

How to View Accrual Balances

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)
 - 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 accruals you want to view.
 11. Click the **Accruals Reporting Period** tab. It is located at the bottom of the Timecard workspace.