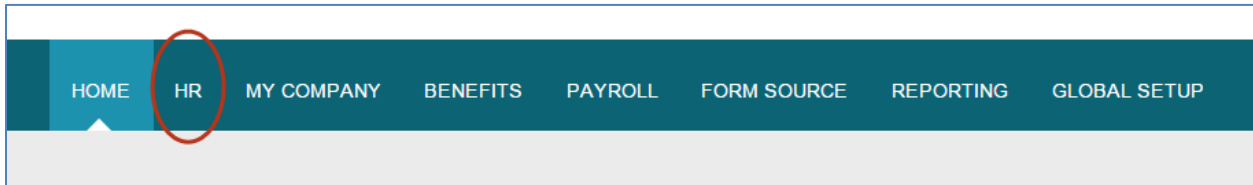


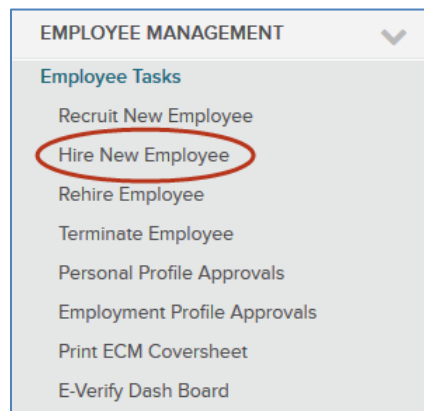
Adding a New Employee in ADP® ezLaborManager with ADP TotalSource®

Note: Follow these steps for payroll-integrated employees. For non-payroll employees or 1099 contractors, add them in ezLaborManager and then contact our support team to generate a Personal Registration Code.

1. In ADP TotalSource, select the **HR** tab.



2. Click **Hire New Employee**.



3. If the employee's name displays, then click **Setup employee to use ezLaborManager** and go to Step 7 on page 3.
Important: If the employee's name does not display, then go to Step 4 on page 2.

▪ **To begin, enter new employee information.**

Paygroup ▶ XXX Bio-Application Solutions Deal

First Name ▶ Birthdate ▶ Original Hire Date ▶

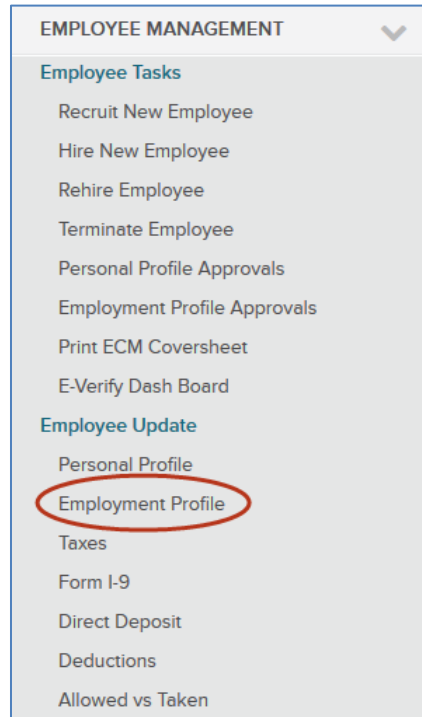
Middle Name ▶ Social Security # ▶ ADP Resource Start Date ▶

Last Name ▶ Home Email ▶ Business Email ▶

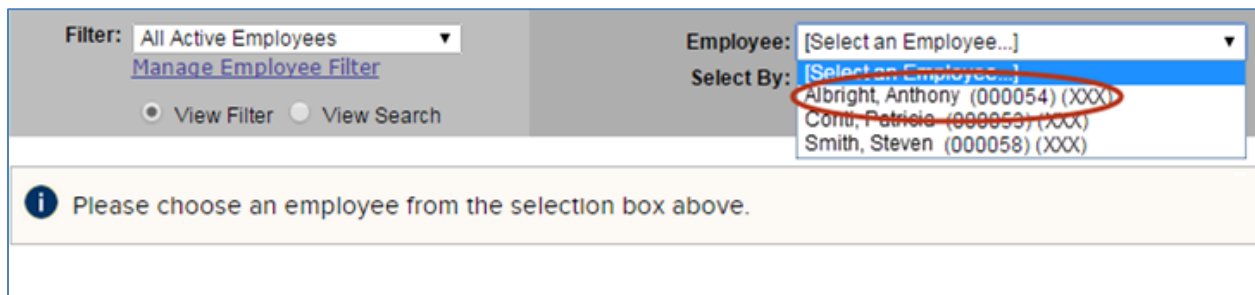
ADD

Name	Start Date	Next Step/Status
Albright, Anthony XXX- Bio-Application Solutions Deal 51293/225 000054	07/20/20XX	Process completed on 09/29/20XX 13:02:59 Print W4 Welcome Kit Setup employee to use ezLaborManager

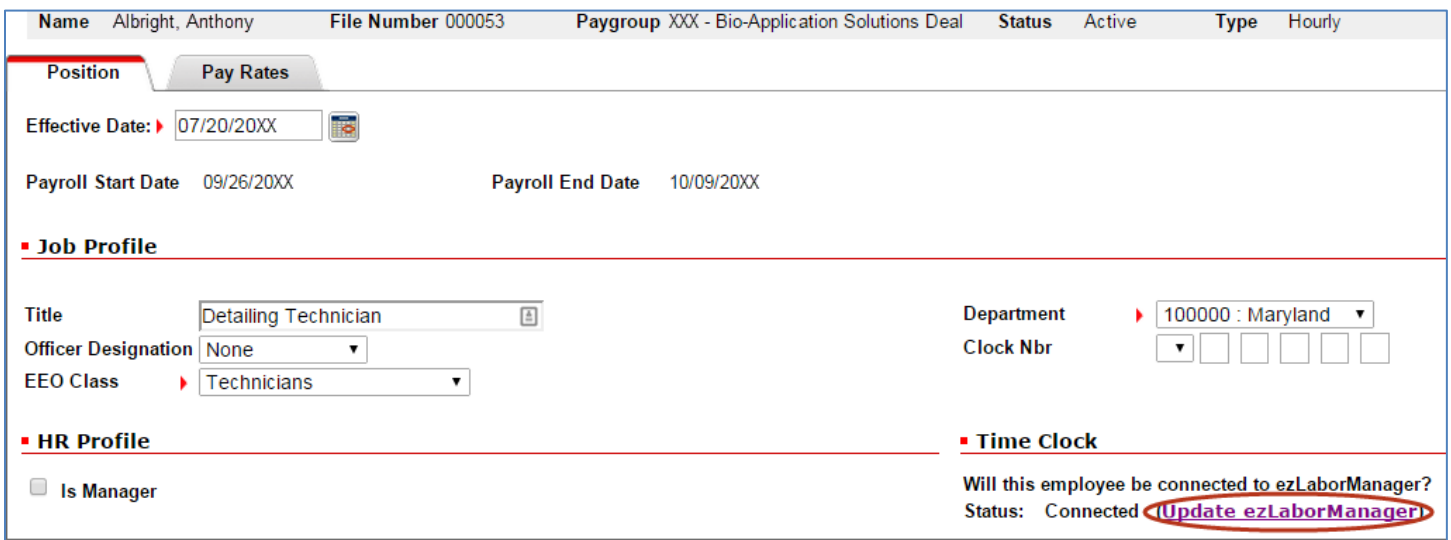
4. Click **Employment Profile**.



5. From the **Employee** list, select the employee you want to add to ezLaborManager.



6. Click **Update ezLaborManager**. ezLaborManager opens.



Note: If an ezLaborManager login page displays, then log in to continue.

7. Complete the required fields as follows:

- **Login Status:** Click to select **Access Granted**.
- **Access Role:** Click the **Select** icon to select the level of access you want for this employee.
- **Report Group:** Click the **Select** icon to select which reports you want to display for this employee.
- **Pay Group:** Click the **Select** icon to select the group of rules to apply to this employee.
- **Badge:** Type a nine digit badge number for this employee. Type zeroes preceding the number you want. For example, if you want to use badge number 5, then type **000000005**.
- **Is Supervisor?:** Click to select the check box to set this employee as a supervisor.
- **Supervisor:** Click the **Select** icon to select the employee who supervises this employee.
- **Transfer to Payroll:** Click to select **Yes** to send this employee's hours to payroll or select **No** to not.
- **TimeZone:** Click the **Select** icon to select the time zone for this employee.

Employee Positions

Filter: *Default Filter* (1 of 46) **Albright, Anthony (000000061)** Find

Submit

First Name: Anthony
Last Name: Albright

US Social Security Number (SSN) XXX-XX-XXXX

User ID: ID1054711 Login Status: Access Granted

Administrator: Report Group: [Select]

Access Role: [Select] Culture: English (United States)

ADP Identity Provisioning: Complete

Access Details

Employee Position:

General

Employee Security

Service Dates

Base Rates

Notification

General

Employee ID: XXX000061 Is Supervisor?

Pay Group: [Select]

Supervisor: [Select]

Badge: [Select]

Transfer to Payroll: Yes No

Payroll Company Code: XXX

Payroll ID: 000061

Labor Charge Fields

Department: 000030

TimeZone: [Select]

Status

Employee is Active

Employee is Inactive

Employee Scheduled for Termination

8. Select the **Employee Security** tab.

The screenshot shows the 'Employee Position' form. On the left, a navigation menu has 'Employee Security' circled in red. The main form area is titled 'General' and contains the following fields:

- Employee ID: XXX000061
- Is Supervisor?
- Pay Group: HOURLYCLK
- Supervisor: XXX100106
- Badge: 000000001
- Transfer to Payroll: Yes No
- Payroll Company Code: XXX
- Payroll ID: 000061
- Labor Charge Fields:
 - Department: 000030
 - TimeZone: PST
- Status:
 - Employee is Active
 - Employee is Inactive
 - Employee Scheduled for Termination

9. Click **Add additional Security Groups**.

The screenshot shows the 'Employee Security Group' table. The table has columns: Delete, Row, Security Group ID, Start Date, and End Date. A link 'View Employee - User Security Group Assignments' is visible. The text 'Add additional Security Groups' is circled in red in the first row.

Delete	Row	Security Group ID	Start Date	End Date
		Add additional Security Groups		

10. Click to select the **Security Groups** to which you want to assign the employee.

Note: These Security Groups determine which supervisors manage which employees.

The screenshot shows the 'Security Group Lookup' dialog box. It has a search field and a table of results. The first row, with ID '01' and description 'Staff', has its checkbox selected and circled in red.

Security Group ID	Description
<input checked="" type="checkbox"/> 01	Staff
<input type="checkbox"/> PTGROUP	Part Time Group

11. Click **Submit**.

Search in: All Columns for:

4 Found

<input type="checkbox"/>	Security_Group ID ▲	Description
<input checked="" type="checkbox"/>	01	Staff
<input type="checkbox"/>	PTGROUP	Part Time Group

Submit Cancel

12. Click **Submit**.

Employee

General Employee Security Service Dates Base Rates Timeclocks Notification

Employee Security Group [View Employee - User Security Group Assignments](#)

Delete	Row	Security Group ID	Start Date	End Date
<input type="checkbox"/>	1	01	04/03/20XX	

[Add additional Security Groups](#)

Submit

13. Wait for an “Employee Successfully activated in ezLaborManager” message to appear before you begin your next task.

✓ Employee successfully activated in ezLaborManager.

Next steps?

- Use this link to [Access ezLaborManager Administrator Home](#) page if you need to assign schedules or add other information for this employee in ezLaborManager.