

# ADP eTIME FAQ

This document contains answers to some common questions about eTime, the *new* timecard data entry program.

## BASICS

- **What is eTime?**
  - eTime is a web-based application for recording time worked and paid time off, such as PTO and Jury Duty. eTime replaces the use of paper timecards, payroll summary sheets and My Weichert Info.
- **Where do I get training on how to use eTime?**
  - Training courses are available via Weichert University on WeichertOne
  - Title employees should [click here](#) to access the training courses
- **How do I access eTime?**
  - You can access eTime via the Employee Self Service (ESS) portal by selecting the Time & Attendance tab, clicking on the Welcome page and then the Enterprise eTime link. No separate User ID or password is required. If you have not registered for ESS you will need to do so immediately. [Click here](#) for registration instructions.
- **Can I use eTime from home?**
  - Yes. Since eTime is accessed via ESS, you can access eTime remotely as well.
- **What are the system requirements for eTime?**
  - If you are accessing eTime remotely, the PC must have Java 1.6.0\_17 (JRE) or higher installed. If you are accessing eTime via your work computer or the Citrix server, the correct version of Java is already installed. If you receive Java or other errors related to your system when trying to access eTime, please contact the Help Desk.


## TIME ENTRY & APPROVAL


- **How will I submit my time worked/paid-time off?**
  - Paper timecards will be replaced by electronic timecards (eTime) for non-exempt (hourly) employees. You will enter all time worked; in and out punches (including lunch), and paid time off such as holidays and PTO on a daily basis in order to accurately reflect and record all hours worked/time-off.
  - For exempt (salaried) employees, only time-off, such as PTO, Jury Duty and Bereavement will be entered into the electronic timecard. There is no need to enter holiday time or office closure.
  - Future time-off requests will be entered into the eTime system by both non-exempt (hourly) and exempt (salaried) employees and electronically routed for approval.
- **Do I need to approve my own timecard?**
  - Yes. Both exempt (salaried) and non-exempt (hourly) employees will need to electronically approve their timecards biweekly in eTime.

- **How do I approve my timecard?**
  - In the timecard, select the current pay period.
  - Select Approve.

**Note:** If you previously approved some, but not all of the days in a specified timeframe, and you run the approval process again, the remaining days will be approved.
- **Who approves timecards/time-off requests?**
  - Your manager will review and approve your timecard and time off requests every pay period using eTime.
- **When are timecards due?**
  - Timecards are to be approved by end of business on the Friday before pay day.
- **What do I do if I am not working the day timecards are due?**
  - If you are out unexpectedly, your supervisor will have access to make the necessary adjustments to your timecard and approve it.
- **I am a Manager, or responsible to approve other employee's timecards. Can I assign someone else to approve the timecards in my absence?**
  - Yes. The eTime system does permit an approver to set another individual as an approver during their absence.
- **I am a Manager – what do I do if my employee is on a leave of absence?**
  - All leaves of absence will be entered into eTime by the Human Resources Department. It is your responsibility to make sure you inform HR of all leaves of absence.
- **If a new hire does not have access to eTime yet and timecards are due, what needs to be done?**
  - Keep a manual timesheet until you receive a welcome email from the HR Department to access the Employee Self Service (ESS) Portal.
  - Register for ESS and follow the instructions regarding eTime training.
  - If you do not receive access by the end of the pay period, hand in your manual timesheet to your manager.
- **How do I get paid for previous pay periods that I missed?**
  - If you notice you are missing time from a previous pay period, contact the payroll department at [payroll@weichertrealtors.net](mailto:payroll@weichertrealtors.net)


## HOW TO'S AND OTHER TIPS

- **How do I delete a row of entry?**
  - Select the  delete row icon on the day that is being deleted.
  - You will be prompted "Erase data for entire row?" click OK.
  - Click Save.

- **How do I record my time when I have both hours worked and time-off, such as PTO in the same day?**
  - First enter the In and Out punches for the day and Save.
  - Select the  insert row icon on the row with the same date.
  - On the new row select the time off code that applies in the Pay Code column.
  - Enter the amount of hours in the Amount column.
  - Click Save.
- **How do I cancel edits?**
  - From the Actions menu, select Refresh.

**Note:** The system returns information as it appears in the database. Any edits that you made but did not save are lost. If you already saved your edits, you cannot cancel them; you can, however, edit them if you have the applicable access rights.

- **How do I check my PTO balance?**
  - Go to the Accruals tab on your timecard to view current or projected PTO balances.
  - Select date in the Balance as of field.
  - Click Apply.
    - ❖ **PTO** - represents the type of PTO. PTO is any time earned in the current year and PTO carry-over is the PTO time remaining (up to one week's scheduled hours) from last year.
    - ❖ **PTO Balance**- the amount of PTO earned minus the PTO taken on the selected day.
    - ❖ **PTO Taken to Date**- is the amount of PTO taken on the selected day.
    - ❖ **Remaining PTO to be earned**- is how much PTO you are still eligible to earn for the current year.
    - ❖ **Future PTO Scheduled**- is any PTO that you have scheduled and has been approved by your Manager through the PTO request function in eTime.
    - ❖ **Projected year end**- The combination of your PTO balance plus the remaining PTO to be earned minus your future PTO scheduled.
    - ❖ **Reporting Period**- The reporting period reflects the timeframe in which these balances are reflected. The reporting period will always be a calendar year.

TOTALS & SCHEDULE		ACCRUALS	AUDITS			
Accrual Profile		PTO - 40 HRS				
		Balance as of			6/16/2012	
PTO	PTO Balance	PTO Taken to Date	Remaining PTO to be Earned	Future PTO Scheduled	Projected Year End Balance	Reporting Period
PTO	17.77	49.0	77.23	0.0	95.0	1/01/2012 - 12/31/2012
PTO Carry Over	0.0	0.0	0.0	0.0	0.0	1/01/2012 - 12/31/2012

- ***What if I forget to enter a start time, or end time?***
  - If you forget to enter a start or end time a red border will appear on your timecard on the day of the missing punch. If this is not corrected before approval then the hours for that shift will not calculate correctly resulting in incorrect payment for that day.
  
- ***I see a red border around one of my punches. What does that mean?***
  - A cell bordered in red indicates an exception, such as a late punch, missing punch, or long interval. Place cursor over the cell border to get details as to what the exception is.
  
- ***I see a solid red box on my timecard. What does that mean?***
  - A solid red box indicates a missed in/out punch. Place cursor over the cell border to get details as to what the exception is.
  
- ***I see a blue box around my hours. What does that mean?***
  - A cell bordered in blue means that this entry is an excused absence.
  
- ***I see purple entries on my timecard. What does that mean?***
  - A transaction shown in purple indicates that it was added to the timecard by the system.