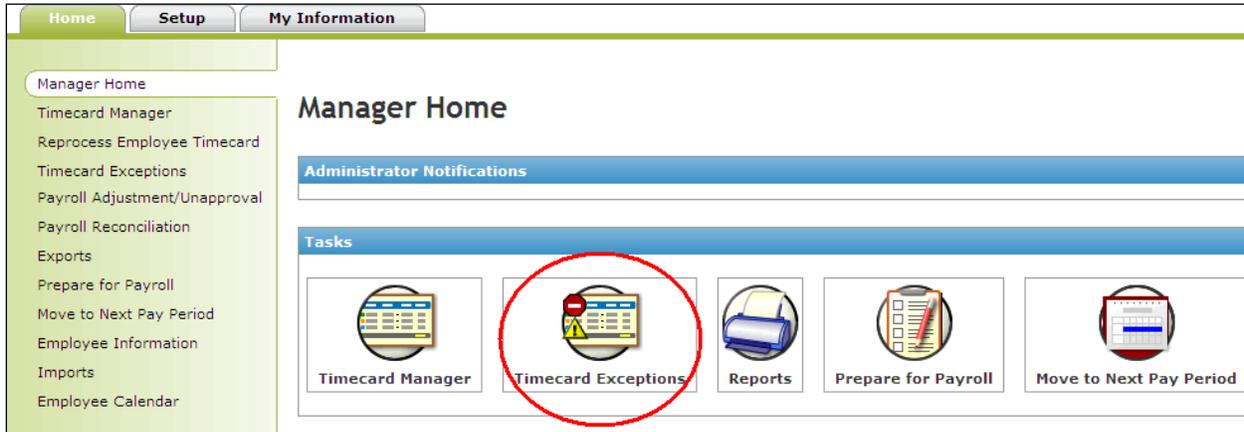
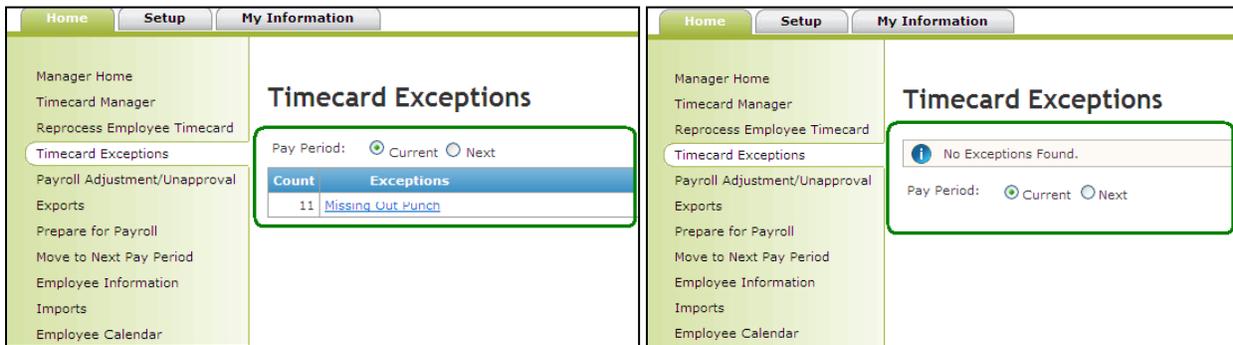


## Getting Pay Period Information Ready in ezLaborManager

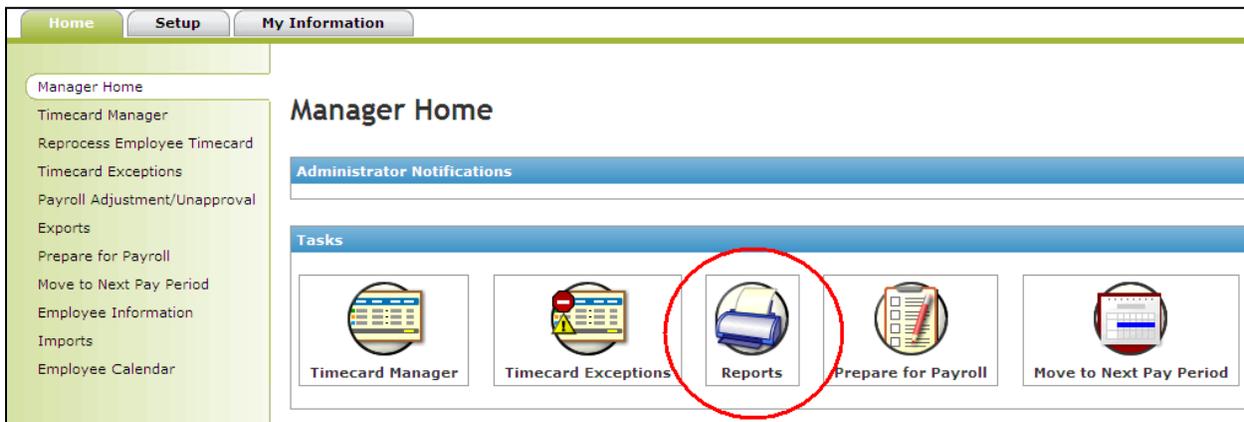
1. On the Manager Home page in ezLaborManager click the Timecard Exceptions icon.



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.



**Processing Payroll with ADP ezLaborManager and ADP TotalSource**

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.

### Reports - Home

**Report Categories**

Name	Description
<a href="#">Administrator Reports</a>	Administrator Report
<a href="#">Special Reports</a>	Utility Reports

You are here: [Reports - Home](#) > [Administrator Reports](#)

#### Report Categories

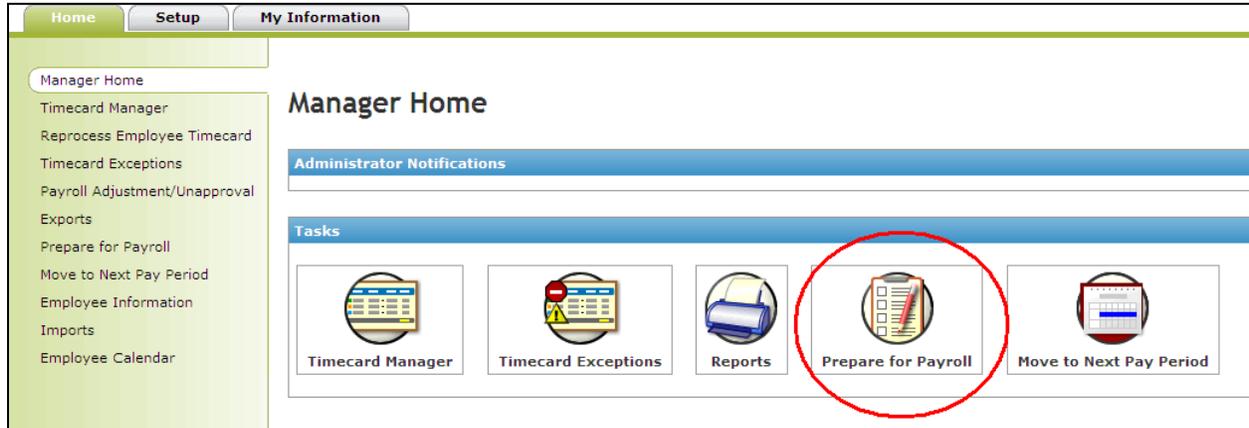
Options	Name	Description
	Company Profile - Administrator	List of common ezLaborManager configurations.
	Edit Audit Report	Detailed audit report of changes made by specific users.
	Employee Badge Report	List of employees by badge number.
	Employee List Report	Alphabetical list of employees.
	Payroll Detail Report with Dept	Employee department hours and wages by company code.
	Security Group Report by Company Code	Security Group Report by Company Code.
	Supervisor Assigned Employees List Report	Supervisor Assigned Employees List Report
	Timecard Detail Report with Signature	Multiple Employees Timecard Report with Signature Line
	Timecard Exception Report	Timecard exceptions by employee.
	Timecard Report	Detailed timecard report for each employee.
	User List Report	List of user records.

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

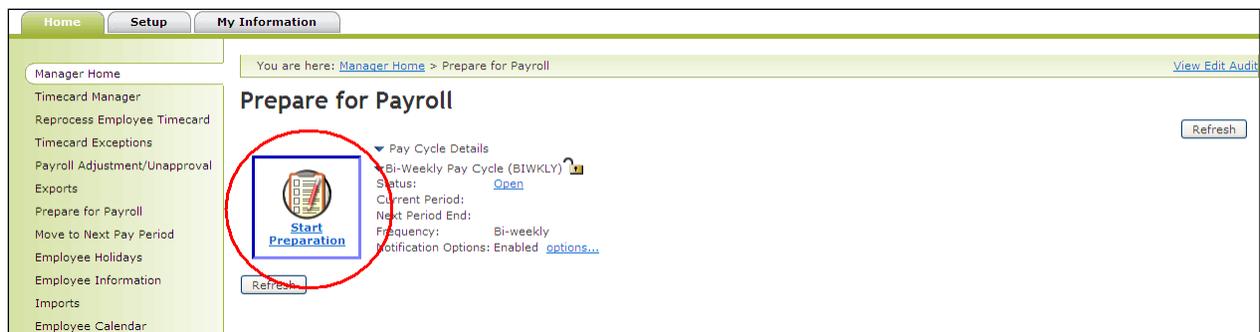
<b>Payroll Detail Report with Dept</b>					
<b>Current Pay Period</b>					
Last Name	First Name	Employee			
			<b>Earnings Code</b>	<b>Worked Department</b>	<b>Pay Rate</b>
<i>Marciante</i>	<i>Michelle</i>	XYZ009498			
	REGULAR-Regular		\$0.0000		
				80.00	\$0.00
			<b>Subtotal</b>		<b>\$0.00</b>
<hr/>					
<i>Poulos</i>	<i>Stephanie</i>	XYZ008078			
	REGULAR-Regular		\$0.0000		
				80.00	\$0.00
			<b>Subtotal</b>		<b>\$0.00</b>
<hr/>					
<i>Wood</i>	<i>Amanda</i>	XYZ007059			
	REGULAR-Regular		\$0.0000		
				80.00	\$0.00
			<b>Subtotal</b>		<b>\$0.00</b>

## Preparing for Payroll in ezLaborManager

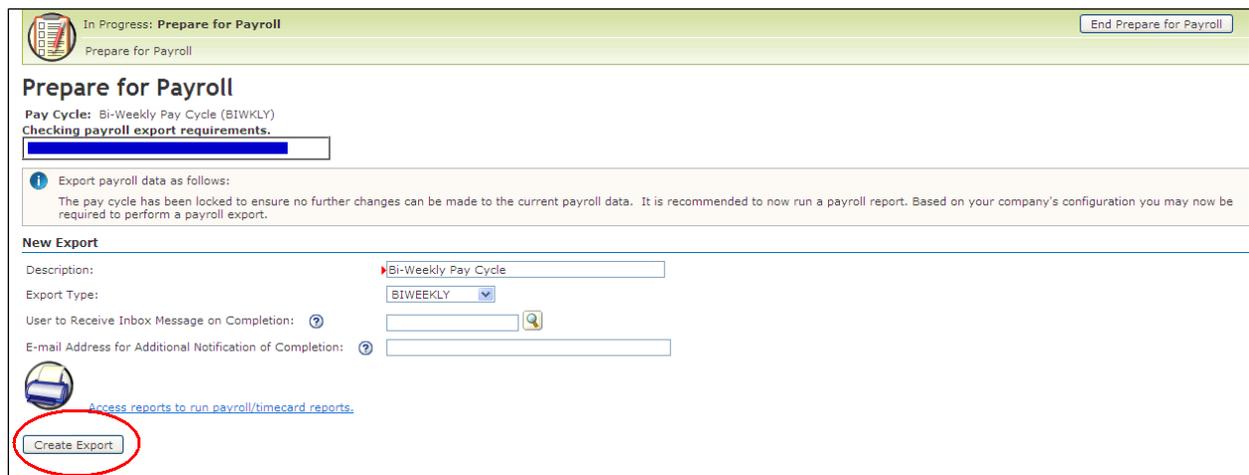
1. On the Manager Home page in ezLaborManager click the Prepare for Payroll icon.



2. On the Prepare for Payroll page click the Start Preparation icon for the appropriate pay cycle.

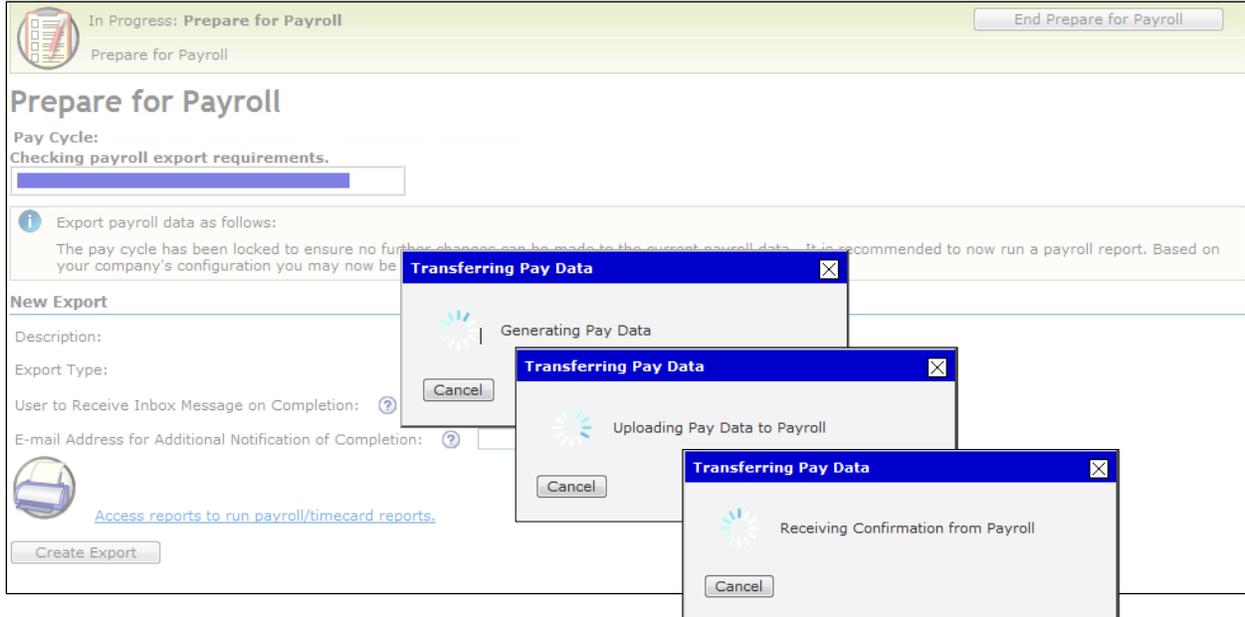


3. Next, click the Create Export button in the bottom left corner of the screen.

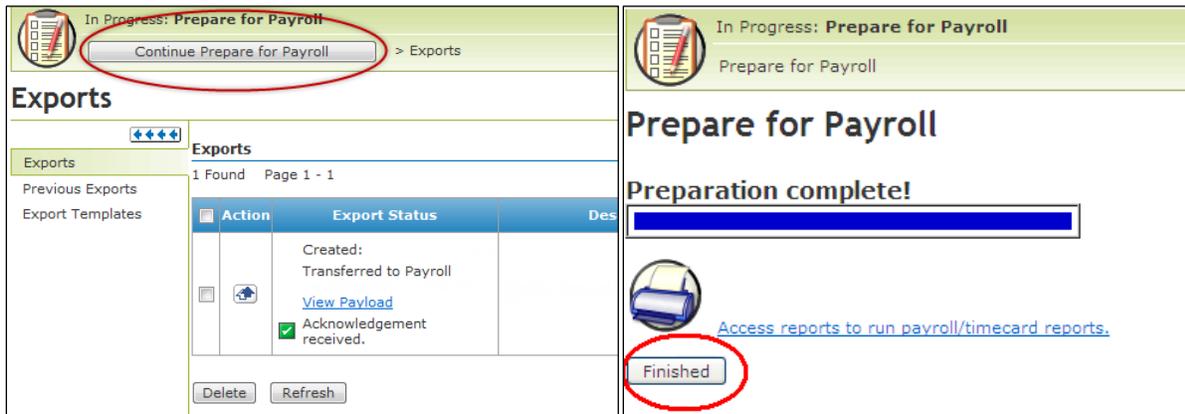


**Processing Payroll with ADP ezLaborManager and ADP TotalSource**

4. Your ezLaborManager export generates all the timecard data and transfers it into ADP TotalSource.

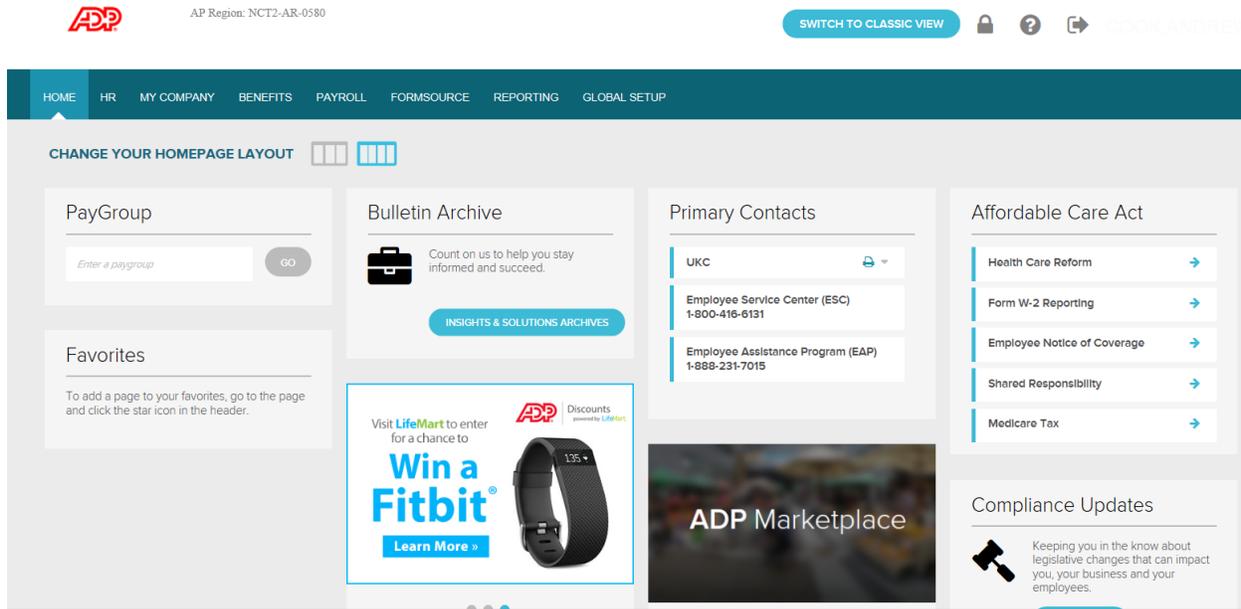


5. When the 'Acknowledgement received' message displays, the upload is complete and your hours were uploaded into ADP TotalSource successfully. Click Continue Prepare for Payroll and then click Finished.



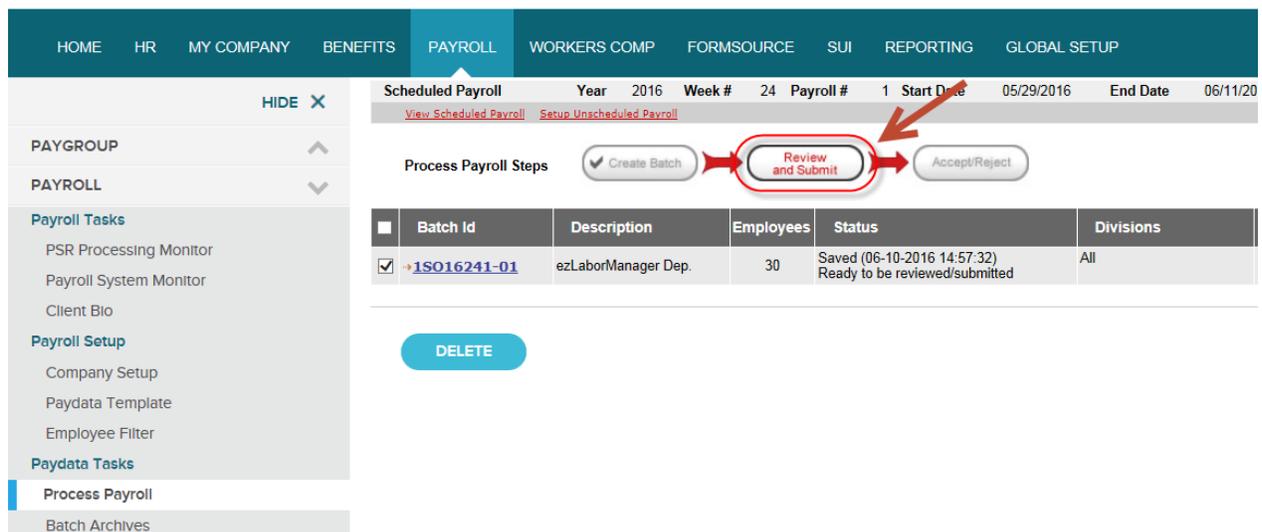
## Import Your Payroll Data into ADP TotalSource

1. Go to <https://totalsource.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.



**Processing Payroll with ADP ezLaborManager and ADP Total Source**

3. Verify your totals by comparing the Pay Data Summary Report here with the Payroll Detail Report with Dept. from ezLaborManager.

**Batches Included In Submission**

Batch:   
 Pay Date: 06/15/2016 Pay End Date: 06/11/2016  
 If you proceed to submit, your payroll will be sent to ADP. You will NOT be able to edit again.

Batch Totals Audit JobcostHours PaydataDetail **PaydataSummary** TemporaryDepartment

Automatic Data Processing  
 Paydata Summary Report

Page No. 1  
 Run Date: 06/10/2016  
 Run Time: 03:02 PM

File #	Employee Name	Pay #	Rate Type	HOURS			Total	EARNINGS			Total Ded	Total Mar
				Regular	OT	Other		Regular	OT	Other		
Batch ID: ISO16241-01												
		1	Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		1	Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		1	Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		1	Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		1	Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		1	Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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.

Scheduled Payroll Year 2016 Week # 24 Payroll # 1 Start Date 05/29/2016 End Date 06/11/2016

[View Scheduled Payroll](#) [Setup Unscheduled Payroll](#)

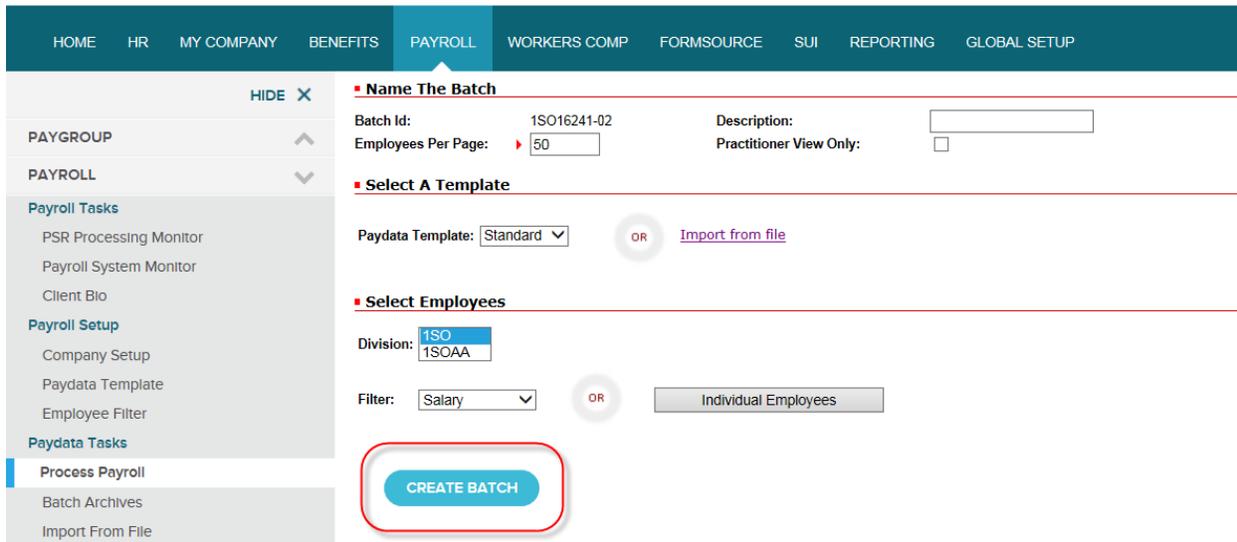
Process Payroll Steps: **Create Batch** → Review and Submit → Accept/Reject

Batch Id	Description	Employees	Status	Divisions
<a href="#">ISO16241-01</a>	ezLaborManager Dep.	30	Saved (06-10-2016 15:02:11) Ready to be reviewed/submitted	All

DELETE

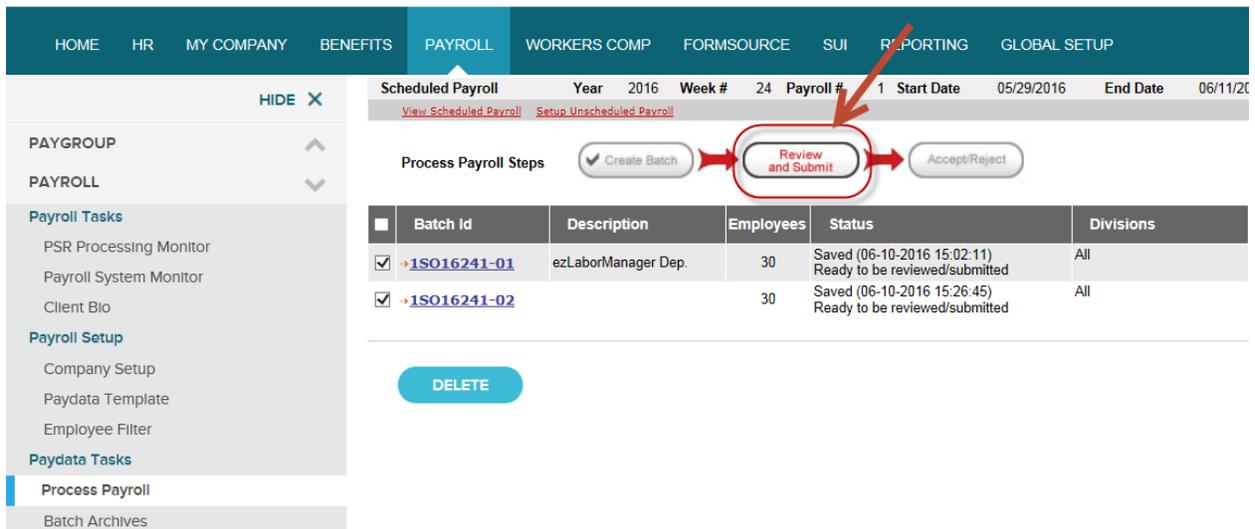
**Processing Payroll with ADP ezLaborManager and ADP Total Source**

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.



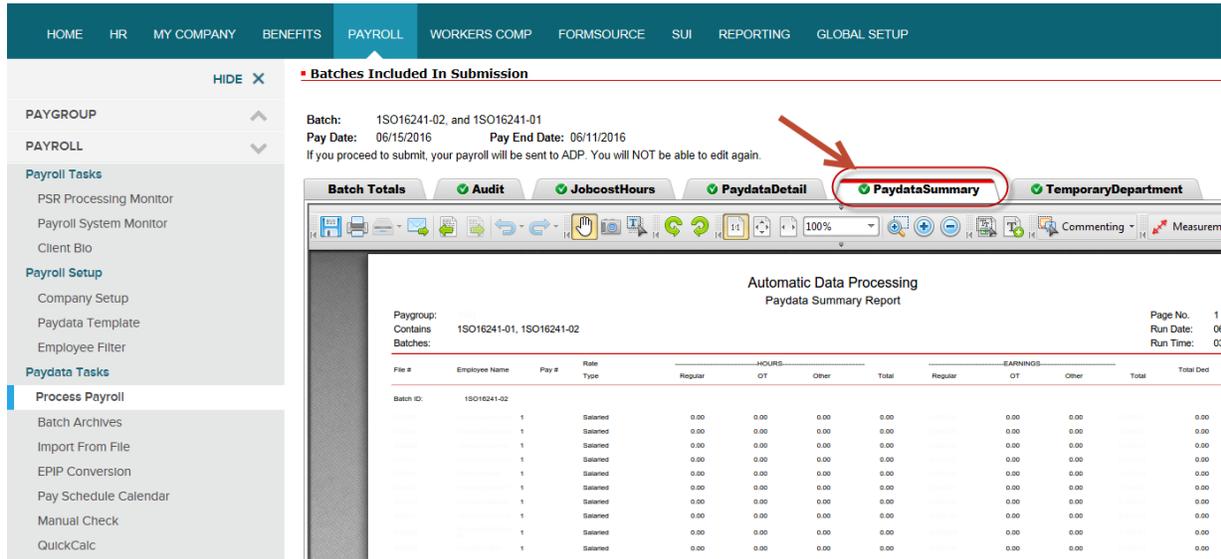
Once the new batch is created you can make any edits as needed and then click **Save** before navigating to another page.

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.

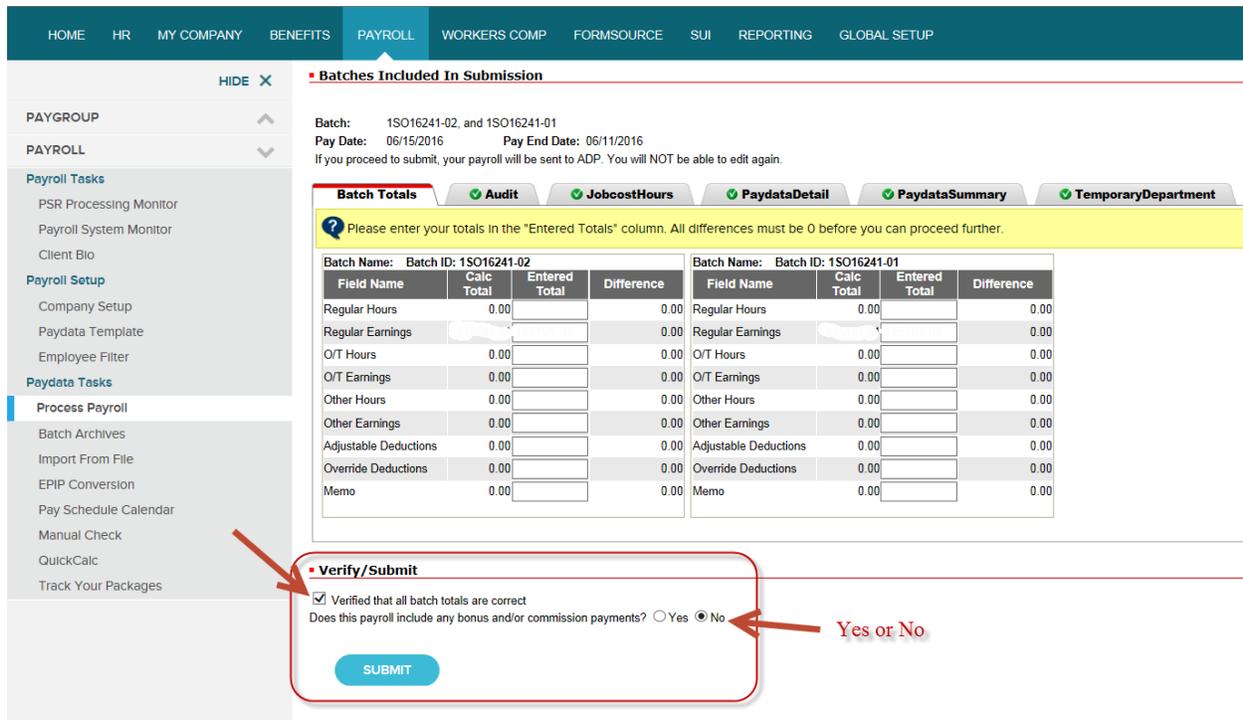


**Processing Payroll with ADP ezLaborManager and ADP Total Source**

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.

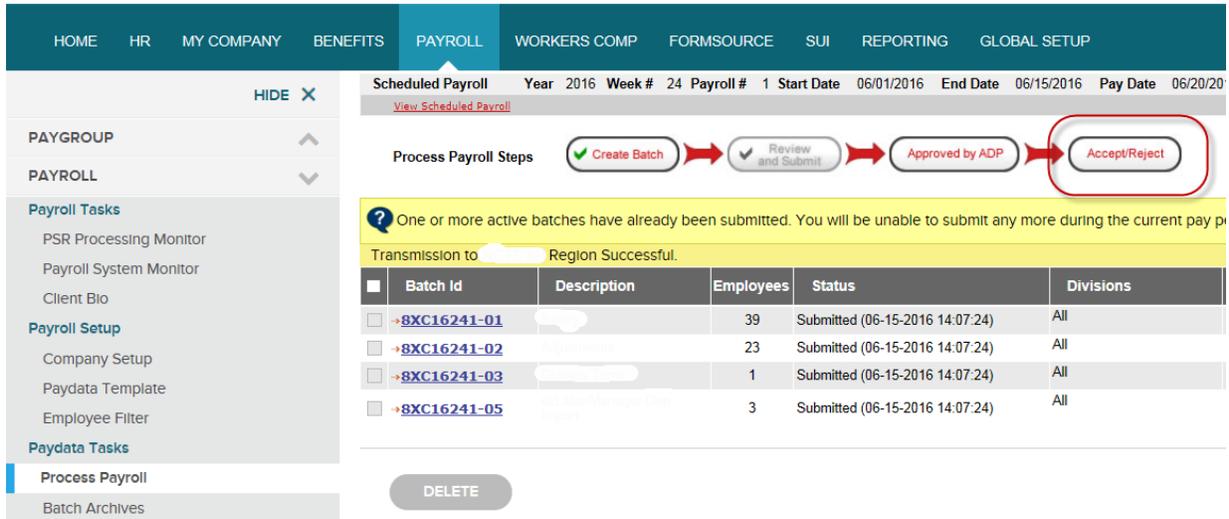


8. From the Batch Totals tab, once the totals have been entered and are balanced, select the check box under Verify/Submit. (This check box must be selected in order to proceed). Click Submit to send the pay data file to ADP TotalSource for processing.



**Processing Payroll with ADP ezLaborManager and ADP Total Source**

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 TotalSource 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.



The screenshot shows the ADP ezLaborManager interface. The top navigation bar includes: HOME, HR, MY COMPANY, BENEFITS, PAYROLL (selected), WORKERS COMP, FORMSOURCE, SUI, REPORTING, GLOBAL SETUP. The main content area displays 'Scheduled Payroll' for Year 2016, Week # 24, Payroll # 1, with Start Date 06/01/2016, End Date 06/15/2016, and Pay Date 06/20/2016. A 'Process Payroll Steps' flowchart shows: Create Batch (checked) → Review and Submit (checked) → Approved by ADP → Accept/Reject (circled in red). A yellow warning message states: 'One or more active batches have already been submitted. You will be unable to submit any more during the current pay p...'. Below this is a table of submitted batches:

Batch Id	Description	Employees	Status	Divisions
8XC16241-01		39	Submitted (06-15-2016 14:07:24)	All
8XC16241-02		23	Submitted (06-15-2016 14:07:24)	All
8XC16241-03		1	Submitted (06-15-2016 14:07:24)	All
8XC16241-05		3	Submitted (06-15-2016 14:07:24)	All

At the bottom of the table area is a 'DELETE' button. The left sidebar contains navigation options: Payroll Tasks (PSR Processing Monitor, Payroll System Monitor, Client Bio), Payroll Setup (Company Setup, Paydata Template, Employee Filter), and Paydata Tasks (Process Payroll, Batch Archives).

10. When you receive your payroll back from ADP, verify the accuracy of the data and then log back into ezLabor-Manager to Move Your Pay Period.