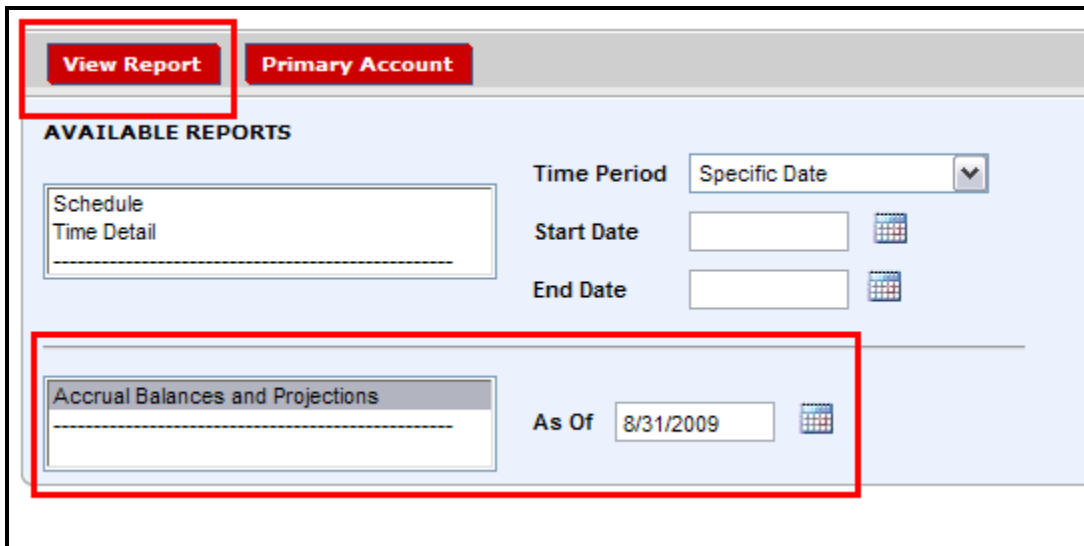


How to View Accrual Balances

Logging in to eTime

- PC users on campus: Click **Start**→**Programs**→**IE for ADP**. (if you do not see the link to ADP, please email service@kennesaw.edu)
- PC users off-campus: Using Internet Explorer 6.0 or higher, go to <https://portal.adp.com>
- Mac users on/off campus: Using Safari, go to <https://portal.adp.com/public/index.htm>

1. Click on the **User Login** button.
2. Enter your User Name (User ID) that was generated during the registration process, and Password that you chose.
3. The ADP Portal Welcome page will be displayed.
4. Click on the **Time** tab.
5. click **Here link** next to All other Employees.
6. Click the **My Reports link**.
7. At the bottom of the screen, select “**Accrual Balances and Projections**”.



8. On the right of the blank field, click on the **Calendar Icon** and select the appropriate date.
9. At the top of the screen, click the **View Report** button.
10. The “**Accrual Balances and Projections**” report is displayed.
11. To print the report, from the menu bar select **File, Print**.
12. Click **LogOff** (top right corner) to exit the system.