

Administrator Guide: Adding a New Employee for ADP ezLaborManager using TotalSource

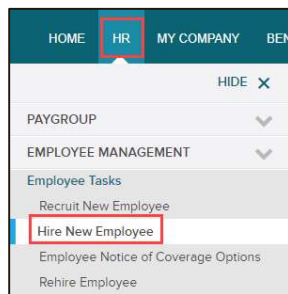
Overview:

Payroll Administrator: Log onto mytotalsource.com, navigate to the payroll tab, select Access Time and Attendance from Quick Links

ezLaborManager Administrator: Log into <https://time.adp.com>.

- Ensure you are logged into both payroll and ezLaborManager before proceeding.

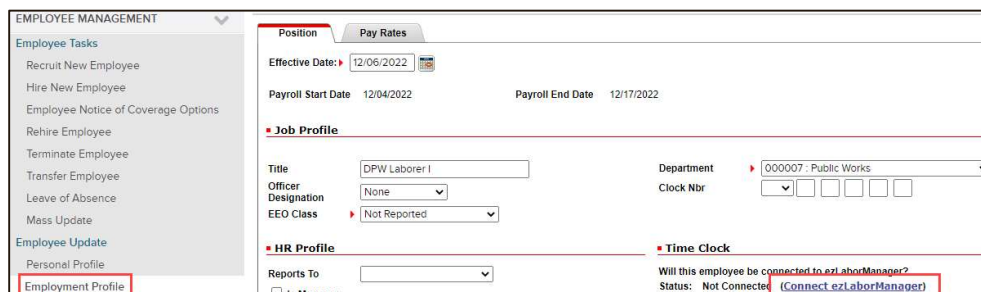
1. In ADP TotalSource, click on the **HR** Tab on the top left.



2. Select **Hire New Employee** first to see if the employee's name shows up on the right-hand side of the page.
 - Administrator actions must be completed before sending employee to ezLaborManager

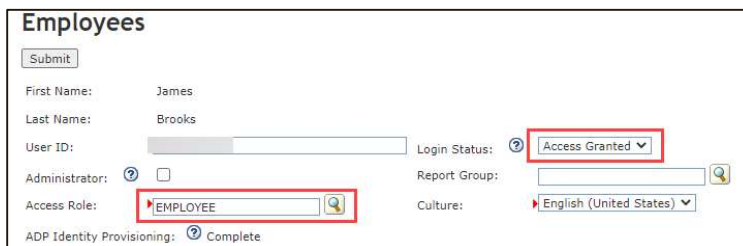
Name	Start Date	Next Step/Status	Administrator	Employee
Brooks, James 100230	12/05/2022	Process completed on 12/19/2022 15:09:45 Print W4 Welcome Kit Setup employee to use ezLaborManager	<input checked="" type="checkbox"/> Employment Profile <input checked="" type="checkbox"/> Personal Profile <input checked="" type="checkbox"/> Taxes <input checked="" type="checkbox"/> Employer I9 <input checked="" type="checkbox"/> Direct Deposit <input checked="" type="checkbox"/> Deductions <input checked="" type="checkbox"/> Custom Date <input checked="" type="checkbox"/> Custom Fields <input checked="" type="checkbox"/> Labor Allocations <input checked="" type="checkbox"/> Admin Review	

Alternatively, navigate to the **HR** tab, select **Employment Profile**, and click **Connect ezLaborManager** under the Time Clock section.

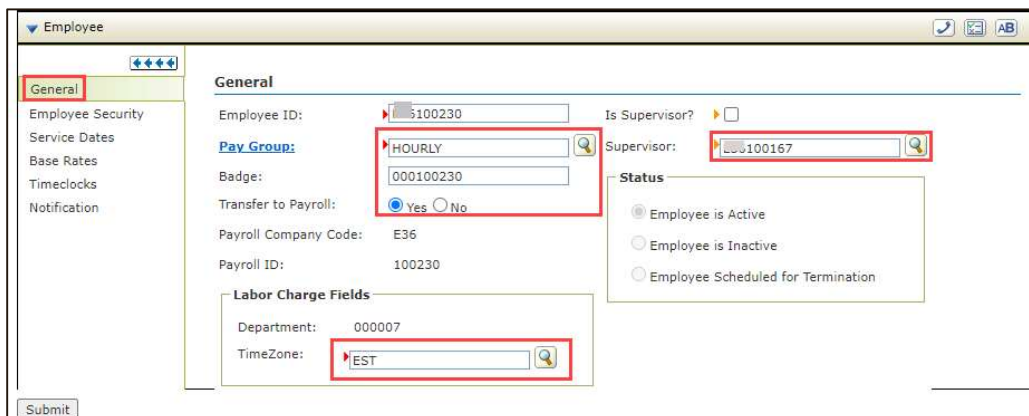


Administrator Guide: Adding a New Employee for ADP ezLaborManager using TotalSource

3. Complete Employee Access settings.
 - **Access Role:** Select appropriate access role
 - **Employee:** Access to only their own timecard
 - **Supervisor:** Manages their own timecard and employees who report to them
 - **Admin:** Manages all employee timecards and able to process payroll
 - **Login Status:** Select Access Granted if employees will be logging in to ezLaborManager from myadpresource.com to manage time.



4. From the Employee Tab, complete the following General options.
 - **Pay Group:** Click on the magnifying glass to select the appropriate pay group.
 - **Badge:**
 - Web Clocking employees can have their badge number match their Employee ID
 - If using a physical badge, enter the 9-digit physical badge number
 - i.e., 000000100
 - **Transfer to Payroll:** Select **Yes** or **No** button to determine whether you would like this employee's hours to transfer to payroll
 - **Supervisor:** Select the appropriate supervisor for this employee.
 - If they are a supervisor, check off **"Is Supervisor"**
 - **TimeZone:** Select the appropriate time zone for this employee



Administrator Guide: Adding a New Employee for ADP ezLaborManager using TotalSource

5. Assign the employee to a security group to allow supervisor access to their timecard. Navigate to **Employee Security**, select **Add Additional Security Groups**, and choose the appropriate **security group(s)**.

Employee

General

Employee Security

Service Dates

Base Rates

Timeclocks

Notification

Employee Security Group

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

If no security groups are defined below for this employee, a security group will automatically be created for the employee using the employee's home department with a start date of the employee's hire date and an end date of the hire date plus twenty years.

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

Security Group Lookup

Search in: All Columns for:

1 Found

Security Group ID	Description
01	Staff

Submit Cancel

6. Click **Submit** to save employee profile data.