

# Schedules in ADP ezLabor Manager

## Adding and Editing Recurring Schedules in ADP ezLabor Manager

To add a recurring schedule, click on the **Schedules** link under the **Home** tab in ezLabor Manager. Then, click on the **Recurring Schedules** tab along the top.

Filter: *Default Filter* No schedule filter selected Date Range: 10/25/2020 10/31/2020 Find

**Daily Schedules** **Recurring Schedules**

Action: ☒ Edit Single ☐ Assign Multiple ☐ Delete or Restore Multiple

**Edit an Existing Recurring Schedule Assignment**

Select a cell in the table below to modify an existing recurring schedule assignment for an employee.

	Totals	Sun 10/25	Mon 10/26	Tue 10/27	W
1EP, T (T1EP)	0.00				
52, P (PTJ000052)	0.00				
53, P (PTJ000053)	0.00				

1. Under the **Recurring Schedules** tab, select **Assign Multiple**.
2. Next, select a **Recurring Schedule** by clicking on the icon.
3. Enter a **Start Date** for the schedule to go into effect.
4. Select the name(s) of the employee(s) on the left-hand side.
5. Click **Submit**.

Filter: *Default Filter* No schedule filter selected Date Range: 10/25/2020 10/31/2020 Find

**Daily Schedules** **Recurring Schedules**

Action: ☐ Edit Single ☒ Assign Multiple ☐ Delete or Restore Multiple

**Assign Employees to a Recurring Schedule**

Select employees from the table to assign the employees to the given recurring schedule for the entered dates.

Recurring Schedule:  [Preview](#) Start Week:  Start Date: 10/26/2020 End Date:

Submit Cancel

	Totals	Sun 10/25	Mon 10/26	Tue 10/27	W
1EP, T (T1EP)	0.00				
52, P (PTJ000052)	0.00				
53, P (PTJ000053)	0.00				

# Schedules in ADP ezLabor Manager

## Ending a Recurring Schedule

1. To end a **Recurring Schedule**, select the **Delete or Restore Multiple** option.
2. Under the **Update Mode**, select **End Effective Recurring Schedule Assignments**.
3. Select the employee(s) who need their schedules ended.
4. Click **Submit**

Filter: *Default Filter* No schedule filter selected Date Range: 10/25/2020 10/31/2020 **Find**

**Daily Schedules** **Recurring Schedules**

Action: ☐ Edit Single ☐ Assign Multiple ☒ **Delete or Restore Multiple**

**Delete or End Recurring Schedules for Employees** **Update Mode:** **End effective recurring schedule assignments**

Select employees from the table to end effective recurring schedules on the entered date.

**Recurring Schedule:** **Date:**  
 Preview 10/26/2020 [Highlight day\(s\) in the table that will be affected by this update](#)

**End Recurring Schedule** **Cancel**

	Totals	Sun 10/25	Mon 10/26	Tue 10/27
1EP, T (T1EP)	0.00			
52, P (PTJ000052)	0.00			

# Schedules in ADP ezLabor Manager

## Changing a Daily Schedule

1. Click on the **Daily Schedule** tab under **Schedules**.
2. Select a day, on which the employee's schedule needs to be altered.
3. Once the day is selected, the schedule will appear in the section above the scheduling grid.
4. Edit the schedule for that day as needed.
5. Click **Apply** and then **Submit**.

Filter: *Default Filter* No schedule filter selected Date Range: 10/25/2020 10/31/2020 **Find**

**Daily Schedules** **Recurring Schedules**

Action: ☒ Edit Single ☐ Assign Multiple ☐ Delete or Restore Multiple

**Edit a Single Schedule**

Enter changes and apply them or delete the selected schedule.

**Schedules:**

**Quick Shifts:**

01 08:30 AM - 05:00 PM

**In:** 10/25/2020 **Out:** 10/25/2020 **Hours:** 0.00 **Earnings Code:**

**Department:** **Job:** **Shift Rule:**

**Lunch Plan:**

	Totals	Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28
1EP, T (T1EP)	0.00	New	New	New	New
52, P (PTJ000052)	0.00	New	New	New	New