



**ADP Enterprise eTIME
Recommended Training Curriculum**

This curriculum matrix is for clients who have purchased ADP Enterprise eTIME. The matrix includes courses for learners who have the responsibility of implementing, configuring, using, and supporting the application.

Course Name	Type of Training	Length	Associates / Employees	Managers / Supervisors	Project Core Team	Payroll / HR Staff	Scheduling Manager / Supervisor	Benefits Admin	System Admin	System Admin (IT)	Client Services Specialist
Time and Labor											
Configuring Enterprise eTIME 5.0 Level 1	Classroom	5 days								•	
Configuring Enterprise eTIME 5.0 Level 2	Classroom	5 days								•	
Enterprise eTIME Core Product Differences v 5.1	E-Learning	1 hour self paced			•						
Enterprise eTIME Data Flow Tasks	E-Learning	30 hours self paced	•	•	•	•	•	•	•	•	•
Enterprise eTIME v5.0 Differences	E-Learning	1.5 hours self paced			•						
Enterprise eTIME Train the Trainer	Classroom	3 days		•	•						
Getting Started with Enterprise eTIME 5	Classroom/ Virtual ILT	5 hours	•	•	•	•	•				•
Getting Started with Enterprise eTIME v5 - Manager Training	E-Learning	3 hours self paced		•							
Enterprise eTIME v5.2 Manager Delegation: WBT	E-Learning	2 days self paced	•	•	•	•		•	•	•	
Getting Started with Enterprise eTIME 5.2 : VCT	Classroom/ Virtual ILT	2.5 hours self paced	•	•	•	•	•				•
HTML Hourly View Time Entry	E-Learning	25 minutes self paced	•	•		•					
HTML Project View Time Entry	E-Learning	25 minutes self paced	•	•		•					
HTML Time Stamp / Hourly View Time Entry	E-Learning	25 minutes self paced	•	•		•					
HTML Time Stamp View Time Entry	E-Learning	20 minutes self paced	•	•		•					
HTML Thin Client 4.3	E-Learning	15 minutes self paced	•	•		•					
Java Hourly View Time Entry	E-Learning	25 minutes self paced	•	•		•					
Java Project View Time Entry	E-Learning	25 minutes self paced	•	•		•					
Java Time Stamp / Hourly View Time Entry	E-Learning	25 minutes self paced	•	•		•					
Java Time Stamp View Time Entry	E-Learning	20 minutes self paced	•	•		•					
NAS Using Enterprise eTIME v5.0	E-Learning	18 hours self paced	•	•	•	•		•	•	•	•

Course Name	Type of Training	Length	Associates / Employees	Managers / Supervisors	Project Core Team	Payroll / HR Staff	Scheduling Manager / Supervisor	Benefits Admin	System Admin	System Admin (IT)	Client Services Specialist
Using Enterprise eTIME v5.0	Classroom / Virtual ILT	2.5 days / 24 hours	•	•	•	•	•	•	•	•	•
NAS_TLM Using Enterprise eTIME 5.2 : VCT	Virtual ILT	1 day	•	•	•	•		•	•	•	
NAS_TLM Using Enterprise eTIME 5.2	Classroom	2 days	•	•	•	•		•	•	•	
Leave											
Introduction to Enterprise Leave	E-Learning	1 hour self paced	•	•	•	•	•	•	•	•	•
Using Enterprise Leave	Virtual ILT	1 day		•	•		•	•	•	•	•
Configuring Enterprise Leave	Classroom	2 days		•	•		•	•	•	•	•
Process Manager											
NAS TLM Process Manager 5.1: WBT	E-Learning	2.5 hours self paced	•	•	•	•		•	•	•	
Attendance											
Introduction to Enterprise Attendance v5.2	E-Learning	1 hour self paced				•					
Using Enterprise Attendance v5.2	Virtual ILT	6 hours				•					
Scheduling											
An Introduction to Enterprise Scheduler v5.2	E-Learning	1.5 hours self paced	•	•	•	•		•	•	•	
Configuring Enterprise Scheduler v5.2	Classroom	2 days	•	•	•	•		•	•	•	
Using Enterprise Scheduler v5.2	Classroom	2 days				•					
Data Collection											
Data Collection Manager v4.8	Classroom	2 days							•		
Data Collection Manager 5.0	Classroom	2 days							•		
Handlink											
Configuring Handlink 4.3 : VCT	Virtual ILT	2 hours							•		
Teletime											
Administering Teletime : VCT	Virtual ILT	2 hours							•		
Getting Started with Teletime	E-Learning	30 minutes self paced							•		
Handpunch											
Using Handpunch 4000	E-Learning	20 minutes self paced							•		