

1. How do I register for ADP?

Step 1: Obtain an ADP Employee ID and ADP registration code

In order to successfully complete the ADP registration process, it is necessary for each KSU employee to obtain an ADP Employee ID and ADP registration code to register into the ADP system.

Point your browser to <http://www.kennesaw.edu/hr/adp.shtml>

Click on **ADP Employee ID Lookup**

Enter your **Last Name** in the box provided (in **UPPER Case**)

Enter your **KSU#**

Click on **Submit**.

You will be provided your ADP Employee ID and the registration passcode.

Note: Please record this information for use in the next step.

If your ADP Employee ID cannot be found, send an email to ADP_HELP@kennesaw.edu with the subject '**NO ADP EMPLOYEE ID IN LOOKUP**' and provide your full name and KSU ID#.

Once you have your ADP Employee ID, continue to Step 3.

Step 2: Register at the ADP Portal

If you are a campus desktop PC user, from the Windows **Start** menu, click **Programs -> IE_for_ADP**.

NOTE: If you do not see **IE_for_ADP**, call the ITS Help Desk at ext. 6999.

Click on **Link for ADP**.

If you are a Mac user, or a Laptop PC user point your Safari browser to <https://portal.adp.com/public/index.htm>

- Once the ADP Login screen appears, click on **First Time Users Register Here**.
- Click on **Register Now**.
- Enter your **Registration Pass Code** obtained in the step above.
- Under **Verify Your Identity**, Select **Social Security Number (SSN)**.
- **Please note that the name MUST be entered exactly as it appears on the employee paycheck.**
- The items with the red triangle are required. Please enter the requested information.
- Click **Next**.
- If another **Verify Your Identity** page appears, please enter the requested information. If all data entered is correct but you continue to see this screen, please email adp_help@kennesaw.edu with SUBJECT: '**IDENTITY CANNOT BE VERIFIED IN ADP REGISTRATION**' and provide your name and ADP Employee ID.

Click **Next** and close the ADP window to logout.

If you are NOT asked to provide additional information, under **Enter Your Contact Information**, please enter the requested information.

Click **Next**.

Under **Enter Your Security Information**, please enter the requested information.

Click **Next**.

Your ADP Services UserID will now appear next to **User ID:**

Create Your ADP Services Password .

Confirm and record your password.

Click **Submit**.

You will receive a confirmation page. Close your browser before continuing to the next step.

2. I am following the registration steps and I am not able to go past the “Verify Your Identity page”

Send an email to adp_help@kennesaw.edu with SUBJECT: 'Identity Cannot be Verified in ADP Registration' and provide your name and ADP Employee ID.

3. How do I add the E-Time service?

- **If you are a PC User**, from the Windows **Start** menu, click **Programs -> IE_for_ADAP**.
- Click on **Link for ADP**.
- **If you are a Mac User**, point your Safari browser to <https://portal.adp.com/public/index.htm>
- Click on **First Time Users Register Here**
- Click on **Add a Service**.
- Login with your ADP Username and Password
- In the column to the right of **Enterprise eTIME**, Click on **Add**.
- Under **Verify Your Identity**, enter your **Employee ID** (this is the ADP Employee ID obtained in **Step 2 of Question#1**)
- Click **Submit**.
- You will now see a screen stating the service is available to you. Completely close your browser.

NOTE: To login subsequently to ADP after initially registering and adding eTime, you should use the **User Login** button.

4. I am following the steps for adding E-time but I am not able to get beyond the screen that asks for my employee ID.

Send an email to adp_help@kennesaw.edu and provide your name and ADP Employee ID.

5. When I click “Click Here to Access E-time” I get an error message that I am “Unauthorized to Access Page”.

1. If you are not a manger, Verify that you are clicking on “All other employees: Click [Here](#) to access eTIME.”
2. Send an email to adp_help@kennesaw.edu and provide your name and ADP Employee ID.

6. I am getting an error when I try to Launch the IE_for_ADAP link.

Contact the KSU Service Desk at 770-423-6999 or service@kennesaw.edu

7. I am on a PC and I cannot see the IE_for_ADP link from my Start Menu.

Contact the KSU Service Desk at 770-423-6999 or service@kennesaw.edu

8. When I try to access E-Time, the page becomes blank.

This can be a java issue. If you are on campus, make sure you are using the Link for ADP available under Start ->Programs-> IE_for_ADP.

If you are on a home computer or a Mac, you can install the proper java update by following the steps below or contacting the KSU Service Desk at 770-423-6999 or service@kennesaw.edu .

Steps for installing the proper Java Update:

Workstation must have Java 1.6.0_06. This is the ONLY version of java that will run eTime.

1. Remove the current version of java From Window **Control Panel ->Add or Remove programs** then look for the installed and remove it.
2. Visit the following link for Java 1.6.0_06:
<http://java.sun.com/products/archive/j2se/6u6/index.html>
3. Click on **Download JRE**
4. Select the right platform, Check the box that says: "I agree to the [Java SE Runtime Environment 6 License Agreement](#) ." Click on **Continue**
5. Select Windows Offline Installation and Click on "Download Selected with Sun Download Manager"
6. Save the file then run it to be installed.
7. If Java update 1.6_07 attempts to install as an ActiveX control, you cannot use this version with ADP. ONLY use version 1.6.0_06