



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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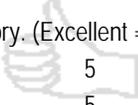
Name _____ Title _____

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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: <ul style="list-style-type: none">• 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

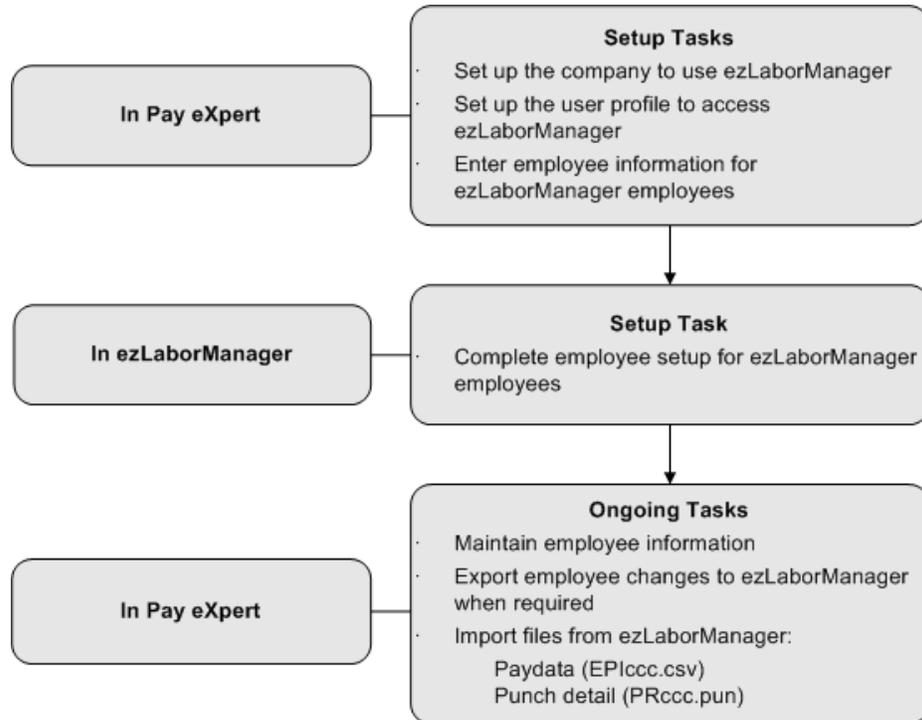
Setting Up Pay eXpert for ezLaborManager

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**.

Time & Labor Management

ezLaborManager

Login Company Name:

Send employee rates to ezLaborManager

Automatically import incoming paydata

eTIME

Use Hire Date as the default for Accrual Date of Hire

Use Home Department as the default for Labor Account Number

Enterprise eTIME

Send employee rates to Enterprise eTIME

TimeSaver

eTIME/TimeSaver Company Sequence Number:

- 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**.

User Profiles Help

User Profile Name: Payroll Administrator

Field Masking

Field	In User Interface	On Reports
Social Security Number	Masked (XXX-XX-XXXX)	Masked (XXX-XX-XXXX)
Bank Deposit Account Number	Masked (XXXXXXXXXXXXXXXXXX)	Masked (XXXXXXXXXXXXXXXXXX)

Function Access

Each tab listed below corresponds to the top-level application tabs. Click on each tab and then select the functions that will apply to this user profile.

Employee Payroll Reports Utilities Setup

Add New Employee
 Add Pending Employee
 Emergency Contact
 Position
 Allocations
 Development
 Deductions/Deposits
 Taxes
 Future-Dated Changes
 Statutory Compliance
 Prior Tax & Taxables
 Check Controls

Transfer
 Personal Information
 Previous Employer
 Status
 Time & Attendance
 Pay Rates
 Wage Garnishments
 CheckView
 To-Date Accumulations
 Field Maps and Labels
 User Fields

Done Cancel

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

User Profiles Help

User Profile Name: Payroll Administrator

Field Masking

Field	In User Interface	On Reports
Social Security Number	Masked (XXX-XX-XXXX)	Masked (XXX-XX-XXXX)
Bank Deposit Account Number	Masked (XXXXXXXXXXXXXXXXXX)	Masked (XXXXXXXXXXXXXXXXXX)

Function Access

Each tab listed below corresponds to the top-level application tabs. Click on each tab and then select the functions that will apply to this user profile.

Employee Payroll Reports Utilities Setup

Employee Reports
 Wage Garnishment Reports
 Self Service Reports

Paydata Reports
 CheckView Reports
 On-Site Printing

Done Cancel

5 On the Utilities tab, select the following options:

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

User Profiles Help

User Profile Name:

Field Masking

Field	In User Interface	On Reports
Social Security Number	Masked (XXX-XX-XXXX) ▼	Masked (XXX-XX-XXXX) ▼
Bank Deposit Account Number	Masked (XXXXXXXXXXXXXXXXXXXX) ▼	Masked (XXXXXXXXXXXXXXXXXXXX) ▼

Function Access

Each tab listed below corresponds to the top-level application tabs. Click on each tab and then select the functions that will apply to this user profile.

Employee Payroll Reports **Utilities** Setup

<input type="checkbox"/> Load Files from ADP	<input type="checkbox"/> Copy Pay Detail Files to ADP Server
<input type="checkbox"/> Import Employee Data	<input type="checkbox"/> Import Paydata
<input checked="" type="checkbox"/> Import Time & Labor Mgmt Paydata	<input type="checkbox"/> Import Validation Tables
<input checked="" type="checkbox"/> Export Time & Labor Mgmt Employee Data	<input type="checkbox"/> Export MR/GLI Data
<input type="checkbox"/> Erase Pay Detail	<input type="checkbox"/> Erase Employees To Be Deleted
<input type="checkbox"/> Auto Calculate Rate 2	<input type="checkbox"/> Change Password
<input type="checkbox"/> CheckView by Person	<input type="checkbox"/> Create Funds Disbursement File
<input type="checkbox"/> Resequence Time & Labor Mgmt Companies	<input type="checkbox"/> Print Checks & Vouchers
<input type="checkbox"/> Reprint Checks	<input type="checkbox"/> Load Signatures & Logos
<input type="checkbox"/> View Future-Dated Changes	<input checked="" type="checkbox"/> View Log Files
<input type="checkbox"/> View ADP Shared Service 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.

The screenshot shows a web application interface for an employee named Albright, Anthony. The breadcrumb trail is: **Employee** → **Employee Information** → **Position** → **Time & Attendance**. The interface includes a header with the employee's name, company/file number (JM2/001110), status (Active), and SSN (NNN-NN-NNNN). Below the header are several tabs: Position, Status, Employee Info, Allocations, Time & Attendance (which is selected), and Pay-by-Pay. In the 'Time & Attendance' tab, there is a section with a red plus icon and the text 'Activate | [Login to ezLaborManager](#)'. Below this, there is a checked checkbox labeled 'Employee uses ezLaborManager'. At the bottom of the form are 'Save' and 'Reset' buttons.

- 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	<ul style="list-style-type: none"> • First Name • Last Name • Business E-Mail Address • <i>Address</i> • <i>Home Phone Number</i> • <i>Emergency Phone Number</i> • <i>Emergency Phone Contact</i>
Position	<ul style="list-style-type: none"> • Home Department
Employee Status	<ul style="list-style-type: none"> • Status • Hire Date • <i>Rehire Date</i> • Termination Date
Pay Rate	<ul style="list-style-type: none"> • Rate Type (if changed to or from hourly) • Rate Amount (if type is hourly) • Rate Effective Date fields
Time & Attendance	<ul style="list-style-type: none"> • 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 **Login 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.

The screenshot shows the 'Position' page in the ezLaborManager interface. The 'Time & Attendance' tab is selected. On the left, there is a 'Language' dropdown menu with options: English (United States), English (Canada), français (Canada), and English (United Kingdom). On the right, there is a 'Client Name or ID' text input field and a 'Submit' button. The top navigation bar includes 'Albright, Anthony', 'Co/File #: JM2/001110', 'Status: Active', and 'SSN: NNN-NN-NNNN'. The 'Employee List' link is visible in the top right corner.

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

The screenshot shows the 'Login' page in the ezLaborManager interface. The 'Login' section is visible. On the left, there is a 'Language' dropdown menu with options: English (United States), English (Canada), français (Canada), and English (United Kingdom). On the right, there is a 'Client Name or ID' field with a 'Change Client' link and the value 'FITintegdb1'. Below that are 'User ID' and 'Password' text input fields, and a 'Login' button. The top navigation bar is identical to the previous screenshot.

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

← Albright, Anthony Co/File #: JM2001110 Status: Active SSN: NNN-NN-NNNN Employee List

Position [Help]

Position Status Employee Info Allocations Time & Attendance Pay-by-Pay

Activate | Logon to Time & Attendance module

Employee Positions

Changes made in the previous steps may be in process and not be reflected in the information below.

Salutation: **Qualification Suffix:**

First Name: ANTHONY **Middle Name:**

Last Name: ALBRIGHT **Preferred Name:**

Payroll Name: ALBRIGHT ANTHONY

User ID: ID1054148 **Login Status:** Access Granted

Administrator: **Report Group:**

Access Role: ADMIN **Culture:** English (United States)

Access Details

Employee Position:

General

Employee ID: JM2001110 **Is Supervisor?:**

Pay Class: **Supervisor:**

Badge: **Status:**

Employee Security
 Service Dates
 Base Rates
 Timeclocks

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 lowercase 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	<p>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.</p> <p>Note: To remove a timeclock assignment, click the timeclock name (for example, Delivery Entrance) and then click the button.</p>
Timeclock Restriction Group	<p>Use this field if you want to limit when employees can use timeclocks. 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.</p> <p>Note: To remove a timeclock restriction group assignment, click the timeclock restriction group name (for example, ResGrp1) and then click the button.</p> <p>Important: Only your ADP ezLaborManager representative can create timeclock restriction groups for your company.</p>

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

The screenshot shows a web application interface for configuring an employee's notification settings. At the top, there's a tab labeled 'Access Details'. Below it, the 'Employee Position' is set to '(PRAC-001)'. A sidebar on the left contains several tabs: 'General', 'Employee Security', 'Service Dates', 'Base Rates', 'Timeclocks', and 'Notification'. The 'Notification' tab is currently selected and highlighted. The main content area is titled 'Select Additional Attendance Notification Recipients'. Underneath, there's a section labeled 'Select Recipients by User ID:' followed by a search icon, an empty text input field, and two buttons: a '+' button and a '-' button. At the bottom left of the main content area, there is a red 'Submit' button.

In This Field

Select Recipients by User ID

Do This

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**.

▼ Access Details

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

Delete	Row	Security Group ID	Start Date	End Date
<input type="checkbox"/>	1	Sales	06/17/2010	

[Add additional Security Groups](#)

▶ Employee Position: (PRAC-001)

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**.

The screenshot shows the 'Position' status page with the following fields and controls:

- Status:** A dropdown menu currently showing 'Terminated'.
- Cancel Automatic Pay for this cycle**
- Leave of Absence Start Date:** A date input field with a calendar icon.
- Leave of Absence Return Date:** A date input field with a calendar icon.
- Termination Date:** A date input field with a calendar icon.
- Termination Reason:** A dropdown menu with a plus sign.
- Rehire Date:** A date input field with a calendar icon.
- Rehire Status:** A dropdown menu with a plus sign.
- Buttons:** 'Save' and 'Reset' buttons at the bottom left.

- 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.

- 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 .

The screenshot shows the 'Position' page for Employee Position (PRAC-001). The 'General' section is active, displaying the following fields:

- Employee ID: Z05000051
- Pay Class: SALARY
- Badge: Z05000051
- Shift Rule: (empty)
- Transfer to Payroll:
- Payroll Company Code: Z05
- File Number: 000051
- Is Supervisor?: (empty)
- Supervisor: (empty)
- Status: Active, Inactive, Terminated

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

The screenshot shows the 'Position' page with the 'Activate' link and the 'Employee Uses ezLaborManager' check box. The 'Employee Uses ezLaborManager' check box is currently unchecked.

- 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**.

The screenshot shows the 'Position' status page for an employee. The 'Status' dropdown menu is set to 'Active'. There are several input fields: 'Leave of Absence Start Date', 'Leave of Absence Return Date', 'Termination Date', and 'Rehire Date', each with a calendar icon. There are also dropdown menus for 'Termination Reason' and 'Rehire Status'. A checkbox labeled 'Cancel Automatic Pay for this cycle' is located in the top right. At the bottom, there are 'Save' and 'Reset' buttons.

- 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**.

The screenshot shows the 'Position' page with the 'Time & Attendance' tab selected. The breadcrumb path at the top indicates the employee is 'Albright, Anthony' with 'Status: Active' and 'SSN: NNN-NN-NNNN'. The 'Employee uses ezLaborManager' checkbox is checked. There is a link 'Logon to ezLaborManager'. At the bottom, there are 'Save' and 'Reset' buttons.

- 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**.

The screenshot shows the 'Employee Position' form in the 'General' section. The 'Transfer to Payroll' checkbox is checked. Other fields include Employee ID (JM2001110), Pay Class, Badge, Shift Rule, Payroll Company Code (JM2), File Number (001110), Department, and Time Zone. The Status section has radio buttons for Active, Inactive, and Terminated. The Wage Rate section has a Wage Rate Program dropdown and an Override Pay Class checkbox.

Employee Position: Employee Position	
General	General
Employee Security	Employee ID: JM2001110
Service Dates	Pay Class: [Dropdown]
Base Rates	Badge: [Text]
Timeclocks	Shift Rule: [Dropdown]
Notification	Transfer to Payroll: <input checked="" type="checkbox"/>
	Payroll Company Code: JM2
	File Number: 001110
	Is Supervisor?: <input type="checkbox"/>
	Supervisor: [Dropdown]
	Status
	<input type="radio"/> Active
	<input type="radio"/> Inactive
	<input type="radio"/> Terminated
	Labor Charge Fields
	Department: [Dropdown]
	Time Zone: [Dropdown]
	Wage Rate
	Wage Rate Program: [Dropdown]
	Override Pay Class: <input type="checkbox"/>

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**.

The screenshot shows the 'Position' status page with the following fields and options:

- Status:** Terminated (dropdown menu)
- Cancel Automatic Pay for this cycle
- Leave of Absence Start Date:** [Date field]
- Leave of Absence Return Date:** [Date field]
- Termination Date:** [Date field]
- Termination Reason:** [Dropdown menu]
- Rehire Date:** [Date field]
- Rehire Status:** [Dropdown menu]

Buttons: Save, Reset

- 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 ezLaborManager** 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).

The screenshot shows the 'Position' page for employee 'Albright, Anthony'. The 'Time & Attendance' tab is selected. The checkbox for 'Employee uses ezLaborManager' is unchecked. The 'Save' and 'Reset' buttons are visible at the bottom.

- 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**.

The screenshot shows the 'Position' page for employee 'Albright, Anthony'. The 'Time & Attendance' tab is selected. The checkbox for 'Employee uses ezLaborManager' is checked. The 'Save' and 'Reset' buttons are visible at the bottom.

- 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 ezLaborManager 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.

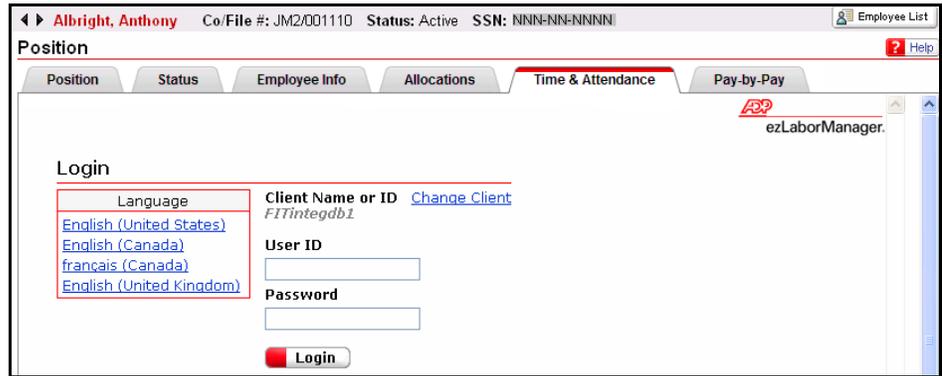
Important: Before you use the Move Position feature, note the following:

- 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.

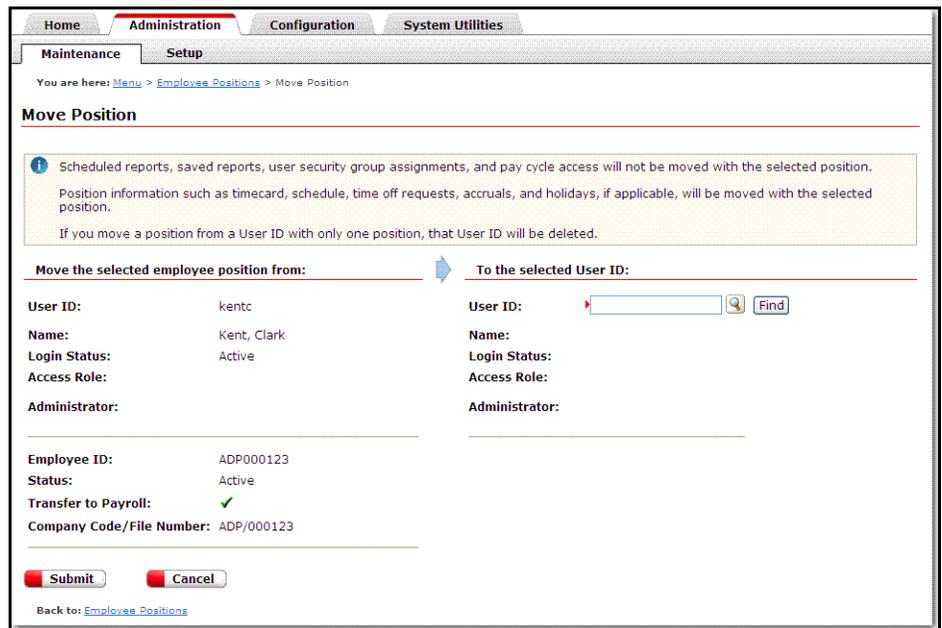
- On the ezLaborManager Login page, enter your user ID and password and click **Login**.



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



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

Chapter 3

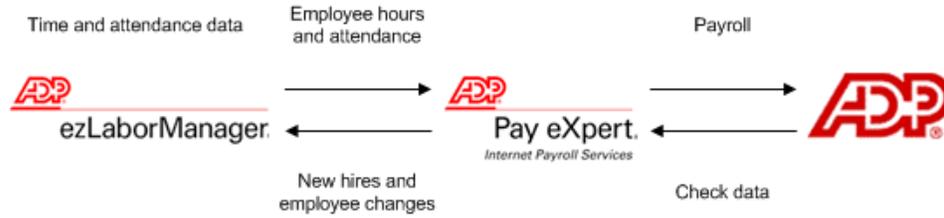
Exchanging Data with ezLaborManager

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.

<p>CO. FILE DEPT. CLOCK NUMBER ABC 126543 123456 12345 00000000 1</p> <p>ACME SUPPLIES CORP. 475 KNAPP AVENUE ANYTOWN, USA 10101</p> <p>Social Security Number: 999-99-9999 Taxable Marital Status: Married Exemptions/Allowances: Federal: 3, \$25 Additional Tax State: 2 Local: 2</p>	<p>Earnings Statement</p> <p>Period ending: 12/29/2000 Pay date: 01/05/2001</p> <p>JANE HARPER 101 MAIN STREET ANYTOWN, USA 12345</p>	<p>ADP</p>																																																																																																			
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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.

- 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.

View Log Files Help

21 Found 1 - 10 | 11 - 20 | 21 - 21 ▶ Rows per page: 10 ▼

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

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

View Log Files Help

[Back to the list of files](#)

Log for ezLaborManager Export

```

ezlmcF8.log                               Mon Jun 19 10:46:10 CDT 2006
User ID: SuperUser

I, Initiating ezLaborManager Export process. Exporting all employees with a Connected status.
I, Total number of ezLaborManager employees processed = 0
I, Done exporting CF8 - List of All Connected Employees

Closed ezlmcF8.log file at Mon Jun 19 10:46:11 CDT 2006
*****
    
```

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.

Import Time & Labor Management Data

If your company's pay statements include punch detail, you must copy the Punch Detail file in addition to Paydata files. Select the file(s) to import from the list shown below. These files were copied to the Pay eXpert server. To copy another file from your computer to the server, click **Add New**.

• **Files on the Pay eXpert Server**

5 Found 1 - 5 Rows per page: 10 **Add New**

<input type="checkbox"/>	Company	File ID	File Name	Exclusions
<input type="checkbox"/>	CF8	0C	EPICF80C.CSV	
<input type="checkbox"/>	CF8	7D	EPICF87D.CSV	
<input type="checkbox"/>	CF8	99	EPICF899.CSV	
<input type="checkbox"/>	CF8	EH	EPICF8EH.CSV	
<input type="checkbox"/>	CF8	HE	EPICF8HE.CSV	

Delete

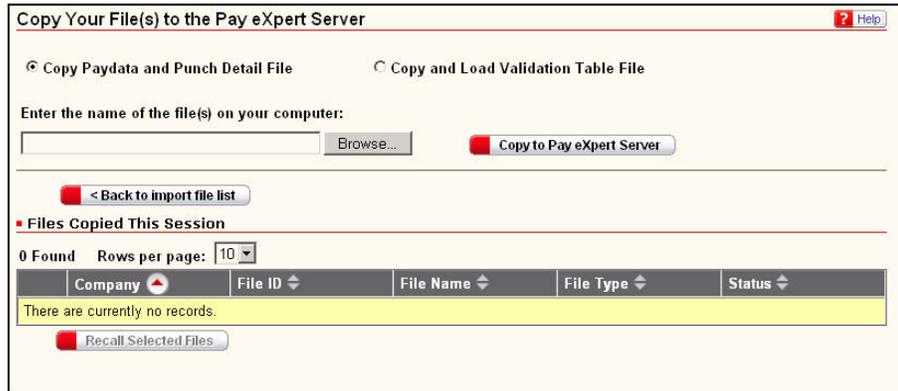
Reject values in import file that are not in validation tables

Add new values in import file to validation tables

Start **Cancel**

- 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:\adptlndata.

- 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: <ul style="list-style-type: none"> • 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.

The screenshot shows the 'View Log Files' interface. At the top, it indicates '23 Found 1 - 10 | 11 - 20 | 21 - 23' and 'Rows per page: 10'. Below this is a table with the following data:

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/GLT 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

At the bottom of the table, there is a 'Delete' button.

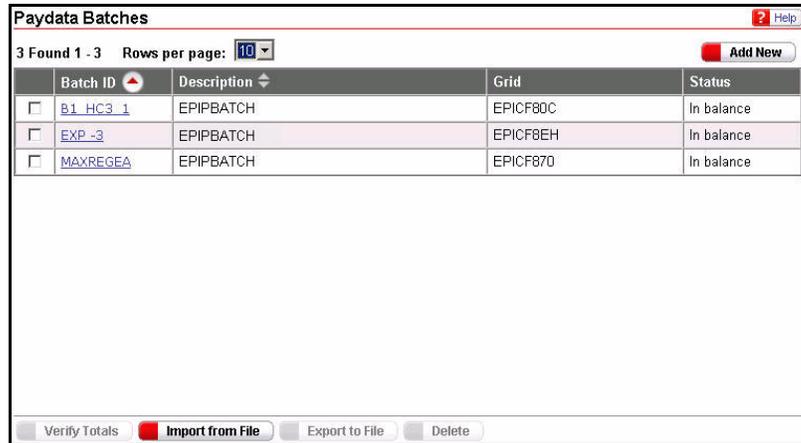
- 12** If a processing error or warning message is displayed in the Status column, you should view or print the log file. An error message is written to the log file for any record that is bypassed because of a data error. Refer to the *Importing Paydata Guide* for a list of the most common error messages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



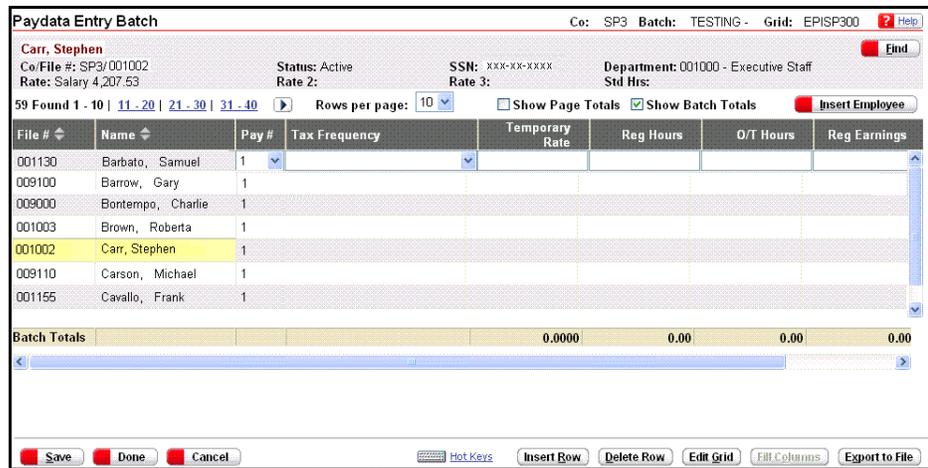
Paydata Batches ? Help

3 Found 1 - 3 Rows per page: 10 Add New

	Batch ID	Description	Grid	Status
<input type="checkbox"/>	B1_HC3_1	EPIPBATCH	EPICF80C	In balance
<input type="checkbox"/>	EXP_-3	EPIPBATCH	EPICF8EH	In balance
<input type="checkbox"/>	MAXREGEA	EPIPBATCH	EPICF87D	In balance

Verify Totals Import from File Export to File Delete

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



Paydata Entry Batch Co: SP3 Batch: TESTING - Grid: EPISP300 ? Help

Carr, Stephen End

Co/File #: SP3/001002 Status: Active SSN: XXX-XX-XXXX Department: 001000 - Executive Staff
 Rate: Salary 4,207.53 Rate 2: Rate 3:

59 Found 1 - 10 | 11 - 20 | 21 - 30 | 31 - 40 Rows per page: 10 Show Page Totals Show Batch Totals Insert Employee

File #	Name	Pay #	Tax Frequency	Temporary Rate	Reg Hours	O/T Hours	Reg Earnings	
001130	Barbato, Samuel	1						
009100	Barrow, Gary	1						
009000	Bontempo, Charlie	1						
001003	Brown, Roberta	1						
001002	Carr, Stephen	1						
009110	Carson, Michael	1						
001155	Cavallo, Frank	1						
Batch Totals					0.0000	0.00	0.00	0.00

Save Done Cancel Hot Keys Insert Row Delete Row Edit Grid Fill Columns Export to File

- 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”

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