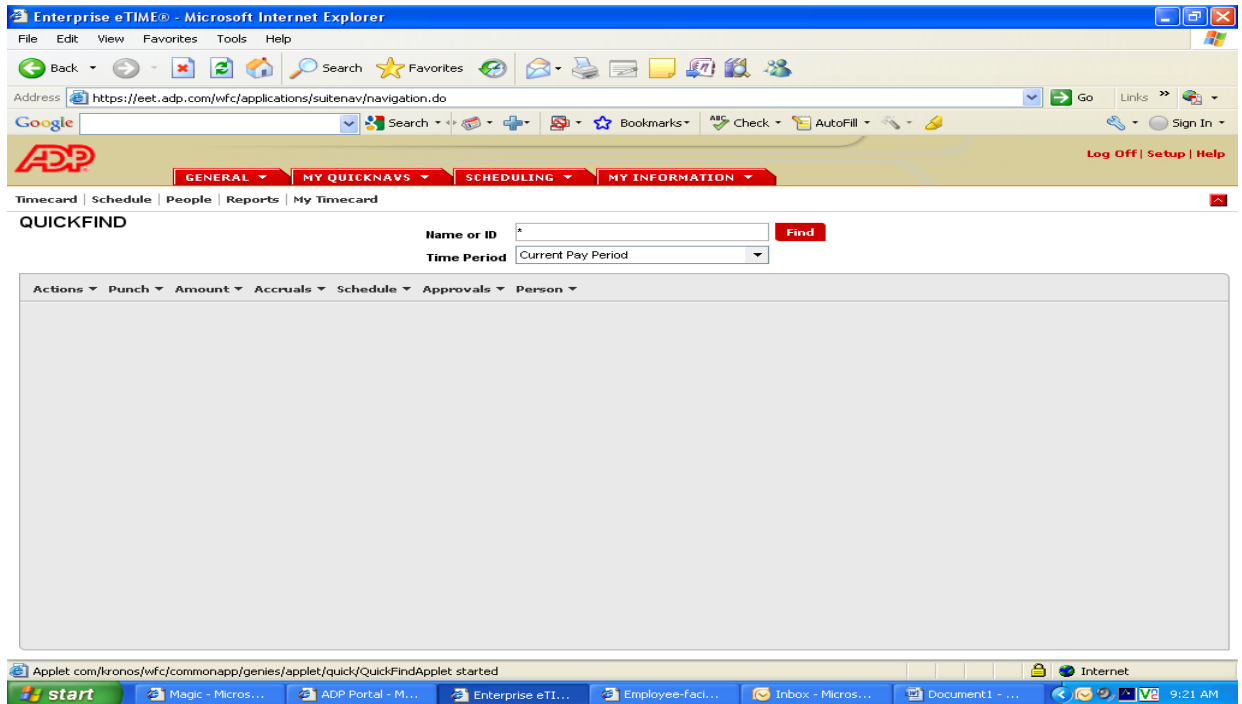


## MANAGER APPROVAL OF A BIWEEKLY TIMECARD

1. Log into the ADP website: <https://portal.adp.com>
2. Select the **Time** tab.
3. Under **Time and Attendance** click **Managers/Approvers**: Click [Here](#) to access eTime
4. The Enterprise eTime window will open
5. The following screen should appear:



6. Click the **Find** button
7. After clicking the **Find** button, a list of employees whose timecards you approve should appear.
8. Double click the name of an employee to open the timecard.
9. Verify the hours submitted are correct. (If necessary, you may make corrections to the timecard and **SAVE**).
10. Once you have verified the hours worked are correct, click the **Approvals** tab.
11. Under the drop down box under the **Approvals** tab click *Approve*.
12. YOU HAVE SUCCESSFULLY APPROVED THE TIMECARD!