Kennesaw State UNIVERSITY
Payroll Services

Frequently Asked Questions: Part Time Faculty – Entering time worked in eTIME

1. **Is there a difference in accessing ADP though a MAC or PC?**
   a. No, ADP for both MAC and PC are accessed the same way.

2. **Where can I find deadlines for entering time?**
   a. Payment deadlines are posted on the payroll website and can be found here:
      http://payroll.kennesaw.edu/calendars.php.

3. **How do I determine how much time to enter?**
   a. The number of hours you work, including office and prep time, workshop attendance, grading, department meetings, etc., should all be entered.

4. **Should I also be entering prep time/office hour time?**
   a. This is considered time worked and should always be entered.

5. **If I make an error how do I fix my timecard?**
   a. If there is a mistake that needs to be corrected during the current time period, you can make changes directly to your timecard in ADP.
   b. If there are mistakes that need to be corrected after time is submitted, you will need to fill out an **ACA Adjustment Form**, found here:
      http://payroll.kennesaw.edu/forms.php.

6. **What will happen if I enter the incorrect number of hours?**
   a. Time entered will be approved by the eTIME approver/department chair. If hours are incorrect and need to be adjusted, please refer back to question 5.

7. **Is there a total number of hours that needs to be reached under the totals tab?**
   a. No, actual time worked should be reported.

8. **What if I forgot to enter my time or my time does not get approved? Do I still get paid?**
   a. Yes. ACA reporting does not affect your payment. As in the past, pay is based on your credit hour load, rate per credit hour, and any other assignment by the department.

9. **If I do not enter time, does my department chair or supervisor still approve my timecard?**
   a. No, the chair of your department, or your supervisor, will follow up with you.

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10. If I attend a workshop how do I enter my time for that meeting?
   a. Enter the hours as you normally would, by selecting ACA hours. The amount of time that you put on your timecard is determined by how long you attended the workshop. For example, if you went to a workshop for 8 hours, you would put 8 hours on your timecard.

11. What happens if I consistently enter a large number of hours in ADP?
   a. Your department chair/eTIME approver will contact you to discuss any anomalies regarding time worked as compared to your work assignments and class schedules.

12. I've entered my time. Now what?
   a. Make sure to fully log out of the ADP portal and close your browser!

13. I do not get paid until September, what should I do about my August time worked?
   a. Enter time worked in August, you will be paid in August.