

# ADP Time & Attendance New Design

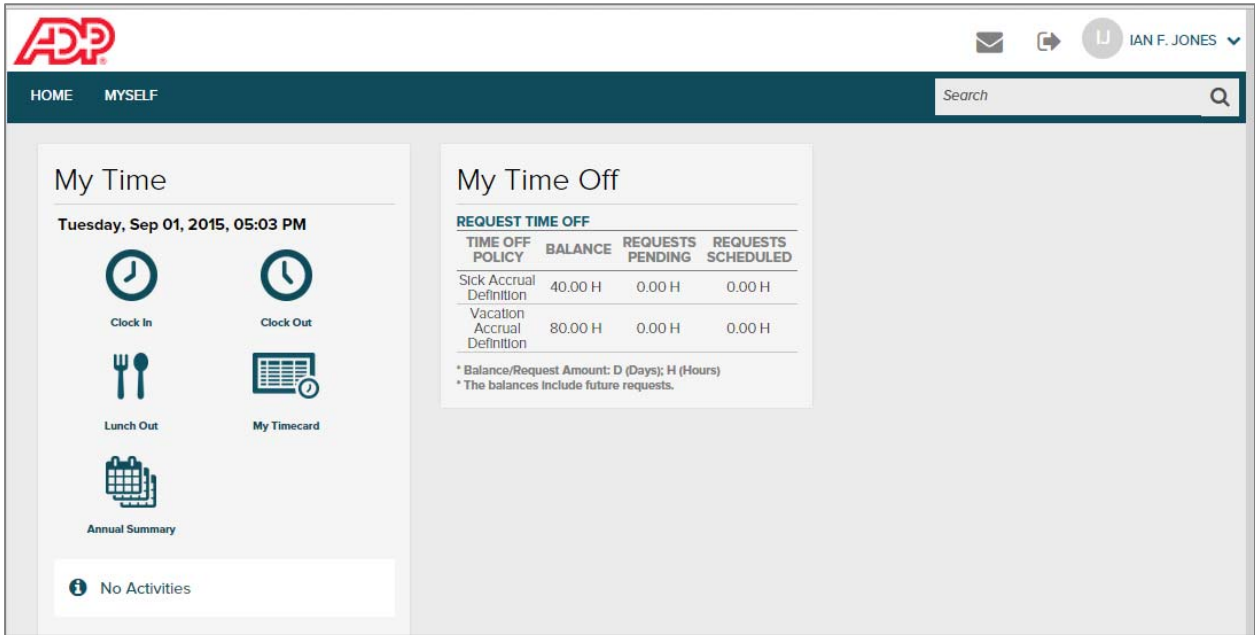
## ADP ezLaborManager® is now ADP Time & Attendance!

When you transition from ADP ezLaborManager to ADP Time & Attendance, you will see a new innovative design that makes your job easier and more efficient.

Examples of the new design are provided below.

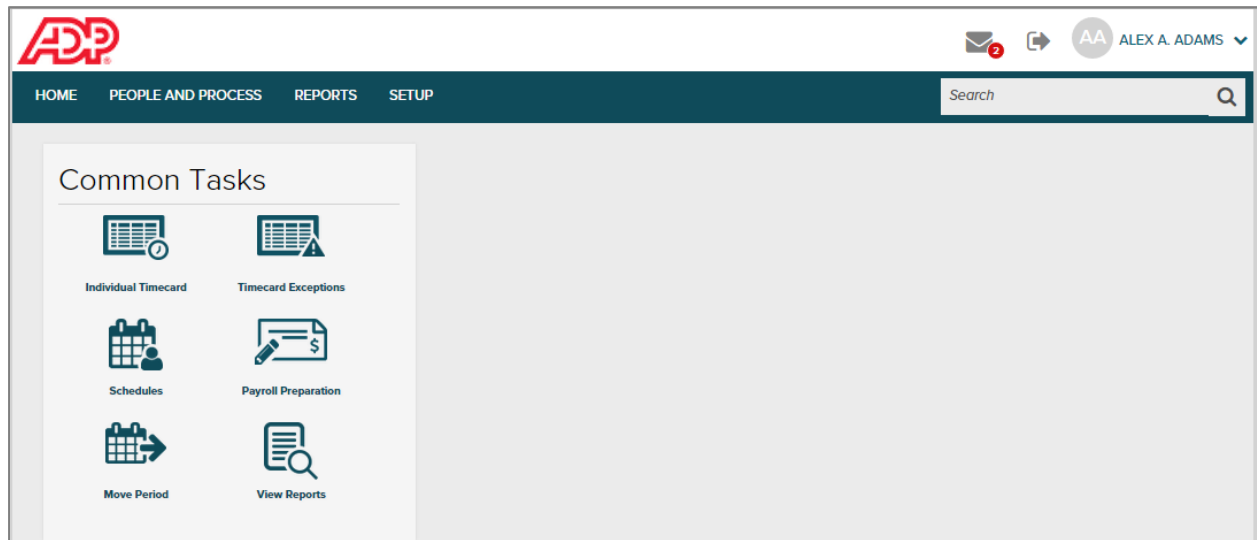
### Employee - Home Page

Employees now have easily identifiable clocking buttons in the My Time portlet for better access to their primary tasks.



## Practitioner - Home Page

The Common Tasks portlet is available for one-click access to common tasks.





# Individual Timecard Page

You can now access the new Individual Timecard page to review, edit, and approve individual employee timecards and handle exceptions.

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HOME PEOPLE AND PROCESS REPORTS SETUP Search

Individual Timecard

1 of 4 Jones, Ian A. Alex A Adams Direct Reports (Public)

Position ID: 5 Supervisor: Adams, Alex A. Pay Class: HOURLY-WC Home Department. Status: Active

Current Pay Period 8/10/2015 8/23/2015 FIND

WEEK 1		IN - OUT		PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME
Mon	08/10	08:30 AM	-		0.00		0.00	0.00	0.00
Tue	08/11	08:30 AM	- 04:30 PM	JURY	8.00		8.00	8.00	0.00
Wed	08/12	08:15 AM	- 05:00 PM		8.25		8.25	8.25	0.00
Thu	08/13	08:30 AM	- 05:00 PM		8.00		8.00	8.00	0.00
Fri	08/14	08:30 AM	- 05:00 PM		8.00		8.00	8.00	0.00
Sat	08/15	-			0.00		0.00	0.00	0.00
Sun	08/16	-			0.00		0.00	0.00	0.00
WEEK 1 TOTALS							32.25	32.25	0.00
WEEK 2		IN - OUT		PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME
Mon	08/17	08:30 AM	- 05:00 PM		8.00		8.00	8.00	0.00
Tue	08/18	08:30 AM	- 05:00 PM		8.00		8.00	8.00	0.00
Wed	08/19	08:30 AM	- 05:30 PM		8.50		8.50	8.50	0.00
Thu	08/20	08:30 AM	- 05:00 PM		8.00		8.00	8.00	0.00
WEEK 2 TOTALS							40.50	40.50	0.00

Pay Period (72.75) Week 1 (32.25) Week 2 (40.50)

SAVE REFRESH PREFERENCES Legend



# Timecard Exceptions Page

The new Timecard Exceptions page shows both exceptions by employee and exceptions by type in a single grid. Only employees with exceptions for the date range selected will display on the Timecard Exceptions page.

EMPLOYEES (3)	TOTAL EXCEPTIONS	MISSING OUT PUNCH	CLOCKED IN EARLY	CLOCKED OUT LATE	WORKED MORE HOURS THAN SCHEDULED
Jones, Ian A. 5	3	1	1	1	
Lee, Victoria A. 2	1				1
Nichols, Stepha... 4	1			1	
Totals	5	1	1	2	1



## Totals Summary Page

The new Totals Summary page displays total hours by pay code for each employee. Pay code subtotals are always visible at the bottom of the page.

The screenshot displays the ADP interface for the Totals Summary page. At the top, there is a navigation bar with 'HOME', 'PEOPLE AND PROCESS', 'REPORTS', and 'SETUP'. A search bar is located on the right. Below the navigation bar, the page title 'Totals Summary' is shown with a help icon and a share icon. A dropdown menu is set to 'Alex A Adams Direct Reports (Public)'. Below that, there is a 'Current Pay Period' dropdown and two tabs: 'Timecard Exceptions' and 'Totals Summary'. The main content is a table with the following data:

EMPLOYEES	TOTAL HOURS	REGULAR	OVERTIME	JURY DUTY
Jones, Ian A. 5	72.75	64.25	0.50	8.00
Lee, Victoria A. 2	81.00	73.00		8.00
Lin, Colin A. 3	80.00	80.00		
Nichols, Stephanie A. 4	80.50	80.00	0.50	
Totals for 4 Employees	314.25	297.25	1.00	16.00



## Payroll Preparation Page

The Prepare for Payroll process now reflects the changes in the Timecard and Timecard Exceptions.

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Prepare for Payroll ? REFRESH

PAY CYCLE	ACTION	STATUS	CURRENT PERIOD	NEXT PERIOD END	FREQUENCY	NOTIFICATION OPTIONS
Bi-Weekly Pay Cycle (BIWKLY)	<b>START PREPARATION</b>	Open	07/13/2015 - 07/26/2015	08/09/2015	Bi-weekly	Enabled

## Payroll Preparation Page – Exception Found

Now when you run Prepare for Payroll, you will only view those employees who have exceptions requiring immediate attention. This allows you to process the payroll more quickly without waiting for your supervisors to fix the exceptions. Only actionable exceptions are displayed.

ADP ALEX A. ADAMS

HOME PEOPLE AND PROCESS REPORTS SETUP Search

Prepare for Payroll END PREPARE FOR PAYROLL

Pay Cycle: Bi-Weekly Pay Cycle (BIWKLY) 8/10/2015 - 8/23/2015

Checking time pair exceptions.

**Time pair exceptions need to be resolved.**

Employees with Exceptions in Current Pay Period (1 Found)  
You are here: Timecard Exceptions

**Timecard Exceptions**

**1 Missing Out Punch**

EMPLOYEES (1)	DATE	IN	OUT	PAY CODE	HOURS	DEPARTME
Jones, Ian A. <a href="#">View Schedule</a>	Mon 08/10	08:30 AM	<span style="color: red;">?</span>		0.00	
	Tue 08/11	08:30 AM	04:30 PM	JURY	8.00	

SAVE REFRESH



## Message Center

The Message Center provides a central location for all of your system alerts, tasks and notifications.

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HOME PEOPLE AND PROCESS REPORTS SETUP

Search

### Message Center

View new, in progress, or completed messages. To filter your results, enter one or more search values. To view a message summary, click the subject. To view full details and/or to respond to a message, select an action from the Action column. Details and actions available depend on the message type.

Current Completed

Type: All About: All Subject: Status: All

From: Received From: mm/dd/yyyy To: mm/dd/yyyy

RESET SEARCH

PRINT MARK AS READ

<input type="checkbox"/>	TYPE	FROM	SUBJECT	RECEIVED	STATUS	DUE	ACTI...
<input type="checkbox"/>	SYSTEM		Timecard Exception Notice	09/01/2015 12:0...	New		>
<input type="checkbox"/>	SYSTEM		Please Approve Timecards for the Current Pay Period	02/06/2015 12:3...	New		>

# Standard Reports

You can view, print, save, and schedule reports from the Standard Reports page.

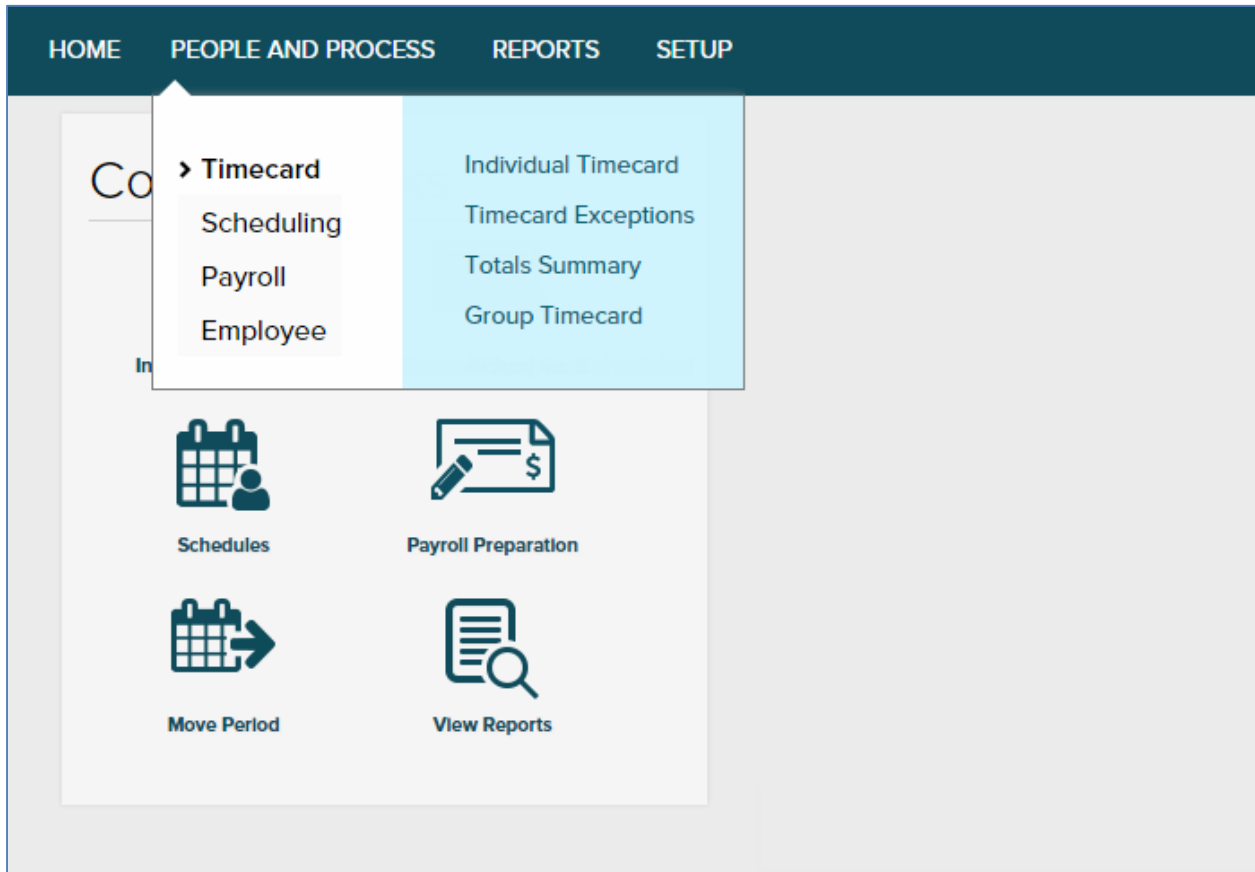
OPTIONS	NAME	DESCRIPTION
	Company Profile - Administrator	List of common configurations.
	Edit Audit Report	Detailed audit report of changes made by specific users.
	Employee Badge Report	List of employees by badge number.
	Employee List Report	Alphabetical list of employees.
	Payroll Detail Report with Dept	Employee department hours and wages by company code.
	Punch Source Report	Provides detailed timecard information grouped by the source of the IN punch.
	Supervisor Assigned Employees List Report	Supervisor Assigned Employees List Report
	Timecard Detail Report with Signature	Multiple Employee Timecard Report with Signature Line
	Timecard Exception Report	Timecard exceptions by employee.
	Timecard Report	Detailed timecard report for each employee.
	Total Paid Hours Detail Report	Report employee weekly and monthly total paid hours including optional weekly and monthly average total paid hours.
	Total Paid Hours Summary Report	Report employee total paid hours including optional weekly and monthly average total paid hours.
	User List Report	List of user records.



## Menus

You will now access menus and the associated activities to complete your tasks.

For example, when you select People and Process, you can then select from several related activities on the left (Timecard, Scheduling, Payroll, and Employee) and additional activities on the right (Individual Timecard, Timecard Exceptions, Totals Summary, etc.).



The following are examples of the menus.

### Myself Menu

The screenshot shows the 'MYSELF' menu in a dark teal header. A dropdown menu is open, listing 'Timecard', 'Schedules', and 'Personal Information'. A sub-menu is also visible, containing 'My Timecard' and 'Actual vs. Scheduled'. The background shows a 'Time Off' section with a table of accruals and a 'No Activities' notification.

	OFF	BALANCE	REQUESTS PENDING	REQUESTS SCHEDULED
Sick Accrual Definition		40.00 H	0.00 H	0.00 H
Vacation Accrual Definition		80.00 H	0.00 H	0.00 H

\* Balance/Request Amount: D (Days); H (Hours)  
 \* The balances include future requests.

## Reports Menu

HOME PEOPLE AND PROCESS REPORTS SETUP

Common Tasks

- Individual Timecard
- Timecard Exceptions
- Schedules
- Payroll Preparation
- Move Period
- View Reports

Time & Attendance

- My Reports
- Standard Reports

## Setup Menu

HOME PEOPLE AND PROCESS REPORTS SETUP

Common Tasks

- Individual Timecard
- Timecard Exceptions
- Payroll Preparation
- Move Period
- View Reports

Global Settings

- Labor Charge Fields
- Annual Summary Setup
- System Options

- Message Center Configuration
- Timeclocks
- Security
- Imports