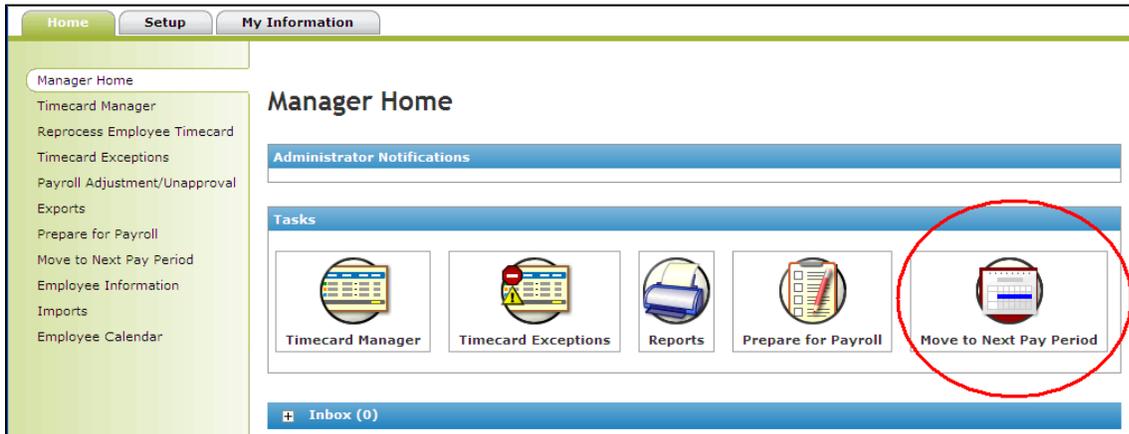
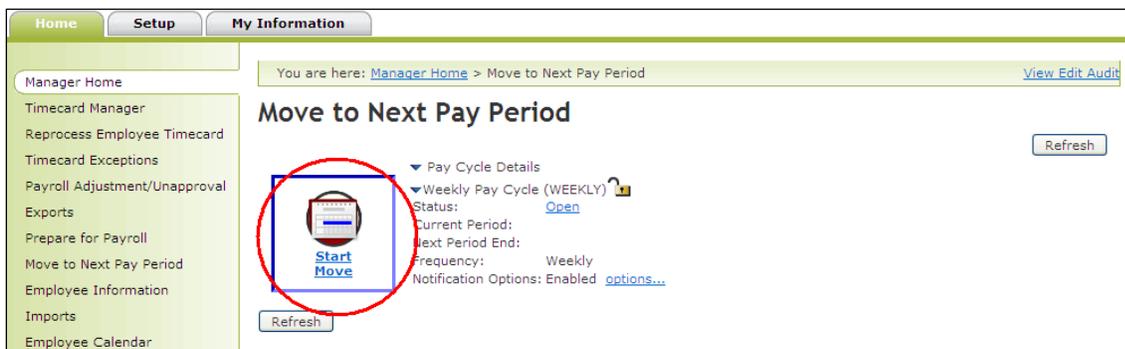


## Moving Pay Periods in ADP ezLaborManager

1. Log into ezLaborManager.
2. Click the **Move to Next Pay Period** icon.



3. Click the **Start Move** icon for the pay cycle.



4. If the **Move to Next Pay Period** process stops, follow the on-screen instructions to address any errors.
5. When the process reaches the confirmation page, select the following check box: 'All timecard data has either been verified for the current pay period or has been exported to the payroll system' and then click the **Move to Next Pay Period** icon. **This step archives the data in your Current Pay Period and is irreversible.**



6. After being returned to the Move to Next Pay Period page, click the **Refresh** button until the pay cycle status changes from 'Move Pending' to 'Open' and shows the correct dates for Current Pay Period.