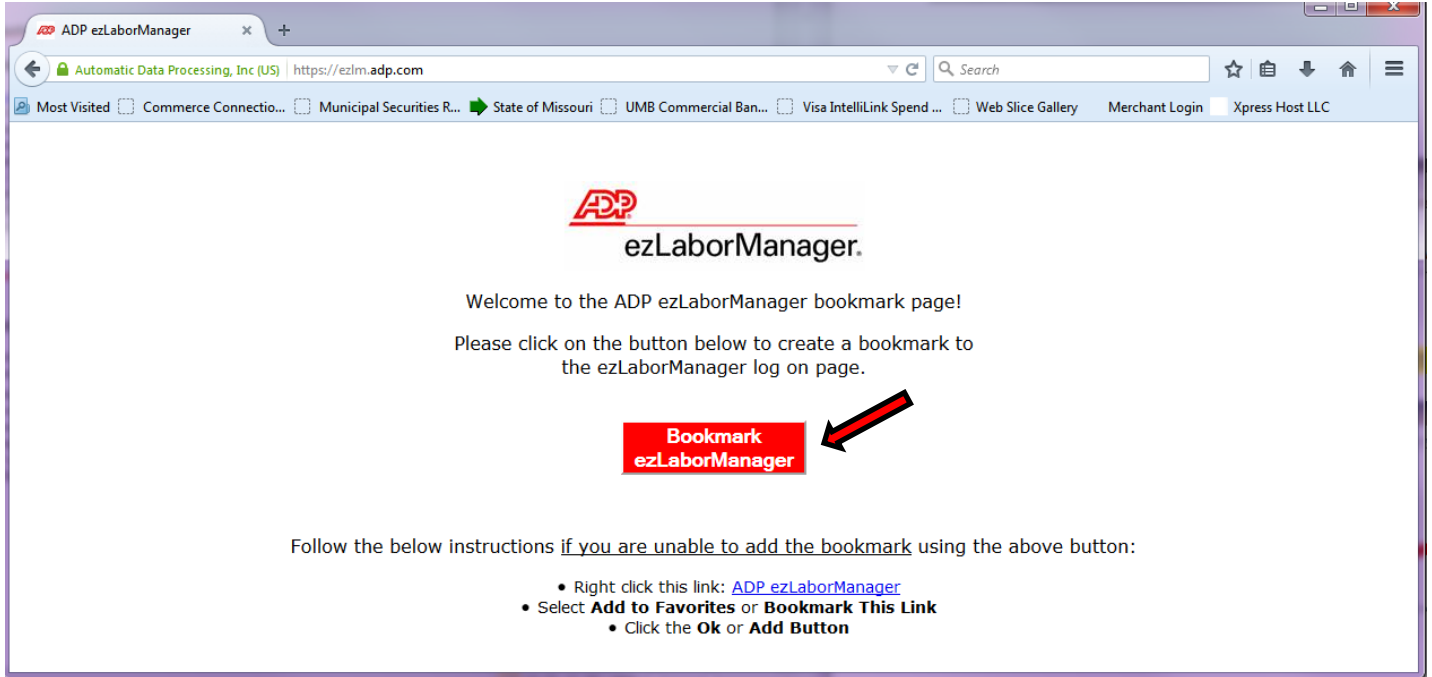**Logging Into ezLaborManager for the FIRST TIME**

All Employees Using ezLaborManager:

1. Go to **ezlm.adp.com** and click the "Bookmark ezLaborManager" link.

2. Click on the bookmark you just made, and then enter your company name, which is: wentzville (after doing this the first time, the system will remember you from then on). Then click on the "Submit" button on the login screen of Ezlabor Manager.
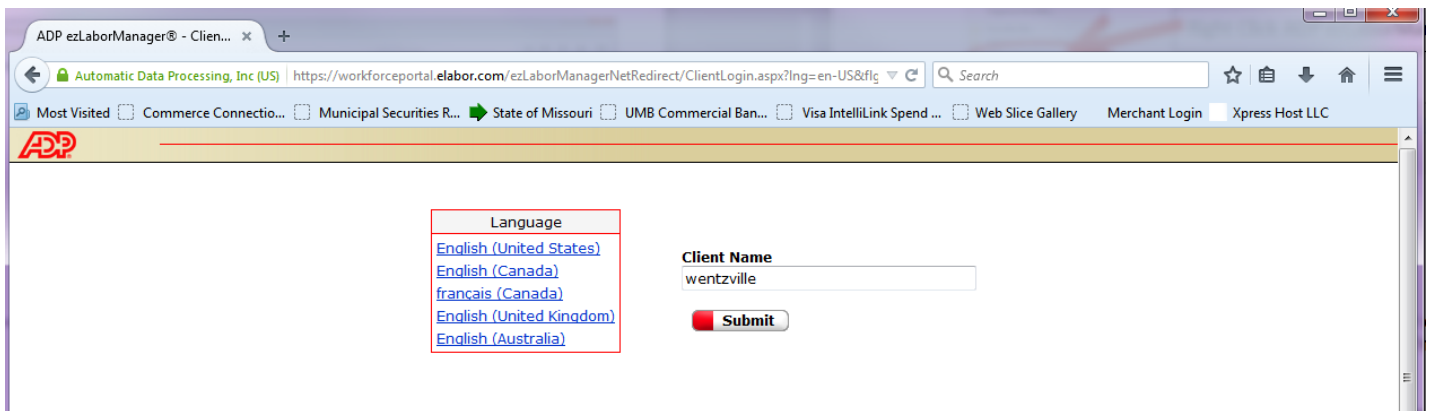
3. After clicking Submit and reaching the Log In screen:
    a. If using Internet Explorer: click on "Favorites" and *right click* on the website you just added to your Favorites list. Select the option to add a shortcut to your desktop.

   b. If using Firefox: click on the star icon [star icon] to bookmark/add to Favorites.

4. Log in:
   a. **User Name**: Using all lower case, type in your first initial and last name, **no spaces.** (If this does not work, try first initial and last name with a number 1 or 2 behind it. This only happens if there are two people with the same first initial and last name).
   b. Complete security questions. Recommended to do a print screen to remember your questions and answers.
   c. **Password**: same as User Name for the first time logging in. (If this does not work, try Welcome1 as the password) (if that does not work call Mary at 2023 or Danielle at 2021).
   d. The "Change Password" prompt will appear. Enter in the required information (passwords must be at least eight characters, contain a combination of numbers and letters, and are case sensitive).
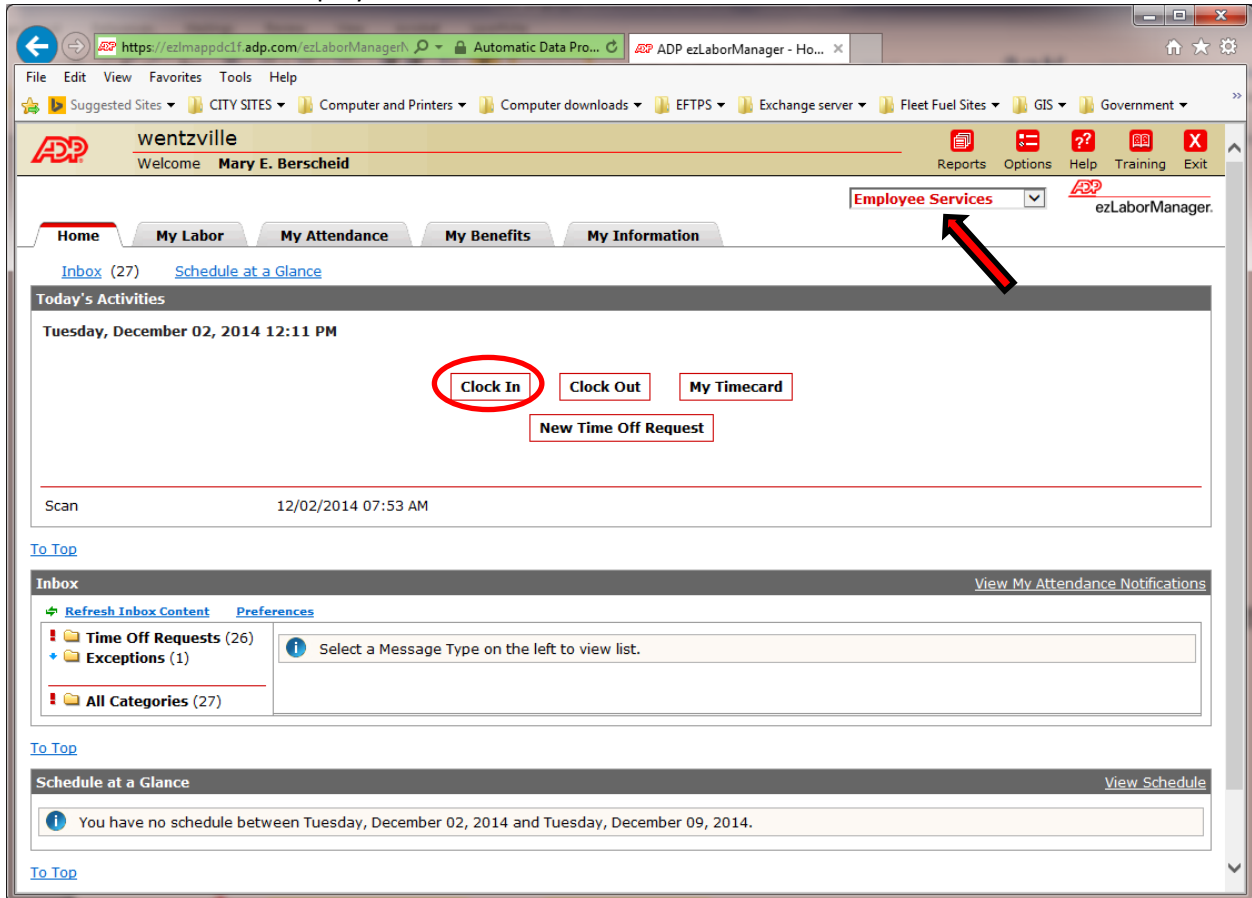   e. When you log in for the second time and thereafter your screen will like the following:
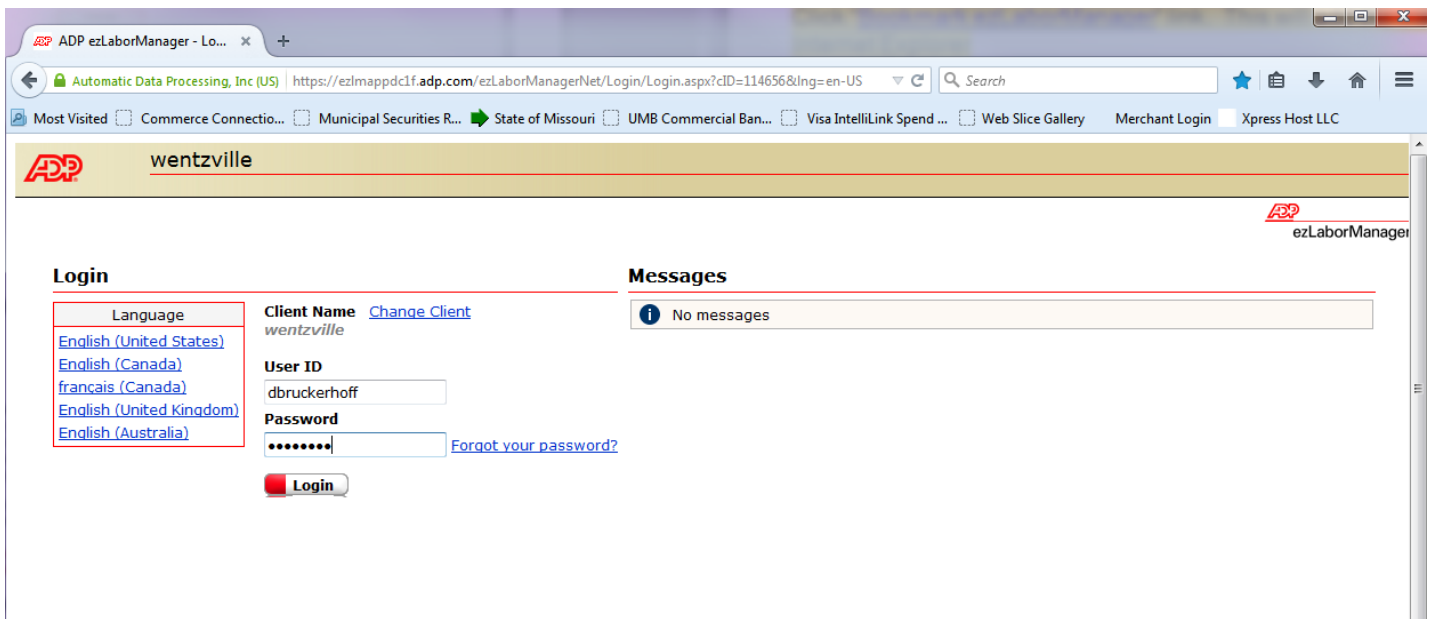
Logging Into ezLaborManager for the SECOND TIME and THEREAFTER

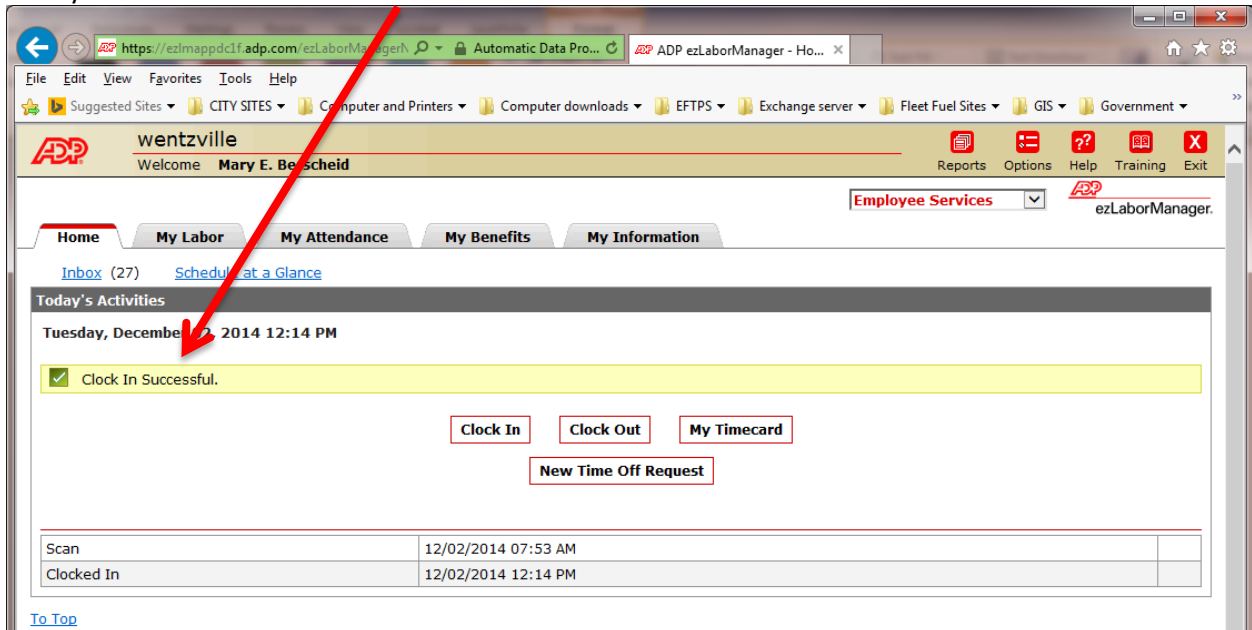Click on your bookmark/favorite and you should see the following and log in:
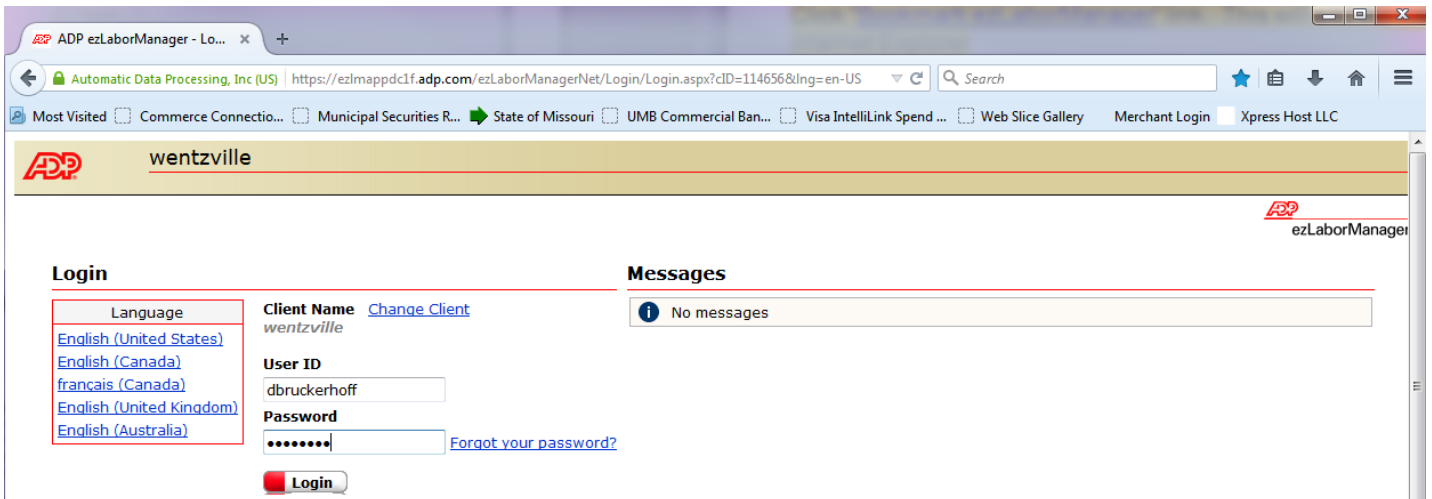
TO CLOCK IN OR OUT:

Click "Clock in" in the "Employee Services" window.

The system will indicate if the clock in was successful.

On the **My Labor** Tab you will notice the time clocked in.

The **Home** tab shows the times you clocked in and out for the day. The "Scan" is a swipe with the badge on the time clock. On the Supervisor side it will show as "Web" as the process name used to clock in or out.

REQUEST TIME OFF

Click **New Time Off Request** in the **Employee Services** window.

Follow the sequential order of steps of inputting the required information.

My Labor Tab – Shows the times and hours earned for current pay period.

My Attendance Tab – Shows status of the benefit time requested off.

       NOTE: Here is where you edit your request or even delete your request.

My Benefits Tab – shows accrual balances and holidays.

My Information Tab – shows general information.

Note:

- Your benefit hours are not deducted from your accrual balance until the pay period in which you requested them and your supervisor has approved the time off on your Time Card.
- SUPERVISORS – Please remember, on the time card, you have to select the benefit hours requested and do a "Save and Calculate" before you will be able to approve the hours.

TO EDIT AN EMPLOYEE'S TIMECARD

1. In Supervisor Services, select **Group Labor** and then **Timecard Manager**.
2. Click 🔍 (next to the **Find** button) and select an employee.
   - Tip: You can start typing the first or last name of the employee you are trying to locate and the system will generate a list for you to select.
   - Tip: If the employee you want is not in the list, click ▽ to change the employee filter.
3. Select a time frame from the **Pay Date Range** menu on the **Timecard Manager**.
4. On the employee's timecard, change the values for each field you want to edit. You can make changes by right-clicking the **Time In**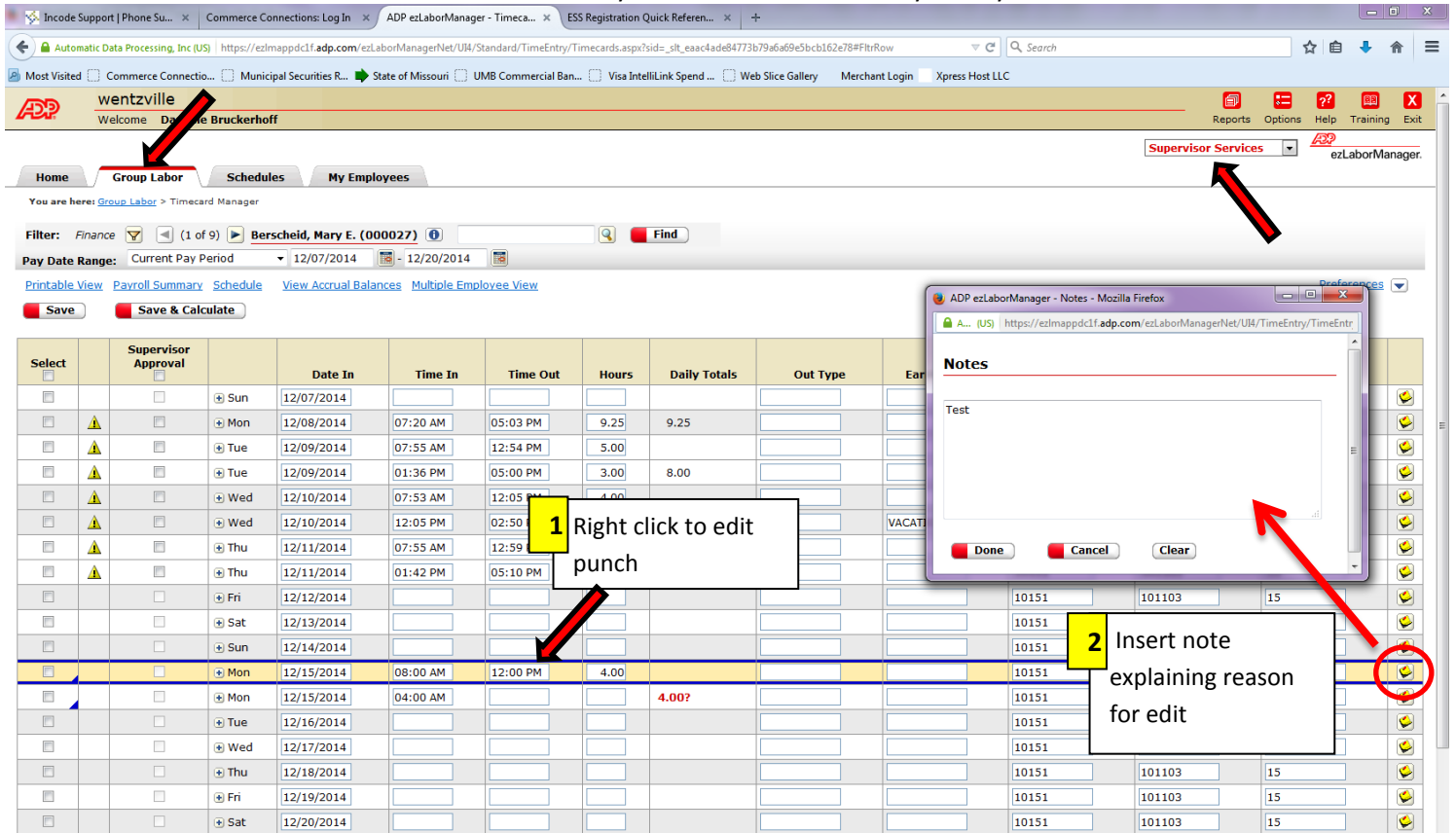 or **Time Out** fields and selecting **Insert** or **Delete**. Take caution when changing a time. Once changed, you will lose the clock in and out punch integrity of the clock.
   - To add a lunch, add a line by clicking on the "+" sign in front of the day of the week. Change the out punch on the first line and the in punch on the second line.
5. If you want to add a comment about a row, click 📒 for the row and enter a note in the window.
6. If you want to delete a row, click the check box in the **Select** column of the appropriate row and then click **Delete**.
7. Click **Save and Calculate** to record your edits and remove any rows you marked for deletion.

SUPERVISOR TO APPROVE OR DENY TIME OFF REQUEST:

1. In Supervisor Services, select **Home.**
2. In the **Inbox**, click **Time Off Requests**.
3. Under **Description**, click the request description of the request you want to review.
4. In the window that opens below the **Description**, click **Time Off Requests**.
5. On the **Time Off Request** Page, select either the **Approve** or **Deny** check box for each request.
6. Use the **Comments** field to enter additional information.
7. When you have marked each row as approved or denied, click **Approve Request, Deny Request**, or **Partially Approve Request** to submit the review. The label on the button will depend on how you marked each row.

SUPERVISOR TO CANCEL TIME OFF REQUESTS:

1. In Supervisor Services, select **Group Labor - Time Off Requests**
2. On the **Time Off Requests** page, click the request number of the request you want to cancel. Only requests that are pending review and were created during the current calendar year are displayed.
3. To view requests with other statuses, select a status from the **Status** Menu.
4. Click **Cancel Request** and click **OK**.

SUPERVISOR TO VIEW A LIST OF YOUR EMPLOYEES' TIME OFF REQUESTS:

1. In Supervisor Services, select **Group Labor – Time Off Requests**.
2. Select a status from the **Status** menu. The possible statuses are:

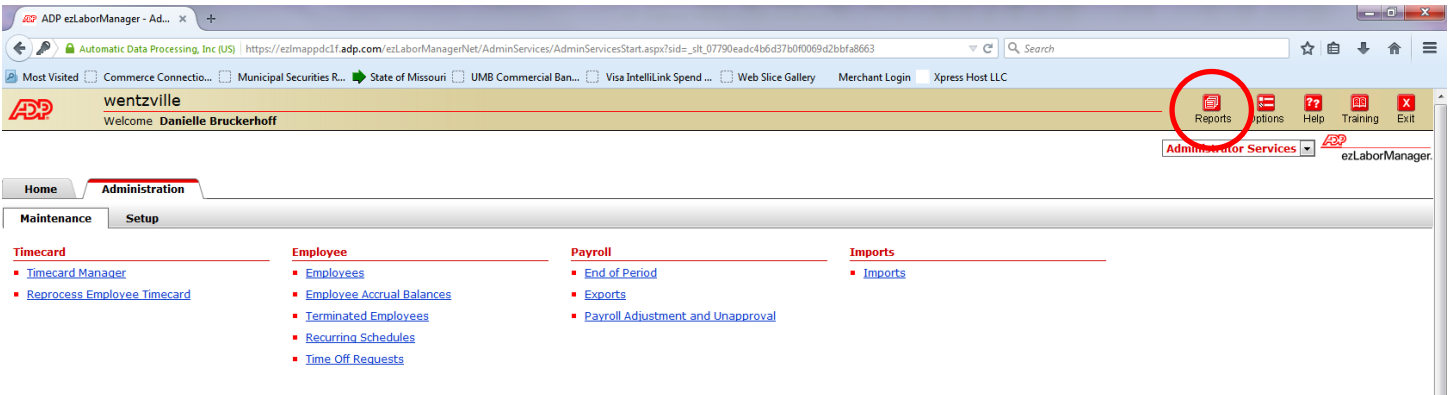| Status Type	Meaning
Pending Review	The request has been submitted, but has not yet been reviewed.
Pending Requester Acceptance	The request was partially approved, but has not yet been accepted or canceled by the requester.
Approved	The request was fully approved and applied to the requester's schedule.
Accepted	The request was partially approved, accepted by the requester, and applied to his/her schedule.
Denied	The request was denied.
Canceled	The request was canceled by you, another supervisor or administrator, the requester or ezLaborManager.

3. To view requests for a different year, make a selection from the Year menu.
4. To view more detailed information about a request, click the request number in the far-left column.

SUPERVISOR TO RESOLVE TIMECARD EXCEPTIONS:

1. In Supervisor Services, select **Home → Exceptions By Employee → Employees in Current Pay Period.**
2. Click on the **Employees with Exceptions in Current Pay Period** page, click the number in the **Time Pair Exceptions** column for the employee whose exceptions you want to resolve. If you want to view more detailed information about a time pair, click the icon in the **Status** column.
   - Most exceptions are just requesting Supervisor approval.
3. For each exception for which a **Solution** menu is displayed, select an appropriate solution.
4. For exceptions that do not have any selectable solutions, click the time pair link and edit the time pair in the **Timecard Manager**. Click **Save** to save the edits and return to the list of exceptions.
5. Click **Save and Calculate**.
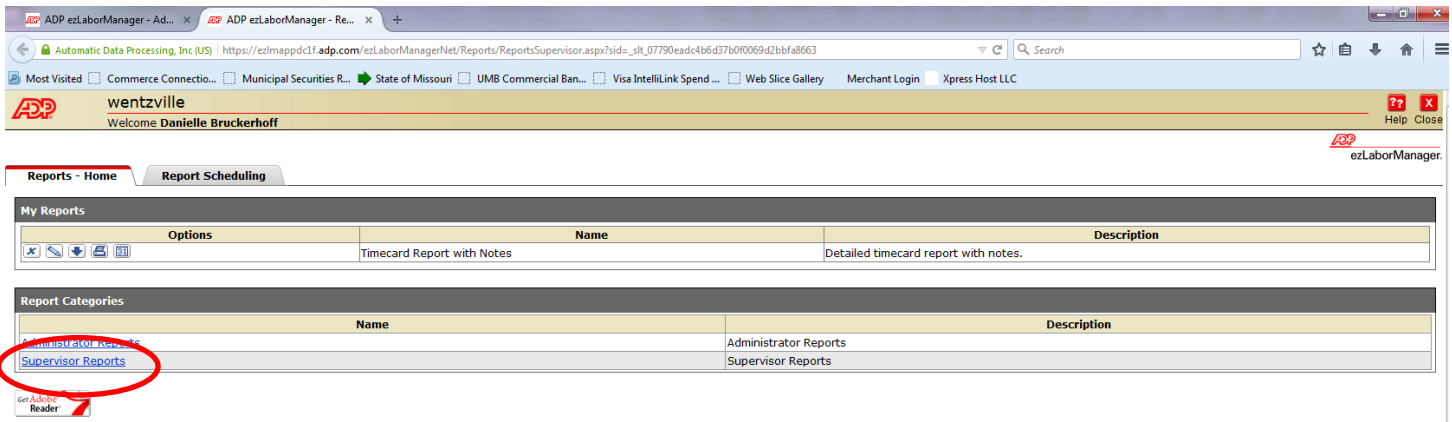
REPORTS:

Click the Reports icon on upper right hand corner of screen.

Click on **Supervisor Reports**.

Choose report from list.

ADDITIONAL TRAINING

Sign in to ADP Web Site and click "Training."

You can view or print Training Material off the Web Site.
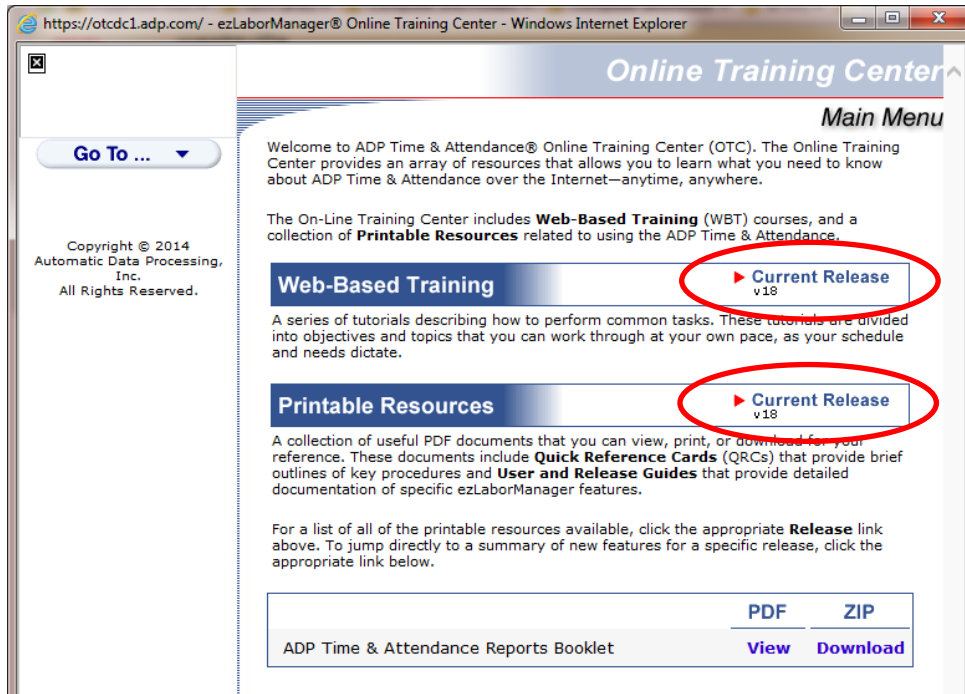
There are also Quick Reference Cards to refer to.