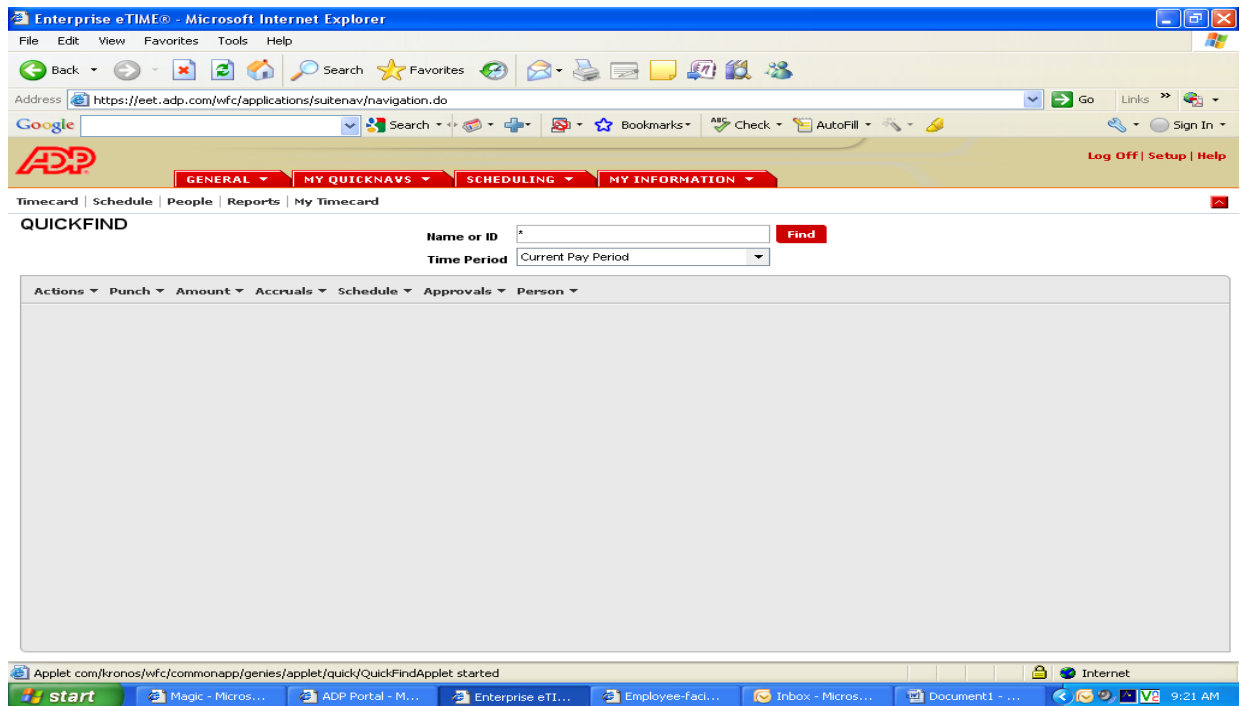


MANAGER APPROVAL OF A MONTHLY/FACULTY TIMECARD

1. Log into the ADP website: <https://portal.adp.com>
2. Select the **Time** tab.
3. Under **Time and Attendance** click **Managers/Approvers**: Click [Here](#) to access eTime
4. The Enterprise eTime window will open
5. The following screen should appear:



6. In the **Time Period Box** select Previous Pay Period. **If you are approving timecards prior to the 1st of the month, the Time Period Box should remain Current Pay Period.**
7. Click the **Find** button
8. After clicking the **Find** button, a list of employees whose timecards you approve should appear. *(Managers can run the **Identifying Timecard Activity** report to identify monthly employees who reported exceptions).*
9. Double click the name of an employee to open the timecard.
10. Verify the hours submitted are correct. (If necessary, you may make corrections to the timecard and **SAVE**).
11. Once you have verified the hours worked are correct, click the **Approvals** tab.
12. Under the **Approvals** tab click *Approve*.
13. **YOU HAVE SUCCESSFULLY APPROVED THE TIMECARD!**