

Install Java for ADP's Employee Self-Service

To install the java needed for employee self-service. You need to do this on any PC you want to use to record Time in self-service. You only have to do it once per PC.

Go to Internet Explorer: Enter as the URL or click link -

<https://enterprise payroll.adp.com/bv2p/bv2p.html>

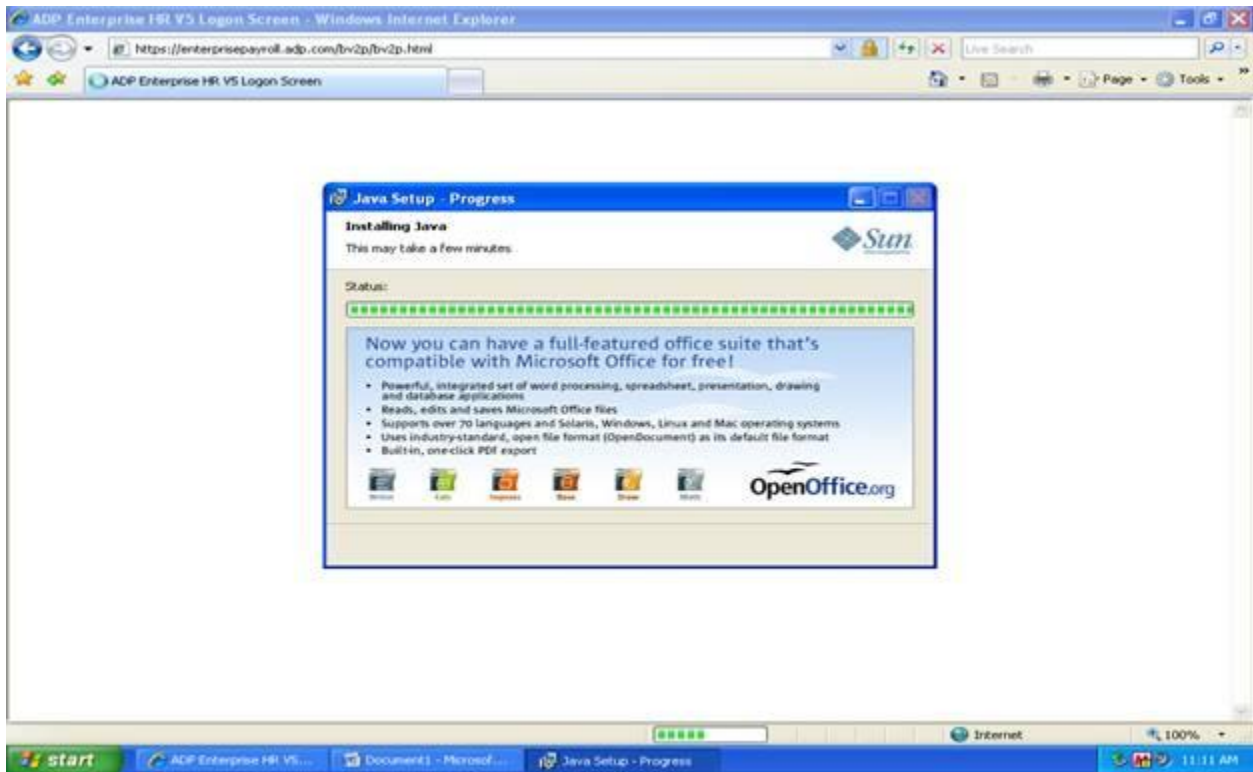
The following screen will appear. Click Button: "Install"



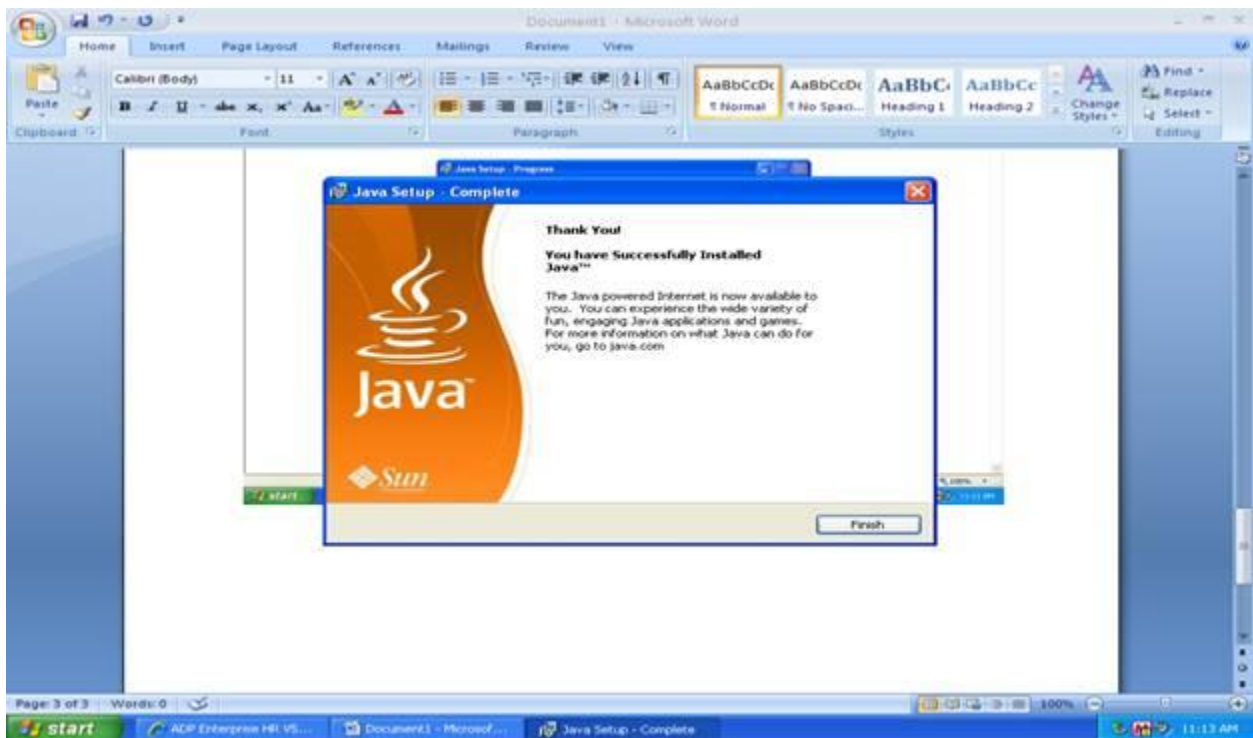
NEXT SCREEN: You will see the screen. Click button: "Accept"



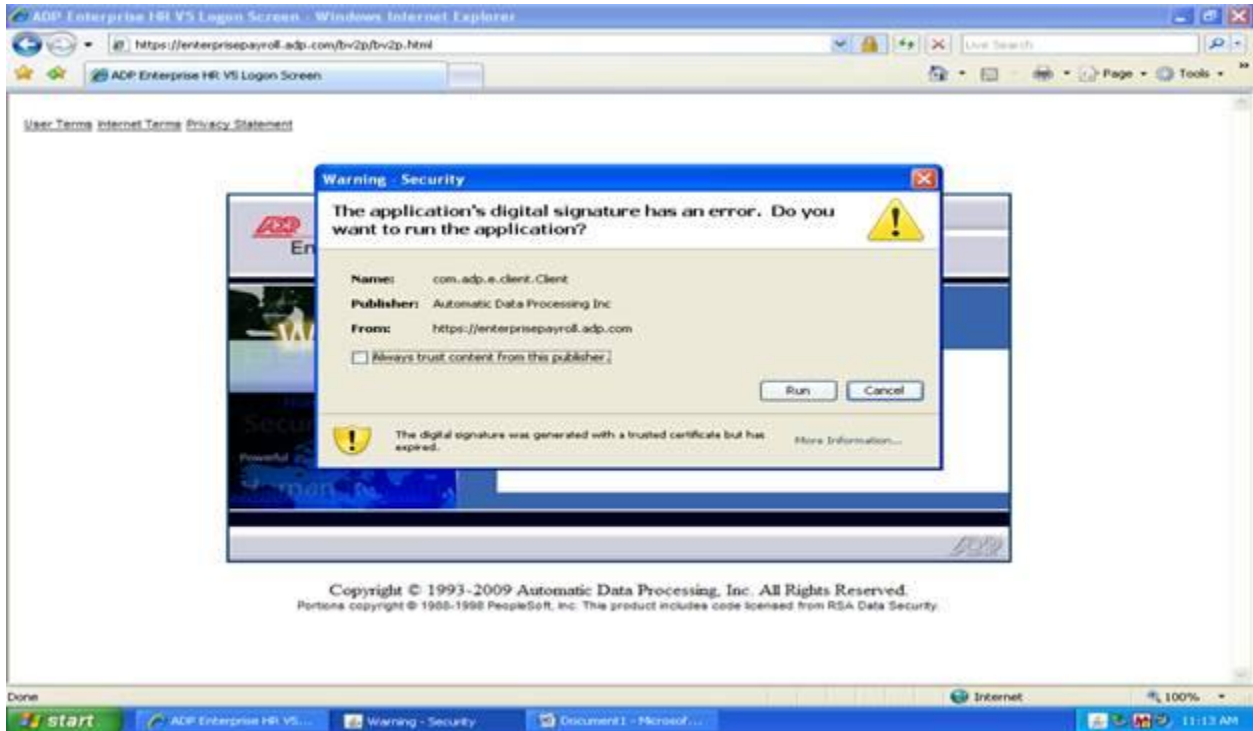
NEXT Screen: Wait.....



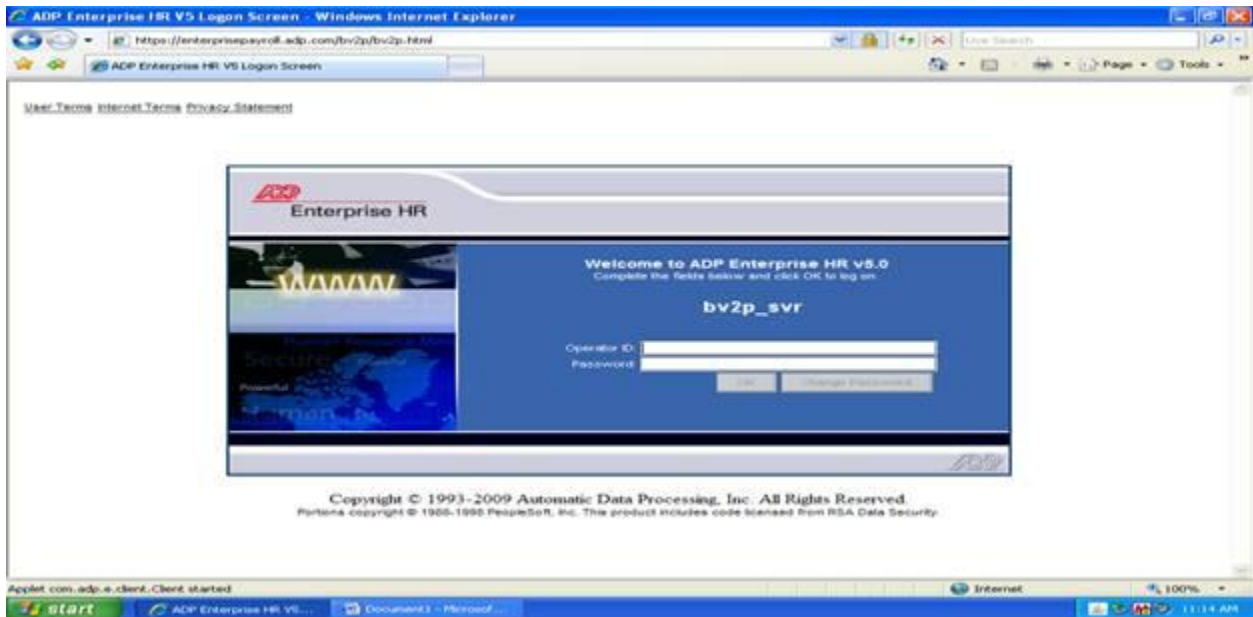
NEXT SCREEN: Click Button: “Finish”



NEXT SCREEN: Click button: “RUN”



NEXT SCREEN: Click the “RED X” box to close screen.



**You need to do this on any PC you want to use to record Time in self-service.
You only have to do it once per PC**

Full-time Employees will access ADP self-service via the following URL:

<https://portal.adp.com>

**MGC Students and Part-time Employees will access the Time Stamp with the
“Auto Log Off” feature via the following URL:**

<https://eet.adp.com/public/etime/java.html>

"Please be patient; this may take 4-5 minutes. Submit a helpdesk ticket if you have problems loading JAVA."