ADP ezLaborManager User Guide for Resource Employees

1. Before you begin… Have you registered with Resource? Accessing ezLaborManager through Resource requires users complete a onetime registration process. A pass-code is required to register so please see your company's administrator if you do not have it. To register, proceed to the Resource login page at www.myadpresource.com and select the "SIGN UP" link as shown below. During the registration process, Resource will reveal your new username and will help you create a password. Once completed, Resource will send a confirmation email.

If you enter your user name or password three times in a row, you will be LOCKED OUT. Once you are LOCKED OUT you will need to wait up to 10 minutes, before you can try again. User name and Password are Case Sensitive. If you are unsure of your user name and password, please click on "Forgot your user ID/Password".

For further assistance with logging in, please contact the ADP Employee Service Center Number at **1-800-416-6131**
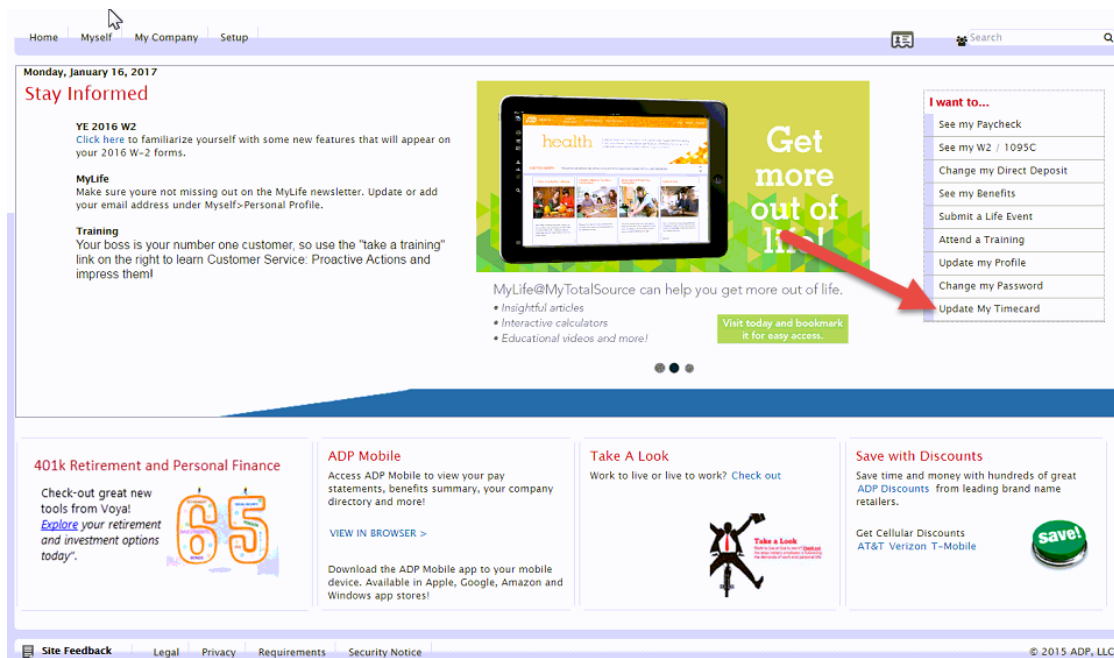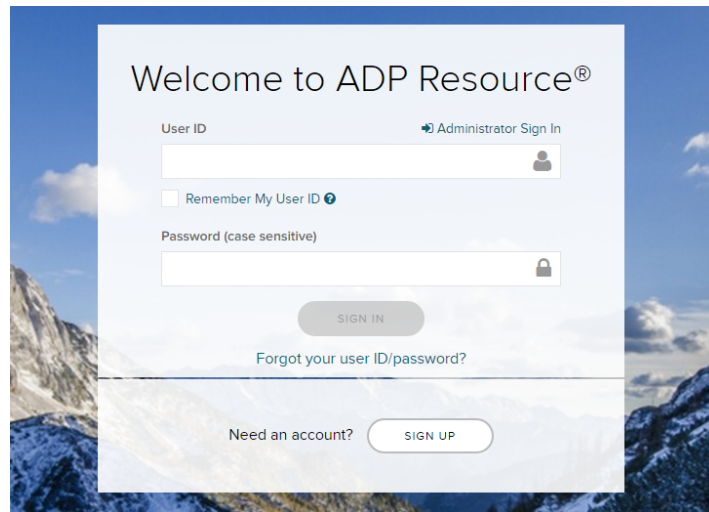
2. Once you are logged into My Resource, please click on the **Update my Timecard** link on the bottom right side. ADP ezLaborManager will open up in a separate window. You can also access it by clicking **Myself** and **Timecard** under Time and Attendance through the top menu.