Getting Pay Period Information Ready in ezLaborManager

1. On the **Manager Home** page in ezLaborManager click the **Timecard Exceptions** icon.
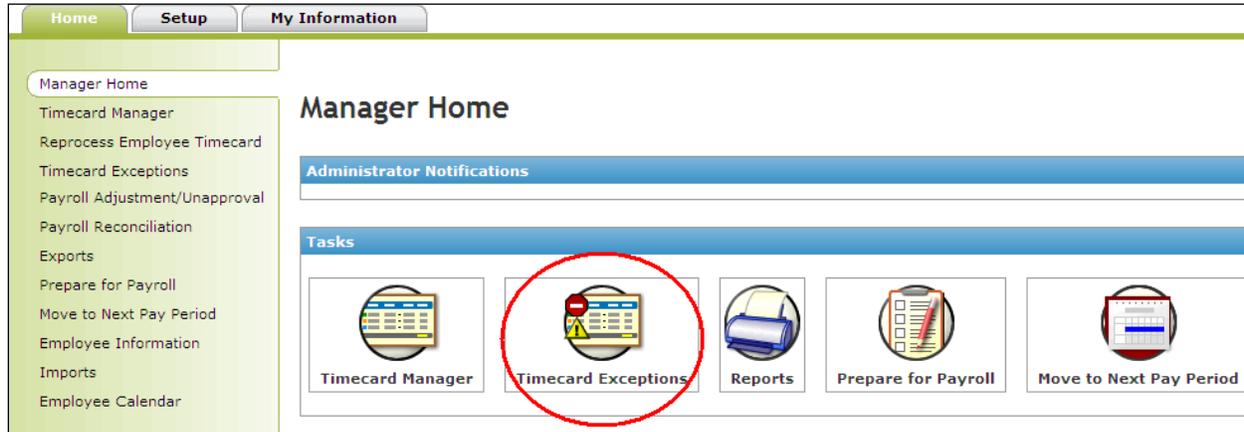
2. On the **Timecard Exceptions** page check the current pay period to see if there are any timecard exceptions. If any are found, correct those until there are *No Exceptions Found* as indicated in the picture on the right.
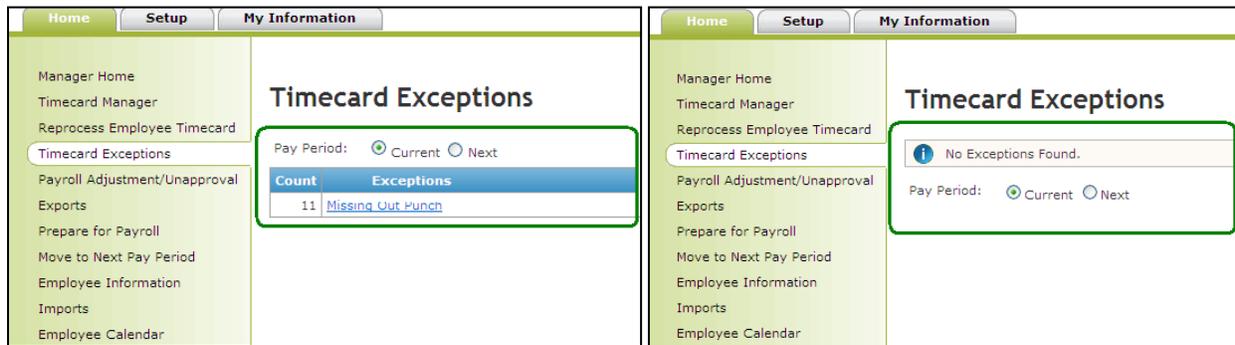
3. Create a **Payroll Detail Report** by clicking the **Reports** icon on the **Manager Home** page.
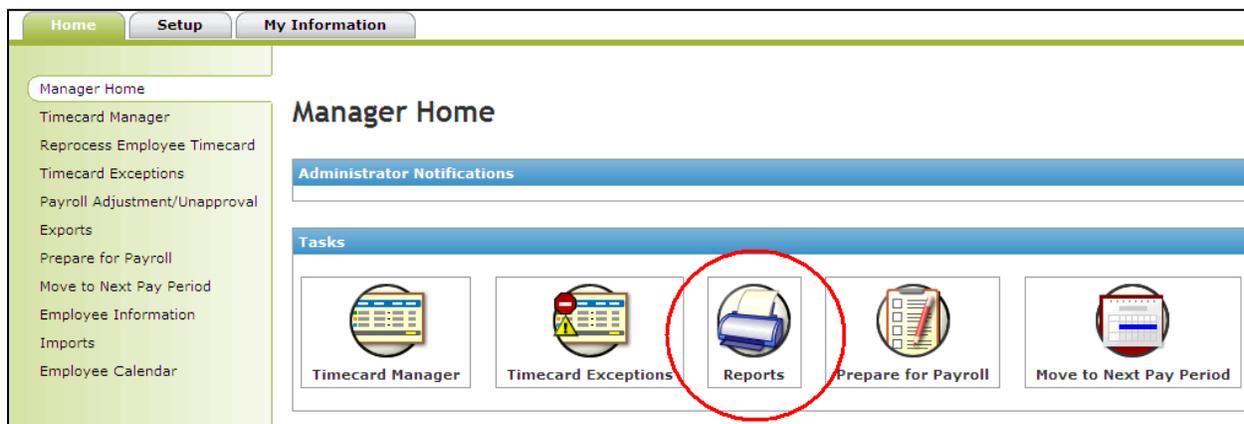
4. On the **Reports** page click **Administrator Reports.** Click the **View Report** button next to the Payroll Detail Report. The report will be displayed on your screen and you can print or save it.

Note: Below is an example of what your payroll detail report will look like.

Payroll Detail Report with Dept
Current Pay Period

Last Name	First Name	Employee			
Earnings Code	Worked Department		Pay Rate	Hours	Dollars
Marciante REGULAR-Regular	*Michelle*	XYZ009498	$0.0000	80.00	$0.00
			Subtotal	80.00	$0.00
Poulos REGULAR-Regular	*Stephanie*	XYZ008078	$0.0000	80.00	$0.00
			Subtotal	80.00	$0.00
Wood REGULAR-Regular	*Amanda*	XYZ007059	$0.0000	80.00	$0.00
			Subtotal	80.00	$0.00

# Preparing for Payroll in ezLaborManager

1. On the **Manager Home page** in ezLaborManager click the **Prepare for Payroll** icon.
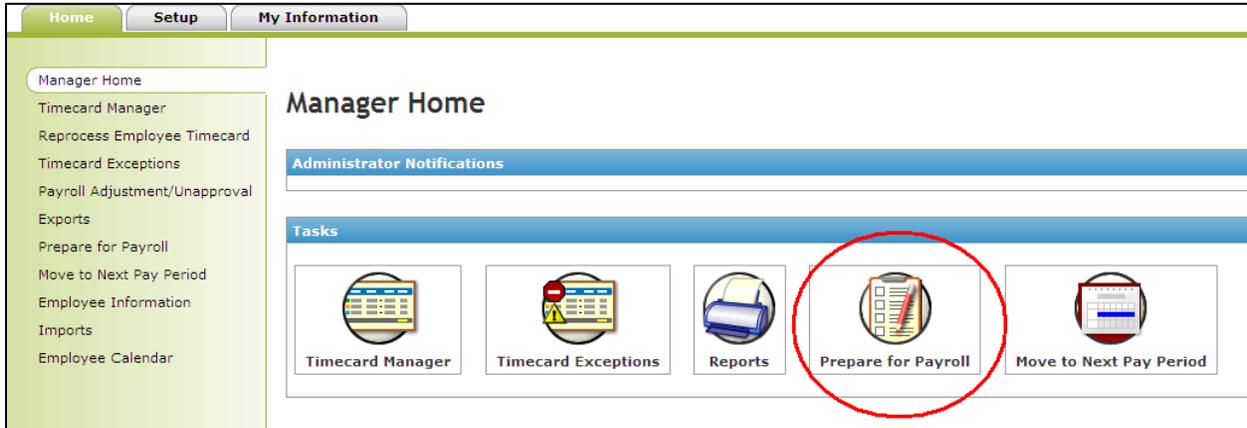
2. On the **Prepare for Payroll** page click the **Start Preparation** icon for the appropriate pay cycle.
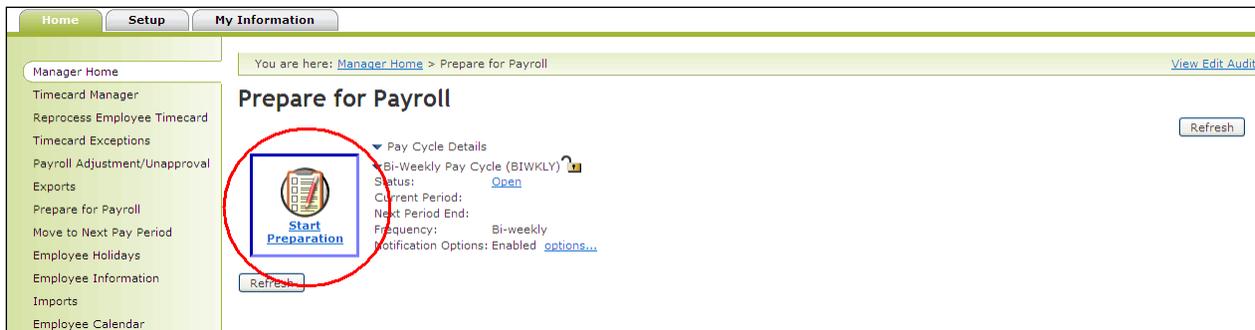

**3.** Next, click the **Create Export** button in the bottom left corner of the screen.
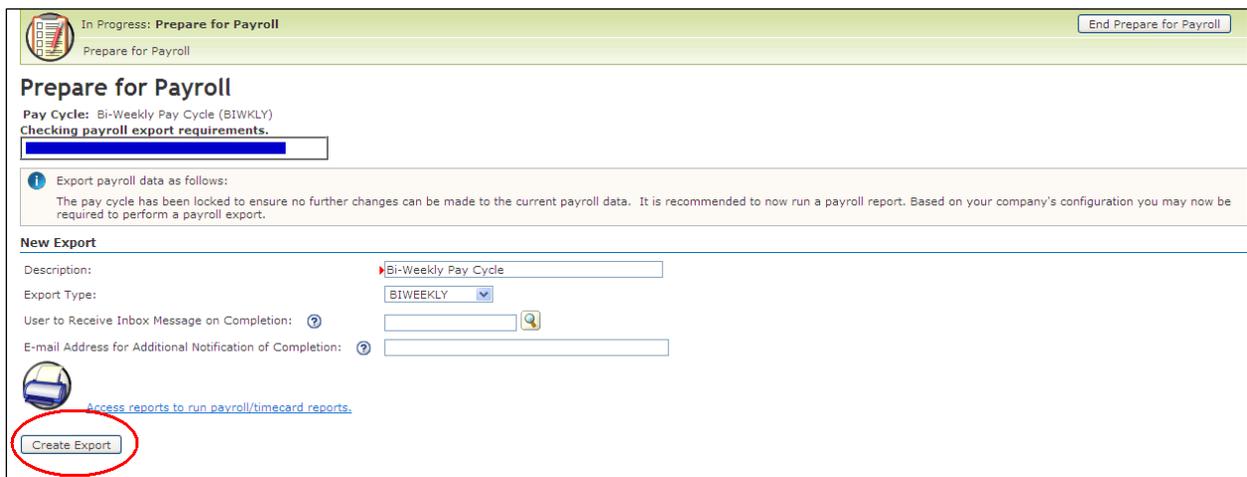
**4.** Your ezLaborManager export generates all the timecard data and transfers it into ADP Resource.
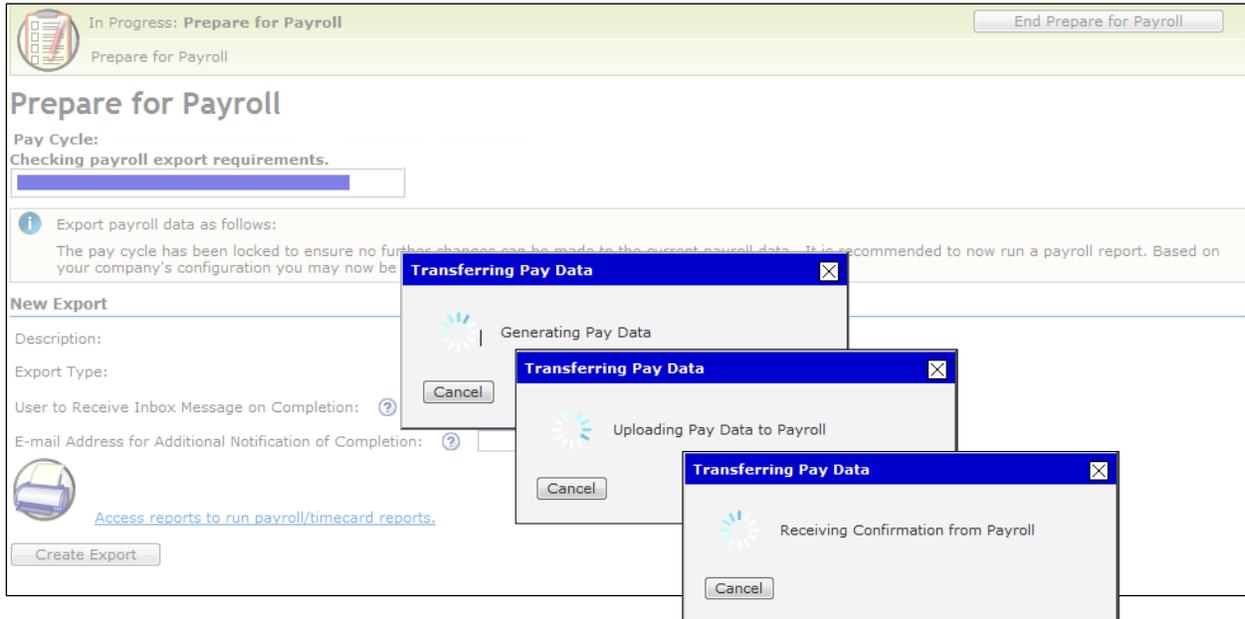
5. When the 'Acknowledgement received' message displays, the upload is complete and your hours were uploaded into ADP Resource successfully. Click Continue **Prepare for Payroll** and then click **Finished**.
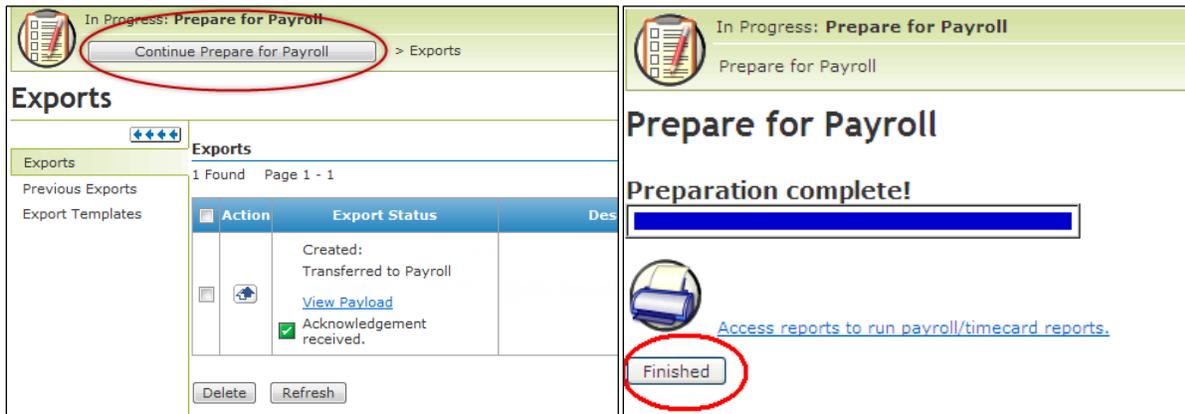
Import Your Payroll Data into ADP Resource

1. Go to https://resource-secure.adp.com/ and log in with your username and password. After logging in, click the **Payroll** tab.
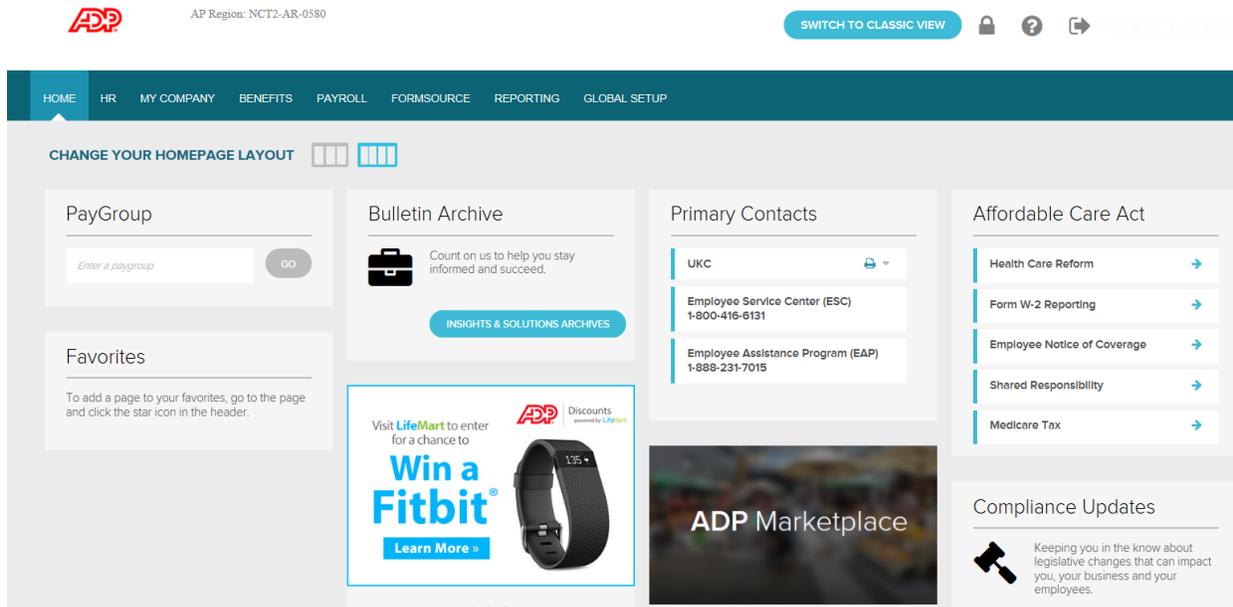

2. To review the ezLaborManager batch, select the check box next to the Batch ID for the ezLaborManager batch. Click Review and Submit. A page opens that displays summary information for the batches and totals.

**At this stage, do not do a final submission of payroll; this is just to review the hours imported from ezLaborManager.
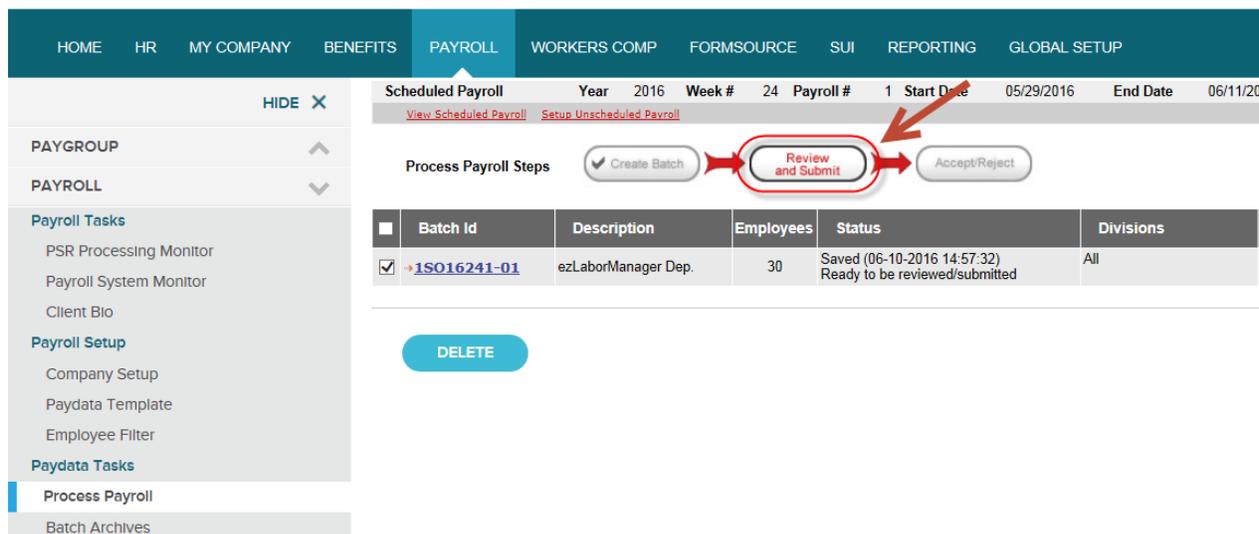
3. Verify your totals by comparing the Pay Data Summary Report here with the Payroll Detail Report with Dept. from ezLaborManager.

4. Click back on Process Payroll. If your ezLaborManager batch does not include the salaried employees standard earnings click on Create Batch to create a batch for the salaried employees. If your salaried employees regular earnings are included in your ezLaborManager batch please proceed to step 7.

5. In the batch information screen you can fill in a description and also check the Practitioner View Only option if applicable. You can use the default Paydata Template or choose a previously created custom template. Choose the Filter drop down and change it to Salary if it's available. Note: If there is not a Salary filter available, use All Employees and then click Create Batch.
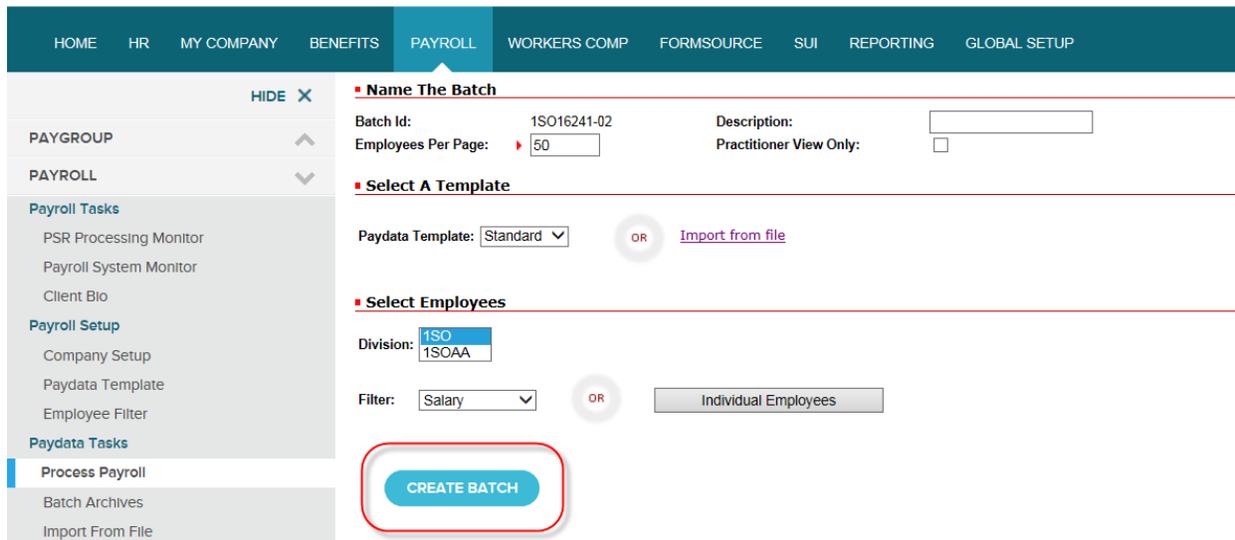
Once the new batch is created you can make any edits as needed and then click **Save** before navigating to another page.

6. Click on Process Payroll. If you are ready to review and submit all of your batches for payroll processing, select the check box next to each Batch ID that you want to submit. Click Review and Submit. A page opens that displays summary information for the batches and totals. Batches can be reviewed independently, but all batches must be checked and sent together during the final submission.
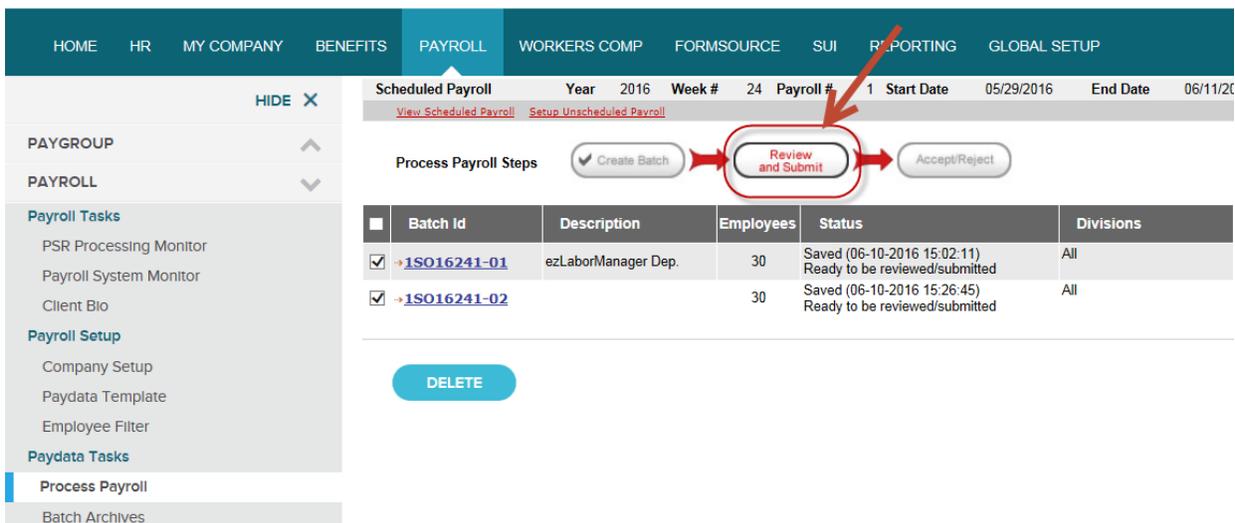
7. Verify that all batch totals are correct by using the Paydata Summary tab and then and from the Batch Totals tab enter or confirm all of the totals so that they balance.
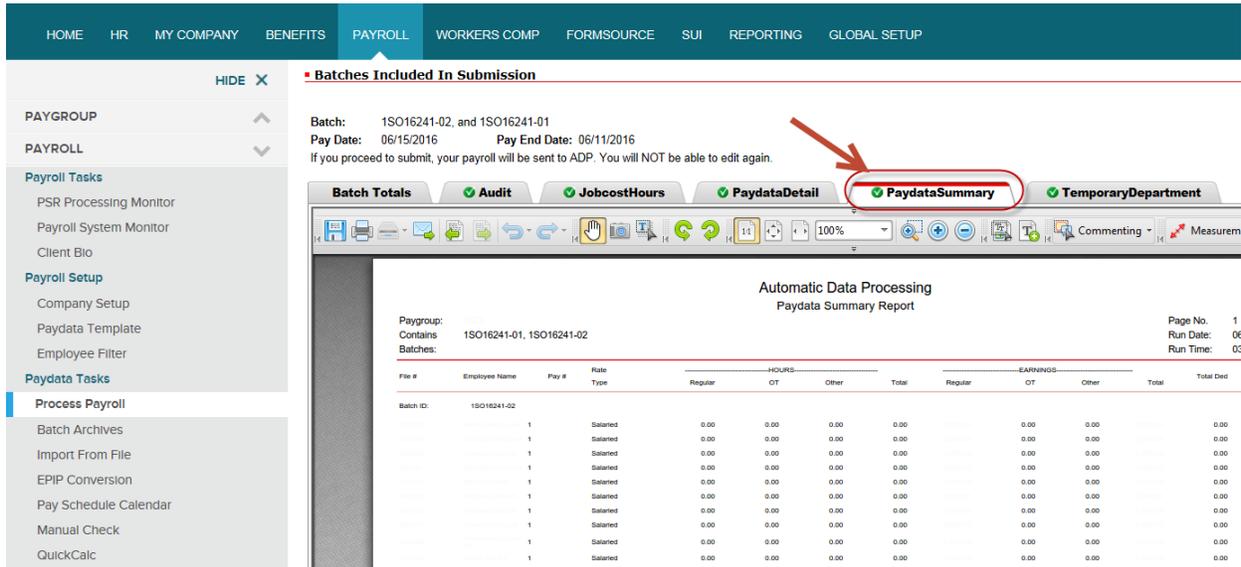
8. From the Batch Totals tab, once the totals have been entered and are balanced, select the check box under Verify/Submit. (This check box must be selected in order to proceed). Click Submit to send the pay data file to ADP Resource for processing.
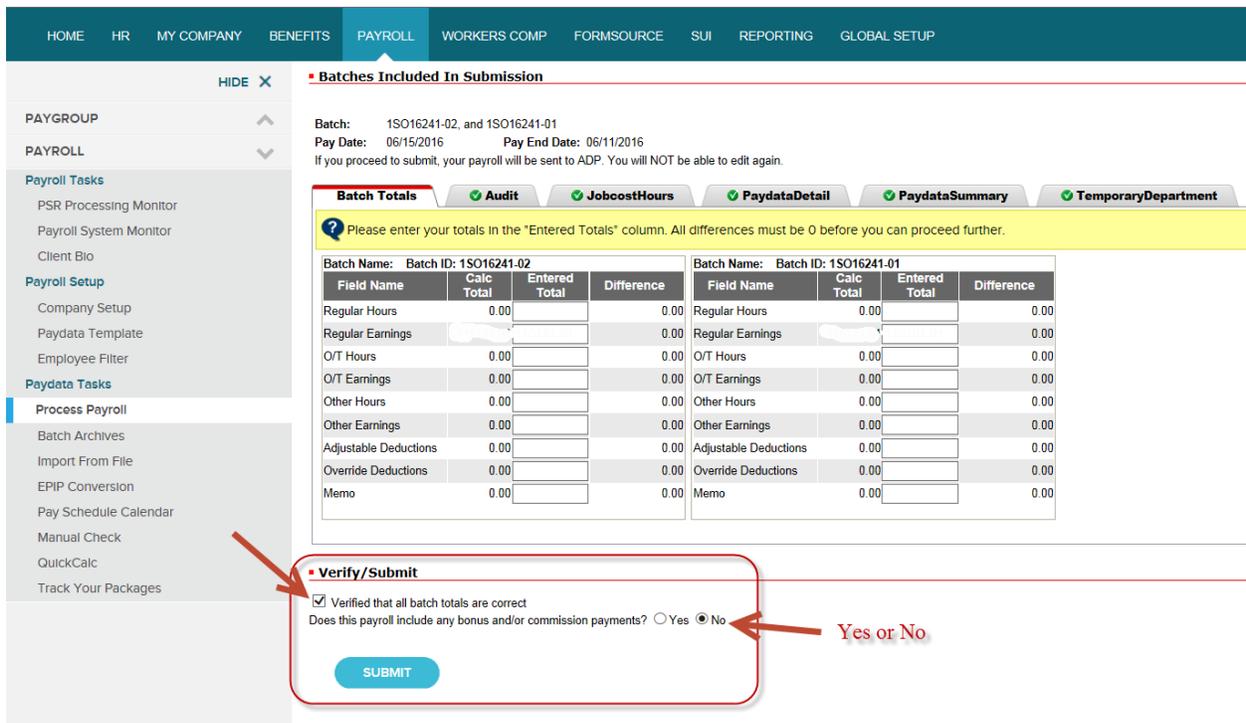
9. You will receive an e-mail in about 15 minutes letting you know that your Payroll PreView register is ready. Please log back into ADP Resource to review the payroll. Navigate back to the Payroll tab and click on Process Payroll and then choose the Accept/Reject button. Choose the PreView Register tab to view your report for accuracy. Review all other reports for accuracy and complete the No Pay Report. Choose the Accept/Reject tab to accept or reject the current payroll. If the payroll is not accepted, it will not be processed.
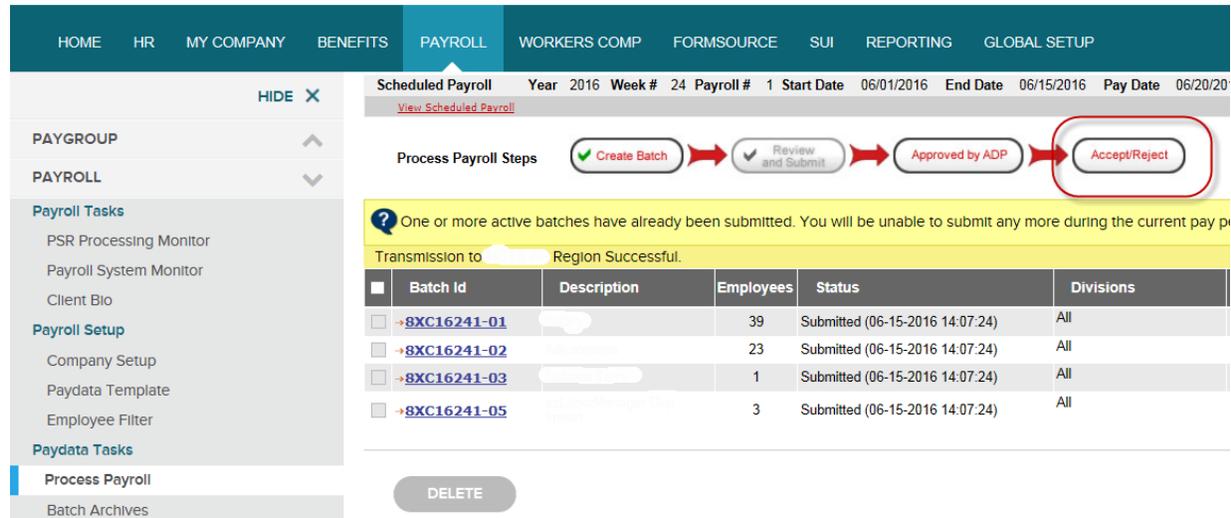
10. When you receive your payroll back from ADP, verify the accuracy of the data and then log back into ezLaborManager to Move Your Pay Period.