

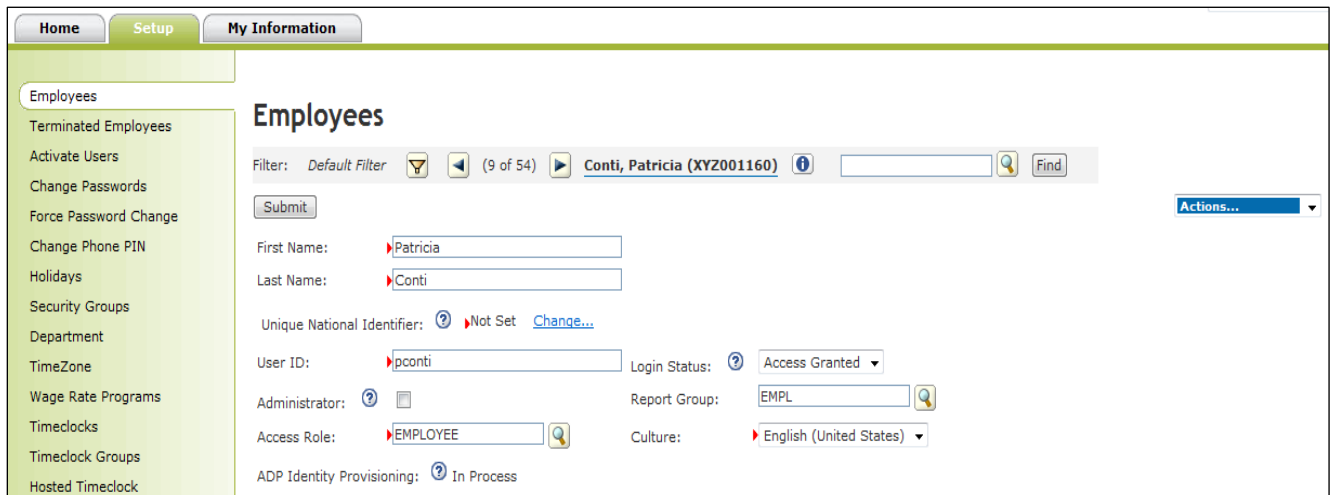
Terminating Employees, Supervisors, and Administrators in ADP ezLaborManager

Employees should be terminated within your ADP Payroll system first and will then be automatically scheduled for termination in ezLaborManager. Please follow the steps below for any non-ADP Payroll employees or if the employee was not automatically scheduled for termination.

If you need to terminate a supervisor or administrator please skip to Section 2 (on page 3) of this guide.

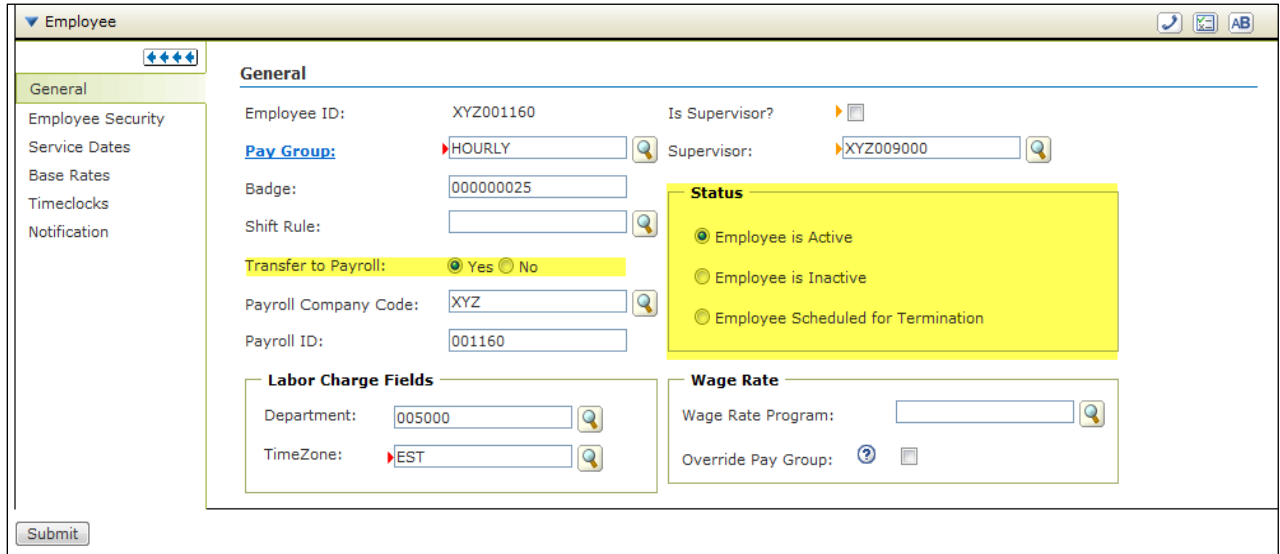
Section One: Terminating Employees

1. Log into ADP ezLaborManager and click on the Setup tab. Select the employee that needs to be terminated.



The screenshot shows the ADP ezLaborManager interface. At the top, there are tabs for 'Home', 'Setup', and 'My Information'. The 'Setup' tab is selected. On the left, there is a sidebar with a list of options: 'Employees', 'Terminated Employees', 'Activate Users', 'Change Passwords', 'Force Password Change', 'Change Phone PIN', 'Holidays', 'Security Groups', 'Department', 'TimeZone', 'Wage Rate Programs', 'Timeclocks', 'Timeclock Groups', and 'Hosted Timeclock'. The 'Employees' option is selected. The main content area is titled 'Employees' and shows a list of employees. The first employee is 'Conti, Patricia (XYZ001160)'. Below the list, there is a 'Submit' button and an 'Actions...' dropdown menu. The employee details are displayed in a form with the following fields: First Name: Patricia, Last Name: Conti, Unique National Identifier: Not Set (with a 'Change...' link), User ID: pconti, Login Status: Access Granted (dropdown), Report Group: EMPL (dropdown), Access Role: EMPLOYEE (dropdown), Culture: English (United States) (dropdown), and ADP Identity Provisioning: In Process (with a question mark icon).

2. In the **General** information area, there is a radio button for 'Transfer to Payroll'. If the employee has already been paid their final check, set this to 'No'. If the employee has not been paid, leave this set to 'Yes' so that the employee's final hours will be included with the payroll export.



Employee

General

Employee ID: XYZ001160 Is Supervisor? ☐

Pay Group: HOURLY Supervisor: XYZ009000

Badge: 000000025

Shift Rule:

Transfer to Payroll: ☒ Yes ☐ No

Payroll Company Code: XYZ

Payroll ID: 001160

Labor Charge Fields

Department: 005000

Timezone: EST

Status

☒ Employee is Active

☐ Employee is Inactive

☐ Employee Scheduled for Termination

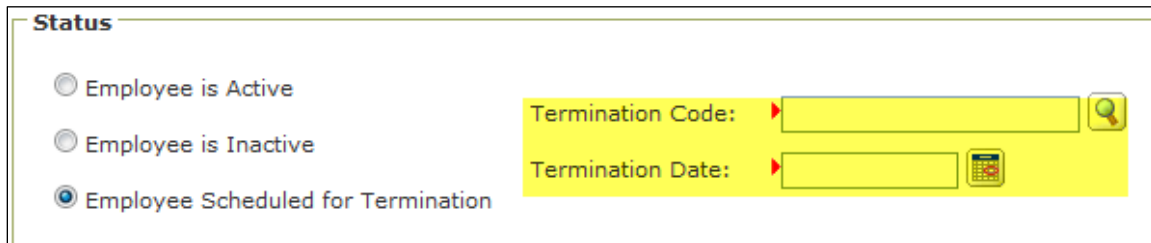
Wage Rate

Wage Rate Program:

Override Pay Group: ☐

Submit

3. Select 'Employee Scheduled for Termination' and this will open up additional fields. The first field will be the Termination Code (select Term). The second field will be the Termination Date. This date should represent the last date the employee in question worked. Click on 'Submit' to save the changes.



Status

☐ Employee is Active

☐ Employee is Inactive

☒ Employee Scheduled for Termination

Termination Code:

Termination Date:

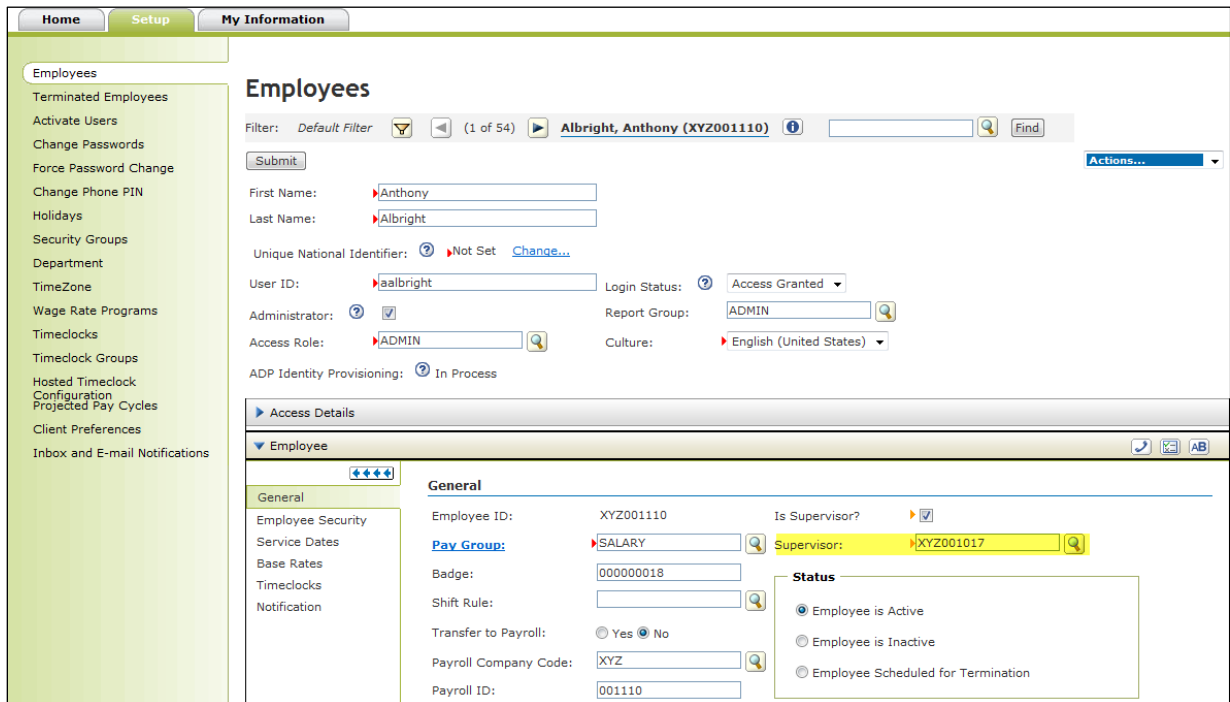
NOTE: The employee will be moved to the 'Terminated Employee' section within 1 – 2 pay period moves based on the Termination Date listed.


Section Two: Terminating Supervisors or Administrators

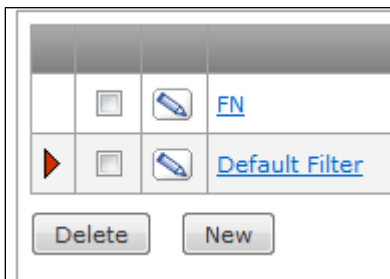
Employee assignments to supervisor or administrators need to be removed before scheduling the supervisor or administrator for termination.

I. Removing Employee Assignments

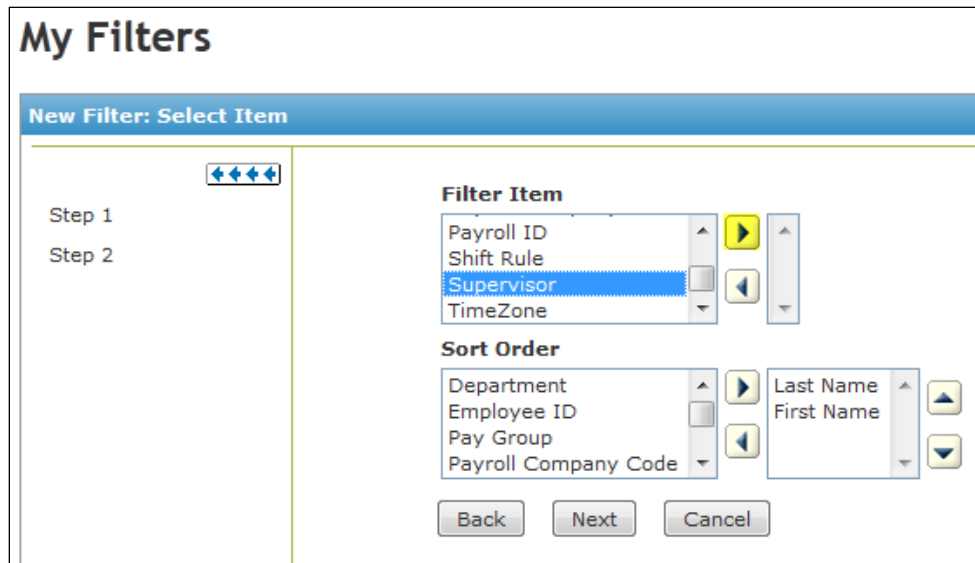
1. Click on the Setup tab.



2. Create a filter (by clicking on the ) and select 'New'.

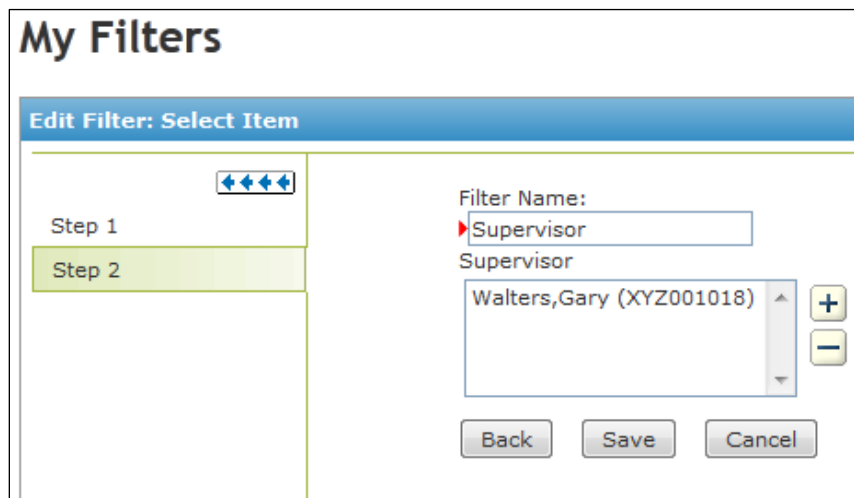


3. Select 'Supervisor' from 'Filter Item'. Click on the right blue arrow to add 'Supervisor' to the right column.



The screenshot shows the 'My Filters' dialog box with the 'New Filter: Select Item' header. On the left, there are two steps: 'Step 1' and 'Step 2'. In the center, the 'Filter Item' list includes 'Payroll ID', 'Shift Rule', 'Supervisor' (which is highlighted in blue), and 'TimeZone'. To the right of this list are two blue arrows. Below the 'Filter Item' list is the 'Sort Order' section, which includes a list of fields: 'Department', 'Employee ID', 'Pay Group', and 'Payroll Company Code'. To the right of this list are two blue arrows. At the bottom of the dialog are three buttons: 'Back', 'Next', and 'Cancel'.

4. Click on 'Next'. Name the filter 'Supervisor'. Then select the plus sign and select the supervisor you'll be terminating. You can then click 'Save'.



The screenshot shows the 'My Filters' dialog box with the 'Edit Filter: Select Item' header. On the left, there are two steps: 'Step 1' and 'Step 2'. In the center, the 'Filter Name' field is set to 'Supervisor'. Below this, there is a list of supervisors, with 'Walters, Gary (XYZ001018)' selected. To the right of this list are two buttons: a plus sign (+) and a minus sign (-). At the bottom of the dialog are three buttons: 'Back', 'Save', and 'Cancel'.

5. An 'Operation Successful' message will now show. Click on the name of the filter 'Supervisor'. The filter will now become active.

My Filters

☒ Operation Successful

			Filter Name
<input type="checkbox"/>			FN
<input checked="" type="checkbox"/>			Supervisor
	<input type="checkbox"/>		Default Filter

6. Your employee list is now filtered to show only employees that still report to the supervisor (or administrator) being removed. You can go through each employee one by one and select a new supervisor. Click on the magnifying glass and select a new supervisor for the employee. Then click on 'Submit'.

Employees

Filter: [Supervisor](#) (1 of 5) [Barbato, Samuel \(XYZ001130\)](#)

First Name:

Last Name:

Unique National Identifier: Not Set [Change...](#)

User ID: Login Status: Access Granted

Administrator: ☐ Report Group:

Access Role: Culture:


ADP Identity Provisioning: In Process

[Access Details](#)

[Employee](#)

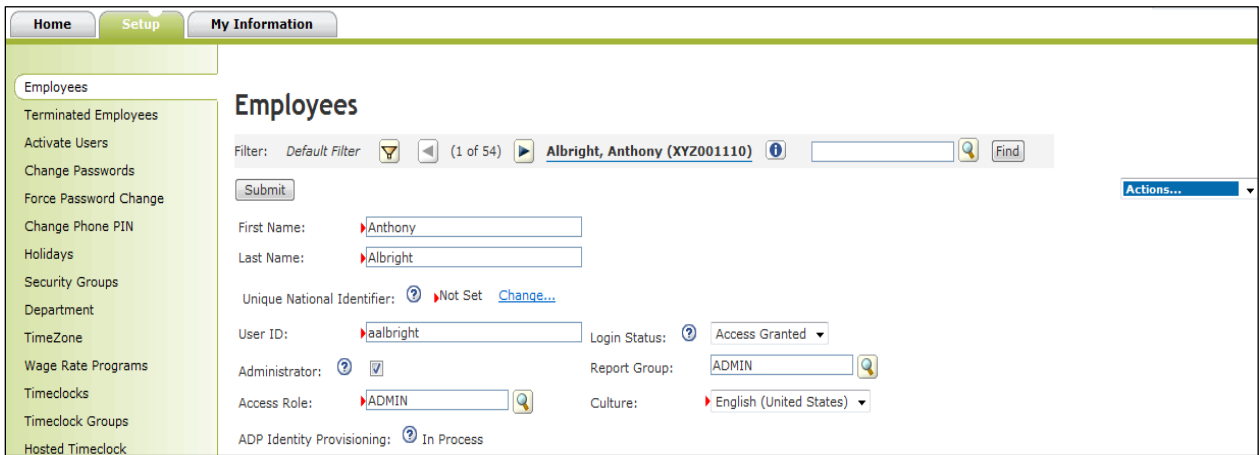
	General
General	<div> <div>Employee ID: XYZ001130</div> <div>Is Supervisor? <input checked="" type="checkbox"/></div> </div> <div> <div>Pay Group: <input type="text" value="SALARY"/> </div> <div>Supervisor: <input type="text" value="XYZ001110"/> </div> </div>
Employee Security	
Service Dates	
Base Rates	

Terminating Employees, Supervisors, or Administrators in ADP ezLaborManager

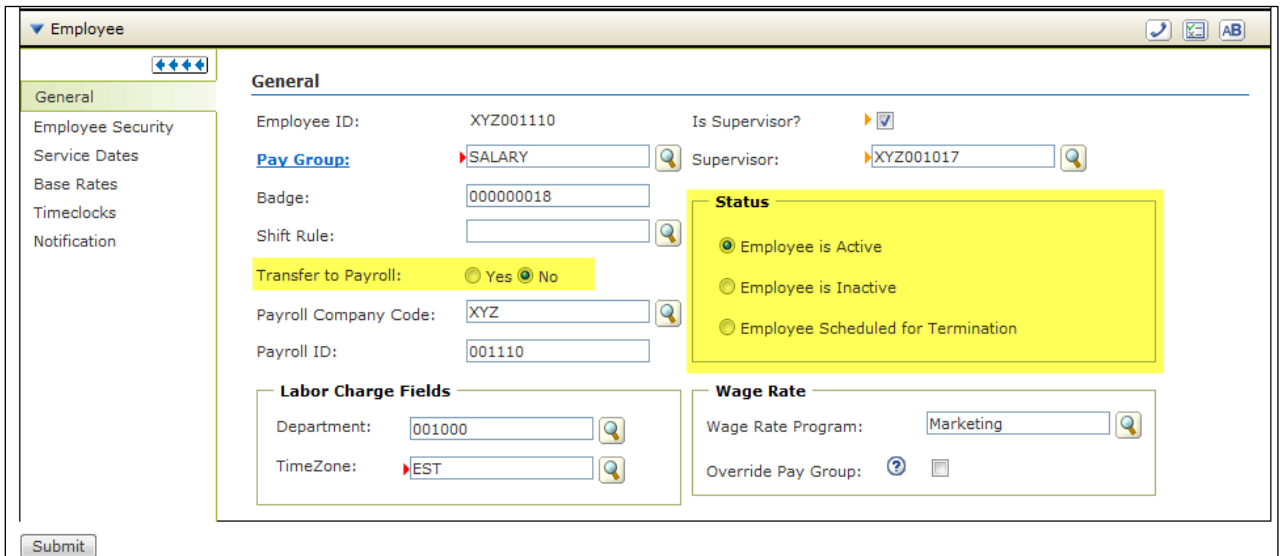
7. After clicking 'Submit', click on the blue right arrow  to proceed to the next employee. You'll also notice that the amount of employees have decreased by one. After assigning a new supervisor to all of the employees please choose the filter icon and go back to using the 'Default Filter'.

II. Terminating the Supervisor or Administrator

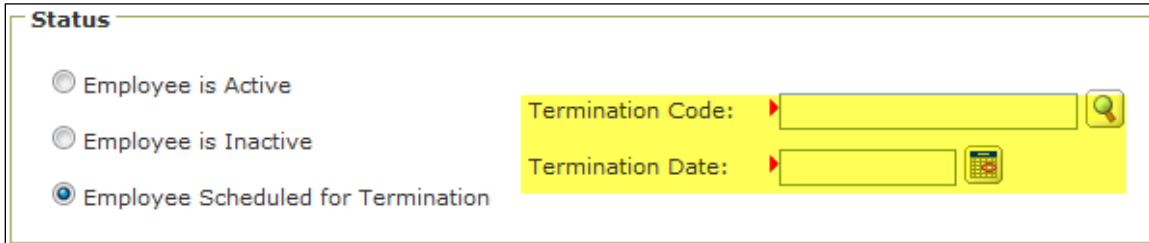
1. Log into ADP ezLaborManager and click on the setup tab. Select the supervisor or administrator that needs to be terminated.



2. In the General information area, there is a radio button for 'Transfer to Payroll'. If the employee has already been paid their final check, set this to 'No'. If the employee has not been paid, leave this set to 'Yes' so that the employee's final hours will be included with the payroll export.



3. Select 'Employee Scheduled for Termination' and this will open up additional fields. The first field will be the Termination Code (select Term). The second field will be the Termination Date. This date should represent the last date the employee in question worked. Click on 'Submit' to save the changes.





Status

☐ Employee is Active

☐ Employee is Inactive

☒ Employee Scheduled for Termination

Termination Code: 

Termination Date: 

4. **NOTE:** The employee will be moved to the 'Terminated Employee' section within 1 – 2 pay period moves based on the Termination Date listed.