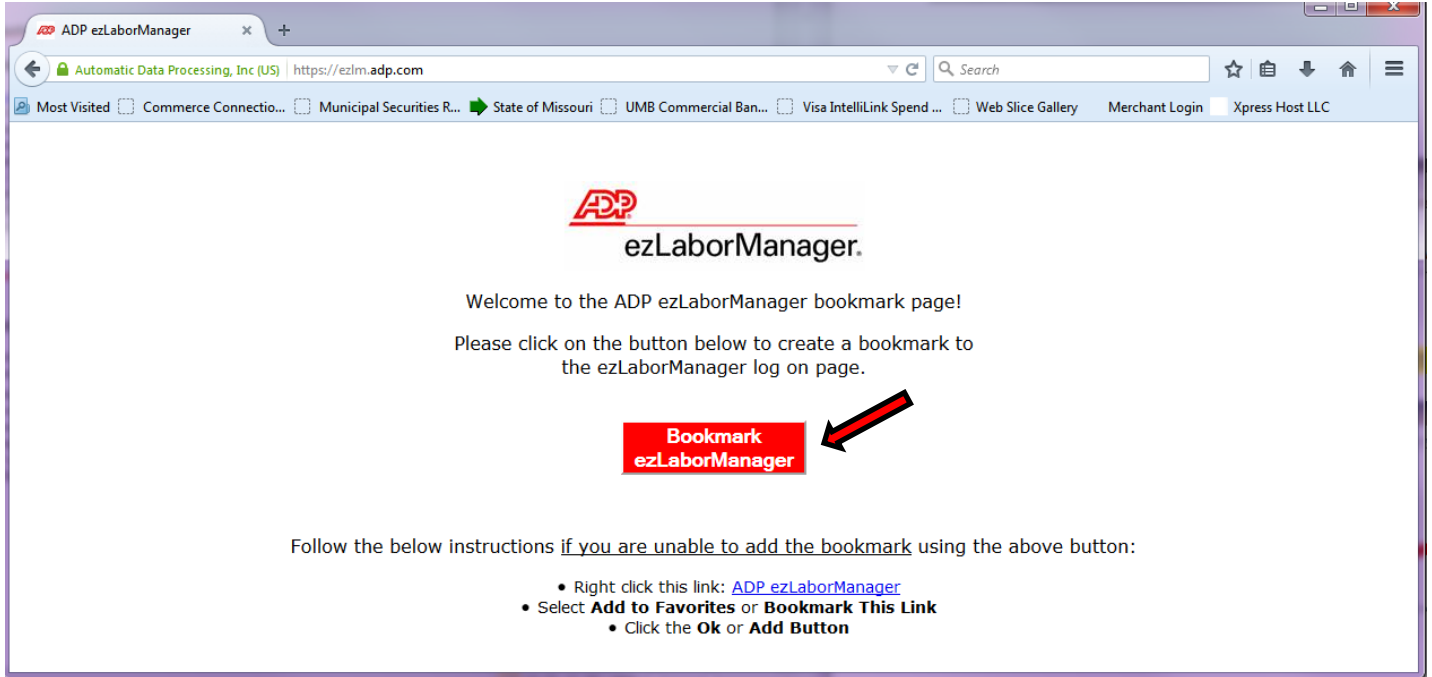


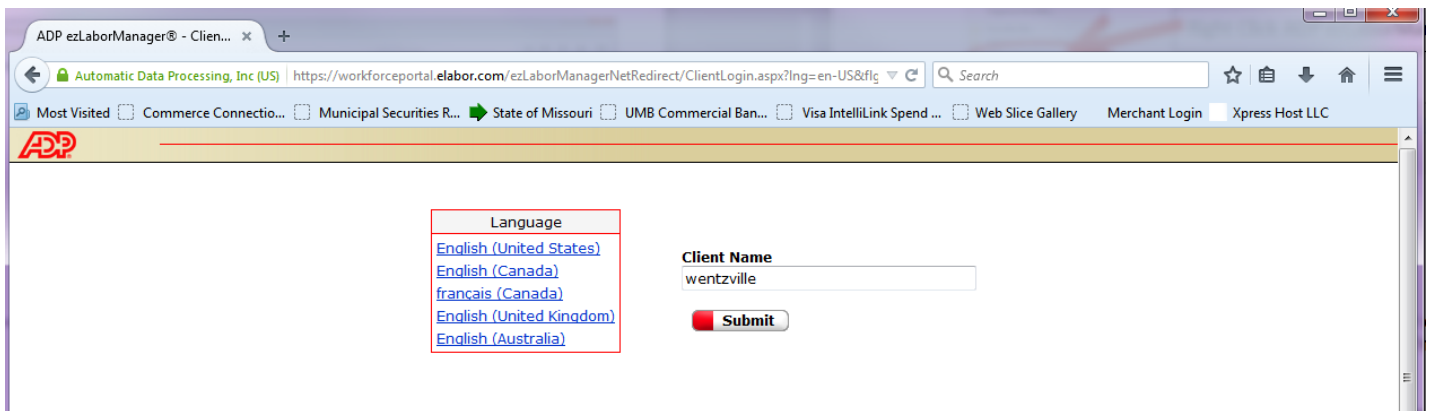
Logging Into ezLaborManager for the FIRST TIME


All Employees Using ezLaborManager:

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



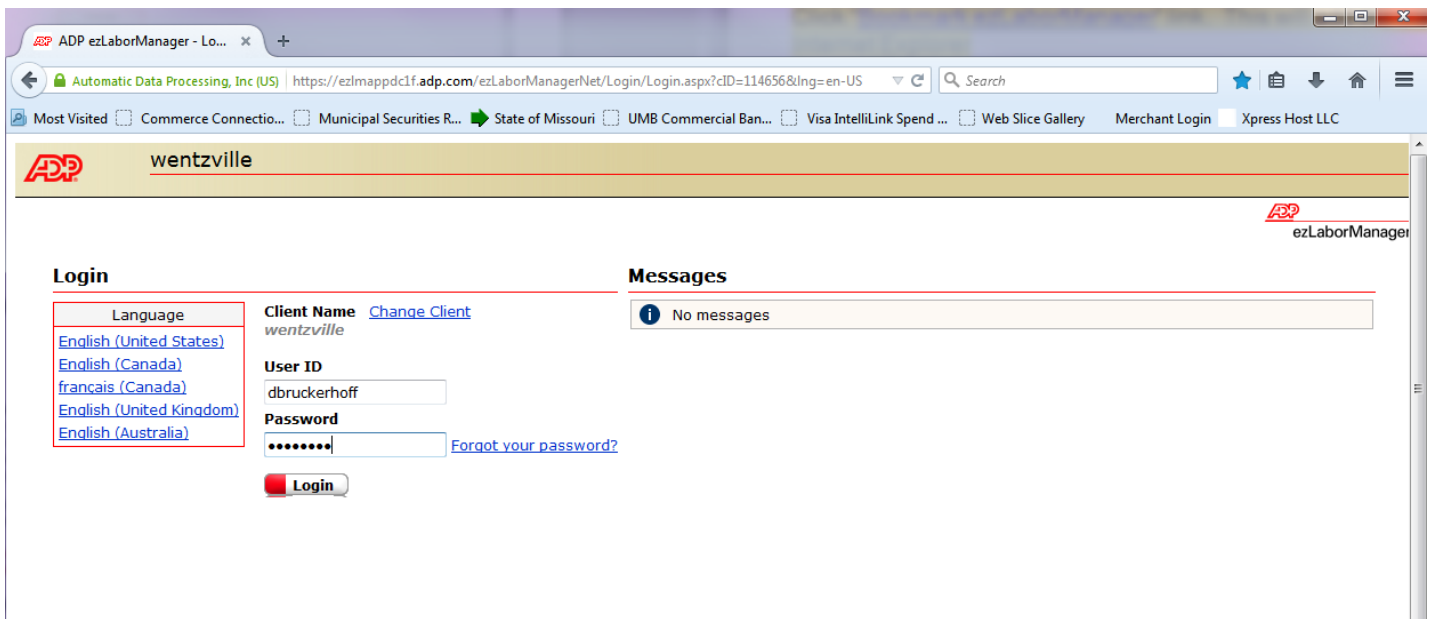
2. Click on the bookmark you just made, and then enter your company name, which is: wentzville (after doing this the first time, the system will remember you from then on). Then click on the "Submit" button on the login screen of Ezlabor Manager.



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  to bookmark/add to Favorites.

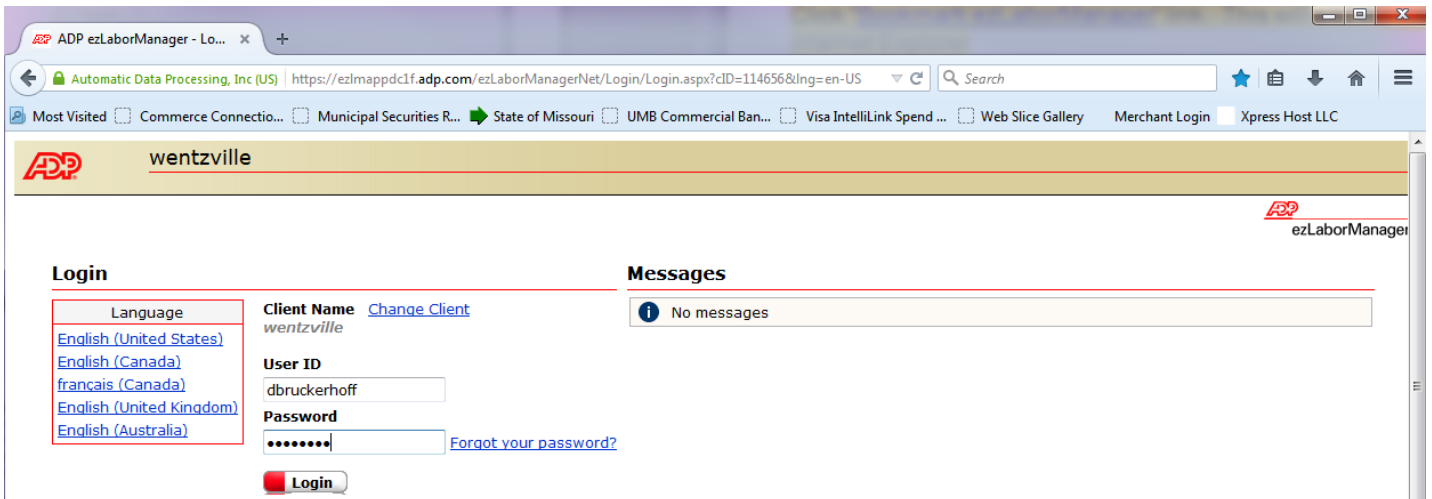
4. Log in:

- 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:



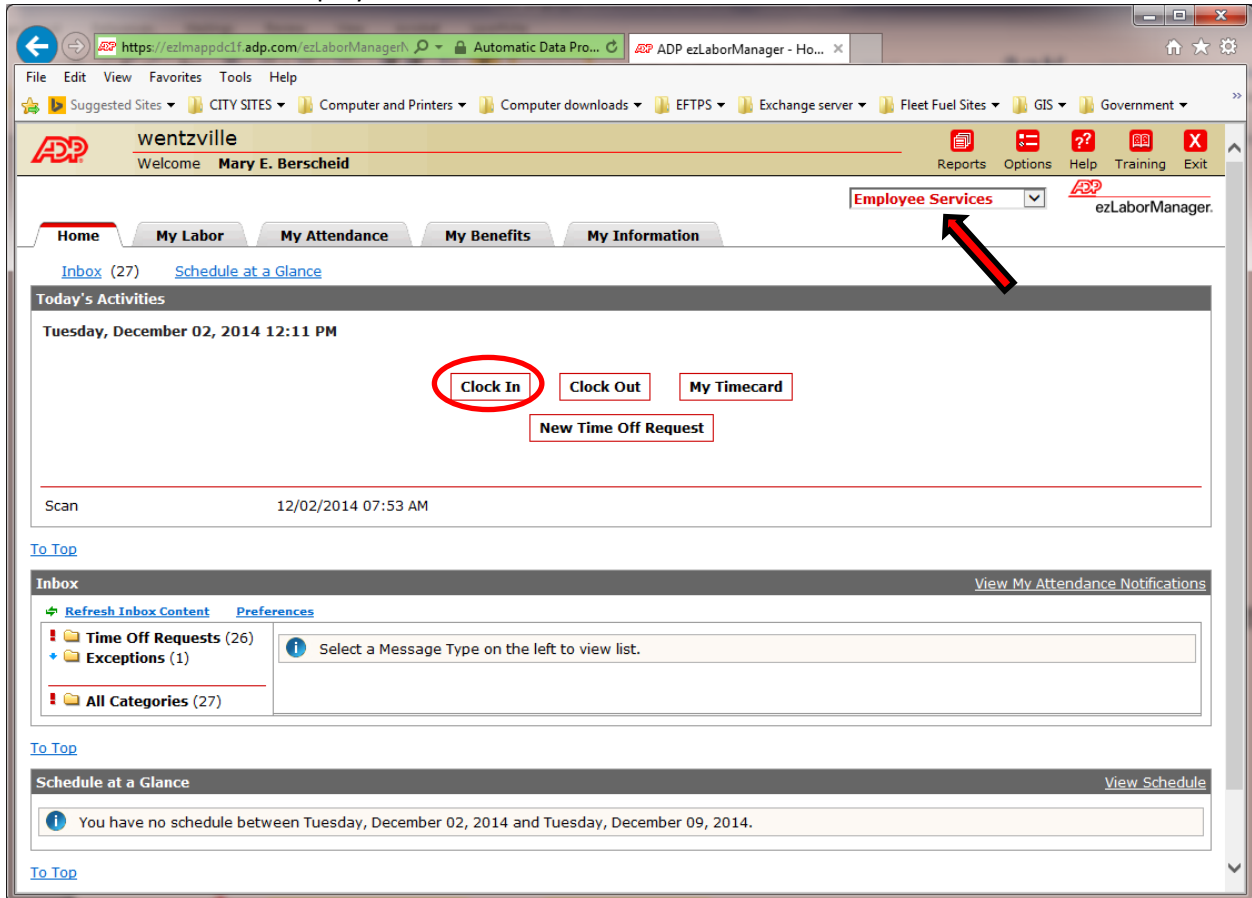
Logging Into ezLaborManager for the SECOND TIME and THEREAFTER

Click on your bookmark/favorite and you should see the following and log in:

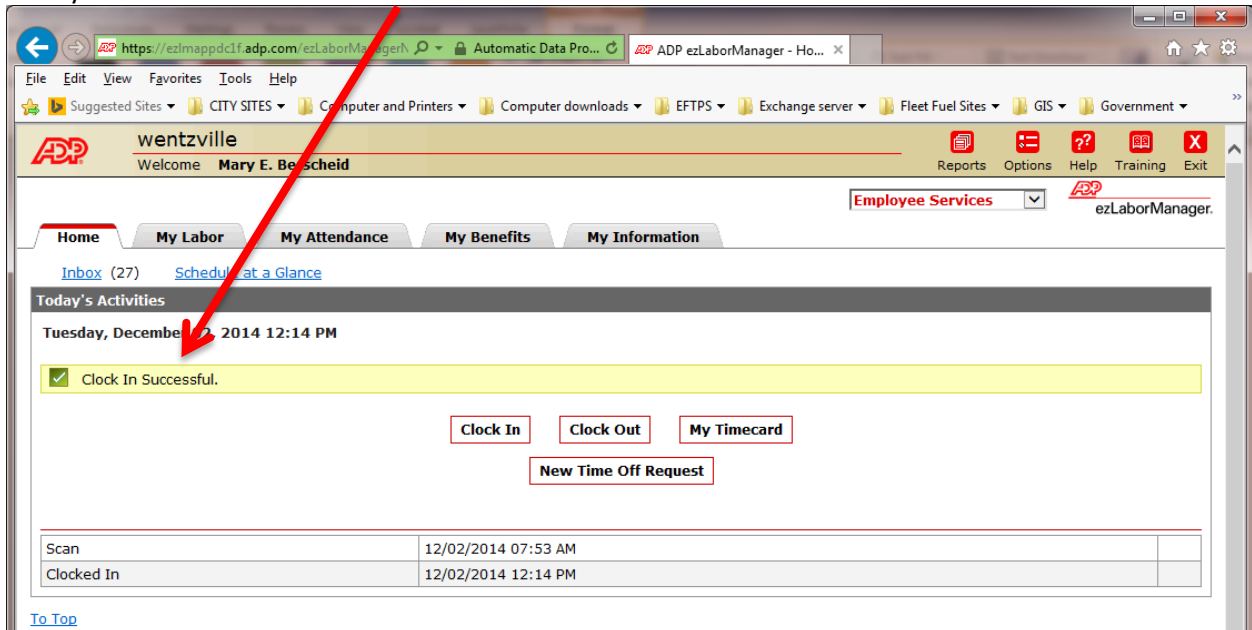


TO CLOCK IN OR OUT:

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 screenshot shows the ADP ezLaborManager interface for user Mary E. Berscheid. The 'My Labor' tab is active, displaying a timecard for the period from Sunday, November 23, 2014, to Saturday, December 06, 2014. The date selection is set to 'Today' (12/02/2014). A red arrow points to the 'Actual' time for Tuesday, 12/02/2014, which is circled in red. The time is 07:53 AM - 12:14 PM. Below the timecard is a summary section with a payroll summary table.

	Sun 11/23	Mon 11/24	Tue 11/25	Wed 11/26	Thu 11/27	Fri 11/28	Sat 11/29	Totals
Actual		07:56 AM - 05:27 PM	07:58 AM - 05:06 PM	07:54 AM - 04:54 PM	08:00 AM - 04:00 PM (HOLIDAY)	08:00 AM - 04:00 PM (HOLIDAY)		42.00
Schedule								
	Sun 11/30	Mon 12/01	Tue 12/02	Wed 12/03	Thu 12/04	Fri 12/05	Sat 12/06	Totals
Actual		07:55 AM - 04:35 PM	07:53 AM - 12:14 PM					12.25
Schedule								

Summary

Dollars/Amount Show Hide

Payroll Summary

⚠ One or more warnings on this timecard

Earnings Code	Hours	Days
Overtime	2.00	0.00
Holiday	16.00	0.00
Regular	36.25	0.00
	54.25	0.00

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.

The screenshot shows the ADP ezLaborManager interface for user Mary E. Berscheid. The 'Home' tab is active, displaying 'Today's Activities' for Tuesday, December 02, 2014, at 12:27 PM. A red circle highlights the 'Home' tab in the navigation bar. Below, the 'Today's Activities' section shows a 'Scan' event on Tuesday, December 02, 2014, at 07:53 AM, which is circled in red. The 'Clock In' and 'Clock Out' buttons are also visible.

Today's Activities

Tuesday, December 02, 2014 12:27 PM

[Clock In](#) [Clock Out](#) [My Timecard](#)

[New Time Off Request](#)

Scan
 12/02/2014 07:53 AM

Clocked In
 12/02/2014 12:14 PM

Clocked Out
 12/02/2014 12:22 PM

Inbox

Time Off Requests (26)
 Exceptions (1)
 All Categories (27)

Schedule at a Glance

You have no schedule between Tuesday, December 02, 2014 and Tuesday, December 09, 2014.

REQUEST TIME OFF

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

The screenshot displays the ADP ezLaborManager web application interface. At the top, the browser address bar shows the URL <https://ezlmapdclf.adp.com/ezLaborManager/>. The page header includes the ADP logo, the location "wentzville", and the user name "Welcome Mary E. Berscheid". Navigation tabs are visible: Home, My Labor, My Attendance, My Benefits, and My Information. A dropdown menu for "Employee Services" is open, with a red arrow pointing to it. Below the navigation, there are buttons for "Clock In", "Clock Out", and "My Timecard", with "New Time Off Request" circled in red. The page also displays an "Inbox" section with "Time Off Requests (26)" and "Exceptions (1)", and a "Schedule at a Glance" section with a message about no schedule between December 02, 2014 and December 09, 2014.

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

The screenshot shows the ADP ezLaborManager interface for a user named Danielle B. The page is titled "Time Off Request" and shows a "Vacation" request for 32.00 hours. The interface includes a navigation menu, a description field, a comments field, an "Accruals" table, a "Request Details" table, a calendar, a "Review By" field, and a "Submit" button. Six numbered callouts provide instructions:

- 1** Describe leave type. Entering comments is optional. (Points to the "Description" field containing "Vacation")
- 2** Choose dates requested off by clicking on all dates that apply. (Points to the calendar interface)
- 3** Choose applicable earnings code. (Points to the "Earnings Code" dropdown menu)
- 4** Enter total hours that will be taken each day. (Points to the "Hours" input field in the "Request Details" table)
- 5** Enter date for your supervisor to review by. (Points to the "Review By" date field)
- 6** Click "Submit." (Points to the "Submit" button)

Total Hours Requested: 32.00

Accruals

Accrual Description	Accrual Type	Earnings Codes	Balance	Scheduled	Request
FLOATING HOLIDAY	Hours	FLOATING HOL (Floating Holiday)	0.00	0.00	0.00
SAFETY DAY	Hours	SAFETY DAY (SAFETY DAY)	0.00	0.00	0.00
SICK	Hours	(2)	72.00	0.00	0.00
VACATION	Hours	VACATION (Vacation)	47.91	24.00	32.00

Show Weekends

July 2014

S	M	T	W	T	F	S
			23	24	25	
27	28	29	30	31		

August 2014

S	M	T	W	T	F	S
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Back to: [Home](#)

Remove Row	Row	Date	Schedule Start Time	Schedule Hours	Request Details	
					Earnings Code	Hours
<input type="checkbox"/>	1	Tuesday, August 19, 2014	--		EMPL-QUARTER	8.00
<input type="checkbox"/>	2	Wednesday, August 20, 2014	--		EMPL-YEAR	8.00
<input type="checkbox"/>	3	Thursday, August 21, 2014	--		FUNERAL	8.00
<input type="checkbox"/>	4	Friday, August 22, 2014	--		Floating Holiday	8.00
					Jury Duty	
					MILITARY NO PAY	
					MILITARY PAID	
					NO PAY	
					Personal Sick	
					SAFETY DAY	
					Sick	
					Vacation	8.00
					WORKERS COMP W/OUT PAY	
					WORKERS COMP WITH PAY	

Delete

Review By:

Submit

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

The screenshot shows the 'My Labor' tab in the ADP ezLaborManager system. The user is logged in as Mary E. Berscheid. The interface displays a timecard for the week of Sunday, October 12, 2014, to Saturday, October 25, 2014. The date selection is set to 'Today' (10/22/2014). The timecard is organized into two rows of days, each with 'Actual' and 'Schedule' links. The summary table below the timecard shows the following data:

Summary			
Dollars/Amount <input type="radio"/> Show <input checked="" type="radio"/> Hide			
Payroll Summary			
One or more errors on this timecard.			
Earnings Code	Hours	Days	
Overtime	2.25	0.00	
Holiday	8.00	0.00	
Regular	53.00	0.00	
	63.25	0.00	

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

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

The screenshot shows the 'My Attendance' tab in the ADP ezLaborManager system. The user is logged in as Mary E. Berscheid. The interface displays the 'Attendance Notification History' and 'Time Off Requests' sections. The 'Attendance Notification History' section shows a search for notifications between 10/15/2014 and 10/22/2014, with a result of 'No Data'. The 'Time Off Requests' section shows a search for requests with the following criteria: Year: All, Status: All, Find Request Number: [empty]. The search results show 1 found request:

Request Number	Status	Total Hours	Time Off Begins On	Description	Review By Date
3	Approved	40.00	07/14/2014	Vacation	07/12/2014

My Benefits Tab – shows accrual balances and holidays.

The screenshot shows the 'My Benefits' tab in the ADP ezLaborManager interface. It features two main sections: 'Benefits' and '2014 Holidays'.

Description	Accrual Type	Balance	Scheduled
COMP EARNED	Hours	6.37	0.00
SICK	Hours	1,170.75	0.00
VACATION	Hours	291.10	0.00

2014 Holidays	
Last Year	Current Year
Wednesday, January 01, 2014	New Year's Day
Monday, January 20, 2014	Martin Luther King Day
Monday, February 17, 2014	Presidents Day
Friday, April 18, 2014	Good Friday
Monday, May 26, 2014	Memorial Day
Friday, July 04, 2014	Independence Day
Monday, September 01, 2014	Labor Day
Monday, October 13, 2014	Columbus Day
Tuesday, November 11, 2014	Veterans' Day
Thursday, November 27, 2014	Thanksgiving
Friday, November 28, 2014	Day After Thanksgiving
Wednesday, December 24, 2014	Christmas Eve
Thursday, December 25, 2014	Christmas Day
Wednesday, December 31, 2014	New Year's Eve

My Information Tab – shows general information.

The screenshot shows the 'My Information' tab in the ADP ezLaborManager interface. It displays a sidebar with navigation options and a main section for 'Employee Information'.

Employee Information




- Employee ID: 000027
- First Name: [REDACTED]
- Last Name: [REDACTED]
- Pay Group: HRLY 30L OT40
- Supervisor: Lenk, Jeffrey D

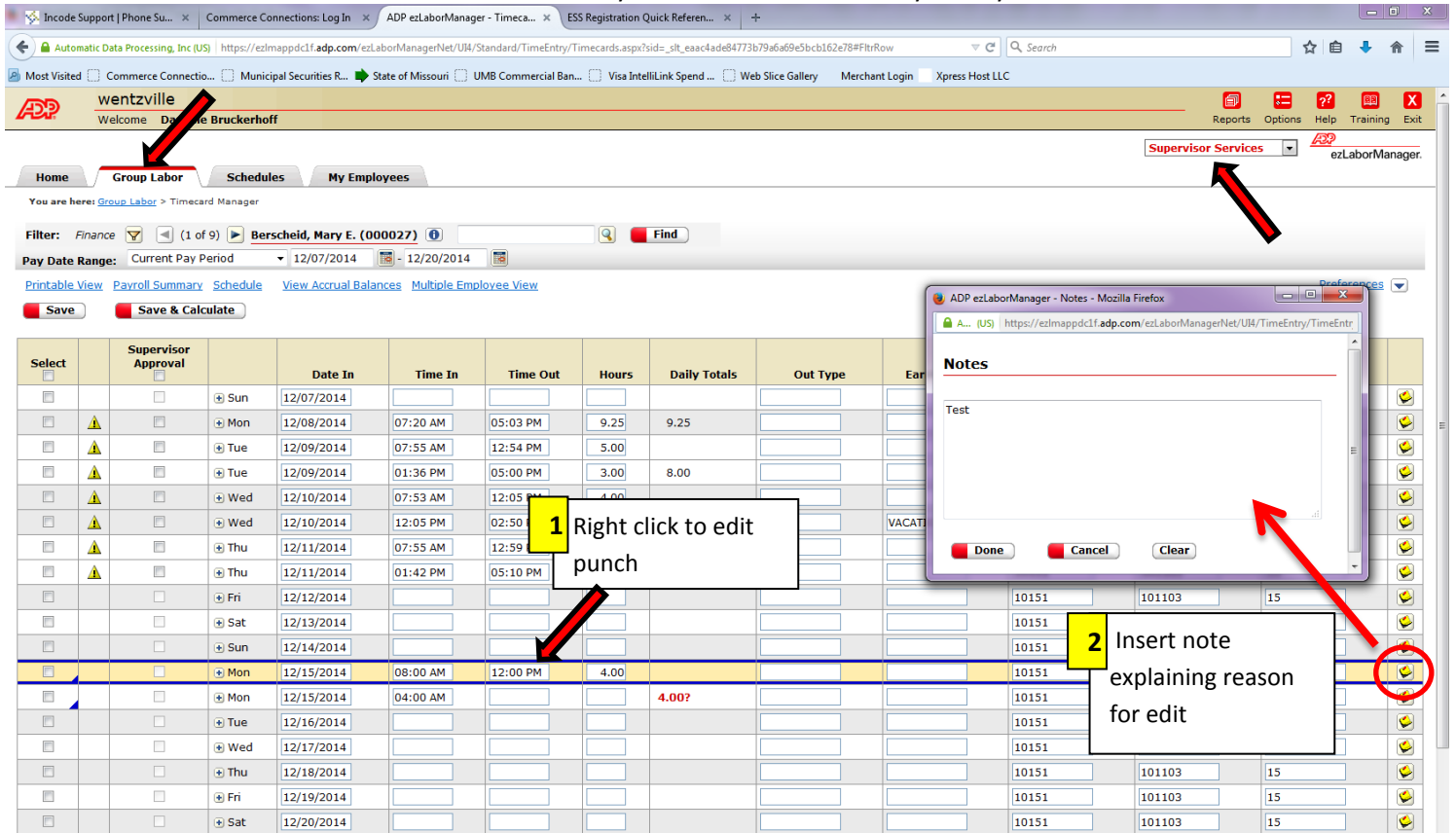
Note:

- 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.

SUPERVISOR FUNCTIONS

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.



The screenshot shows the ADP ezLaborManager interface. At the top, there's a navigation bar with 'Home', 'Group Labor', 'Schedules', and 'My Employees'. The 'Group Labor' tab is active. Below the navigation bar, there's a search bar with 'Berscheid, Mary E. (000027)' and a 'Find' button. The 'Pay Date Range' is set to '12/07/2014' to '12/20/2014'. A table displays timecard entries for various dates from 12/07/2014 to 12/20/2014. The table has columns for 'Select', 'Supervisor Approval', 'Date In', 'Time In', 'Time Out', 'Hours', 'Daily Totals', and 'Out Type'. A 'Notes' dialog box is open over the table, and a 'Save & Calculate' button is visible. Red arrows and callouts highlight key actions: 'Supervisor Services' in the top right, 'Find' in the search bar, 'Right click to edit punch' pointing to a time field, and 'Insert note explaining reason for edit' pointing to the notes dialog.

Select	Supervisor Approval	Date In	Time In	Time Out	Hours	Daily Totals	Out Type
<input type="checkbox"/>	<input type="checkbox"/>	Sun 12/07/2014					
<input type="checkbox"/>	<input type="checkbox"/>	Mon 12/08/2014	07:20 AM	05:03 PM	9.25	9.25	
<input type="checkbox"/>	<input type="checkbox"/>	Tue 12/09/2014	07:55 AM	12:54 PM	5.00		
<input type="checkbox"/>	<input type="checkbox"/>	Tue 12/09/2014	01:36 PM	05:00 PM	3.00	8.00	
<input type="checkbox"/>	<input type="checkbox"/>	Wed 12/10/2014	07:53 AM	12:05 PM	4.00		
<input type="checkbox"/>	<input type="checkbox"/>	Wed 12/10/2014	12:05 PM	02:50 PM			VACAT
<input type="checkbox"/>	<input type="checkbox"/>	Thu 12/11/2014	07:55 AM	12:59 PM			
<input type="checkbox"/>	<input type="checkbox"/>	Thu 12/11/2014	01:42 PM	05:10 PM			
<input type="checkbox"/>	<input type="checkbox"/>	Fri 12/12/2014					
<input type="checkbox"/>	<input type="checkbox"/>	Sat 12/13/2014					
<input type="checkbox"/>	<input type="checkbox"/>	Sun 12/14/2014					
<input type="checkbox"/>	<input type="checkbox"/>	Mon 12/15/2014	08:00 AM	12:00 PM	4.00		
<input type="checkbox"/>	<input type="checkbox"/>	Mon 12/15/2014	04:00 AM			4.00?	
<input type="checkbox"/>	<input type="checkbox"/>	Tue 12/16/2014					
<input type="checkbox"/>	<input type="checkbox"/>	Wed 12/17/2014					
<input type="checkbox"/>	<input type="checkbox"/>	Thu 12/18/2014					
<input type="checkbox"/>	<input type="checkbox"/>	Fri 12/19/2014					
<input type="checkbox"/>	<input type="checkbox"/>	Sat 12/20/2014					

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.

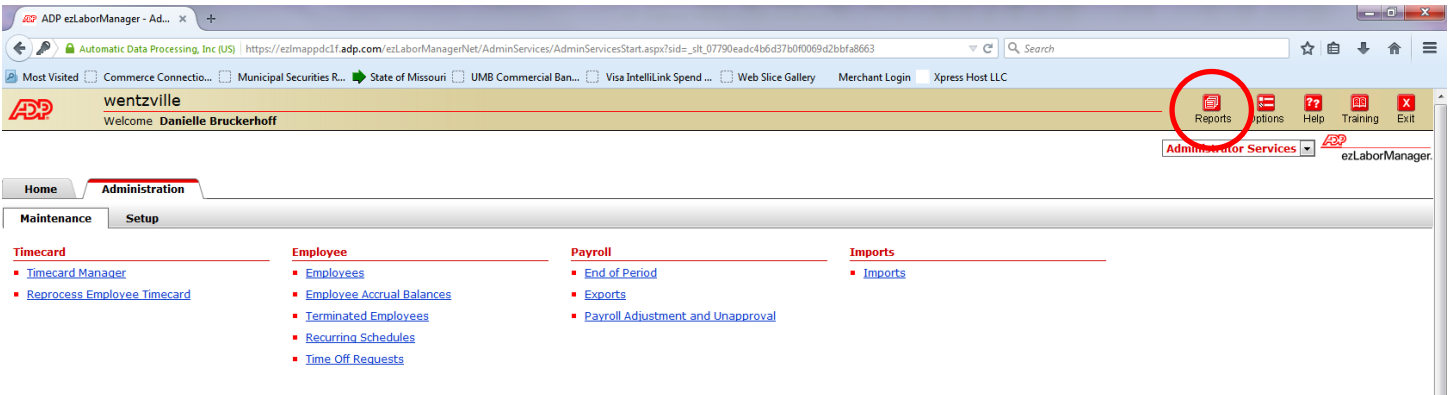
3. To view requests for a different year, make a selection from the Year menu.
4. To view more detailed information about a request, click the request number in the far-left column.

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**.

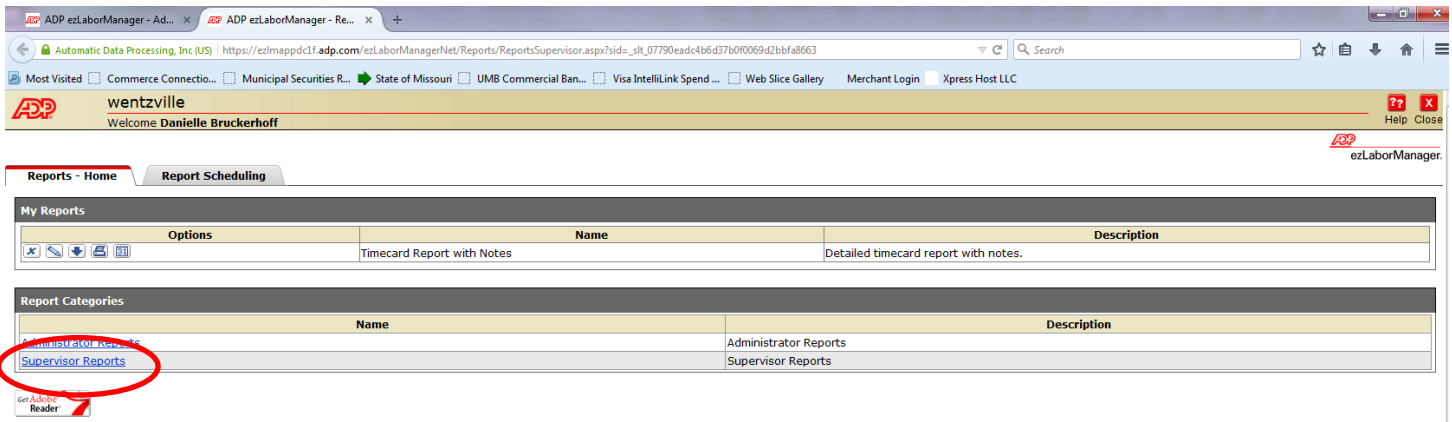
REPORTS:

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







The screenshot shows the ADP ezLaborManager web application. The user is logged in as Danielle Bruckerhoff. The top navigation bar includes a search bar and several utility icons. The 'Reports' icon, which is a red square with a white document icon, is circled in red. Below the navigation bar, there are tabs for 'Home' and 'Administration'. Under 'Administration', there are sub-tabs for 'Maintenance' and 'Setup'. The main content area is divided into four columns: 'Timecard', 'Employee', 'Payroll', and 'Imports'. Each column contains a list of links related to that category.

Click on **Supervisor Reports**.



The screenshot shows the 'Reports - Home' page in the ADP ezLaborManager application. The user is logged in as Danielle Bruckerhoff. The page has tabs for 'Reports - Home' and 'Report Scheduling'. Below the tabs, there is a section titled 'My Reports' with a table containing one report: 'Timecard Report with Notes'. Below this, there is a section titled 'Report Categories' with a table containing two categories: 'Administrator Reports' and 'Supervisor Reports'. The 'Supervisor Reports' link is circled in red. At the bottom left, there is a small icon for 'Get Adobe Reader'.

Options	Name	Description
   	Timecard Report with Notes	Detailed timecard report with notes.

Name	Description
Administrator Reports	Administrator Reports
Supervisor Reports	Supervisor Reports

Choose report from list.

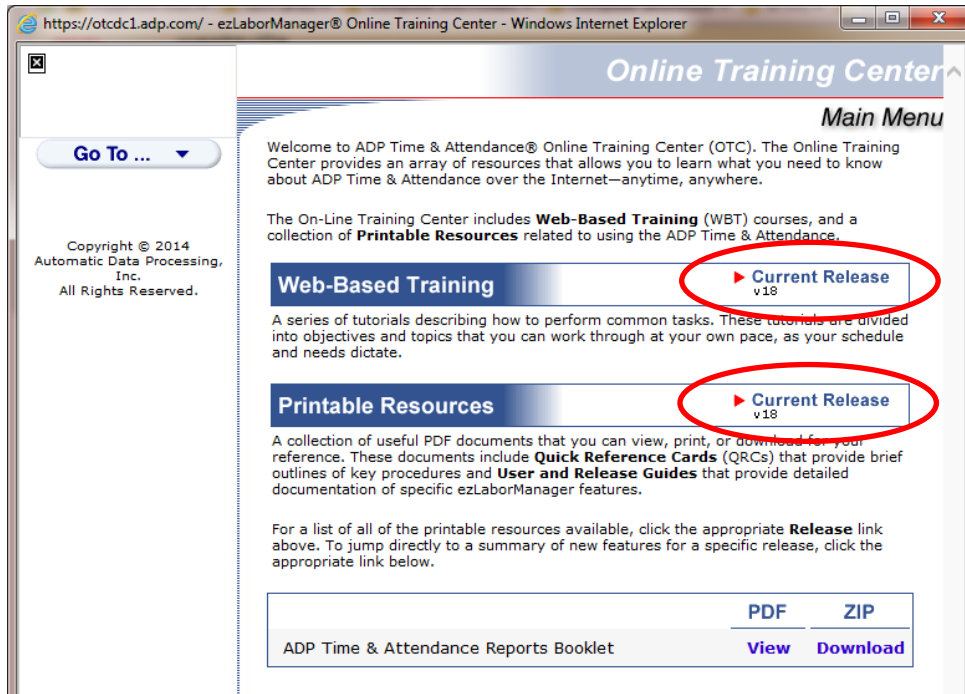
The screenshot shows the ADP ezLaborManager interface. At the top, there are navigation tabs for 'Reports - Home' and 'Reports'. A yellow callout box labeled 'Edit' points to an 'Edit' icon in the 'Options' column of the 'Supervisor Reports' table, with the text 'Edit a report based on certain criteria'. Another yellow callout box labeled 'Download' points to a 'Download' icon in the 'Options' column, with the text 'Download and save report to specified location as a CSV file which can be converted into an Excel file'. A third yellow callout box labeled 'View Report' points to a 'View Report' icon in the 'Options' column, with the text 'View report selected'. The table lists various reports such as 'Accrual Report', 'Actual vs. Scheduled Report', 'Approaching Weekly Overtime', 'Attendance Report', 'Company Profile - Supervisor', 'Daily Schedule Report', 'Department Detail Report', 'Department Summary Report', 'Employee Accrual Detail Report', 'Employee Badge Report', 'Employee Daily Totals Report', 'Employee Dates Report', 'Employee List Report', 'Employee Rates Report', 'Employee Total Hours Report', 'Punch Source Report', 'Timecard Detail Report with Signature', 'Timecard Exception Report', 'Timecard Report', 'Timecard Report with Notes', 'Timecard Report with Supervisor Approval', 'Total Paid Hours Detail Report', 'Total Paid Hours Summary Report', and 'Weekly Schedule Report'.

ADDITIONAL TRAINING

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

The screenshot shows the ADP ezLaborManager Administration page. The user is logged in as 'Mary E. Berscheid'. The navigation menu includes 'Home' and 'Administration'. Under 'Administration', there is a link for 'Inbox (27)'. At the top right, there are navigation links for 'Reports', 'Options', 'Help', 'Training', and 'Exit'. The 'Training' link is circled in red. Below the navigation menu, there is a search bar with a 'Find' button.

You can view or print Training Material off the Web Site.



There are also Quick Reference Cards to refer to.

