

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 'Setup' tab is highlighted in the top navigation bar. On the left, a sidebar menu has 'Employees' selected, with a red arrow pointing to it. The main content area displays 'Employees' with a search bar containing 'Conti, Patricia (000111222)'. A red circle highlights the search icon in the search bar.

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

The screenshot shows the configuration form for a supervisor. The 'Submit' button is circled in red. The 'Access Role' dropdown is set to 'SUPERVISOR' and circled in red. The 'Report Group' dropdown is set to 'SUPVSR' and circled in red. The 'Is Supervisor?' checkbox is checked and circled in red, with a red arrow pointing to it. Other fields include First Name (Patricia), Last Name (Conti), US Social Security Number (SSN) (XXX-XX-XXXX), User ID, Login Status (Access Granted), Administrator (unchecked), Culture (English (United States)), and ADP Identity Provisioning (Complete). The 'General' tab is selected in the bottom left, and the 'Employee Position' field is empty.

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**.

