

etime tips (HTML)

(For Associates Who Use eTIME for Time Off Accrual Matters Only)

eTIME is Advantage Sales & Marketing LLC's (ASM) automated time and attendance tracking system. All non-exempt full-time and part-time associates are required to record all time worked. You will use PTS to record your work time. eTIME will be used to record vacation, sick time, and floating holidays, if applicable. eTIME is a web-based application, which does not require the installation of any additional software on your computer. It is recommended that you use Microsoft Internet Explorer to view eTIME. eTIME will be accessed from the ASM Connects home page (System Links>eTIME). When accessing eTIME through ASM Connects a separate user name and password will not be required. *Field* based associates who use PTS/ JET for timekeeping will access eTIME via the web only to request time off; view information s reflecting hours recorded through PTS/JET as well as time off already taken, time off accruals, and supervisor approvals; and run reports.

This document outlines the basic eTIME functions you will perform or have the ability to review.

- Run eTIME Reports
- Check available and used Vacation/Sick/Floating Holidays
- Request Time-Off Benefit
- View your eTIME Inbox

For all your eTIME questions, please contact your supervisor. If you are having technical issues with eTIME, please submit a help desk ticket via ASM Connects under Help Desk or going directly to <u>https://helpdesk.asmnet.com/</u>. Use the category of HR Management Systems \rightarrow eTIME. You can also call into the support help line at 1-888-900-4ASM (4276), listen for Human Resources system support.

eTIME Reports

From the home page select "My Reports".

æ?	Log Off Change Password Help
My Information	
Inbox	
Time Stamp	
My Timecard	
My Reports	
My Actions	

Three reports are made available for your review: Schedules, Time Detail and Accrual Balances and Projections. Since you will use eTIME for accruals only, you will use the Accrual Balances report. After you have selected the Accrual Balances report, select a date range for the report.

Æ?		Log Off Change Password Help
REPORTS	Name: TEST, ADAM	< Home 🔼
View Report Primary Account AVAILABLE REPORTS Schedule Time Detail	Time Period Specific Date	
Accrual Balances and Projections	As Of	

To generate the report, select "View Report".

ÆP		Log Off Change Password Help
REPORTS View Report Primary Account	Name: TEST, ADAM	< Home
AVAILABLE REPORTS Schedule Time Detail	Time Period Specific Date	
Accrual Balances and Projections	As Of 12/31/2009	

The report will generate information for the date range selected. For Accrual to become effective the associate must be actively employed as of the accrual date (subject to applicable law). To return to the reports menu, select the red icon labeled "Return".



Time Off Request

From the eTIME home page, select "My Actions".

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Then select "Time Off Request".

ADP	Log Off Change Password Help
Switch Role: Myself	< Home
MY ACTIONS Last Refreshed 4:40 PM	
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Tine Off Request	

Next fill out Time Off Request form.

- 1. Review current Vacation, Sick and Floating Holiday balances
- 2. Select the request type.

https://eetime25.adp.c	om - Time Off Request - Microsoft Internet Explorer	→	
Time Off Balan	ces (bours) as of today		-
Vacation Balance:	2012		
Sick Balance:	40:00		
Floating Holiday Balance:	24:00		
Time Off Reque	est		
* Request Type:	Vacation Day		
* Start Date:	Vacation Day Sick Engline Holister		
* End Date:			
Message:	×		
Hours:	Specify Hours		
Fill in only if Sp	ecify Hours is selected above		
Start Time:			
Hours Per Day:			
Day Type:	Scheduled and Non-scheduled Days		
	Next Reset Cancel		-
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- 3. Then select the start and end date for the Time Off Request.
- 4. You may enter a note to your supervisor in the "Messages".

Please Note: To request one day off, you must use the same date for the start and end dates. If you request days off that includes time in one work week and time in the next work week, you must submit 2 separate Time Off Requests, one for each work week. **(The ASM workweek ends Sunday at 11:59pm).**

https://eetime25.adp.c	om - Time Off Request - Microsoft Internet Explorer	→	
Time Off Balan	ces (bours) as of today		^
Vacation Balances	2012		
Sick Palances	49.90		
Floating Holiday Balance:	24:00		
reading rousing balance.	24.00		
Time Off Reque	est		
* Request Type:	Vacation Day		
* Start Date:			
* End Date:	∞, ≁~°		- 1
Message:	Need day off for 4		
Hours:	Specify Hours		
Fill in only if Sp	ecify Hours is selected above		
Start Time:			
Hours Per Day:			- 1
Day Туре:	Scheduled and Non-scheduled Days		
	Next Reset Cancel		-
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- 5. Select the start time for the request and the total number of hours of the request.
- 6. Select next.



To complete the Time Off Request, select "Save & Close".

Thank you for yo	IT TimeOff Request	

ACCESSING YOUR eTIME IN BOX

eTIME provides all associates with an internal messaging system that allows supervisors to communicate with their associates through eTIME, but only for Time Off Request.

From the home menu page select "Inbox".

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• Inbox	
Time Stamp	
My Timecard	
My Reports	
My Actions	

From the "Inbox" page make sure to select on the "Messages" tab; you then will see all approved or unapproved Time Off Request messages sent to you by your supervisor.



"Sample message type" Approval of Time off Request by your supervisor.

and a second		
		Frame Frame Frame Form Subject Visur Repured for Time of Times been approved Received: Visur Repured for Time of Times Time required for time of furthers before, has been approved top Luciteria, Define A.
from	Suter:	Request Details Leave Type Vacation Dey
	Your Request for Time off has been approved	End Date: 10232000
TEST, ADAIN	Your Request for Time off	You's per Day 600
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Vour Request for Time off has been approved	Your nessage need day off
TEST, 40410	Your Request for Time stf	Vessage Ton Luccels, Debra A.
TEST, ADAM	Your Request for Time off	

If you need to correct an approved time off request please send your supervisor a message (fax, email or written) of use the Timeaway Correction form located on ASM Connects>Payroll Services. Your supervisor can open a help desk ticket with Payroll \rightarrow Time away Correction, attaching the document to the ticket explaining the reason for the change.

If you have any questions please contact your Human Resources Representative.