

Time Management: Managing Geo Location Restrictions

Objectives:

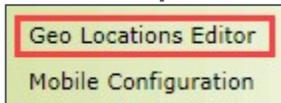
- Adding specific Geographical locations to ezLaborManager
- Assigning Geo locations globally

TotalSource/Resource Practitioners: Log into mytotalsource.com or myadpresource.com, navigate to Payroll, in Quick Links choose Access Time and Attendance.

ezLM Practitioners: Log into ezLaborManager through ezlm.adp.com.

Geo Location Setup:

1. Select **Setup > Geo Locations Editor**.



2. Click **Add New**.



3. Enter the **Location ID**. (this is what shows when you look at reports, should be kept short).



The screenshot shows the 'Geo Location' form. The 'Geographical Location ID' field is highlighted with a red box and contains the text 'Location 3'. The 'Description' field also contains the text 'Location 3'.

4. Enter the **Description**. (you can be more verbose here I.E addresses or Austin Office)



The screenshot shows the 'Geo Location' form. The 'Description' field is highlighted with a red box and contains the text 'Location 3'. The 'Geographical Location ID' field also contains the text 'Location 3'.

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5. Enter the **Address**.

Address of Location:

Address:

Calculated Coordinates:

6. Once the Address has been entered click **Get Coordinates**.

Address of Location:

Address:

Calculated Coordinates:

7. If the search results in multiple locations appearing, please **select the location that matches your address** the closest, hit **Select** to save.

Select a Location

Geo Coordinates		Location Map					
<p>Address</p> <p>Champ de Mars, 5 Av. Anatole France, 75007 Paris, France</p> <table border="1"> <thead> <tr> <th>Latitude</th> <th>Longitude</th> </tr> </thead> <tbody> <tr> <td>48.858370</td> <td>2.294481</td> </tr> </tbody> </table>		Latitude	Longitude	48.858370	2.294481		
Latitude	Longitude						
48.858370	2.294481						
<input type="button" value="Select"/>							

8. Under the Range entry and select the **"Type"** dropdown, from there select if you want to Geo Fence to be measured in **Meters or Miles**.

Range:

Type:

Distance:

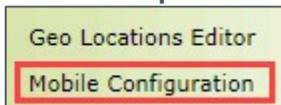
Note: The accuracy of GPS location recording is highly depend device settings.

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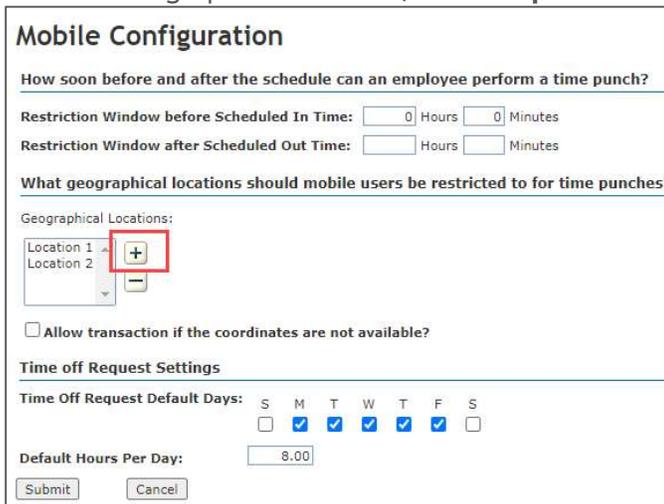
- Then enter how large you want the fence in distance. (This is how far away from the actual location is valid for the mobile application, ADP recommends a minimum of a **½ mile** due to differences in phone manufacture.)

Global Geo Location Activation:

- Select **Setup > Mobile Configuration**



- To add a Geographical Location, click the **plus** icon.



The image shows the "Mobile Configuration" dialog box. It includes sections for "Restriction Window before Scheduled In Time", "Restriction Window after Scheduled Out Time", "Geographical Locations" (with a plus icon highlighted), "Allow transaction if the coordinates are not available?", "Time off Request Settings", and "Default Hours Per Day".

- In the dialogue box that appears **click the checkbox** next to each location you wish to add.



The image shows the "Geo Locations Lookup" dialog box. It features a search bar and a table with columns "Geo Location ID" and "Description". A red box highlights the checkbox next to "Location 2".

Geo Location ID	Description
<input type="checkbox"/> Location 2	Location 2

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- To **remove** a Geographical Location, click the **minus** icon, in the dialogue box that appears click the checkbox next to each location you wish to remove.
- When you are finished click **Submit** to confirm your selection(s).

Mobile Configuration

How soon before and after the schedule can an employee perform a time punch?

Restriction Window before Scheduled In Time: Hours Minutes

Restriction Window after Scheduled Out Time: Hours Minutes

What geographical locations should mobile users be restricted to for time punches?

Geographical Locations:

Location 1

Location 2

Allow transaction if the coordinates are not available?

Time off Request Settings

Time Off Request Default Days: S M T W T F S

Default Hours Per Day:

Note: Allow transaction if the coordinates are not available – if this is selected all employees will be able to clock in from any location, even outside of the set radius.

Employee Geo Location Restrictions:

- We do not offer individual geo location assignments for employees.
- Employees will be able to clock in only at the listed locations within your Mobile Configuration screen.