

-Administrative Employee-

Enterprise Etime Web address: <https://etime27.adphc.com/bm9e/logon>

Logging on: Enter your User Name and Password (case sensitive)

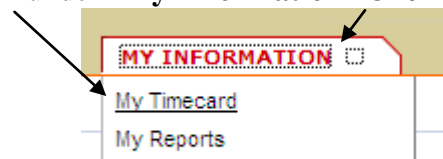
LOG ON

User Name

Password

On the top of your screen under “**My Information**” Click on “**My Timecard**”



This will bring up your timecard for the current pay period.

Time Period [Current Pay Period]

Pay Code	Sun 9/28	Mon 9/29	Tue 9/30	Wed 10/01	Thu 10/02	Fri 10/03	Sat 10/04
Bereavement							
Week starting: Sun 10/05							
Pay Code	Sun 10/05	Mon 10/06	Tue 10/07	Wed 10/08	Thu 10/09	Fri 10/10	Sat 10/11
Bereavement							
Week starting: Sun 10/12							
Pay Code	Sun 10/12	Mon 10/13	Tue 10/14	Wed 10/15	Thu 10/16	Fri 10/17	Sat 10/18
Bereavement							
Week starting: Sun 10/19							
Pay Code	Sun 10/19	Mon 10/20	Tue 10/21	Wed 10/22	Thu 10/23	Fri 10/24	Sat 10/25
Bereavement							
Week starting: Sun 10/26							
Pay Code	Sun 10/26	Mon 10/27	Tue 10/28	Wed 10/29	Thu 10/30	Fri 10/31	Sat 11/01
Bereavement							

To enter non-worked time, such as sick, vacation, personal time, unpaid time (for those who work less than 12 months per year) and the Grinnell Unpaid Leave Program (GULP):

- Click in the Pay Code Column of the row to display the down arrow.
- Click the down arrow to open the pay code drop down list.

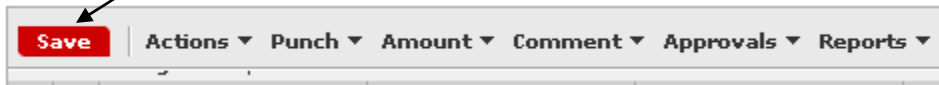
Week starting: Sun 10/05							
Pay Code	Sun 10/05	Mon 10/06	Tue 10/07	Wed 10/08			
Vacation			8.0				
Holiday			8.0				
Jury Duty							
Paid Parental Leave							
Personal							
Sick							
Vacation	Sun 10/12	Mon 10/13	Tue 10/14	Wed 10/15			
Unpaid Time							
Wellness							

Please note: Those on the Grinnell Unpaid Leave Program should choose “GULP” and not “Unpaid Leave”

- Press the TAB key to move the cursor to the day column.
- Enter the number of hours.

Week starting: Sun 10/05							
Pay Code	Sun 10/05	Mon 10/06					
Vacation		8.0					
			8.0				

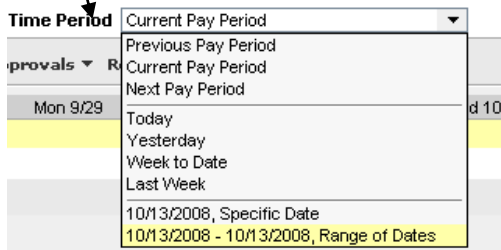
Click "Save" at the top of timecard.



If you're entering non-worked hours for a previous pay period you will need to select the range of dates at the top of your timecard.

Click on the down arrow and go to:

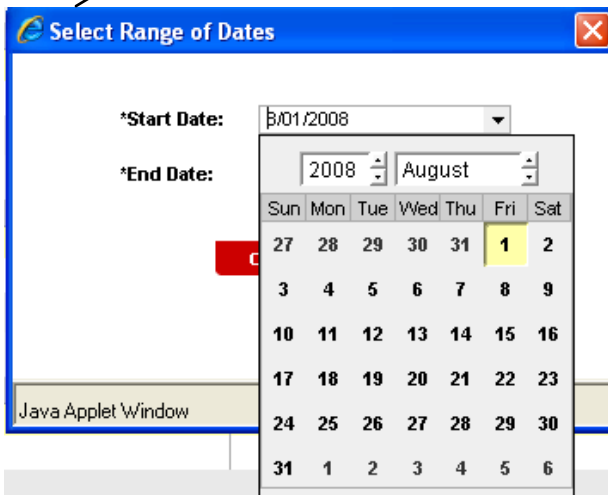
- Previous pay Period: For the previous month
- Range of Dates: brings up the selected date range



Range of Dates; Select this from the drop down box.

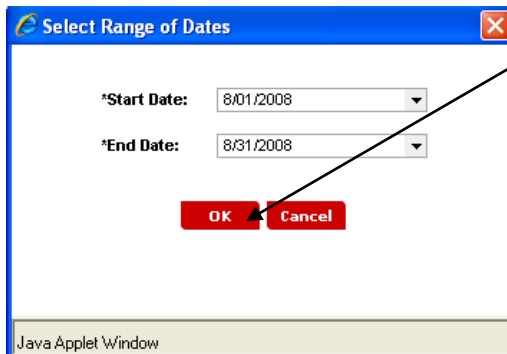
This will bring up a "Select Range of Dates" box

Click the down arrow next to "Start Date"; this will be up a calendar, use the up and down arrows to select the correct month then click on the date.



Repeat this set for the "End Date"

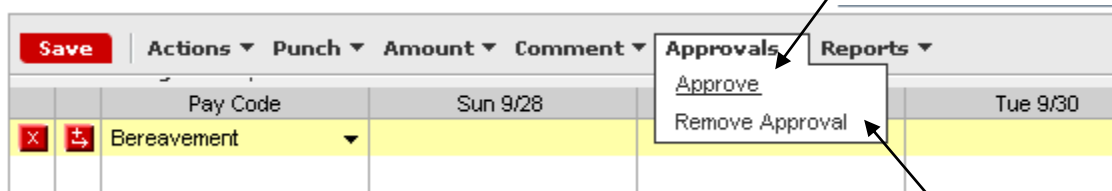
Once you have your range of dates' select click on ok.



You will now be able to enter non-worked hours for the range of dates selected.

Once you have entered all your non-worked time into E-time, you need to approve your timecard.

To approve go to approve at the top of your timecard and then select approve.



If you need to enter time in a pay period that has already been approved, you will need to remove your approval. To remove approval to “Approvals” and click on “Remove Approval”. Once you have made all your changes you need to re-approve your timecard.

- Vacation time is credited annually on July 1st.
- Employees beginning work after July 1st will receive a prorated portion of vacation time for the remainder of the fiscal year.
- The number of days that you have used will be tracked by you and your supervisor.
- Vacation credited on July 1st must be taken within 18 months or it will be forfeited.