Pay eXpert®
Internet Payroll Services

Release 18.5

Pay eXpert and ezLaborManager Getting Started Guide

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Guide Name: *Pay eXpert and ezLaborManager Getting Started Guide*

Release #: 18.5

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Contents

Chapter 1
Getting Started

You can use ADP's Pay eXpert® to process payrolls based on employee timeclock information that is imported from ADP's ezLaborManager® automated time and attendance system. In addition, when you add or change certain employee information in Pay eXpert, this information is updated automatically in ezLaborManager.

Note: You cannot use ezLaborManager if your company uses ADP's Enterprise eTIME®, eTIME®, or TimeSaver®.

What's in This Guide

This guide explains how to set up Pay eXpert to work with ezLaborManager.

Chapter	Description
Chapter 1: Getting Started	Provides an overview of this guide.
Chapter 2: Setting Up Pay eXpert for ezLaborManager	Provides an overview of the setup process. Also explains how to: • Set up your company, user profiles, and employees to use ezLaborManager in Pay eXpert. • Add new hires and change employee data. • Complete employee setup in ezLaborManager. • Terminate, rehire, transfer, and manage multiple positions for an employee in Pay eXpert and ezLaborManager.
Chapter 3: Exchanging Data with ezLaborManager	Describes the flow and exchange of information between ezLaborManager and Pay eXpert.

Chapter 2

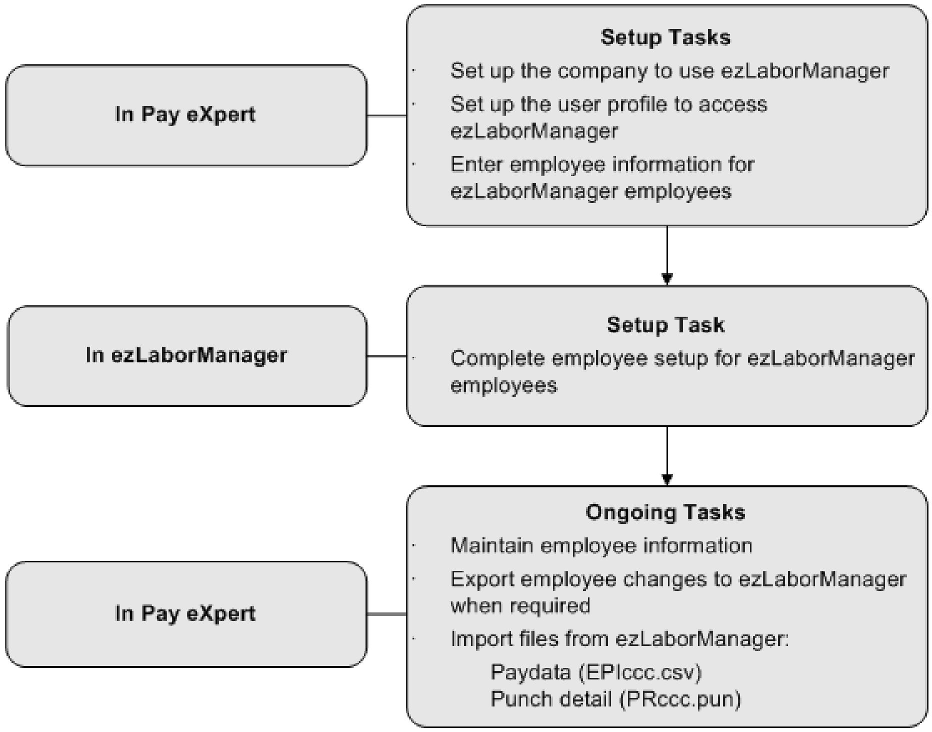
Setting Up Pay eXpert for ezLaborManager

You must perform the following tasks to set up ADP's Pay eXpert® to work with ADP's ezLaborManager®:

- Set up your company for ezLaborManager
- Set up user profiles for ezLaborManager
- Set up employees for ezLaborManager
- Complete employee setups in ezLaborManager

Understanding the Setup Process

The following illustration shows the tasks you perform when you set up Pay eXpert for ezLaborManager and the ongoing tasks that you perform each pay cycle.



Setting Up Your Company for ezLaborManager

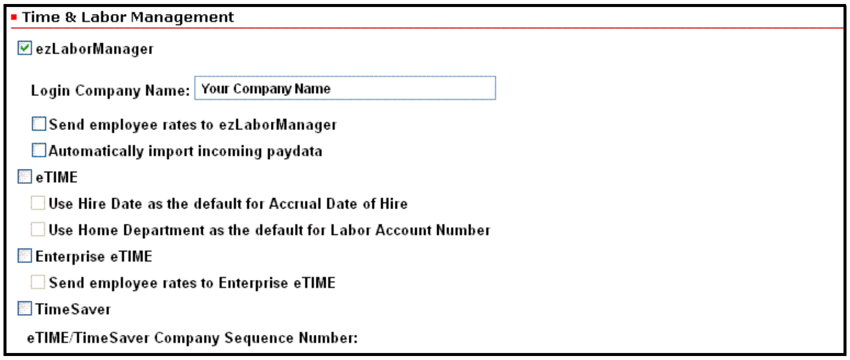
You must set up a company option to access ezLaborManager fields and pages in Pay eXpert.

Note: You cannot use ezLaborManager if your company uses ADP's Enterprise eTIME®, eTIME®, or TimeSaver®.

1 To open the Company Options page, select **Setup→General→Company Options**.

2 Select a company.

3 In the Time & Labor Management section, select **ezLaborManager**.



4 Enter the login company name assigned by ezLaborManager.

Note: The ezLaborManager login company name is case-sensitive and must be entered exactly as set up in ezLaborManager. Copy the name from the Login Company Name field on the ezLaborManager Login page. Then paste it into the Login Company Name field on this page.

5 If you want an employee's rates to be displayed in ezLaborManager, and if this feature is set up for your company in ezLaborManager, select the **Send Employee Rates to ezLaborManager** check box.

6 If you want to import paydata from ezLaborManager automatically, and if this feature is set up for your company in ezLaborManager, select the **Automatically Import Incoming Paydata** check box.

Note: When this option is selected, Pay eXpert will attempt to import paydata from ezLaborManager automatically. When this option is not selected or, if the Paydata file cannot be imported automatically due to technical issues, Pay eXpert will save the Paydata file, as well as the Punch Detail file, in your ADPData folder, and you can then import the Paydata file and load the Punch Detail file manually. Depending on your company setup in ezLaborManager, you may see status messages about paydata import in the ADP Shared Services Alerts window on the Payroll Home page and the Utilities Home page.

7 Click **Done** and then click **OK** at the confirmation message.

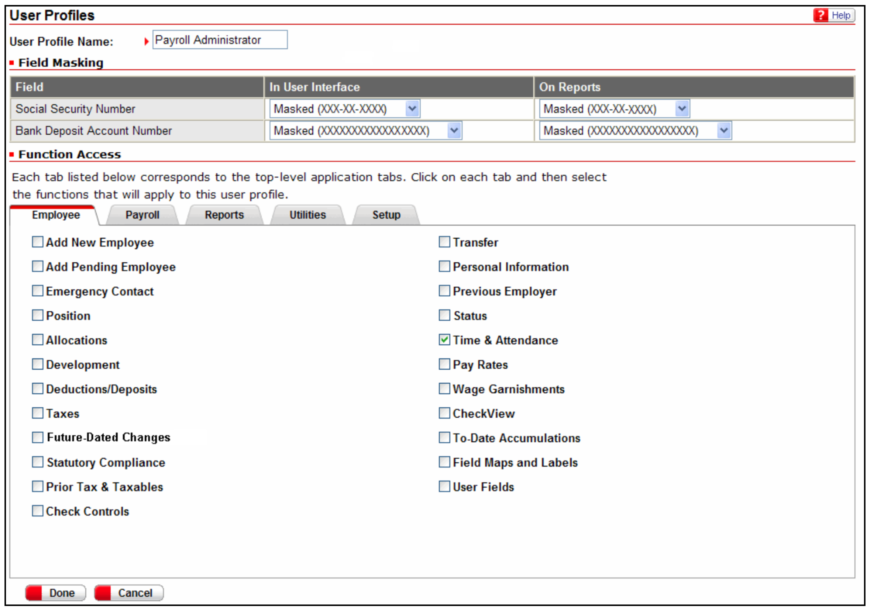
Setting Up User Profiles for ezLaborManager

When you set up a user in Pay eXpert, you must assign a user profile to the user. User profiles define the functions the user can perform and the information the user can see in Pay eXpert.

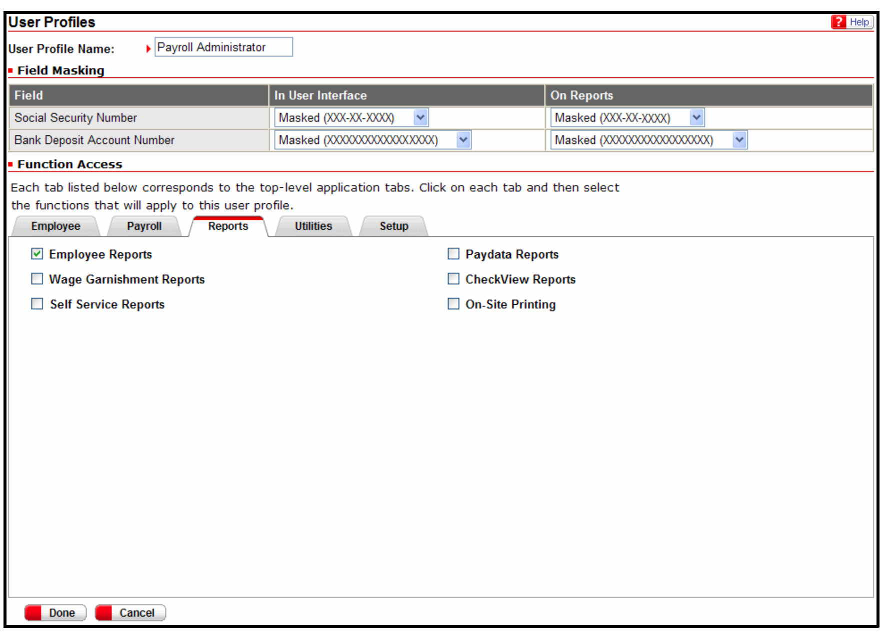
1 To open the User Profiles page, select **Setup→Users→User Profiles**.

2 Click the user profile name that you want to modify.

3 On the Employee tab, select **Time & Attendance**.

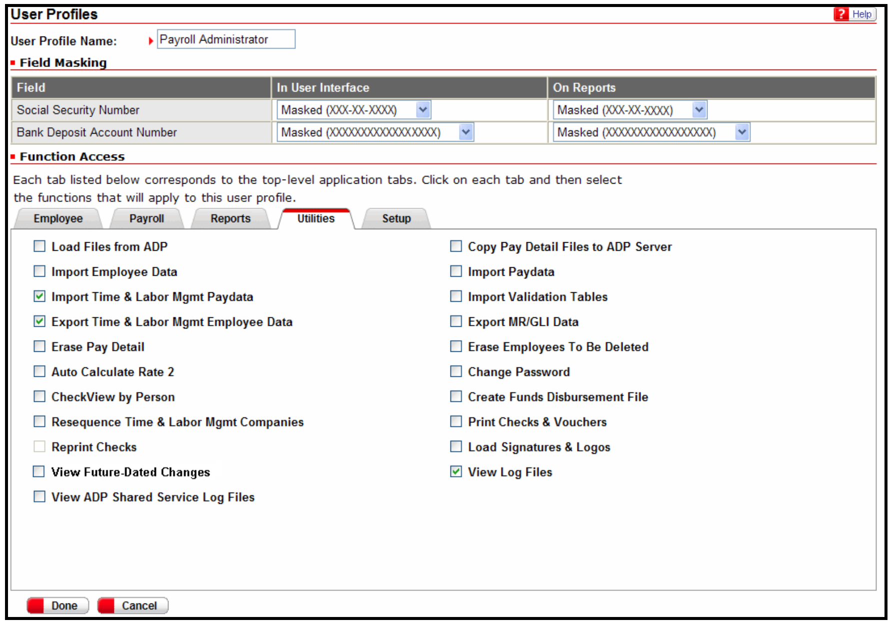


4 On the Reports tab, select **Employee Reports** to allow the user profile to print the ezLaborManager audit report.



5 On the Utilities tab, select the following options:

- **Import Time & Labor Mgmt Paydata**
- **Export Time & Labor Mgmt Employee Data**
- **View Log Files**



Note: You cannot resequence ezLaborManager companies.

6 Click **Done**.

Setting Up Employees for ezLaborManager

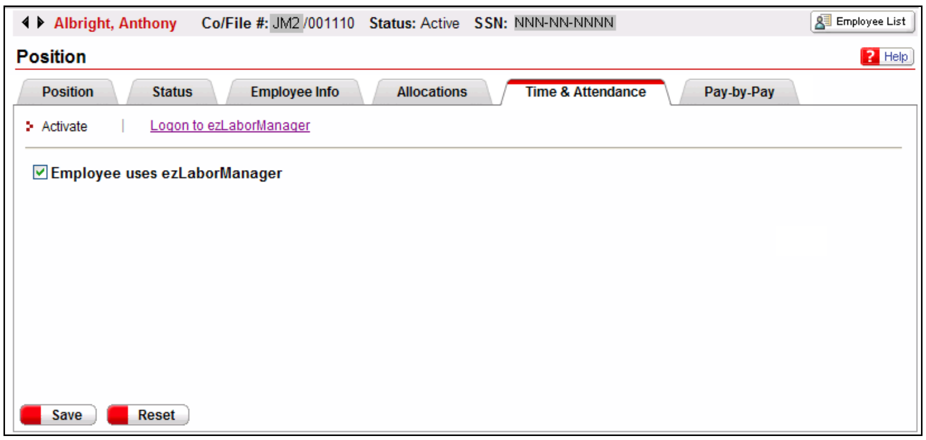
You must set up employees for ezLaborManager to enable the transfer of new hire information and employee changes from Pay eXpert to ezLaborManager. It is important to keep both applications synchronized with the same employee information.

Note: If you are terminating an employee, see “Terminating an Employee” on page 20. If you are rehiring an employee, see “Rehiring an Employee” on page 22. If you are transferring an employee, see “Transferring an Employee” on page 24. To merge two employee records into a single employee record with multiple positions, see “Managing Multiple Employee Positions (Move Position)” on page 27.

1 To set up the employee to use ezLaborManager, select **Employee→Employee Information→Position→Time & Attendance** tab.

2 Select an employee.

3 Select the **Employee Uses ezLaborManager** check box.



4 Click **Save**.

Note: Complete the employee’s ezLaborManager setup in ezLaborManager using the Time & Attendance tab in Pay eXpert. For more information, see “Completing Employee Setup in ezLaborManager” on page 11.

Adding New Hires

When you add new hires in Pay eXpert, you can use two different methods to send employee information to ezLaborManager, avoiding duplicate data entry:

- You can send the information as you finish entering each new hire by accessing ezLaborManager from Pay eXpert. You can then complete the employee setup in ezLaborManager.
- You can enter multiple new hires in Pay eXpert. You can then send the information and complete the employee setup in ezLaborManager at a later time by accessing ezLaborManager from Pay eXpert. (Select **Employee→Employee Information→Position→Time & Attendance→Logon to ezLaborManager**.)

Determining Which Employees' Setup Is Incomplete

When one or more employees' setup is not complete, the message, One or More Employees' Setup in ezLaborManager Is Not Complete, is displayed on the Pay eXpert Home page in the ADP Shared Services Alerts section. You can use the ezLaborManager audit report to determine which employees are affected. Do the following to view the report.

1. To open the ezLaborManager audit report, select **Reports→Audit Reports→ Employee→Labor→ezLaborManager**.
2. Select the company codes you want to include.
3. Select **Started** in the Setup Status field.
4. Select the departments you want to include.
5. Select the statuses you want to include.
6. Select a filter to include only specific employees.

   Note: If you selected multiple company codes, the filter will include all employees in the selected companies that meet the selection criteria.

7. Select the Sort Order Priority to sort the fields on the report.

   Note: If you select multiple company codes, the report is sorted and grouped by company code.

8. Select **Group By** to organize similar fields on the report and subtotal this information. You can group only the fields that have a sort order priority.
9. Select an output format. If you want to print the report, PDF is recommended. If you want to save a large report, MS Excel (Data only) is recommended.
10. Click **Run Report**.

Changing Employee Data

When you change employee information, transfer an employee, cancel an employee transfer, delete a new hire, or when an employee position is purged, the changes are made automatically in ezLaborManager.

When you change any of the following fields in Pay eXpert for an ezLaborManager employee, the changes are sent to ezLaborManager automatically. Depending on how your company is set up in ezLaborManager, changes to additional Pay eXpert fields (shown below in italics) are also updated automatically in ezLaborManager.

Pay eXpert Page	Field
Personal Information	• First Name • Last Name • Business E-Mail Address • *Address* • *Home Phone Number* • *Emergency Phone Number* • *Emergency Phone Contact*
Position	• Home Department
Employee Status	• Status • Hire Date • *Rehire Date* • Termination Date
Pay Rate	• Rate Type (if changed to or from hourly) • Rate Amount (if type is hourly) • Rate Effective Date fields
Time & Attendance	• Employee Uses ezLaborManager check box

Note: If you want an employee's rates to be displayed in ezLaborManager, make sure Send Employee Rates to ezLaborManager is selected in Pay eXpert on the Company Options page and is also set up for your company in ezLaborManager.

Important: Employee information changes that you make in ezLaborManager are not sent to Pay eXpert.

Completing Employee Setup in ezLaborManager

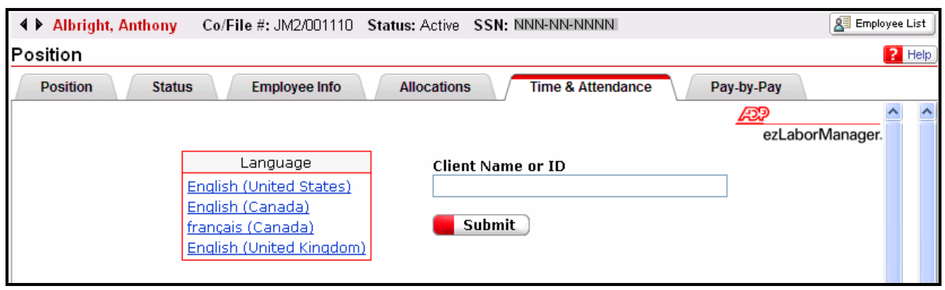
You must complete the employee's ezLaborManager setup to enable new hire and employee maintenance information to be sent from Pay eXpert to ezLaborManager. It is important to keep both applications synchronized with the same employee information.

To complete the employee's ezLaborManager setup, you must log in to ezLaborManager from Pay eXpert. Then you must enter the required information on the ezLaborManager Employee Positions page.

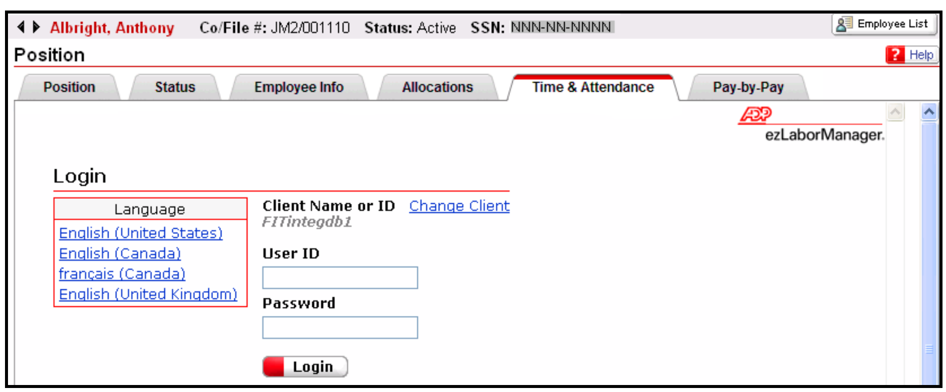
1 To open the ezLaborManager Login page, select **Employee→Employee Information→Position→Time & Attendance** tab and click the **Logon to ezLaborManager** link.

2 Enter your client name or ID and click **Submit**.

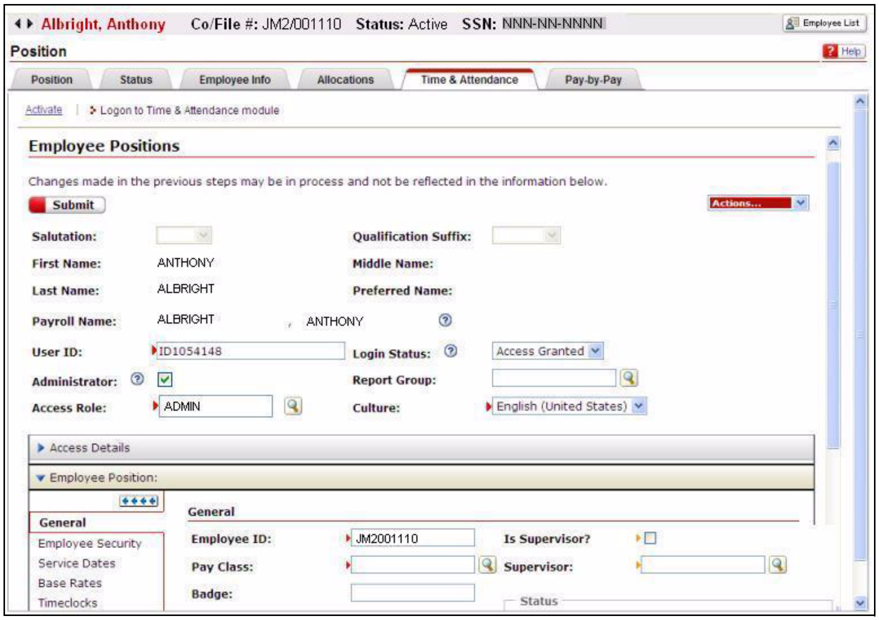
Note: The next time you log in, you may be able to skip this step and go directly to Step 3.



3 On the ezLaborManager Login page, enter your user ID and password and click **Login**.



4 On the ezLaborManager Employee Positions page , review the employee information displayed at the top of the page.

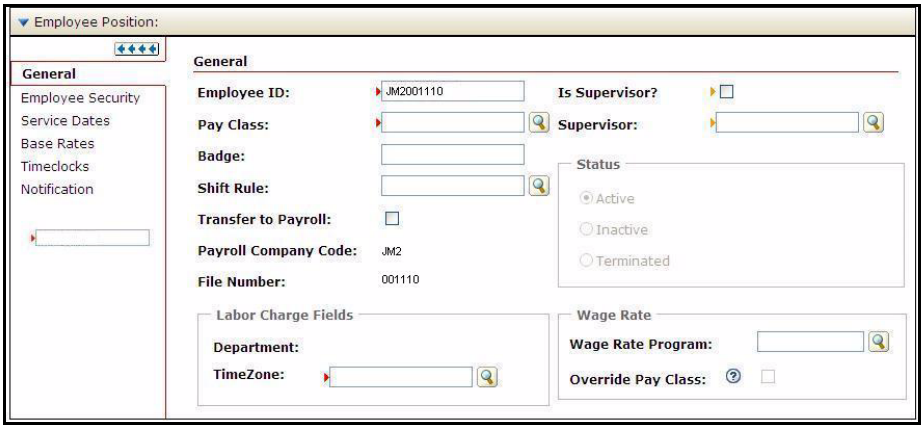


If necessary, you can make changes to the following fields. Then click **Submit**.

Note: Fields with an asterisk are required.

In This Field	Do This
*User ID	Displays the employee’s user ID. You can change it, if necessary. It is typically entered as first initial last name, for example, aalbright for Anthony Albright. The user ID allows the employee to access ezLaborManager.
Administrator	If the employee is an administrator, select this option. When you select this option, the Emulation and Pay Cycle pages are displayed in the Access Details section. Otherwise, these pages are not available (grayed out).
*Access Role	If the employee is an administrator, select the appropriate administrator’s access role.
Login Status	Select the employee’s login status (Access Granted or Access Denied).
Report Group	Select a report group to identify which ezLaborManager reports the user is allowed to view. Depending on the user's access level, reports can be viewed for attendance, accruals, timecards, and other items. Although you must specify a report group for all users, only supervisors and administrators have access to the report feature.
*Culture	Select the language in which e-mails should be sent to the employee.

5 Scroll down to the General section. Enter the following information and click **Submit**.



Note: Fields with an asterisk are required.

In This Field	Do This
*Employee ID	Displays the unique identifier assigned to the employee by your company. Depending on your company setup, you may be able to change this field. The ID can be a maximum of 25 characters. The characters can be any combination of numbers, uppercase letters, and lower-case letters. ADP recommends that you do not use government provided identification numbers (such as Social Security numbers) for the employee ID.
*Pay Class	Select the employee's pay classification (salary or hourly) from the list.
Badge	Enter the employee's 9-digit badge number, including any leading zeros. **Note:** The badge number is required for all employees who do not use timesheets.
Shift Rule	Select the employee's shift rule from the list, if applicable.
Transfer to Payroll	Select the check box to have the employee's paydata transferred to Pay eXpert from ezLaborManager. **Important**: For more information about using this check box when terminating, rehiring, or transferring an employee, see "Terminating an Employee" on page 20, "Rehiring an Employee" on page 22, and "Transferring an Employee" on page 24.
Labor Charge Fields - *Time Zone	Select the employee's home time zone from the list. This time zone will always be used to record the employee's time, regardless of the employee's location when traveling.
*Is Supervisor?	If the employee is a supervisor, select the check box and do not complete the Supervisor field.

In This Field	Do This
*Supervisor	If the employee is not a supervisor, select the employee's supervisor from the list.
Wage Rate - Wage Rate Program	Select the wage rate program for your employee, if appropriate. If you do not enter a wage rate program in this field, the application uses the wage rate program defined in the employee's pay group.
Wage Rate - Override Pay Class	Select this option to ensure that the wage rate program shown in the Wage Rate Program field will be the only program used to calculate the employee's rates. The wage rate program specified in the employee's pay class will be ignored.

6 Select the **Employee Security** tab. Enter the following information and click **Submit**.

Note: Fields with an asterisk (*) are required.

In This Field	Do This
Security Group ID	Displays the employee's security group number. **Note:** Security groups control access to employee records in ezLaborManager. Each employee is assigned to one or more security groups. Client administrators or supervisors can access an employee's records if they have been assigned access to the employee's security group. However, an employee can never access any other employee's information.
*Start Date	Enter a date indicating when you want the employee to become a member of the security group.
End Date	Enter a date indicating when you want to end the employee's membership in the security group. If you want the employee to be a member of the security group indefinitely, do not enter an end date.

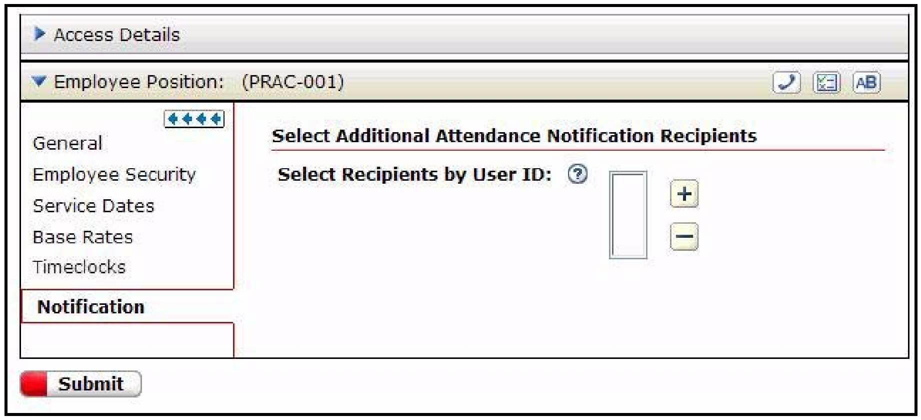
7 Do not enter any data on the Service Dates tab or the Base Rates tab unless instructed to do so by your ADP ezLaborManager representative. (The fields on the Service Dates tab are populated automatically with employee data from Pay eXpert.)

8 If your company uses the Timeclocks feature, select the **Timeclocks** tab. (If your company does not use the Timeclocks feature, the Timeclocks tab and its fields are not displayed.) Enter the following information and click **Submit**.

Note: The Timeclocks feature allows your employees to use physical timeclocks instead of recording their time in ezLaborManager. To set up this feature, contact your ADP ezLaborManager representative. Depending on your Timeclocks setup, the following fields may be displayed on the Timeclocks tab.

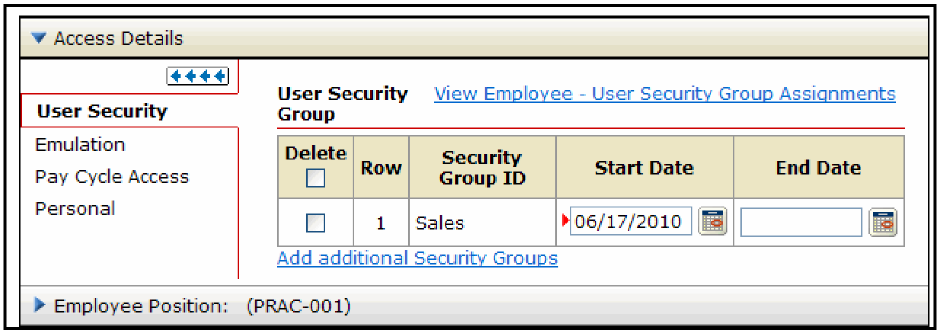
In This Field	Do This
Timeclocks Assigned	Click the + button to look up the timeclocks defined for your company. Next, select the check box next to each timeclock you want the employee to use, and then click **Done** to close the Lookup window. **Note:** To remove a timeclock assignment, click the timeclock name (for example, Delivery Entrance) and then click the − button.
Timeclock Restriction Group	Use this field if you want to limit when employees can use time-clocks. Click the + button to look up the timeclock restriction groups defined for your company. Next, select the check box next to the timeclock restriction group to which you want to assign the employee and then click **Done** to close the Lookup window. **Note:** To remove a timeclock restriction group assignment, click the timeclock restriction group name (for example, ResGrp1) and then click the − button. **Important:** Only your ADP ezLaborManager representative can create timeclock restriction groups for your company.

9 Select the **Notification** tab. Enter the following information and click **Submit**.



In This Field	Do This
Select Recipients by User ID	Click the + button next to this field and select the ezLaborManager users whom you want to receive ezLaborManager Inbox messages whenever the employee records an absence or late arrival. This field displays only the ezLaborManager users who have been defined for your company. You cannot add new users from this field. **Note:** You do not need to select the employee's direct supervisor (shown in the Supervisor field). The employee's supervisor receives Inbox messages automatically. Only select other supervisors or employees who need to be notified when the employee is absent or late.

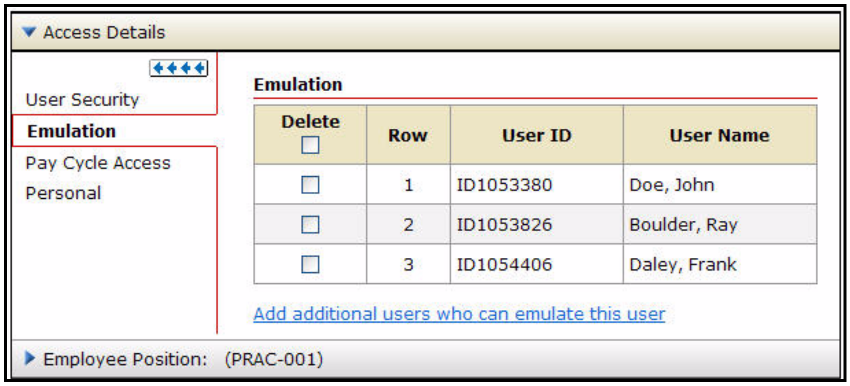
10 Click the **Access Details** button (above the Employee Position button). On the User Security tab, enter the following information. Then click **Submit**.



Note: Fields with an asterisk (*) are required.

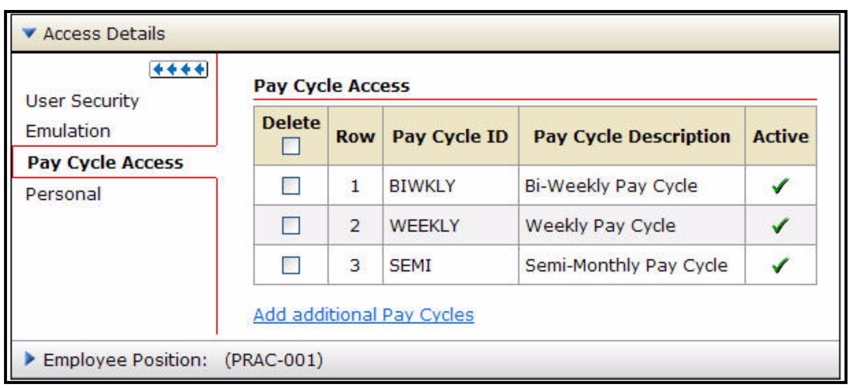
In This Field	Do This
Security Group ID	Displays the user's security group ID. Security groups control access to employee records in ezLaborManager. Each employee is assigned to one or more security groups. Client administrators or supervisors can access an employee's records if they have been assigned access to the employee's security group. However, an employee can never access any other employee's information.
*Start Date	Enter a date indicating when you want the employee to become a member of the security group.
End Date	Enter a date indicating when you want to end the employee's membership in the security group. If you want the employee to be a member of the security group indefinitely, do not enter an end date.

11 If the employee is a supervisor, click **Emulation**. Then click the **Add Additional Users Who Can Emulate This User** link and select one or more supervisors who can serve as a substitute supervisor during this supervisor's absence.



In This Field	Do This
User ID	Displays the user ID of a substitute supervisor who can approve timecards and perform other tasks during absences, vacations, and other leaves. **Note:** Only supervisors can emulate other supervisors.
User Name	Displays the name of the substitute supervisor.

12 If the employee is an administrator, click **Pay Cycle Access**. This tab controls access to the pay groups for which the employee can run payrolls and export ezLaborManager data to Pay eXpert. Delete any rows containing a pay group the employee should not access. To delete a pay group, select the **Delete** check box in the row containing the pay group you want to delete and click **Submit**.



Field	Description
Pay Cycle ID	Identifies the pay group and pay frequency.
Pay Cycle Description	Describes the pay group.

13 Do not enter any information on the Personal tab. The fields on this tab are populated automatically with data from Pay eXpert after you submit the employee record.

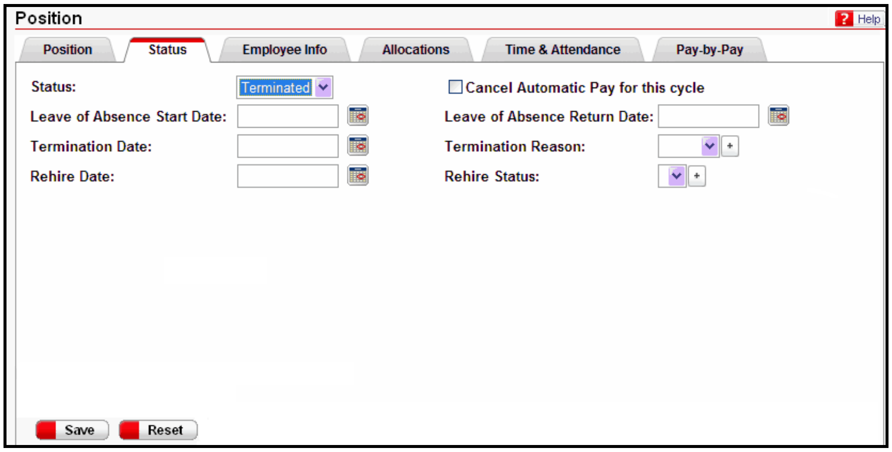
Terminating an Employee

When an employee is set up in Pay eXpert and ezLaborManager, follow these steps to terminate the employee.

1 To open the Status page, select **Employee→Employee Information→ Position→Status** tab.

2 Select an employee.

3 In the Status field, select **Terminated**.



4 In the Termination Date field, enter the termination date.

5 Select the **Cancel Automatic Pay for This Cycle** check box if the employee is set up for Automatic Pay and you want to cancel it for the current payroll cycle.

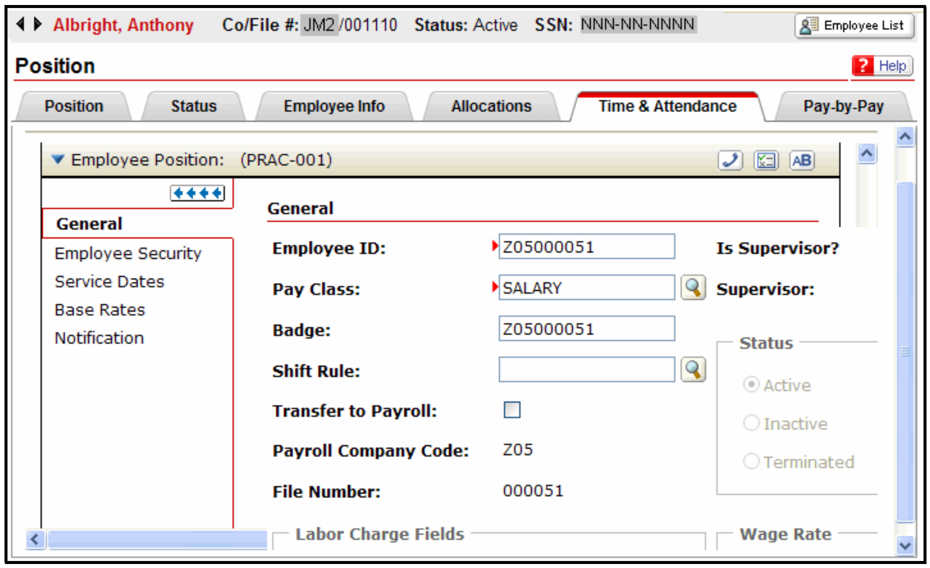
6 Complete the remaining fields by selecting codes from the lists and entering dates, as appropriate.

7 Click **Save**.

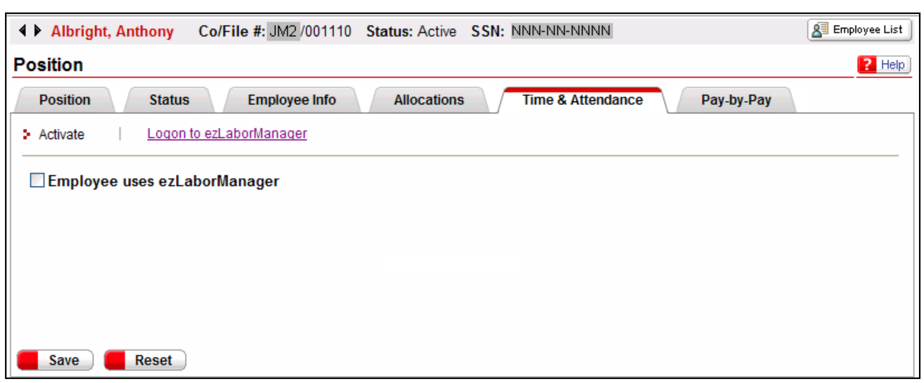
8 Select the **Time & Attendance** tab. Then click the **Logon to ezLaborManager** link. Enter your client name or ID and click **Submit**. Next, enter your user ID and password and click **Login**. The ezLaborManager Employee Positions page is displayed.

9 On the ezLaborManager Employee Positions page, scroll down to the General section. Then choose one of the following actions.

If You Are	Then
Terminating an employee who has outstanding hours	Make sure that the Transfer to Payroll check box is selected to ensure that the employee receives the final paycheck.
Terminating an employee who has no outstanding hours	Deselect the **Transfer to Payroll** check box and make other changes, if necessary. Then click **Submit**.



10 Click the **Activate** link (below the Position tab) and deselect the **Employee Uses ezLaborManager** check box.



11 Click **Save**.

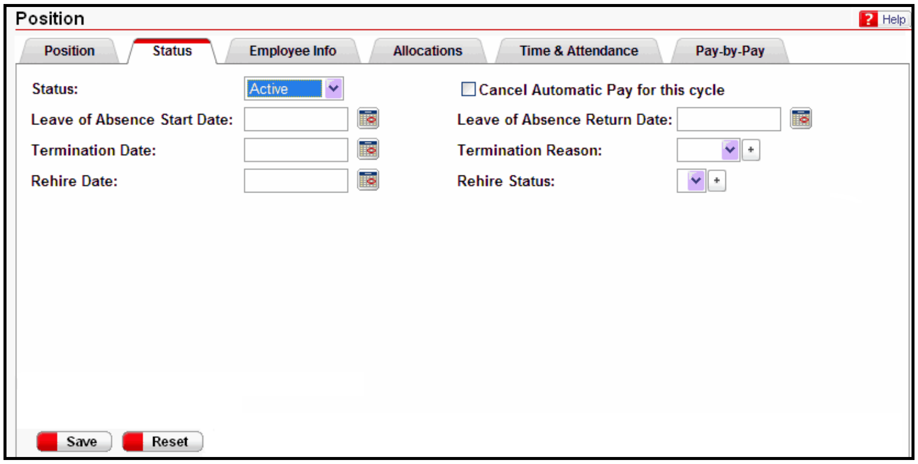
Rehiring an Employee

When an employee is set up in Pay eXpert and ezLaborManager, follow these steps to rehire the employee.

1 To open the Status page, select **Employee→Employee Information→ Position→Status** tab.

2 Select an employee.

3 In the Status field, select **Active**.



4 In the Rehire Date field, enter the rehire date.

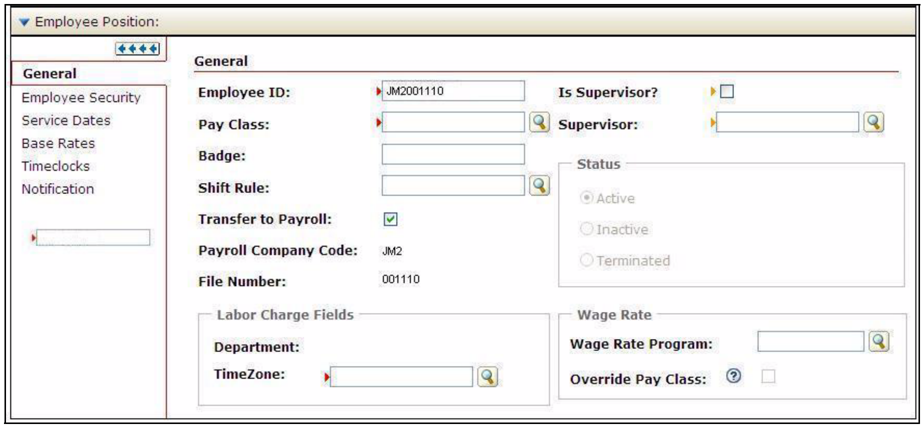
5 Complete the remaining fields by selecting codes from the lists and entering dates, as appropriate.

6 Click **Save**.

7 Select the **Time & Attendance** tab. Then select the **Employee Uses ezLaborManager** check box and click **Save**.

8 Click the **Logon to ezLaborManager** link. Enter your client name or ID and click **Submit**. Then enter your user ID and password and click **Login**. The ezLaborManager Employee Positions page is displayed.

9 On the ezLaborManager Employee Positions page, scroll down to the General section. Select the **Transfer to Payroll** check box and click **Submit**.



Transferring an Employee

When an employee is set up in Pay eXpert and ezLaborManager, follow these steps to transfer the employee.

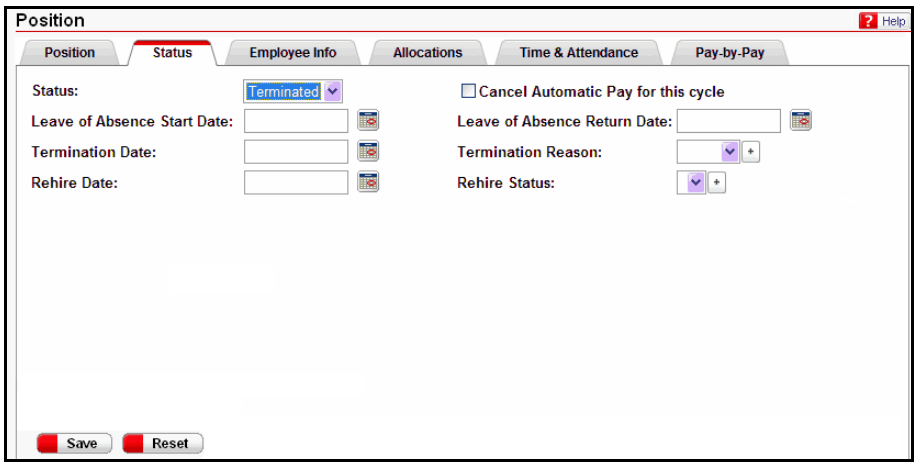
Important: When the employee exists in Pay eXpert, do not add the employee directly in ezLaborManager. The employee's information must originate in Pay eXpert to ensure that the employee's hours are transferred properly from ezLaborManager to Pay eXpert.

1 Process the last payroll for the employee.

2 To open the Status page, select **Employee→Employee Information→Position→Status** tab.

3 Select an employee.

4 In the Status field, select **Terminated**.



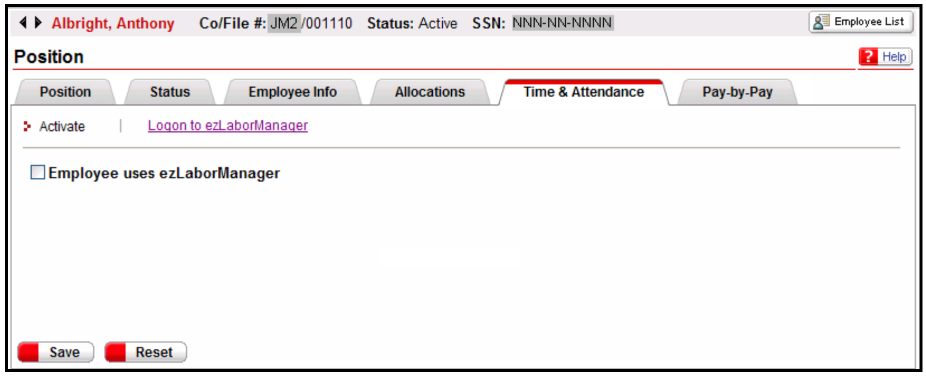
5 In the Termination Date field, enter the termination date.

6 Select **Cancel Automatic Pay for This Cycle** if the employee is set up for Automatic Pay and you want to cancel it for the current payroll cycle.

7 Complete the remaining fields by selecting codes from the lists and entering dates, as appropriate.

8 Click **Save**.

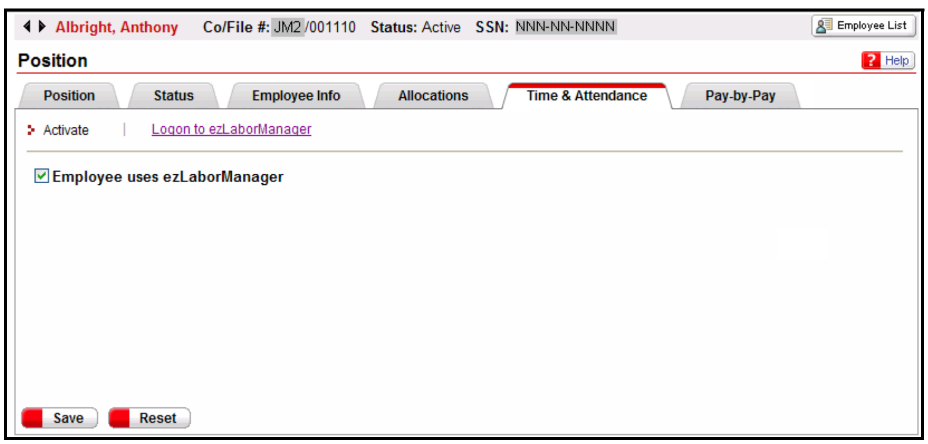
9 Select the **Time & Attendance** tab. Then deselect the **Employee Uses ezLabor-Manager** check box and click **Save**.You can now obtain a new file number for the employee in Pay eXpert (see “Adding Another File Number for an Existing Employee” in the online Help).



10 To open the Position page, select **Employee→Employee Information→Position→Position** tab.

11 Select the employee, making sure that you select the record showing the employee’s new file number.

12 Select the **Time & Attendance** tab. Then select the **Employee Uses ezLaborManager** check box and click **Save**.



13 Click the **Logon to ezLaborManager** link. If prompted, enter your client name or ID and click **Submit**. Then enter your user ID and password, and click **Login**. The ezLaborManager Employee Positions page is displayed.

14 On the ezLaborManager Employee Positions page, complete the employee’s ezLabor-Manager setup for the employee’s new file number (see “Completing Employee Setup in ezLaborManager” on page 11). Then click **Submit**.

Important Considerations about Employee Transfers

When you transfer an employee to a new file number or company code, note the following:

- Before you click **Submit** on the ezLaborManager Employee Positions page, the employee's original Payroll Company code and Payroll ID are displayed. You cannot change them.
- After you click **Submit**, the Payroll Company code and Payroll ID will be changed to the employee's new Payroll Company code and Payroll ID. The Employee ID will not change, but it is now associated with the new position (company code and file number) to which the employee was transferred.

Managing Multiple Employee Positions (Move Position)

Use the Move Position feature on the Employee Positions page to merge two employee records into a single employee record with multiple positions. This feature is available only if you use the Additional Positions feature in ezLaborManager.

Using this feature, you can do the following:

- Move a contractor position to the ezLaborManager employee record that is paid in (and shared with) Pay eXpert.
- Move an employee position to an existing employee record. This is helpful if you created a second employee record instead of a second position by mistake.

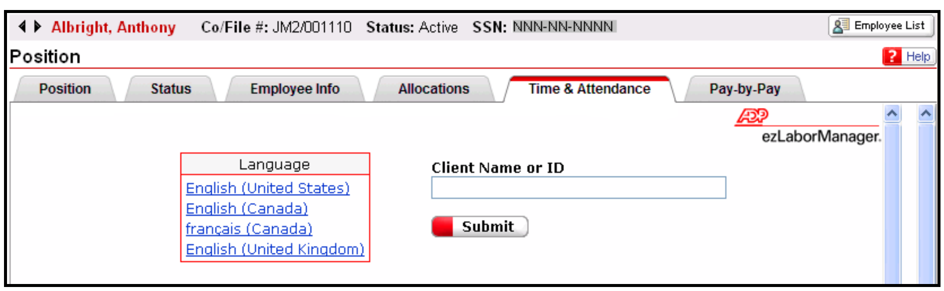
Important: Before you use the Move Position feature, note the following:

- Scheduled reports, saved reports, user security group assignments, and pay cycle access will not be moved with the selected position.
- Position information, such as timecard, schedule, time off requests, accruals, and holidays, if applicable, will be moved with the selected position.
- If a position is moved from a user who has only one position, the user will be deleted.

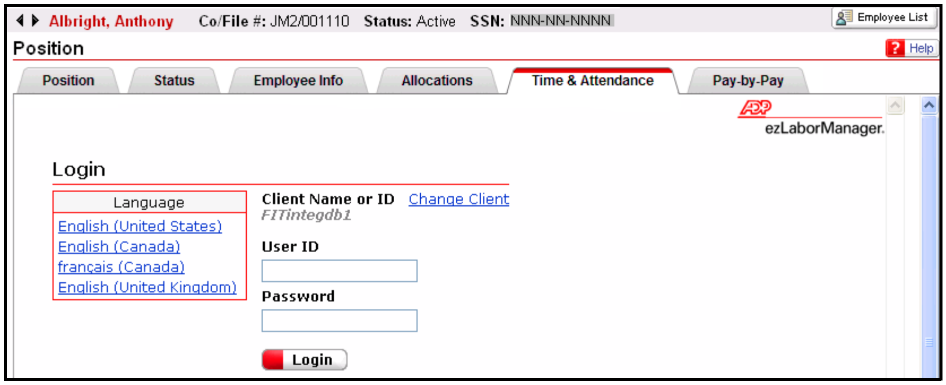
1 To open the ezLaborManager Login page, select **Employee→Employee Information→Position→Time & Attendance** tab and click the **Logon to ezLaborManager** link.

2 Enter your client name or ID and click **Submit**.

Note: The next time you log in, you may be able to skip this step and go directly to Step 3.

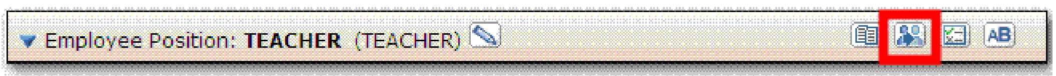


3 On the ezLaborManager Login page, enter your user ID and password and click **Login**.

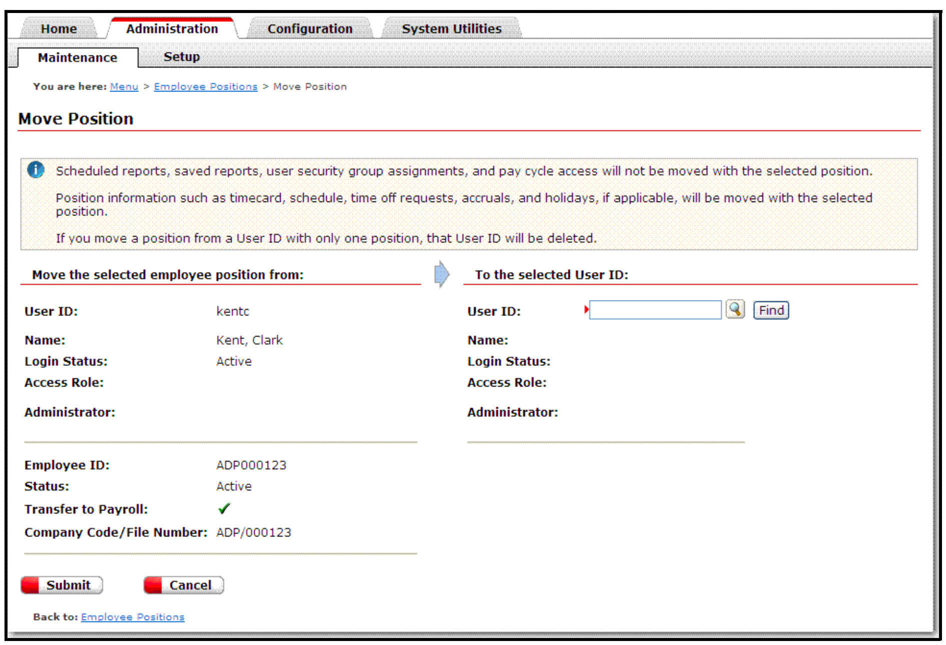


4 On the ezLaborManager Employee Positions page, select the employee whose position you want to move.

5 In the Employee Position bar, click **Move Position**.



The Move Position page is displayed with the selected position on the left side of the page.



6 In the User ID field, select the user ID of the "destination user," that is, the employee to whom you are moving the position record.

7 Click **Submit**. The Employee Positions page is displayed with the destination user and the position that was moved.

Chapter 3

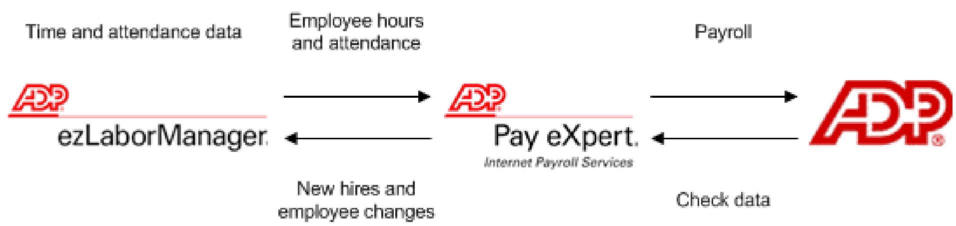
Exchanging Data with ezLaborManager

During each pay period, you exchange employee time and attendance information with ADP's ezLaborManager® and ADP's Pay eXpert®. The exchange of data is necessary to send all employee changes from Pay eXpert to ezLaborManager and to transfer paydata and time and attendance information from ezLaborManager into Pay eXpert.

ezLaborManager Information Flow

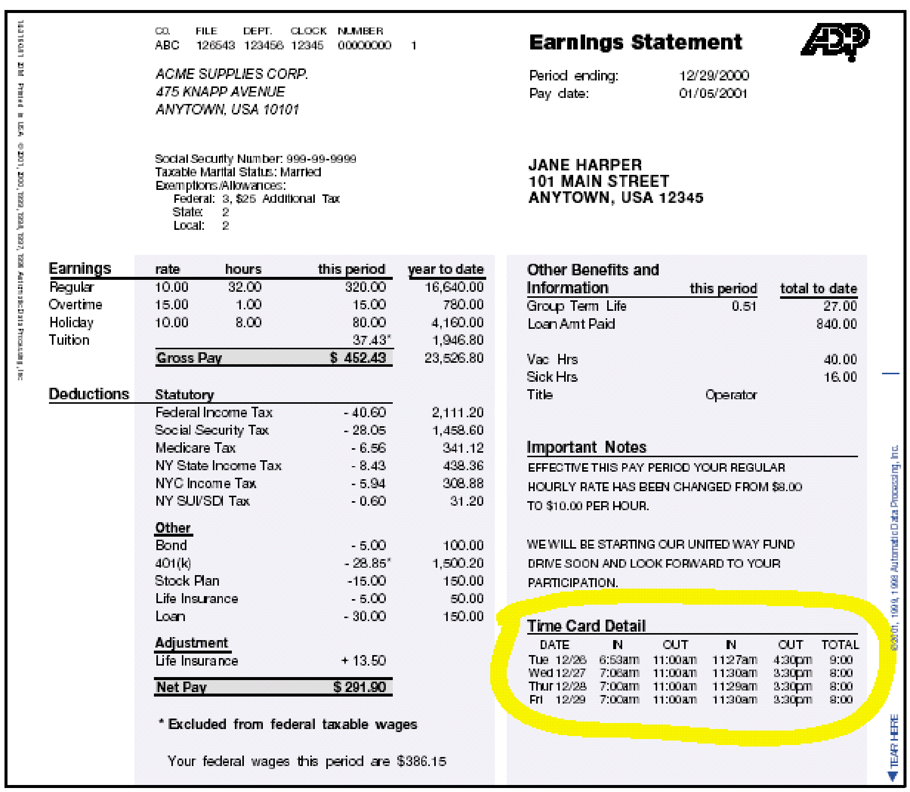
During each pay period, you transfer time and attendance information from ezLaborManager to Pay eXpert. Then you send this information to the ADP mainframe. ADP, in turn, creates regular payroll output that includes punch detail on the check stubs. Pay eXpert sends employee changes (for example, new hires or deletions) back to ezLaborManager.

The following illustration shows the information flow between ezLaborManager, Pay eXpert, and the ADP mainframe.



ezLaborManager Punch Details

The following illustration is an example of a check (or Earnings Statement), which includes the employee's punch details from ezLaborManager.



CO.	FILE	DEPT.	CLOCK	NUMBER	
ABC	126543	123456	12345	0000000	1

ACME SUPPLIES CORP.
475 KNAPP AVENUE
ANYTOWN, USA 10101

Earnings Statement

Period ending: 12/29/2000
Pay date: 01/05/2001

Social Security Number: 999-99-9999
Taxable Marital Status: Married
Exemptions/Allowances:
Federal: 3, $25 Additional Tax
State: 2
Local: 2

JANE HARPER
101 MAIN STREET
ANYTOWN, USA 12345

Earnings	rate	hours	this period	year to date
Regular	10.00	32.00	320.00	16,640.00
Overtime	15.00	1.00	15.00	780.00
Holiday	10.00	8.00	80.00	4,160.00
Tuition			37.43*	1,946.80
	Gross Pay		$ 452.43	23,526.80

Deductions	Statutory	this period	year to date
	Federal Income Tax	- 40.60	2,111.20
	Social Security Tax	- 28.05	1,458.60
	Medicare Tax	- 6.56	341.12
	NY State Income Tax	- 8.43	438.36
	NYC Income Tax	- 5.94	308.88
	NY SUI/SDI Tax	- 0.60	31.20
	Other		
	Bond	- 5.00	100.00
	401(k)	- 28.85*	1,500.20
	Stock Plan	-15.00	150.00
	Life Insurance	- 5.00	50.00
	Loan	- 30.00	150.00
	Adjustment		
	Life Insurance	+ 13.50	
	Net Pay	**$ 291.90**	

* Excluded from federal taxable wages

Your federal wages this period are $386.15

Other Benefits and Information	this period	total to date
Group Term Life	0.51	27.00
Loan Amt Paid		840.00
Vac Hrs		40.00
Sick Hrs		16.00
Title	Operator	

Important Notes

EFFECTIVE THIS PAY PERIOD YOUR REGULAR HOURLY RATE HAS BEEN CHANGED FROM $8.00 TO $10.00 PER HOUR.

WE WILL BE STARTING OUR UNITED WAY FUND DRIVE SOON AND LOOK FORWARD TO YOUR PARTICIPATION.

Time Card Detail

DATE	IN	OUT	IN	OUT	TOTAL
Tue 12/26	6:53am	11:00am	11:27am	4:30pm	9:00
Wed 12/27	7:06am	11:00am	11:30am	3:30pm	8:00
Thur 12/28	7:00am	11:00am	11:29am	3:30pm	8:00
Fri 12/29	7:00am	11:00am	11:30am	3:30pm	8:00

TEAR HERE

Exporting Employee Data from Pay eXpert to ezLaborManager

Employee data changes are exported automatically from Pay eXpert to ezLaborManager. In general, exporting data manually is not necessary. However, in some cases, depending on how your company is set up in ezLaborManager, you may need to export data manually after the following occurs:

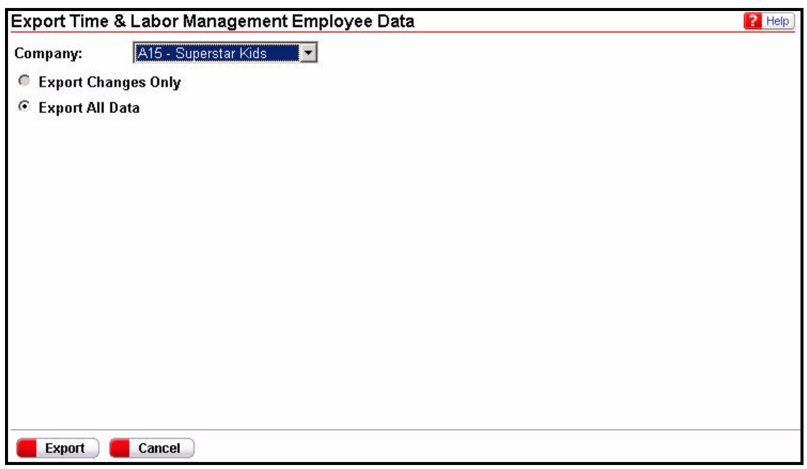
- Employee data is loaded from ADP (DBLOAD).
- The Pay eXpert database is restored from a backup.

If you need assistance with this procedure, contact your ADP ezLaborManager representative.

1 To open the Export Time & Labor Management Employee Data page, select **Utilities→Export→Time & Labor Management Employee Data**.

2 Select the company code for which to export data.

3 On the Export Time & Labor Management Employee Data page, select **Export All Data**.



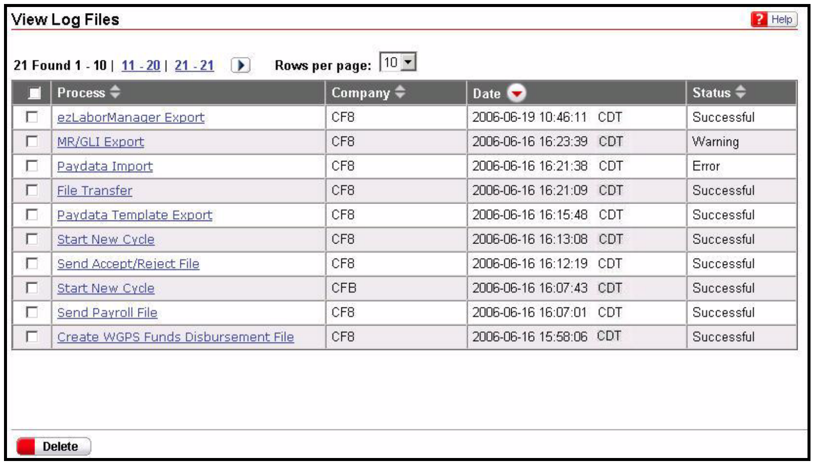
Note: You cannot choose the **Export Changes Only** option if you are using ezLaborManager.

4 Click **Export**.

Result: When the export is complete, the View Log Files page is displayed.

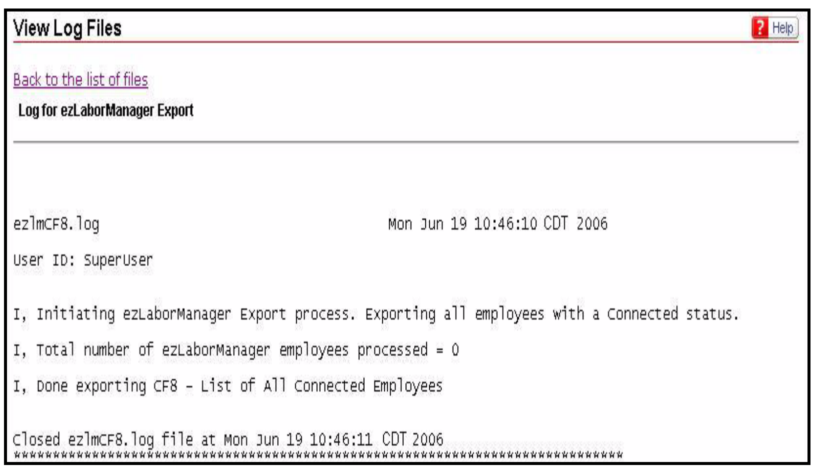
5 Click **ezLaborManager Export** in the Process column to view the log file.

Note: If there is an error or warning in the Status column, contact your ADP ezLaborManager representative.



Process	Company	Date	Status
ezLaborManager Export	CF8	2006-06-19 10:46:11 CDT	Successful
MR/GLI Export	CF8	2006-06-16 16:23:39 CDT	Warning
Paydata Import	CF8	2006-06-16 16:21:38 CDT	Error
File Transfer	CF8	2006-06-16 16:21:09 CDT	Successful
Paydata Template Export	CF8	2006-06-16 16:15:48 CDT	Successful
Start New Cycle	CF8	2006-06-16 16:13:08 CDT	Successful
Send Accept/Reject File	CF8	2006-06-16 16:12:19 CDT	Successful
Start New Cycle	CFB	2006-06-16 16:07:43 CDT	Successful
Send Payroll File	CF8	2006-06-16 16:07:01 CDT	Successful
Create WGPS Funds Disbursement File	CF8	2006-06-16 15:58:06 CDT	Successful

6 After you verify that the file was exported successfully, click **Back to the List of Files**.



Importing Paydata and Loading Punch Detail from ezLaborManager into Pay eXpert

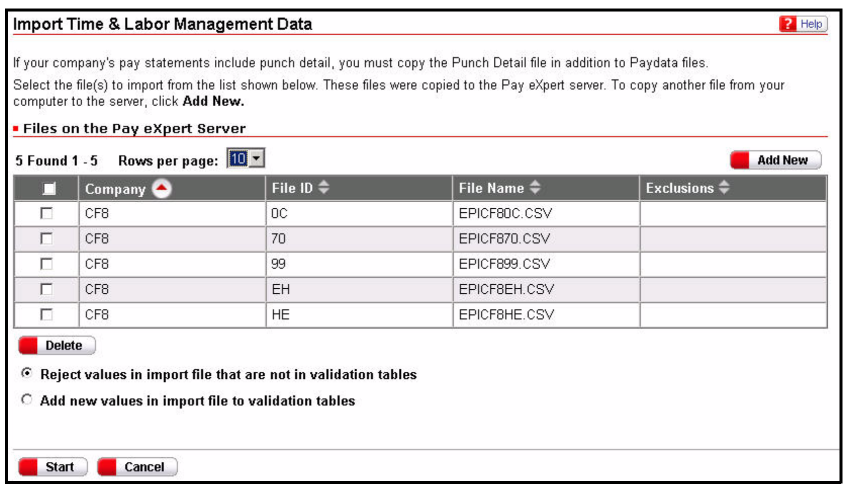
If you use the Automatically Import Incoming Paydata feature, paydata from ezLaborManager is imported automatically into Pay eXpert. If you do not use this feature, or if the automatic import process is not successful due to a technical issue, use the Import Time & Labor Management page to copy and import ezLaborManager paydata into Pay eXpert and to copy the Punch Detail file from ezLaborManager to Pay eXpert. The Punch Detail file contains employees' timeclock punch information that is not imported, but is transmitted to the ADP mainframe for processing with the Paydata file.

Note: Your payroll cycle status must be Entering Payroll Information. For more information about the Automatically Import Incoming Paydata feature, see "Setting Up Your Company for ezLaborManager" on page 5.

Tip: To import multiple files at the same time, you can zip the files first. The import process will extract the import files from the compressed zipped files.

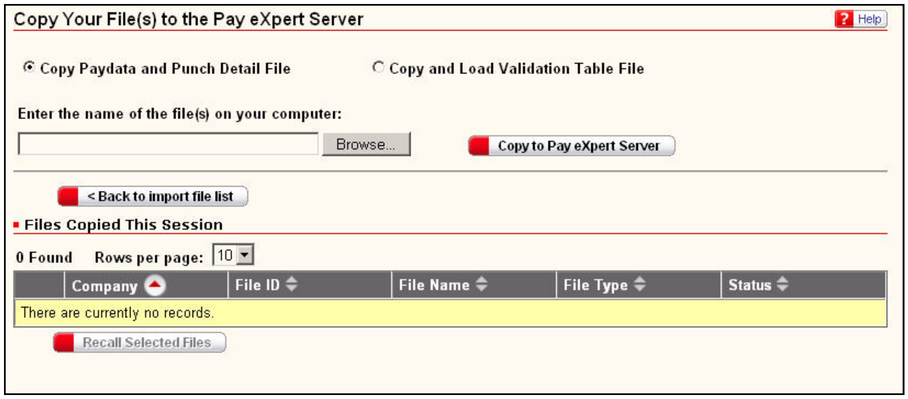
---

1 To open the Import Time & Labor Management Data page, select **Utilities→ Import→Time & Labor Mgmt Data**. The files that were copied to the ADP web server and are ready for import are listed on the page.



2 If the files you want to copy are not displayed, click **Add New** to copy your files to the ADP server. The Copy Your File(s) to the Pay eXpert Server page is displayed.

3 Select **Copy Paydata and Punch Detail File**.



4 Enter the name of the file(s) to be transferred from your local PC directory, or click **Browse** to search for the Paydata and Punch Detail files in your ezLaborManager directory. The path is usually c:\adptlmdata.

- Paydata files are named EPIcccAA.csv, where ccc represents the company code, and AA is a two-character alphanumeric (A-Z, 0-9) file identifier that you assign.
- Punch Detail files are named PRccc.pun, where ccc represents the company code.

5 Click **Copy to Pay eXpert Server**. Each file you copied is added to the Files Copied This Session list.

6 Repeat Steps 4 and 5 until you are finished copying files.

Tip: If you transfer a file in error, you can recall it by selecting the check box next to the filename and clicking **Recall Selected Files**.

7 Review the status of the Punch Detail file.

If	This Message Is Displayed
A Punch Detail file was copied.	Punch detail successfully copied
A Punch Detail file was not copied.	No punch details copied

8 When you finish copying files, click **Back to Import File List** to return to the Import Time & Labor Management Data page.

9 Select the check box next to each Paydata file you want to import.

Note: Some files cannot be selected because of the reason listed in the Exclusions column.

10 Choose one of the following actions.

If You Want to	Select
Validate all new codes in the Paydata file against the validation tables in Pay eXpert	**Reject Values in Import File That Are Not in Validation Tables**
Add new codes in the Paydata files to the following validation tables: • Cost Number • Department • Hours/Earnings • Memo	**Add New Values in Import File to Validation Tables**

11 Click **Start**.

Result: After the import process is completed, the View Log Files page is displayed.

	Process	Company	Date	Status
☐	ezLaborManager Import	CF8	2006-06-19 11:29:03 CDT	Error
☐	User Log SuperUser		2006-06-19 11:29:03 CDT	
☐	ezLaborManager Export	CF8	2006-06-19 10:46:11 CDT	Successful
☐	MR/GLI Export	CF8	2006-06-16 16:23:39 CDT	Warning
☐	Paydata Import	CF8	2006-06-16 16:21:38 CDT	Error
☐	File Transfer	CF8	2006-06-16 16:21:09 CDT	Successful
☐	Paydata Template Export	CF8	2006-06-16 16:15:48 CDT	Successful
☐	Start New Cycle	CF8	2006-06-16 16:13:08 CDT	Successful
☐	Send Accept/Reject File	CF8	2006-06-16 16:12:19 CDT	Successful
☐	Start New Cycle	CFB	2006-06-16 16:07:43 CDT	Successful

12 If a processing error or warning message is displayed in the Status column, you should view or print the log file. An error message is written to the log file for any record that is bypassed because of a data error. Refer to the *Importing Paydata Guide* for a list of the most common error messages and suggested corrective actions or contact your ADP ezLaborManager representative.

Result: The Paydata files that you imported are now Pay eXpert paydata batches. You can now review these batches.

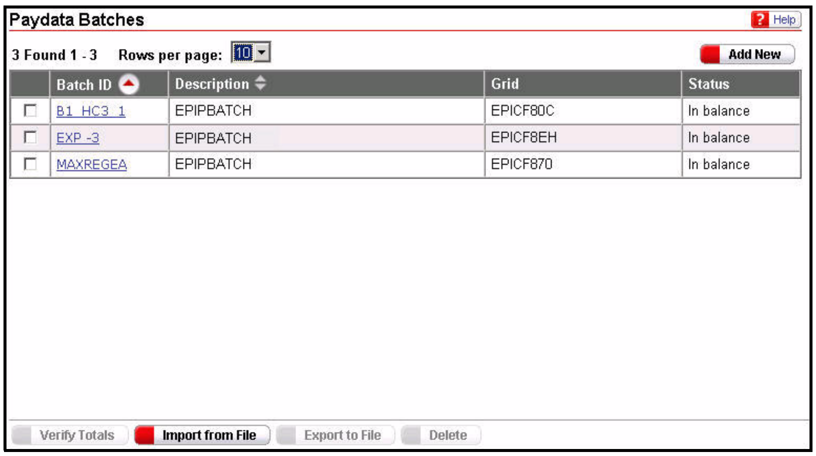
Reviewing Imported Paydata Batches

After your paydata batches are imported automatically or manually, you can review them on the Paydata Batches page. After reviewing the batches, you can create and submit your payroll to ADP.

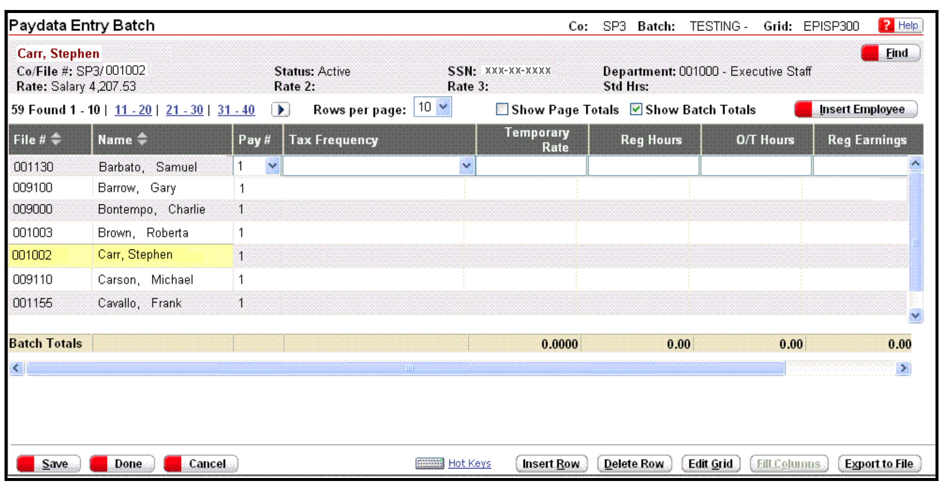
1 To open the Paydata Batches page, select **Payroll→Paydata Tasks→Paydata**.

2 Select a company code.

3 On the Paydata Batches page, click the batch ID you want to view.



4 On the Paydata Entry Batch page, review the details of the batch.



5 After you review the batch, you can create and submit your payroll to ADP. For more information, refer to the Pay eXpert online Help or see the following chapters in the *Pay eXpert User Guide:*

- “Verifying and Creating Payroll Files”
- “Submitting Payroll Files for Processing”
- “Payroll Cycle Checklist”

Index