Johnson & Johnson

JOB AID:

eTime - Navigation for Employees

Important: Please be sure you have read and understand the Job Aid **"eTime: Navigation for Employees"** prior to reviewing this Job Aid so that you are familiar with the eTime basic navigation and terminology.

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

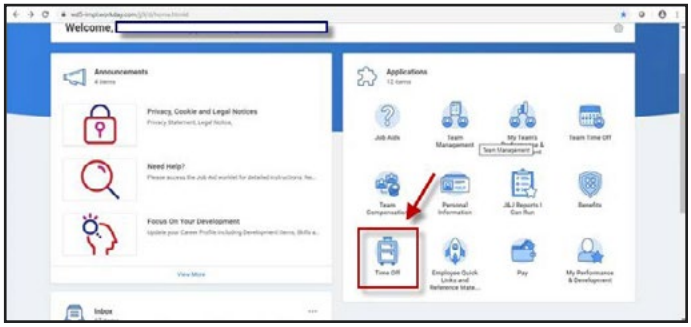
The eTime system can be accessed using one of the following methods:

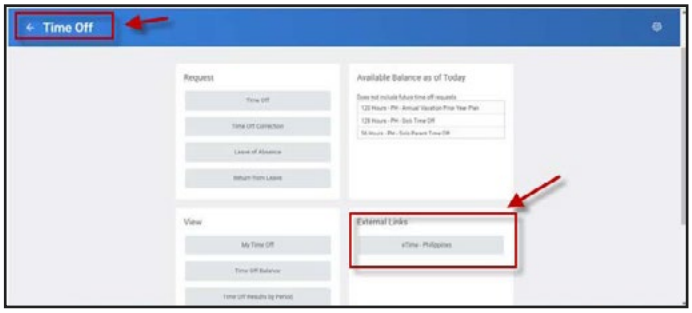
- Via a Link to eTime via WD (Workday) Portal, when you are on J&J Network (It uses SSO - Single Sign-on and you cannot use eTime system on Public Network)
- Via 'ADP Mobile Solutions' Mobile App (you will need to download the App from App store)

The language setting is same as that in WD.

Accessing eTime via WD

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.





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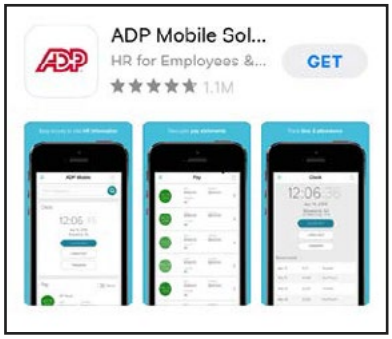
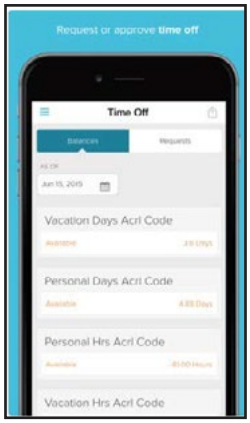
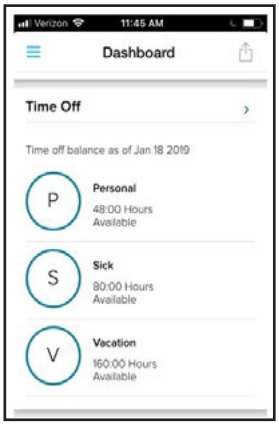
Accessing eTime via 'ADP Mobile Solutions' Mobile App

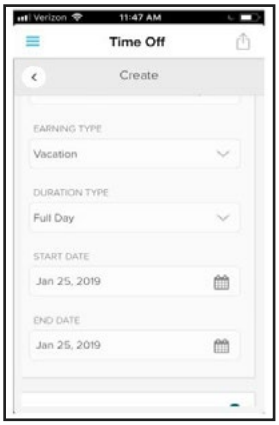
You will have a download the following App from the App store:



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







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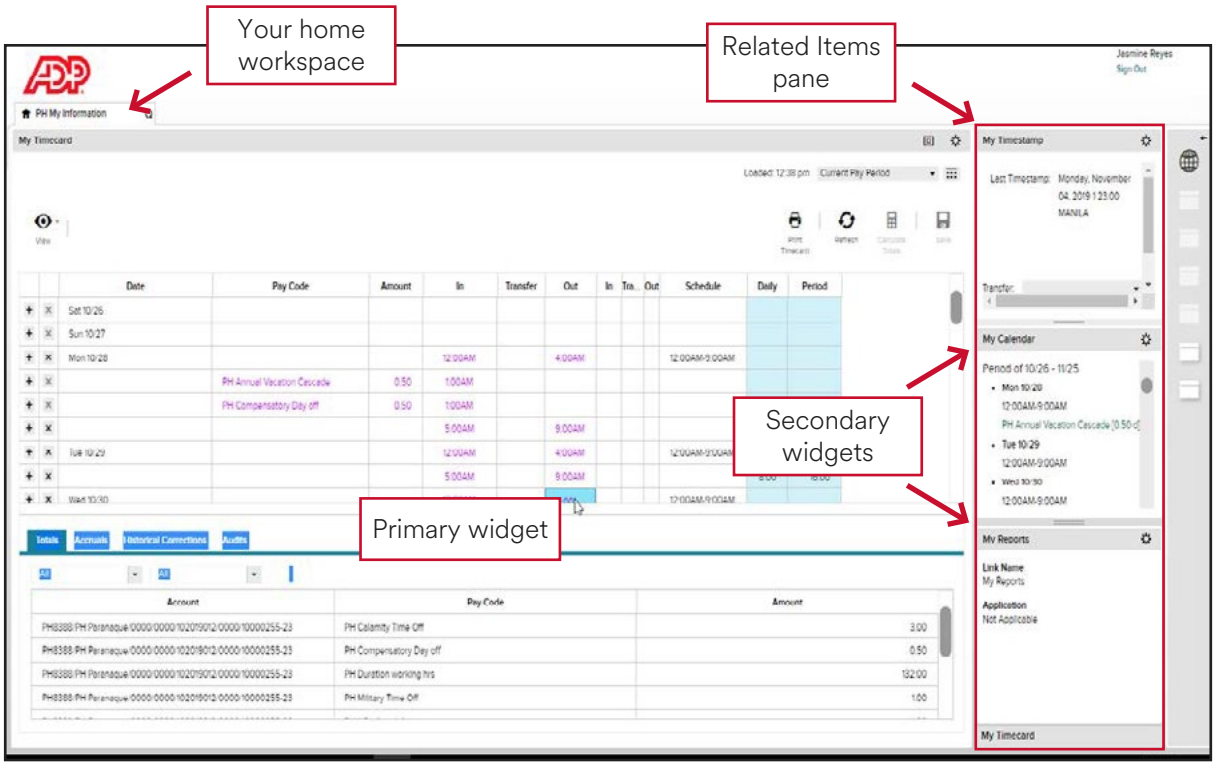
User Interface

The My Information workspace is where you will find the options you need to maintain and submit your timecard, 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.



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.

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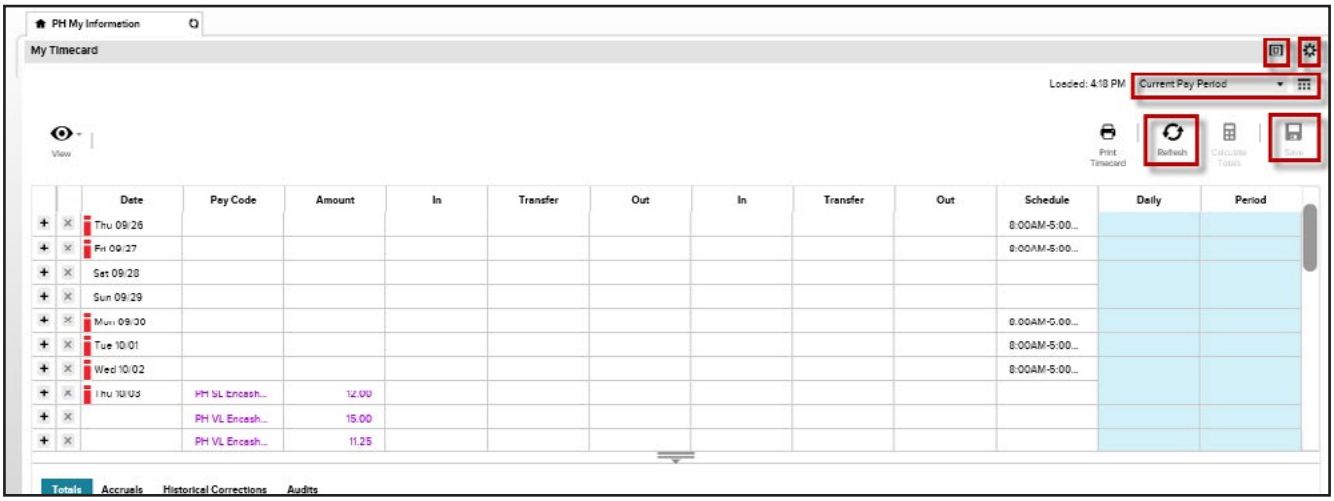
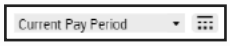
Common Fields, Buttons, and Icons

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



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

Timezone

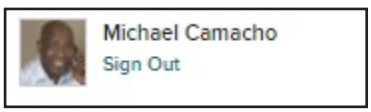
Because eTime is a global appliction, it uses Eastern Standard Time (EST) to time stamp the transactin processed in the system – timecard edits, time off submissions (requests and cancellations) and approvals, and report generation time stamps.

However, the timestamp widget on Pay Grade 22 timecard will be in the local time (PH Time).

Log Off Time & 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.



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