

Administrator Guide: Managing Employee Timecards with ezLaborManager

Overview:

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

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

Edit Employee Timecard

1. From the ezLaborManager home page navigate to **Tasks** and select **Timecard Manager**.



2. Select **Employee** using the magnifying glass and selecting **Find**. Alternatively, use the arrows to move between employees.



Not seeing an employee? Update Filter to Default Filter and try again.



3. Verify Pay Date Range you wish to review. By default, the Current Pay Period will display.



4. Click into the Time In or Time Out field to make edits.

Select		Date In	Time In	Time Out	Hours	Daily Totals	Out Type	Earnings Code	Department
<input type="checkbox"/>	<input checked="" type="checkbox"/> Sun	08/07/2022	08:00 AM	04:00 PM	7.00	7.00			
<input type="checkbox"/>	<input type="checkbox"/> Mon	08/08/2022							
<input type="checkbox"/>	<input checked="" type="checkbox"/> Tue	08/09/2022	08:00 AM	04:00 PM	7.00	7.00			
<input type="checkbox"/>	<input checked="" type="checkbox"/> Wed	08/10/2022	08:00 AM	04:00 PM	7.00	7.00			
<input type="checkbox"/>	<input checked="" type="checkbox"/> Thu	08/11/2022	12:00 AM	04:00 PM	15.00	15.00			



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Update the additional fields if necessary.

- Out Type:
 - **Lunch Punch:** Record if an employees' out punch reflected time left for a meal
 - **No Lunch:** Record if an employee worked through lunch
- Earnings Code:
 - Assign a particular earnings code to the time pair.
 - Note: This field is not typically necessary to complete. Only necessary if your company has a code that requires manual assignment from a manager
- Department:
 - Default assigned departments will automatically populate. If an employee uses the Transfer feature at the timeclock or webpage, this will be the department recorded.
 - Home Department is controlled by ADP Resource or ADP TotalSource
- Notes:
 - Click the note icon to leave a note on the time pair.
 - Note: These are only visible to the supervisor or admin

Select		Date In	Time In	Time Out	Hours	Daily Totals	Out Type	Earnings Code	Department		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	+ Sun	08/07/2022	08:00 AM	04:00 PM	7.00	7.00				
<input type="checkbox"/>		+ Mon	08/08/2022								
<input type="checkbox"/>	<input checked="" type="checkbox"/>	+ Tue	08/09/2022	08:00 AM	04:00 PM	7.00	7.00				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	+ Wed	08/10/2022	08:00 AM	04:00 PM	7.00	7.00				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	+ Thu	08/11/2022	12:00 AM	04:00 PM	15.00	15.00				

5. Click **Save and Calculate** to process all changes

Add Additional Row to the Timecard

1. From Timecard Manager screen, select the day of the week you wish to add an additional row and click the plus icon to add a new row.

Select		Date In	Time In	Time Out	Hours	Daily Totals	Out Type	Earnings Code	Department		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	+ Sun	08/07/2022	08:00 AM	04:00 PM	7.00	7.00				
<input type="checkbox"/>		+ Mon	08/08/2022								
<input type="checkbox"/>	<input checked="" type="checkbox"/>	+ Tue	08/09/2022	08:00 AM	04:00 PM	7.00	7.00				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	+ Wed	08/10/2022	08:00 AM	04:00 PM	7.00	7.00				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	+ Thu	08/11/2022	12:00 AM	04:00 PM	15.00	15.00				

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- To add additional rows per day for all dates, navigate to preferences in the top right of the timecard, expand arrow and click on Rows per Day.



Managing Multiple Employee Timecard by Date

- From the ezLaborManager home page navigate to **Tasks** and select **Timecard Manager**.



- Click on **Multiple Employee View**



- Use the **Calendar** icon to find the date you wish to view and click **Find**.



- Managing time pairs are the same as on individual timecards. Click **Save** to finalize.

Select	Employee ID	Name	Date In	Time In	Time Out	Hours	Out Type	Earnings Code
<input checked="" type="checkbox"/>	ADP	ADP_A	08/07/2022	08:00 AM	01:00 PM	4.00		HOLWRK
<input checked="" type="checkbox"/>	ADP	ADP_A	08/07/2022	08:00 AM	04:00 PM	8.00		HOLIDAY
<input checked="" type="checkbox"/>	LGutierrez	Gutierrez_L	08/07/2022	08:00 AM	04:00 PM	7.00		
<input type="checkbox"/>	MHarris	Harris_M	08/07/2022					
<input type="checkbox"/>	DPatterson	Patterson_D	08/07/2022					
<input type="checkbox"/>	JReed	Reed_J	08/07/2022					
<input type="checkbox"/>	RWard	Ward_B	08/07/2022					
<input type="checkbox"/>	BWoods	Woods_B	08/07/2022					

Save Insert Copy Paste Clear Delete

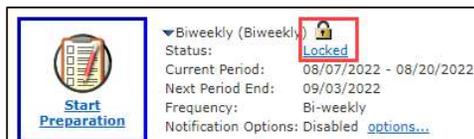
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Unlock Timecards

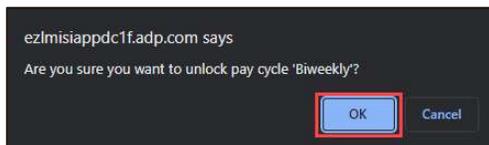
1. From the ezLaborManager home page navigate to **Tasks** and select **Prepare for Payroll**.



2. Click on the **lock** icon beside the pay cycle in question.



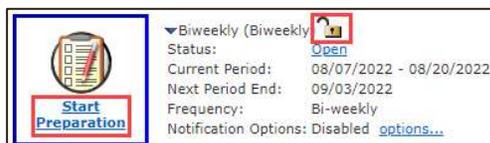
3. Click **OK** on the Warning Pop Up window.



4. To lock the pay cycle, navigate back to **Prepare for Payroll**.



5. Either **Start Preparation** and create the export or click the **lock** icon to lock again.



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Review Timecards

- From the Timecard Manager page, choose **Payroll Summary**. A list of all earnings codes and hours will be presented.

Timecard Manager

Filter: ADP (2 of 7) **Gutierrez, Lisa (LGutierrez)** Find

Pay Date Range: Current Pay Period 08/07/2022 - 08/20/2022

[Printable View](#)
[Payroll Summary](#)
[Schedule](#)
[Supplemental Earnings](#)
[Multiple Employee View](#)

- Click the Earnings Code hyperlink to view the Earnings detail page.

Gutierrez, Lisa (LGutierrez)

Sunday, August 7, 2022 - Saturday, August 20, 2022

Payroll Summary

Timecard is processed with no errors or warnings

Earnings Code	Hours	Dollars
Regular	36.00	0.00
	36.00	0.00

Earnings Detail

Gutierrez, Lisa (LGutierrez)

Sunday, August 7, 2022 - Saturday, August 20, 2022

Date	Department	Hours	Rate	Dollars
08/07/2022		7.00	0.0000	0.00
08/09/2022		7.00	0.0000	0.00
08/10/2022		7.00	0.0000	0.00
08/11/2022		15.00	0.0000	0.00
Total:		36.00		0.00

- Exceptions will appear as a Yellow Yield sign or Red Stop Sign. Click the icon to determine the type of exception present.

Select		Date In	Time In	Time Out	Hours	Daily Totals
<input type="checkbox"/>	Sun	08/07/2022	08:00 AM			0.00?
<input type="checkbox"/>	Mon	08/08/2022				
<input type="checkbox"/>	Tue	08/09/2022	08:00 AM	04:00 PM	7.00	7.00
<input type="checkbox"/>	Wed	08/10/2022	08:00 AM	04:00 PM	7.00	7.00
<input type="checkbox"/>	Thu	08/11/2022	12:00 AM	04:00 PM	15.00	15.00

Exceptions

Severity

Missing Out Punch

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Print Employee Timecards

1. From the ezLaborManager home page navigate to **Tasks** and select **Timecard Manager**.



2. Select **Employee** using the magnifying glass and selecting **Find**. Alternatively, use the arrows to move between employees.



3. Verify Pay Date Range you wish to review. By default, the Current Pay Period will display.



4. Select **Printable View**.



5. Select **Print** and choose your **destination**, Select **Print** again.



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Resolving Timecard Exceptions

1. From the ezLaborManager home page navigate to **Tasks** and select **Timecard Exceptions**



2. Click on the Timecard Exception hyperlink.



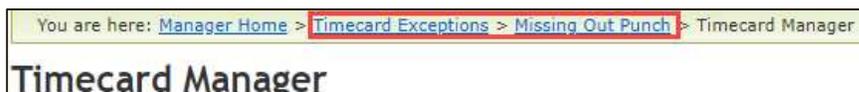
3. Click on the **Time stamp** that has the exception.

Missing Out Punch - 2 Exceptions						
Status	Solution		Name	Actual Time		Schedule
	Use Schedule			Time		
⊖	<input type="checkbox"/>		Gutierrez, Lisa (LGutierrez)	📅	08/07 08:00 AM-	
⊖	<input type="checkbox"/>		Harris, Melissa (MHarris)	📅	08/08 08:00 AM-	

4. Correct the time pair and Click **Save and Calculate** to finalize.

Select		Date In	Time In	Time Out	Hours	Daily Totals
<input type="checkbox"/>	⊖	⊕ Sun	08/07/2022	08:00 AM		0.00?
Total Hours:					0.00	

5. From the **You Are Here** section at the top of the page > click on **Timecard Exceptions** or **Missing Out Punch** to navigate back to the timecard exception page.



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Review Employee Information

1. From the ezLaborManager home page navigate to **Tasks** and select **Timecard Manager**.



2. Click the **Info** icon beside employee's name.



Employee Information	
Employee ID:	LGutierrez
First Name:	Lisa
Last Name:	Gutierrez
Pay Group:	HOURLY
Supervisor:	Woods, Ben
Badge:	000000003
Payroll Company Code:	XYZ

3. Scroll through to view important information pertaining to the employee including the following...
 - Pay Group
 - Badge Number
 - Hire Date
 - Employee Security Group
 - Pay Cycle Assignment including Dates
 - Accrual Program
 - Etc.
4. Click on **Pay Group** hyperlink to view more detailed information pertaining to the settings assigned to this group.

Employee Information	
Employee ID:	LGutierrez
First Name:	Lisa
Last Name:	Gutierrez
Pay Group:	HOURLY
Supervisor:	Woods, Ben
Badge:	000000003
Payroll Company Code:	XYZ