TimeSaver
System Basics for
Non-Exempt Staff and Students

Linfield College
July 2008
The following pages explain how to access the system, record your time, edit transactions and approve your time card – all from your computer. TimeSaver will also provide you information about your past pay records and available PTO balances. If you have any difficulties using the system, please check with your manager or the Human Resources staff at x2594.

**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](https://ts1.adp.com/hr5s/TS/login.php) We suggest you add it to your favorites.
3. Select the Employee radio button if not automatically selected. See below.

![TimeSaver login screen](image)

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

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:

2. The first tab is for entering your “punches” – it’s called TIMESTAMP. You will confirm the appropriate department is showing - if not please select the correct dept from the drop down list. If you have questions please consult your manager regarding this. Once you confirm the dept and are ready click the <ADD PUNCH> button. The system will automatically enter the current date and time.
3. Next you will confirm your entry by clicking the <OK> button.

4. You can then log-out of TimeSaver using the red X button in the upper right-hand corner of the screen. You follow this same procedure to report your start and stop time at the beginning and end of each day. The system automatically deducts for a lunch break based on pre-established work rules.

*If you need to make a change to a start or stop time, or you must add punches for a particular workday, follow these instructions:*

5. Select the TIME ENTRIES tab. You have a pencil icon and a trash can icon. Both are for making edits to the punch. The pencil will allow you to make changes and the trash will allow you to delete the entry.
### Time Entry

**Employee:** Wilson, Mike  
**Time Period:** Current Period  
**From:** 07/01/2008  
**To:** 08/16/2008  

<table>
<thead>
<tr>
<th>Actions</th>
<th>Day</th>
<th>Date</th>
<th>Dept-Job</th>
<th>Location</th>
<th>In</th>
<th>Out</th>
<th>Pay Code</th>
<th>Dollars</th>
<th>Units</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Thu</td>
<td>07/17/2008</td>
<td>01:01:20</td>
<td>21410</td>
<td>01</td>
<td>12:11 PM</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Total Hours:** 0.00  
**Hour Pay Code Total:** 0.00  
**Dollar Pay Code Total:** $0.00

**Status as of 11:03:03 PM 07/17/2008**  
Last successful login for T9ADP000 07/17/2008 03:02:55 PM  
Logged in for 00:07
6. Select the pencil icon and you will have this screen. **All FIELDS** are editable.
7. 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!
8. The next tab is for reviewing the entries with regard to specific information on each entry. What was done, when it was done and by whom.
9. The last tab, “Benefits” is for reviewing PTO balances as of the conclusion of the last payroll period.

See the following segment, “Time Entry Pay Code Instructions” for details on how to insert PTO and other available pay codes.
**TIME ENTRY PAY CODE INSTRUCTIONS**

If you need to add activities to your time card like PTO or Jury Duty, this is done 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. You will see the screen below. It allows you to select pay codes from the drop down list, the hours you will be entering for this activity, the location or site, the date for this event and the dept/job combination. Once you complete these fields select the <RECORD> button.
3. The time card will automatically update with your new entry. You can edit these pay codes just like your punches by using the pencil icon or remove them by selecting the trash can.

**EMPLOYEE TIME CARD APPROVAL INSTRUCTION**

AFTER you have entered your 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 card for the payroll period!