

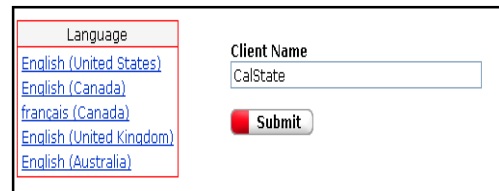
ADP Online Timesheets

Cal State University East Bay, Foundation employees will log their time electronically rather than on paper. Yay for going green! As with any change, there are some aspects of this system that will take some getting used to. This document will serve as a “cheat sheet” that will help you learn your way around the system.

Step 1: Logging In

Website: <http://ezLM.adp.com>

You will be taken to a screen that gives you the option to save the link to the system as a favorite or bookmark. Go to your “favorites” and click on the link to access EZLaborManager and you will be taken to the screen shown at the right. The client name you will enter will be “**CalState**” (all one word, no spaces and is case sensitive).



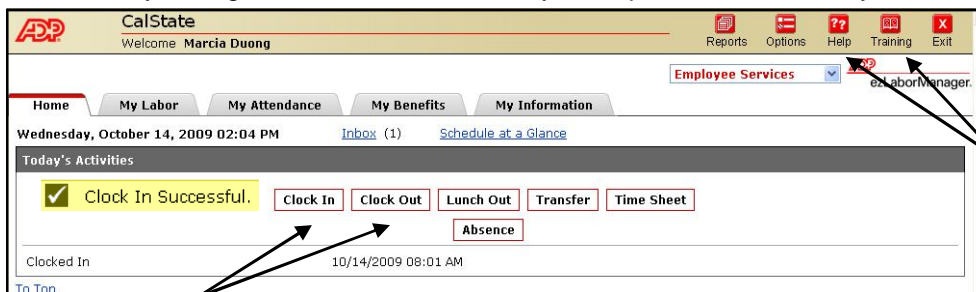
The next screen will ask for your User ID and Password. Your **User ID** consists of your first initial of your first name and full last name all in **lower case**. The first time you log in, your password is *welcome*. For example, Monte Rey is *mrey* for **User ID** and the password is *welcome*. You will be prompted to change your password when you first log in.



You will be prompted to change your password at this time. Your new password must be a minimum of **6** characters and no more than 30 characters. For security purposes, you will be prompted to change your password every 60 days.

Step 2: Clocking In/Out

Once you log in, you will be taken to the screen shown below. **Clock in and out DAILY!!** Once you have clocked in/out, you will receive a confirmation. All employees are responsible for their hours worked. If you forget to clock in/out, contact your supervisor immediately.



Note the “Help” and “Training” buttons at the top of the screen. These will help you with many of the questions you may have.

You will need to clock in/out on a daily basis

Step 2: Clocking In/Out Continued

When you access your timesheet, you will have a set of default codes already inputted for you. Please pay close attention to the account number. **Account #** must be viewed carefully (for some, this number may change from cycle to cycle depending on your project) when submitting your timesheet at the end of the cycle. If you are working on other grants, make sure to change the account # accordingly. Click on the transfer button to make any changes

Clock In	Clock Out	Lunch Out	Transfer	Time Sheet
Absence				
10/15/2009 07:55 AM				
10/15/2009 10:09 AM				

REMEMBER!!

- **CLOCK IN AND OUT DAILY!** To ensure that you are current with the timesheet and work days are accounted for.
- Each employee is responsible for clocking in/out for their own hours worked. **DO NOT CLOCK IN/OUT FOR ANY OTHER EMPLOYEE.**
- Meal periods are automatically set for 30 min. after 6 hrs. of work.
- If you forget your password to EzLabor, you will need to contact the Payroll office at (510) 885-3564 to have it reset.
- If you forget to clock in/out you need to immediately contact your supervisor. Your supervisor has the access to adjust your time.
- Pay cycles are always the 1st-15th and 16th-last day of every month.
- Pay dates are the 10th and 26th of every month.
- All paychecks will be mailed to the employee and should be received on the pay date. It is the employee's responsibility to ensure that the Foundation has the correct address on file.

For Benefitted Employees Only — Viewing Sick and Vacation Balances

Click on the **My Benefits** tab. Your sick and vacation balances and company holidays will be displayed. To view a summary of your benefits activity, click on the link under description that you wish to view. A summary of your sick time and vacation activity will be displayed.

Description	Accrual Type	Balance	Scheduled
SICK	Hours	16.00	0.00
VACATION	Hours	11.98	0.00

2009 Holidays

[Last Year](#) [Current Year](#) [More](#)

Thursday, January 01, 2009

Monday, January 19, 2009

Tuesday, March 31, 2009

If you have any questions or concerns...

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