





Performing Common Tasks in Manager Home


Quick Reference

Note: For more detailed information about the tasks described below, see the ezLaborManager online help. To access the online help, click  in the upper-right corner of any main ezLaborManager page.

To Edit an Employee's Timecard

- 1 In the **Tasks** section of the **Home** tab, click the **Timecard Manager** icon.
- 2 Click  (next to the **Find** button) and select an employee. (If the employee you want is not in the list, click  to change the employee filter.)
- 3 From the **Pay Date Range** menu on the **Timecard Manager**, select a time frame.
- 4 On the employee's timecard, change the values for each field you want to edit. (You can quickly make changes by right-clicking the **Time In** or **Time Out** fields and selecting **Insert**, **Delete**, or **Transfer**.)
- 5 If you want to add a comment about a row, click  for the row and enter a note in the window.
- 6 If you want to delete a row, click the check box in the **Select** column of the appropriate row and then click **Delete**.
- 7 Click **Save** to record your edits and remove any rows you marked for deletion.


To Print an Employee's Timecard

- 1 In the **Tasks** section of the **Home** tab, click the **Timecard Manager** icon.
- 2 Click  (next to the **Find** button) and select an employee.
- 3 From the **Pay Date Range** menu on the **Timecard Manager**, select a time frame.
- 4 Click **Printable View**.
- 5 In the **Printable View** window, expand or collapse the categories. Only expanded categories are printed.
- 6 Click **Print**.

To Resolve Timecard Exceptions

- 1 In the **Tasks** section of the **Home** tab, click the **Timecard Manager** icon.
- 2 On the **Timecard Exceptions** page, click on an exception listed in the **Exceptions** column. (If you want to view more detailed information about a time pair, click the icon in the **Status** column.)
- 3 For each exception for which a **Solution** menu is displayed, select an appropriate solution.
- 4 For exceptions that do not have any selectable solutions, click the time pair link and edit the time pair in the **Timecard Manager**. Click **Save** to save the edits and return to the list of exceptions.
- 5 Click **Save**.

To View or Print Basic Information about Your Employees

- 6** Select **Home→Employee Information**.
- 7** Click  (next to the **Find** button), and then select an employee.
- 8** Click **Printable View**. In the **Printable View** window, you can expand or collapse the categories. Only expanded categories are printed.
- 9** Click **Print**.