

# 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 <u>only</u> to request time off; view information reflecting hours recorded through PTS/JET as well as time off already taken, time off accruals, and supervisor approvals; and run reports pertaining to time off balances and projected accruals. Their supervisors will also use eTIME to approve time off requests (as applicable).

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
- Approve associate time off request

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.

# **Managing Your Own Time**

# (this is what the associate will see in eTIME)

## **eTIME Reports**

From the home page select "My Reports".

Æ?	Log Off   Change Password   Help
My Information	
Inbox	
Time Stamp	
My Timecard	
My Reports	
<ul> <li>My Actions</li> </ul>	

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.

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		< Home 🦰
REPORTS	Name: TEST, ADAM	
View Report Primary Account		
AVAILABLE REPORTS		
Schedule Time Detail	Time Period Specific Date	
	End Date	
Accrual Balances and Projections	As of	

ÆP.		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 12/31/2009	

To generate the report, select "View Report".

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".

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ACCRUAL PROJECT		ICES AND					
Return							
Date Selected: 1 Name: TEST, AD				inted: 12/07/200 : 1001	9		
Accrual Code	Accrual Type	Period Ending Balance	Furthest Projected Taking Date	Projected Takings	Projected Credits	Projected Balance	Balance w/o Proj. Credits
Floating Holday	Hour	2.0	12/31/2009	0.0	0.0	2.0	2.0
	Hour	0.0	12/31/2009	0.0	0.0	0.0	0.0
Vacation	Hour	100.85	1/01/2010	0.0	0.0	0.0	100.85

# **<u>Time Off Request</u>**

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

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My Reports	
My Actions	

#### Then select "Time Off Request".

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Switch Role: Myself	< Home
MY ACTIONS Last Refreshed.4:40 PM	
Rafresh	
Categories All	
Actions	
Time Off Request	

Next fill out Time Off Request form.

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

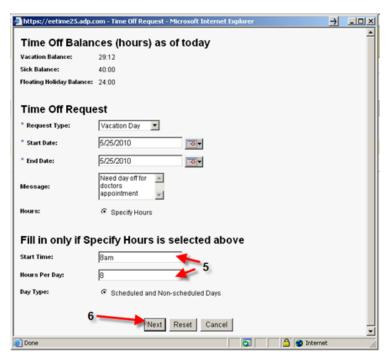
https://eetime25.adp.c	om - Time Off Request - Microsoft Internet Explorer	<b>→</b>	_DX
Time Off Balan	ces (hours) as of today		-
Vacation Balance:	29:12		
Sick Balance:	40:00		
Floating Holiday Balance:			
Time Off Reque	est 2		
* Request Type:	Vacation Day		
* Start Date:	Vacation Day Sick Floating Holiday		
* 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 (hours) as of today	1
Vacation Balance:	29:12	
Sick Balance:	40:00	
Floating Holiday Balance:	24:00	
Time Off Reque	est	
* Request Type:	Vacation Day	
* Start Date:		
* End Date:		
Message:	Need day off for doctors	
Hours:	Specify Hours	
Fill in only if Sp	ecify Hours is selected above	
Start Time:		
Hours Per Day:		
Day Туре:	C 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 you	ur TimeOff Request
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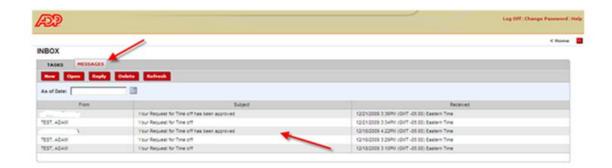
## **ACCESSING YOUR eTIME IN BOX**

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".

AP?	Log Off   Change Password   Help
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Time Stamp	
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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 a supervisor.

		Mtps://eetans25.adptom//rps/index-idtactionType=SoadFranklow - Mcscape, 20 X
NBOX TASKS MESSACES JETTER JETTER JETTER		From:     From:     Visur Repuest for Time off has been approved Received:     Visur Repuest for Time off has been approved Received:     Visur Repuest for time off outlines below, has been approved by Luciteria, Debra A.
Free	board .	Request Details Leave Type Vacator Day
	Your Request for Time off has been approved	Ever Caller 13/23/2009
TEST, ADAIR	Your Request for Time off	You's per Day: 0:00
100 C	Vour Request for Time off has been approved	Your nessage need tay off
7EST, 40417	Your Request for Time stf	Vessage from Luciteria, Debra A:
TEST, ADAIR	Your Request for Time off	
		China Repty Column Point (1965)

If you need to correct an approved time off request please have the associate send you a message (fax, email or written) or they can use the Timeaway Correction form located on ASM Connects>Payroll Services. You can then 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.

# **Managing Your Associates' Time**

## **Approving Associate Time Off Request**

Once an associate has made a request for time off, the supervisor will receive an email (in their eTIME inbox and ASMNET inbox), indicating the request made by the Associate.

Message       Image: Care of the state of t	0	🛃 🕫 👅 🔶 🐨 👘 Request for Time off for TEST, ADAM - Message (Plain Text)	_ = ×
Reply Reply Forward Call       Call       Deleter Move to Create Other Folder' Nucle Actions' Actions       Block Not Junk Callegorize Follow Mark as Used Callegori	•	Message	
From:       Adam Test       Sent: Thu 2/11/2010 12:15 PM         To:       Joe Supervisor       Sent: Thu 2/11/2010 12:15 PM         Subject:       Request for Time off for TEST, ADAM       TEST, ADAM has submitted a Request for time off.         Request Details:       Accrual balances:       Vacation: 5:54         Vacation:       5:54       Sick: 40:00         Floating Holiday:       24:00       Image: Start Date: 2/12/2010         End Date:       2/12/2010         Hours per Day:       8:00         Employee's message: Need some time off	Repl	y Reply Forward Call - Delete Move to Create Other Folder - Rule Actions - Sender - Up - Unread Select - Up - Unread Select -	
Request Details: Accrual balances: Vacation: 5:54 Sick: 40:00 Floating Holiday: 24:00 : Leave Type: Vacation Day Start Date: 2/12/2010 End Date: 2/12/2010 Hours per Day: 8:00 Employee's message: Need some time off	To: Cc	Adam Test Joe Supervisor	Sent: Thu 2/11/2010 12:15 PM
	Rec Vac Sic Flo : Lea Sta Enc Hou Emp	<pre>uuest Details: :rual balances: :ation: 5:54 kk: 40:00 bating Holiday: 24:00 we Type: Vacation Day unt Date: 2/12/2010 i Date: 2/12/2010 irs per Day: 8:00 bloyee's message: Need some time off</pre>	

The supervisor will need to login into eTIME and click on Inbox under the General Tab.

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witch Role: Myself		
General	My QuickNavs	Timekeeping
Inbox	QuickFind	Pay Period Close
<ul> <li>Group Edit Results</li> </ul>		IS Summary
Reports		
Actions		My Information
		<ul> <li>My Timecard</li> </ul>
		My Reports
		My Actions

From the Inbox screen make sure you select the Tasks tab. You will see the Time-Off Request submitted by the associate. Double click on the request to begin the Time-Off Request approval process.

/ <del>2</del> 29				Log Off   Change Password
				< Home
INBOX				
TASKS MESSAGES				
Edit 🧇 Reassign 🦈 Refresh				
Status Active As of Date: 1/12/2010 Categories All	×			
From Subject	Date/Time Received V	Complete By Date	Status	Current Location
TEST, ADAM Time Off Request,Mgr Welcome Form	2/11/2010 12:15PM (GMT -05:00) Eastern Time	2/11/2010	Active	Task List

Once you have double clicked on the task, a pop up window will appear. Select Next.

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Salation Contract	An of Date: [1-00010	Thesame to Request for TimeOff Evaluation process	2			
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TEST, A2401	Time Off Resumet, High Wessame Parm.			21102010	4:014	Teex Lat
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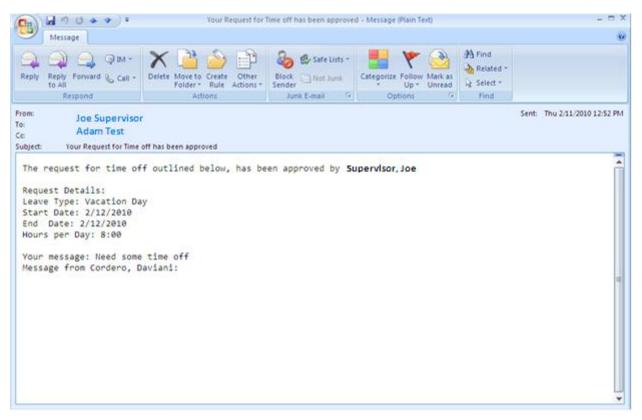
https://eetime25.adp.	com/?id=20573 - Time Off Evaluation - Windows Internet Explorer	_ [ [ ] ×
Rule Violations:	None	_
Accrual Violations:	None	
Employee ID:	1001	
Employee Name:	TEST, ADAM	
Vacation Balance:	5.54	
Sick Balance:	40:00	
Floating Holiday Balance	24:00	
Request Type:	Vacation Day	
Start Date:	2/12/2010	
End Date:	2/12/2010	
Hours Type:	Specify Hours	
Start Time:	8:00AM	
Hours Per Day:	8:00	
Day Type:	Scheduled and Non-scheduled Days	
Employee Message:	Need some time off	
What do you w	vant to do?	
	C Approve C Reject C Recheck Rules	
Message:	-	
2	Next Reset Cancel	

The supervisor selects to Approve or Reject the request and then selects Next to continue. In the message field, enter a message to the associate. For example, if approving the request: "Have a great time on vacation". If you are not approving (Reject): "Can you please select a different week for vacation". *Note: The "Recheck Rules" button will verify if the associate's vacation (or sick time or floating holiday) balance is not sufficient to support the time off request.* 

The supervisor then selects Save and Close. Result: A message is sent to the associate indicating whether the request has been approved or rejected.

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Sample message that associate will receive once request is approved or rejected.



If the request is approved the associate's timecard in eTIME is updated with the Pay Code, Amounts, and Dates.

ecard	Schedule   People   R	leports	Switch Role: Myself								< Horr	
MECA	WECARD Person & Id TEST, ADAM (1001)											
			Time	Period Current Pay Period	2/08/2010	- 2/14/2010						
Save	Approve Com	ments 🤿	Primary Account	Totals Summary R	efresh Select an Actio							
Add Row	dd	Date		Pay Code	Amount	in	Tra	insfer	Out	No Meal	Shift	Totals Daily
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8	Mon 2/08		•		12:30PM		Q	3:00PM		6:00	6:00	
8	Tue 2/09		•		8:30AM		٩					
3	Tue 2/09		•		12:30PM		٩	3:00PM		2:30	2:30	
3	Wed 2/10		•				٩					
	Thu 2/11				11:37AM		٩					
3	Fri 2/12	Vacation Da	iy 🔔	8:00							8:00	
	Sat 2/13						٩					
4	Sun 2/14		-				Q					

#### To Cancel a Time-Off Request

If you need to cancel a Time-Off Request that has already been approved for the current week or future date you will need to submit an ASM Helpdesk ticket under the category of Payroll  $\rightarrow$  Time Away Correction. You must indicate in the help desk ticket the date, pay code (vacation, sick or floating holiday) and why you need the correction made. (i.e. – associate changed vacation request to different week.)

If you need to change a Time-Off Request in the past, you will need to submit a Manual Time Sheet to payroll with all the details for the correction.