



Administrator Guide: Adding a New Employee for ADP ezLaborManager using TotalSource

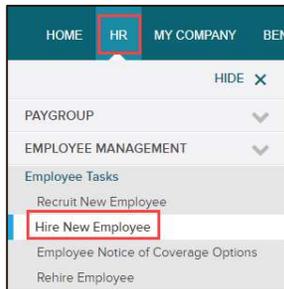
Overview:

Payroll Administrator: Log onto mytotalsource.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 TotalSource, click 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

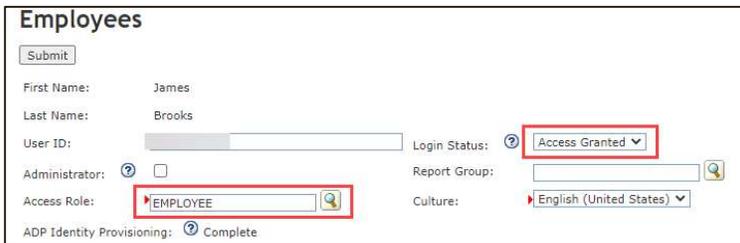
Name	Start Date	Next Step/Status	Administrator	Employee
Brooks, James 100230	12/05/2022	Process completed on 12/19/2022 15:09:45 Print W4 Welcome Kit Setup employee to use ezLaborManager	<input checked="" type="checkbox"/> Employment Profile <input checked="" type="checkbox"/> Personal Profile <input checked="" type="checkbox"/> Taxes <input checked="" type="checkbox"/> Employer I9 <input checked="" type="checkbox"/> Direct Deposit <input checked="" type="checkbox"/> Deductions <input checked="" type="checkbox"/> Custom Date <input checked="" type="checkbox"/> Custom Fields <input checked="" type="checkbox"/> Labor Allocations <input checked="" type="checkbox"/> Admin Review	

Alternatively, navigate to the **HR** tab, select **Employment Profile**, and click **Connect ezLaborManager** under the Time Clock section.

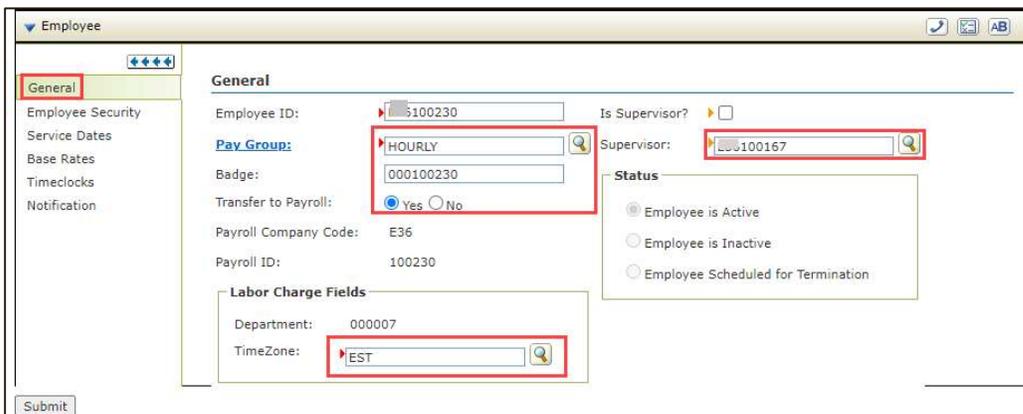
The screenshot shows the 'EMPLOYEE MANAGEMENT' page with the 'Employment Profile' section selected. The 'Time Clock' section is visible at the bottom, showing the status 'Not Connected' and a red box around the 'Connect ezLaborManager' button.

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- 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.

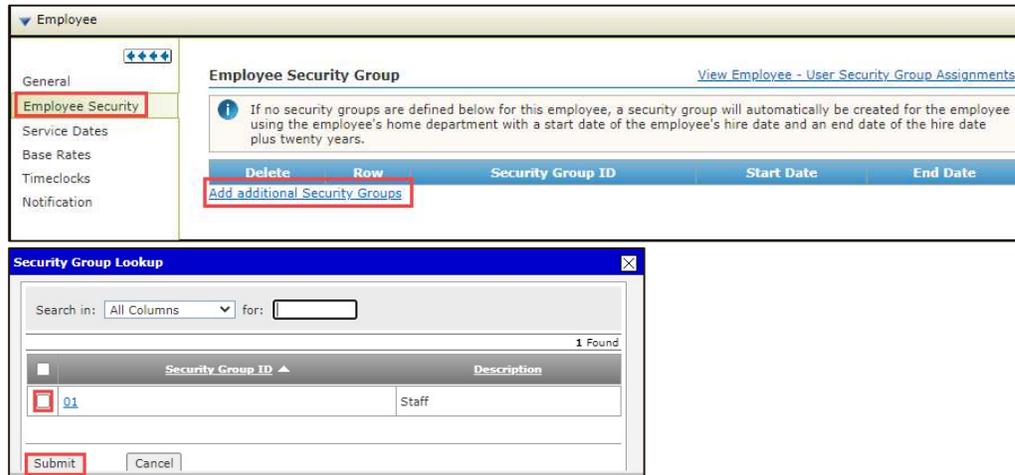


- From the Employee Tab, complete the following General options.
 - Pay Group:** Click on the magnifying glass to select the appropriate pay group.
 - Badge:**
 - Web Clocking employees can have their badge number match their Employee ID
 - If using a physical badge, enter the 9-digit physical badge 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



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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)**.



The screenshot displays the 'Employee Security' section of the ADP ezLaborManager interface. The 'Employee Security Group' section is active, showing a table with columns for 'Delete', 'Row', 'Security Group ID', 'Start Date', and 'End Date'. A red box highlights the 'Add additional Security Groups' link. Below this, a 'Security Group Lookup' dialog box is open, showing a search field and a table with one result: '01' with the description 'Staff'. A red box highlights the 'Submit' button in the dialog box.

Delete	Row	Security Group ID	Start Date	End Date

[Add additional Security Groups](#)

Security Group Lookup

Search in: All Columns for:

1 Found

Security Group ID	Description
01	Staff

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