



ezLaborManager®

Processing Payroll with ADP TotalSource®

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A guide to preparing and exporting ezLaborManager payroll data

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Overview of Payroll Processing

Processing payroll using ADP ezLaborManager and ADP TotalSource® involves four basic procedures:

- 1 Verify the pay cycle and check for errors by running **Prepare for Payroll** in ezLaborManager.
- 2 Create any needed payroll and timecard reports in ezLaborManager and then create an ezLaborManager export (a payroll data file).
- 3 Import the payroll data into ADP TotalSource, process your payroll in ADP TotalSource, and then verify that your paychecks are accurate.
- 4 In ezLaborManager, move the pay cycle to the next pay period.

The remaining chapters in this guide provide detailed instructions for these four procedures. Additional information is also available from the online help system, which can be accessed directly from ezLaborManager.

Important: This guide explains how to process payroll if you do not use projected pay cycles. If you use projected pay cycles, see the *Projecting Payroll* guide.

Running Prepare For Payroll

Once a pay period has ended, you must run **Prepare for Payroll** for the associated pay cycle. During this process, the pay cycle is checked for errors, then it is locked to prevent changes to employee data. The process only stops if errors are found or to create a payroll export file. If any errors are found, on-screen instructions are provided to help you correct the error.

If a payroll export file is required by your company and one has not already been created for the pay cycle, you are prompted to create one.

Important: If you use projected pay cycles to prepare and generate payroll in advance, you must not run Prepare for Payroll until the current pay period has actually ended and all employees have entered their exact time. Please see the appropriate *Using Projected Payroll* guide.

Run Prepare For Payroll

- 1 On the **Manager Home** page, click the **Prepare for Payroll** icon.

Result: The Prepare for Payroll page opens and displays the following information for each pay cycle to which you have access:

- **Status** — The pay cycle's current status (**Open**, **Locked**, or **Move Pending**). Click the **Open** or **Locked** link to change the status.
- **Current Period** — The start and end dates of the pay cycle's current pay period.
- **Next Period End** — The end date of the pay cycle's next pay period.
- **Frequency** — The pay cycle's frequency (weekly, bi-weekly, monthly, etc.).
- **Notifications Options** — The status of the notification feature (**Enabled** or **Disabled**) for the pay cycle. Click the **Options** link to change the setting.

Note: Before proceeding to the next step, which starts payroll processing, make sure that all employees have recorded their hours for the pay period.


- 2 Click the **Start Preparation** icon for the pay cycle you want to prepare for payroll.

Note: While the Prepare for Payroll process is running, only the progress bar, the area currently being verified, and the name of the pay cycle are displayed on the page. The process stops if errors are found. Each of the following steps provides information for resolving any errors that may be found.

- 3 If pending event errors are found, click the **End Prepare for Payroll** button to return to the main Prepare for Payroll page. Wait a few minutes for the pending events to complete processing then click the **Start Preparation** icon for the pay cycle again. If the events that were pending have been completed, ezLaborManager will go past the pending events check without stopping.
- 4 If payroll-related exceptions are found, click the exception name on the page then follow the on-screen instructions to resolve the errors.

Note: You are not required to resolve Employee with Unapproved Timecard exceptions. You can click the **Skip** button to ignore these, if desired. All pending time off requests for the selected pay period are canceled if they are not resolved before you move the pay cycle to the next pay period.

- 5 When all payroll exceptions have been corrected, click the **Continue Prepare for Payroll** button.
- 6 If time pair exceptions are found, perform the appropriate actions to resolve each time pair exception.

If	Then Do This
You do not need to complete the Prepare for Payroll process immediately and you want managers to address their own exceptions	<ol style="list-style-type: none"> 1 In the Notify column, click the check box for each manager you want to e-mail. 2 Click the Notify button to send the e-mail(s). 3 Click End Prepare for Payroll 4 Wait until the managers have resolved the exceptions, then start the Prepare for Payroll process again.
You need to run Prepare for payroll process immediately, so you cannot wait for managers to correct exceptions	<ol style="list-style-type: none"> 1 Click the  button in the Edit Time Pair column for an employee. 2 Make all necessary changes on the employee's time-card. 3 Click the Submit & Calculate button.

- + After you have corrected all time pair exceptions, click the **Next Step** button.
- , If your company uses the attendance feature and attendance exceptions are found, perform the appropriate actions to resolve them.

If	Then Do This
You do not need to complete the Prepare for Payroll process immediately and you want managers to perform the attendance corrective actions for their employees	<ol style="list-style-type: none"> 1 In the Notify column, click the check box for each manager you want to e-mail. 2 Click the Notify button to send the e-mail(s). 3 Wait until the managers have resolved the exceptions and then start the Prepare for Payroll process again.
You need to run the Prepare for Payroll process immediately, so you cannot wait for managers to perform the attendance corrective actions	<ol style="list-style-type: none"> 1 Click the link in the Event Date column for an employee. 2 On the Attendance Infraction Requiring Corrective Action page, click the Submit button to record the corrective action using its default values. 3 If other employees require attendance corrective actions, repeat these steps.


- When all required attendance corrective actions have been completed, click the **Continue Prepare for Payroll** button.

Create Reports and a Payroll Export File

When **Prepare for Payroll** stops at the **Checking payroll export requirements** page, you can create additional reports and a payroll export file for the pay cycle.



Note: **Prepare for Payroll** stops on this page only if a payroll export file is required by your company and if one has not already been created for the pay cycle.


Create Additional Reports

- 1 Click the **Access reports to run payroll/timecard reports** link on the **Checking payroll export requirements** page.
- 2 On the **Reports** page, click the **Administrator Reports** link.
- 3 Click the **View Report** button () next to each report that you want to view.
- 4 Use your browser's **Print** or **Save As** options to print the report or save it to your hard drive as a PDF file.

Create and Download a Payroll Export File

- 1 On the **Checking payroll export requirements** page, edit the **Description** and **Export Type** fields (if needed).
- 2 If you want a message sent to an ezLaborManager user's Inbox when the export file has been created, click the Select button () next to the **User to Receive Inbox Message on Completion** field.
- 3 In the **User Lookup** window, select a user.
- 4 If you want an e-mail message sent to an individual when the export file has been created, enter an e-mail address in the **E-Mail Address for Additional Notification of Completion** field.
- 5 Click the **Create Export** button.

Note: When you click Create Export, the Exports page opens. Your payroll export file is displayed first in the list and has the Unprocessed icon () next to it. Click the Refresh button every few moments until the Exported icon () is displayed. When this icon appears, the export has been successfully created.

If the Processed With Errors icon () is displayed, click the number in the Errors column to see detailed information for each error. If the errors are not critical to the exported data, you can continue with the Prepare for Payroll process. If you need to correct any of the errors in the exported data, delete the export record, correct the errors in ezLaborManager, then create a new export file. Contact your ADP ezLaborManager representative if you need assistance.

- 6 In the **Action** column on the **Exports** page, click the **Download** button (↓) for the pay cycle data that contains your payroll data.
- 7 In the **File Download** window, click the **Run** button.
- 8 In the **Save As** dialog box, select a location for the .exe export file, and then click the **Save** button.
- 9 Go to the location where you saved the export file and double-click it.
- 10 In the **WinZip Self Extractor** dialog box, make a note of the location the file will be unzipped to. This is the file you will import into your payroll application.
- 11 Click the **Unzip** button.
- 12 Click the **OK** button.
- 13 Click the **Close** button.
- 14 Click the **Continue Prepare for Payroll** button.
- 15 On the Preparation Complete page, click the **Finished** button.
- 16 Exit ezLaborManager by clicking the **Exit** button (X) in the upper right corner of the page.

You have now completed the Prepare for Payroll process and are ready to import your exported payroll data into your payroll system, call in your payroll data to ADP, or key in your payroll data in your payroll system.

For more detailed instructions on importing, see [Import Your Payroll Data and Generate Your Payroll](#).

Import Your Payroll Data and Generate Your Payroll

Note: Every employee must be included in the overall group of data that you are about to process. The payroll export file that you download from ezLaborManager is one batch. All other payroll items (for example, salaries, second checks, etc.) must be included in additional batches. These are usually created after the ezLaborManager payroll file has been imported to ADP TotalSource.

Import the ezLaborManager Payroll File to ADP TotalSource

- 1 Go to <https://totalsource.adp.com/>.
- 2 Log in with your username and password.
- 3 Click the **Payroll** tab.
- 4 From the left navigation bar, click **Import From File**.
- 5 Click **Browse** and navigate to the payroll data file in **C:\adptlmdata**. The file should be named **EPIccc90.csv** (where **ccc** is your ADP TotalSource company code).
- 6 If you are set up to show time punches in paychecks, click **Browse** and navigate to the punch detail file in **C:\adptlmdata**. The file should be named **PRccc.PUN** (where **ccc** is your company code).
- 7 Select the check box next to **Punch Detail** attestation paragraph to enable the **Import** button.
- 8 Click **Import**. If the data is displayed in a spreadsheet, the import was successful and you can proceed to the next section.

Create Additional Payroll Batches for Non-ezLaborManager Payments

- 1 From the **Payroll** tab, click **Process Payroll** on the left side of the screen.
- 2 Click **Create Batch**. A batch information screen is displayed.
- 3 Under **Name The Batch**, enter a description for the batch (for example, **Salaries for MM/DD/YY**).
- 4 Under **Select A Template**, confirm or select the payroll template.
- 5 Under **Select Employees**, confirm or select the employee filter (for example, salaried people only).
- 6 Under **Action To Be Performed**, click **Create Batch**.
- 7 In the spreadsheet that opens, enter any payroll information that is not included in the payroll file that you imported from ezLaborManager.
- 8 Click **Save**.

- 9 If you are finished creating batches, go to the next section. If you want to create another batch for non-ezLaborManager payments, repeat these steps with the appropriate information.

Check Totals

- 1 From the **Payroll** tab, click **Process Payroll** on the left side of the screen.
- 2 Select the check box next to each **Batch ID** that you want to submit.
- 3 Click **Review and Submit**. A page opens that displays summary information for the batches and totals. Batches can be reviewed independently, but all batches must be checked and sent together during the final submission.
- 4 Verify your totals with those in the following reports:
 - **Totals Box(es)** — If a balance is present on the right side of the totals box, enter the correct total amount. If there are no balances on the right side of the totals box, compare these totals with those in the ezLaborManager **Payroll Detail Report** to validate the ezLaborManager information.
 - **Audit** — Checks all batches with those in the active employee file. Makes sure that no pay rules are being broken and that every employee who should be paid is represented in one of the batches.
 - **Jobcost Hours** — Total hours by job cost number.
 - **PayData Detail** — Expanded version of PayData Summary.
 - **PayData Summary** — Summary of hours/earnings for each batch, along with a grand total for all batches. (Check the total hours with those in the ezLaborManager **Payroll Detail Report** to validate the ezLaborManager information.)
 - **Temporary Department** — Total hours by temporary department.
- 5 If the pay data information is accurate, skip to the “Submit Payroll” section below. If there are problems with the pay data, click **Process Payroll** on the left side of the screen.
- 6 Select the batch that you want to change by clicking **Batch ID**.
- 7 Save your changes when you finish and then repeat steps 4 and 5.

Note: You can also make corrections by editing data in ezLaborManager and redoing the export and import. To do this: Delete the imported payroll file from ADP TotalSource. Log in to ezLaborManager and make corrections. Create a new payroll export file and run Prepare for Payroll again. When finished, repeat steps 2 and 4 in this section.

Submit Payroll

- 1 From the **Batch Totals** tab, select the check box under **Verify/Submit**. (This check box must be selected in order to proceed.)
- 2 Click **Submit** to send the pay data file to ADP TotalSource for processing.

Verify the Payroll Output

When you receive the paychecks for the pay period, verify their accuracy. You will then be ready to perform the last task, which is to move the ezLaborManager pay period. For instructions, see “Move the Pay Cycle to the Next Pay Period,” on page 11.

Move the Pay Cycle to the Next Pay Period

After you have verified that your paychecks are accurate, move the pay cycle to the next pay period in ezLaborManager. This process checks the pay cycle again for errors. If no errors are found, you are prompted to confirm that you have received and verified your payroll, and you can then move the pay cycle to the next pay period.

- 1 Log in to ezLaborManager.
- 2 On the **Manager Home** page, click the **Move to Next Pay Period** icon. The **Move to Next Pay Period** page opens and displays the following information for each pay cycle to which you have access:
 - **Status** — The pay cycle's current status (**Open**, **Locked**, or **Move Pending**). You can click **Open** or **Locked** to change the status.
 - **Current Period** — The start and end dates of the current pay period.
 - **Next Period End** — The end date of the next pay period.
 - **Frequency** — The pay cycle's frequency (weekly, bi-weekly, monthly, etc.).
 - **Notifications Options** — The status of the notification feature (enabled or disabled) for the pay cycle. Click the **options** link to change the setting.
- 3 Click the **Start Move** icon for the pay cycle you want to move to the next pay period.
- 4 If any errors are found, click the **Prepare for Payroll** link in the error message to return to the **Manager Home** page. You can then click the **Prepare for Payroll** icon to begin checking the pay cycle for errors.

Note: After all errors have been addressed, you must repeat the process starting at step 2 above.

- 5 When the process reaches the confirmation page, verify that the displayed dates for the Current pay period are correct and that you are finished with them.
- 6 Select the following check box: **All timecard data has either been verified for the current pay period or has been exported to the payroll system.**

Note: The **Move to Next Period** button does not become available until you select this check box.

- 7 Click the **Move to Next Pay Period** button.
- 8 On the **Move to Next Pay Period** page, click the **Refresh** button every few minutes until the status changes from **Move Pending** to **Open**. When the status changes to **Open**, the pay cycle has been successfully moved to the next pay period and the process is complete.

Note: If the pay cycle status changes to **Move Failed**, an error has prevented the pay cycle from being moved. The pay period remains locked and can only be edited by users with special pay cycle access. Contact your ADP ezLaborManager representative for assistance.
