Board of Regents of the
University System of Georgia
eTIME® Employee User Guide

Project View Time Card for
Benefitted Bi-Weekly Employees
(Non Manager or Non Supervisor)
Log On

Access the eTime Timesheets link from the Employee Self Service Portal.

1. Click the Employee Self Service link on your institution’s webpage.

2. Click ‘User Login’ button.

3. Enter User Name and Password and click **OK**.

4. The Netsecure Portal will appear. The application links allow you to enter into each application.
5. Click the Time application link.

6. Click the Here link for All other employees if you are not a manager or approver of time cards.

7. Now you are in the eTime application

8. You will click the various links –
   a. Inbox will allow you to see the messages from your Manager when you request time off.
   b. My Timecard will take you into your time card.
   c. My Reports allows you to view you leave accruals and time card for printing
   d. My Actions allows you to request time off if you are eligible for time off

**Project View Time Card**

The Project View timecard records the total number of hours worked displayed for each day per pay period the employee is scheduled to work, along with the pay code associated with those hours. This view also displays the total number of hours for the week.

**Benefited Employees Only**

If you are a benefited employee, on the 28th of each month the accrual process will be generated automatically by eTime. It will add to the Accrual buckets the amount of monthly accrual that your leave enrollment permits.
The recording of the Exception Time to be taken will only be allowed if you have the amount within the Accrual bucket. If you do not have the time in the bucket, a message will be displayed to you when you try to enter the time on the time sheet.

For example, you need to take 16 hours of Vacation leave but you only have 10 hours in your Vacation Accrual. eTime will only allow you to use the 10 hours. eTime will display that you only have 10 hours and it will not allow you to save your timecard until you only enter the 10.

You must still adhere to the Board of Regents Policy (802.07.02 SICK LEAVE WITH PAY) regarding Sick Leave. This policy can be viewed at this website.
http://www.usg.edu/regents/policymanual/800.phtml

Hours are entered manually by an employee or automatically populated based on the employee's schedule (Georgia State University only).

### Entering Time in a Project View Timecard

Click in the cell for Hours Worked on the day that has been worked. Type the number of hours worked. Because a schedule is applied to this type of time card for the University System of Georgia, the total hours for the day must equal that which the schedule states is the daily hours for the employee. If the total physically worked does not equal the schedule, then a pay code(s) with its time must be entered to balance the day to the schedule or the day will be considered to have a missed punch.

To enter your punches:
1. Click the cell in the column for the appropriate date and enter the total time that you worked.

2. If Exception Time (vacation, sick, comp) needs to be recorded for a full day, insert a row by clicking the icon. A new row will appear below the hours worked.

3. The actual hours worked will be entered on the day of the Exception Time. In the example above the whole day was used for Exception Time so 0:00 no hours must be entered in the Hours Worked row.

4. On the new row from the drop down in the Pay Code column, select the Pay Code that applies to the Exception Time (vacation, sick, comp) taken.

5. On the new row of the Pay Code enter in the day the hours which were used for the Pay Code.

If a combination of Exception Time is used, insert another row to be able to select the second Pay Code.

2. Click “Save”
Adding Comments

To add a comment to any cell, highlight the cell and click ‘Comments’ from the tool bar.

The Comments box will appear.

Click one of the Available Comments and click the ➔ to move the comment to the Selected Comments section. Click OK.
Saving the Time Card

You need to save your changes to your timecard. The word TIMECARD will be orange indicating changes had been made and saving is required. Click Save from the menu bar.

A message will appear showing the save was successful and the work TIMECARD will return to black.
Approving the Timecard

Approving your timecard "submits" your time card for Supervisor approval. Approval lets a Supervisor know that the timecard is accurate, complete and ready to be sent to payroll for processing.

Approval can be removed if a Supervisor has not submitted the timecards to payroll.

Click on ‘Approve’ from the toolbar.

Make sure time is correct: Do not approve until any unexcused absences are fixed. These are identified as a red box around the day the punch should be. You will not be paid for the day with an unexcused absence.
Returning to eTime Home page
To return to the Home page where you can select another option, click the Home link from the upper right hand corner of the Time Card.

Viewing Accruals in eTime
Accrual Balances are updated instantly once the Timecard is saved. Accruals will reveal the balances for your Exception Time. Monthly earned accruals are granted on the 28th of each month. You must have been employed on the 15th of the month in order to be granted a leave accrual for the month per Board of Regents policy found in the Human Resources Administrative Practice Manual. Accruals may be viewed by clicking the My Reports link.

In the My Reports the Accrual Balances and Projections will reveal the balances of your Accruals for the current calendar year as well as the totals of the Exception Time taken to date along with the requested that has not be used as of yet.
Click Accrual Balances and Projections to highlight it. Use the calendar to select the date you want to see your accruals. Click the View Report button.

Your balances will appear.
1. Balances will be reflected based on the date you entered when generating the report.

2. The column labeled “Period Ending Balance” reveals the balance of your accrual as of the date selected in step 1.

3. The column labeled “Furthest Projected Taking Date” reveals the date furthest into the future that you have scheduled to use accrued time.

4. The column labeled “Projected Takings” reveals the amount of hours that you are scheduled to take between the selected date and the furthest projected taking date.

5. The column labeled “Projected Credits” reveals the amount of hours that you are scheduled to earn between the selected date and the furthest projected taking date.

6. The column labeled “Projected Balance” reveals the current balance minus all projected takings and plus all projected credits up through the furthest projected taking date.

7. The column labeled “Balance w/o Proj. Credits” reveals the period ending balance minus any scheduled credits. This balance ignores scheduled resets.

Click the Return button to return to the My Reports.
**Holidays in eTime**

The holidays for your institution will be posted to your time card by eTime. You will not be able to edit the holiday time. New policy has been applied to which any time worked on a holiday will be paid along with the holiday pay. For example: if your institution works 8 hour days and has scheduled July 4th as your holiday. You have to work 3 hours on July 4th for some reason. You will be paid the 8 hours holiday and the 3 hours worked. You will not be allowed to move the holiday to another day.

**Other Reports Available in eTime**

Other Reports available to you on the My Reports page is the Schedule Report and the Time Detail Report.

The Schedule Report will show your schedule that you are set to work.

The Time Detail Report reveals the time cards for the Time Period you select.

**Requesting Leave Time Off**

Since Leave is managed and monitored in eTime, the requesting for leave must be executed in eTime.

After logging into eTime, click My Actions.

To request Time Off, click the link for Request Time Off.

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**MY ACTIONS**

Last Refreshed: 8:57 PM

<table>
<thead>
<tr>
<th>Categories</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actions</td>
<td>Request Leave Time</td>
</tr>
<tr>
<td></td>
<td>BiWeekly Employee - Cancel Time Off Request</td>
</tr>
</tbody>
</table>
Use the ▼ drop down for Request Type to select the Pay Code for the type of Leave you are requesting. Types of leave include Vacation and Sick.

Complete all the required fields on the Time Off Request Screen.

Enter the Date from or use the calendar icon to select the date.

Enter the Date to or use the calendar icon to select the date.
In the Message field you can enter any information you wish to supply for the time off request.

Click Specify Hours.

In the field of Start Time: enter the time your leave is to begin.

Enter the number of hours per day you will be requesting off.

For Day Type click Scheduled and Non-scheduled Days

Click Next.

Click Save and Close. The request is routed to your Reports To Manager who will approve or reject your request.
You will receive an email informing you that your request has been submitted.

You will receive an email informing you that your request has been approved or rejected by your manager.

Upon approval by your manager, the PayCode for the type of leave you requested will now appear on your timecard for the date you requested.

You will also be able to check your Inbox in eTime by clicking My Actions then Inbox.

**Cancelling Leave Time Off Request**

After logging into eTime, click My Actions.

To cancel a request for Time Off that has been submitted, click the link for Cancel Time Off Request.
Use the drop down for Request Type to select the type of leave you wish to cancel. Enter the start and end date for the time you are cancelling.

Enter the date for the time off you are canceling starts.

Enter the date for the time off you are canceling ends.

Click Save and Close. The request is routed to your Reports To Manager who will approve or reject your request.
You will receive an email informing you that your request has been submitted.

You will receive an email informing you that your request has been approved or rejected by your manager.

Upon approval by your manager, the PayCode for the type of leave you requested will be removed from your timecard.

You will also be able to check your Inbox in eTime by clicking My Actions then Inbox.

**Extended Lengths of Leave Time Off Request**

Extended lengths of leave time refer to leave that will apply to Family and Medical Leave Act (FMLA), Short Term Disability, Long Term Disability or Military Leave. You can request this type of leave from within eTime.

After logging into eTime®, click My Actions.

To request leave for an extended period of time, click the link for Request Leave Time.

Use the drop down for Leave Category to select the type of leave you wish to request. Click next when complete.
Click Next.
Use the drop down for Leave Reason to select the reason for leave you wish to request.

* Leave Reason: Child
Use the drop down for Leave Frequency to state whether the leave is continuous or intermittent.

**Leave Frequency:**

Continuous

Intermittent leave frequency means you will be taking off only some of your scheduled work time.

Enter the date for when the leave starts.

* Leave Start Date: ____________
Leave End Date: ____________

Enter the date for when the leave ends.

* Leave Start Date: ____________
Leave End Date: ____________

Select how the leave hours will be used.

**Leave Hours:**

- Same hours each day
- Variable hours

Enter how many hours will be used each day.

* Approximate Daily Leave Hours: ____________

Example: 2 to 4 hours

Describe why you need the leave in the description box.
Click Send and Close. The request is routed to your Campus Leave Administrator who will approve or reject your request.

You will receive an email informing you that your request has been submitted.

Your Campus Leave Administrator will process your request, the PayCode for the leave you requested will be recorded from your timecard.

You will also be able to check your Inbox in eTime by clicking My Actions then Inbox.

**Cancelling Extended Lengths of Leave Time Off Request**

After logging into eTime, click My Actions.

To request leave for an extended period of time, click the link for Cancel Leave Time.
Use the drop down for Leave Category to select the type of leave you wish to cancel.

![Image of drop down menu with FMLA selected]

Select the same Leave Category as in the original request.

Click Next.
Use the drop down for Leave Reason to select the reason for leave you wish to cancel. This needs to be the same values as the original request.
Use the drop down for Leave Frequency to state whether the leave is continuous or intermittent.

Enter the date for when the leave starts.

Enter the date for when the leave ends.

Enter the reason why you are cancelling your original request.

Click Send and Close. The request is routed to your Campus Leave Administrator who will approve or reject your request.

You will receive an email informing you that your request has been submitted.

Your Campus Leave Administrator will process your request, the PayCode for the leave you requested will be removed from your timecard.
You will also be able to check your Inbox in eTime by clicking My Actions then Inbox.

**Your Inbox**

After logging into eTime, click Inbox.

Your Inbox is much like your email account at your campus except it reflects any messages or tasks associated with your Time Card, Time Off Requests, and Leave Case Requests.

The Inbox will default into the Tasks section. Click the Messages link to show the Messages section.

Any messages you have regarding leave and time of request will appear in this section. You may Open, Reply, or Delete the messages by using the tool bar.

You may also send a new message by clicking the New button from the tool bar.

**Logging Off eTime**

After completing or reviewing your information, you need to log off of eTime.

The Log Off link is located in the upper right hand corner of the eTime page.