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now ^sign off \_ of ADP  
eTime and then log  
back into eTime. 4.

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Select ^Workspaces \_  
and click on  
Timekeeping \_. lick on  
^Switch Role (looks  
like a ^diamond \_ by  
your name). The  
^Switch Role \_ works  
after you have  
accepted the  
delegation

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will use the New Hire  
wizard. This wizard  
will take you through  
the process of entering  
a new employee's



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