

# ADP Time & Attendance New Design

## ADP ezLaborManager® is now ADP Time & Attendance!

When you transition from ADP ezLaborManager to ADP Time & Attendance, you will see a new innovative design that makes your job easier and more efficient.

Examples of the new design are provided below.

### Employee - Home Page

Employees now have easily identifiable clocking buttons in the My Time portlet for better access to their primary tasks.

**My Time**  
Tuesday, Sep 01, 2015, 05:03 PM

**My Time Off**

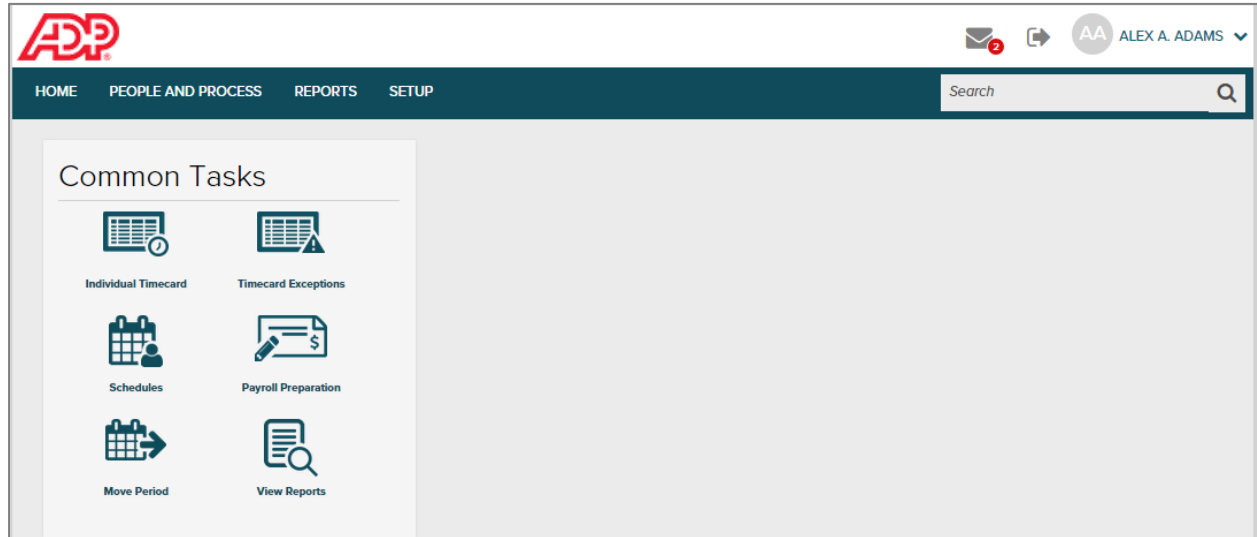
TIME OFF POLICY	BALANCE	REQUESTS PENDING	REQUESTS SCHEDULED
Sick Accrual Definition	40.00 H	0.00 H	0.00 H
Vacation Accrual Definition	80.00 H	0.00 H	0.00 H

\* Balance/Request Amount: D (Days); H (Hours)  
\* The balances include future requests.

## Practitioner - Home Page

The Common Tasks portlet is available for one-click access to common tasks.

**Note:** Payroll Preparation and Move Period will only be available if you have Time Only employees.





## Individual Timecard Page

You can now access the new Individual Timecard page to review, edit, and approve individual employee timecards and handle exceptions.

ADP

HOME PEOPLE AND PROCESS REPORTS SETUP Search

Individual Timecard

1 of 4 Jones, Ian A. Alex A Adams Direct Reports (Public)

Position ID: 5 Supervisor: Adams, Alex A. Pay Class: HOURLY-WC Home Department. Status: Active

Current Pay Period 8/10/2015 8/23/2015 Q FIND

WEEK 1		IN - OUT		PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME
Mon	08/10	08:30 AM	-		0.00		0.00	0.00	0.00
Tue	08/11	08:30 AM	- 04:30 PM	JURY	8.00		8.00	8.00	0.00
Wed	08/12	08:15 AM	- 05:00 PM		8.25		8.25	8.25	0.00
Thu	08/13	08:30 AM	- 05:00 PM		8.00		8.00	8.00	0.00
Fri	08/14	08:30 AM	- 05:00 PM		8.00		8.00	8.00	0.00
Sat	08/15		-		0.00		0.00	0.00	0.00
Sun	08/16		-		0.00		0.00	0.00	0.00
WEEK 1 TOTALS							32.25	32.25	0.00
WEEK 2		IN - OUT		PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME
Mon	08/17	08:30 AM	- 05:00 PM		8.00		8.00	8.00	0.00
Tue	08/18	08:30 AM	- 05:00 PM		8.00		8.00	8.00	0.00
Wed	08/19	08:30 AM	- 05:30 PM		8.50		8.50	8.50	0.00
Thu	08/20	08:30 AM	- 05:00 PM		8.00		8.00	8.00	0.00

Pay Period (72.75) Week 1 (32.25) Week 2 (40.50)

SAVE REFRESH PREFERENCES Legend



# Timecard Exceptions Page

The new Timecard Exceptions page shows both exceptions by employee and exceptions by type in a single grid. Only employees with exceptions for the date range selected will display on the Timecard Exceptions page.

EMPLOYEES (3)	TOTAL EXCEPTIONS	MISSING OUT PUNCH	CLOCKED IN EARLY	CLOCKED OUT LATE	WORKED MORE HOURS THAN SCHEDULED
Jones, Ian A. 5	3	1	1	1	
Lee, Victoria A. 2	1				1
Nichols, Stepha... 4	1			1	
Totals	5	1	1	2	1



## Totals Summary Page

The new Totals Summary page displays total hours by pay code for each employee. Pay code subtotals are always visible at the bottom of the page.

The screenshot displays the ADP Totals Summary page. At the top, there is a navigation bar with 'HOME', 'PEOPLE AND PROCESS', 'REPORTS', and 'SETUP'. A search bar is located on the right. The main content area shows the 'Totals Summary' title and a dropdown menu for 'Alex A Adams Direct Reports (Public)'. Below this is a 'Current Pay Period' dropdown and two tabs: 'Timecard Exceptions' and 'Totals Summary'. The 'Totals Summary' tab is active, showing a table with the following data:

EMPLOYEES	TOTAL HOURS	REGULAR	OVERTIME	JURY DUTY
Jones, Ian A. 5	72.75	64.25	0.50	8.00
Lee, Victoria A. 2	81.00	73.00		8.00
Lin, Colin A. 3	80.00	80.00		
Nichols, Stephanie A. 4	80.50	80.00	0.50	
Totals for 4 Employees	314.25	297.25	1.00	16.00

## Payroll Simplification

Your Payroll processing has become even easier!

Now when you log in to RUN, you will see the number of timecard exceptions on the Home page.

When you click Resolve Exceptions, you will see the number of employees with exceptions and the total number of timecard exceptions. You can quickly resolve each exception and use the arrow key to scroll through the employees.

WEEK 1		IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME
Mon	03/23	09:00 AM - 05:00 PM		8.00		8.00	8.00	0.00
Tue	03/24	09:00 AM - 05:00 PM		8.00		8.00	8.00	0.00
Wed	03/25	-		0.00		0.00	0.00	0.00
Thu	03/26	-		0.00		0.00	0.00	0.00
Fri	03/27	-		0.00		0.00	0.00	0.00
Sat	03/28	-		0.00		0.00	0.00	0.00
Sun	03/29	-		0.00		0.00	0.00	0.00
<b>WEEK 1 TOTALS</b>						<b>8.00</b>	<b>8.00</b>	<b>0.00</b>

Pay Period (8.00)    Week 1 (8.00)    Week 2 (0.00)

You can also resolve timecard exceptions from the Run Payroll page.

The screenshot shows the 'Run Payroll' interface. At the top, there are navigation tabs: HOME, EMPLOYEES, COMPANY, REPORTS, and TAXES. On the right, there are 'Ways to Save' and 'Notes' options. The main content area is titled 'Run Payroll' and contains three panels:
 

- Biweekly Pay Frequency:** Includes a warning icon and text: 'Your timecards are locked. To continue processing your payroll, resolve the timecard exceptions.' Below this is a 'Start Payroll' button.
- Pay Period:** Displays '02/23 - 03/08'.
- Check Date:** Displays '03/07'.
- Timecards:** Displays '6 timecard exception(s) to resolve.' Below this is a prominent green 'Resolve Exceptions' button.

 A 'Home' button is located at the bottom left of the interface.

When all exceptions have been resolved, the Exception Summary will display that you are all caught up.

The screenshot shows a 'Timecards with Exceptions' dialog box. At the top left is a 'Close' button. The title is 'Timecards with Exceptions'. Below the title, there is a summary for 'Employee Name: Jim Morrison', 'Contact: Not Available', and 'Bi-Weekly Pay Cycle: 02/23/20XX - 03/08/20XX'. A red circle highlights an 'Exception Summary' box that contains the text: 'All caught up! You do not have any timecards with exceptions.' Below this is a 'Timecard' section with a table showing timecard data for two weeks. At the bottom, there are 'Save' and 'Cancel' buttons, and a 'Preferences' dropdown menu.

WEEK 2	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME
Sun 03/01	-		0.00		0.00	0.00	0.00
WEEK 1 TOTALS					40.00	40.00	0.00
Mon 03/02	08:00 AM - 05:00 PM		9.00		9.00	9.00	0.00
Tue 03/03	08:00 AM - 05:00 PM		9.00		9.00	9.00	0.00
Wed 03/04	08:00 AM - 05:00 PM		9.00		9.00	9.00	0.00
Thu 03/05	08:00 AM - 05:00 PM		9.00		9.00	9.00	0.00
Fri 03/06	-		0.00		0.00	0.00	0.00
Sat 03/07	-		0.00		0.00	0.00	0.00
Sun 03/08	-		0.00		0.00	0.00	0.00
WEEK 2 TOTALS					36.00	36.00	0.00

When you return to the Run Payroll page, the Start Payroll icon is now available.

The screenshot shows the 'Run Payroll' page with a navigation bar at the top containing 'HOME', 'EMPLOYEES', 'COMPANY', 'REPORTS', and 'TAXES'. On the right, there are 'Ways to Save' and 'Notes' options. The main content area is titled 'Run Payroll' and contains three columns: 'Biweekly Pay Frequency' with a 'Start Payroll' button, 'Pay Period' (02/23 - 03/08) and 'Check Date' (03/07), and 'Timecards' (135 total hours) with a 'View Timecards' button. A 'Home' button is located at the bottom left.

If needed, you can click the Cancel button to go back and make additional changes to employee timecards. You can then restart the payroll process.

The screenshot shows the 'Preview Payroll' step of the payroll process. It includes a progress bar with '1. Enter Payroll', '2. Preview Payroll', and '3. Payroll Summary'. The 'Check date' is set to 04/03/20XX. A table displays employee data:

Employee Name	Rate	Regular Hours	Salary Amount	Overtime Hours	Vacation Hours	Sick Hours	Personal Hours	Bonus Amount	Misc Amount
Morrison, Jim	\$20.0000 / hr	49.00		17.00					
Night, Bill	\$15.0000 / hr	40.00		3.42					
<b>Totals</b>		<b>89.00</b>	<b>\$0.00</b>	<b>20.42</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

At the bottom, there are buttons for 'Payroll Overrides', 'Sort By', 'Cancel' (circled in red), 'Save', 'Finish Later', and 'Preview Payroll'.

When you complete the payroll process and approve the payroll, the pay period is automatically moved forward.

The screenshot shows the 'Payroll Summary' step. It displays 'Total Cash Required' as \$2,452.45, 'Check date' as Friday, Apr 3, 20XX, and 'Employees paid this pay period' as 2. A table shows the breakdown of pay for each employee:

Employee Name	Type	Total Hours	Gross Pay	Taxes	Deductions	Net Pay	Employer Taxes
Morrison, Jim	Regular	66.00	\$1,490.00	\$321.01	\$0.00	\$1,168.99	\$196.31
Night, Bill	Regular	43.42	\$676.95	\$137.44	\$0.00	\$539.51	\$89.19
<b>Totals</b>		<b>109.42</b>	<b>\$2,166.95</b>	<b>\$458.45</b>	<b>\$0.00</b>	<b>\$1,708.50</b>	<b>\$285.50</b>

At the bottom, there are buttons for 'Check Stub Message', 'Previous', 'Finish Later', and 'Approve' (circled in red).



# Message Center

The Message Center provides a central location for all of your system alerts, tasks and notifications.

The screenshot shows the ADP Message Center interface. At the top, there is a navigation menu with 'HOME', 'PEOPLE AND PROCESS', 'REPORTS', and 'SETUP'. A search bar is located on the right side of the menu. The main header area includes the ADP logo and the user's name 'ALEX A. ADAMS'. Below the header, the page title is 'Message Center' with a settings icon and a help icon. A brief instruction reads: 'View new, in progress, or completed messages. To filter your results, enter one or more search values. To view a message summary, click the subject. To view full details and/or to respond to a message, select an action from the Action column. Details and actions available depend on the message type.' There are two tabs: 'Current' (selected) and 'Completed'. Below the tabs are filter options for 'Type' (All), 'About' (All), 'Subject' (with a search input), and 'Status' (All). There are also fields for 'From', 'Received From' (with a date picker), and 'To' (with a date picker), along with 'RESET' and 'SEARCH' buttons. At the bottom, there are 'PRINT' and 'MARK AS READ' options. A table lists the messages:

<input type="checkbox"/>	TYPE	FROM	SUBJECT	RECEIVED	STATUS	DUE	ACTI...
<input type="checkbox"/>	SYSTEM		Timecard Exception Notice	09/01/2015 12:0...	New		<a href="#">▶</a>
<input type="checkbox"/>	SYSTEM		Please Approve Timecards for the Current Pay Period	02/06/2015 12:3...	New		<a href="#">▶</a>

# Standard Reports

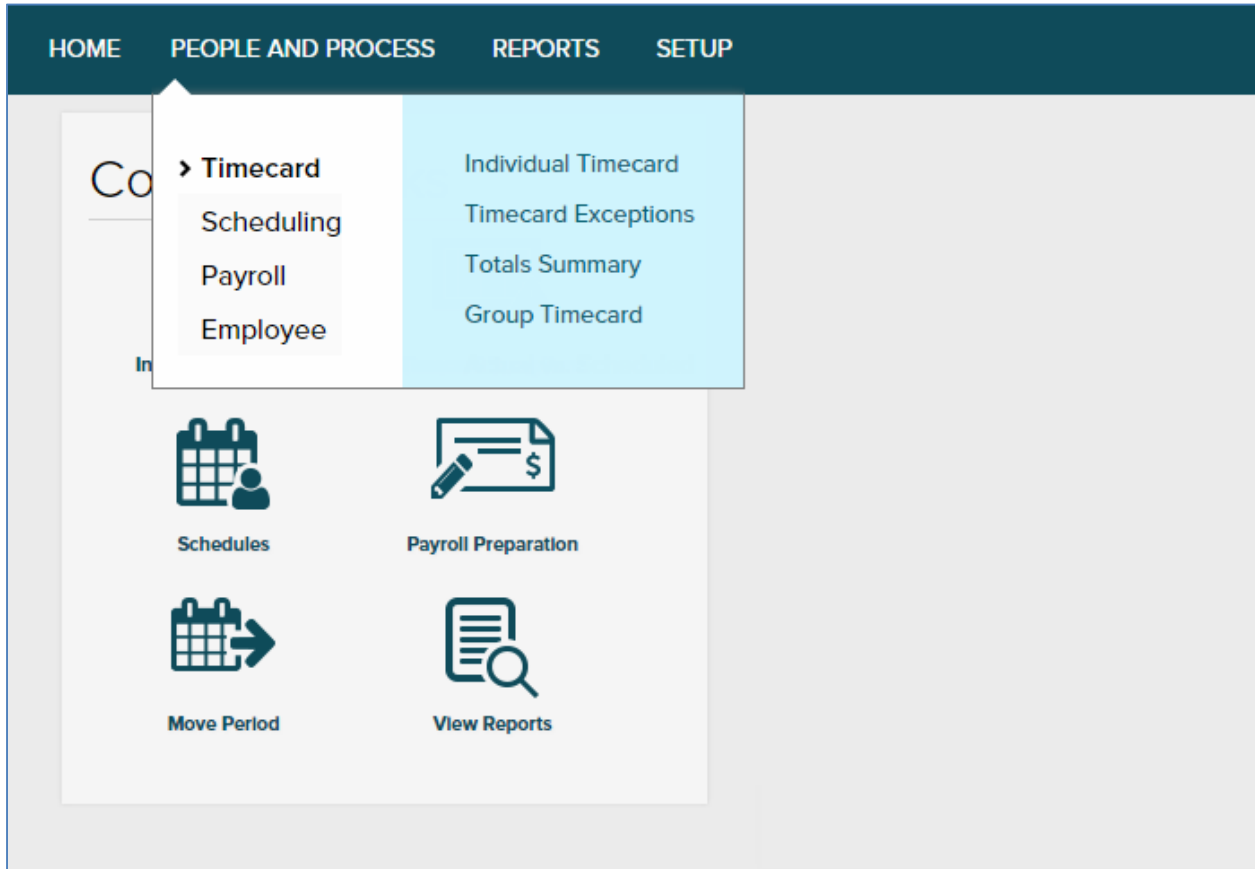
You can view, print, save, and schedule reports from the Standard Reports page.

OPTIONS	NAME	DESCRIPTION
	Company Profile - Administrator	List of common configurations.
	Edit Audit Report	Detailed audit report of changes made by specific users.
	Employee Badge Report	List of employees by badge number.
	Employee List Report	Alphabetical list of employees.
	Payroll Detail Report with Dept	Employee department hours and wages by company code.
	Punch Source Report	Provides detailed timecard information grouped by the source of the IN punch.
	Supervisor Assigned Employees List Report	Supervisor Assigned Employees List Report
	Timecard Detail Report with Signature	Multiple Employee Timecard Report with Signature Line
	Timecard Exception Report	Timecard exceptions by employee.
	Timecard Report	Detailed timecard report for each employee.
	Total Paid Hours Detail Report	Report employee weekly and monthly total paid hours including optional weekly and monthly average total paid hours.
	Total Paid Hours Summary Report	Report employee total paid hours including optional weekly and monthly average total paid hours.
	User List Report	List of user records.

## Menus

You will now access menus and the associated activities to complete your tasks.

For example, when you select People and Process, you can then select from several related activities on the left (Timecard, Scheduling, Payroll, and Employee) and additional activities on the right (Individual Timecard, Timecard Exceptions, Totals Summary, etc.).



The following are examples of the menus.

### Myself Menu

The screenshot shows the 'MYSELF' menu in the ADP system. The menu is open, displaying options: Timecard, Schedules, and Personal Information. A sub-menu for 'Timecard' is also visible, containing 'My Timecard' and 'Actual vs. Scheduled'. The background shows a 'Time Off' section with a table of accruals and a 'No Activities' notification.

	BALANCE	REQUESTS PENDING	REQUESTS SCHEDULED
Sick Accrual Definition	40.00 H	0.00 H	0.00 H
Vacation Accrual Definition	80.00 H	0.00 H	0.00 H

\* Balance/Request Amount: D (Days); H (Hours)  
 \* The balances include future requests.

## Reports Menu

HOME PEOPLE AND PROCESS REPORTS SETUP

Common Tasks

- Individual Timecard
- Timecard Exceptions
- Schedules
- Payroll Preparation
- Move Period
- View Reports

Time & Attendance

My Reports  
Standard Reports

## Setup Menu

HOME PEOPLE AND PROCESS REPORTS SETUP

Common Tasks

- Individual Timecard
- Timecard Exceptions
- Payroll Preparation
- Move Period
- View Reports

Global Settings

- Message Center Configuration
- Timeclocks
- Security
- Imports

Labor Charge Fields

- Annual Summary Setup
- System Options