Getting Pay Period Information Ready in ezLaborManager

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

Home Setup M	ly Information
Manager Home Timecard Manager Reprocess Employee Timecard	Manager Home
Timecard Exceptions	Administrator Notifications
Payroll Adjustment/Unapproval	
Payroll Reconciliation	Tasks
Exports	Tasks
Prepare for Payroll	
Move to Next Pay Period	
Employee Information	
Imports	Timecard Manager Timecard Exceptions Reports Prepare for Payroll Move to Next Pay Period
Employee Calendar	

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.

Home Setup My Inform	mation	Home Setup M	ly Information
Manager Home Timecard Manager Reprocess Employee Timecard Timecard Exceptions Payroll Adjustment/Unapproval	necard Exceptions	Manager Home Timecard Manager Reprocess Employee Timecard Timecard Exceptions Payroll Adjustment/Unapproval Exports	Timecard Exceptions No Exceptions Found. Pay Period: O Current O Next
Prepare for Payroll Move to Next Pay Period Employee Information Imports Employee Calendar		Prepare for Payroll Move to Next Pay Period Employee Information Imports Employee Calendar	

3. Create a Payroll Detail Report by clicking the Reports icon on the Manager Home page.

Home Setup M	ly Information
Manager Home Timecard Manager Reprocess Employee Timecard	Manager Home
Timecard Exceptions	Administrator Notifications
Payroll Adjustment/Unapproval	
Exports	Tasks
Prepare for Payroll	
Move to Next Pay Period	
Employee Information	
Imports	
Employee Calendar	Timecard Manager Timecard Exceptions Reports Prepare for Payroll Move to Next Pay Period



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	e	You are here: Report Report Cate Administrator Report		
		Options	Name	Description
Report Categories		N + 6	Company Profile - Administrator	List of common ezLaborManager configurations.
		N 🕈 🗳	Edit Audit Report	Detailed audit report of changes made by specific users.
Name	Description	S 🔹 🖴	Employee Badge Report	List of employees by badge number.
		S 🖲 🖻	Employee List Report	Alphabetical list of employees.
Administrator Reports	Administrator Report	S * (5)	Payroll Detail Report with Dept	Employee department hours and wages by company code.
Special Reports	Utility Reports	S • 6	Security Group Report by Company Code	Security Group Report by Company Code.
	ouncy responds	S 🖲 🗃	Supervisor Assigned Employees List Report	Supervisor Assigned Employees List Report
		S 🔹 🖪	Timecard Detail Report with Signature	Multiple Employee Timecard Report with Signature Line
		S 💌 🖪	Timecard Exception Report	Timecard exceptions by employee.
et Adobe:		S 💌 🖪	Timecard Report	Detailed timecard report for each employee.
Reader 🖌		S 🖲 🖪	User List Report	List of user records.

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

	F	-	etail Report with D Current Pay Period)ept	
Last Name	First Name	Emple	oyee		
Earnings Code	Worked	d Department	Pay Rate	Hours	Dollars
Marciante REGULAR-Regular	Michelle	XYZ009498	\$0.0000	80.00	\$0.00
			Subtotal	80.00	\$0.00
Poulos	Stephanie	XYZ008078			
REGULAR-Regular			\$0.0000	80.00	\$0.00
			Subtotal	80.00	\$0.0
Wood	Amanda	XYZ007059			
REGULAR-Regular			\$0.0000	80.00	\$0.0
			Subtotal	80.00	\$0.0

Preparing for Payroll in ezLaborManager

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

Home Setup M	ly Information
Manager Home Timecard Manager Reprocess Employee Timecard	Manager Home
Timecard Exceptions Payroll Adjustment/Unapproval Exports	Administrator Notifications
Prepare for Payroll Move to Next Pay Period Employee Information Imports	
Employee Calendar	Timecard Manager Timecard Exceptions Reports Prepare for Payroll Move to Next Pay Period

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

Home Setup I	1y Information	
Manager Home Timecard Manager Reprocess Employee Timecard Timecard Exceptions Payroll Adjustment/Unapproval Exports Prepare for Payroll Move to Next Pay Period Employee Holidays Employee Information Imports Employee Calendar	You are here: Manager Home > Prepare for Payroll Prepare for Payroll Pay Cycle Details Bi-Weekly Pay Cycle (BIWKLY) Bi-Weekly Pay Cycle (BIWKLY) Current Period: Current Period: Frquency: Bi-weekly Otification Options: Enabled <u>options</u> Refrest	<u>View Edit Audit</u> Refresh

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

In Progress: Prepare for Payroll		End Prepare for Payroll
Prepare for Payroll		
Prepare for Payroll		
Pay Cycle: Bi-Weekly Pay Cycle (BIWKLY)		
Checking payroll export requirements.		
Export payroll data as follows:		
The pay cycle has been locked to ensure no further cha required to perform a payroll export.	nges can be made to the current payroll data. It is recommended to now run a payroll report. Based on your company	's configuration you may now be
New Export		
Description:	Bi-Weekly Pay Cycle	
Export Type:	BIWEEKLY	
User to Receive Inbox Message on Completion: 🏾 🍞		
E-mail Address for Additional Notification of Completion:		
Arcess reports to run payroll/timecard reports.		



4. Your ezLaborManager export generates all the timecard data and transfers it into ADP Total-Source.

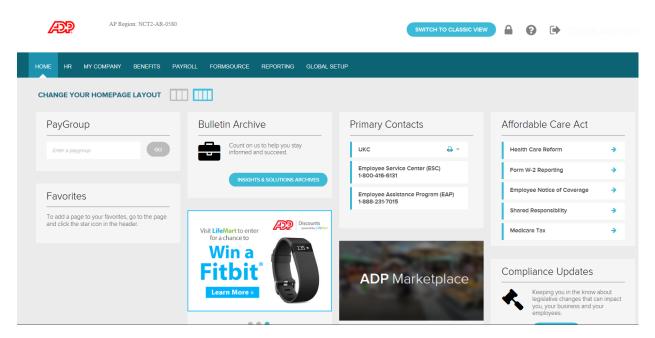
In Progress: Prepare for Payroll		End Prepare for Payroll
Prepare for Payroll		
Prepare for Payroll		
Pay Cycle:		
Checking payroll export requirements.		
Export payroll data as follows:		
The pay cycle has been locked to ensure no further your company's configuration you may now be Tra	nsferring Pay Data	iow run a payroll report. Based on
New Export		
Description:	Generating Pay Data	
Export Type:	Transferring Pay Data	
User to Receive Inbox Message on Completion: ③	Cancel	
E-mail Address for Additional Notification of Completion:	② Uploading Pay Data to Payroll	
	Cancel Cancel	
Access reports to run payroll/timecard reports.	Receiving Confirmation from	m Payroll
Create Export		
	Cancel	

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.

	repare for I le Prepare fo			In Progress: Prepare for Payroll Prepare for Payroll
Exports Exports	Exports	1200 1 - 1		Prepare for Payroll
Previous Exports Export Templates	Action	-	Des	Preparation complete!
		Created: Transferred to Payroll <u>View Payload</u> Acknowledgement received.		Access reports to run pavroll/timecard reports.
	Delete	Refresh		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.

HOME HR MY COMP	PANY BENI	EFITS PAYROLL	WORKERS COMP	FORMSOURCE	SUI REPOR	TING GLOBAL SE	ETUP	
	HIDE X	Scheduled Payroll View Scheduled Payroll	Year 2016 Setup Unscheduled Payro		Payroll # 1 Start	Dr.e 05/29/2016	End Date	06/11/2
PAYGROUP	~	Des sons Deserve II 66	eps Create Bate	Re	eview	Accept/Reject		
PAYROLL	\sim	Process Payroll St	eps Create Date	and	Submit	loopentojeet		
Payroll Tasks		Batch Id	Description	Employee	es Status		Divisions	
PSR Processing Monitor		✓ →1SO16241-01	ezLaborManager D	Dep. 30	Saved (06-10-2016		All	_
Payroll System Monitor		▲ • <u>15016241-01</u>	ezcabormanager c	Jep. 50	Ready to be reviewe	ed/submitted		
Client Bio								
Payroll Setup		DELETE						
Company Setup								
Paydata Template								
Employee Filter								
Paydata Tasks								
Process Payroll								
Batch Archives								



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

HOME HR MY	COMPANY	BENEF	TTS PAY	ROLL W	VORKERS COMP	FORMSOURCE	SUI RE	PORTING	GLOBAL SETUP						
	HIDE	×	Batches I	included I	in Submission										
PAYGROUP		~	Batch:					\sim							
PAYROLL		\sim		06/15/2016 d to submit w		d Date: 06/11/2016 ent to ADP. You will N	OT he able to edit a	asin							
Payroll Tasks			Batch 1		Audit	JobcostHou				taSummary		-			
PSR Processing Monitor			Batch	otais	Audit	JobcostHou	rs VPa	ydataDetail	V Payda	itaSummary		Tempora	ryDepartm	nent	
Payroll System Monitor					🖉 🖺 🦐 - 1	er - 🕖 🔟 🖏	0 2	1 🖓 🖓 10	0% 🔻 💮	• • •		Comme	nting -	Measurer	ment -
							- H 🔸 🛧 H				- V V	-	H(•		
Client Bio									ų						
Client Bio Payroli Setup								Automatic	Data Processir	a					
									Data Processir	ıg					
Payroll Setup				Paygroup:						ıg				age No. 1	
Payroll Setup Company Setup Paydata Template					: 180 15016241-01					ıg			Ru	un Date: (1 06/10/2016 03:02 PM
Payroll Setup Company Setup Paydata Template Employee Filter				Paygroup: Contains		Pay #		Paydata S	Summary Report		EARNINGS		Ru Ru	un Date: (06/10/2016
Payroll Setup Company Setup Paydata Template Employee Filter Paydata Tasks				Paygroup: Contains Batches: File #	Employee Name	Pay # Pato Pay # Type	Regular	Paydata S		I G Regular	EARNINGS	Other	Ru	un Date: (un Time: (06/10/2016 03:02 PM
Payroll Setup Company Setup Paydata Template Employee Filter Paydata Tasks Process Payroll				Paygroup: Contains Batches:	19016241-01	Pay # Type		Paydata S	Summary Report		от		Ru Ru	un Date: (un Time: (Total Ded	, 06/10/2016 03:02 РМ ^{Total Merr}
Payroll Setup Company Setup Paydata Template Employee Filter Paydata Tasks				Paygroup: Contains Batches: File #	Employee Name	Pay #	Regular 0.00 0.00	Paydata S	Summary Report			08her 0.00 0.00	Ru Ru	un Date: (un Time: (06/10/2016 03:02 PM
Payroll Setup Company Setup Paydata Template Employee Filter Paydata Tasks Process Payroll				Paygroup: Contains Batches: File #	Employee Name	Pay # Type Satarted Satarted Satarted	0.00 0.00 0.00	Paydata 5	Summary Report		0.00 0.00 0.00	0.00 0.00 0.00	Ru Ru	un Date: (un Time: (Total Ded 0.00 0.00	06/10/2016 03:02 PM Total Merr 0.0 0.0
Payroll Setup Company Setup Paydata Template Employee Filter Paydata Tasks Process Payroll Batch Archives Import From File				Paygroup: Contains Batches: File #	Employee Name	Pay # Type Satarted Salarted Salarted Salarted	0.00 0.00 0.00 0.00	Paydata 5	Bummary Report there Total 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00		0.00 0.00 0.00 0.00	0.00 0.00 0.00	Ru Ru	un Date: () un Time: () Total Ded 0.00 0.00 0.00 0.00	06/10/2016 03:02 PM Total Merr 0.0 0.0 0.0
Payroll Setup Company Setup Paydata Template Employee Filter Paydata Tasks Process Payroll Batch Archives				Paygroup: Contains Batches: File #	Employee Name	Pay # Type Satarted Satarted Satarted	0.00 0.00 0.00	Paydata 5	Summary Report		0.00 0.00 0.00	0.00 0.00 0.00	Ru Ru	un Date: (un Time: (Total Ded 0.00 0.00	06/10/2016 03:02 PM Total Merr 0.0 0.0

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.

HOME HR MY COM	PANY BENE	EFITS PAYROLL W	ORKERS COMP FOR	RMSOURCE S	UI REPORTING	GLOBAL SETUP	
		Scheduled Payroll	Year 2016 Wee	k# 24 Payroll	# 1 Start Date	05/29/2016 End Date	06/11/20
PAYGROUP	~	View Scheduled Pavroll Separation Streps	Create Batch	Review and Submit		ject	
PAYROLL	\sim						
Payroll Tasks		Batch Id	Description	Employees	Status	Divisions	
PSR Processing Monitor		→1SO16241-01	ezLaborManager Dep.	30 Sa	ved (06-10-2016 15:02:11) All	
Payroll System Monitor		<u>13010241 01</u>	ezzabolinanager bep.	So Re	ady to be reviewed/submit	tted	
Client Blo							
Payroll Setup		DELETE					
Company Setup							
Paydata Template							
Employee Filter							
Paydata Tasks							
Process Payroll							
Batch Archives							



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.

HOME HR MY COMP	PANY BEN	EFITS PAYROLL WORKERS COMP FORMSOURCE SUI REPORTING GLOBAL SETUP
		Name The Batch
PAYGROUP	~	Batch Id: 1SO16241-02 Description: Employees Per Page: 50 Practitioner View Only:
PAYROLL	\sim	Select A Template
Payroll Tasks PSR Processing Monitor Payroll System Monitor		Paydata Template: Standard V or Import from file
Client Bio		Select Employees
Payroll Setup		Division: 1SO 1SOAA
Company Setup		ISOAA
Paydata Template		Filter: Salary V OR Individual Employees
Employee Filter		
Paydata Tasks		
Process Payroll		СКЕАТЕ ВАТСН
Batch Archives		
Import From File		

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.

HOME HR MY COM	MPANY BEN	EFITS PAYROLL	WORKERS COMP	FORMSOURCE	SUI REPORTING	GLOBAL SETUP	
	HIDE X	Scheduled Payroll		Week# 24 Pay	roll # 1 Start Date	05/29/2016 End Date 06	6/11/20
		View Scheduled Payro	II Setup Unscheduled Payroll				
PAYGROUP	~	Deserve Dever II 6	teps Create Batch	Revie	Accept/Re	ient	
PAYROLL	~	Process Payroll S	teps	and Sut	omit Acceptive		
Payroll Tasks		Batch Id	Description	Employees	Status	Divisions	
PSR Processing Monitor		✓ →1SO16241-01	ezLaborManager De	p. 30	Saved (06-10-2016 15:02:11) All	
Payroll System Monitor			-		Ready to be reviewed/submi Saved (06-10-2016 15:26:45		
Client Bio		√ → <u>1SO16241-02</u>		30	Ready to be reviewed/submi		
Payroll Setup							
Company Setup							
Paydata Template		DELETE	•				
Employee Filter							
Paydata Tasks							
Process Payroli							
Batch Archives							



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.

HOME HR MY COMPANY	BENEFITS PA	AYROLL W	ORKERS COMP	FORMSOURCE	SUI R	EPORTING	GLOBAL S	ETUP				
HIDE	× Batches	s Included I	n Submission									
PAYGROUP	A Batch:	1SO16241-0	2, and 1SO16241-01									
PAYROLL	Pay Date: If you proce		Pay End Da our payroll will be sent	te: 06/11/2016 to ADP. You will NO	T be able to edit	t again.						
Payroll Tasks						-				_		
PSR Processing Monitor	Batch	h Totals	🔮 Audit	JobcostHour	s VP	PaydataDeta		aydataSumi	nary	I empora	nryDepartm	lent
Payroll System Monitor		h 👝 - 🖂 🖡	🗿 📓 🕤 - C	- 🕛 间 🎩	0 2	11 0	100% -	🕢 🕀 🧲	. 🖾 😼	Comme	enting + 🔒 🍟	🖉 Measurem
Client Blo					14 - Y 14 [¥		14 - 10 - 14	-		
Payroll Setup						Automot	ic Data Proc	occina				
Company Setup							ta Summary Re					
Paydata Template		Paygroup: Contains	15016241-01, 15016	241.02								age No. 1 un Date: 06
Employee Filter		Batches:	10010241-01, 10010	241-02								un Time: 00
Paydata Tasks		Fie #	Employee Name Pa	Rate y# Type	Regular	HOURS	Other	Total Regula	EARNING	3Other	Total	Total Ded
Process Payroll		Batch ID:	15016241-02									
Batch Archives			1	Salaried	0.00	0.00	0.00	0.00	0.00	0.00		0.00
Import From File			Constant Constant of A	Salarled Salarled	0.00	0.00		0.00	0.00	0.00		0.00
· · · · · · · · · · · · · · · · · · ·			Control Million and Alberta 1	Salaried	0.00	0.00		0.00	0.00	0.00		0.00
EPIP Conversion			1	Salaried	0.00	0.00		0.00	0.00	0.00		0.00
Pay Schedule Calendar			Participante, Description	Salaried	0.00	0.00		0.00	0.00	0.00		0.00
Manual Check			1	Salaried	0.00	0.00	0.00	0.00	0.00	0.00		0.00
QuickCalc			1	Salaried	0.00	0.00	0.00	0.00	0.00	0.00		0.00

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.

/GROUP							
	Batch: 1SO16241-02	, and 1SO16241-01					
(ROLL 🗸	Pay Date: 06/15/2016 If you proceed to submit, yo		e: 06/11/2016				
roll Tasks	if you proceed to submit, yo	ur payroli will be sent t	o ADP. YOU WILLNOT DE	able to edit again.			
SR Processing Monitor	Batch Totals	🔮 Audit	JobcostHours	🔮 PaydataDetai	l 📀 PaydataSum	nary (🗸 TemporaryDepartment
ayroll System Monitor	Please enter your t	otals in the "Entered	d Totals" column. All	differences must be 0 b	efore you can proceed fur	ther.	
lient Bio							
roll Setup	Batch Name: Batch ID: Field Name	Calc Entered	d Difference	Batch Name: Batch ID: Field Name	Calc Entered	Difference	
ompany Setup	Regular Hours	Total Total 0.00		Regular Hours	Total Total	0.00	
aydata Template	Regular Earnings			Regular Earnings		0.00	
mployee Filter	O/T Hours	0.00		O/T Hours	0.00	0.00	
data Tasks	O/T Earnings	0.00	0.00	O/T Earnings	0.00	0.00	
rocess Payroll	Other Hours	0.00	0.00	Other Hours	0.00	0.00	
atch Archives	Other Earnings	0.00	0.00	Other Earnings	0.00	0.00	
nport From File	Adjustable Deductions	0.00		Adjustable Deductions	0.00	0.00	
PIP Conversion	Override Deductions	0.00		Override Deductions	0.00	0.00	
ay Schedule Calendar	Memo	0.00	0.00	Memo	0.00	0.00	
lanual Check							
ulckCalc							
rack Your Packages	• Verify/Submit						
	Verified that all batch tota						
	Does this payroll include any	bonus and/or commiss	sion payments? ⊖Yes	● No ←	Yes or No		



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.

HOME HR MY COM	IPANY BENE	EFITS PAYROLL W	ORKERS COMP FO	RMSOURCE	sui reporting glo	DBAL SETUP
	HIDE X	Scheduled Payroll	Year 2016 Week # 24	Payroll # 1 St	art Date 06/01/2016 End Date	06/15/2016 Pay Date 06/20/20
PAYGROUP	~	Process Payroll Step	s Create Batch	Rev and S		Accept/Reject
PAYROLL	\sim					
Payroll Tasks		One or more active	batches have already b	een submitted.	You will be unable to submit an	ny more during the current pay p
PSR Processing Monitor		Transmission to	Region Successful.			
Payroll System Monitor						
Client Bio		Batch Id	Description	Employees	Status	Divisions
Payroll Setup		→ <u>8XC16241-01</u>		39	Submitted (06-15-2016 14:07:24)	All
Company Setup		→ <u>8XC16241-02</u>		23	Submitted (06-15-2016 14:07:24)	All
Paydata Template		→ <u>8XC16241-03</u>		1	Submitted (06-15-2016 14:07:24)	All
Employee Filter		→ <u>8XC16241-05</u>		3	Submitted (06-15-2016 14:07:24)	All
Paydata Tasks						
Process Payroll		DELETE				

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.