ezLaborManager

Employee Quick Reference Card

Filling Out Your Time Sheet

Home

1a. Punch In/Out or Transfer Departments/Jobs:

Note: *When you punch, you will be assigned the current server time (adjusted to your time zone), which is displayed in the upper, left-hand portion of your screen.*

From the Home Page:

- Click on the Clock In button to punch in or to punch back in from lunch, then click **OK**.
- Click on the Clock Out button to punch out for the day, then click **OK**.
- Click on the Lunch Out button to punch out for lunch, then click **OK**.
- Click on the Transfer button to transfer to a different labor category, such as department or job. **Note:** Labor categories defined for your company may vary.
  - In the **Department** (and/or other labor category to which you wish to charge time) field, click on the button to display a list of department codes. Click on the department that you wish to transfer into.
  - Click on the Submit button.
    - ➢ *You will be returned to the Home page and receive a **Transfer is successful** message.*

1b. View Your Timecard Information:

From the Home Page:

- Click on the Time Sheet button.
  - ➢ *Your timecard information will be displayed. (Note: You may view your timecard, but you may not make changes to it. If you believe that your timecard contains errors, speak to your supervisor.)*
- To view your timecard for a different time frame, click on the arrow in the **Pay Date Range** drop-down box and select the time period that you wish to view.
  - ➢ *Your timecard information for the selected time period will be displayed.*

2. Record Supplemental Earnings: *(If applicable)*

From the Home Page:

- Click on the Supplemental Earnings button.
- Click on the arrow in the **Pay Date Range** drop-down box and select the time period that you want to view. **Note:** If you change the **Pay Date Range**, the system will remember your settings the next time you log in.
- In the **Pay Date** field, enter the date to which you wish to apply the supplemental earnings (or click on the button and select the date from the calendar).
- In the **Earnings Code** field, click on the button to display a list of earnings codes. Click on the appropriate earnings code (e.g., TIPS or GRRCPTS).
- In the **Entered Amount** field, enter the supplemental earnings amount (e.g., **100.00** for $100).
- To allocate the amount to a different labor category, such as “department”, click on the button in the **Department** (or other labor category) field to display a list of department codes. Click on the department to which you wish to allocate the amount.
- To insert an additional line for a day, click on the + button. Enter your supplemental earnings as instructed above.
- When you are finished, click on the Submit button.
  - ➢ *You will receive an **Operation Successful** message.*

ADP ezLaborManager

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3. Approve Your Timecard:

From Your Time Sheet:

- Click on the arrow in the **Pay Date Range** drop-down box and select **Current Pay Period**.
- Click on the **Employee Approval Required** link.
- Verify your timecard information and click on the Approve button.
- Click **OK** in the pop-up message box to confirm approval of your timecard information.
  - ➢ *You will receive an **Operation Successful** message. The link will change to **Employee Approval Done** on the Employee Time Sheet page.*

Viewing Your Time and Attendance Details

Home

To View Your Schedule: *(If applicable)*

- Click on the **Home** tab.
  - ➢ *Your schedule for the current week is displayed in the Schedule at a Glance box.*
- Click on the **View Schedule** link.
  - ➢ *A 4 week calendar with your schedule will be displayed.*
- Use the arrows to scroll back or forward 4 weeks at a time.

My Labor

To View Your Timecard History:

- Click on the **My Labor** tab.
- Click on the arrow in the **Date Selection** drop-down box and select the pay period that you wish to view.
- To view a different pay period, click on the button to display a list of pay periods. Click on the pay period that you wish to view.

My Attendance

To View Your Attendance Exceptions: *(If applicable)*

- Click on the **My Attendance** tab.
- Click on the **Attendance Exceptions** link.
- In the **Tracking Code** column of the table, click on an attendance exception (e.g., SICK or VACTON) to view the exception details.
  - ➢ *Details include the date on which the exception occurred and the amount of time of the occurrence.*

My Benefits

To View Sick Time / Vacation Balances and Company Holidays:
(If applicable)

- Click on the **My Benefits** tab.
  - ➢ *Your sick time/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 (e.g. **Sick Time** or **Vacation**).
  - ➢ *A summary of your sick time or vacation activity will be displayed.*
- To view a detailed history of your benefits, click on the hours link (e.g., 80.00) in the **Total Hours Balance** row at the bottom of the table.
  - ➢ *A detailed transaction breakdown of your sick time or vacation benefits will be displayed.*