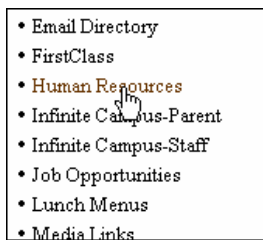


ADP Timecard Instructions

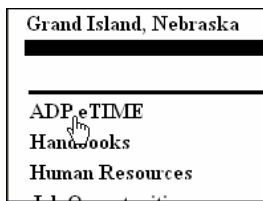
You need to clock in when you arrive for work in the morning, when you leave for lunch, when you return from lunch, and when you leave at the end of your working day. You can do this from your computer.

When you use your computer as your time clock, there are a couple of things you need to know. If you are using a pc (Dell) computer, use the browser Internet Explorer. If you are using a Macintosh computer, use the web browser Safari -- not Camino.

Open up your web browser, (Safari or Explorer). Navigate to the Grand Island Public Schools web page (www.gips.org). Click the Human Resources link.



Click ADP eTime link.

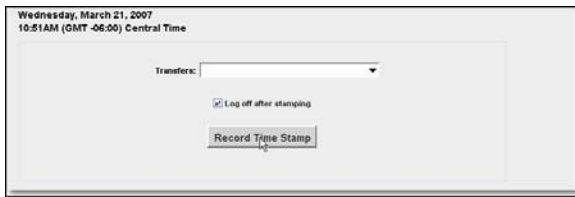


Fill in your employee ID number and the password, **welcome**.



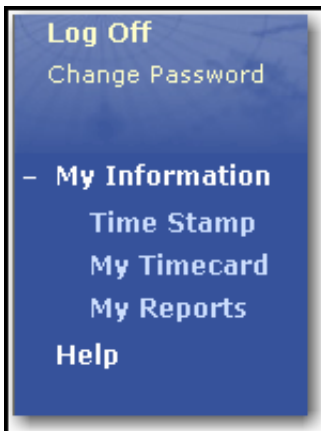
Click on -- Log On. This will bring up a page that you will need to fill in to create a password for you. The password you create will be used to access the timecard system so you can see your timecard, vacation time, sick leave, etc.

When using your computer to clock in, after you put in your school ID number and password, you will see the following page.

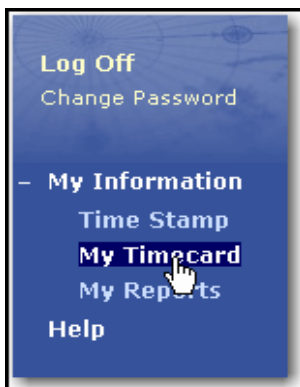


Click on -- **Record Time Stamp**, and the current time will be put in on your timecard. After you click Record Time Stamp, it will automatically log you out of the system.

If you would like to see your timecard, log in and click on My Timecard in the navigation bar. You will first have to open up My Information on the blue navigation bar.



Click on -- My Timecard, to open up your time card.



Below is a portion of a timecard. As you can see, this person clocked in yesterday at 9:06 am and today at 8:33 am. The solid red box indicates that this person missed a punch - they did not clock out.

Sat 3/17					
Sun 3/18					
Mon 3/19					
Tue 3/20		9:06AM			
Wed 3/21		8:33AM			
Thu 3/22					
Fri 3/23					

If you are sick, using a floating holiday, vacation time, etc., you will need to update your timecard by using the computer. Click on -- My Timecard.

Find the date on the timecard that you need to work with. Click in the Pay Code box on the date you are using. This should highlight the row in yellow and give you the down arrow in the Pay Code box.

	Date	Pay Code	Amount
Mon 3/05			
Tue 3/06			
Wed 3/07			
Thu 3/08			
Fri 3/09			
Sat 3/10			

Click on the down arrow in the Pay Code box. It will open up and give you the reasons for being absent that you can choose from.

	Date	Pay Code	Amo
Mon 3/05			
Tue 3/06			
Wed 3/07			
Thu 3/08		Certified P	
Fri 3/09		Family Le	
Sat 3/10		Floating P	
Sun 3/11		Holiday	
Mon 3/12		Overtime	
Tue 3/13		Regular	
Wed 3/14		Sick Leav	
Thu 3/15		Unpaid E	

Move your cursor down until you highlight the reason you were absent -- click the mouse and your reason should be placed in the Pay Code box.

Save	Actions	Amount	Comment
	Date	Pay Code	Amount
ⓧ ↕	Mon 3/05		
ⓧ ↕	Tue 3/06		
ⓧ ↕	Wed 3/07	Sick Leave ▼	
ⓧ ↕	Thu 3/08		
ⓧ ↕	Fri 3/09		
ⓧ ↕	Sat 3/10		
ⓧ ↕	Sun 3/11		

The box next to the Pay Code box is called the Amount box. In this box, type in the number of hours that you were absent for that day.

Click the **SAVE** button.

Save	Actions	Amount	Comment
	Date	Pay Code	Amount
ⓧ ↕	Mon 3/05		
ⓧ ↕	Tue 3/06		
ⓧ ↕	Wed 3/07	Sick Leave	8.0
ⓧ ↕	Thu 3/08		

If you see a yellow line across the top of your timecard, (diagram below) you have not saved. Please make sure you click save.

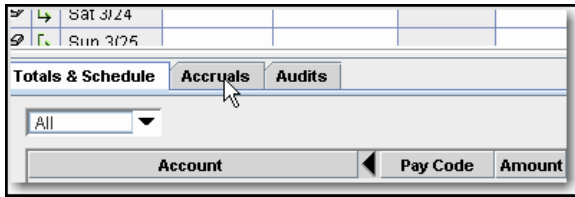


If you leave sick during the day or take a partial vacation day, you will have a check in and check out time for the time that you worked.

In order to put in your accrual time, you will need an additional line for that work day. Click on the green arrow next to the date (Fri, 2/23) and enter sick leave, vacation, etc. and enter in the hours.

ⓧ ↕	Fri 3/23			7:23AM	11:24AM			4.0	
ⓧ ↕	Fri 3/23	Floating H...	4.0					8.0	24.0
ⓧ ↕	Fri 3/23								24.0

If you click on the Accruals tab, you will see the vacation time, sick leave, etc. information that you have. If you enter any allotted time (sick, vacation, etc.) on your current timecard, you will see that the computer will automatically deduct the time from your totals.



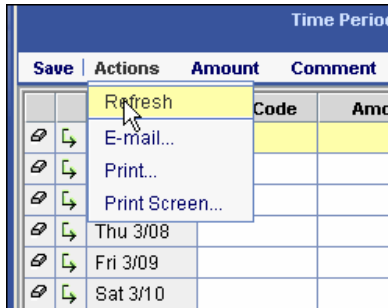
Please check the information against your last pay stub. If you see an error, please call the Administration Building and speak to Carol Wilcox.

If you want to look at your timecard before you are logged out, click on the check in front of -- Log off after stamping, **BEFORE** you click the Record Time Stamp.



Click on My Timecard in the blue Navigation side bar.

Click on Actions - then Refresh.



Scroll down to today's date to see the time that you clocked in.

Log off when you are finished with the program.

