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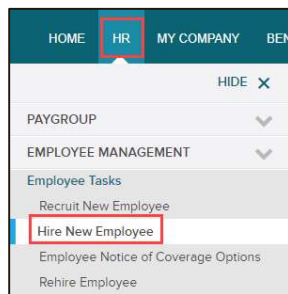
Overview:

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.

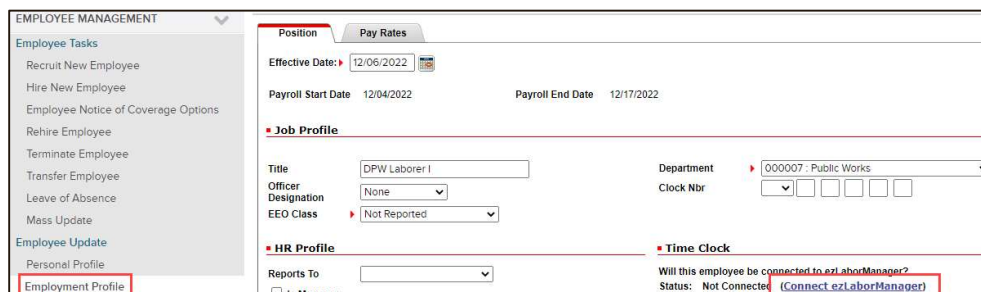- Ensure you are logged into both payroll and ezLaborManager before proceeding.

1. In ADP TotalSource, 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.
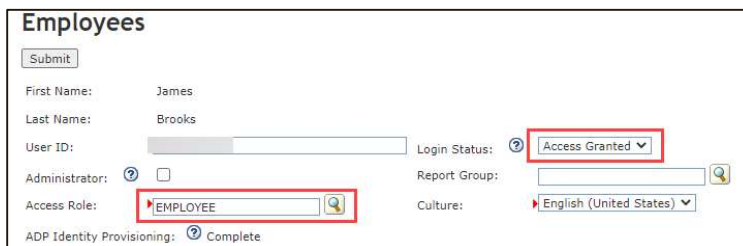   - Administrator actions must be completed before sending employee to ezLaborManager

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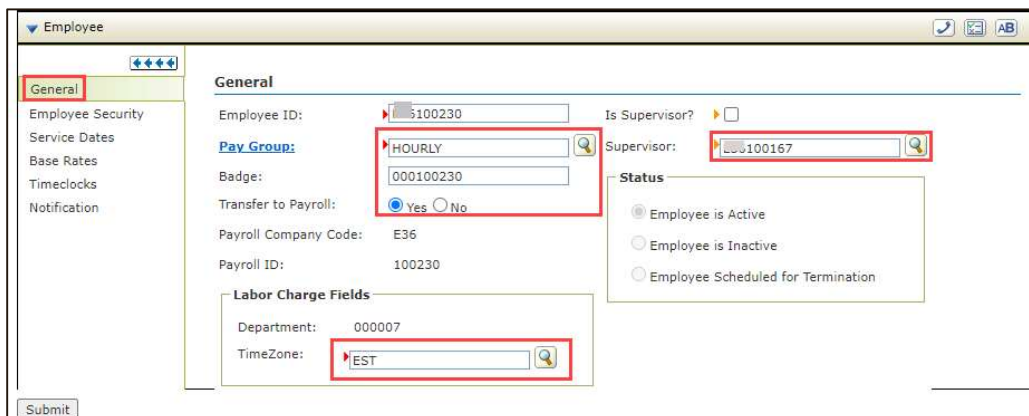
3. Complete Employee Access settings.
   - **Access Role:** Select appropriate access role
     - **Employee:** Access to only their own timecard
     - **Supervisor:** Manages their own timecard and employees who report to them
     - **Admin:** Manages all employee timecards and able to process payroll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

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

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.