

Employee Guide – Create and Add Employees to a Timeclock or Timeclock Group

Objective:

- How to create a timeclock group for multiple clock accounts
- How to add employees to a specific timeclock or timeclock group

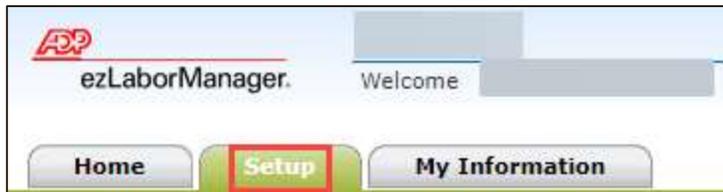
Access ezLaborManager

- 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

Creating a Timeclock Group

- This is best used for accounts that have one or more hosted timeclocks

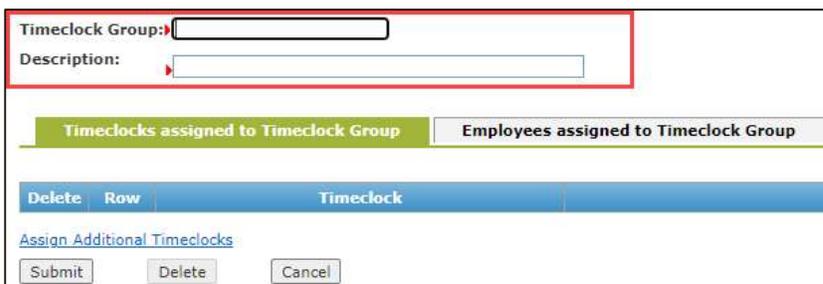
1. From the ezLaborManager Home Page navigate to the **Setup** tab



2. Navigate to **Timeclock Groups**



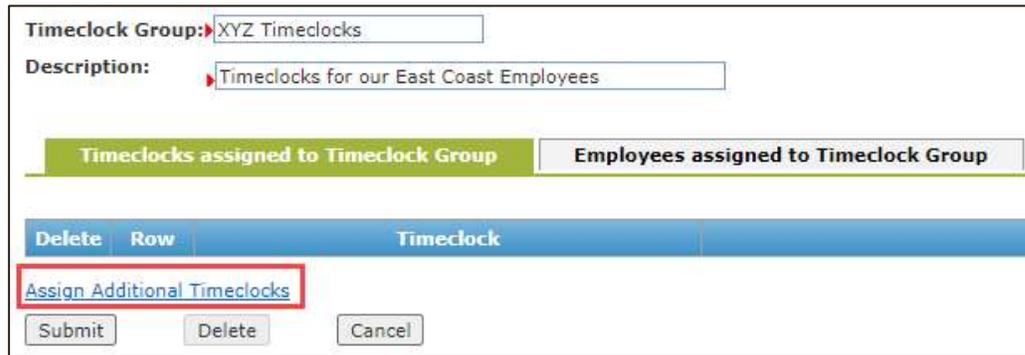
3. From the Timeclock Groups page select **Add New**
4. Enter a **Name and description** for your timeclock group



The screenshot shows the 'Add New' form for creating a Timeclock Group. It features two input fields: 'Timeclock Group:' and 'Description:'. Below the form are two tabs: 'Timeclocks assigned to Timeclock Group' and 'Employees assigned to Timeclock Group'. At the bottom, there is a table with columns 'Delete', 'Row', and 'Timeclock'. Below the table is a link 'Assign Additional Timeclocks' and three buttons: 'Submit', 'Delete', and 'Cancel'.

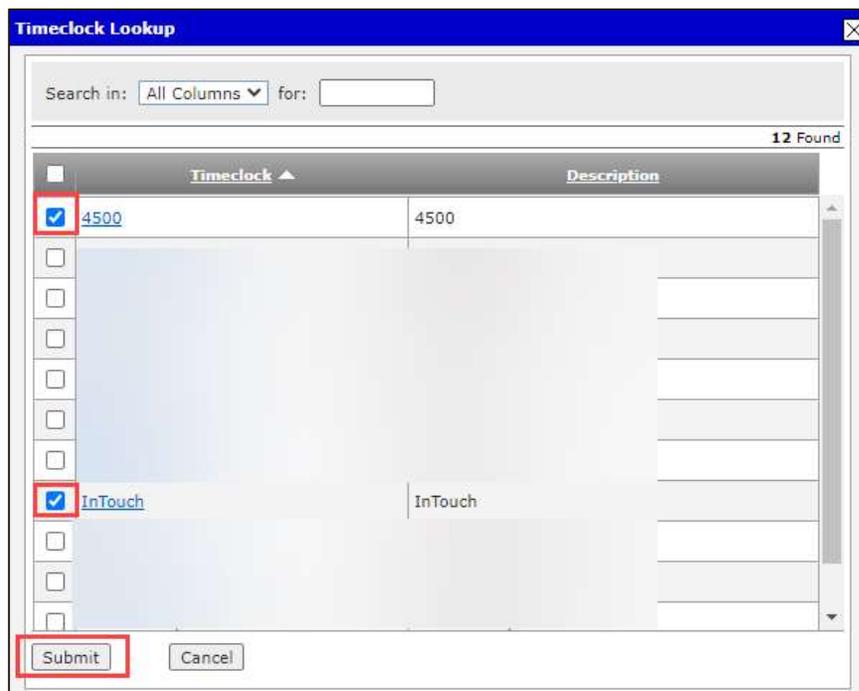
Employee Guide – Create and Add Employees to a Timeclock or Timeclock Group

5. Select **Assign Additional Timeclocks**



The screenshot shows a configuration window for a Timeclock Group. At the top, there are two dropdown menus: "Timeclock Group" with the value "XYZ Timeclocks" and "Description" with the value "Timeclocks for our East Coast Employees". Below these are two tabs: "Timeclocks assigned to Timeclock Group" (highlighted in green) and "Employees assigned to Timeclock Group". A table with a blue header contains columns for "Delete", "Row", and "Timeclock". Below the table, a button labeled "Assign Additional Timeclocks" is highlighted with a red box. At the bottom of the window are three buttons: "Submit", "Delete", and "Cancel".

6. Add a **check** in the box to the left of each clock, and select **Submit**

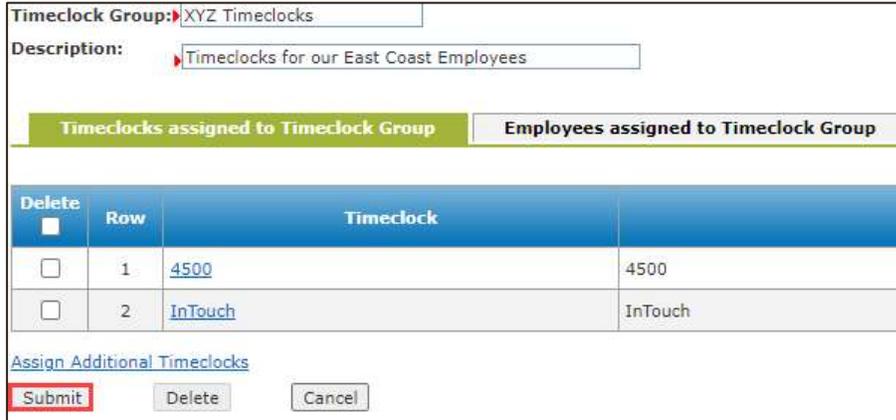


The screenshot shows a "Timeclock Lookup" dialog box. It features a search bar at the top with a dropdown menu set to "All Columns" and a text input field. Below the search bar, it indicates "12 Found". A table with two columns, "Timeclock" and "Description", lists several timeclocks. The first row shows "4500" in both columns, and the second row shows "InTouch" in both. Red boxes highlight the checkboxes in the left column for the first and second rows, and the "Submit" button at the bottom left of the dialog.

Timeclock	Description	
<input checked="" type="checkbox"/>	4500	4500
<input type="checkbox"/>		
<input checked="" type="checkbox"/>	InTouch	InTouch
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Employee Guide – Create and Add Employees to a Timeclock or Timeclock Group

- Click **Submit** from the Timeclock Group page to save your selection



Timeclock Group	XYZ Timeclocks	
Description	Timeclocks for our East Coast Employees	
<div style="display: flex; justify-content: space-around;"> Timeclocks assigned to Timeclock Group Employees assigned to Timeclock Group </div>		
Delete	Row	Timeclock
<input type="checkbox"/>	1	4500
<input type="checkbox"/>	2	InTouch
Assign Additional Timeclocks		
<input type="button" value="Submit"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>		

Adding Employees through Timeclock Groups

- This is best if adding multiple employees at one time.

- From the ezLaborManager Home Page navigate to the **Setup** tab



- Navigate to **Timeclock Groups**



- Select the name of the timeclock group you wish to add employees to



<input type="checkbox"/>	Timeclock Group ▲	
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>	XYZ Timeclocks	Timeclocks for our East Coast Employees

Employee Guide – Create and Add Employees to a Timeclock or Timeclock Group

- Click on the **Employees assigned to Timeclock** Group tab

Timeclocks assigned to Timeclock Group		Employees assigned to Timeclock Group	
Delete	Row	Timeclock	
<input type="checkbox"/>	1	4500	4500
<input type="checkbox"/>	2	InTouch	InTouch

- Click on **Assign Additional Employees**

0 Found		
Delete	Row	Employee ID
Assign Additional Employees		

- Employees can be selected individually or All, once selected click **Submit**
 - Add a check to individual employee rows
 - Add a check in top left box to choose all employees

Employee Lookup			
Search in: <input type="text" value="Employee ID"/> for: <input type="text"/>			
13 Found			
<input type="checkbox"/>	Employee ID	Last Name ▲	First Name
<input type="checkbox"/>			
<input checked="" type="checkbox"/>	ADP	ADP	ADP
<input type="checkbox"/>			
<input type="checkbox"/>	DPatterson	Patterson	Desmond
<input type="checkbox"/>	JReed	Reed	Jazmin

Employee Guide – Create and Add Employees to a Timeclock or Timeclock Group

- Click **Submit** to finalize

Timeclocks assigned to Timeclock Group		Employees assigned to Timeclock Group	
0 Found			
Delete	Row	Employee ID	Last Name
<input type="checkbox"/>	1	ADP	ADP
Assign Additional Employees			
<input type="button" value="Submit"/>	<input type="button" value="Delete"/>	<input type="button" value="Cancel"/>	

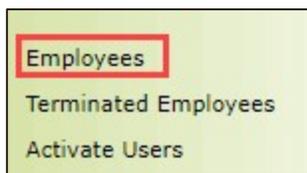
Adding Employees through employee profile

- From the ezLaborManager Home Page navigate to the **Setup** tab



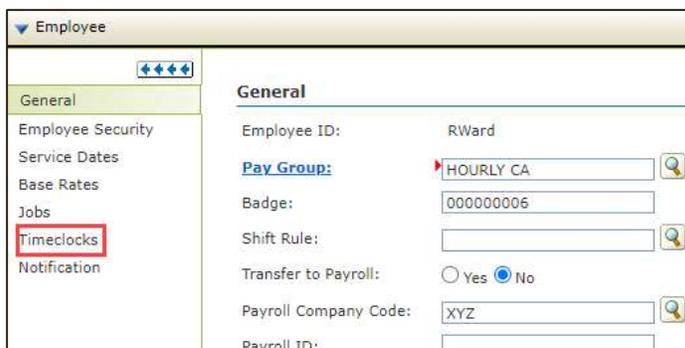
The image shows the top navigation bar of the ezLaborManager system. It includes the ADP logo, the text 'ezLaborManager', a 'Welcome' message, and three main navigation buttons: 'Home', 'Setup', and 'My Information'. The 'Setup' button is highlighted with a red box.

- Click on **Employees**



The image shows a dropdown menu for employee management. The menu items are 'Employees', 'Terminated Employees', and 'Activate Users'. The 'Employees' option is highlighted with a red box.

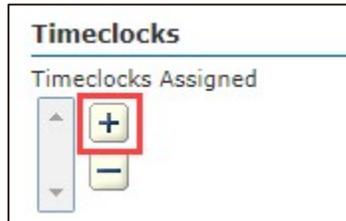
- Search for the employee and navigate to **timeclocks** under the employee section



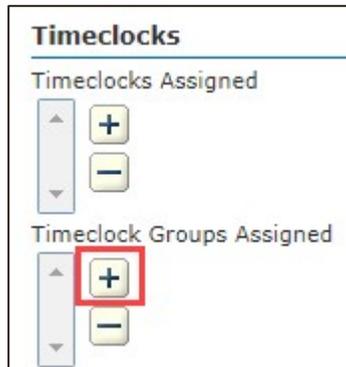
The image shows the 'Employee' profile page in the system. On the left is a navigation sidebar with options: General, Employee Security, Service Dates, Base Rates, Jobs, Timeclocks, and Notification. The 'Timeclocks' option is highlighted with a red box. The main content area shows the 'General' tab for an employee with ID 'RWARD'. Fields include 'Pay Group' (HOURLY CA), 'Badge' (000000006), 'Shift Rule', 'Transfer to Payroll' (No), 'Payroll Company Code' (XYZ), and 'Payroll ID'.

Employee Guide – Create and Add Employees to a Timeclock or Timeclock Group

4. Employees can be added to an individual clock or to a timeclock group
 - Under the **Timeclocks Assigned**, click the **plus** sign to find the individual clock the employee can use.



- Under **Timeclock Groups Assigned**, click the **plus** sign to locate the group the employee can use.



5. Click **Submit** on the Employees page to save.

Note: The employee data activity should begin automatically once employees are assigned. This download can take from 30-45 minutes, depending on the number of employees in ezLaborManager