

Monthly Reporting of Exception Hours

1. Log into the ADP website: <https://portal.adp.com>
2. Select the **Time** tab.
3. Under **Time and Attendance** click *All other employees: Click [Here](#) to access eTime.*
4. The Enterprise eTime window will open.
5. Under **My Information** select **My Timecard**
6. Your timecard will open.
7. If you have exception hours to report for the **current pay period** :
 - Under **Time Period** verify **Current Pay Period** is shown
 - A calendar for the current pay period will load
8. Enter exception hours
 - Click the drop down box in the Pay Code column, select the Pay Code that applies to the Exception Time (vacation, sick) used
 - The actual hours used will be entered on the day of the Exception Time.
 - If both types of Exception Time (vacation, sick) need to be recorded on the same week, insert a row.
9. After entering exception hours, click the **SAVE** button (click **SAVE** after confirming hours entered are correct).
10. Next click the **APPROVE** button (Approving your timecard “submits” your timecard for manager approval).
11. YOU HAVE SUCCESSFULLY SUBMITTED YOUR TIMECARD!

***The monthly reporting period is from the 1st of the month to the last working day of the month (Ex: August 1 -31).**