



# eTIME TIPS (HTML)

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

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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 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

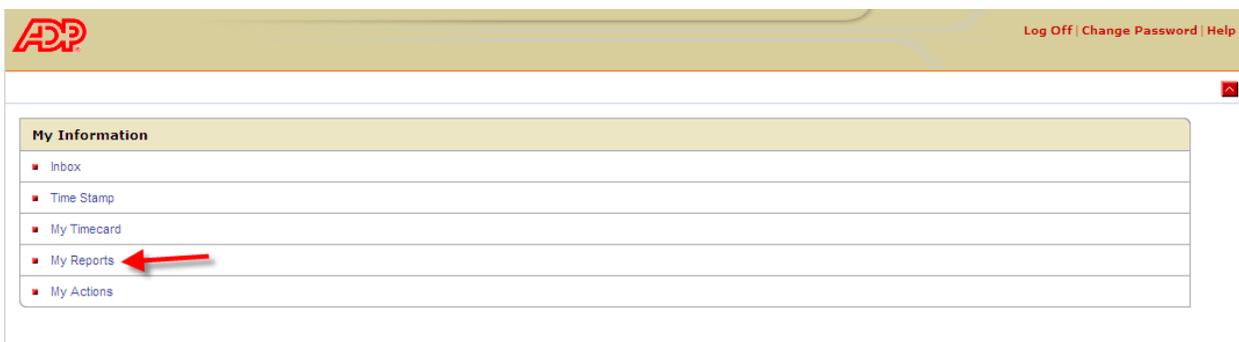
For all your eTIME questions, please contact your supervisor. If you are having technical issues with eTIME, please submit a help desk ticket via ASM Connects under Help Desk or going directly to <https://helpdesk.asmnet.com/>. Use the category of HR Management Systems → eTIME. You can also call into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

# Managing Your Own Time

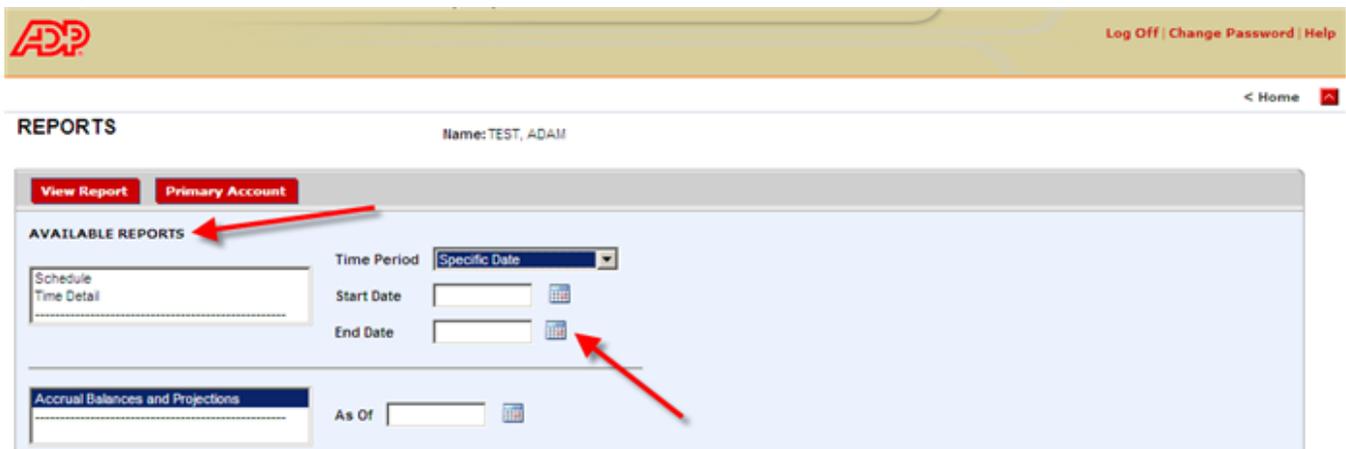
## (this is what the associate will see in eTIME)

### eTIME Reports

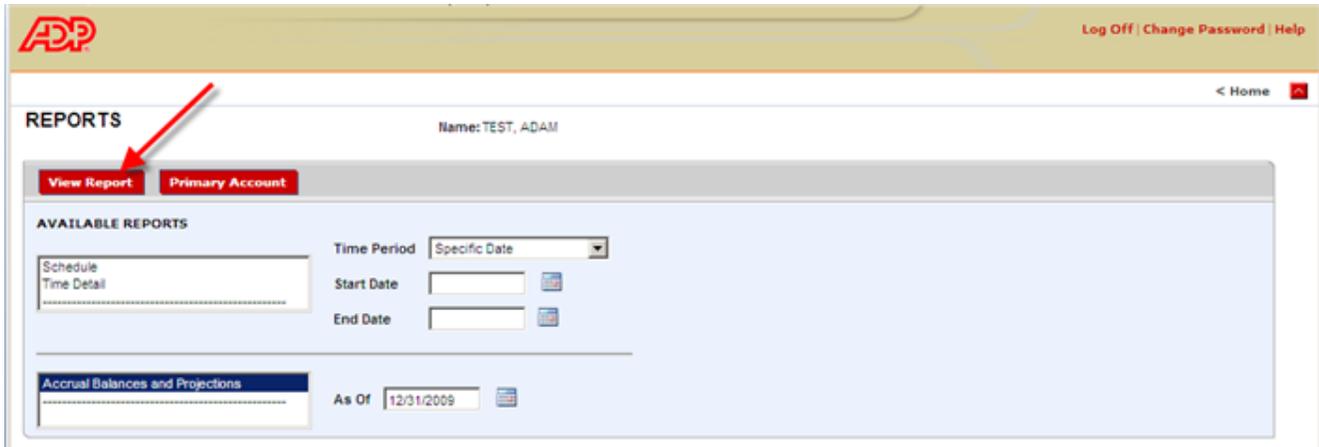
From the home page select “My Reports”.



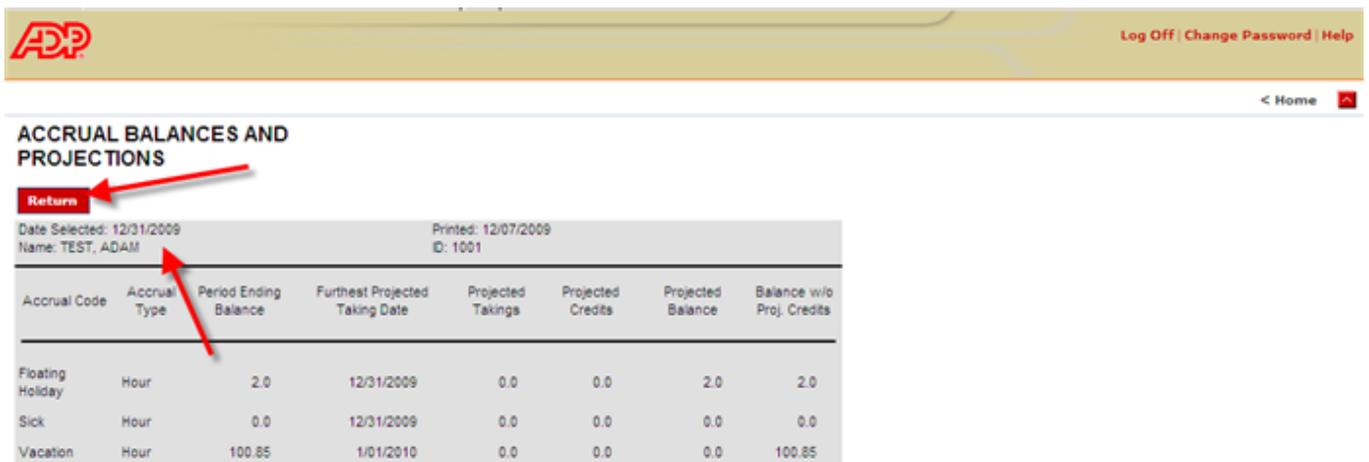
Three reports are made available for your review: Schedules, Time Detail and Accrual Balances and Projections. Since you will use eTIME for accruals only, you will use the Accrual Balances report. After you have selected the Accrual Balances report, select a date range for the report.



To generate the report, select “View Report”.

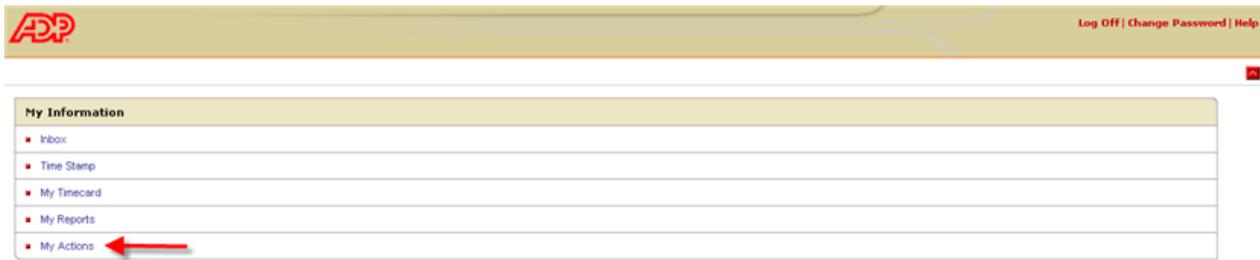


The report will generate information for the date range selected. For Accrual to become effective the associate must be actively employed as of the accrual date (subject to applicable law). To return to the reports menu, select the red icon labeled “Return”.

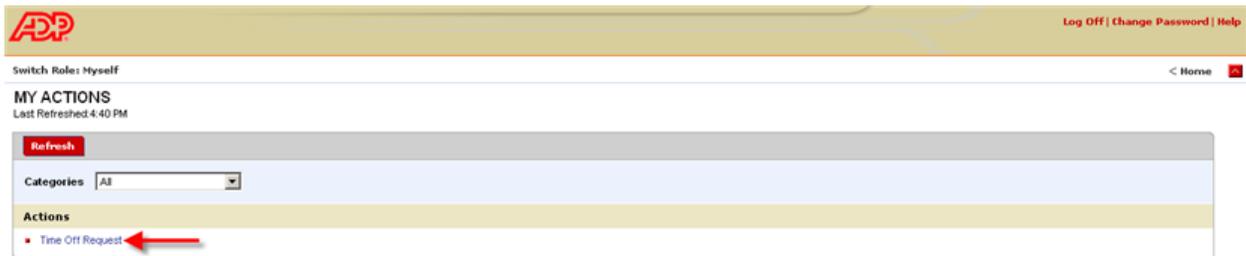


# Time Off Request

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

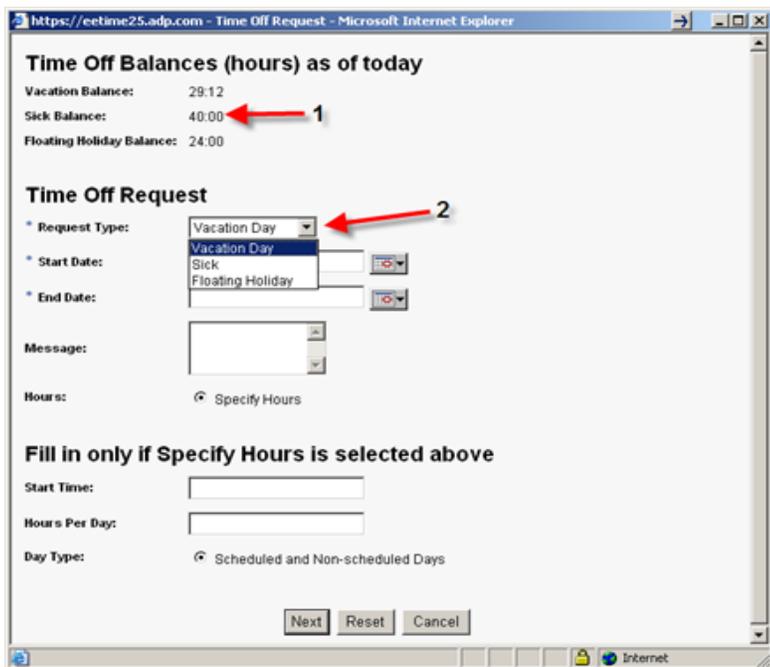


Then select “Time Off Request”.



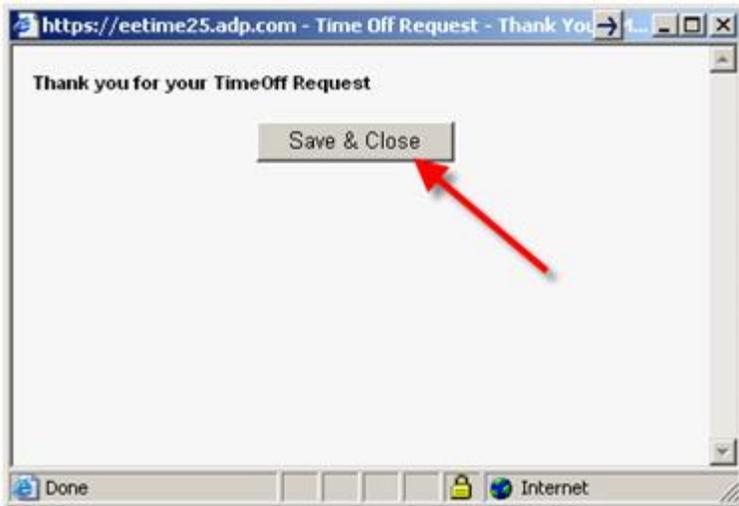
Next fill out Time Off Request form.

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





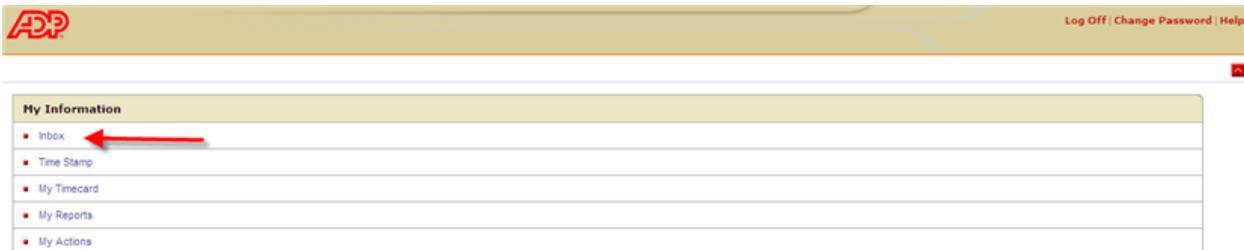
To complete the Time Off Request, select “Save & Close”.



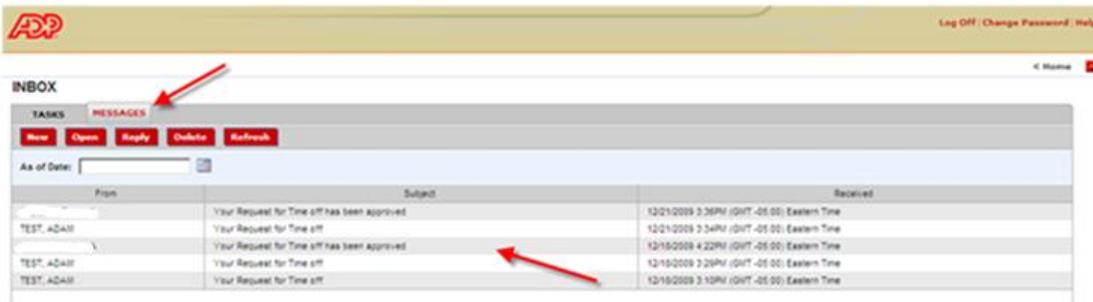
## ACCESSING YOUR eTIME IN BOX

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.

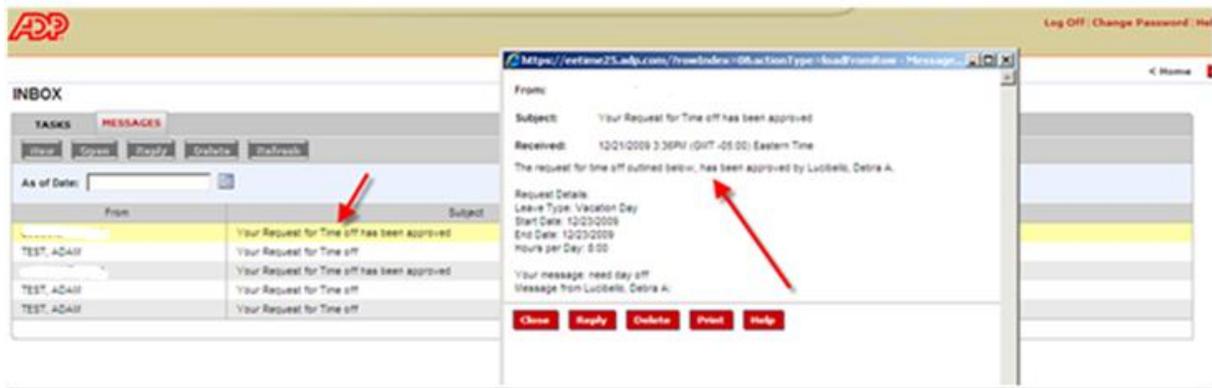
From the home menu page select “Inbox”.



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 a supervisor.



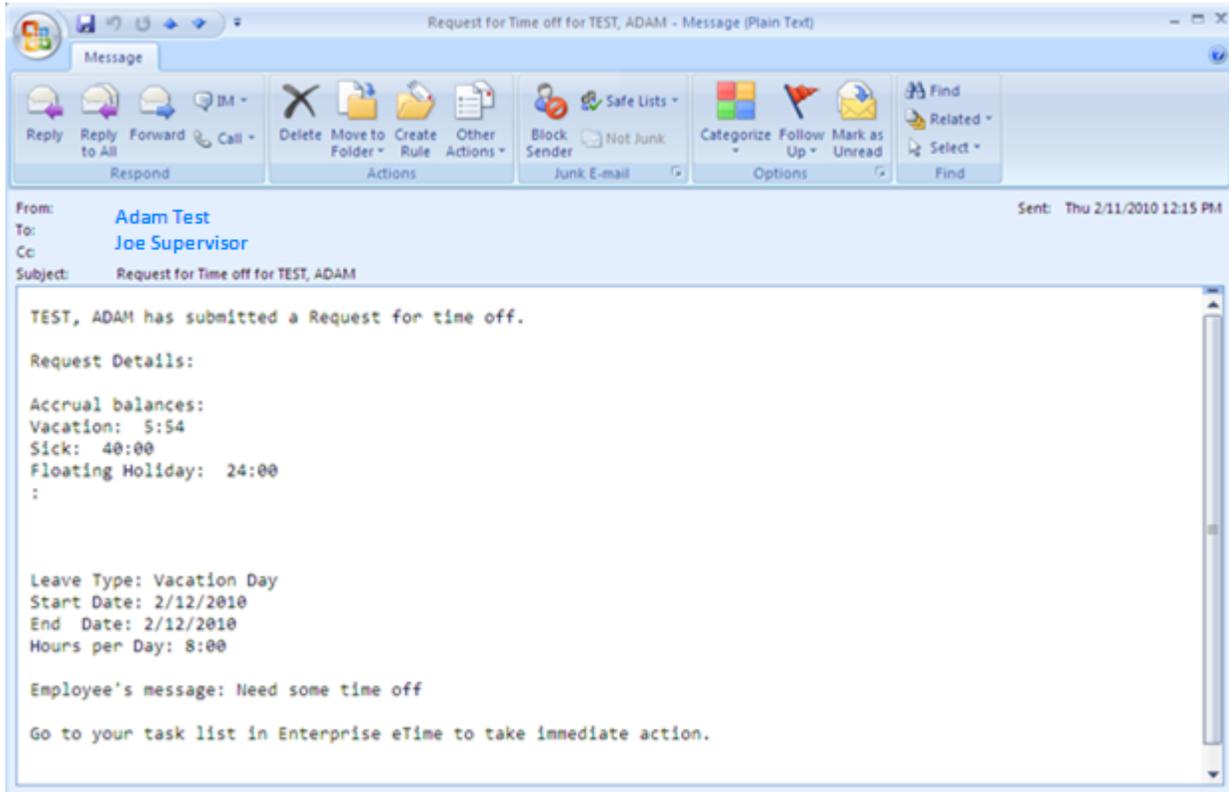
If you need to correct an approved time off request please have the associate send you a message (fax, email or written) or they can use the Timeaway Correction form located on ASM Connects>Payroll Services. You can then open a help desk ticket with Payroll → Time away Correction, attaching the document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

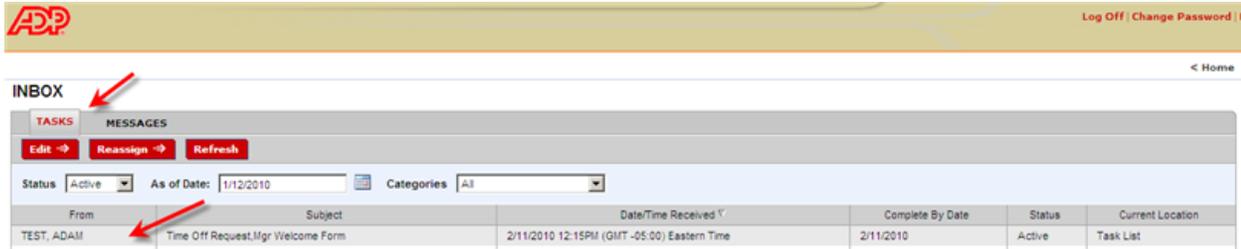
Once an associate has made a request for time off, the supervisor will receive an email (in their eTIME inbox and ASMNET inbox), indicating the request made by the Associate.



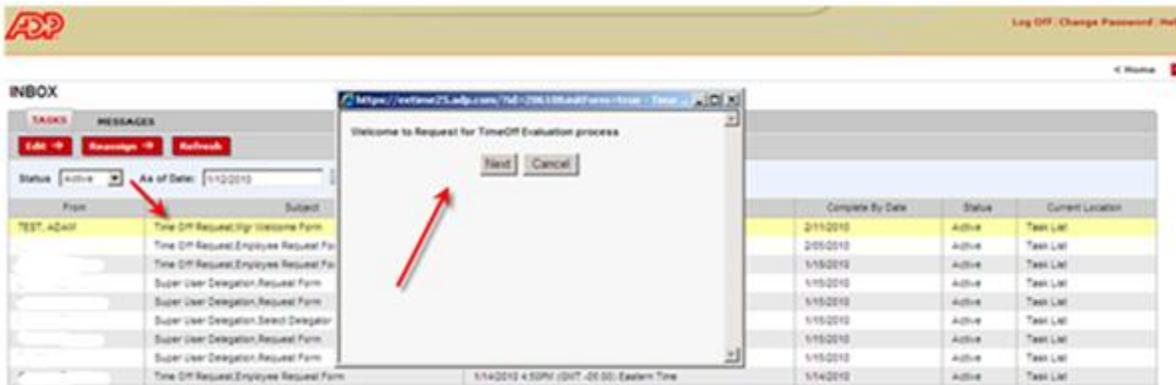
The supervisor will need to login into eTIME and click on Inbox under the General Tab.



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.



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



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 want to do?**  
 Approve  Reject  Recheck Rules

Message:

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.

**ADP** Log Off | Change Password | Home

**INBOX**

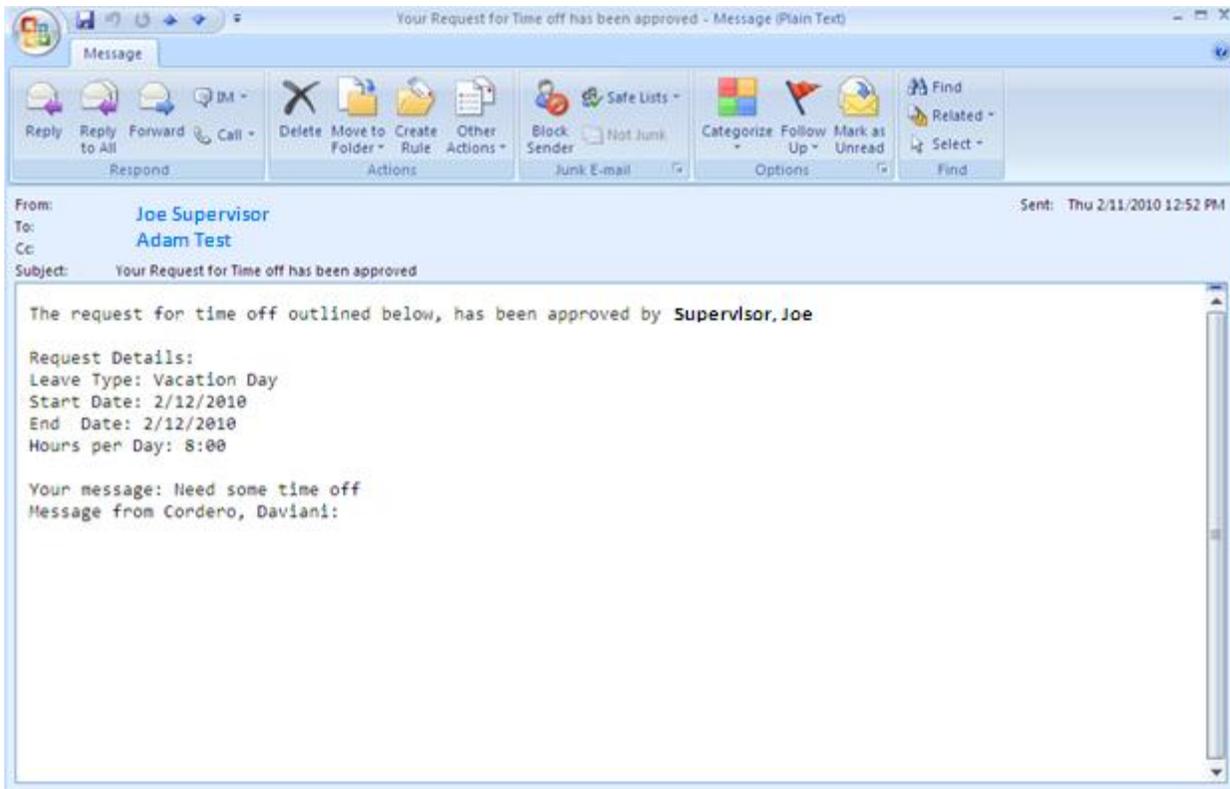
TASKS | MESSAGES  
 Edit | Reassign | Refresh  
 Status: Active | As of Date: 1/13/2010

From	Subject
TEST, ADAM	Time Off Request: My Vacation Form
	Time Off Request: Employee Request!
	Time Off Request: Employee Request!
	Super User Delegation Request Form
	Time Off Request: Employee Request!

Thank you for using Request for Time Off evaluation process.

Complete By Date	Status	Current Location
2/11/2010	Active	Test List
2/05/2010	Active	Test List
1/18/2010	Active	Test List
1/15/2010	Active	Test List
1/14/2010	Active	Test List

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.

Add Row	Date	Pay Code	Amount	In	Transfer	Out	No Meal	Shift	Totals Daily
	Mon 2/08			8:30AM		12:00PM	<input type="checkbox"/>		
	Mon 2/08			12:30PM		3:00PM	<input type="checkbox"/>	6:00	6:00
	Tue 2/09			8:30AM			<input type="checkbox"/>		
	Tue 2/09			12:30PM		3:00PM	<input type="checkbox"/>	2:30	2:30
	Wed 2/10						<input type="checkbox"/>		
	Thu 2/11			11:37AM	000099		<input type="checkbox"/>		
	Fri 2/12	Vacation Day	8.00				<input type="checkbox"/>		8.00
	Sat 2/13						<input type="checkbox"/>		
	Sun 2/14						<input type="checkbox"/>		
Total:									16:30

**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 → 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.