

ADP E-Time Tutorial Outline

Tasks covered in this tutorial:

- Logging In
- Accessing Your Team's Timesheets
- What to Do in Employee Timecards
 - Identifying Exceptions
 - Transferring pay codes (PTO, etc.)
 - Transferring departments
 - Adding Comments
- Approving PTO Requests

Adp Enterprise Etime User Guide

SA Dillow



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