



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.

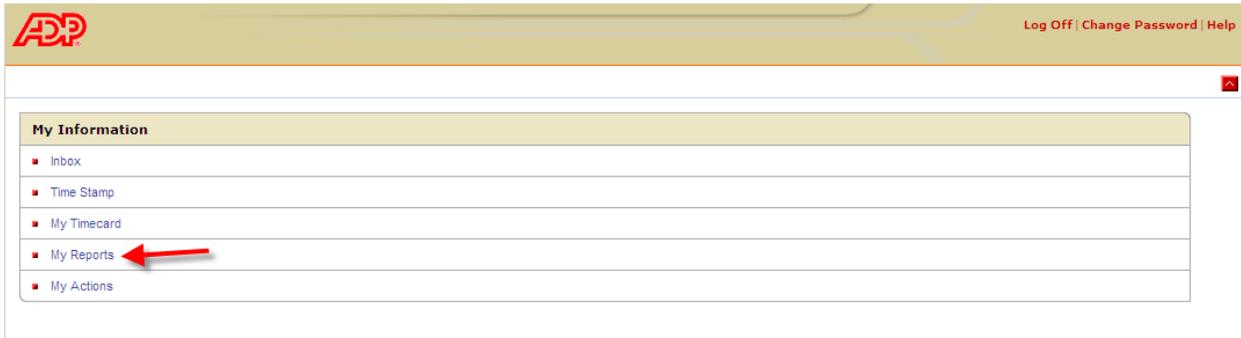
This document outlines the basic eTIME functions you will perform or have the ability to review.

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

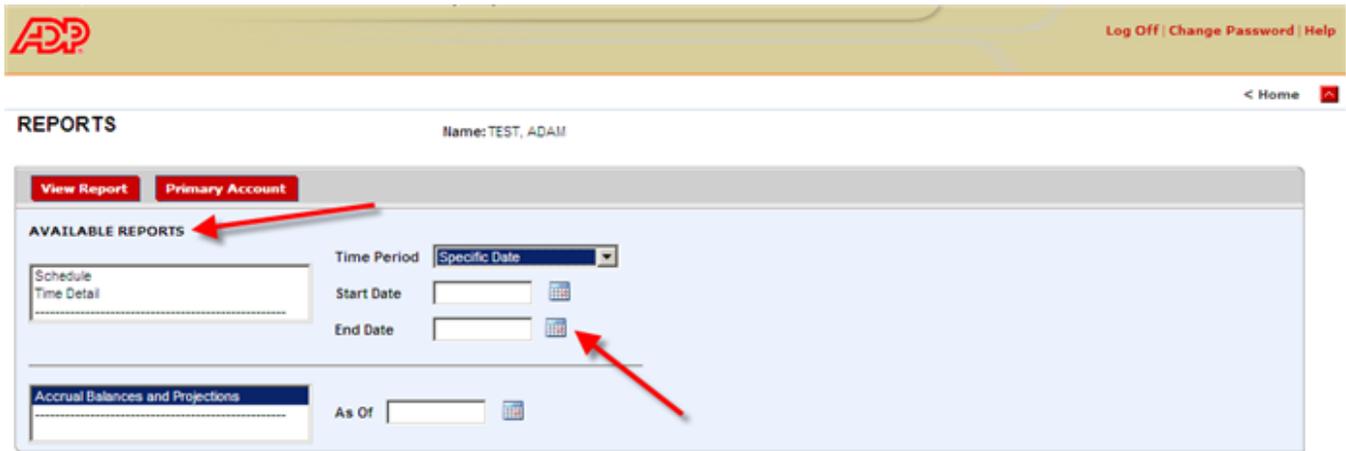
For all your eTIME questions, please contact your supervisor. If you are having technical issues with eTIME, please submit a help desk ticket via ASM Connects under Help Desk or going directly to <https://helpdesk.asmnet.com/>. Use the category of HR Management Systems → eTIME. You can also call into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

eTIME Reports

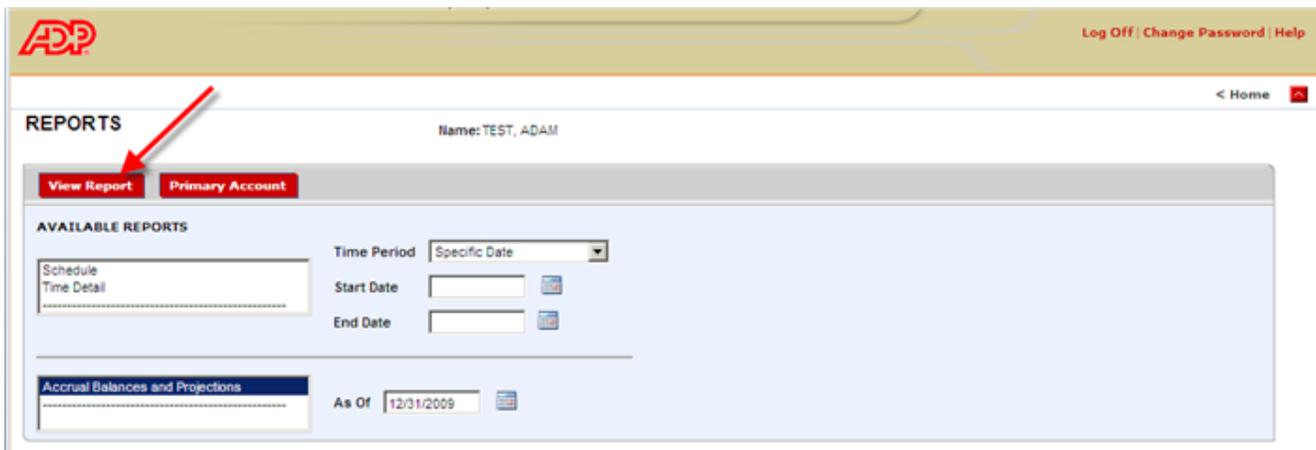
From the home page select "My Reports".



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.



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".

 Log Off | Change Password | Help

< Home 

ACCRUAL BALANCES AND PROJECTIONS

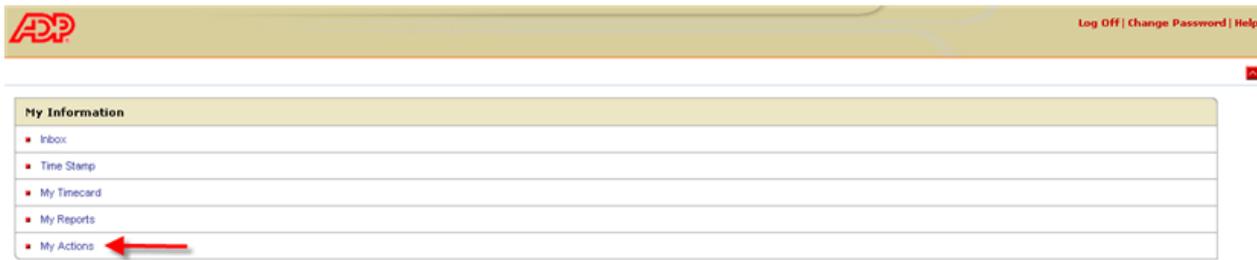
Return 

Date Selected: 12/31/2009 Printed: 12/07/2009
Name: TEST, ADAM ID: 1001

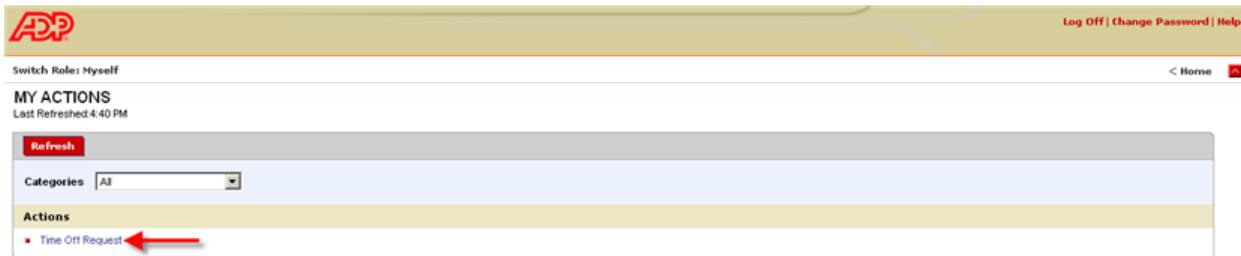
Accrual Code	Accrual Type	Period Ending Balance	Furthest Projected Taking Date	Projected Takings	Projected Credits	Projected Balance	Balance w/o Proj. Credits
Floating Holiday	Hour	2.0	12/31/2009	0.0	0.0	2.0	2.0
Sick	Hour	0.0	12/31/2009	0.0	0.0	0.0	0.0
Vacation	Hour	100.85	1/01/2010	0.0	0.0	0.0	100.85

Time Off Request

From the eTIME home page, select “My Actions”.

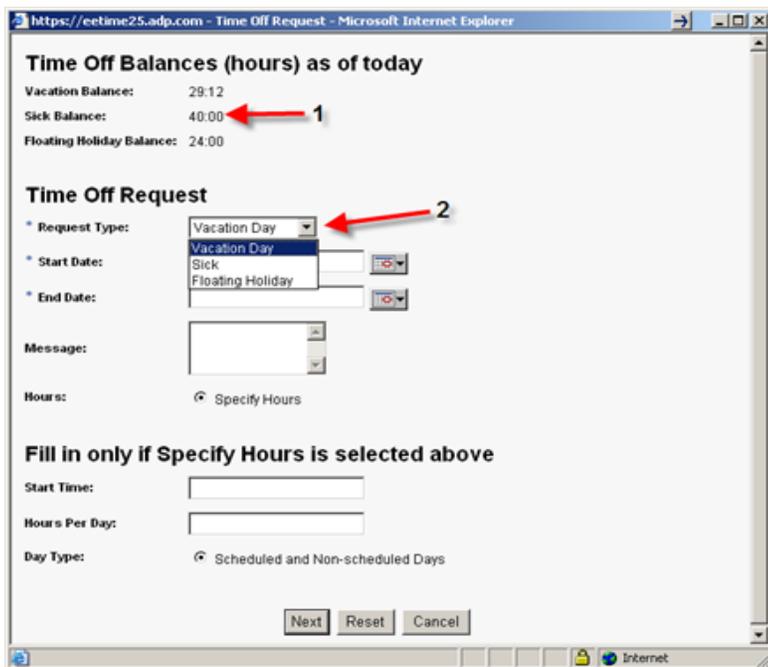


Then select “Time Off Request”.



Next fill out Time Off Request form.

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

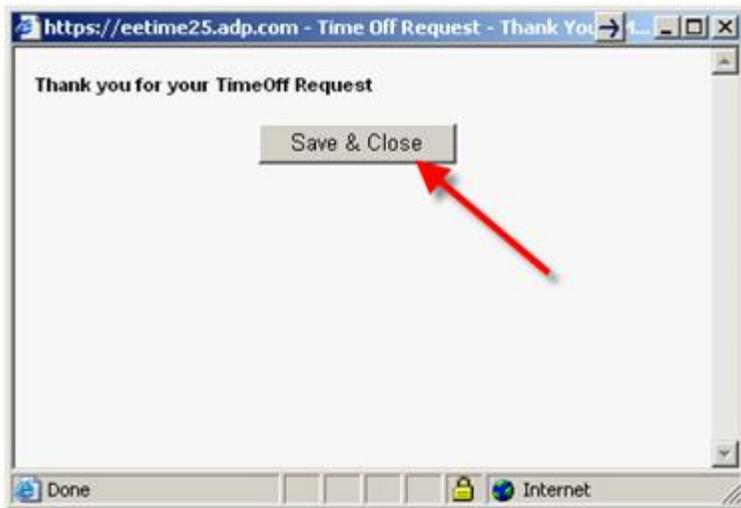


3. Then select the start and end date for the Time Off Request.
4. You may enter a note to your supervisor in the "Messages".

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).**

5. Select the start time for the request and the total number of hours of the request.
6. Select next.

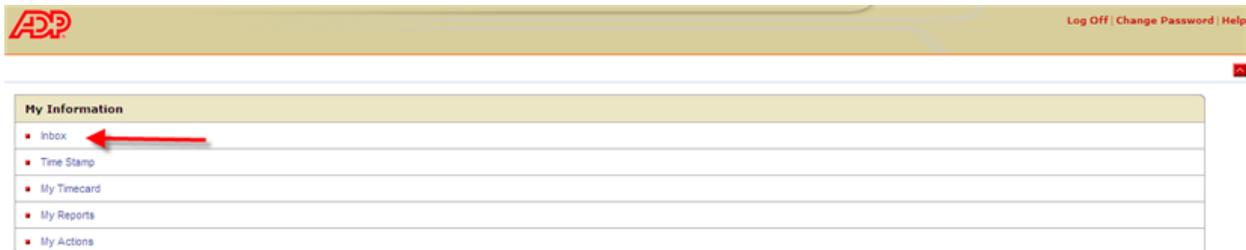
To complete the Time Off Request, select “Save & Close”.



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.

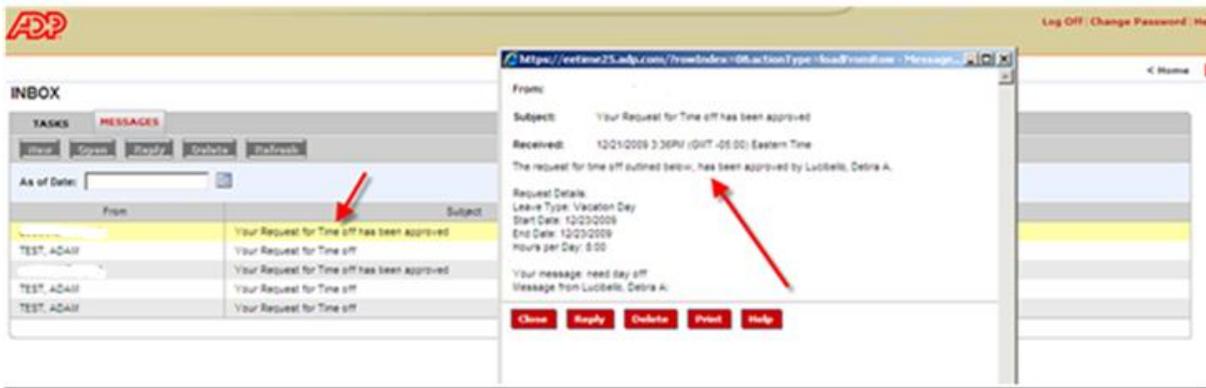
From the home menu page select “Inbox”.



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.



If you need to correct an approved time off request please send your supervisor a message (fax, email or written) or use the Timeaway Correction form located on ASM Connects>Payroll Services. Your supervisor can open a help desk ticket with Payroll → 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.