



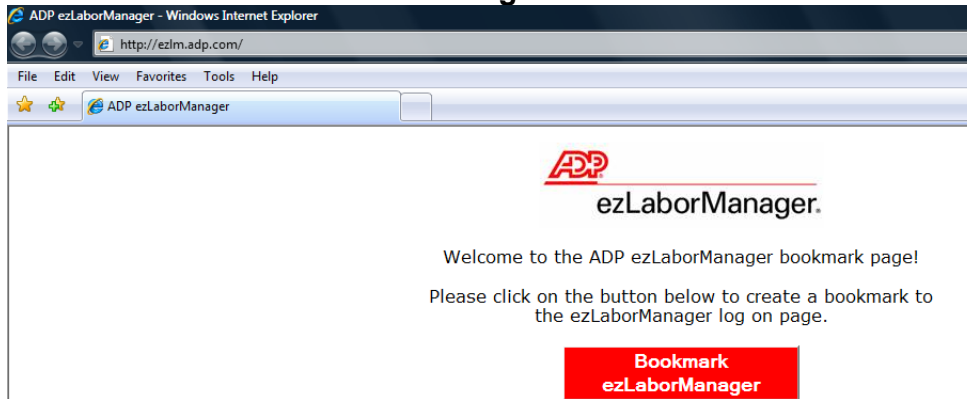
# ezLaborManager.

## Supervisor's First Time entering ezLaborManager

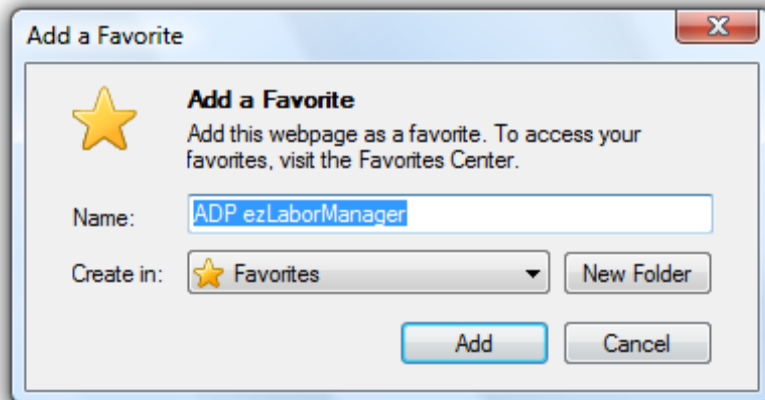
This document was designed to assist you with the setup and first time login for EzLabor.

### Creating a shortcut and logging into ezLaborManager

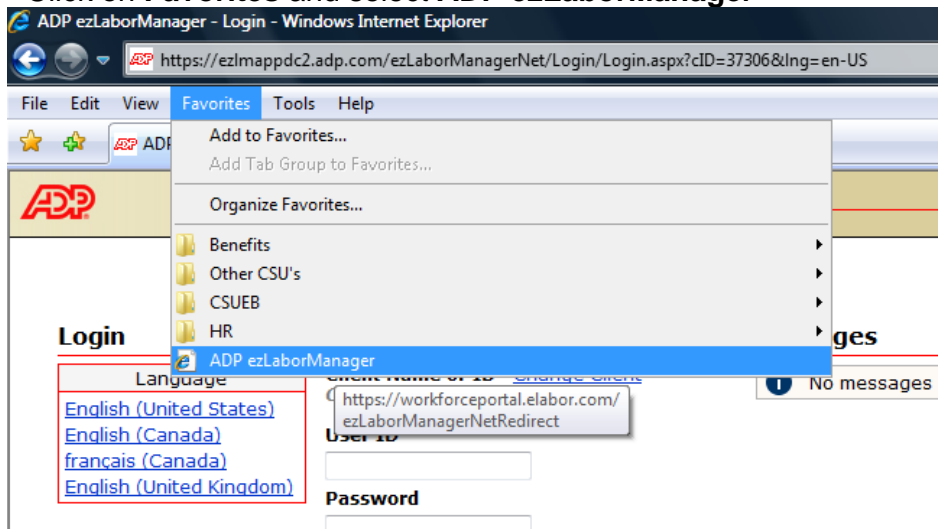
- From your Windows desktop, launch Microsoft Internet Explorer and connect to the internet.
- Type in <http://ezlm.adp.com/>
- Click on **Bookmark ezLaborManager**



- The following 'add to favorites' window appears:



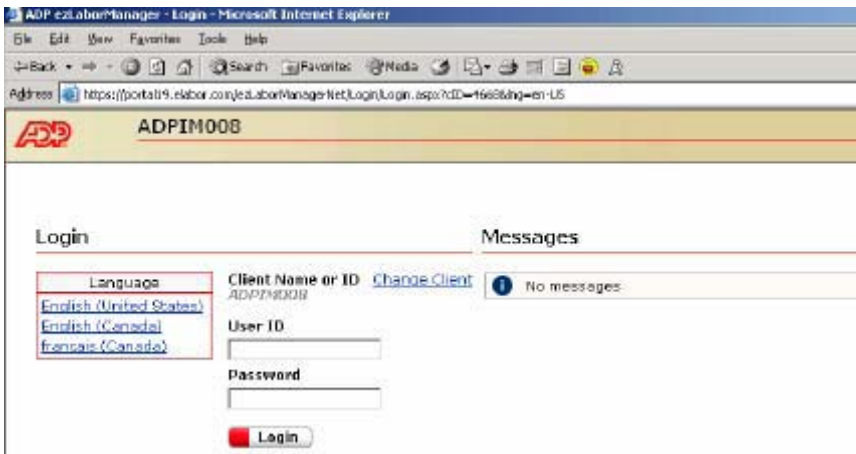
- Click OK and the ezLaborManager link is added to your list of favorites.
- Click on **Favorites** and select **ADP ezLaborManager**



- The following screen will appear:




- Enter the Client Name exactly as follows: **CalState**
- Click on the “Submit” button If this does not work,

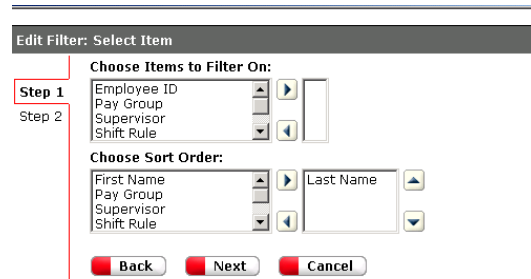



- Key in your **User ID** which consists of your first initial of first name with last name all in **lower case**. Your password for the first time is **welcome**
- You will be prompted to change your password at this time.
- Key in your original password (welcome)
- Press the tab key and key in your new password. The password must be a minimum of 6 characters and a maximum of 30 characters.



## Editing the default sort order for employee look-up

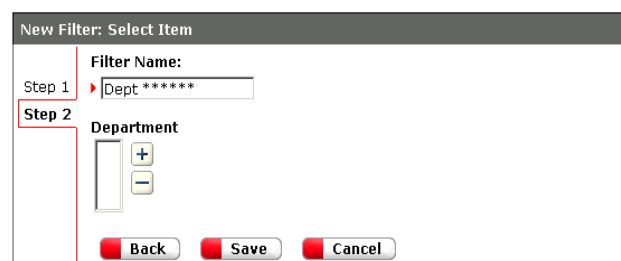
- Go to **Supervisor Tab**
- Click on the **Group Labor** tab
- Click on the **Default Filter icon** 
- Click on the pencil icon to edit the Default Filter
- In the **Choose Sort Order** section, remove Employee ID from the right
- Move **Last Name** from the left over to the right
- Click on **Next**
- Say **OK** to no filter set
- Click **Save**



You can also create new filters so that your employee list can show up by specific department, for example. This is helpful if you supervise multiple departments and you want to group them together. To accomplish this, click on the default filter icon  and click on New. In the **Choose Items to Filter On** section, select a field (Department, for example). Click on **Next**.



Create a name for your new filter and then select the Department(s) that you want in that filter. Click on **Save**. To apply your new filter, simply select it from the list. Note: when you log back into ezLaborManager, the last filter that had in place will still be active.



For instructions on editing/approving timecards or working with schedules, please refer to the Supervisor Quick Reference Card provided to you by your ezLabor Manager Administrator. You can also access search topics and mini-tutorials in the **Help** section of ezLabor Manager.