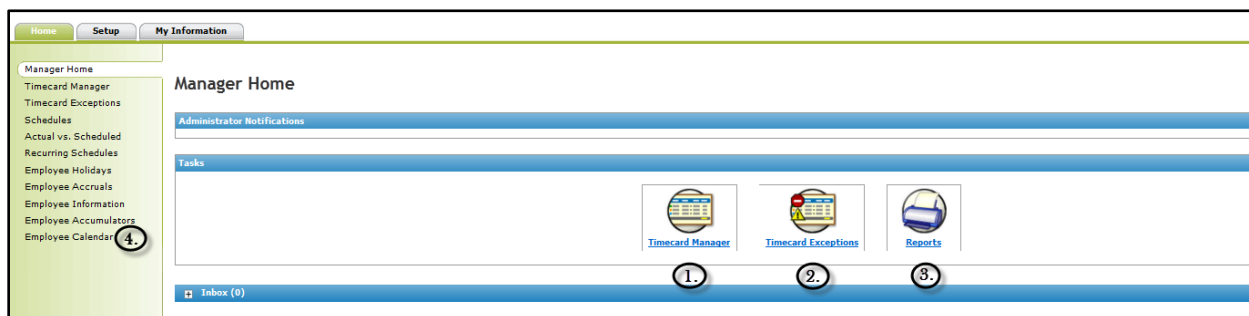


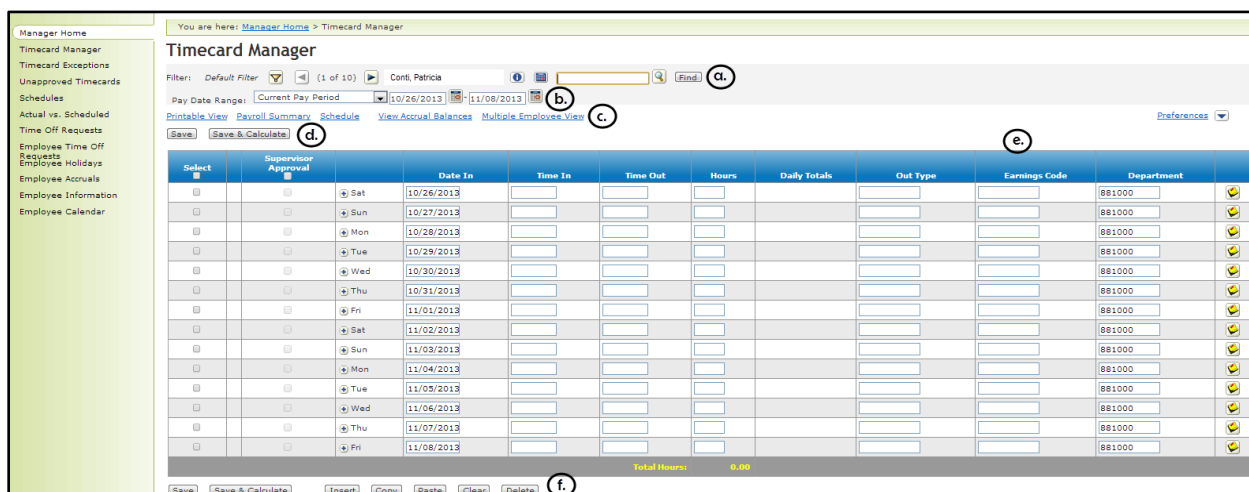
ADP ezLaborManager User Guide for Supervisors




The Home tab is used to perform all Supervisor Responsibilities within ezLaborManager.




1. Timecard Manager – Editing / Modifying / Reviewing Time

NOTE: Anything that is blue and underlined, you can click on it to either bring you to a new page or provide you with more information in that category.






- Timecard Manager displays the timecard for one employee at a time. You can search for additional employees by typing their name in the field to the left of the  button. You can also click on the  icon to look at a list of all employees you have access over.
- Timecard Manager usually defaults to the Current Pay Period, however, you can change the timeframe by using the **Pay Date Range** drop down menu. You can also type in a custom date range (up to 31 days) and then click on the  button to pull up the hours from that particular time frame.
- You can click on the **Printable View** to print out an employee's timecard. **Payroll Summary** will show you the breakdown of hours for that employee and how it will be transferred to payroll. For instance, in a given time frame, the employee may have 30 Regular hours, 5 Overtime hours, 8 Vacation hours and 2 Sick hours, etc. **Schedule** will display the employee's scheduled hours, if assigned. **View Accrual Balances** displays the employee's accrual balances. You can use **Multiple Employee View** to see all employees

punches for any given day. You can change the date that you want to view at the top of the screen like how you change the time period in Timecard Manager.

- d. After reviewing the employee's hours, to approve an employee's timecard (if applicable), click on the checkbox underneath the **Supervisor Approval** column. You can uncheck certain rows, if needed, in case these hours are not ready to be approved. Then click on **Save & Calculate** to process your approval.
- e. To enter hours on behalf of the employee enter the correct time pair underneath the **Time In** and **Time Out** and then click on **Save & Calculate** to process your entry. To add an additional row for a specific date, you will click on the  icon. The **Earnings Code** section should only be used to mark non-worked (Vacation, Sick, PTO, etc.) or other earnings code on an employees timecard. Regular time and Overtime do not need to be marked under this column since these will be automatically calculated by the system.
- f. Finally, to delete hours, you will select the row by checking under the Select column on the top left hand side, then click on **Delete** at the bottom of the page.


NOTE: To save any changes made to an employee's timecard be sure to click on **Save & Calculate** before going to another page in the database.

2. Timecard Exceptions – Reviewing missing punches, timecards still needing Supervisor Approval and other exceptions. All exceptions will be marked with a ,  or  icons within the timecards.


You are here: [Manager Home](#) > Timecard Exceptions

Timecard Exceptions




Pay Period: ☒ Current ☐ Next

Count	Exceptions
2	Supervisor Approval Required
1	Missing Out Punch 

To correct all timecard exceptions, click on Timecard Exceptions icon on the Manager Home screen. Next click on the links of exception types to view the actual exceptions.

You are here: [Manager Home](#) > [Timecard Exceptions](#) > [Missing Out Punch](#) 

Missing Out Punch - 1 Exception

Status	Solution Use Schedule	Name	Actual Time Time	Schedule
	<input type="checkbox"/>		 10/26 08:00 AM 	






[Submit](#)

To make a correction, click on the date and time on the right hand side and the timecard for that particular date will display. Make corrections, as needed. You can click on the links at the top by **You Are Here** to navigate back to the exceptions page and clean out the other exceptions.

Supervisor Approval Required - 2 Exceptions

[Summary View](#) [Detail View](#)

Pay Date Range: [Current Pay Period](#)

Status	Solution Approve	Name	Department	Earnings Code	Actual Time Time	Hours	Schedule
	<input type="checkbox"/> 		 881000		10/27 08:00 AM-05:00 PM	9.00	
	<input type="checkbox"/>		 881000		10/28 08:00 AM-05:00 PM	9.00	








































[Submit](#)

To approve employee's hours, you can review the information and the breakdown of hours on the right, then click on the checkbox underneath the **Solution: Approve** column on the left. After all lines you want to approve are checked off, hit the **Submit** button to process your request.

3. Reports – Reviewing basic Supervisor reports.

You are here: [Reports - Home](#) > Supervisor Reports

Report Categories

Options	Name	Description
  	Accrual Report	Employee accrual balances.
  	Approaching Weekly Overtime	Employee list with accumulated hours.
  	Company Profile - Supervisor	List of common ezLaborManager configurations.
  	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.
  	Supervisor Approval Status Report	Supervisor Approval Status Report.
  	Timecard Detail Report with Signature	Multiple Employee Timecard Report with Signature Line
  	Timecard Exception Report	Timecard exceptions by employee.
  	Timecard Report with Notes	Detailed timecard report with notes.
  	Timecard with Payroll Report	Combined timecard with payroll 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.

To access Reports, click on the **Reports** icon on the Manager Home screen. A new tab will open up, allowing you to go back and forth between the Timecards and the Reports, click on **Supervisor Reports**.

Listed above are the basic Supervisor Reports available. The most commonly used reports are:


Approaching Weekly Overtime – Displays a list of hours for all employees, for the current week, in descending order. It allows you to gauge which employees are the closest to reaching or have already reached the weekly overtime threshold.

Employee Badge Report – This report is relevant for clients with a timeclock based setup. Displays the badge number for each employee. This number can be used to enroll the employee in a timeclock. The badge number could also be the number used by the employee as a pin at the timeclock.

Employee List Report – List of all employees and their configurations within ezLaborManager.

Payroll Detail Report by Departments – Summary of hours for each employee broken down by the different earning codes (Regular, Overtime, Holiday, Vacation, etc.)

Timecard Detail Report with Signature – Displays the timecard for each employee, one employee per page, with any relevant notes, earning codes, etc. Also has a line for both the employee and supervisor signature at the bottom of each page.

To View/Save/Print a particular report in a PDF format, click on the  icon to the left of the report's name.

4. Employee Calendar – Visual view of days taken off by an employee both past and future, timecard exceptions and other exceptions you would like to track.

Employee Calendar

Filter: **Default Filter** (524 of 584)

Pay Date Range: **Current Calendar Year** Start Date: 01/01/2013 End Date: 12/31/2013

[Printable View](#) [Earnings Codes Summary](#) [Time Off Requests](#) [Schedule](#) [Payroll Adjustment and Unapproval](#)

Show Filters

☒ **VA** Vacation ☒ **PL** Personal ☒ **SK** Sick ☒ **BR** Bereavement ☒ **OT** Overtime Hours Found

☒ **IE** Clock In Early ☒ **IL** Clock In Late ☒ **OE** Clock Out Early ☒ **OL** Clock Out Late ☒ **CO** Called Out

☐ Notes ☐ More Categories ☐ Adjustment ☐ 31 Holiday ☐ 31 Scheduled Day ☐ Weekend ☐ Today

	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	Total	VA	PL																
Jan '13			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																			0.00	0.00			
Feb '13						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28																			0.00	0.00			
Mar '13						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																			0.00	0.00
Apr '13	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30																			0.00	0.00						
May '13				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																			0.00	0.00		
Jun '13						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30																			0.00	0.00	
Jul '13	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																			0.00	0.00					
Aug '13				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																			0.00	0.00		
Sep '13	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30																			8.25	0.00						
Oct '13			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																			0.00	0.00			
Nov '13						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30																			0.00	0.00	
Dec '13	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																			0.00	0.00					
Grand Total:																																						8.25	0.00																	

☒ **VA** Vacation ☒ **PL** Personal ☒ **SK** Sick ☒ **BR** Bereavement ☒ **OT** Overtime Hours Found

☒ **IE** Clock In Early ☒ **IL** Clock In Late ☒ **OE** Clock Out Early ☒ **OL** Clock Out Late ☒ **CO** Called Out

☐ Notes ☐ More Categories ☐ Adjustment ☐ 31 Holiday ☐ 31 Scheduled Day ☐ Weekend ☐ Today

The Employee Calendar allows you to visually review an employee's information for a time period of your chosen. It will display any particular earning codes (vacation, sick, bereavement, etc.) or exceptions (clocked in late, clock out early, overtime hours found, etc.) which have been setup by your system administrator.

The calendar display cannot be edited in this section. This view comes directly from the information processed in the employee's timecard.

The calendar ONLY displays one employee's information at a time which can in turn be used for review and disciplinary purposes.