

# eTime: Navigation For Employees

## JOB AID

---

### Credits

ADP®, the ADP logo®, and ADP A more human resource® are registered trademarks of ADP, LLC.

All other trademarks and service marks are the property of their respective owners.

Copyright © 2019 ADP, LLC. ADP Proprietary and Confidential - All Rights Reserved. These materials may not be reproduced in any format without the express written permission of ADP, LLC. Any repurposing, reposting, or other use of this content (including, but not limited to YouTube® or any other social media) is expressly prohibited.

ADP provides this publication “as is” without warranty of any kind, either express or implied, including, but not limited to, the implied warranties of merchantability or fitness for a particular purpose. ADP is not responsible for any technical inaccuracies or typographical errors which may be contained in this publication. Changes are periodically made to the information herein, and such changes will be incorporated in new editions of this publication. ADP may make improvements and/or changes in the product and/or the programs described in this publication at any time without notice.

JOB AID

# eTime: Navigation for Employees

## General Navigation

This is a high-level look at the various navigation features associated with eTime. The features available are dependent upon your job role and the task you are performing.

## Accessing eTime

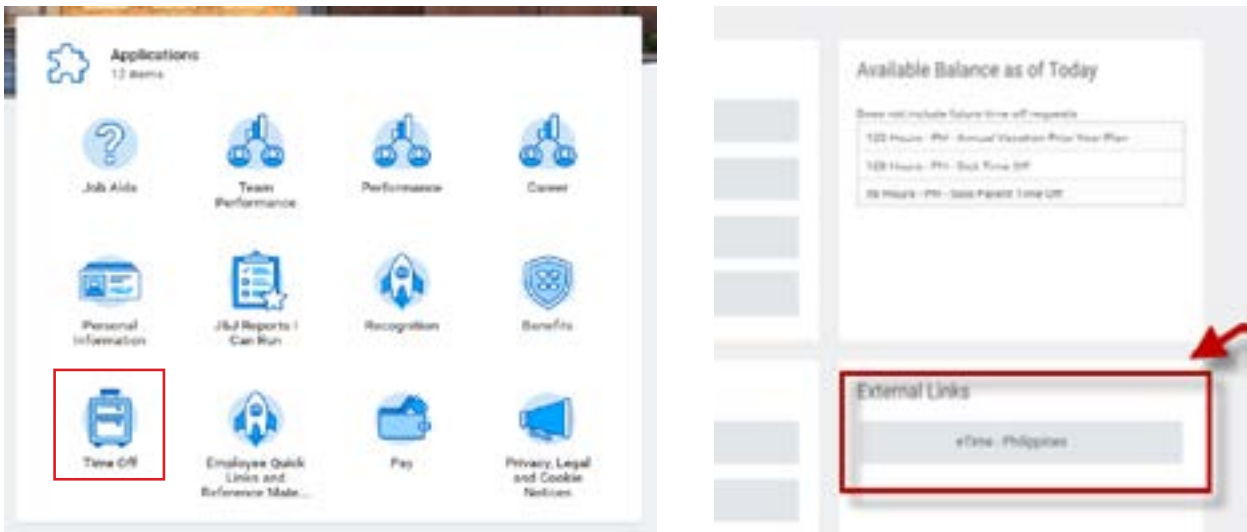
The eTime system can be accessed using one of the following methods:

- Via a Link to eTime via WD (Workday) Portal, when you are on J&J Network (It uses SSO – Single Sign-on and you cannot use eTime system on Public Network)
- Via ‘ADP Mobile Solutions’ Mobile App (you will need to download the App from App store)

The language setting is same as that in WD.

## Accessing eTime via Workday

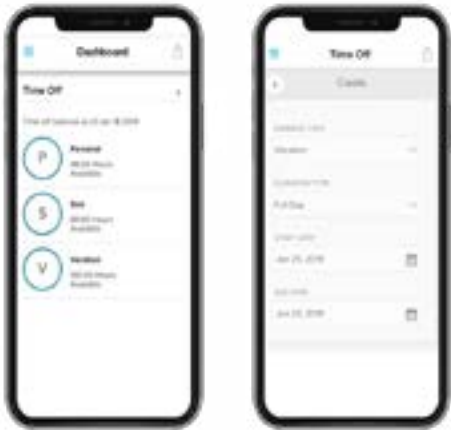
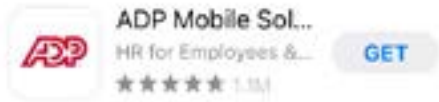
The link to eTime is available to you via WD (Workday) Portal. The link is on Time Off Worklet as shown below. You are taken to eTime, when you click on the link.



## Accessing eTime via ADP Mobile Solutions Mobile App

You will have to download ADP Mobile Solutions from the App Store.

The screens for eTime section in the App are shown below as an example:

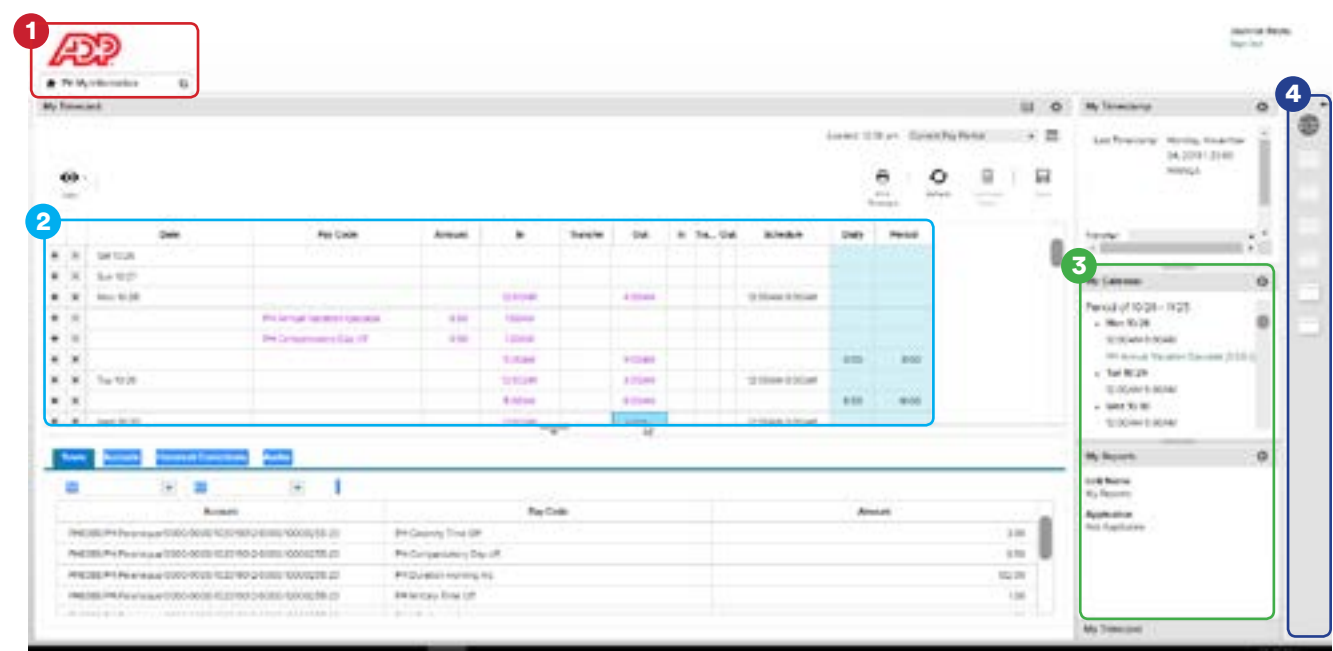


JOB AID

eTime: Navigation for Employees

User Interface

The My Information workspace is where you will find the options you need to maintain and submit your time-card, review your schedule, manage your time off, and maintain your inbox. Depending on your access profile, you will see primary and secondary widgets through which you can view and access time data. The widgets that are displayed depend on your system configuration.



User Interface

- 1 Your Home Workspace
- 2 Primary Widget
- 3 Secondary Widgets
- 4 Related Items Pane

The following table summarizes the Time & Attendance common interface components:

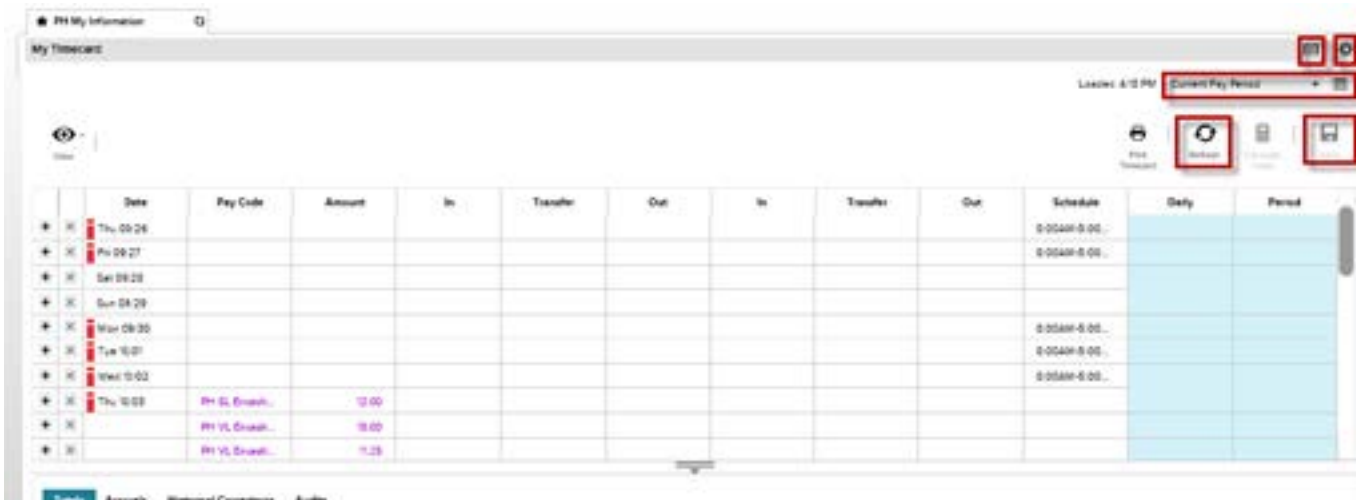
Component	Description
Workspace	A collection of widgets that are bound together for completing a task or for a specific role. Click the refresh button (↻) on the workspace tab to restore the workspace to its default settings.
Widget	A self-contained component that is used to access specific Time & Attendance functionality or tasks.
Primary Widget	A widget that is displayed in the main part of the workspace. Only the widget in the primary position can be used.
Secondary Widget	Additional widgets that are displayed on the side of the workspace. To access a secondary widget, you must move the widget to the primary position.
Related Items Pane	An area in the workspace that is used to access additional stored widgets. To expand the pane, click the arrow (⌵) at the top of the pane. Click a widget to open it in a separate workspace. Click X on the workspace tab to close it.

JOB AID

eTime: Navigation for Employees

Common Fields, Buttons, and Icons

The following table summarizes common fields, buttons, and icons that are used in Time & Attendance.



Component	Description
<b>Time Period Field</b> 	Used to define the span of time for data or tasks by selecting a pre-defined period or by entering custom dates.
<b>Save Button</b> 	Used to save changes to your timecard.
<b>Refresh Button</b> 	Used to refresh your data after making changes.
<b>Resize Button</b> 	Used to maximize or minimize the primary widget's size.
<b>Gear Button</b> 	Used to move a secondary widget to the primary position. Click the gear icon and then select Pop-Out. <i>Note: Alternatively, you can drag and drop a secondary widget (using its title bar) to the primary position.</i>

Common Fields

Log Off Time and Attendance

To log off Time & Attendance, click Sign Out located in the upper-right corner of the page. It is a best practice to log off the product when you have completed your tasks.

