TimeSaver
System Basics
for Administrators

Linfield College
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EMPLOYEE SIGN-IN INSTRUCTIONS

1. Open your computer’s internet browser. (Internet Explorer would be an example)
2. Enter your company’s URL Access Address. It is:  https://ts1.adp.com/hr5s/TS/login.php We suggest you add it to your favorites or save it to your desktop.
3. Select the Employee radio button if not automatically selected. See below.
4. Use the assigned Username which is first-initial9last-name. For example: m9wilson
5. Use the assigned Password.
6. After your FIRST successful log-in you will be prompted to enter a new password. (See below.)
7. The naming convention is eight digits with at least one non-alpha character. For example: welcome1
8. You are now signed into TimeSaver.

NOTE:
Username is **not** case-sensitive
Password is **case-sensitive**.
TIME ENTRY INSTRUCTIONS

As an employee in an Exempt status position, in accordance with FLSA regulations, the College does not track individual hours that you work for pay purposes. Instead you report only the exceptions. The system will automatically enter College holidays and Winter Break.

1. Once you have logged into TimeSaver, you will notice several tabs on the Time Entry main menu. The Time Entry menu page will look like this:

![TimeSaver Time Entry Menu](image)

RECORDING EXCEPTIONS TO WORK TIME

If you need to add non-work activities to your time record, such as Vacation or Jury Duty, you do so by adding a pay code. A pay code is used to add time other than your normal worked hours. Select the <AVAILABLE PAY CODES> button to see a list from which you can choose.

1. You can access and enter pay codes from the MAIN MENU in TimeSaver by selecting the TIME ENTRIES tab and select the <NEW ENTRY> button.

2. When the screen below appears, select the radio button for “Pay Code” and choose from the drop down list. All fields are editable, and must be filled in. Be sure you have selected the correct date of the event.
3. Once you complete these fields, select the <RECORD> button. The following confirmation screen will appear.
4. Click <OK> to confirm. That new entry now appears on your time record.
EDITING YOUR PAY RECORD

1. On the TIME ENTRIES tab (see above), you have a pencil icon and a trash can icon. Both are for editing what is recorded. The pencil will allow you to make changes to that entry; the trash can let’s you delete it.

2. Select the pencil icon and you will have this screen. All FIELDS are editable. The changes you save here will update information on the TIME ENTRIES tab.
5. If you select the trash can you will see this screen. Depending on what type of entry you have, the option for removing it becomes highlighted. All others will be “greyed out”. Make your selection and click the <DELETE> button.

NOTE: *Be careful!* You are deleting that time entry all-together!
INFORMATIONAL TABS

The AUDITS tab on the main Time Entry page is for reviewing the entries with regard to specific information on each entry: what was done, when it was done and by whom.

The last tab, “Benefits” is for reviewing Vacation balances. The “Available Balance” number is updated as you enter use of that time. The “Total Used” number is updated when the information is uploaded at the conclusion of the payroll period. This information will be updated in TimeSaver by the 5th of the following month. It will be up to date on this screen, whereas the balance on your pay stub will continue to be a month behind.
EMPLOYEE TIME CARD APPROVAL INSTRUCTION

AFTER you have entered your exception time for the pay period and made ALL edits and corrections, it’s time to approve it.

1. Click on the <APPROVE> button.
2. You will be brought to a screen that asks you to confirm your intention to give your final approval on your time records for that pay period. Click <OK> to confirm.

You have completed your time record for the pay period!