

## BIWEEKLY TIMECARD SUBMISSION

1. Log into the ADP website: <https://portal.adp.com>
2. Select the **Time** tab.
3. Under **Time and Attendance** click *All other employees: Click [Here](#) to access eTime.*
4. The Enterprise eTime window will open.
5. Under **My Information** select **My Timecard**
6. Your timecard will open.

The screenshot shows the ADP Enterprise eTIME web application in Microsoft Internet Explorer. The browser address bar displays the URL: <https://eet.adp.com/wfc/applications/suitenav/navigation.do?ESS=true>. The page title is "Enterprise eTIME® - Microsoft Internet Explorer".

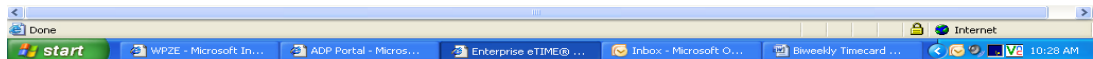
The main content area is titled "TIMECARD" and displays the user's information: "Person & Id Johnson, Tonya L. (0148071)". Below this, the "Time Period" is set to "Current Pay Period" for the dates 8/22/2009 - 9/04/2009. There are several action buttons: "Save", "Approve", "Comments", "Primary Account", "Totals Summary", and "Refresh".

The timecard is presented in two rows, each with a table for entering hours worked. The first row covers the period from Saturday 8/22 to Friday 8/28. The second row covers the period from Saturday 8/29 to Friday 9/04. Each day has a column for "Hours Worked" with a dropdown menu and a search icon, and a column for the total hours worked, currently showing "0:00".

Add Row	Pay Code	Transfer	Sat 8/22	Sun 8/23	Mon 8/24	Tue 8/25	Wed 8/26	Thu 8/27	Fri 8/28	Totals
Hours Worked			0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00

Add Row	Pay Code	Transfer	Sat 8/29	Sun 8/30	Mon 8/31	Tue 9/01	Wed 9/02	Thu 9/03	Fri 9/04	Totals
Hours Worked			0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00



7. Enter the hours worked for the current pay period.
8. After entering hours worked, click the **SAVE** button (click **SAVE** only when confirming hours worked are entered correctly).
9. Next click the **APPROVE** button (Approving your timecard "submits" your timecard for manager approval).
10. YOU HAVE SUCCESSFULLY SUBMITTED YOUR TIMECARD!