Subject: ADP – How to Approve Your Time Card

Date: Wednesday, August 8, 2012 10:35:18 AM Hawaii-Aleutian Standard Time

From: Aileen Ogomori

Good Morning~

A gentle reminder, please approve your timecard when the payroll cycle ends. In the near future, payroll not pay staff who do not 'approve' their time cards. To remind yourselves of approving your timecard, please set a reminder on your calendar. Also, after staff approves their timecards, **managers** need to approve staff timecards.
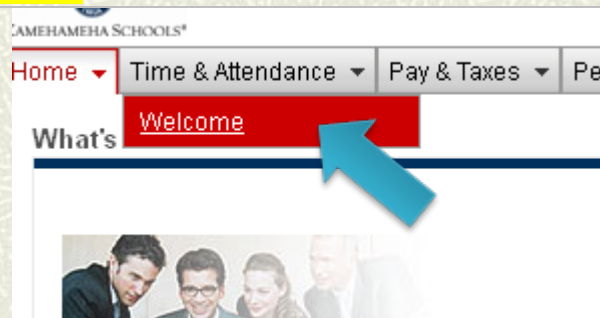
Managers, if you need assistance with approving your staff time cards, please see me~

The process to approve your time cards is listed below:

ADP – How to Approve Your Time Card

Time cards must be approved by all employees a week prior to pay day. To complete this action, please follow the steps below:

1. Login to ADP and click on the *Time and Attendance* and select *Welcome* from the dropdown menu.	
2. On the Welcome screen you will click on the *Enterprise eTime: For all employees, please click Here to access EeT*.	

3. A new window will open taking you to your eTime card. You will click on My Timecard.

My Information

- Inbox
- My Timecard
- My Reports
- My Actions

4. Before clicking approve on your time card, please verify the following:
   a. Time Period stated: *'Current Pay Period'*
   b. If you have submitted sick leave or vacation, it should be a line item added.
   c. Verify the hours are correct.
   d. When making changes, *click Save*.

5. Once you are done, click *Approve*.

If you make changes, don't forget to click 'SAVE'.

		Time Period	Current Pay Period	8/05/2

Save   Approve   Comments →   Primary Account   Totals Summary   Refresh

Add Row	Pay Code	Transfer	Sun 8/05
	Hours Worked		
	Sick Leave		
			0

Add Row	Pay Code	Transfer	Sun 8/12
	Hours Worked		
			0

If you need further assistance for approving your time cards, please feel free to contact me~

Mahalo for your kind cooperation!

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