

## Printing an Employee's Time Card

### Logging into 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](mailto: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>
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. Click **OK**, The Netsecure Portal will appear.
  4. The ADP Portal Welcome page will be displayed.
  5. Click on the **Time** tab.
  6. At the bottom of the screen, click on **Mangers and Approvers**.
  7. Click the **My QUICKNAVS** tab.
  8. Select **Reconcile Time** option.
  9. From the **Show** filed (at the top of the screen), select **All Home and Transferred-in**
  10. From the **Time Period** field, select **Current Pay Period**
  11. Double-click on the employee whose timecard you want to print.
  12. Click the Actions link form the gray toolbar.
  13. Select **Print**.
  14. From the Print dialog box, click Print.