












Employee Quick Reference Card

Filling Out Your Time Sheet – Daily Totals



	<p>1. Access the ezLaborManager Web Site: <i>From your desktop:</i></p> <ul style="list-style-type: none"> • Launch your Web browser and connect to the Internet. • Click on Favorites and choose ADP ezLaborManager. <ul style="list-style-type: none"> ➤ You will be brought to the <i>Login page</i>.
<p>Client Name or ID Change Client</p> <p>User ID <input type="text"/></p> <p>Password <input type="password"/></p> <p></p>	<p>2. Log in to ezLaborManager: <i>From the ezLaborManager Login screen:</i></p> <ul style="list-style-type: none"> • Type in your user ID and password. • Click on the  button. <ul style="list-style-type: none"> ➤ You will be brought to the <i>Employee Services Home page</i>.
	<p>3. Enter Daily Hours: <i>From the Home page:</i></p> <ul style="list-style-type: none"> • Click on the  button. • Click on the Pay Date Range drop-down box and select the time period that you want to view. <input type="text" value="Pay Date Range: Current Pay Period"/> <ul style="list-style-type: none"> ➤ If you change the Pay Date Range, the system will remember your settings the next time you log in. For a pay period view, Current Pay Period is recommended. For a weekly view, This Week is recommended. <p><u>To enter your worked time:</u></p> <ul style="list-style-type: none"> • In the <input type="text" value="Hours"/> field, enter your total hours for that day. <p><u>To enter sick/vacation time:</u></p> <ul style="list-style-type: none"> • In the <input type="text" value="Earnings Code"/> field, click on the  icon for a list of earnings codes. • Select the appropriate earnings code (e.g., SICK or VACTON). <p><u>To insert an additional line for a day:</u></p> <ul style="list-style-type: none"> • Click on the  icon. <p><u>To enter time from your schedule:</u></p> <ul style="list-style-type: none"> ➤ Only available for employees with a defined schedule. • On scheduled days, your schedule displays as faded text. • Click in the Select check box of the scheduled day(s) that you wish to submit. <ul style="list-style-type: none"> ➤ The entire line will be color highlighted and a check mark will appear in the check box. <p><u>When you are finished:</u></p> <ul style="list-style-type: none"> • Click on the  button. <ul style="list-style-type: none"> ➤ You will receive an Operation Successful message.
	<p>4. Approve Your Time Card: <i>From your Time Sheet:</i></p> <ul style="list-style-type: none"> • Click on the Pay Date Range drop-down box and select Current Pay Period. <input type="text" value="Pay Date Range: Current Pay Period"/> • Click on the Employee Approval Required link. • Verify your time card information and click on the  button. • Click OK in the pop-up message box to confirm approval of your time card information. <ul style="list-style-type: none"> ➤ You will receive an Operation Successful message. The link will change to Employee Approval Done on the <i>Employee Time Sheet page</i>.



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5. Exit out of ezLaborManager:

- Click on the  icon to exit out.
 - You will be returned to the Login page.
- Close your Web browser by clicking on the  in the upper right-hand corner.



Self-service to Additional Features



To View Your Schedule: (If applicable)

- Click on the **Home** tab.
 - Your schedule for the current week is displayed in the Schedule at a Glance box.

To view your monthly schedule:

- Click on the **View Schedule** link.
 - A monthly calendar with your schedule will be displayed.
- Use the arrows   to scroll back or forward one week at a time.

To return Home:

- Click on the [Home](#) link.



To View Your Time Card History:

- Click on the **My Labor** tab.
- Click on the **Date Selection** drop-down box and select the time period that you wish to view.

To view a different pay period:

- Use the  icon to choose the start date for the time period that you wish to view.



To View Your Attendance Exceptions: (If applicable)

- Click on the **My Attendance** tab.
- Click on the **Attendance Exceptions** link.
- Click on the **Tracking Code** drop-down box and select the attendance exception that you wish to view (e.g., SICK or VACTON).
- Click on the **Specify Date Range** drop-down box and select the time period that you wish to view.



To View Sick Time/Vacation Balances and Company Holidays: (If applicable)

- Click on the **My Benefits** tab.
 - Your sick time/vacation balances and company holidays will be displayed.

To view a summary of your benefits activity:

- Click on the link under **Description** that you wish to view (e.g. [Sick Time](#) or [Vacation](#)).
 - A summary of your sick time or vacation activity will be displayed.

To view a detailed history of your benefits:

- Click on the hours total link under **Year to Date** or **All** (e.g., [80.00](#)).
 - A detailed transaction breakdown of your sick time or vacation benefits will be displayed.

To return to the My Benefits page:

- Click on the [My Benefits](#) link.

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