



**USG Shared Services Initiative**  
*"Creating A More Educated Georgia"*

**Board of Regents of the  
University System of Georgia  
eTIME<sup>®</sup> Employee User Guide**

**Manager / Supervisor  
Time Approval and Sign-Off Process  
Quick Reference Guide**

## Approvals and Sign-Offs

Approval is an indication of acceptance. It is also a way for more than one manager to approve an employee's timecard for which they are responsible (there can be multiple Manager Approvals on one timecard.)

Sign-off indicates that the timecard is finished with edits and is ready for payroll processing. There can only be one sign-off on a timecard.

## Timecard Approval

### Overview

Employees who can access their timecards via the web will be responsible for reviewing and approving their own timecards. After employee approval, the manager will review and Approve. There can be more than one manager approval on a given timecard. For example, if two managers share review responsibilities for an employee that works two jobs, they may each approve the timecard. Each approval is recorded in the audit trail, which is located at the bottom of the timecard window.

Managers can make edits to the timecard after it has been approved (it doesn't matter if it has been approved by another manager; the approval does not prevent a manager from editing the timecard). However, an employee cannot remove their approval or edit their timecard after it has been approved by a manager.

### Facts about Approving Timecards:

- You can approve a timecard for the entire pay period, a specific date, or a range of dates.
- Approval is simply a way to document that the timecard has been reviewed. Time will not pass to payroll until a final review has been completed by Payroll Staff and sign-off applied.

## Sign-Off

### Overview

When the timecard is complete, accurate, and ready for submission to payroll, a final sign-off insures the timecard is safe from further edits and approvals. If you have rights to access the sign-off feature, you can sign-off employee information for the previous pay period or the current pay period (to be used for early closing weeks only.) This prevents additional timecard and schedule edits from being made.

If necessary, the sign-off can be removed. Sign-offs can be removed by ANY person with a Function Access Profile that allows them to "Remove Sign-Off". It does NOT have to be removed by the person who initially performed the sign-off.

### Facts about Sign-off:

- To perform a sign-off in the timecard, you must select the **previous pay period** as the timeframe. ***You should not sign-off on the current pay period except in special situations.***

- Sign-off does not prompt for a date. All previous data that is not signed off becomes signed off when the sign-off is performed.
- Remove sign-off removes the last sign-off performed.
- Removing sign-off is not limited to the previous pay period timeframe. It can be performed in any timeframe.
- You can remove sign-off for any data that has not had payroll lock applied. USG policy will dictate the applicable timeframe for edits.

## Screen Shots

### Approval

Select correct Time Period dropdown at top of timecard or specify a range of dates. From the top menu bar select Approvals, then Approve.

The screenshot displays the ADP Timecard interface. At the top, there is a navigation bar with 'GENERAL', 'MY QUICKNAVS', 'TIMEKEEPING', and 'MY INFORMATION' menus. Below this, the user's name 'ADPTEST-LV' and the time period 'Previous Pay Period' are shown. The main area is a table with columns for 'Date', 'Pay Code', 'Amount', 'Approvals', and 'Reports'. The 'Approvals' column has a dropdown menu open, showing 'Approve' and 'Remove Approval' options. The table shows dates from Sat 4/04 to Fri 4/10, with various pay codes like 'SICK', 'VACATION', and 'REGULAR'. Below the table, there is a 'TOTALS & SCHEDULE' section with a table showing 'Date', 'Start Time', 'End Time', 'Pay Code', and 'Amount'.

Sign-offs & Approvals tab at bottom of timecard shows the username of the approver as well as the approval start and end date.

Timecard | People | Reports | My Timecard

**TIMECARD**  
 Loaded: 11:09PM  
 Name & ID: ADPTEST-LV / ADPLV  
 Time Period: Previous Pay Period

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sat 4/04											
Sun 4/05											
Mon 4/06			8:00AM					5:00PM	9:00	9:00	9:00
Tue 4/07			8:00AM	////zADPTEST2/				5:00PM	9:00	9:00	18:00
Wed 4/08											18:00
Thu 4/09											18:00
Fri 4/10	SICK	8:00									
Fri 4/10	VACATION	8:00								16:00	34:00
Sat 4/11											34:00
Sun 4/12											34:00
Mon 4/13	SICK	8:00									
Mon 4/13	VACATION	8:00								16:00	50:00
Tue 4/14	SICK	8:00								8:00	58:00

Action Taken	Date	Time	Amount	User	Start Date	End Date	Comment
Approval by Employee	4/19/2009	8:04PM		adplv1	4/04/2009	4/17/2009	
Approval by Manager	4/19/2009	8:09PM		relmoretest	4/04/2009	4/17/2009	

**Sign-Off**  
 Select Previous Pay Period dropdown at top of timecard. From the top menu bar select Approvals, then Sign-Off.

Timecard | Schedule | People | Reports | More

**TIMECARD**  
 Loaded: 11:11PM  
 Name & ID: ADPTEST-LV / ADPLV  
 Time Period: Previous Pay Period

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Fri 4/03											
Sat 4/04											
Sun 4/05											
Mon 4/06			8:00AM					5:00PM	9:00	9:00	9:00
Tue 4/07			8:00AM	////zADPTEST2/				5:00PM	9:00	9:00	18:00
Wed 4/08											18:00
Thu 4/09											18:00
Fri 4/10	SICK	8:00									
Fri 4/10	VACATION	8:00								16:00	34:00
Sat 4/11											34:00
Sun 4/12											34:00
Mon 4/13	SICK	8:00									
Mon 4/13	VACATION	8:00								16:00	50:00

Account	Pay Code	Amount	Wages	Date	Start Time	End Time	Pay Code	Amount
...0000/0000/0000000000/0000000/zADPTEST11/	VACATION	16:00		Sat 4/04				
...0000/0000/0000000000/0000000/zADPTEST11/	REGULAR	9:00		Sun 4/05				
...0000/0000/0000000000/0000000/zADPTEST11/	REGULAR	9:00		Mon 4/06	8:00AM	5:00PM		
...0000/0000/0000000000/0000000/zADPTEST22/	REGULAR	9:00		Tue 4/07	8:00AM	5:00PM		
...0000/0000/0000000000/0000000/zADPTEST11/	SICK	32:00		Wed 4/08	8:00AM	5:00PM		
...0000/0000/0000000000/0000000/zADPTEST11/	SICK	32:00		Thu 4/09	8:00AM	5:00PM		

**Sign-offs & Approvals** tab at bottom of timecard shows the user who performed the sign-off and the end date of the signed-off period.



- GENERAL
- MY QUICKNAVS
- TIMEKEEPING
- SCHEDULING
- MY ACTIVITY QUICKNAVS
- RECORD RETENTION

Timecard | Schedule | People | Reports | More

### TIMECARD

Signed Off: 11:12PM

Name & ID:

Time Period:

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Fri 4/03											
Sat 4/04											
Sun 4/05											
Mon 4/06			8:00AM		5:00PM				9:00	9:00	9:00
Tue 4/07			8:00AM	;/;/;/ZADPTEST2/	5:00PM				9:00	9:00	18:00
Wed 4/08											18:00
Thu 4/09											18:00
Fri 4/10	SICK	8:00									18:00
Fri 4/10	VACATION	8:00								16:00	34:00
Sat 4/11											34:00
Sun 4/12											34:00
Mon 4/13	SICK	8:00									34:00
Mon 4/13	VACATION	8:00								16:00	50:00

TOTALS & SCHEDULE		ACCRUALS REPORTING PERIOD		AUDITS	SIGN-OFFS & APPROVALS		
Action Taken	Date	Time	Amount	User	Start Date	End Date	Comment
Approval by Employee	4/19/2009	8:04PM		adplv1	4/04/2009	4/17/2009	
Approval by Manager	4/19/2009	8:08PM		reimoretst	4/04/2009	4/17/2009	
Sign-off	4/19/2009	11:12PM		hs-rabomp		4/17/2009	