

Logging Into TimeSaver – Time Entry for Salaried Employees

To log into TimeSaver, navigate to this URL using your web browser: <https://timesaver.adp.com/i20/hh0s/TS/login.php>

Employee Username & Password

Your **Username** is your two character abbreviated Site Code followed by your Employee ID.

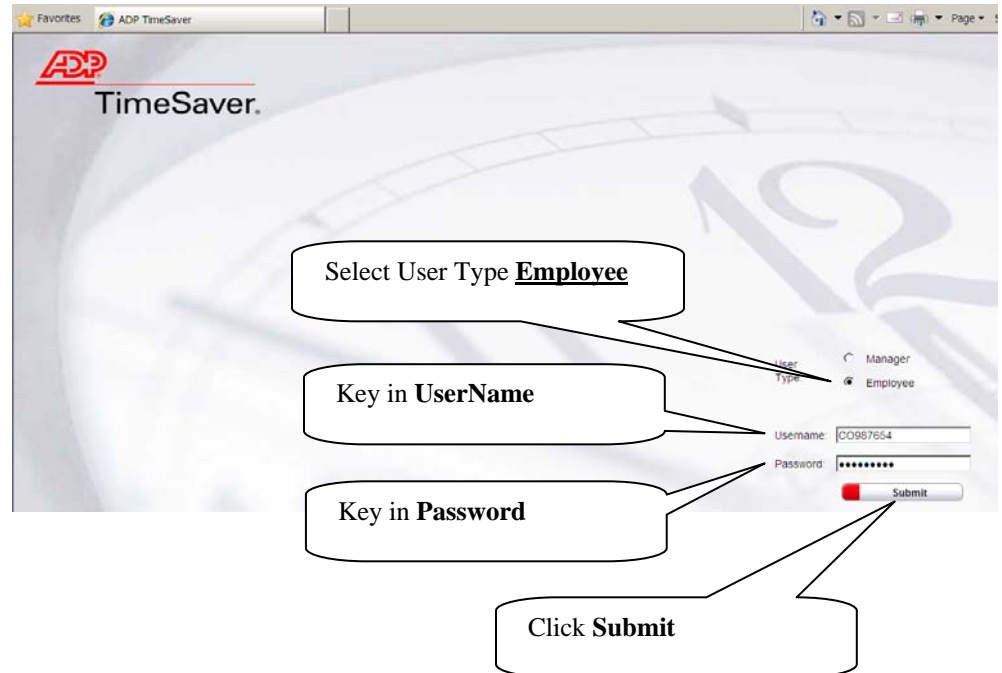
Site Codes are as follows:

Site	Two Character Abbreviation
System Office	SO
Manchester CC	MN
Great Bay CC	GB
NHTI, Concord's CC	CO
White Mountains CC	WM
Lakes Region CC	LR
River Valley CC	RV
Nashua CC	NA

Example: Employee John Clocker, Site NHTI, Employee ID 987654, Username = CO987654

Your **Password** is your First Name (UPPER CASE) followed by 9. The password must be at least 8 characters long, therefore if the first name followed by 9 is less than 8 characters, zeros will be added to the end to make it 8.

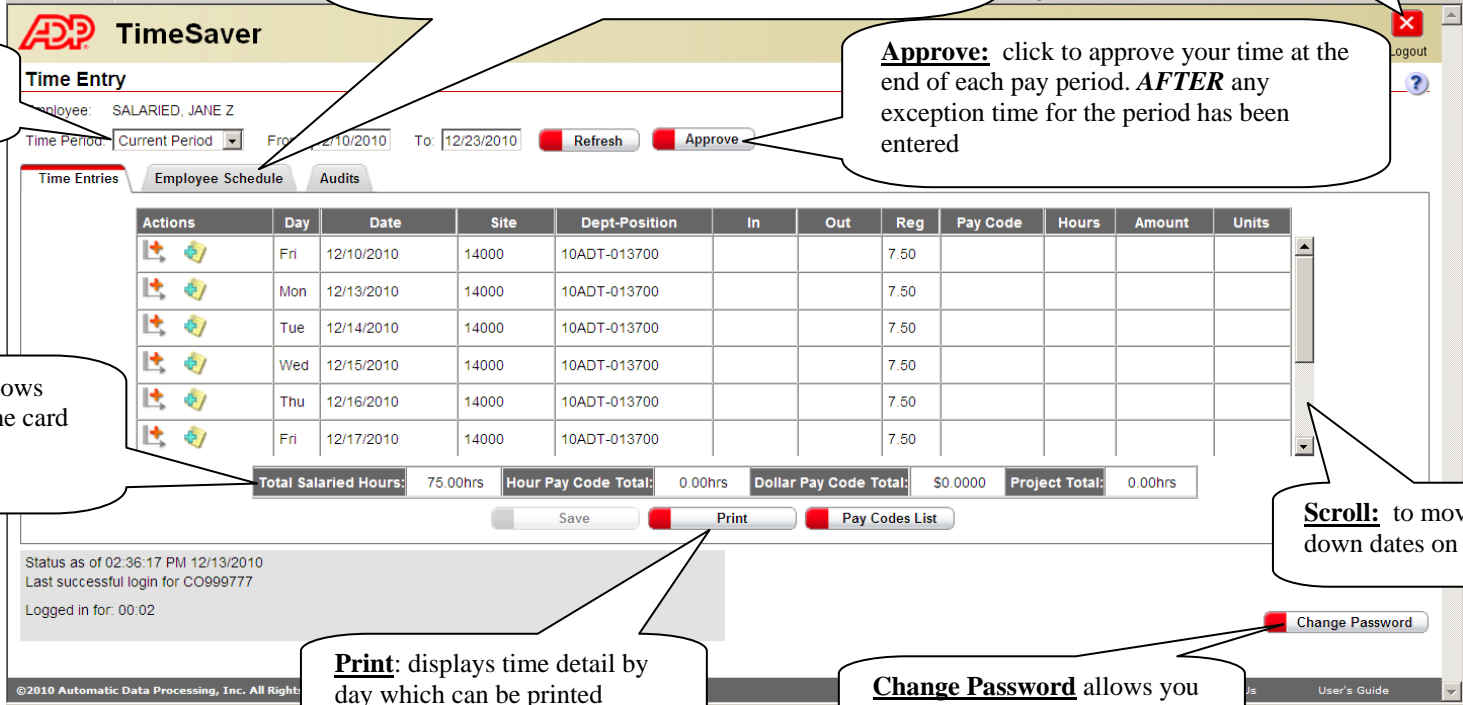
Example: Employee John Clocker, password = JOHN9000, Employee Matilda Manager, password = MATILDA9, etc.



Note: After successfully logging in for the first time, you will be prompted to change your password. Write down your new password to reference when logging in going forward.

Navigating the Time Entry Screen

After logging in, you will be defaulted to the Timestamp tab of the Time Entry Screen.



TABS: show employee data for selected time period

Time Entries: Shows punches and pay code edits

Employee Schedule: Shows employee's schedule

Audits: Shows audit trail of data entered

Logout: click to log out of the system

Select **Time Period** to be displayed

Approve: click to approve your time at the end of each pay period. *AFTER* any exception time for the period has been entered

Actions	Day	Date	Site	Dept-Position	In	Out	Reg	Pay Code	Hours	Amount	Units
	Fri	12/10/2010	14000	10ADT-013700			7.50				
	Mon	12/13/2010	14000	10ADT-013700			7.50				
	Tue	12/14/2010	14000	10ADT-013700			7.50				
	Wed	12/15/2010	14000	10ADT-013700			7.50				
	Thu	12/16/2010	14000	10ADT-013700			7.50				
	Fri	12/17/2010	14000	10ADT-013700			7.50				

Total Salaried Hours: shows total hours reflected in time card for time period selected

Print: displays time detail by day which can be printed

Change Password allows you to change password

Scroll: to move up and down dates on time card

Salaried Timekeeping, Keying Exception Time

Salaried Employee Timekeeping Procedure:





- Salaried hours are defaulted on the timecard automatically. These are informational and not processed by payroll.
- Holiday hours are automatically populated on the timecard based on the number of hours per week/day you are normally paid.
- Exception hours must be entered on the timecard and are processed by payroll.
- **APPROVE** your own timecard after exception time for the period has been entered.

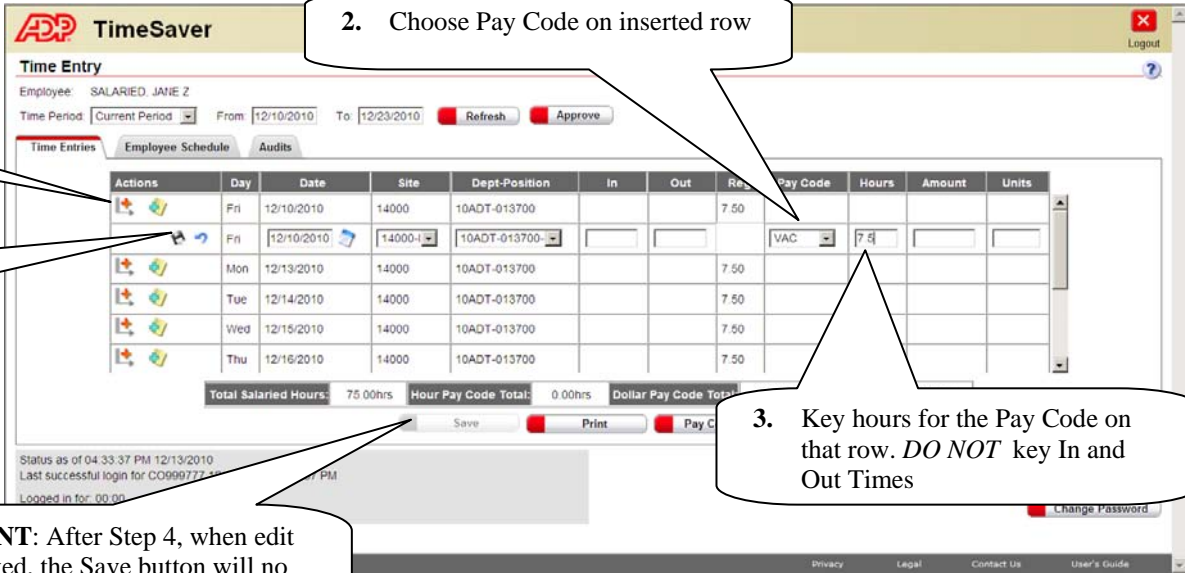
Exception hours and descriptions are as follows:


Code	Description
BNSL	Bonus Leave
CMPT	Compensatory Time
CRTO	Curtailed Operations
FHOL	Floating Holiday
FMLA	Family Medical Leave Act
FYBN	Fiscal Year Bonus Leave
FYPD	Fiscal Year Personal Day
JURY	Jury Duty
MLTR	Military Leave
NACD	Non-Academic Day of Responsibility
SICKB	Sick - Bereavement
SICKD	Sick - Dependent
SICKE	Sick - Employee
SICKP	Sick - Personal Leave
VAC	Annual Leave
WOPM	Leave W/O Pay Military
WOPP	Leave W/O Pay Personal
WOPS	Leave W/O Pay Sick

To key exception time, go to the Time Entries tab of the Time Entry Screen

ACTIONS (for editing Time Entry records)


	Add a new row under this row
	Edit this row
	Delete this row
	Add a Note related to the entry in this row






1. Click  to add a new row

2. Choose Pay Code on inserted row

3. Key hours for the Pay Code on that row. **DO NOT** key In and Out Times

4. IMPORTANT: After Step 4, when edit to row is saved, the Save button will no longer be grayed out. Click  Save to save the entire form.

5. Click  to save this edit to this row

Note: After adding a pay code edit to a row, the Edit  and Delete  action icons will appear on that row. Click the appropriate icon to edit or delete the entry.