

How to Process Requests for Paid Time Off

1. In order to log into the ADP ezLabor Manager go to:

<https://ezmappdc2.adp.com/ezLaborManagerNet/Login/Login.aspx?clD=60763&lng=en-US>

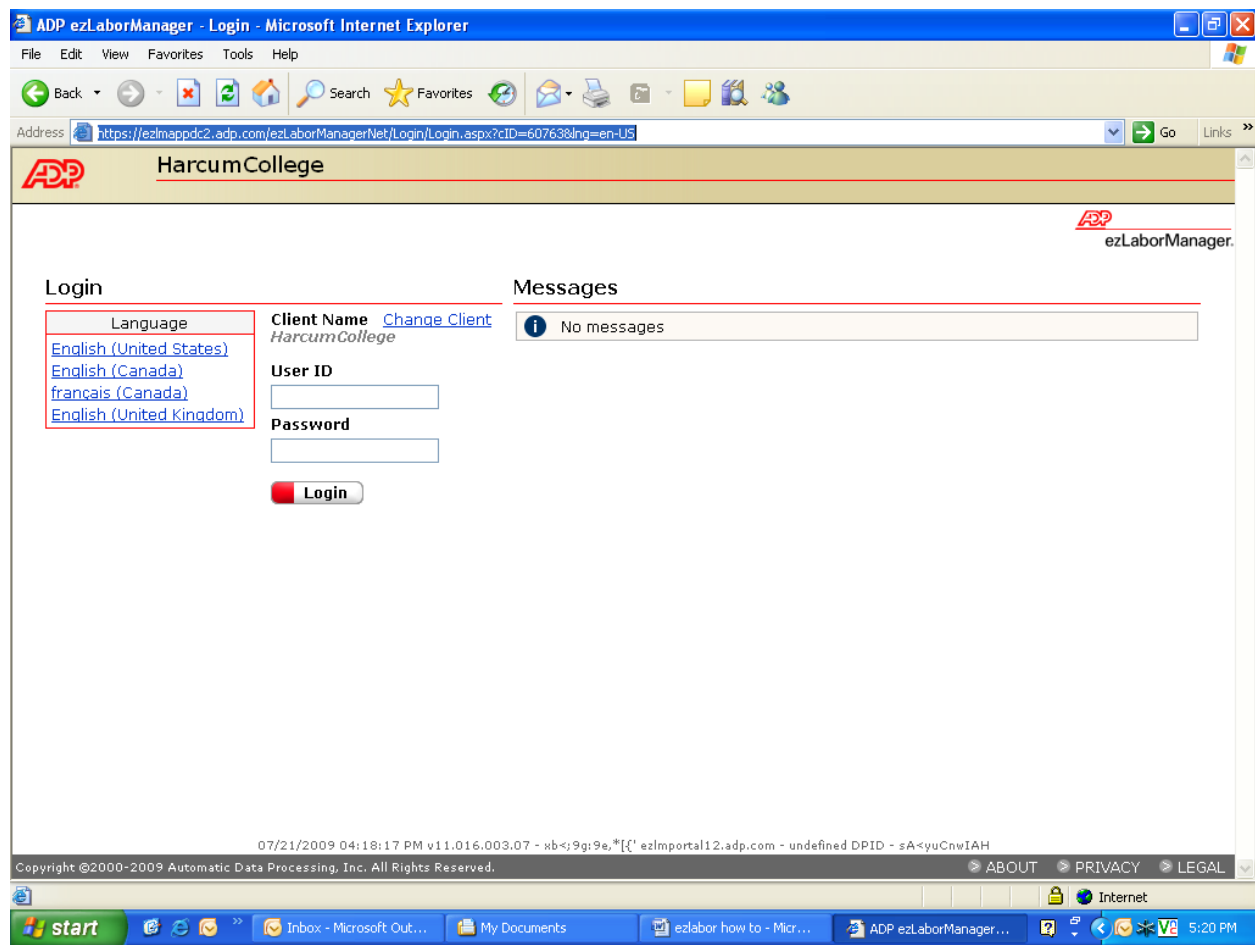
2. Save this url to your computer's favorites

3. The first time you visit the ezLabor Manager site you will be asked "Client Name" please type "HarcumCollege" (no space).

4. The screen shot below shows the ezLabor login screen.

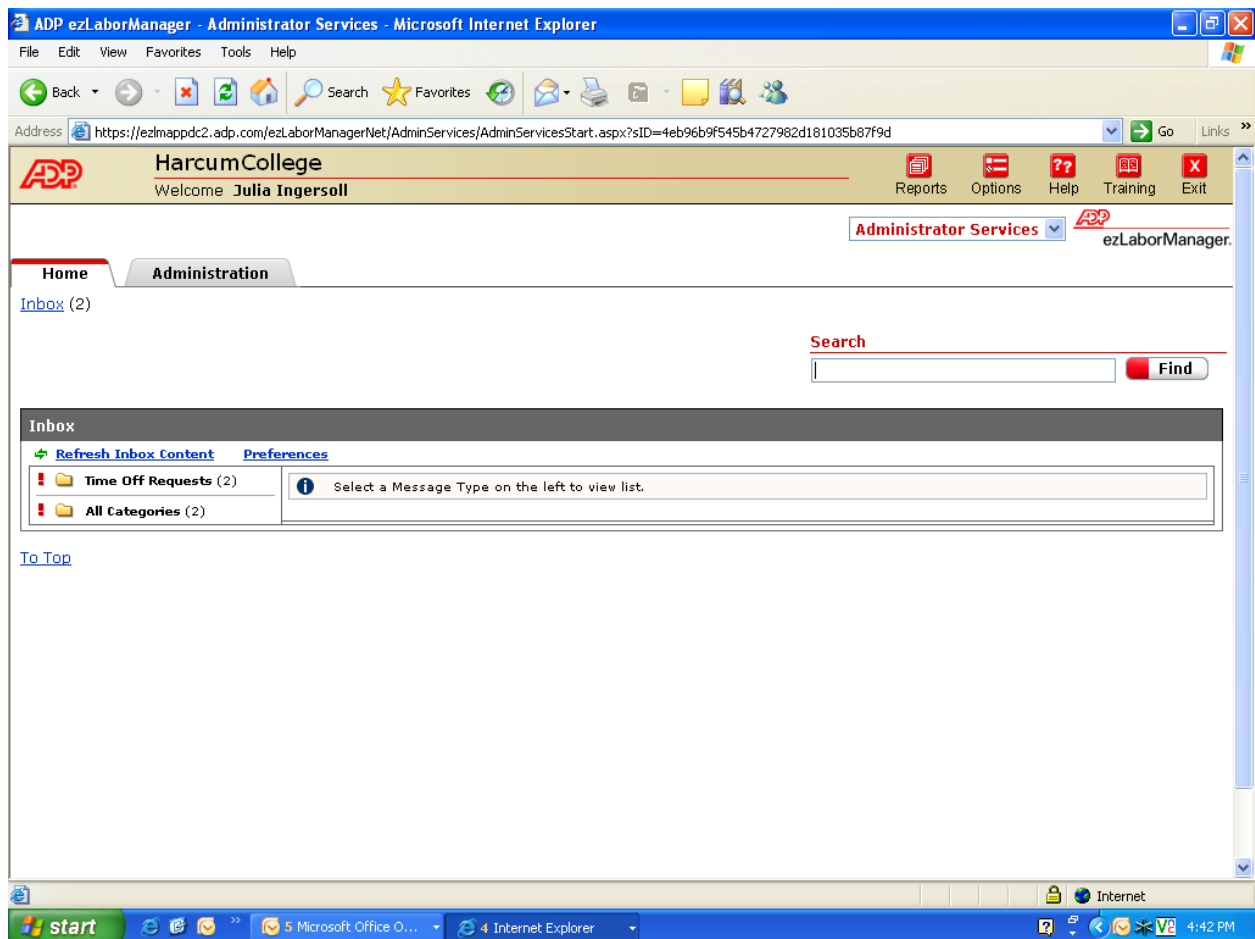
Your username and password is your first initial of your first name and last name. (*example* John Doe: username/password= jdoe)

***You will be asked to change your password at your first log in**



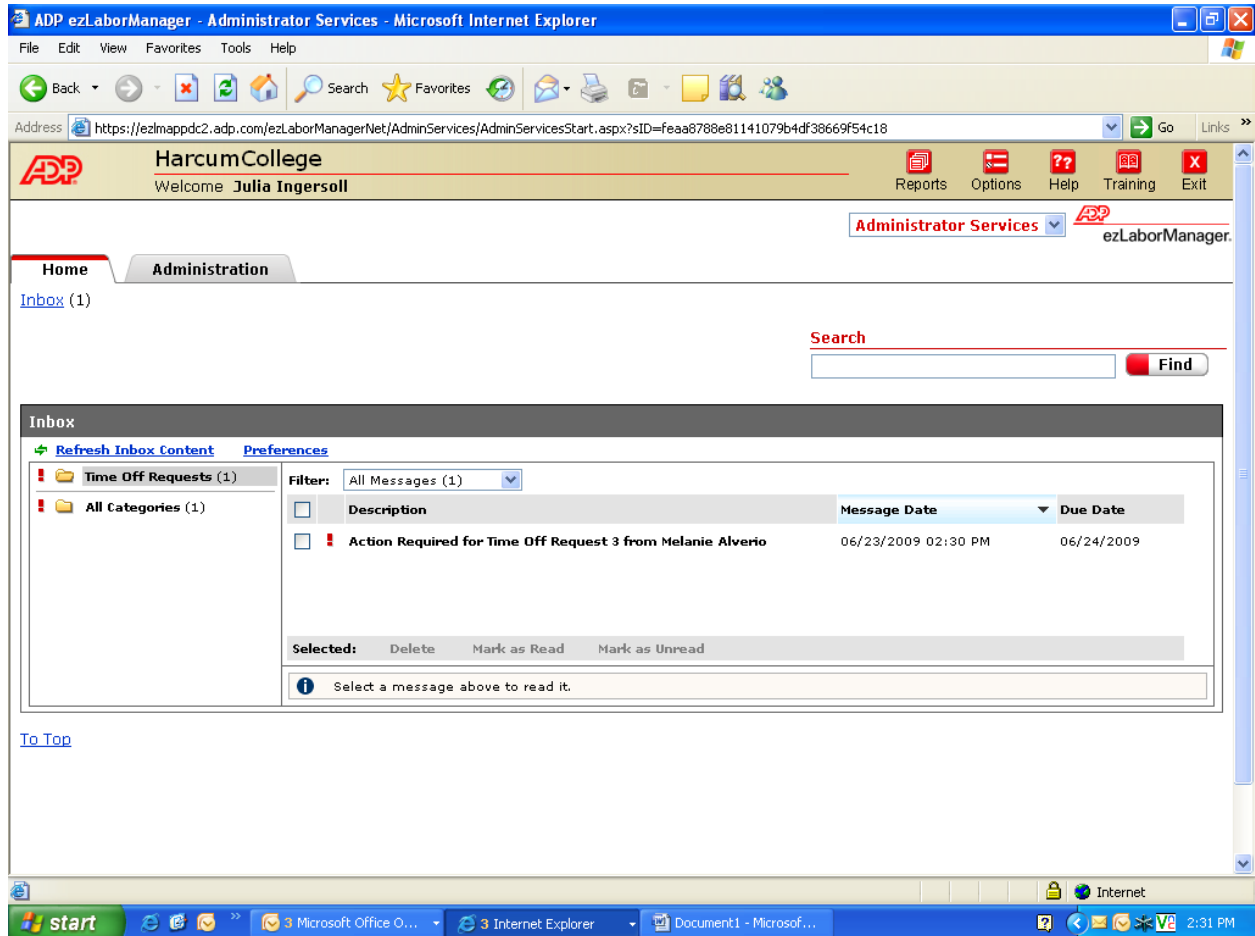
SUPERVISOR APPROVING REQUESTS FOR TIME OFF

1. Once the supervisor logs in click on the “Time Off Requests” option on the left hand side of the screen (screen shot shown below)



2. A message will then appear on the screen under “Description” (as shown below)

3. Click on the message



1. Click on the "Time Off Requests" near bottom of the page in blue. (as shown below)

ADP ezLaborManager - Administrator Services - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://ezlappdc2.adp.com/ezLaborManagerNet/AdminServices/AdminServicesStart.aspx?sID=9e8443bd016444bc91fc851b03781734> Go Links

ADP HarcumCollege
Welcome Julia Ingersoll

Reports Options Help Training Exit

Administrator Services ezLaborManager

Home Administration

[Inbox \(1\)](#)

Search Find

Inbox

[Refresh Inbox Content](#) [Preferences](#)

Filter: All Messages (5)

<input type="checkbox"/>	Description	Message Date	Due Date
<input type="checkbox"/>	Action Required for Time Off Request 5 from Melanie Alverio	06/23/2009 04:43 PM	06/23/2009
<input type="checkbox"/>	Time Off Request 4 has been Denied	06/23/2009 04:36 PM	
<input type="checkbox"/>	Action Required for Time Off Request 4 from Melanie Alverio	06/23/2009 04:35 PM	06/23/2009
<input type="checkbox"/>	Time Off Request 3 has been Denied	06/23/2009 02:35 PM	

Selected: Delete Mark as Read Mark as Unread

Melanie Alverio created a request for time off.
Please proceed to [Time Off Request](#) and review request 5 by 6/23/2009.

[Delete This Message](#)

[To Top](#)

start 5 Microsoft Office ... 5 Internet Explorer ezlabor how to - Micr ... My Documents 4:55 PM

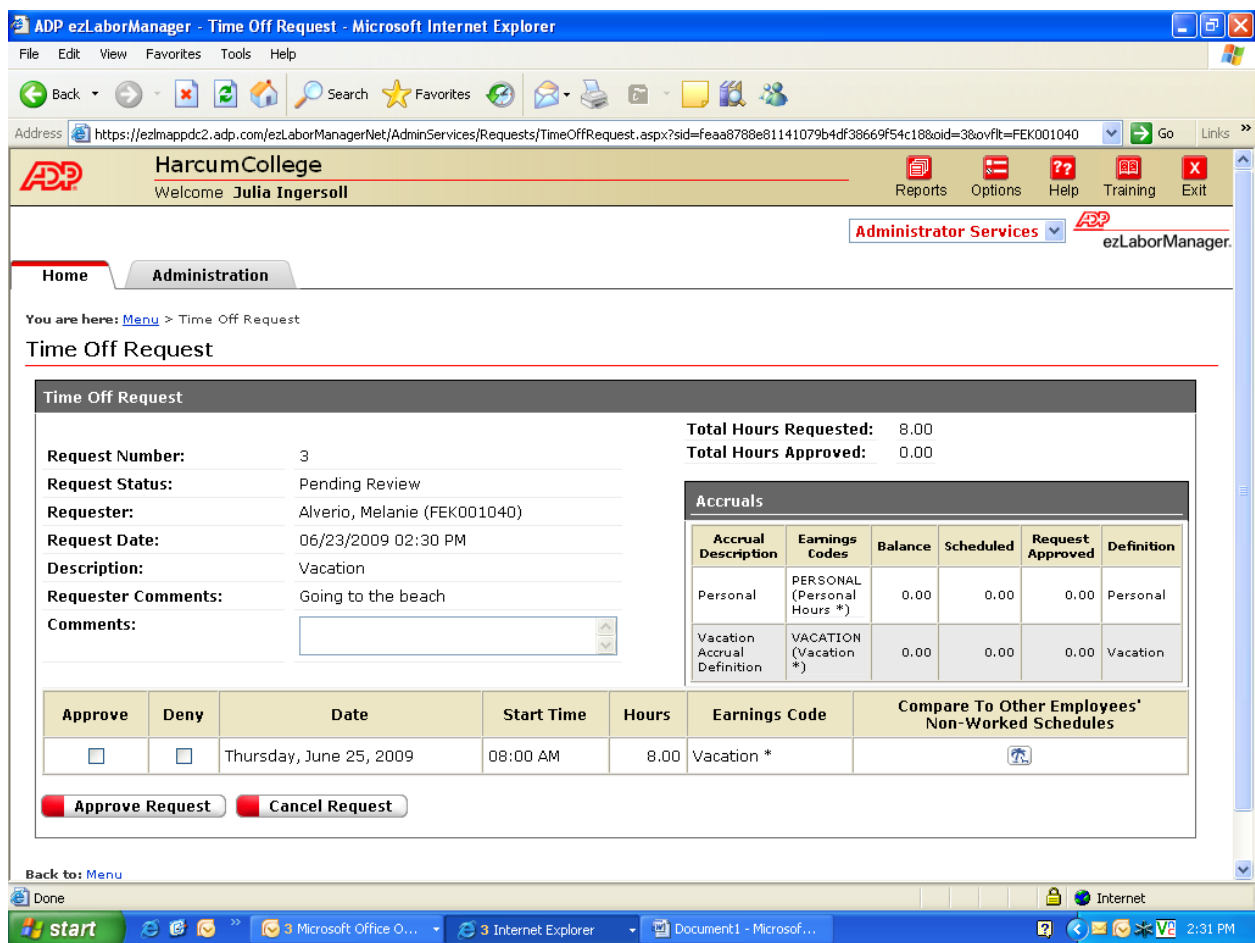
5. This screen shows the request from the employee

* Here the supervisor can see who is requesting, when, and why

*Check the employee’s balance of remaining time in “Accruals”

6. Approve/Deny the request by clicking in the appropriate box located on the bottom left hand corner of the screen.

7. Submit



Any questions- use the help function-found on the top right hand corner of the screen

Supervisor Approval of Sick Time

If an employee calls out sick, log into ezLabor Manager.

1. Click on the “Administration” tab (located next to the “Home” tab) on the home screen. (shown below)
2. Click on the “Time Card Manager” option located on the left hand side under Timecard.

The screenshot shows the ADP ezLaborManager Administrator Services web application running in Microsoft Internet Explorer. The browser's address bar displays the URL: <https://ezlmapdc2.adp.com/ezLaborManagerNet/AdminServices/AdminServicesStart.aspx?sid=3f18d1095d804ed2a6b1794ce196f3fe>. The page header includes the ADP logo, the text "HarcumCollege" and "Welcome Julia Ingersoll", and navigation links for Reports, Options, Help, Training, and Exit. A dropdown menu for "Administrator Services" is visible, with "ezLaborManager" selected. The main navigation tabs are "Home" and "Administration", with "Administration" currently selected. Under "Administration", there are sub-tabs for "Maintenance" and "Setup". The "Timecard" section is expanded, showing a list of options: "Timecard Manager" and "Reprocess Employee Timecard". The "Employee" section includes "Employees", "Employee Accrual Balances", "Terminated Employees", "Attendance Exceptions", "Recurring Schedules", and "Time Off Requests". The "Payroll" section includes "End of Period", "Exports", and "Payroll Adjustment and Unapproval". The "Imports" section includes "Imports". The footer of the page contains the date and time "07/21/2009 04:56:21 PM v11.016.003.07", copyright information "Copyright ©2000-2009 Automatic Data Processing, Inc. All Rights Reserved.", and links for "ABOUT", "PRODUCT SUGGESTIONS", "PRIVACY", and "LEGAL". The Windows taskbar at the bottom shows the Start button, several open applications including "Inbox - Microsoft Out...", "ezlabor how to - Micr...", "Document1 - Micro...", and "ADP ezLaborManager...", and the system clock showing "5:59 PM".

- Your employee's time card will appear as shown below.
- If you have multiple employees who report to you, search for the employee by typing their last name in the search field located next to "find" and click find.

ADP ezLaborManager - Timecard Manager - Microsoft Internet Explorer

Address: https://ezlmappdc2.adp.com/ezLaborManagerNet/AdminServices/TimeEntry/TimecardManagerSingle.aspx?stID=3f18d1095d804ed2a6b1794ce196f3fe&top=F&mvview=T#F

Filter: Default Filter (3 of 116) **Alverio, Melanie (FEK001040)** Find

Pay Date Range: Current Pay Period 07/01/2009 - 07/15/2009

Printable View Payroll Summary Schedule Supplemental Earnings Multiple Employee View Preferences

Submit Submit & Calculate

Select	Supervisor Approval		Date In	Time In	Time Out	Hours	Daily Totals	Out Type	Earnings Code	Department
<input type="checkbox"/>	<input type="checkbox"/>	Wed	07/01/2009							568220
<input type="checkbox"/>	<input type="checkbox"/>	Thu	07/02/2009							568220
<input type="checkbox"/>	<input type="checkbox"/>	Fri	07/03/2009							568220
<input type="checkbox"/>	<input type="checkbox"/>	Sat	07/04/2009	12:00 AM	04:00 AM	4.00	4.00		HOLIDAY	568220
<input type="checkbox"/>	<input type="checkbox"/>	Sun	07/05/2009							568220
<input type="checkbox"/>	<input type="checkbox"/>	Mon	07/06/2009							568220
<input type="checkbox"/>	<input type="checkbox"/>	Tue	07/07/2009							568220
<input type="checkbox"/>	<input type="checkbox"/>	Wed	07/08/2009							568220
<input type="checkbox"/>	<input type="checkbox"/>	Thu	07/09/2009							568220
<input type="checkbox"/>	<input type="checkbox"/>	Fri	07/10/2009							568220
<input type="checkbox"/>	<input type="checkbox"/>	Sat	07/11/2009							568220
<input type="checkbox"/>	<input type="checkbox"/>	Sun	07/12/2009							568220
<input type="checkbox"/>	<input type="checkbox"/>	Mon	07/13/2009							568220
<input type="checkbox"/>	<input type="checkbox"/>	Tue	07/14/2009							568220
<input type="checkbox"/>	<input type="checkbox"/>	Wed	07/15/2009							568220

Total Hours: 4.00

Submit Submit & Calculate Insert Copy Paste Clear Delete

Back to: Menu

start | Internet | 6:03 PM

5. On the date that the employee is sick, in the “hours” field, enter how many hours they will be out. (8 hours=full day and 4 hours=half a day)
6. Then type in “SICK” in **CAPITAL** letters under the Earnings Code field. (as shown below)
7. Then click on “submit and calculate”
8. Then click on the “Supervisor Approval” box located next to the date (in second column)
9. Then click on “submit and calculate”

ADP ezLaborManager - Timecard Manager - Microsoft Internet Explorer

Filter: Default Filter (3 of 116) Alverio, Melanie (FEK001040) Find

Pay Date Range: Current Pay Period 07/01/2009 - 07/15/2009

Printable View Payroll Summary Schedule Supplemental Earnings Multiple Employee View Preferences

Submit Submit & Calculate

Select	Supervisor Approval		Date In	Time In	Time Out	Hours	Daily Totals	Out Type	Earnings Code	Department
<input type="checkbox"/>	<input type="checkbox"/>	Wed	07/01/2009							568220
<input type="checkbox"/>	<input type="checkbox"/>	Thu	07/02/2009							568220
<input type="checkbox"/>	<input type="checkbox"/>	Fri	07/03/2009							568220
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sat	07/04/2009	12:00 AM	04:00 AM	4.00	4.00		HOLIDAY	568220
<input type="checkbox"/>	<input type="checkbox"/>	Sun	07/05/2009							568220
<input type="checkbox"/>	<input type="checkbox"/>	Mon	07/06/2009							568220
<input type="checkbox"/>	<input type="checkbox"/>	Tue	07/07/2009							568220
<input type="checkbox"/>	<input type="checkbox"/>	Wed	07/08/2009							568220
<input type="checkbox"/>	<input type="checkbox"/>	Thu	07/09/2009							568220
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fri	07/10/2009	12:00 AM	08:00 AM	8.00	8.00		SICK	568220
<input type="checkbox"/>	<input type="checkbox"/>	Sat	07/11/2009							568220
<input type="checkbox"/>	<input type="checkbox"/>	Sun	07/12/2009							568220
<input type="checkbox"/>	<input type="checkbox"/>	Mon	07/13/2009							568220
<input type="checkbox"/>	<input type="checkbox"/>	Tue	07/14/2009							568220
<input type="checkbox"/>	<input type="checkbox"/>	Wed	07/15/2009							568220

Total Hours: 12.00

Submit Submit & Calculate Insert Copy Paste Clear Delete

Back to: Menu

javascript:void(0); Internet

start Inbox - Microsoft Out... ezlabor how to - Micr... Document1 - Microso... ADP ezLaborManager... 6:11 PM

10. A green check box indicates that the time off was processed.

The screenshot displays the ADP ezLaborManager - Timecard Manager interface in Microsoft Internet Explorer. The browser address bar shows the URL: https://ezlappdc2.adp.com/ezLaborManagerNet/AdminServices/TimeEntry/TimecardManagerSingle.aspx?SID=3f18d1095d804ed2a6b1794ce196f3fe&top=F&mview=T#F. The page title is "ADP ezLaborManager - Timecard Manager - Microsoft Internet Explorer".

The interface includes a filter section for "Alverio, Melanie (FEK001040)" and a "Pay Date Range" of "Current Pay Period" from "07/01/2009" to "07/15/2009". Navigation links include "Printable View", "Payroll Summary", "Schedule", "Supplemental Earnings", "Multiple Employee View", and "Preferences".

The main data table is as follows:

Select	Supervisor Approval		Date In	Time In	Time Out	Hours	Daily Totals	Out Type	Earnings Code	Department
<input type="checkbox"/>	<input type="checkbox"/>	Wed	07/01/2009							568220
<input type="checkbox"/>	<input type="checkbox"/>	Thu	07/02/2009							568220
<input type="checkbox"/>	<input type="checkbox"/>	Fri	07/03/2009							568220
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Sat	07/04/2009	12:00 AM	04:00 AM	4.00	4.00		HOLIDAY	568220
<input type="checkbox"/>	<input type="checkbox"/>	Sun	07/05/2009							568220
<input type="checkbox"/>	<input type="checkbox"/>	Mon	07/06/2009							568220
<input type="checkbox"/>	<input type="checkbox"/>	Tue	07/07/2009							568220
<input type="checkbox"/>	<input type="checkbox"/>	Wed	07/08/2009							568220
<input type="checkbox"/>	<input type="checkbox"/>	Thu	07/09/2009							568220
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Fri	07/10/2009	12:00 AM	08:00 AM	8.00	8.00		SICK	568220
<input type="checkbox"/>	<input type="checkbox"/>	Sat	07/11/2009							568220
<input type="checkbox"/>	<input type="checkbox"/>	Sun	07/12/2009							568220
<input type="checkbox"/>	<input type="checkbox"/>	Mon	07/13/2009							568220
<input type="checkbox"/>	<input type="checkbox"/>	Tue	07/14/2009							568220
<input type="checkbox"/>	<input type="checkbox"/>	Wed	07/15/2009							568220

At the bottom of the table, it says "Total Hours: 12.00". Below the table are buttons for "Submit", "Submit & Calculate", "Insert", "Copy", "Paste", "Clear", and "Delete".

Should an employee not submit a request for time off for a vacation or personal day, the same process can be completed to keep track of their time off.

