

Downloading Employee Data and Badge Numbers to a Hosted Timeclock

Objective:

- Learn to manually send employee information to hosted timeclock.
- Ensure employees have been added to the timeclock or timeclock group before performing these steps.

Creating Data Download Activity

Access ezLaborManager

- Have payroll? Log into TotalSource at mytotalsource.com or Resource at myadpresource.com, navigate to the Payroll Tab, and from Quick Links select Access Time and Attendance.
- EzLaborManager Only? Log into ezLaborManager at ezLM.adp.com

1. From the ezLaborManager Home Page navigate to the **Setup** tab



2. Navigate to **Hosted Timeclock Configuration**



3. In the top right corner of the page select **Activity Scheduler**



4. Click the **green plus sign** to begin your activity



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5. From the Activity Scheduler page update the following.

- ID: Must be a unique name – i.e., Employee Download
- Description: Employee Download
- Enabled: Check
- Command: Choose Download Employee Data from the drop-down menu



Activity Scheduler

ID:

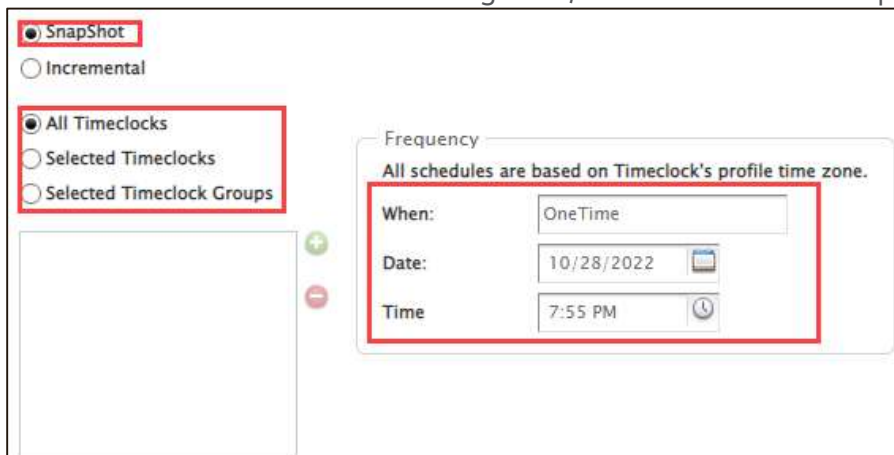
Description:

Enabled: ☒

Command:

6. Complete the following

- Ensure Snapshot is selected
- Timeclocks can be added individually or can choose All Timeclocks
 - To add Selected Timeclock – select option – Hit the plus sign and select one or more clocks. Hint: Use CTRL + Left Mouse Click to select multiple
- Frequency
 - When: OneTime
 - Date: Use the date prior to the date of the activity to begin process immediately upon submission
 - Time: Feel free to change this, the date is the most important



☒ Snapshot

☐ Incremental

☒ All Timeclocks

☐ Selected Timeclocks

☐ Selected Timeclock Groups

Frequency

All schedules are based on Timeclock's profile time zone.

When:

Date:

Time:

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- Click **Submit** to finalize request
- You will be redirected to the Timeclocks Page. Please note that this download can take 30-45 minutes to finalize

Viewing Activity Progress

- Select the **green arrow** to expand timeclock options


Last Upload	Last Activity	Action
4/25/2016 7:50 PM EST	4/28/2016 9:21 AM EST	

- Select **View Activity**

[View Activity](#)
[Edit Timeclock](#)
[Edit Timeclock Profile](#)

- Review the activity named **Download**, once your status shows **complete** employees can begin enrollment.

View Timeclock Activity

Status	Description (ID)	Timeclock Type	Profile
	Hosted 4500 (CLK Lab)	4500	QuickPunch Enabled with In and Out Soft Keys – Biometric finger Scan configuration

Display Activities:
☐ Net Check
☒ Registration
☒ Upload
☒ Download

Status: All Statuses
Date: From: 10/28/2022 To: 10/28/2022 Find

Show Detailed Status View: ☐

Reference ID	Activity Time	Activity	Status
14560	10/28/2022 8:03:28 PM EST	Download	Scheduled — Validation Data