

## Setting up a new Supervisor in ADP ezLaborManager

**Note:** The **Setup** tab is used to make all ADP ezLaborManager configuration changes.

Configuring a **Supervisor** in ezLaborManager is a two part process: first, elevate the status of an employee to **Supervisor** and second, add a new **Security Group** for this **Supervisor**.

### 1. To elevate the status of an employee to **Supervisor**:

- 1.1. In ADP ezLaborManager, select the **Setup** tab and search for the employee who will be elevated to **Supervisor** status.

The screenshot shows the ADP ezLaborManager interface. The top navigation bar has tabs for Home, Setup (highlighted with a red circle), and My Information. Below the tabs, there's a left sidebar with links: Employees, Terminated Employees, Activate Users, and Change Passwords. The main area is titled 'Employees' and contains a search bar with the text 'Conti, Patricia (000111222)' and a 'Find' button circled in red. There are also filter options and a '(25 of 74)' indicator.

- 1.2. Complete the **Access Role**, **Report Group**, and **Is Supervisor?** fields as shown below.

The screenshot shows the configuration form for a new Supervisor. The 'Submit' button at the top left is circled in red. The form includes the following fields: First Name (Patricia), Last Name (Conti), US Social Security Number (SSN) (XXX-XX-XXXX), User ID, Login Status (Access Granted), Administrator (unchecked), Access Role (SUPERVISOR, circled in red), Report Group (SUPVSR, circled in red), Culture (English (United States)), and ADP Identity Provisioning (Complete). Below the form, there's a section for 'Access Details' and 'Employee Position'. At the bottom, there's a 'General' section with 'Employee ID', 'Is Supervisor?' (checked, highlighted with a red arrow), 'Pay Group', and 'Supervisor'.

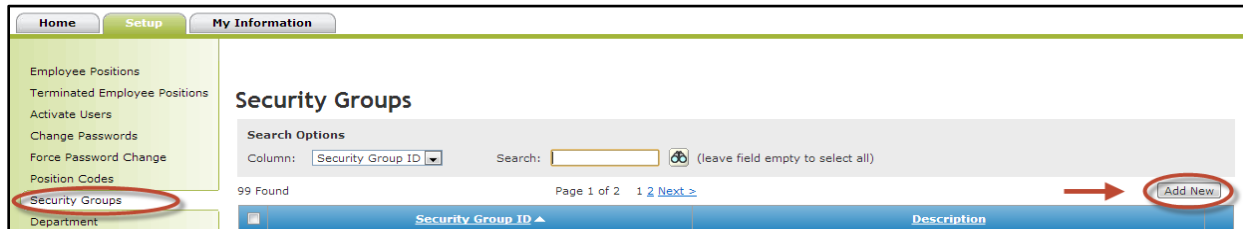
- 1.3. When you are done making these configurations, click **Submit**.

## Setting up a new Security Group in ADP ezLaborManager

**Note:** **Security Groups** determine which employees' timecards are accessible by each **Supervisor**.

2. To add a new **Security Group** for this **Supervisor**:

2.1. From the **Setup** tab, select **Security Groups** and click **Add New**.



2.2. In the **Security Group** field, type a security group name. In the **Description** field, type a description of it.

**Note:** The **Security Group** name cannot be changed once setup.

2.3. From the **Users** tab, click **Assign additional Administrators or Supervisors** and click to select the **Supervisor** who is responsible for the employees assigned to this group. It is possible to have more than one **Supervisor** responsible for a **Security Group**.

2.4. From the **Employees** tab, click **Assign new employees** to add employees to the **Security Group**. **Note:** If you need to delete an employee, click to clear the **Delete** column check box to the left of the employee, and click **Submit**.

2.5. The **Users with access to all employees** tab lists all **Administrators** that are in the **Security Group EL\_ALL**. This group gives them access to all employees as soon as they are added into ezLaborManager. Anyone listed here does not need to be listed in the **Users** tab. **Administrators** listed here have access to all employees as soon as they are added into ezLaborManager; however, **Supervisors** will only have access to **Employees** if they are listed in their **Security Group**.

2.6. When you are done making these configurations, click **Submit**.

