**How to Access Your Tax Information**

- Go to https://portal.adp.com
- Click on “User Login”
- Enter your User Name and Password (Your User Name will be in this format: JSMITH@USG)
- Point your cursor over the “Pay & Taxes” tab at the top of the screen; a list of options should appear
- Click on “Tax Withholding”

You can change your Federal Tax Withholding information online, but you must fill out a paper G-4 Form in order to change your Georgia State Tax Withholding.

**How to Access Your Pay Statements**

- Go to https://portal.adp.com
- Click on “User Login”
- Enter your User Name and Password (Your User Name will be in this format: JSMITH@USG)
- Point your cursor over the “Pay & Taxes” tab at the top of the screen; a list of options should appear
- Click on “Pay Statements”

***HELPFUL HINTS***

***After each semester student employees are terminated. When rehired you may not be able to access your time card. If you cannot access your time card and get a blue screen please follow the directions below to regain access.***

**How to Delete eTime Registration and Re-Register**

- Enter your ADP User ID & Password
- Select ‘Myself’
- Select ‘Manage Services’
- Next, select ‘Delete’ next to Enterprise eTime
- Then select ‘Add’ next to Enterprise eTime to reactivate your eTime
- Enter your ADP employee ID # and select Submit (call HR for your ID#)
- When added successfully you should see the message ‘Enterprise eTime has been added successfully’
- You may now return to the ADP Portal and access eTime.

***If you are a NEW employee and try to register for the ADP Portal and receive an error message stating “Sorry, we could not verify your identity with the information you provided…” This means that either the first/last name and/or SSN you’ve entered are incorrect, or you have NOT been hired into the ADP database yet. The easiest way to find out if you are in ADP is to call the HR department.***
How to Register for the ADP Self-Service Portal

- Open your web browser and go to https://portal.adp.com
- Click on First Time Users Register Here
- Step 1: Enter the registration pass code USG-6775
- Step 2: Verify Your Identity
- After Step 2 you will be given your User ID (please write that down)
- Step 3: Create Your Password
- Step 4: Select Security Questions & Answers
- Step 5: Enter your contact information
- You will receive an email or a text message with activation information
- Step 6: Enter the activation code you received through your email or text
- Step 7: Review and Submit
- You have now successfully registered and will receive a registration email

Please contact the USG Shared Services Center if you have any problems with registration. You can reach them toll free at (855) 214-2644 or email helpdesk@ssc.usg.edu

How to Register for e-Time

- After registering for the ADP Self-Service Portal, go to: https://netsecure.adp.com/public/isi/index.html
- Enter your ADP User ID & Password
- Select ‘Myself’
- Select ‘Manage Services’
- Next, select ‘Add’ if this is your first time adding eTime as a service
- Enter your ADP employee ID # and select ‘Submit’ (call HR for your ID#)
- When added successfully you will receive a message that says ‘Enterprise eTime has been added successfully’
- You may now return to the ADP Portal (https://portal.adp.com) to access eTime.

How To Fill Out A Student Time Card

Dahlonega/Forsyth campuses ONLY

- Go to https://portal.adp.com (be sure you’re using Internet Explorer)
- Click “User Login”
- Enter your User Name and Password (Your User Name will be in this format: JSMITH@USG)
- At the upper left corner of the screen, click on “Employee”
- Move the cursor to “Time & Attendance” at the top of the screen
- Click on “Welcome”
- Click on “All Other Employees Click Here to Access eTime”
- Click on “My Timecard”
- Leave the ‘PAY CODE’ field blank.
- Click the first “In” cell across from the appropriate date and enter the time that you start work (after the number, AM does not have to be typed, but PM does)
- Click the first “Out” cell and enter the time that you end work.
- BE SURE THAT YOU LEAVE THE “AMOUNT” FIELD BLANK. If you type anything in this field it will be added to the total number of hours that you worked.
- Click “Save” at the top.
- To submit your timecard to your supervisor at the end of a pay period, click “Approvals” at the top of the timecard.
- Click “Approve”.

Students With Multiple Jobs on Campus

- Your timecard is set up for your primary job. Any time you are recording time worked in a different position you must identify that position by clicking on the “Transfer” cell on the appropriate row.
- Click the radio button for Position
- Select Position number for your secondary assignment in the “Name or Description” box.
- Click “Submit”
- Click “OK”. Choose your supervisor for that assignment.
- The “In” and “Out” times recorded for the rest of that day will be charged to the alternate position.
- Click “Save” in the upper left corner after you’ve entered your time worked.
- If you work at your primary assignment later in the same day you will need to click on the “Transfer” cell
- for that work period and key in the position number for your primary assignment.
- Every morning your timecard will automatically be set to your primary assignment information.

How to Access Your Direct Deposit Information

- Go to https://portal.adp.com
- Click on “User Login”
- Enter your User Name and Password (Your User Name will be in this format: JSMITH@USG)
- Point the cursor over the “Pay & Taxes” tab at the top of the screen; a list of options should appear.
- Click on “Direct Deposit”

You can add or delete Direct Deposit account information, but it takes at least one or two pay cycles before your new Direct Deposit information will be effective. So the first and/or second paycheck you receive after changing or adding Direct Deposit information will be a paper paycheck.