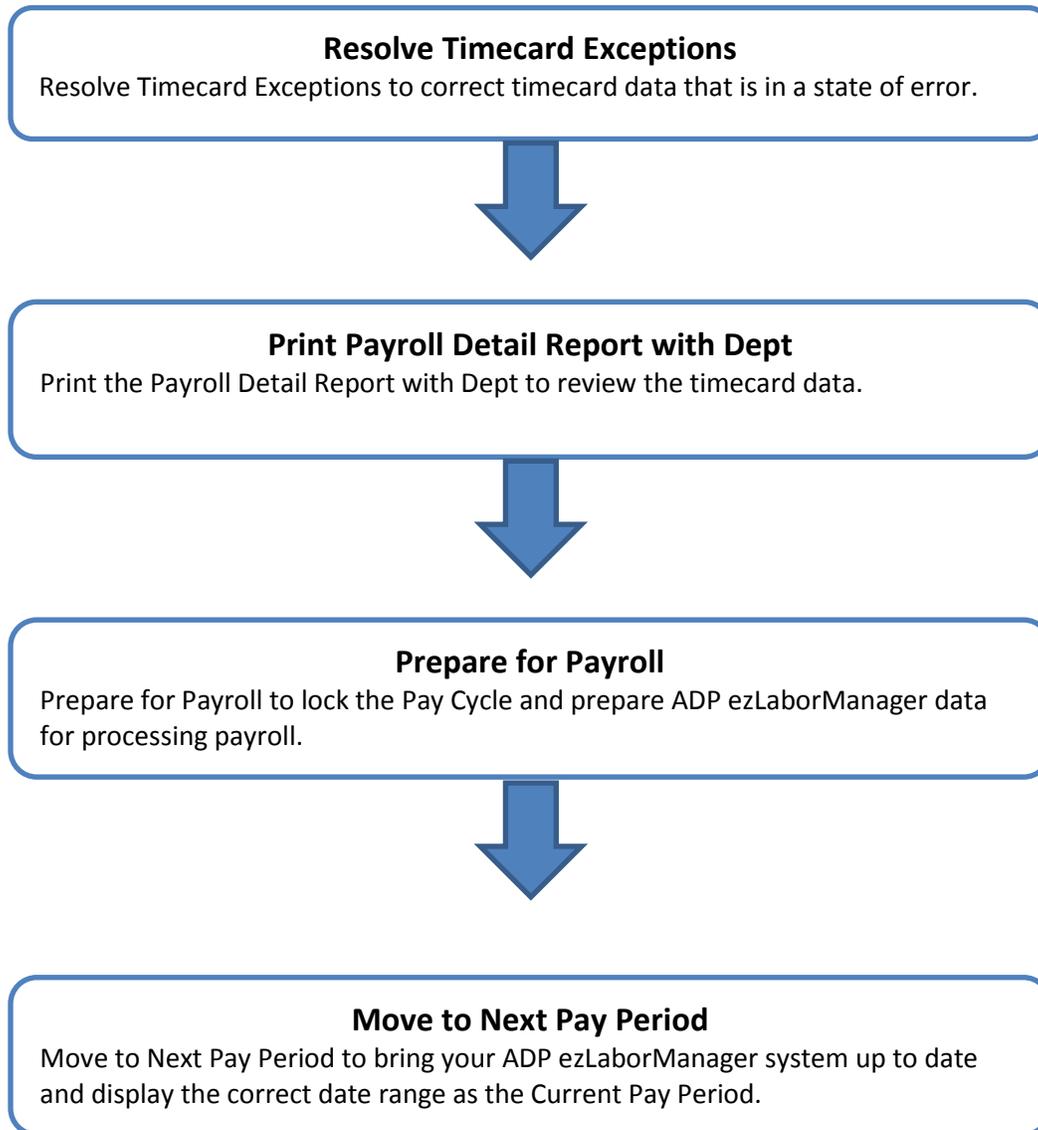


Processing Payroll in ADP ezLaborManager®

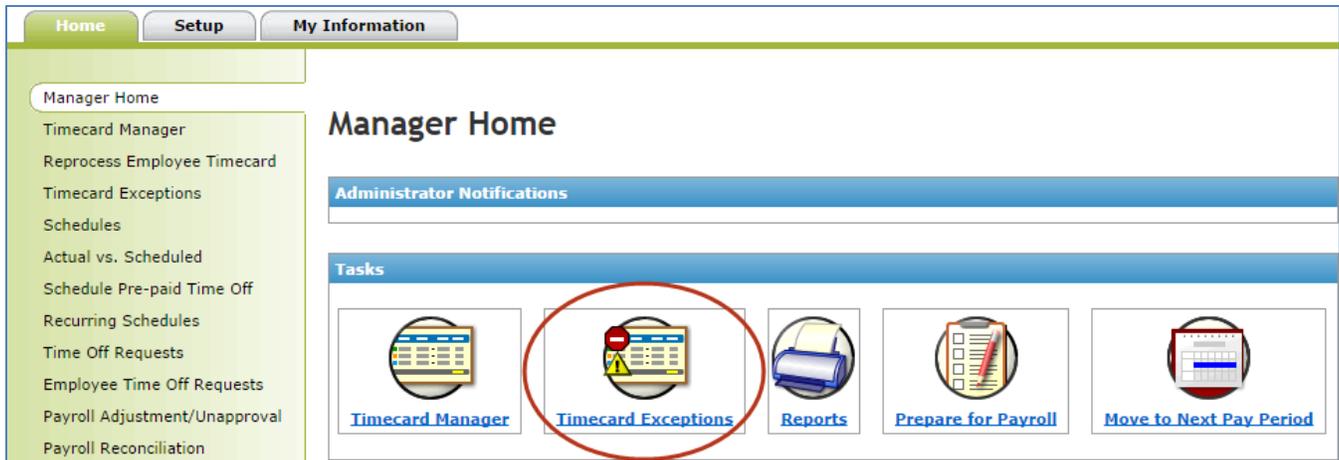


Resolve Timecard Exceptions

1. In ezLaborManager, click the **Home** tab.



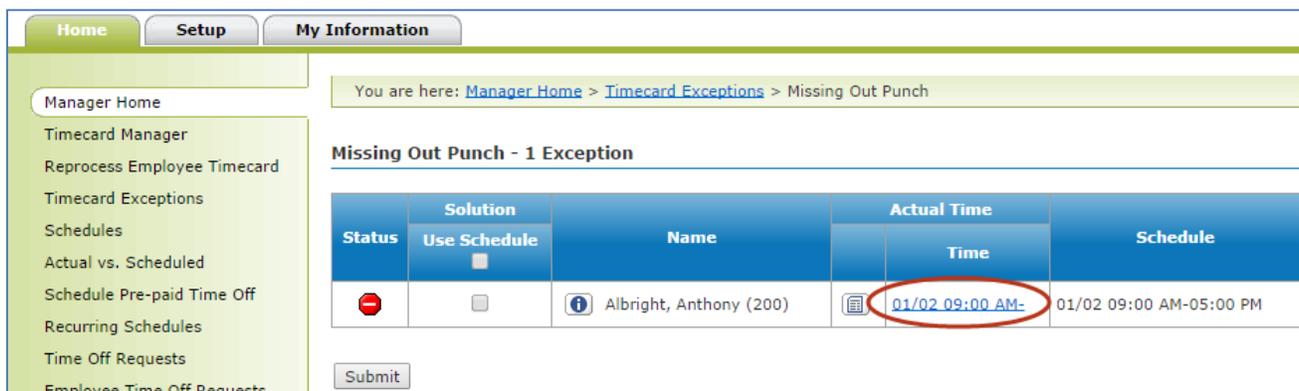
2. Click the **Timecard Exceptions** icon.



3. Click the exception type in the **Exceptions** column.



4. In the **Time** column, click the employee's date and time punch.



5. Correct the exception:

- To complete the time pair, type the correct **Time In** and **Time Out** and click **Save & Calculate**
- To remove the time pair, click to select the check box, click **Delete**, and click **Save & Calculate**

You are here: [Manager Home](#) > [Timecard Exceptions](#) > [Missing Out Punch](#) > Timecard Manager

Timecard Manager

Albright, Anthony (200) 📄 🔍 Find

Pay Date Range: User-Defined Date Range 01/02/20XX - 01/02/20XX

[Printable View](#) [Payroll Summary](#) [Schedule](#) [Preferences](#) ▼

Save Save & Calculate

Select		Date In	Time In	Time Out	Hours	Daily Totals	Out Type	Earnings Code	Department
<input type="checkbox"/>	⊕ Fri	01/02/20XX	09:00 AM	05:00 PM	8.00	8.00			100
Total Hours:					8.00				

Save **Save & Calculate** Insert Copy Paste Clear Delete

6. Click **Timecard Exceptions** to return to the list of exceptions.

You are here: [Manager Home](#) > [Timecard Exceptions](#) > [Missing Out Punch](#) > Timecard Manager

Timecard Manager

Albright, Anthony (200) 📄 🔍 Find

Pay Date Range: User-Defined Date Range 01/02/20XX - 01/02/20XX

[Printable View](#) [Payroll Summary](#) [Schedule](#) [Preferences](#) ▼

Save Save & Calculate

Select		Date In	Time In	Time Out	Hours	Daily Totals	Out Type	Earnings Code	Department
<input checked="" type="checkbox"/>	⊕ Fri	01/02/20XX	09:00 AM	05:00 PM	8.50	8.50			100
Total Hours:					8.50				

Save Save & Calculate Insert Copy Paste Clear Delete

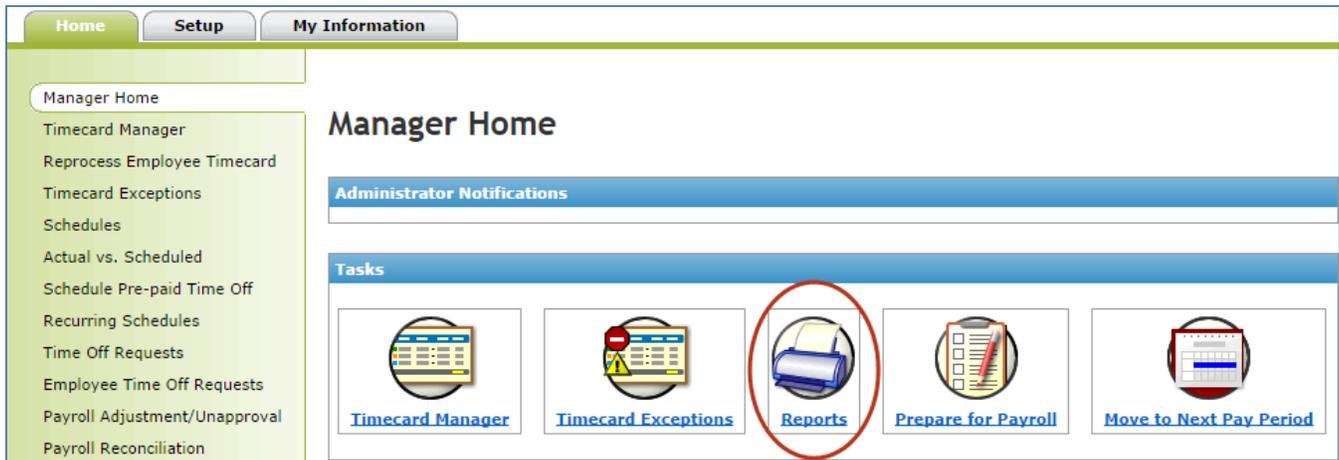
Reminder: Go to Step 3 on page 2 and repeat until no **Timecard Exceptions** remain.

Print the Payroll Detail Report with Dept

1. In ezLaborManager, click the **Home** tab.



2. Click the **Reports** icon.



3. Click **Administrator Reports**.

Report Categories	
Name	Description
Administrator Reports	Administrator Reports
Projected Payroll Reports	Projected Payroll Reports
Supervisor Reports	Supervisor Reports

4. Click the **View Report** icon to the left of the **Payroll Detail Report with Dept**.

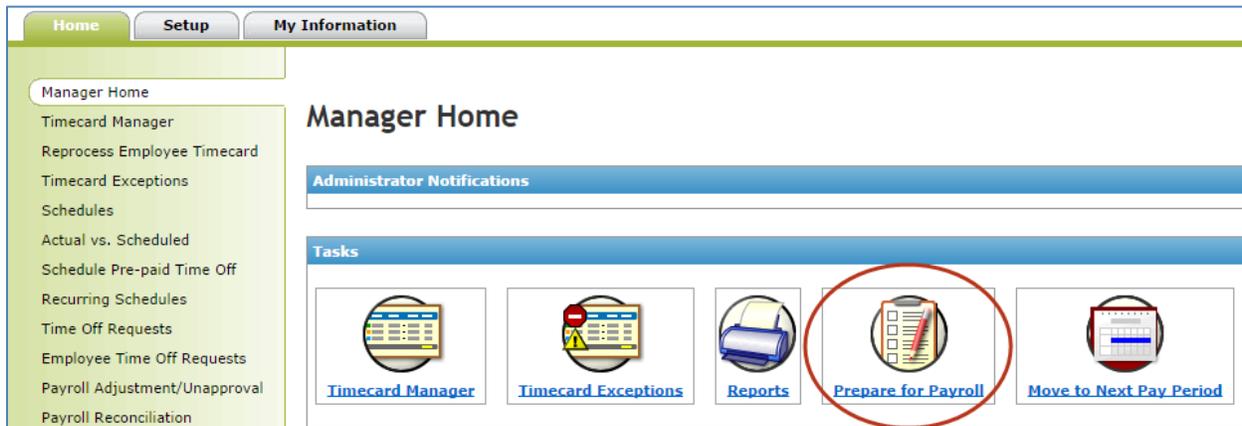
Report Categories		
Administrator Reports		
Options	Name	Description
  	Accrual Report	Employee accrual balances.
  	Company Profile - Administrator	List of common ezLaborManager configurations.
  	Edit Audit Report	Detailed audit report of changes made by specific users.
  	Employee Accrual Detail Report	List of accrual transactions for employees.
  	Employee Badge Report	List of employees by badge number.
  	Employee List Report	Alphabetical list of employees.
  	Payroll Detail Report with Dept	Employee department hours and wages by company code.
  	Security Group Report by Company Code	Security Group Report by Company Code.

Prepare for Payroll

1. In ezLaborManager, click the **Home** tab.



2. Click the **Prepare for Payroll** icon.



3. Click the **Start Preparation** icon for the desired **Pay Cycle**.



4. Click **Finished**.



Important: When you have received and confirmed the accuracy of your checks, log in to ezLaborManager and **Move to Next Pay Period**.

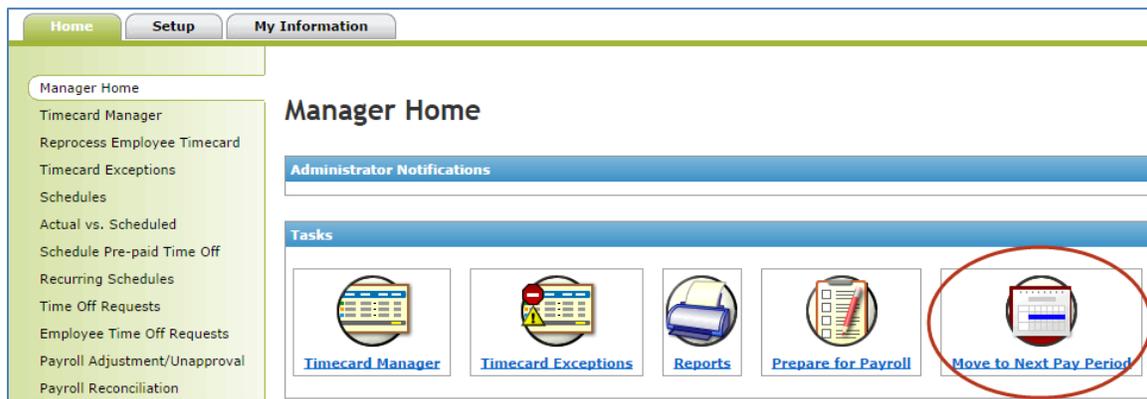
Move to Next Pay Period

Important: When you have received and confirmed the accuracy of your checks, log in to ezLaborManager and **Move to Next Pay Period**.

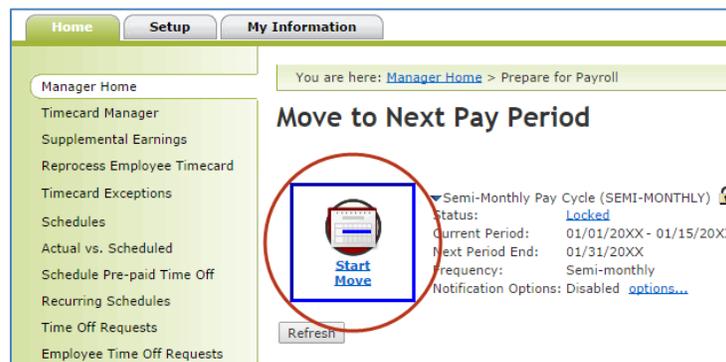
1. In ezLaborManager, click the **Home** tab.



2. Click the **Move to Next Pay Period** icon.



3. Click the **Start Move** icon.



Important: This step is irreversible.

4. Click to select the **All timecard data has either been verified for the current pay period or has been exported to the payroll system** check box.

Move to Next Pay Period

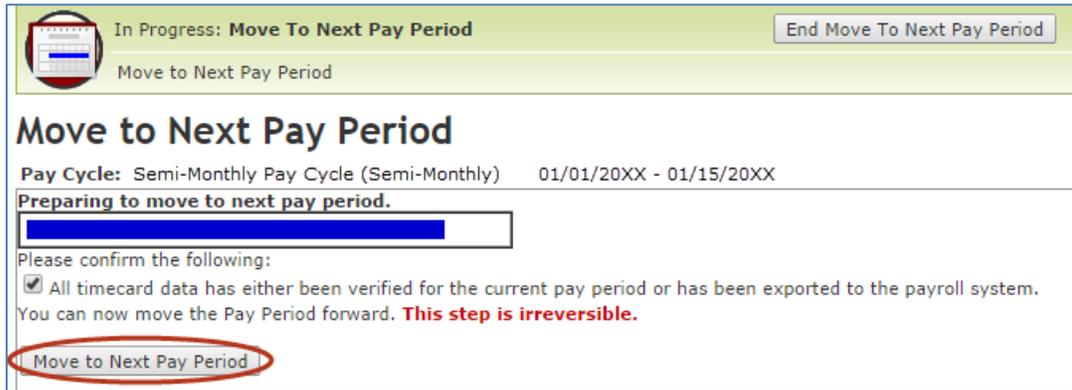
Pay Cycle: Semi-Monthly Pay Cycle (Semi-Monthly) 01/01/20XX - 01/15/20XX

Preparing to move to next pay period.

Please confirm the following:

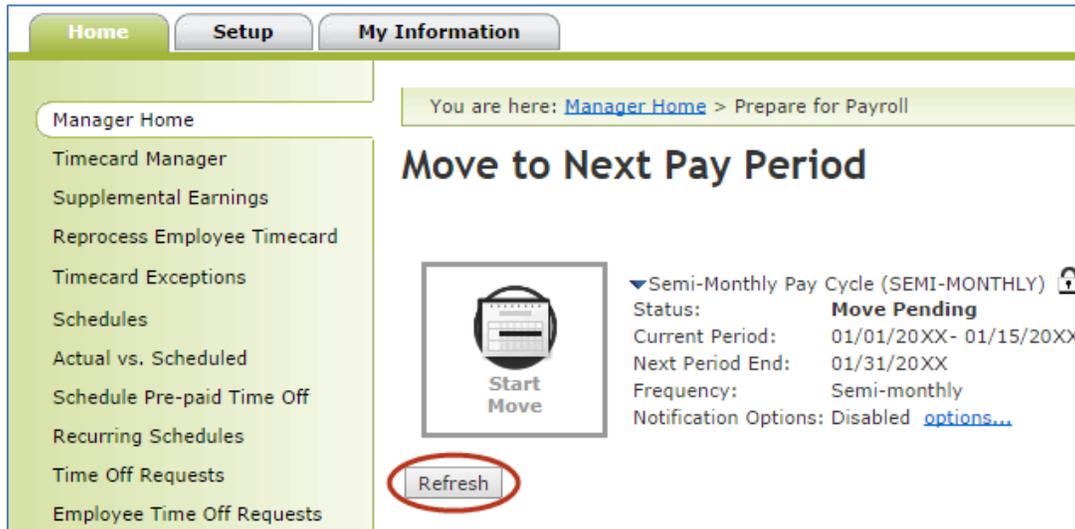
All timecard data has either been verified for the current pay period or has been exported to the payroll system. You can now move the Pay Period forward. **This step is irreversible.**

5. Click **Move to Next Pay Period**.



Note: You will return to the **Move to Next Pay Period** page with a **Status of Move Pending**.

6. Click **Refresh** until the **Status** displays **Open**.



Note: Wait time is approximately 30 seconds. If status does not change, then wait 10 seconds and try again.