Moving Pay Periods in ADP ezLaborManager

- **1.** Log into ezLaborManager.
- 2. Click the Move to Next Pay Period icon.

3. Click the **Start Move** icon for the pay cycle.

Home Setup N	My Information	
Manager Home	You are here: <u>Manager Home</u> > Move to Next Pay Period	View Edit Audit
Timecard Manager Reprocess Employee Timecard Timecard Exceptions Payroll Adjustment/Unapproval Exports Prepare for Payroll Move to Next Pay Period Employee Information Imports	Wove to Next Pay Period Pay Cycle Details Weekly Pay Cycle (WEEKLY) Status: Open Current Period: Iext Period End: Frequency: Weekly Notification Options: Enabled options	Refresh
Employee Calendar		

- 4. If the Move to Next Pay Period process stops, follow the on-screen instructions to address any errors.
- 5. When the process reaches the confirmation page, select the following check box: 'All timecard data has either been verified for the current pay period or has been exported to the payroll system' and then click the Move to Next Pay Period icon. This step archives the data in your Current Pay Period and is irreversible.

In Progress: Move To Next Pay Period	End Move To Next Pay Period		
Move to Next Pay Period			
Move to Next Pay Period			
Pay Cycle: Weekly Pay Cycle (WEEKLY)			
Preparing to move to next pay period.			
Please confirm the following:			
🕻 🗷 🖉 l timecard data has either been verified for the current pay period or has been exported to the payroll system.			
rou can now move the Pay Period forward. This step is irreversible.			
Move to Next Pay Period			

6. After being returned to the Move to Next Pay Period page, click the **Refresh** button until the pay cycle status changes from 'Move Pending' to 'Open' and shows the correct dates for Current Pay Period.