Administrator Guide: Adding a New Employee for ADP ezLaborManager using Resource
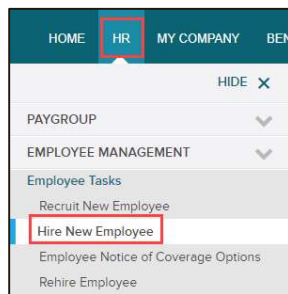
Overview:

Payroll Administrator: Log onto myadpresource.com, navigate to the payroll tab, select Access Time and Attendance from Quick Links

ezLaborManager Administrator: Log into https://time.adp.com.

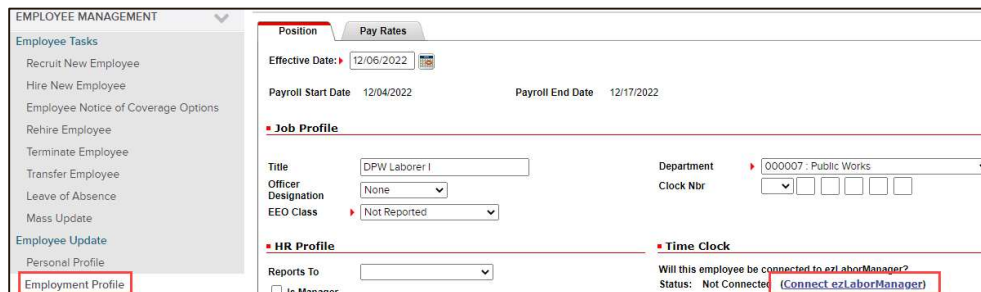- Ensure you are logged into both payroll and ezLaborManager before proceeding.

1. In ADP Resource, clock on the **HR** Tab on the top left.

2. Select **Hire New Employee** first to see if the employee's name shows up on the right-hand side of the page.
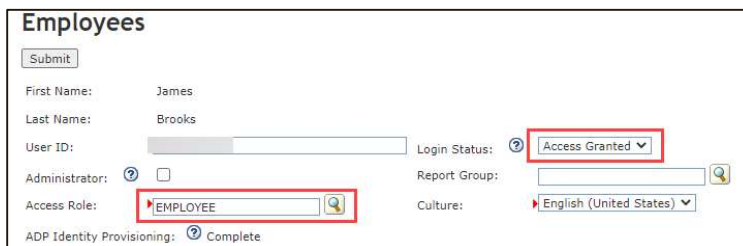   - Administrator actions must be completed before sending employee to ezLaborManager

Alternatively, navigate to the **HR** tab, select **Employment Profile**, and click **Connect ezLaborManager** under the Time Clock section.
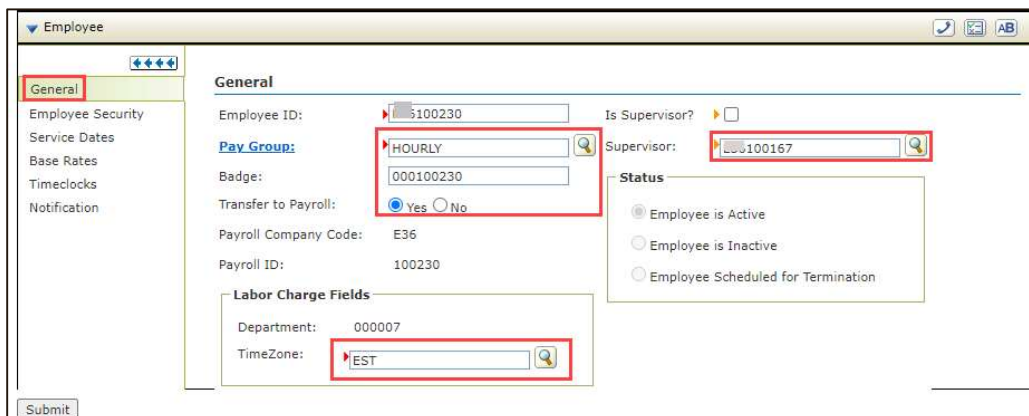
3. Complete Employee Access settings.
    - **Access Role:** Select appropriate access role
        - **Employee:** Access to only their own timecard
        - **Supervisor:** Manages their own timecard and employees who report to them
        - **Admin:** Manages all employee timecards and able to process payroll
    - **Login Status:** Select Access Granted if employees will be logging in to ezLaborManager from myadpresource.com to manage time.

Employees

Submit

First Name:	James
Last Name:	Brooks
User ID:	
Administrator:	☐
Access Role:	EMPLOYEE
ADP Identity Provisioning:	Complete

Login Status:	Access Granted
Report Group:	
Culture:	English (United States)

4. From the Employee Tab, complete the following General options.
    - **Pay Group:** Click on the magnifying glass to select the appropriate pay group.
    - **Badge:**
        - Web Clocking employees can have their badge number match their Employee ID
        - If using a physical badge, enter the 9-digit physical badge number
            - i.e., 000000100
    - **Transfer to Payroll:** Select **Yes** or **No** button to determine whether you would like this employee's hours to transfer to payroll
    - **Supervisor:** Select the appropriate supervisor for this employee.
        - If they are a supervisor, check off **"Is Supervisor"**
    - **TimeZone:** Select the appropriate time zone for this employee

Employee

General

General	
Employee Security	
Service Dates	
Base Rates	
Timeclocks	
Notification	

Employee ID:	6100230
Pay Group:	HOURLY
Badge:	000100230
Transfer to Payroll:	● Yes ○ No
Payroll Company Code:	E36
Payroll ID:	100230

Is Supervisor? ☐

Supervisor: 6100167

Status
- ⦿ Employee is Active
- ○ Employee is Inactive
- ○ Employee Scheduled for Termination

Labor Charge Fields

Department:	000007
TimeZone:	EST

Submit

5. Assign the employee to a security group to allow supervisor access to their timecard. Navigate to **Employee Security**, select **Add Additional Security Groups**, and choose the appropriate **security group(s).**

6. Click **Submit** to save employee profile data.