

Downloading Employee Data and Badge Numbers to a Hosted Timeclock

Objective:

- Learn to manually send employee information to hosted timeclock.
- Ensure employees have been added to the timeclock or timeclock group before performing these steps.

Creating Data Download Activity

Access ezLaborManager

- Have payroll? Log into TotalSource at mytotalsource.com or Resource at myadpresource.com, navigate to the Payroll Tab, and from Quick Links select Access Time and Attendance.
- EzLaborManager Only? Log into ezLaborManager at ezLM.adp.com

1. From the ezLaborManager Home Page navigate to the **Setup** tab



2. Navigate to **Hosted Timeclock Configuration**



3. In the top right corner of the page select **Activity Scheduler**



4. Click the **green plus sign** to begin your activity



5. From the Activity Scheduler page update the following.

- ID: Must be a unique name – i.e., Employee Download
- Description: Employee Download
- Enabled: Check
- Command: Choose Download Employee Data from the drop-down menu



Activity Scheduler

ID: Employee Download

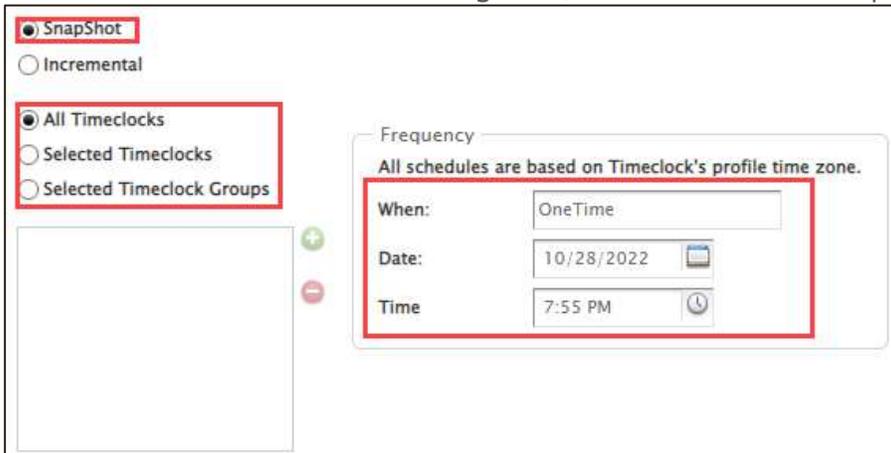
Description: Employee Download

Enabled

Command: Download Employee Data

6. Complete the following

- Ensure Snapshot is selected
- Timeclocks can be added individually or can choose All Timeclocks
 - To add Selected Timeclock – select option – Hit the plus sign and select one or more clocks. Hint: Use CTRL + Left Mouse Click to select multiple
- Frequency
 - When: OneTime
 - Date: Use the date prior to the date of the activity to begin process immediately upon submission
 - Time: Feel free to change this, the date is the most important



SnapShot

Incremental

All Timeclocks

Selected Timeclocks

Selected Timeclock Groups

Frequency

All schedules are based on Timeclock's profile time zone.

When: OneTime

Date: 10/28/2022

Time: 7:55 PM



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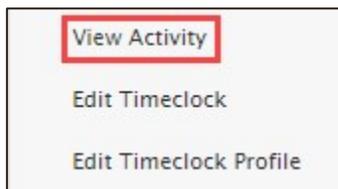
7. Click **Submit** to finalize request
8. You will be redirected to the Timeclocks Page. Please note that this download can take 30-45 minutes to finalize

Viewing Activity Progress

1. Select the **green arrow** to expand timeclock options

Last Upload	Last Activity	Action
4/25/2016 7:50 PM EST	4/28/2016 9:21 AM EST	

2. Select **View Activity**



3. Review the activity named **Download**, once your status shows **complete** employees can begin enrollment.

View Timeclock Activity			
Status	Description (ID)	Timeclock Type	Profile
	Hosted 4500 (CLK Lab)	4500	QuickPunch Enabled with In and Out Soft Keys - Biometric finger Scan configuration
Display Activities: <input type="checkbox"/> Net Check <input checked="" type="checkbox"/> Registration <input checked="" type="checkbox"/> Upload <input checked="" type="checkbox"/> Download			
Status	All Statuses	Date: From: 10/28/2022	To: 10/28/2022 
Show Detailed Status View: <input type="checkbox"/>			
Reference ID	Activity Time	Activity	Status
14560	10/28/2022 8:03:28 PM EST	Download	Scheduled — Validation Data