

Enter and submit your time

1. You can login to your eTime account from anywhere you can access the Internet. Start by going to <https://www.dev-atretime.com>.
2. Click on **“Add A New Timecard.”**
3. First select the project name for which you want to enter time.
4. Enter the beginning date of the work week for which you are entering time.
5. Click on the **“Edit”** button to start entering hours. Enter AM or PM to correspond with the
6. Select the **“Day Type.”**
7. If you are entering time for multiple days in that work week, repeat steps 5 and 6 for each day.
8. If you would like to save this timecard and continue editing later, click **“Done”** You will be taken back to the timecard screen where you can review the hours you just entered. From that screen, you will be given the option to edit as needed.
9. If the timecard for the week is complete and you are ready to submit the timecard to your manager, click **“Submit”**. A prompt will pop up, **“Are you sure you are ready to submit this time card?”**, click **“Submit Time Card”**. After you submit, the timecard can no longer be edited, so review the timecard thoroughly before you submit. Only when after your manager rejects your timecard, you can edit.

View un-submitted timecards

1. From the home page, under “Search Time Cards” bar, click **“Show Unsubmitted Time Cards”**, all un-submitted timecards will generate underneath the search bar.
2. Select the timecard you would like to review by clicking on the corresponding timecard.
3. If you would like to add time to the timecard, modify your entries, click on **“Edit”** or if you would like to submit the timecard, click on **“Submit”**.

View any timecard

1. Click on **“Search Timecard”** on the navigation bar.
2. Enter your search criteria.
3. Click on **“Find Records.”**

eTime will return all saved timecards if no search criteria is entered.

Correct rejected timecards

1. When your timecard is rejected, you will get an e-mail notifying you that you need to make changes to your timecard. Login to eTime and click on **“Search”**
2. Click on the timecard that was rejected.
3. You will be taken to a screen where you can view the details of the timecard. Below the table, click on **“Edit”**. You will be taken to a screen where you can make changes.
4. Make the necessary changes. If you are ready to submit the timecard to your manager, click **“Submit”**. A prompt will pop up, **“Are you sure you are ready to submit this time card?”**, click **“Submit Time Card”**.

email: eTime@atr1.com

REMEMBER!!

In order for your hours to be processed on time, your hours must be entered into eTime AND approved by your manager no later than **Monday at 5pm.**

Entering holiday hours

Enter hours only if you worked on a holiday. If you did not work on a holiday or a shutdown, leave “time in” and “time out” blank and select **“Holiday”** or **“Shutdown”** under **“Day Type.”**

My manager is out!

Who will approve my timecard? To ensure that there are no interruptions for time processing while your manager is away, please email To ensure that there are no eTime@atr1.com immediately interruption to time process so that we can update the approver in eTime.