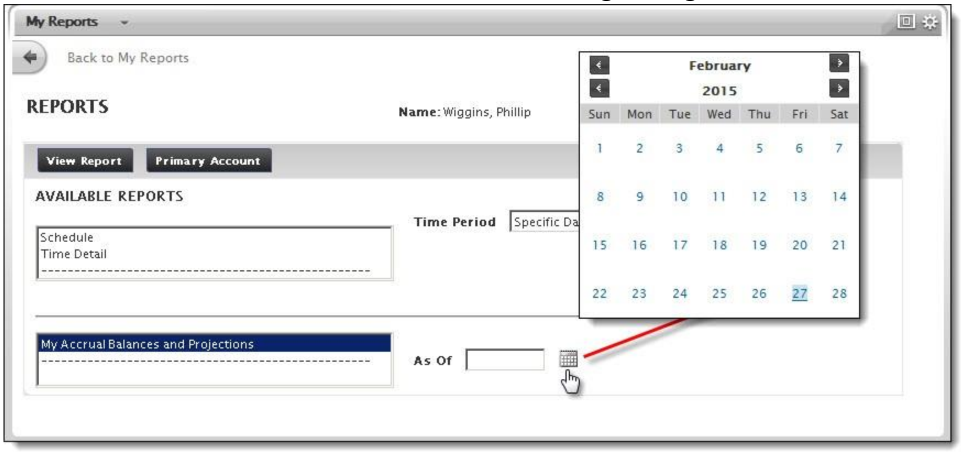
The **Schedule** report can be run for a selected time period and shows shift start and end times, scheduled transfers to another temporary work location, shift labels, shift totals, and comments.

The **Time Detail** report can be run for a selected time period and shows detailed information about the hours you worked, including start and stop times or durations, jobs, and pay codes.

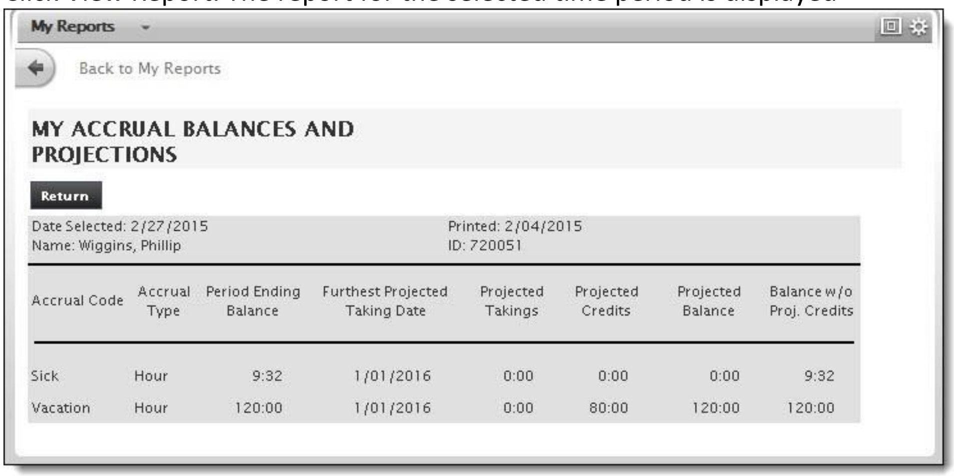
Run the My Accrual Balances and Projections Report

You can view your accrual balances and accrual balance projections via a report.
Starting Point: My Information > Reports

1. From the available reports, select **My Accrual Balances and** Projections. The As Of field is displayed
2. In the **As Of** field, enter a date or select a date range using the Calendar button



3. Click View Report. The report for the selected time period is displayed



4. Click **Return** to go back to the Reports menu

Note: Accruals totals are updated only after the time card is saved

RELATED TERMS

Accrual Code = The unique identifier of the accrual, such as vacation or sick
Accrual Type = Hours, the unit in which the accrual code is stated
Period Ending Balance = Balance of the accrual as of the selected date
Furthest Projected Taking Date = The furthest date in the future when a taking is scheduled that affects the accrual code
Projected Takings = The total amount of the accrual scheduled to be used (taken) from the end of the pay period on display through the Furthest Projected Taking Date
Projected Credits = The total amount of the accrual scheduled to be granted from the end of the pay period on display to the Further Projected Taking Date
Projected Balance = The accrual balance as of the Furthest Projected Taking Date, including projected credits and debits
Balance Without Projected Credits = The accrual balance as of the Furthest Projected Taking Date, excluding projected credits

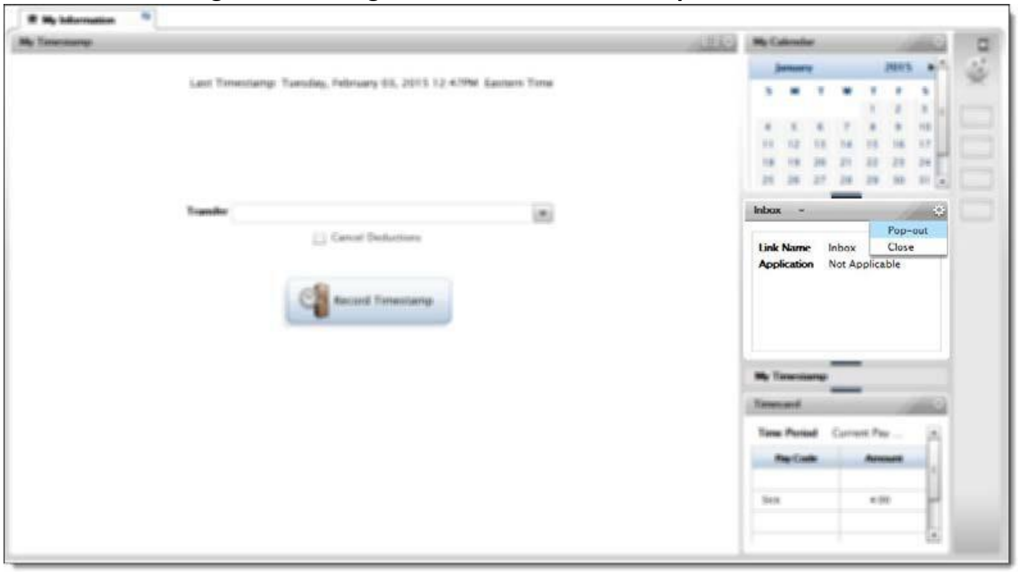
Using the Inbox

The Inbox widget contains one or both of the following tabs, depending on your access rights and system configuration:

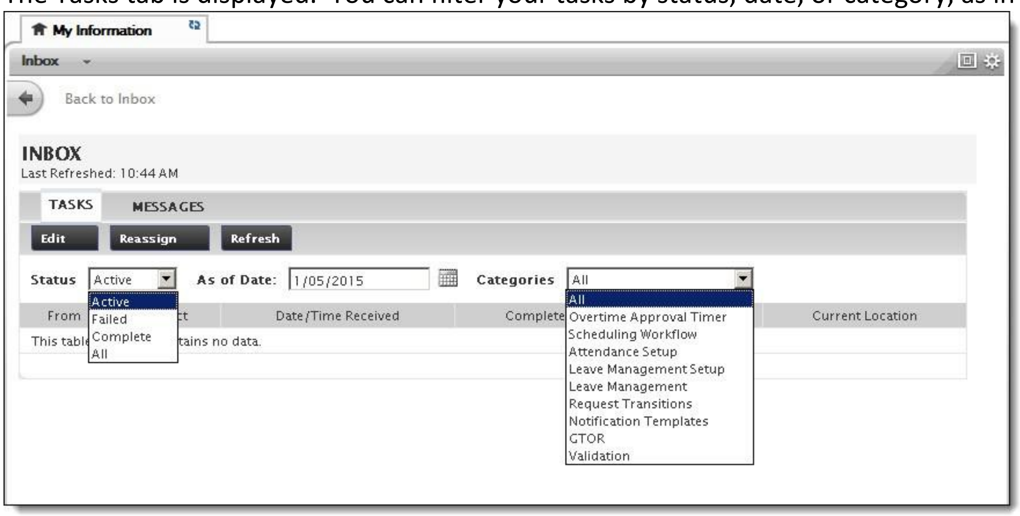
- Tasks: You can complete a task or reassign a task to someone else
- Messages: You can use the internal messaging system to read or send messages

Starting Point: My Information > My Calendar

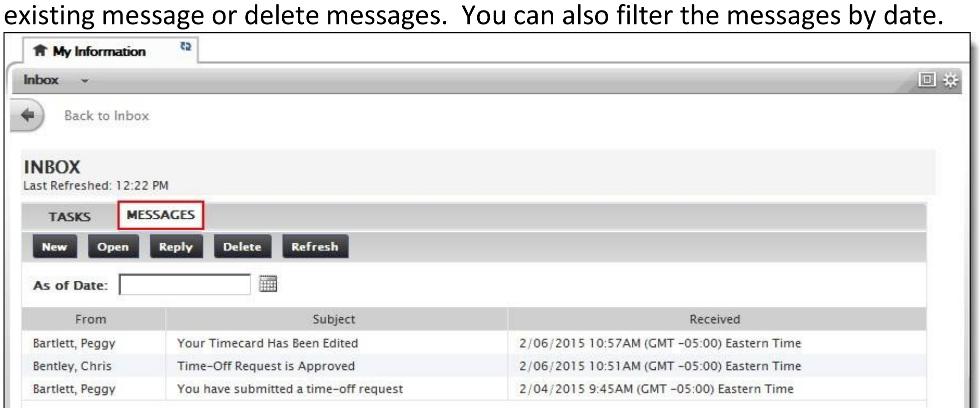
5. On the **Inbox** widget, click the gear icon and select **Pop-Out**



6. The Tasks tab is displayed. You can filter your tasks by status, date, or category, as in the following example



7. You can also access messages by clicking the **Messages** tab. You can create a new message, open or reply to an existing message or delete messages. You can also filter the messages by date.

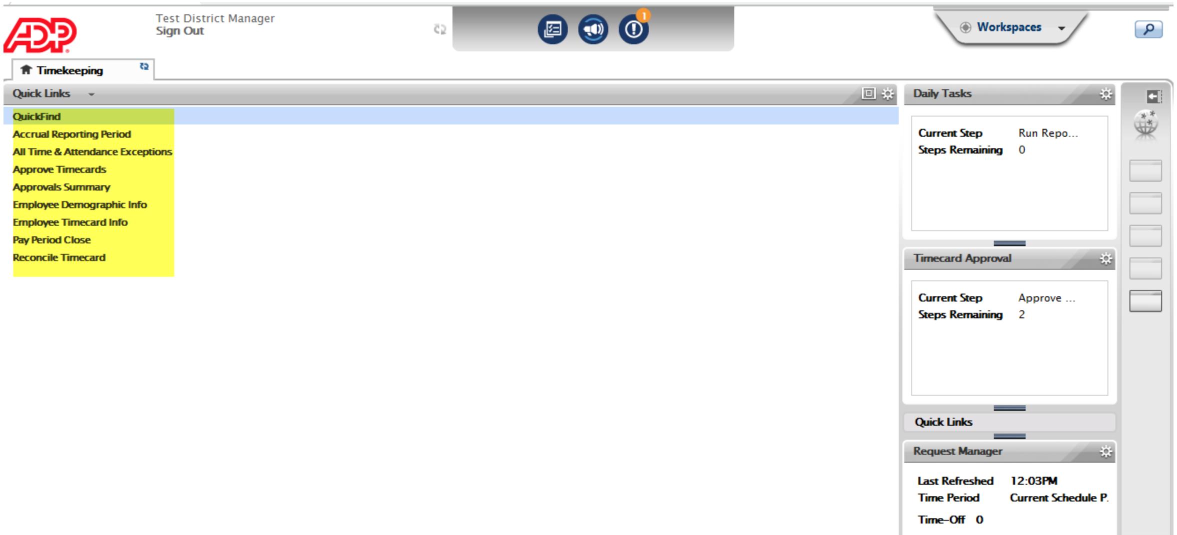


MANAGER TASKS

Quick Links

Hyperlinks to frequently performed manager tasks or resources are maintained in the Quick Links widget.

Starting Point: Quick Links



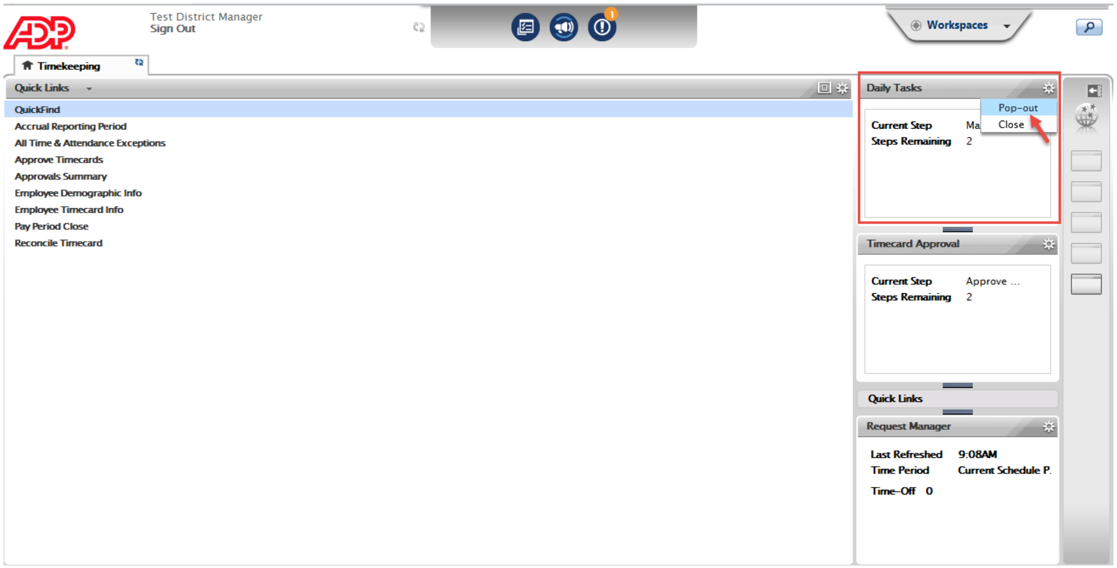
Quick Find – to search for an employee's timecard
Accrual Reporting Period – view employee accrual information for a defined period of time
All Time & Attendance Exceptions – view all time and attendance exceptions for your employees
Approve Timecards – approve timecards for your employees
Approvals Summary – view approval summary information for your employees
Employee Demographic Info – view employee demographic information for your employees
Employee Timecard Info – view timecard information for your employees
Pay Period Close – view pay period close activities for your employees
Reconcile Timecard – view timecard reconciliation items for your employees

Daily Tasks

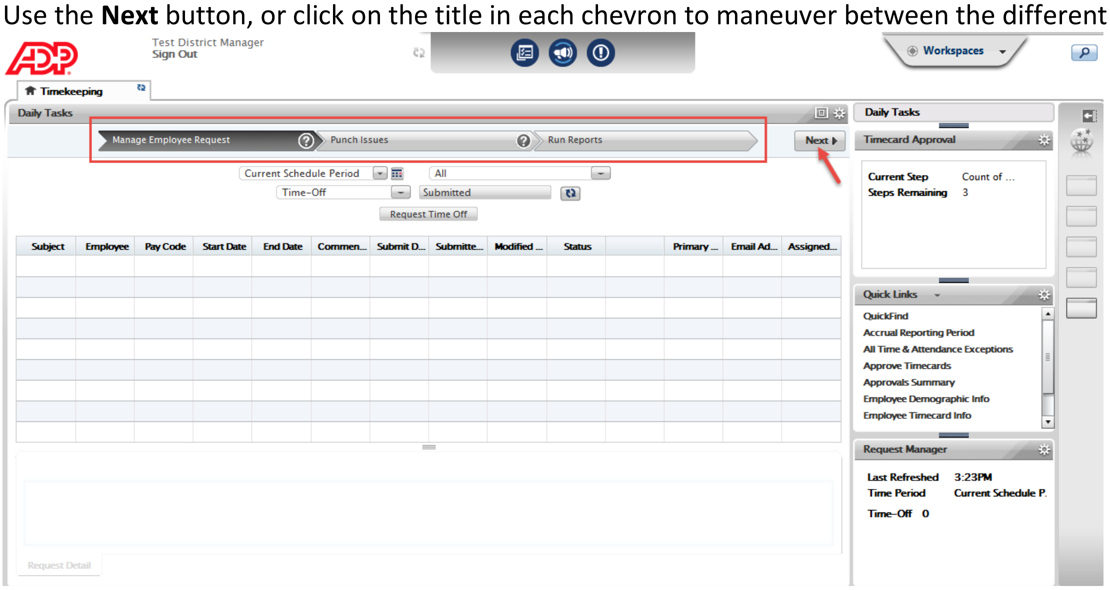
A wizard type format has been set-up for managers to assist in handling employee requests, fixing time punch issues, and running reports.

Starting Point: Daily Tasks

1. Locate the **Daily Tasks** widget, select **Pop-Out** to make the Daily Tasks widget your primary workspace



2. Use the **Next** button, or click on the title in each chevron to maneuver between the different screens



Editing Your Employee's Timecards

Each employee is solely responsible for the accuracy of his/her timecard, and must make edits in eTIME to document any timekeeping discrepancies. Falsifying any time record is prohibited.

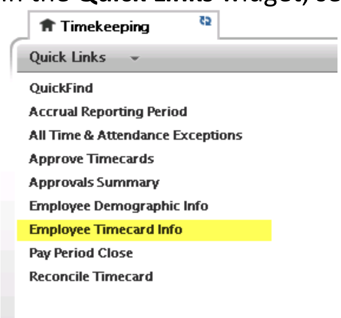
It is important to note that there are only two circumstances under which a manager should edit an employee's timecard:

- If an employee is on a leave of absence, or
- If an employee has been terminated and unable to enter his/her remaining time data

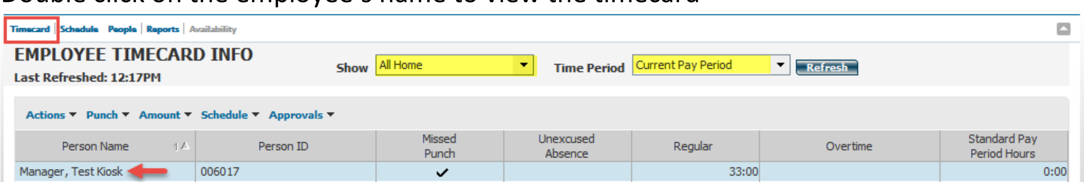
Managers should <u>NEVER</u> speculate the exact time of a missing punch! Managers must also add a comment in the exception situation of editing an employee's timecard.

Starting Point: Quick Links > Employee Timecard Info

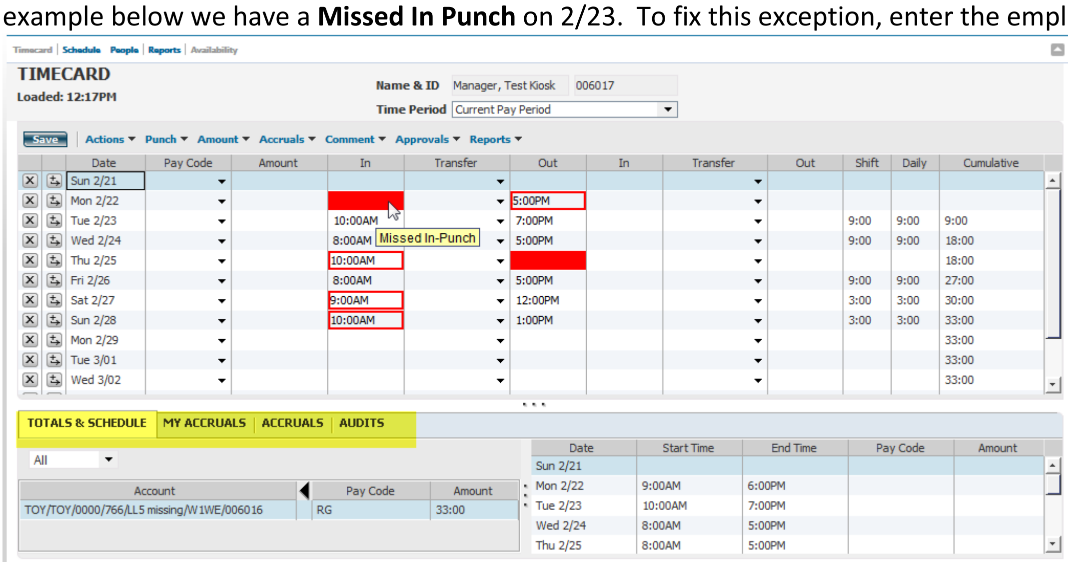
1. In the **Quick Links** widget, select Employee Timecard Info



2. Use the default employee group to query in the **Show** field or edit as needed. Then, use the default **Time Period** or select a different period and **Refresh**
3. Double click on the employee's name to view the timecard



4. In the **Timecard** widget, hover your mouse over highlighted fields to see the explanation to the highlight. In the example below we have a **Missed In Punch** on 2/23. To fix this exception, enter the employee's actual start time



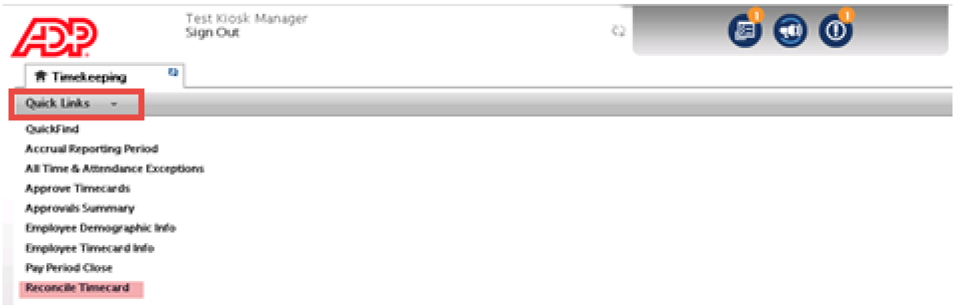
5. Add, edit, delete information as required to reflect an accurate timecard for the employee, then **Save**.

California Meal Break Penalty - Manager Review

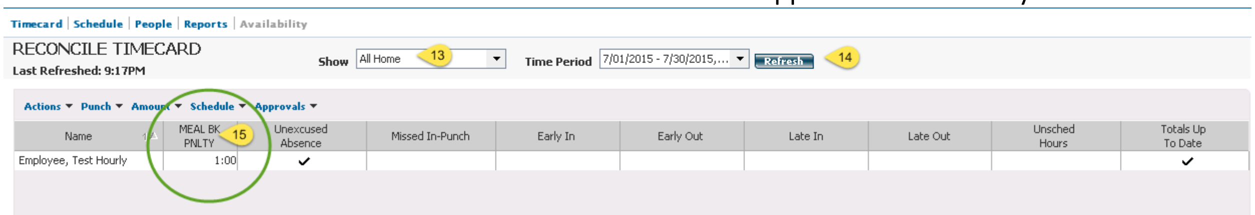
When the manager accesses the eTIME system, the manager will not see the California meal break penalties in their exceptions list.   A meal break penalty is not considered an exception but a business rule in the eTIME system. Below are the instructions on how a manager can view meal break penalties for California based, hourly employees.

Starting Point: Quick Links > Reconcile Timecards

1. Under **Quick Links** select **Reconcile Timecards**



2. Select the employees to query
3. Enter the pay period for review or specific dates, then refresh
4. There is a custom column set to show who has MEAL BK PNTLY applied and how many



5. Highlight the employee(s) and go directly into the timecard

UNDER DEVELOPMENT

Puerto Rico Meal Break Penalty - Manager Review

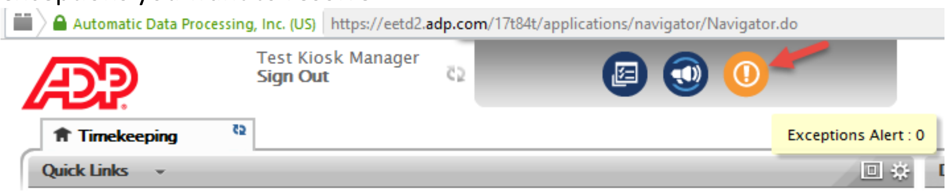
UNDER DEVELOPMENT

Resolving Timecard Exceptions

Exceptions highlight unexpected or unusual transactions, such as when an employee works outside of his/her scheduled time frame or scheduled day. Exceptions may be resolved by entering, editing or deleting timecard data for your employees.

Access the Exceptions Alert

1. Click the Exceptions Alert, a list of employees with timecard exceptions is displayed, and select an employee whose exceptions you want to resolve



Mark a Punch as Reviewed

Mark unexcused exceptions in timecards to indicate that you have reviewed them and do not want to see them repeatedly in general queries or searches

1. Select the punch you want to mark as reviewed
2. Click **Mark as Reviewed**. The punch is now green, indicating that it has been reviewed. Note: to unmark the reviewed punch, select the punch and click **Unmark as Reviewed**.

Add a Missed Punch

If an employee has asked you to insert a missed punch on their behalf

1. Double-click the appropriate punch
2. Enter the missed punch and press Tab
3. Click **Save**

Add Comments

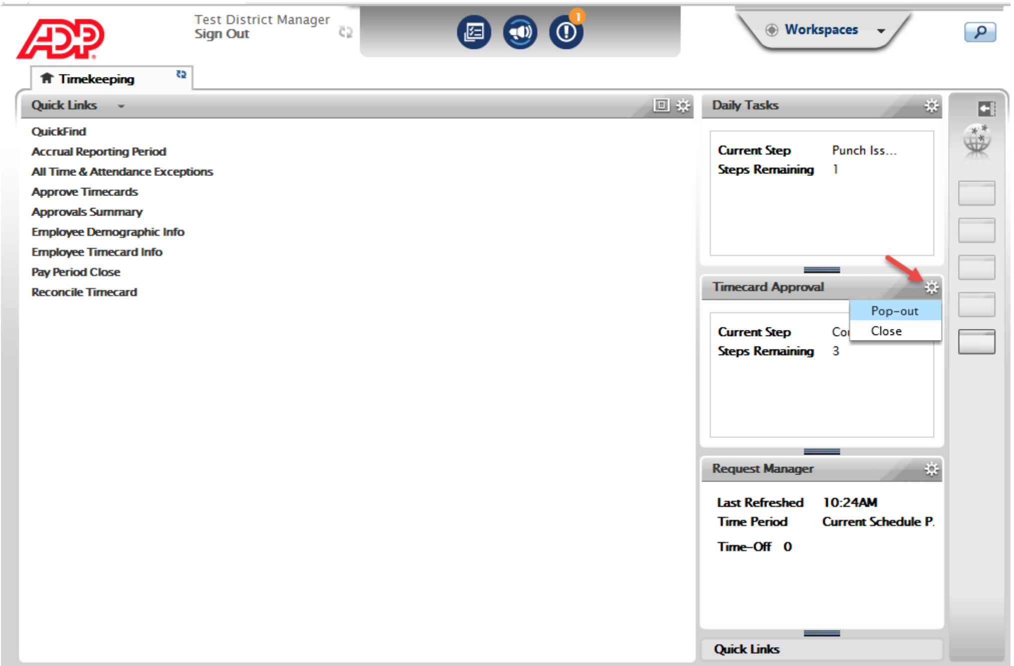
1. Select the punch exception and click **Comment** to add a comment
2. Select the appropriate comment from the list
3. Click **Save**

Timecard Approval by Manager

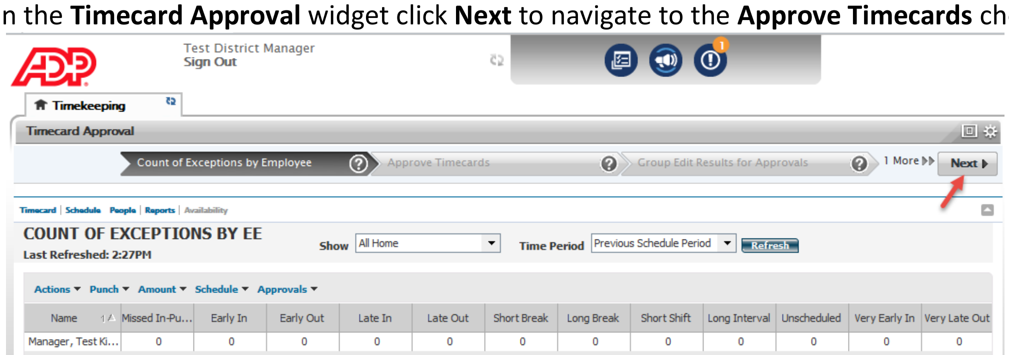
The Timecard Approval wizard combines multiple tasks into a single workflow including resolving punch issues, approving timecards, reviewing group edit results, and running reports. <u>All timecards must be approved no later than 10:00 a.m. on Monday of the payroll week.</u>

Starting Point: Timecard Approval

1. Open the **Timecard Approval** widget by clicking on the gear icon and select **Pop-out**



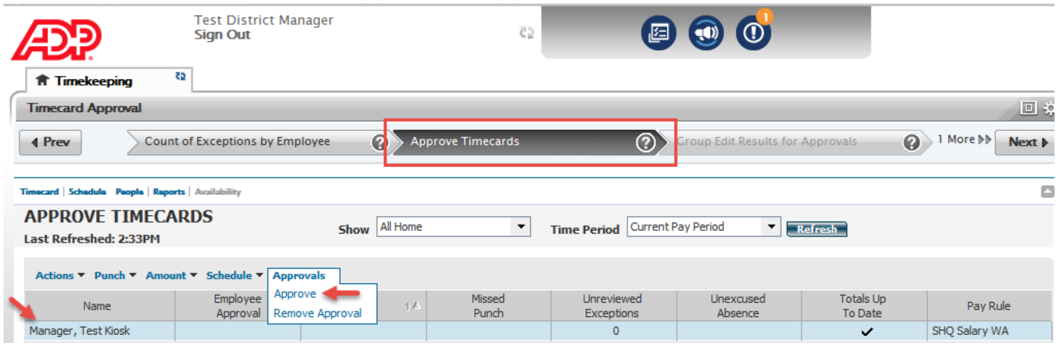
2. In the **Timecard Approval** widget click **Next** to navigate to the **Approve Timecards** chevron



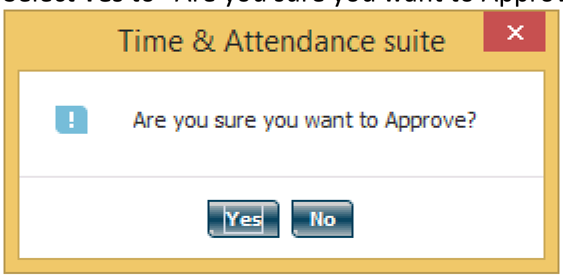
3. Select one or more employees whose timecards you want to approve
   - Select multiple employees: Press the Ctrl key and select individual employees
   - Select a group of employees: Select he first name in the list, press the Shift key, and then select the last employee in the list. All employees between the first name and last name will be selected.
   - Select all employees: In the Select an Action field, choose **Select All**

Timecard Approval by Manager (continued)

4. In the **Approval** field, select **Approve** to approve the timecards



5. Select **Yes** to "Are you sure you want to Approve"



Additional Notes:

- Once you have approved a timecard, neither you nor the employee can make any edits to the timecard, unless you remove the approval from the timecard.
- An employee can remove an approval, unless the manager has already approved the timecard. In that case, the manager must remove approval before the employee can do so.

Approval Statuses

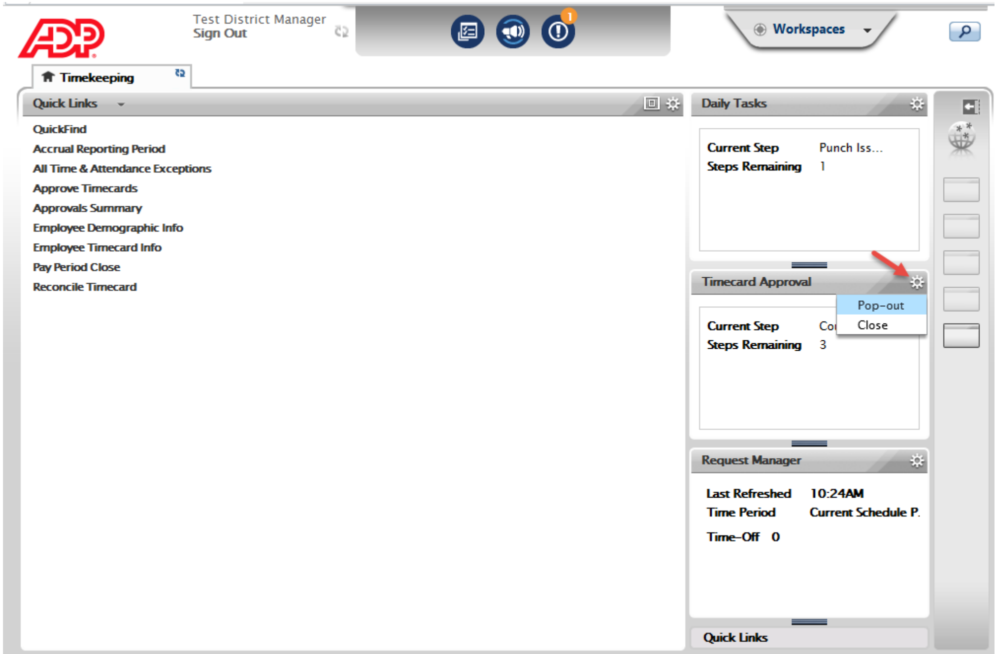
Symbol	Definition
✓	Pay period approved or signed off
1	One manager approved (appears in cases where multiple manager approvals are necessary.)
(Partial)	Only a few days of the pay period are approved.
1 (Partial)	One manager approved. Only a few days of the pay period are approved.

Remove an Approval from a Timecard

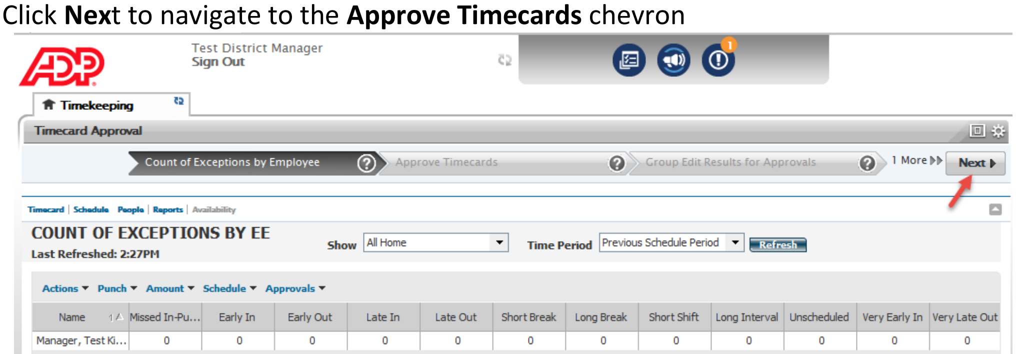
The Timecard Approval wizard combines steps into a single workflow to perform the business tasks of resolving punch issues, approving timecards, reviewing group edit results, and running reports.

Starting Point: Timecard Approval

1. Open the **Timecard Approval** widget by clicking on the gear icon and select **Pop-out**

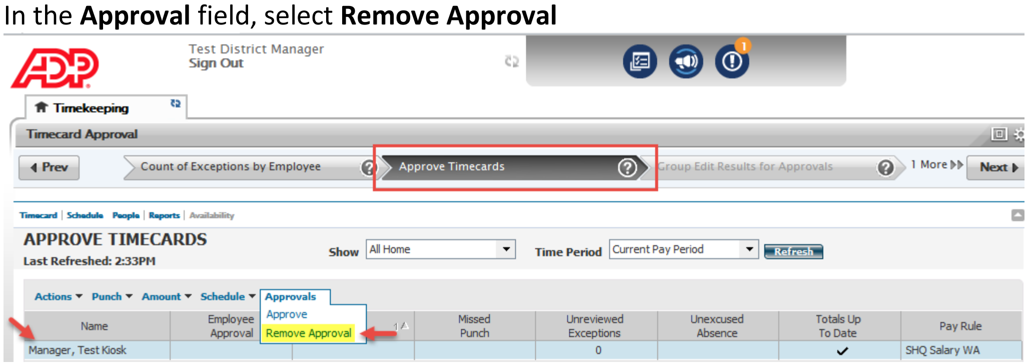


2. Click **Next** to navigate to the **Approve Timecards** chevron



3. Select one or more employees for whose timecards you want to remove the approval

4. In the **Approval** field, select **Remove Approval**



Historical Edits

If an employee has missed hours (i.e. missed time worked, vacation hours, sick time, paid time off, etc.) or a request for time off adjustment is required in a pay period that has been closed, the employee must notify their manager to request a historical edit for retroactive pay to be processed for those hours.

1. Manager calls ADP at the CarToys and Wireless Advocates Employee Service Center (ESC) to report the historical edit information, such as the missing hours from the previous pay period for an hourly employee.

    CarToys and Wireless Advocates Employee Service Center
    1-866-377-4638, select Option 6 from the menu options to report a historical edit
    Hours of Operations: Monday through Friday, 5:00 a.m. – 5:00 p.m. PST

2. The ADP ESC Representative takes the historical edit information and processes the historical edit on behalf of the Manager.

3. The ADP ESC Representative will indicate the historical edit will be processed on the next payroll.

4. If the Manager requests the pay associated to the historical edit (i.e. missing hours) are to be paid via manual check and that it is not acceptable to wait until the next regular payroll, then ADP will submit the Managers' request to the CarToys and Wireless Advocates' internal payroll team for approval of the manual check request.

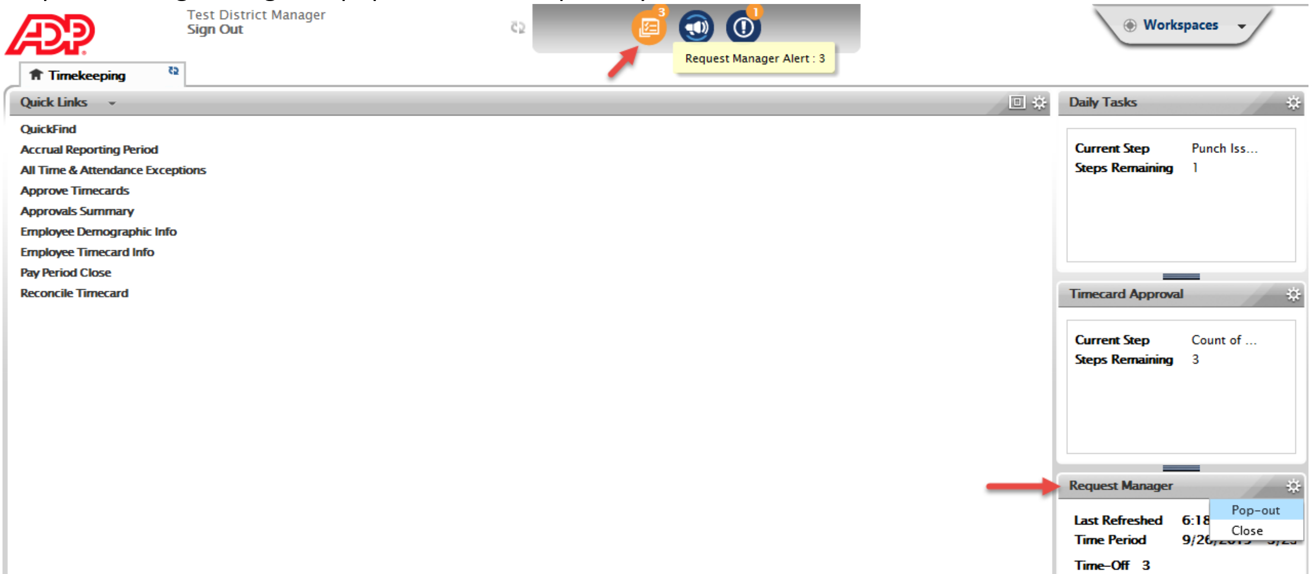
5. ADP will notify the manager when the historical edit has been fully processed and when the pay will be issued.

Manage a Time Off Request

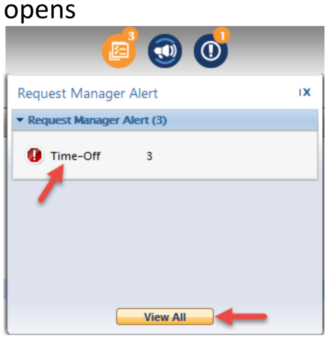
Review and take action on an employee’s time off request.

Starting Point: Request Manager

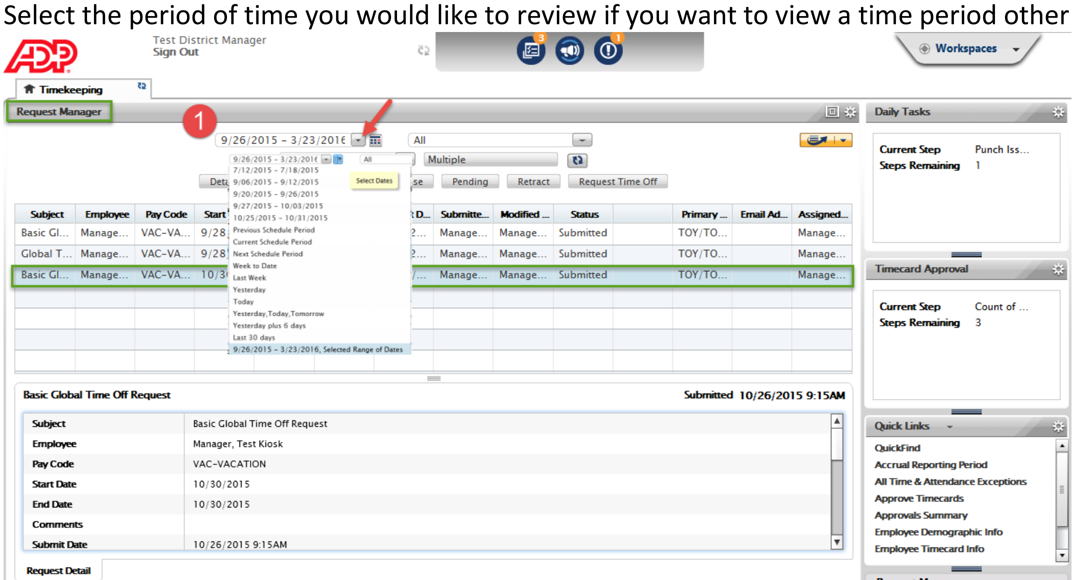
1. From Time & Attendance landing page, you can select the “Request Manager Alert” icon, or click gear icon on Request Manager widget to pop out screen as primary screen



2. Request Manager Alert icon – double left mouse click on Time Off or select View all. The Request Manager Screen opens

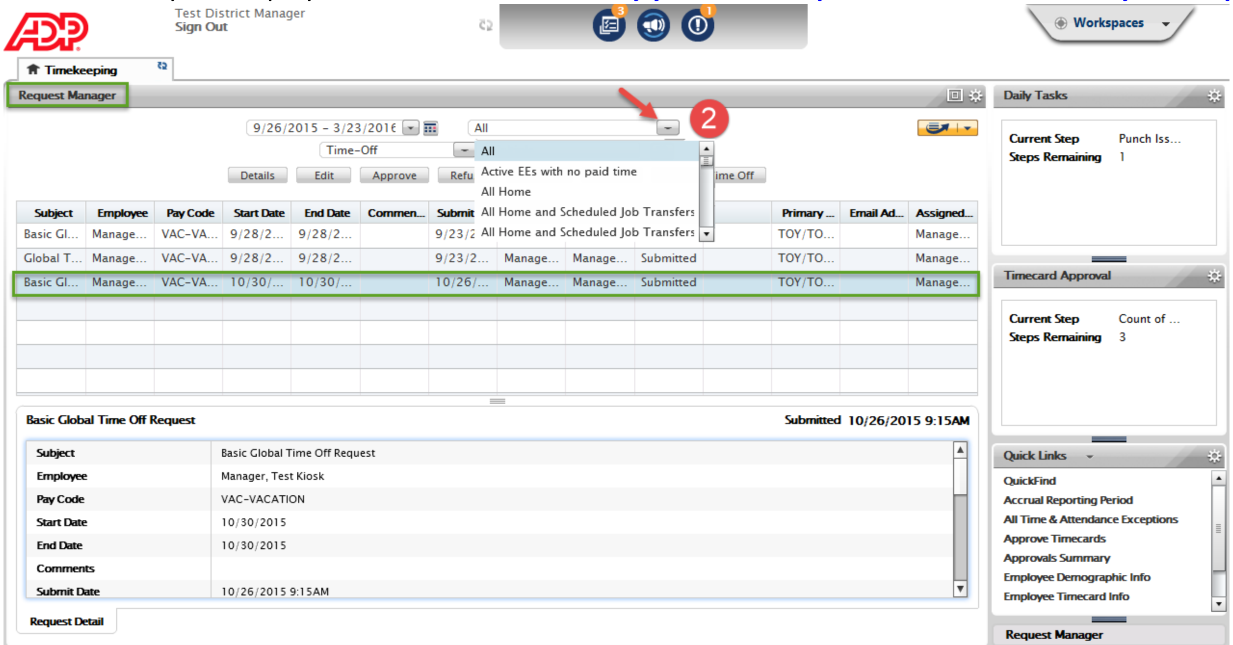


3. Select the period of time you would like to review if you want to view a time period other than the default

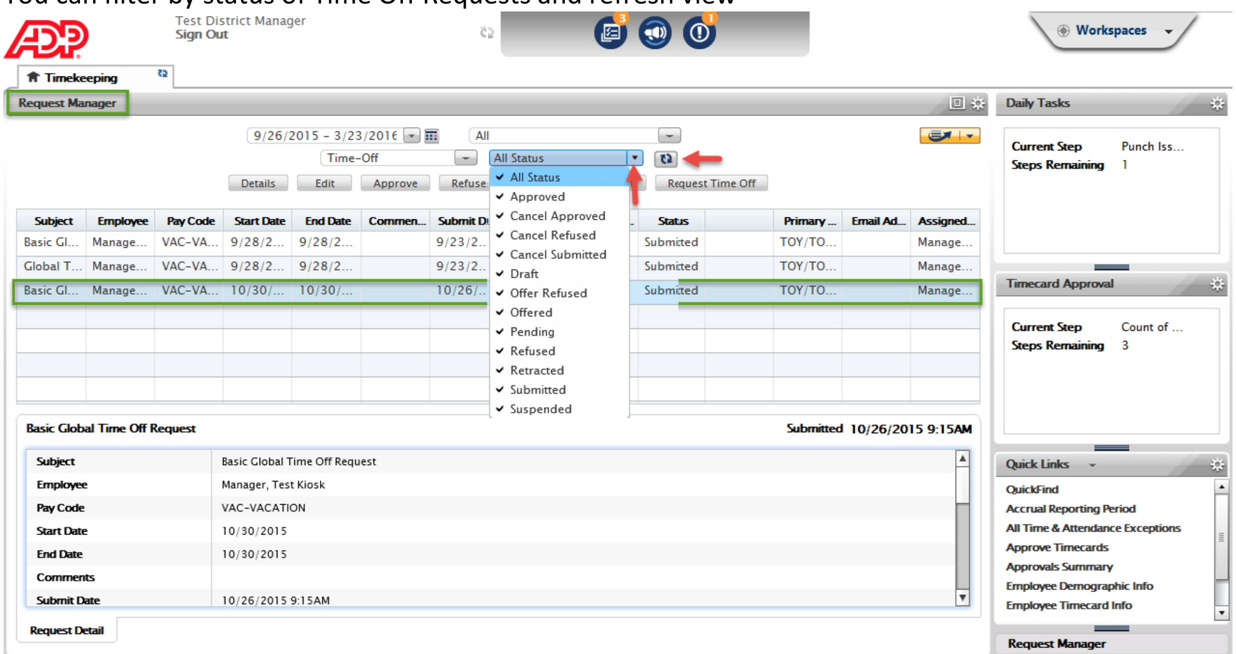


Manage a Time Off Request (continued)

4. You can filter your employee view – **Please note only your direct reports will be viewable in your output.**

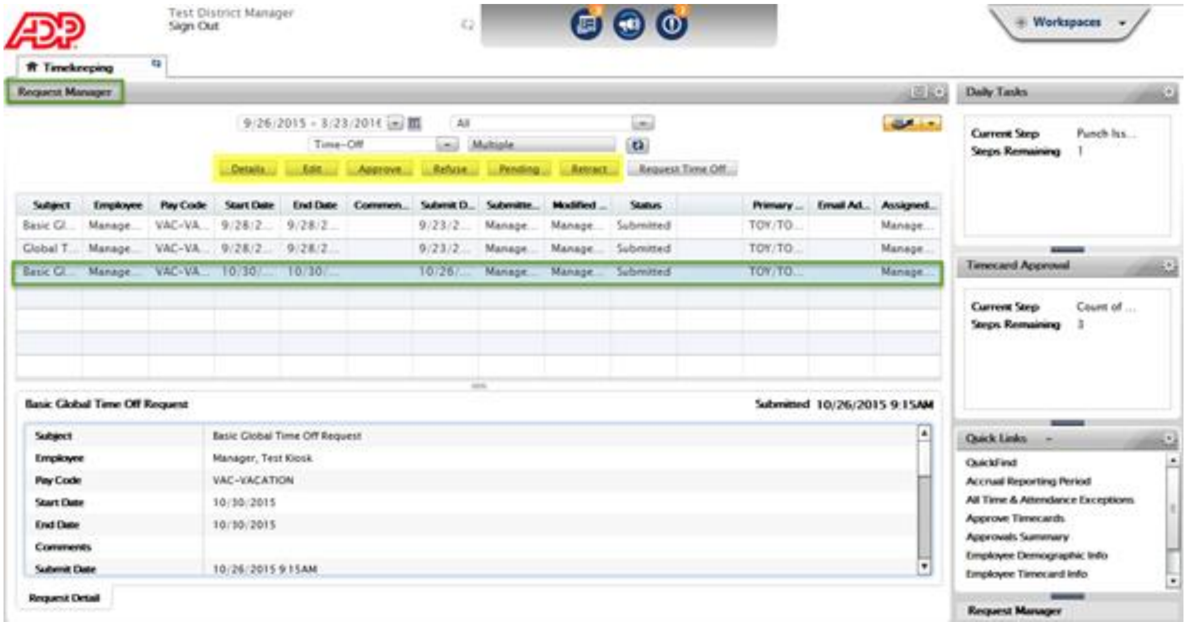


5. You can filter by status of Time Off Requests and refresh view



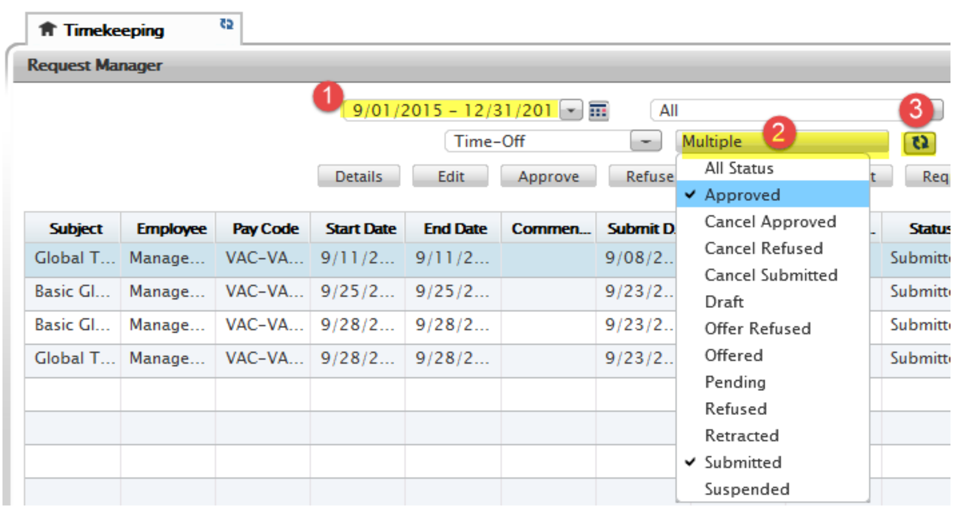
Manage a Time Off Request (continued)

6. You can highlight the specific request and take action from this screen: View details, edit, approve, refuse, pend or retract



7. Select the action *(delete, edit, approve, refuse, pending, retract)* you would like to take, add any comments and submit.

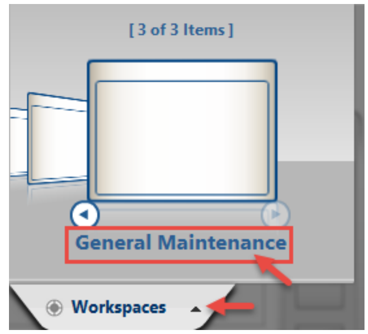
8. If you would like to view who else has approved time off at the same period, the fastest option is for you to use this Request Manager screen to filter your view selection:
   1. Time period = select from pre-defined options or define specific date(s)
   2. Status of requests = Approved
   3. Refresh screen



Manage a Time Off Request (continued)

You can run the **GTOR Summary – Excel Export** report to show time off requests based on your report selection criteria. You can access the **Reports** widget from Workspace > General Maintenance located in the upper right hand corner of the ADP Time & Attendance screen.

a. People = all Home or filter
b. Time period = specific date, range of dates, relative specific date, or relative range of dates
c. GTOR status = select status types to query
d. Display GTOR Notes = no or yes
e. GTOR Date Filter Type = date create or date requested
f. GTOR Subtypes = GTOR Subtype Name 1
g. Output format = .pdf or .xls
h. Run report (upper left hand corner of Reports widget)
i. View report in **Check Report Status** tab
j. Highlight report you want to view and select **View** report
k. Open or save the file



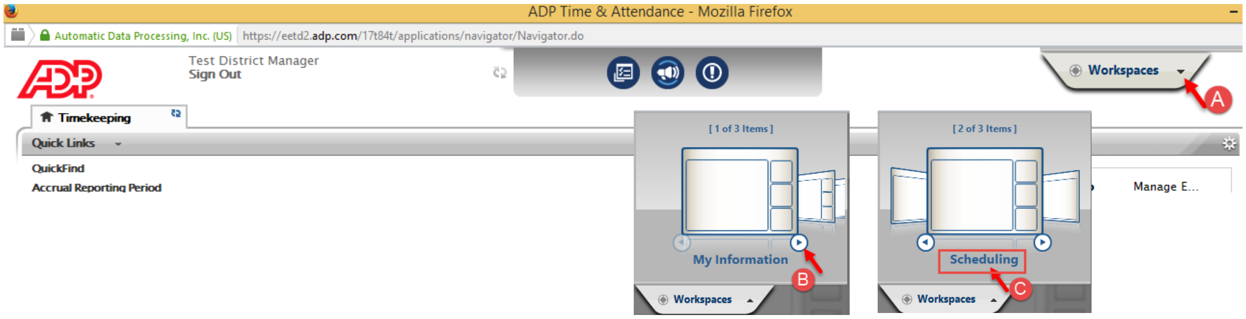
Managing Work Schedules – Access Schedule Editor

Managers are responsible for adding, editing and deleting an employee's work schedule in the eTIME system

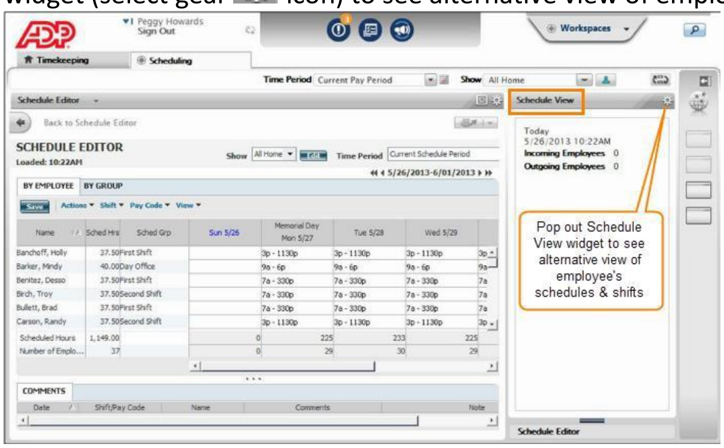
Starting Point: Workspaces > Scheduling

ACCESS SCHEDULE EDITOR

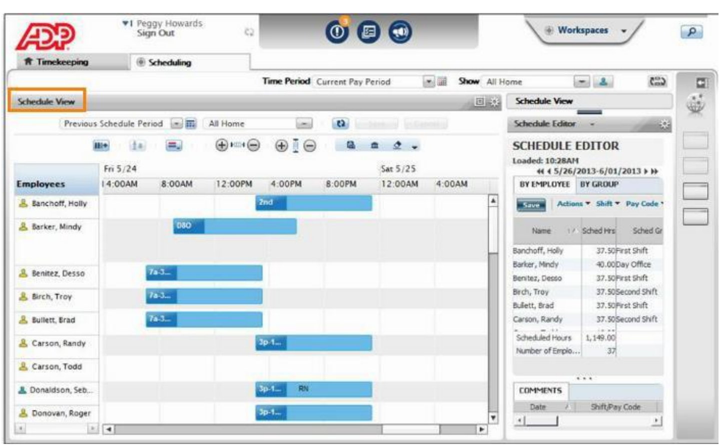
1. From the Time & Attendance landing page, in the upper right hand corner click on the **Workspaces** arrow, then use the arrows to maneuver within the **Workspace** to the **Scheduling** workspace then click on **Scheduling** hyperlink which will open the **Schedule Editor**.



2. The **Schedule Editor** will appear in the primary workspace. This is the widget you will use for most of your scheduling tasks such as creating, viewing and editing schedules for your employees. All managers will be responsible for creating and maintaining work schedules for their direct reports. Pop out the **Schedule View** widget (select gear icon) to see alternative view of employee's schedules and shifts.



Below is an example of the **Schedule View** widget which provides a convenient visual display of employees' schedules and shifts.



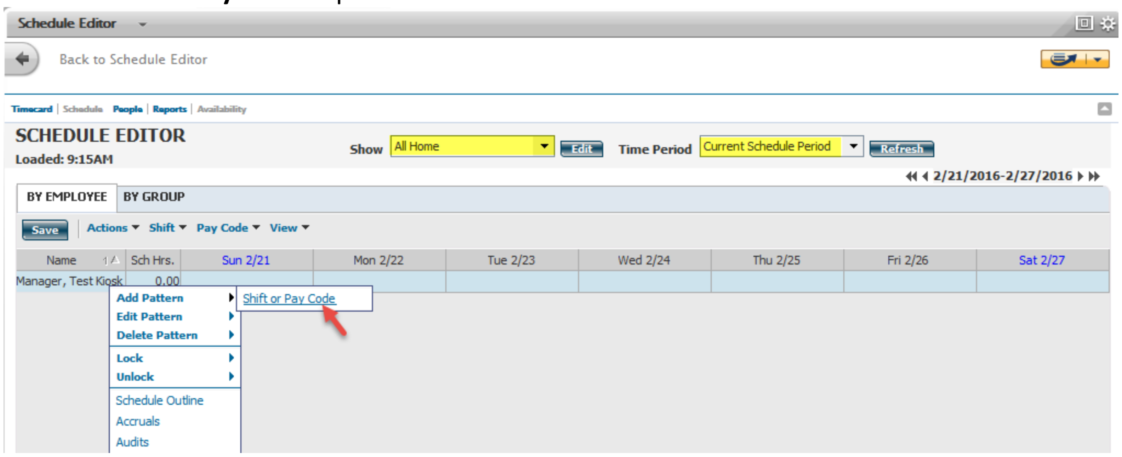
Managing Work Schedules – Create or Change a Work Schedule

As a manager, you are responsible for maintaining the work schedules for all of your direct reporting employees in the eTIME system. You have multiple options within the Schedule Editor widget. You can add a schedule, change a schedule, create an ad hoc shift, or view the schedule audit. Schedule changes impact time card calculations, such as overtime and accruals. You cannot change schedules for signed-off or closed pay periods. You can only adjust current pay periods or future dated schedules.

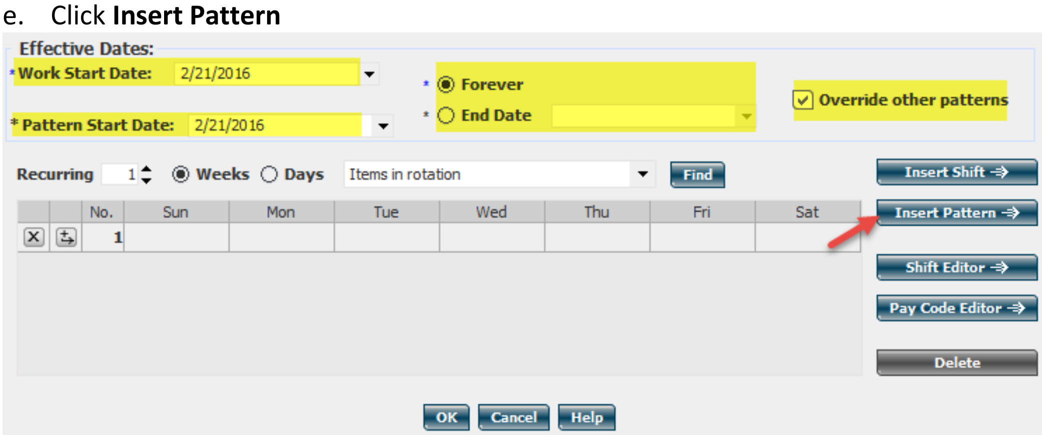
Starting Point: Workspaces > Scheduling

CREATE A WORK SCHEDULE

1. In the **Schedule Editor** widget, select and highlight the name of the individual for whom you are adding the schedule.
   a. To add a schedule pattern to more than one employee, select and highlight all employees that apply. You can also select all employees under Action > Select All. It is important to note when selecting more than one employee, whatever pattern you are adding, will be applied to all selected employees and the schedule pattern will have the same effective date.
2. Right click on the employee’s name and select **Add Pattern**.
3. Select “**Shift or Pay Code”** option

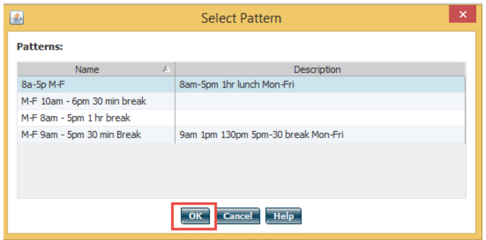


4. Enter information in the **Pattern Editor** screen
   a. Work Start Date
   b. Pattern Start Date
   c. Select Pattern to remain in place Forever (until other wise changed) or enter an End Date
   d. Check box Override other patterns
   e. Click **Insert Pattern**

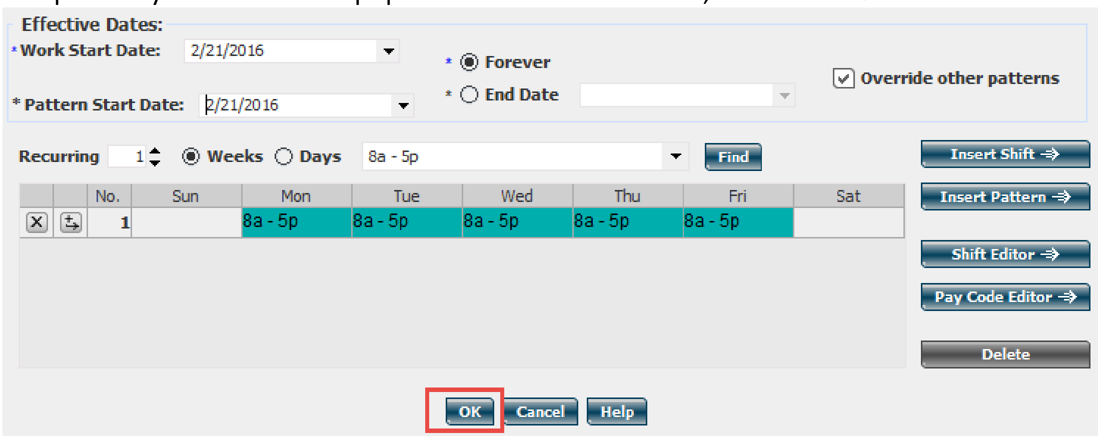


Managing Work Schedules – Create or Change a Work Schedule (continued)

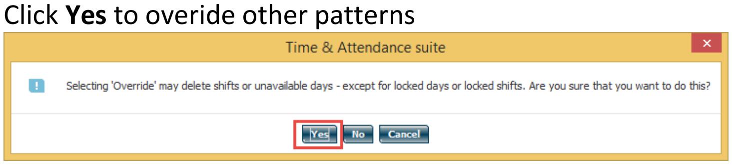
5. In the **Select Pattern** screen, choose the pattern closest to the employee's schedule shift, then click **OK**.



6. The pattern you selected will populate in the Screen Editor, then select **OK**



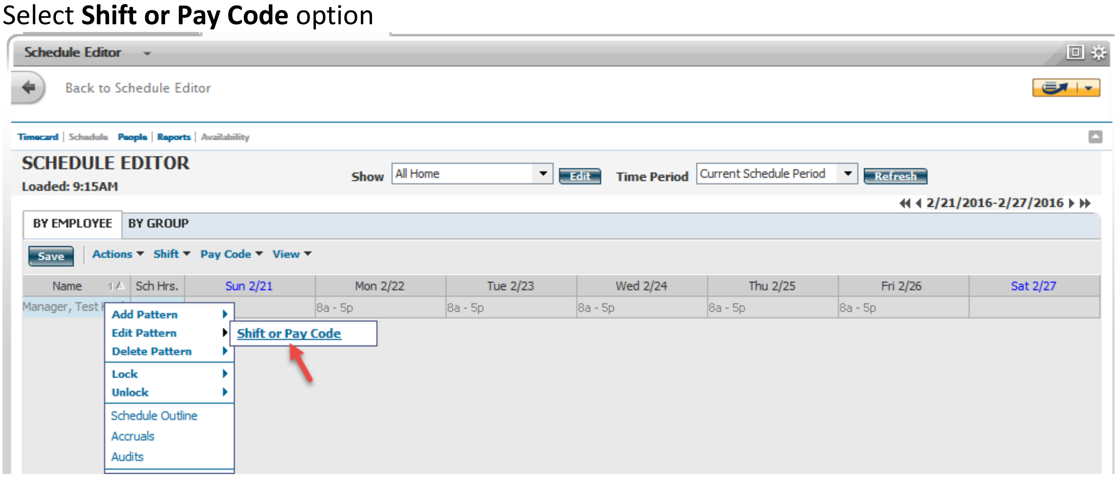
7. Click **Yes** to overide other patterns



8. Click **Save** on the Schedule Editor screen to make sure you do not lose the changes you have already completed

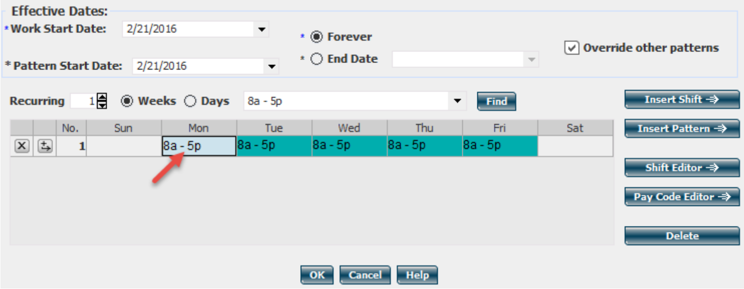
CHANGE/EDIT A WORK SCHEDULE

9. Right click on the name of the individual for whom you are changing the schedule and **Edit Pattern**
10. Select **Shift or Pay Code** option

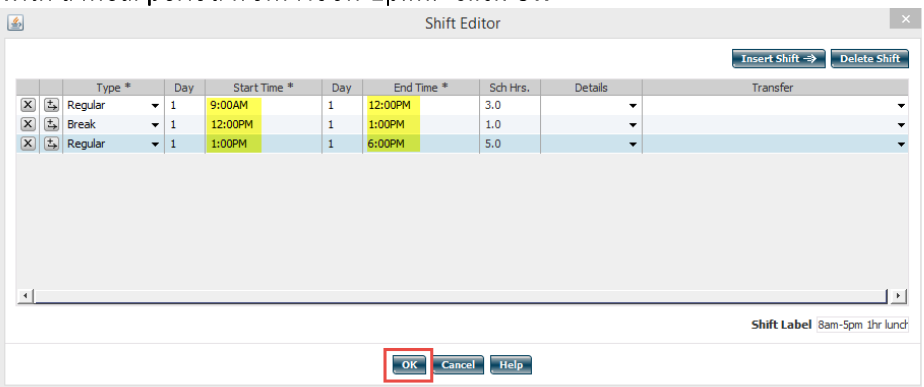


Managing Work Schedules – Create or Change a Work Schedule (continued)

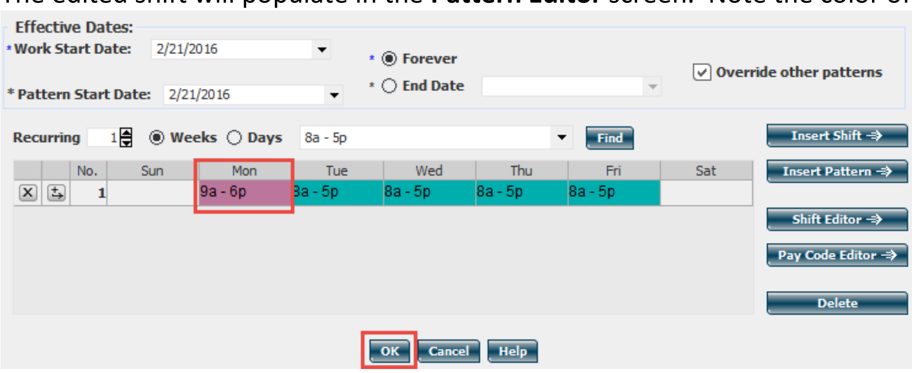
11. Double click in the first day field you would like to change to open the **Shift Editor**



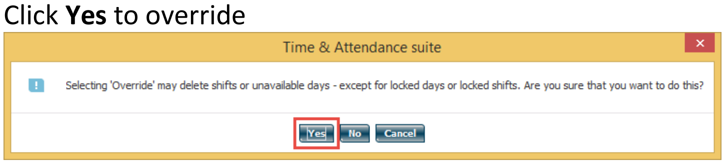
12. Change the times. In the example below you will see the scheduled change to begin 9a.m. and end time at 6 p.m., with a meal period from Noon-1p.m. Click **OK**



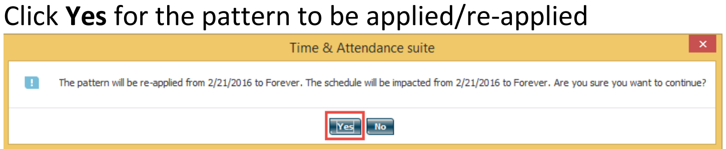
13. The edited shift will populate in the **Pattern Editor** screen. Note the color of the field has also changed.



14. Follow steps 11-13 for each day you want to edit, then select **OK** in the **Pattern Editor** screen. Important note: these are the same steps you use to set up <u>any</u> work week schedule to include 4, 5 or 6-day work week schedules. You can have shifts entered for any day of the week.
15. Click **Yes** to override

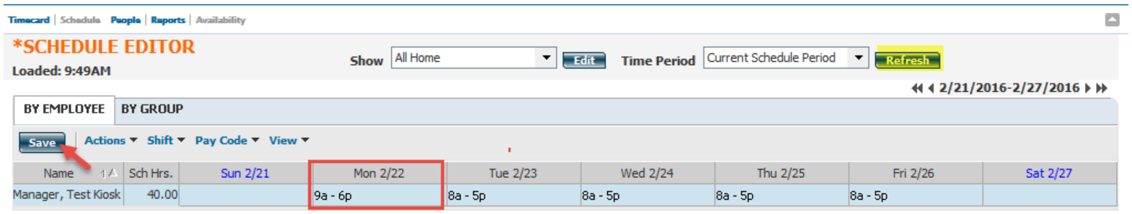


16. Click **Yes** for the pattern to be applied/re-applied



Managing Work Schedules – Create a Work Schedule (continued)

17. Review schedule for accuracy and **Save**. You can **Refresh** the screen if the system seems to be taking an extended time to reflect your saved changes.

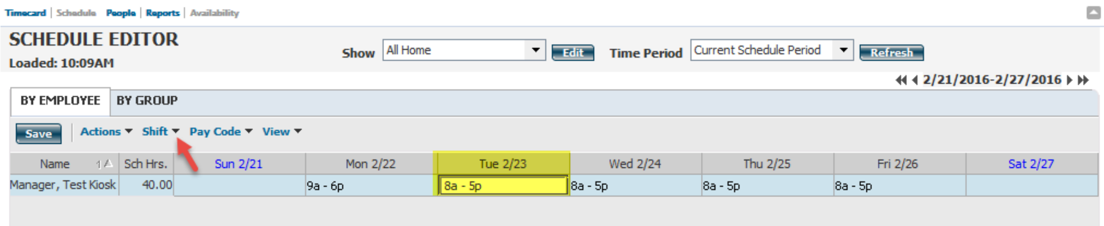


Managing Work Schedules – Create an Ad hoc Shift

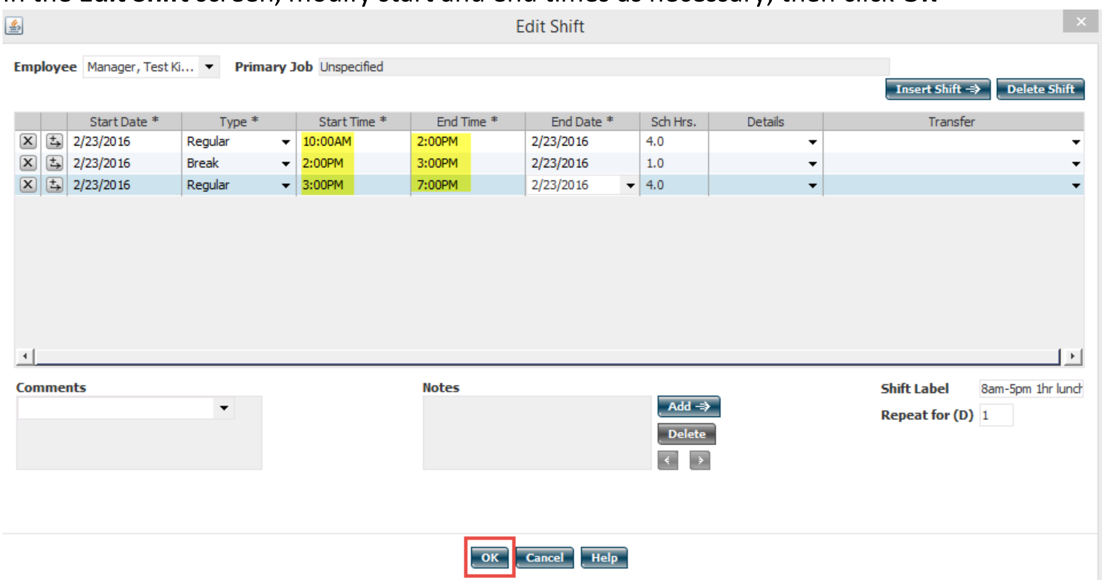
Create ad hoc shift for a temporary change, such as covering a shift, leaving early, or working extra time.

Starting Point: Workspaces > Scheduling

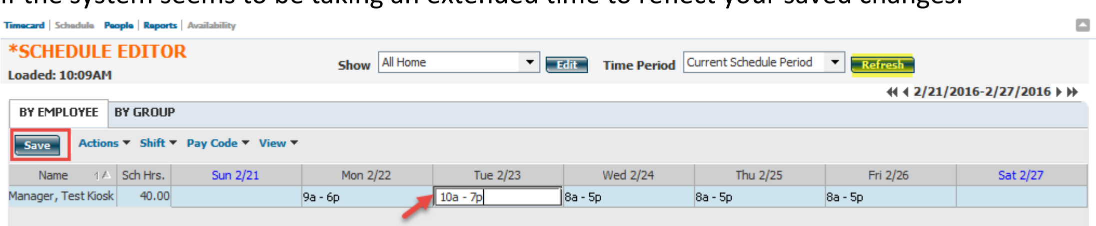
1. In the **Schedule Editor** widget, select the applicable employee and then click in the day during the week when the ad hoc shift will begin. Example below, changing shift for Tue 2/23



2. From the **Shift** menu, click **Edit**
3. In the **Edit Shift** screen, modify start and end times as necessary, then click **OK**



4. The **Schedule Editor** widget is populated with your changes, now **Save** the changes. You can **Refresh** the screen if the system seems to be taking an extended time to reflect your saved changes.

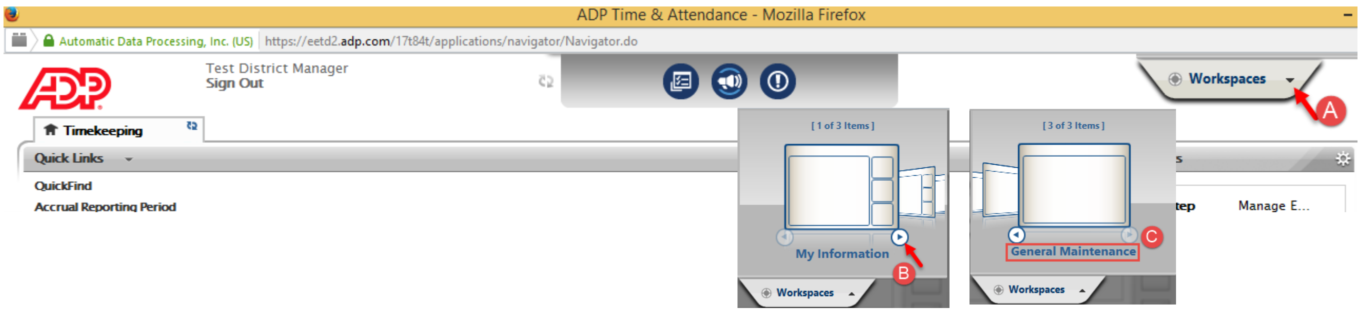


Managing Work Schedules –Run a Report of Employees Work Schedules

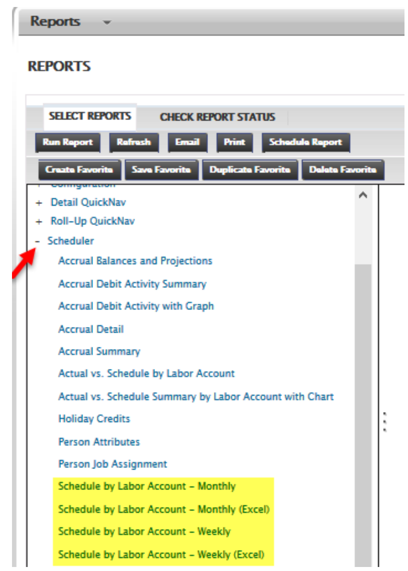
Managers can view an employee's work schedule in the employee's timecard, in the Schedule Editor widget or by running a standard eTIME report. Below are instructions on how to run a report of your employees work schedules.

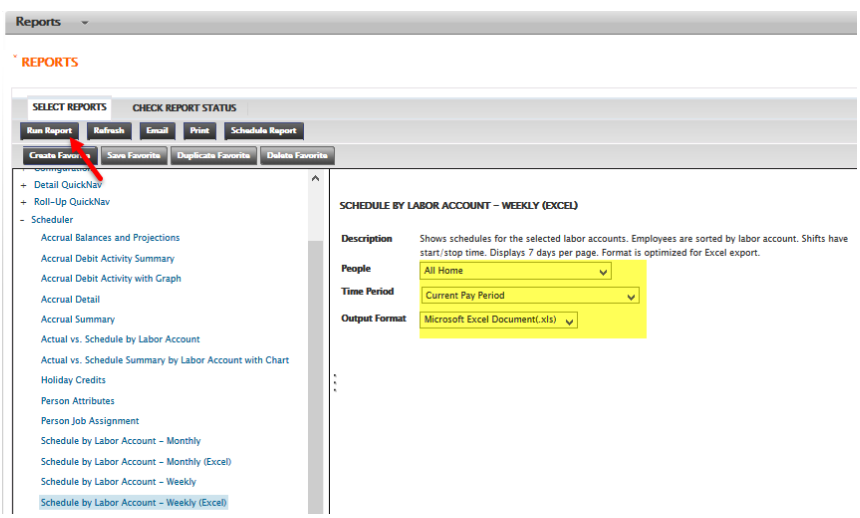
Starting Point: Workspaces > General Maintenance

1. From the Time & Attendance landing page, in the upper right hand corner click on the **Workspaces** arrow, then use the arrows to maneuver within the **Workspace** to the **General Maintenance** workspace then click on **General Maintenance** hyperlink which will open the **Reports** widget.

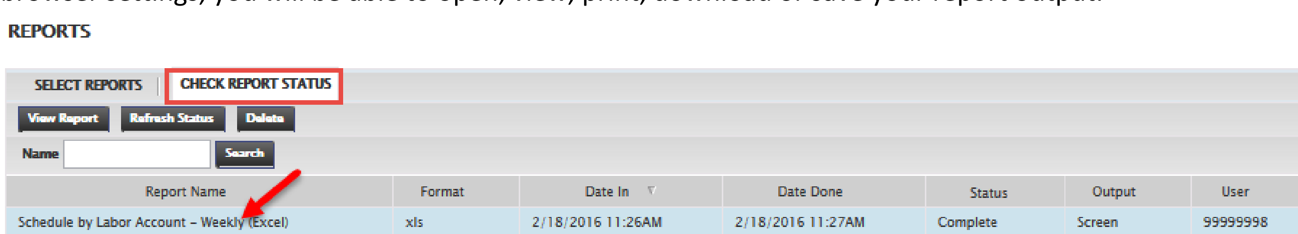


2. Click on the + symbol next to **Scheduler** to view the available reports under this section.
3. Select one of the **Schedule by Labor Account** Reports based on your preference
4. Select your report parameters and Run Report





5. Click on the Check Report Status option to view the status of your report.
6. When your report is complete, double click on the report name to open the report. Based on your internet browser settings, you will be able to open, view, print, download or save your report output.

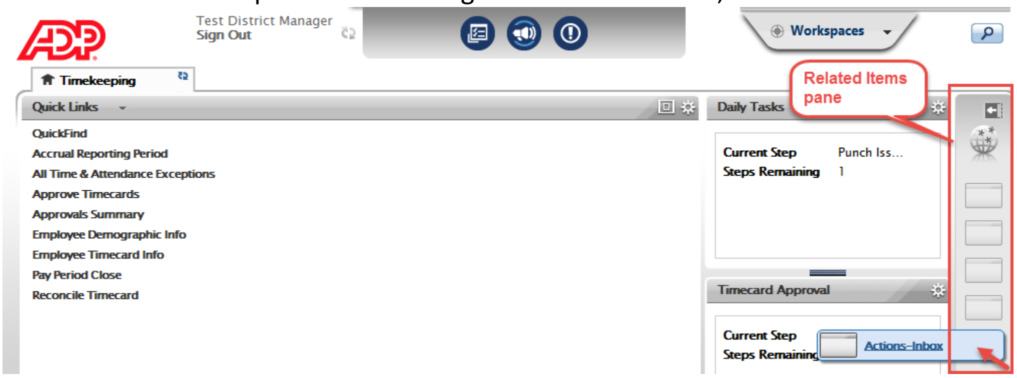


Manager Delegation – "Proxy"

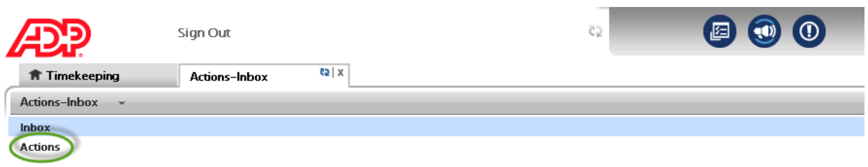
When a manager expects to be unavailable (i.e. vacation), the manager can authorize a delegate to complete his/her tasks during their absence, including timecard approval and request for time off tasks. More than one delegate can be assigned, and the initiating manager maintains visibility to the delegated transactions.

Starting Point: Related Items > Actions-Inbox

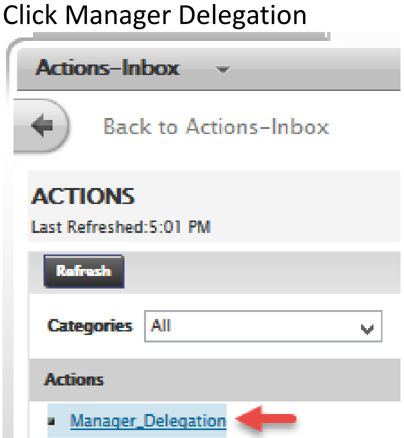
1. In the **Related Items** pane on the far right side of the screen, select **Actions-Inbox**



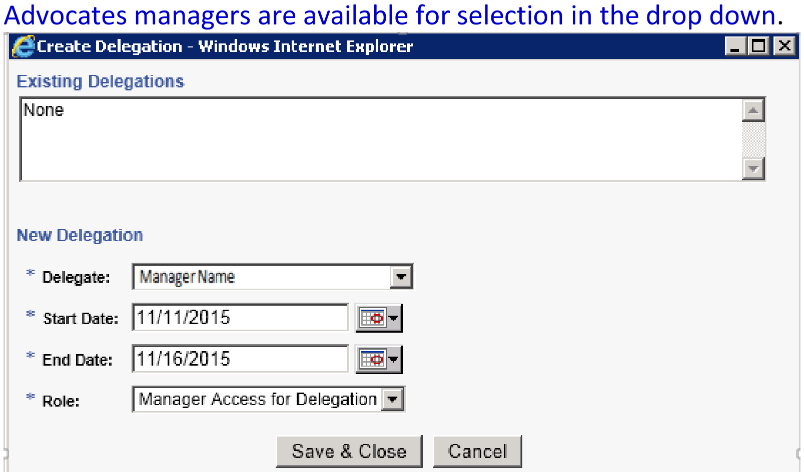
2. Click on Actions



3. Click Manager Delegation

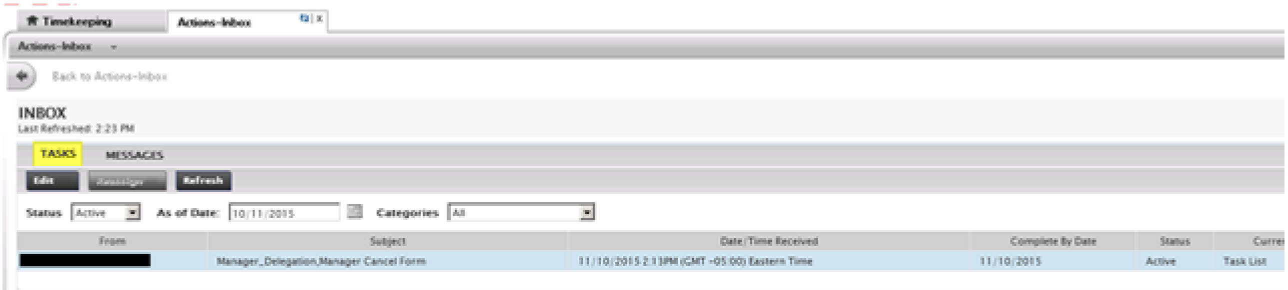


4. Choose the appropriate information from the drop down fields then **Save & Close**. NOTE: All CarToys and Wireless Advocates managers are available for selection in the drop down.



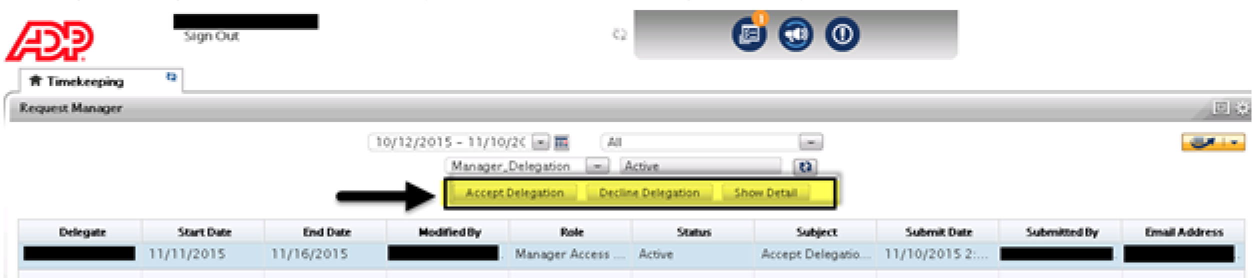
Manager Delegation – “Proxy” (continued)

5. The action will show in the **TASKS** that the Delegation was requested



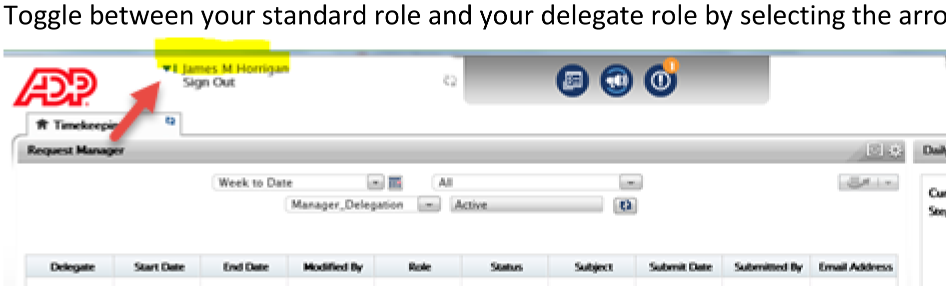
6. The Manager is alerted that they have been requested as a Delegate. Manager Delegate clicks on the alert

7. Manager Delegate chooses to **Accept** or **Decline** the delegation request



8. The initiating Manager that requests to have the delegation occur will get a **Message** if the delegation request was accepted or declined

9. Toggle between your standard role and your delegate role by selecting the arrow below your name



Delete a Manager Delegation Request

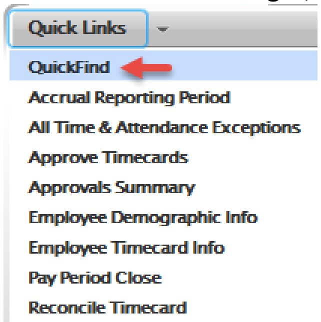
A time may arise when you need to delete a manager delegation request that has NOT been approved by the delegate.

1. Access the Manager Request widget
2. Double-click the appropriate manager delegation request that you need to remove. The request is displayed if it hasn't been approved by the delegate
3. Click **Delete**

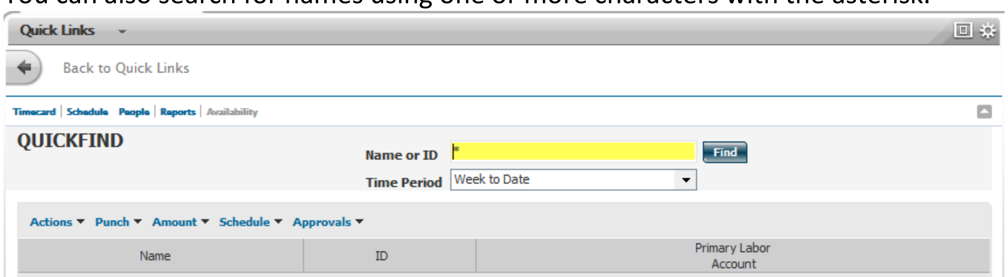
Find an Employee Using QuickFind

The QuickFind widget is a tool used to search for a particular person or set of people based upon their name or ID.

1. In the **Quick Links** widget, select **QuickFind**



2. In the **Name or ID** field, enter the last name of the employee or leave the default asterisk to view all employees. You can also search for names using one or more characters with the asterisk.



3. In the Time Period field, select the appropriate time period
4. Click **Find**. To Open one or more employees' timecards, select the employees' names and select **Timecard**.

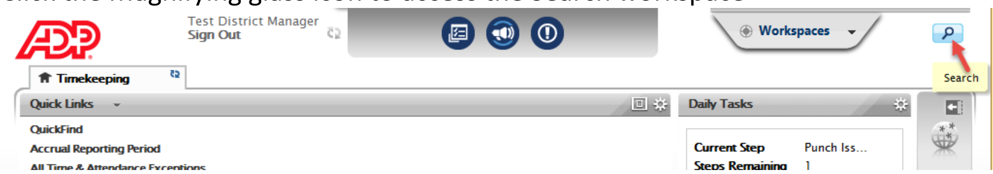
Special Key Combinations

- Select multiple employees: Press the Ctrl key and select individual
- Select a group of employees: Select the first name in the list, press the Shift key, and then select the last employee in the list. All employees between the first name and last name will be selected.
- Select all employees: In the **Select and Action** field, choose **Select All**.

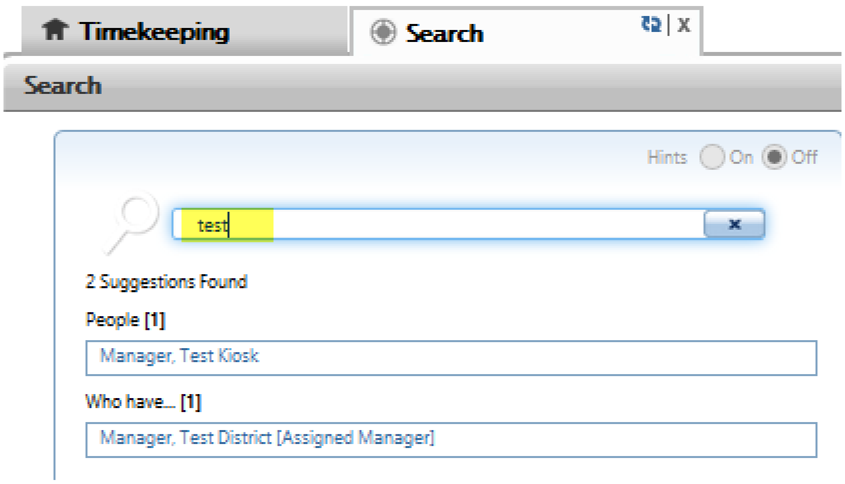
Find an Employee Using Search

The Search workspace is a tool used to search for a particular person or time data

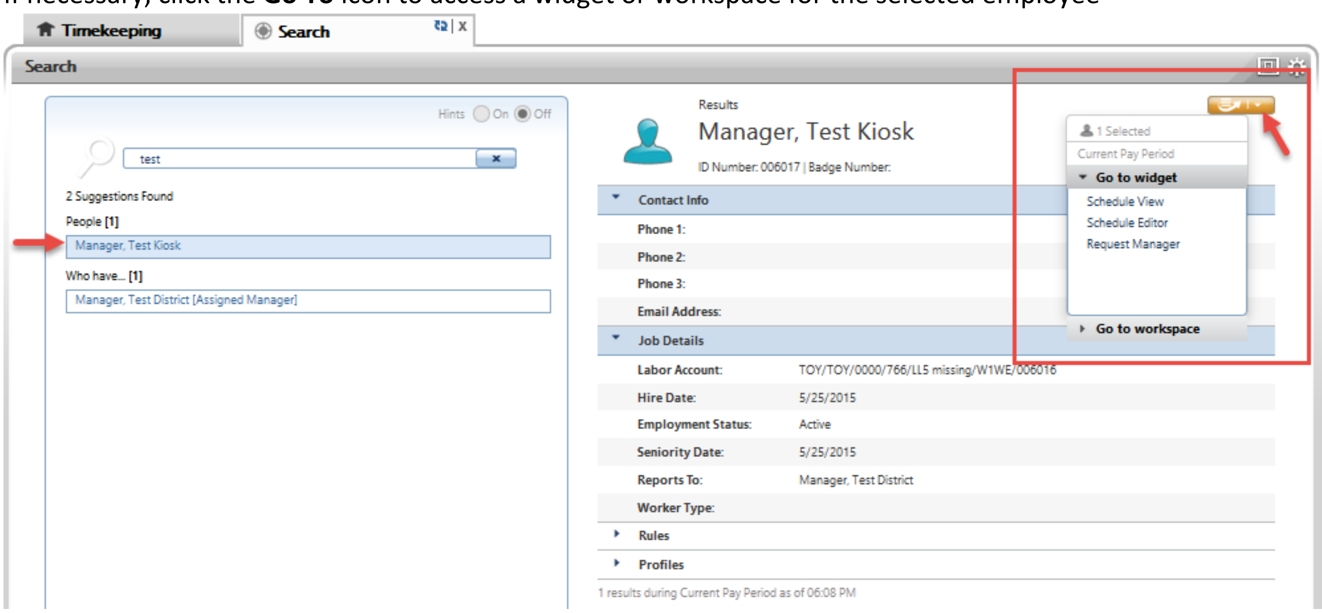
1. Click the Magnifying glass icon to access the Search workspace



2. Begin the search by entering the first three characters of the employee's last name



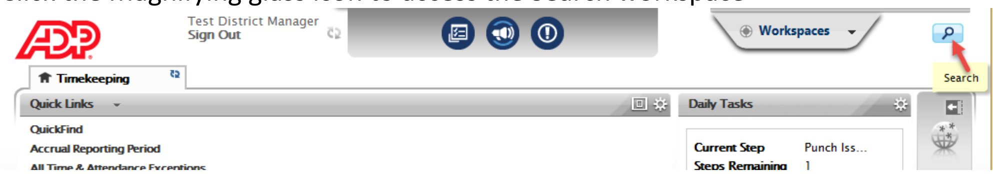
3. From the search results, select the employee's name
4. Review the employees' information in the right pane
5. If necessary, click the **Go To** icon to access a widget or workspace for the selected employee



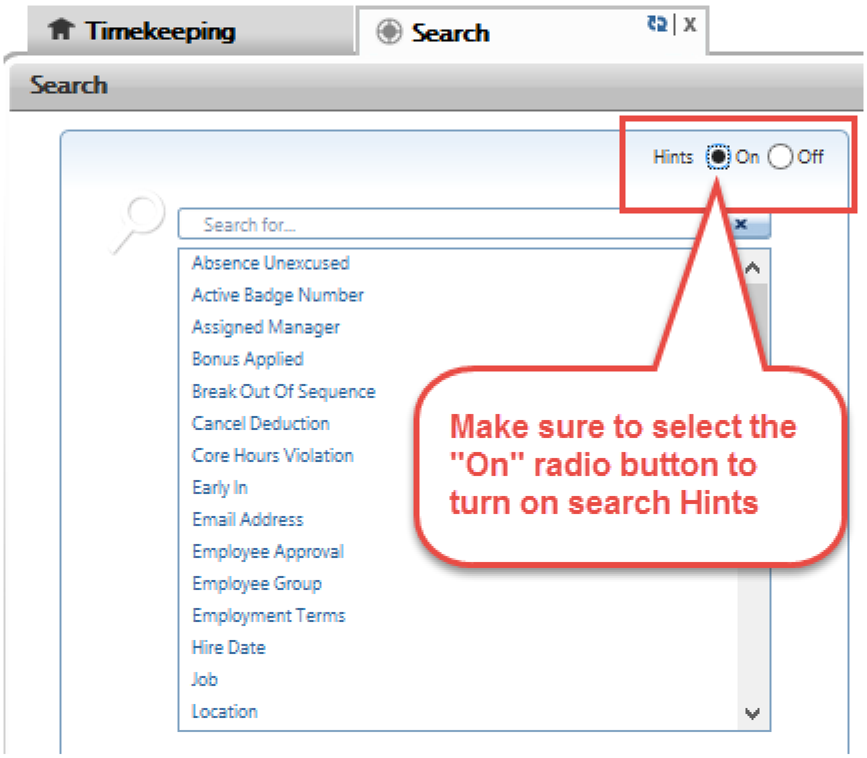
Find Time Data Using Search

The Search workspace is a tool used to search for a particular person or time data

1. Click the Magnifying glass icon to access the Search workspace

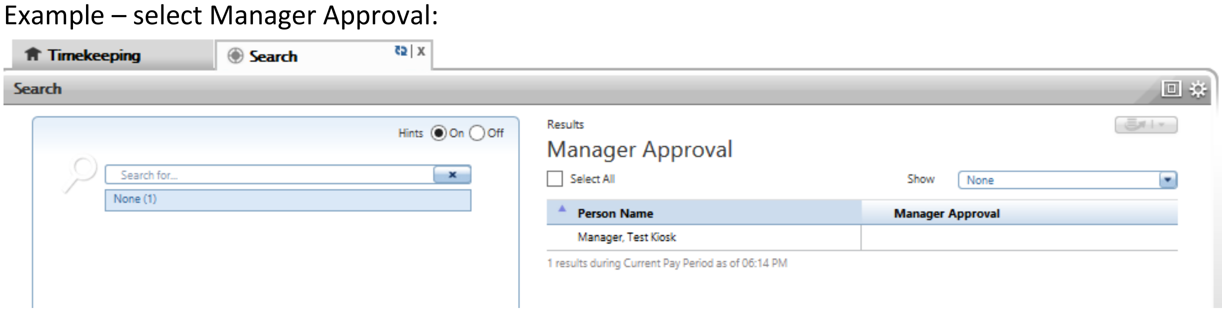


2. Begin the search by entering the first three characters of your search query to display suggestions or turn the hints on to display a search list



3. Select the appropriate entry

4. Review the information in the right pane
   Example – select Manager Approval:

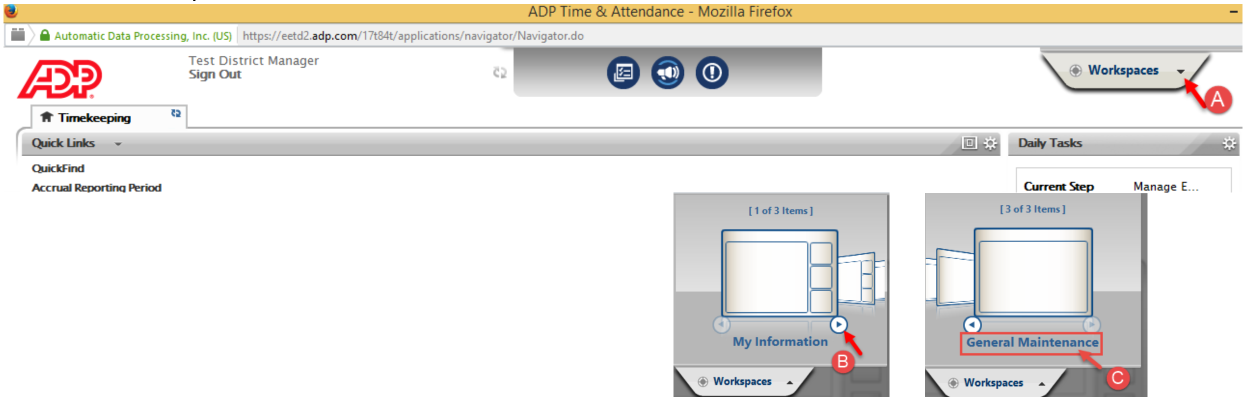


Accessing Online Help

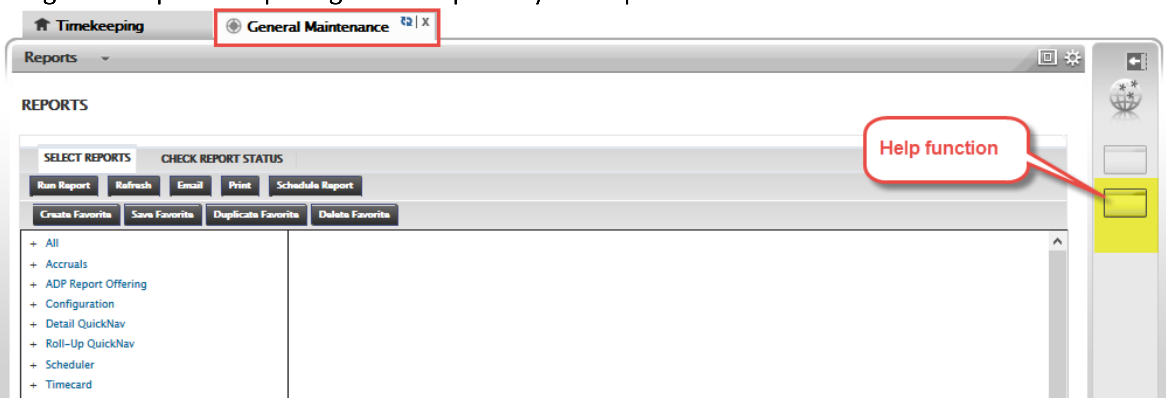
Online Help provides content and key term searches. Many search results provide links to related topics for further explanation of a topic.

Starting Point: General Maintenance

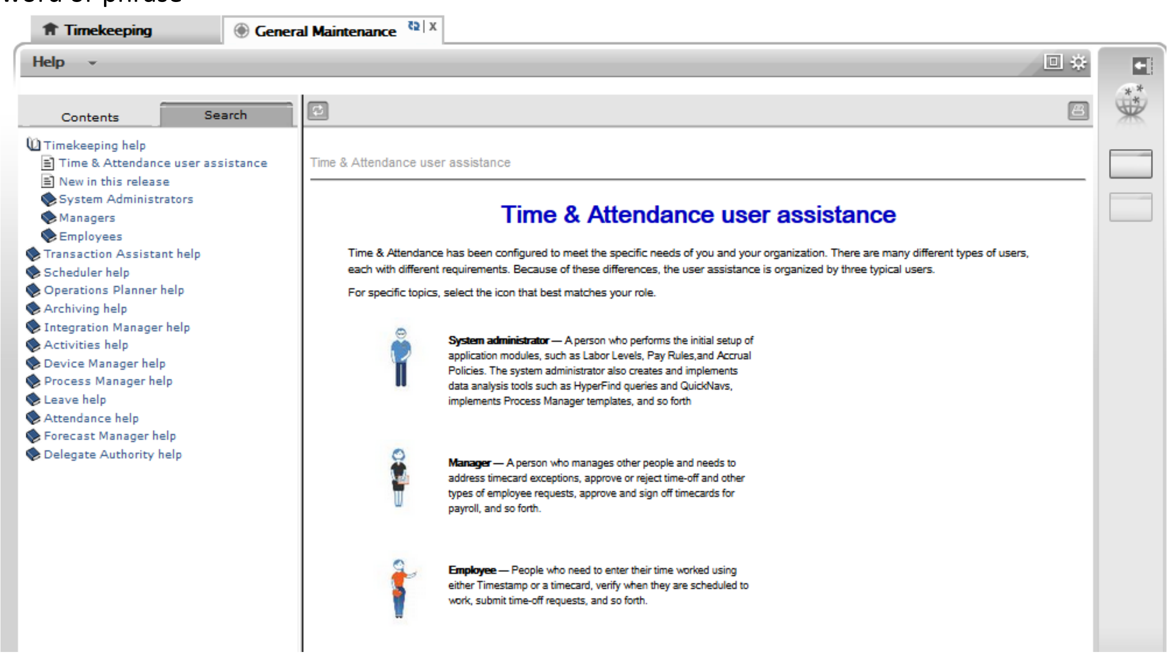
1. From the workspace carousel, click **General Maintenance**



2. Drag and drop the Help widget to the primary workspace in the middle of the screen to make it the primary screen



3. Select the appropriate category and topic in the left pane. Tip: Click the Search tab to locate topics by a specific word or phrase

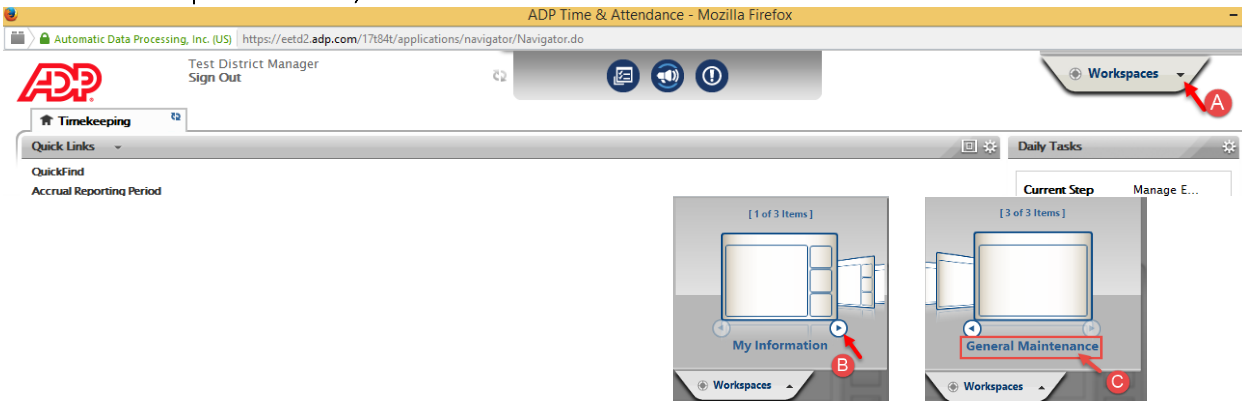


Running Reports

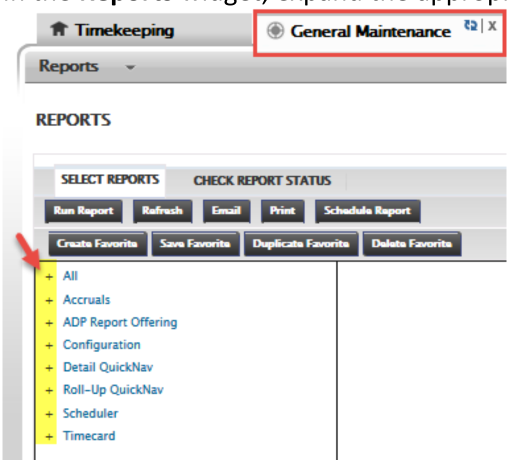
Managers have access to generate many standard eTIME reports.

Starting Point: General Maintenance

1. From the workspace carousel, click **General Maintenance**



2. In the **Reports** widget, expand the appropriate report category to view the available report options.



3. Select a report
4. In the **People** field, select the hyperfind query you want to use to filter the report results
5. In the **Time Period** field, select the time period for this report
6. Complete any additional field options that appear in the selected report
7. In the **Output Format** field, select the appropriate output format
8. At the top left of the widget, click **Run Report**. The Check Report Status is displayed. **Tip:** If enabled, you may also have the option to email, download or print your report
9. Click **Refresh Status** and wait until the report status changes to Complete.
10. Click **View Report**. The report is displayed.
11. Close the Report

Create a Favorite Report

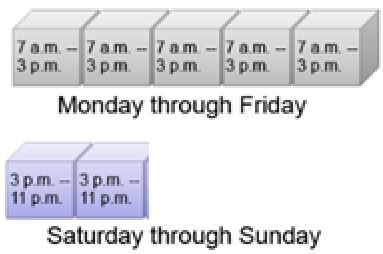
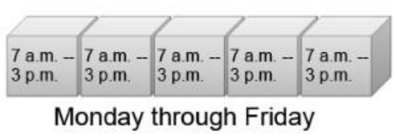
1. In the **Reports** widget, expand the appropriate report category to view the available report options
2. Select a report
3. Click **Create Favorite**
4. In the **Favorite Report** field, enter a name for the report
5. In the **Author's Remarks** field, enter any additional information
6. Complete the additional field options that appear for the selected report
7. Click **Save Favorite**. The report name is displayed below the Favorites category

Running Reports (continued)

RECOMMENDED STANDARD REPORTS

- Employee Timecard Information
- Timecard Audit Trail
- Timecard Sign-Off, Request and Approval

GLOSSARY OF TERMS

Term	Definition
Accrual Code	The unique identifier of the accrual, such as vacation or sick
Accrual Type	Hours, the unit in which the accrual code is stated
Balance without Projected Credits	The accrual balance as of the Furthest Projected Taking Date, excluding projected credits
Furthest Projected Taking Date	The furthest date in the future when a taking is scheduled that affects the accrual code
Pattern	Contains one or more shifts that repeat over specific days
Pattern Template	Contains one or more shifts that repeat over specific days 
Period Ending Balance	Balance of the actual as of the selected date
Projected Balance	The accrual balance as of the Furthest Projected Taking Date, including projected credits and debits Balance Without Projected Credits = The accrual balance as of the Furthest Projected Taking Date, excluding projected credits
Projected Credits	The total amount of the accrual scheduled to be granted from the end of the pay period on display to the Further Projected Taking Date
Projected Takings	The total amount of the accrual scheduled to be used (taken) from the end of the pay period on display through the Furthest Projected Taking Date
Shift	Span of time with a specific start and end time in one 24-hour period such as 7 a.m. – 3 p.m. 
Shift Template	Saved shift not associated to a specific date so it can be reused as necessary by a manager when creating schedules.