

Employee Guide – Create and Add Employees to a Timeclock or Timeclock Group

Objective:

- How to create a timeclock group for multiple clock accounts
- How to add employees to a specific timeclock or timeclock group

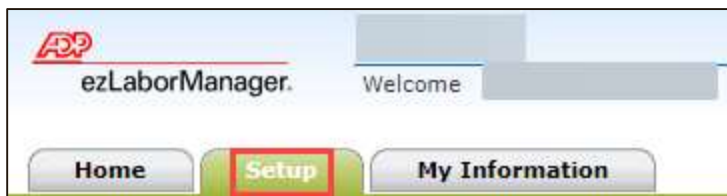
Access ezLaborManager

- 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

Creating a Timeclock Group

- This is best used for accounts that have one or more hosted timeclocks

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

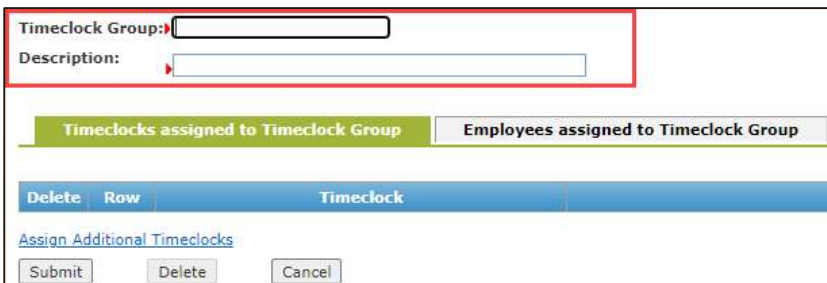


2. Navigate to **Timeclock Groups**



3. From the Timeclock Groups page select **Add New**

4. Enter a **Name and description** for your timeclock group



Timeclock Group:

Description:

Timeclocks assigned to Timeclock Group | **Employees assigned to Timeclock Group**

Delete	Row	Timeclock
Assign Additional Timeclocks		

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5. Select **Assign Additional Timeclocks**

The screenshot shows a web interface for configuring a Timeclock Group. At the top, there are two text input fields: "Timeclock Group:" with the value "XYZ Timeclocks" and "Description:" with the value "Timeclocks for our East Coast Employees". Below these fields are two tabs: "Timeclocks assigned to Timeclock Group" (highlighted in green) and "Employees assigned to Timeclock Group". Under the active tab, there is a table with columns "Delete", "Row", and "Timeclock". Below the table, the text "Assign Additional Timeclocks" is highlighted with a red box. At the bottom of the interface are three buttons: "Submit", "Delete", and "Cancel".

6. Add a **check** in the box to the left of each clock, and select **Submit**

The screenshot shows a "Timeclock Lookup" dialog box. At the top, there is a search bar with "Search in:" set to "All Columns" and a "for:" field. Below the search bar, it says "12 Found". The main area is a table with columns "Timeclock" and "Description". The first row shows "4500" in the "Timeclock" column and "4500" in the "Description" column. The second row shows "InTouch" in the "Timeclock" column and "InTouch" in the "Description" column. Both rows have a checked checkbox in the left margin, which is highlighted with a red box. At the bottom of the dialog box, the "Submit" button is highlighted with a red box, along with a "Cancel" button.

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- Click **Submit** from the Timeclock Group page to save your selection

Timeclock Group: XYZ Timeclocks

Description: Timeclocks for our East Coast Employees

Timeclocks assigned to Timeclock Group Employees assigned to Timeclock Group

Delete	Row	Timeclock	
<input type="checkbox"/>	1	4500	4500
<input type="checkbox"/>	2	InTouch	InTouch

[Assign Additional Timeclocks](#)

Submit Delete Cancel

Adding Employees through Timeclock Groups

- This is best if adding multiple employees at one time.

- From the ezLaborManager Home Page navigate to the **Setup** tab

ADP ezLaborManager. Welcome [User Name]

Home **Setup** My Information

- Navigate to **Timeclock Groups**

Timeclocks

Timeclock Groups

Hosted Timeclock Configuration

- Select the name of the timeclock group you wish to add employees to

<input type="checkbox"/>	Timeclock Group ▲	
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>	XYZ Timeclocks	Timeclocks for our East Coast Employees

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- Click on the **Employees assigned to Timeclock** Group tab

Timeclocks assigned to Timeclock Group		Employees assigned to Timeclock Group	
Delete	Row	Timeclock	
<input type="checkbox"/>	1	4500	
<input type="checkbox"/>	2	InTouch	

- Click on **Assign Additional Employees**

0 Found		
Delete	Row	Employee ID
Assign Additional Employees		

- Employees can be selected individually or All, once selected click **Submit**
 - Add a check to individual employee rows
 - Add a check in top left box to choose all employees

Employee Lookup			
Search in: <input type="text"/> Employee ID for: <input type="text"/>			
13 Found			
<input type="checkbox"/>	Employee ID	Last Name	First Name
<input type="checkbox"/>			
<input checked="" type="checkbox"/>	ADP	ADP	ADP
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>	DPatterson	Patterson	Desmond
<input type="checkbox"/>	JReed	Reed	Jazmin
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>			

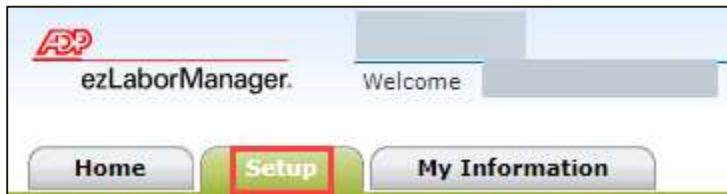
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- Click **Submit** to finalize

Timeclocks assigned to Timeclock Group		Employees assigned to Timeclock Group	
0 Found			
Delete	Row	Employee ID	Last Name
<input type="checkbox"/>	1	ADP	ADP
Assign Additional Employees			
Submit		Delete	Cancel

Adding Employees through employee profile

- From the ezLaborManager Home Page navigate to the **Setup** tab



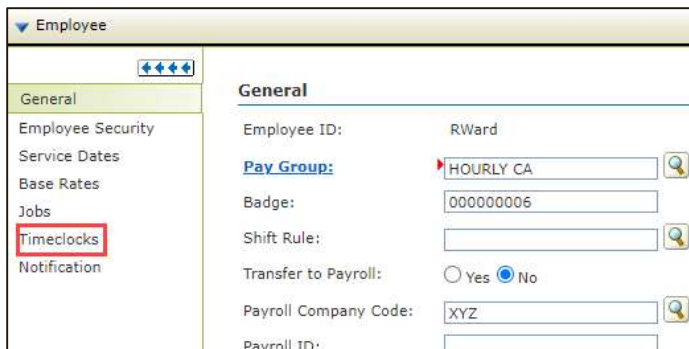
The screenshot shows the ezLaborManager Home Page. At the top, there is a logo and a welcome message. Below the logo, there are three tabs: Home, Setup, and My Information. The Setup tab is highlighted with a red box.

- Click on **Employees**



The screenshot shows a dropdown menu with three options: Employees, Terminated Employees, and Activate Users. The Employees option is highlighted with a red box.

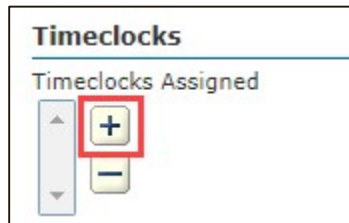
- Search for the employee and navigate to **timeclocks** under the employee section



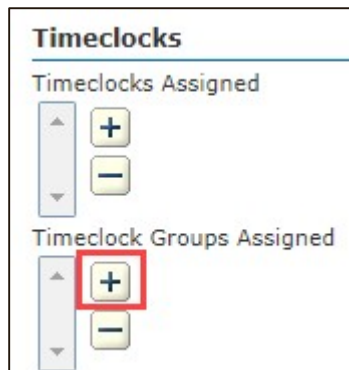
The screenshot shows the Employee profile page. On the left, there is a sidebar with a list of tabs: General, Employee Security, Service Dates, Base Rates, Jobs, Timeclocks, and Notification. The Timeclocks tab is highlighted with a red box. The main area shows the General tab with fields for Employee ID, Pay Group, Badge, Shift Rule, Transfer to Payroll, Payroll Company Code, and Payroll ID.

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4. Employees can be added to an individual clock or to a timeclock group
 - Under the **Timeclocks Assigned**, click the **plus** sign to find the individual clock the employee can use.



- Under **Timeclock Groups Assigned**, click the **plus** sign to locate the group the employee can use.



5. Click **Submit** on the Employees page to save.

Note: The employee data activity should begin automatically once employees are assigned. This download can take from 30-45 minutes, depending on the number of employees in ezLaborManager