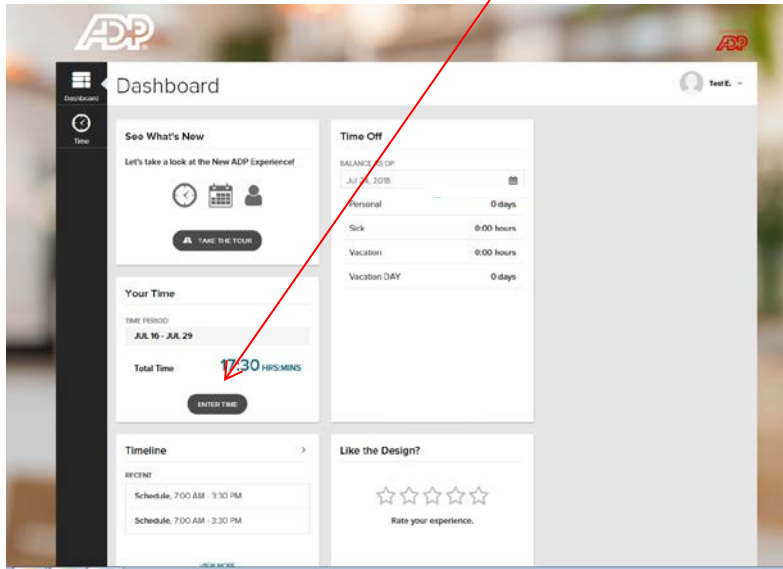# How to Enter Time in MyADP (eTIME Version 8.0)

Note: For best performance, **do not use** Microsoft Edge or Internet Explorer web browsers.

Please note that your Dashboard view may be different based on your profile.

1. Log into eTIME. The Dashboard defaults to the current week.

2. From your Dashboard, click on "Enter Time" from the "Your Time" tile.

3. Select the day you will enter your time, and click on the "+" sign in the day's entry.
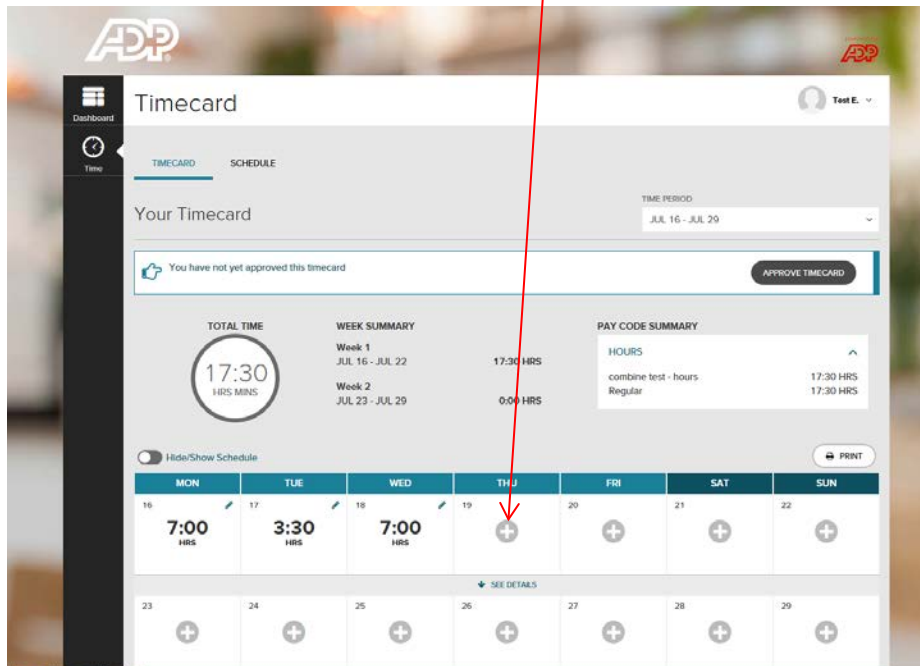
4. The "Pay Code" will default to "Time Pair Entry" which is used for time worked. In the selected box, enter the time you begin work (for the "In" box) and/or you complete work for the day (for the "Out" box). Be sure to include A or AM to reflect am hours or P or PM to reflect times after noon. Then, click "Save and Close."
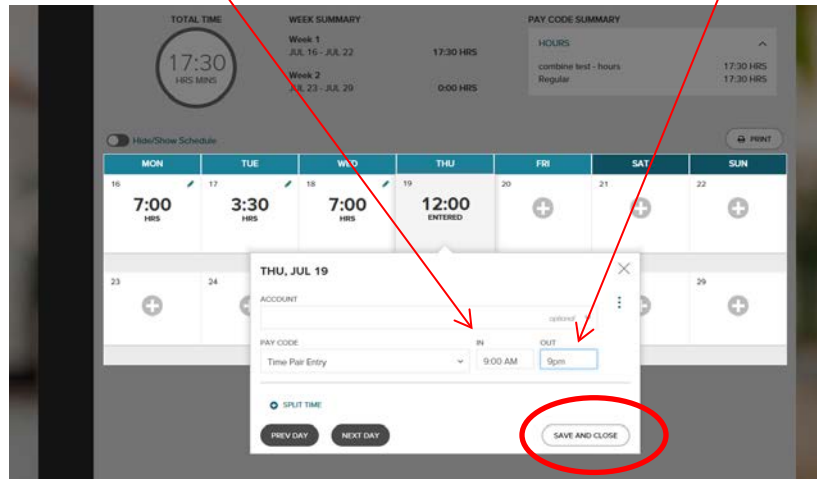
5. Displayed you will see the total number of hours entered (minus meal deduction) for that day's entry, as well as total time for the week. To view the specifics of your entry, click on "See Details".