

**EZLABORMANAGER®** 



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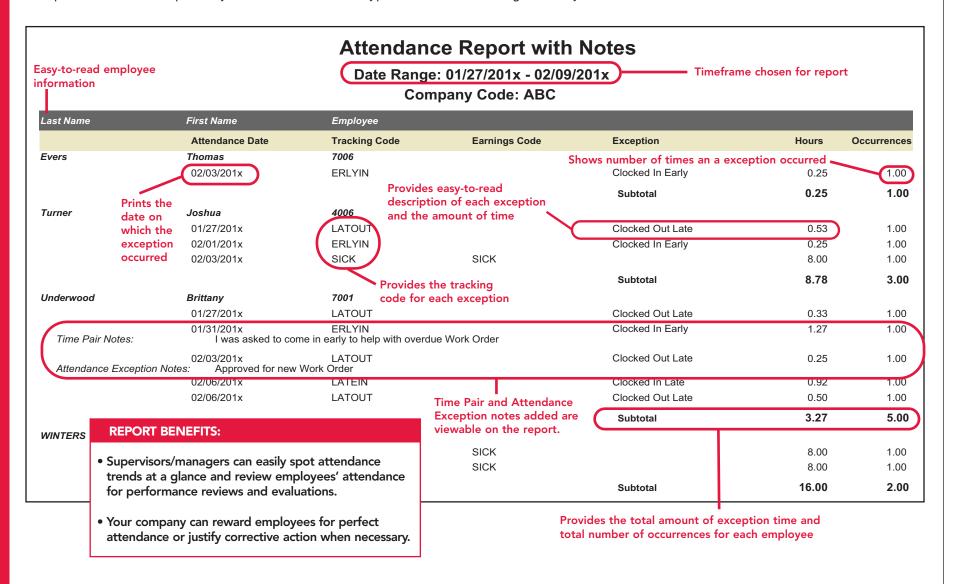
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# Attendance Reports



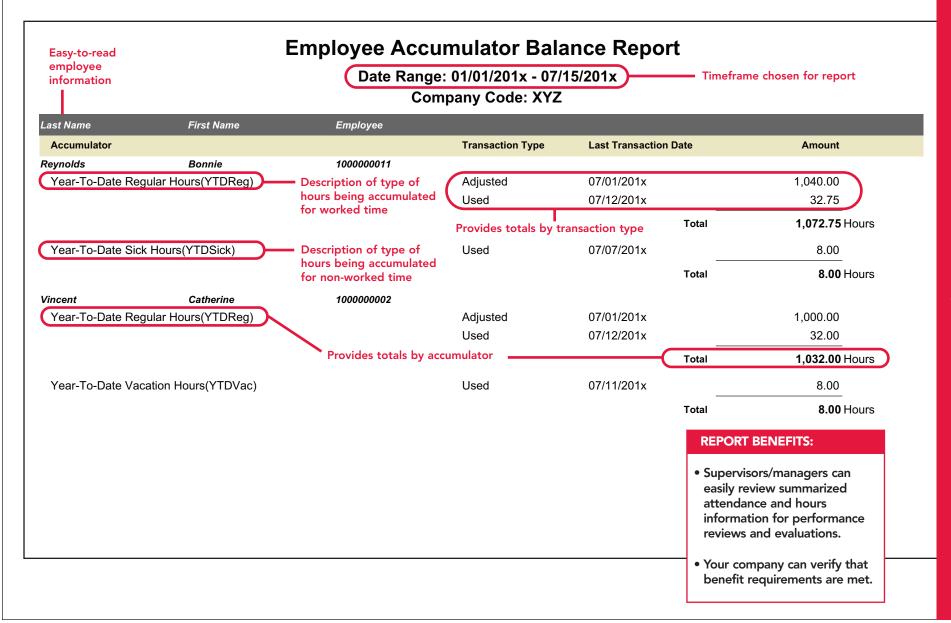
## Attendance Report with Notes

- Used to quickly review employees' attendance for performance reviews and evaluations.
- Specifies each exception by date of occurrence, type, and amount along with any notes associated with the attendance record.



## Employee Accumulator Balance Report

- Used to quickly review employees' accumulated total hours data.
- Provides accumulated hours for all earnings codes that are tracked.



Easy-to-read employee

information

### Employee Accumulator Detail Report

- Used to review the details for the employee's accumulated total hours data.
- Provides accumulated hours for all earnings codes that are tracked.

### **REPORT BENEFITS:**

- Supervisors/managers can easily review detailed attendance and hours information for performance reviews and evaluations.
- Your company can verify that benefit requirements are met.

**Employee Accumulator Detail Report** 

Date Range: 01/01/201x - 07/15/201x

Timeframe chosen for report

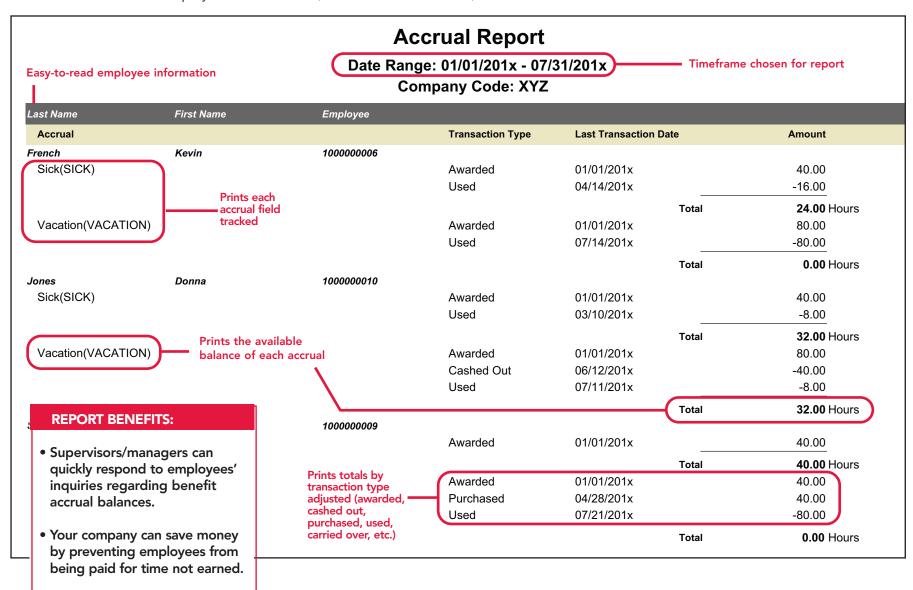
		Com	pany Code: XYZ		
Last Name	First Name	Employee			
Accumulator			Transaction Type	Transaction Date	Amount
Reynolds	Bonnie	100000011			
Year-To-Date Regu	ılar Hours(YTDReg)	Description of type of	Adjusted	07/01/201x	1,040.00
		hours being accumulated for worked time	Used	07/06/201x	8.00
	for worked time	Used	07/07/201x	9.00	
		Used	07/10/201x	8.50	
			Used	07/11/201x	7.25
		Provides totals by accu	mulator —	То	tal 1,072.75 Hours
Year-To-Date Sick Hours(YTDSick)			Used	07/07/201x	8.00
				То	tal 8.00 Hours
/incent	Catherine	100000002			
Year-To-Date Regu	ılar Hours(YTDReg)		Adjusted	07/01/201x	1,000.00
			Used	07/06/201x	8.00
Provides the date a hours for each tran		Used	07/07/201x	8.00	
	transaction type	Used	07/10/201x	8.00	
		Used	07/12/201x	8.00	
				То	1,032.00 Hours
Year-To-Date Vaca	ition Hours(YTDVac)	<ul> <li>Description of type of hours being accumulated</li> </ul>	Used	07/11/201x	8.00

# Benefit Accrual Reports



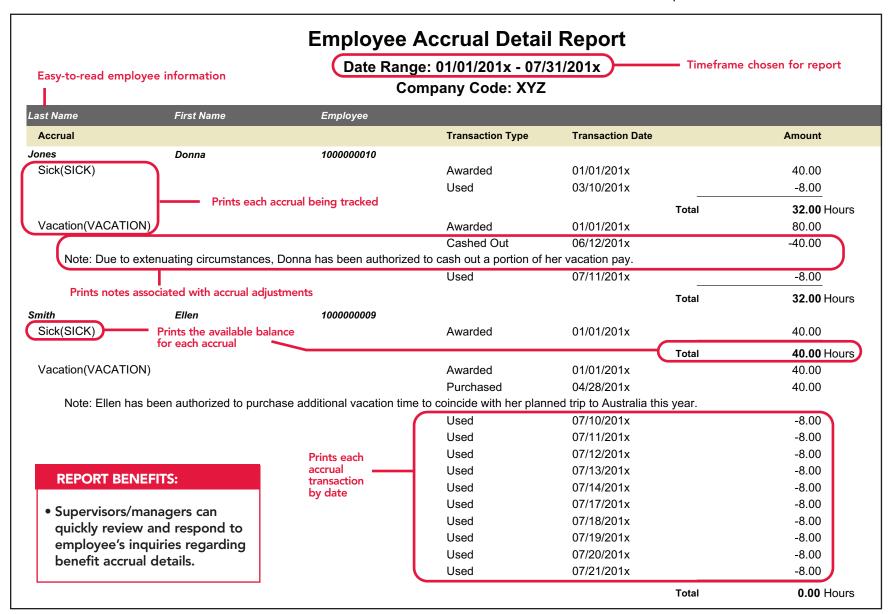
### Accrual Report

- Used to verify benefit accrual balances for each employee.
- Provides the hours employees have earned, carried over and used, and the available balance.



### Employee Accrual Detail Report

- Used to review and verify benefit accrual details for each employee.
- Provides the details on which date the accrual was awarded, taken, carried over, cashed out or purchased.

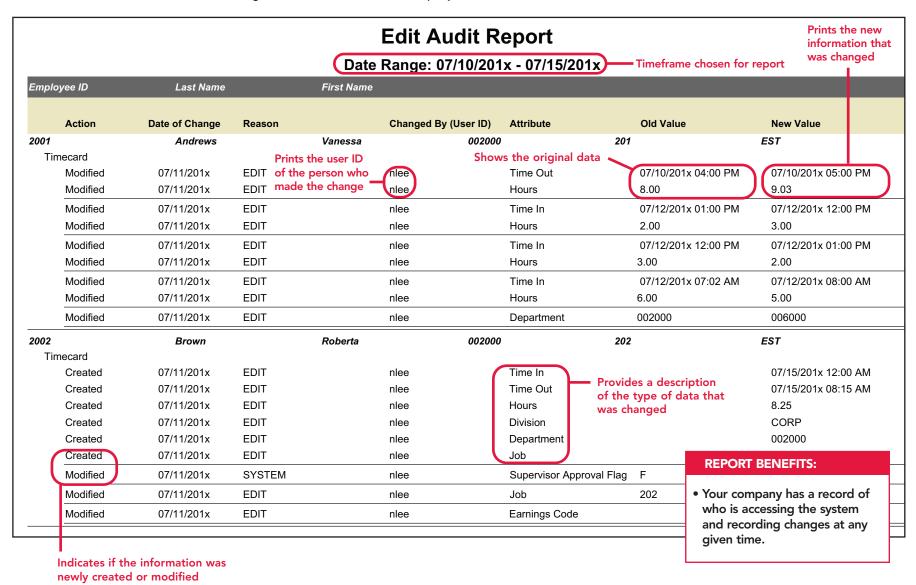


# Error and Audit Report



### Edit Audit Report

- Used to highlight who made edits to employees' timecards.
- Provides an audit trail of all changes that were made to employees' timecards.

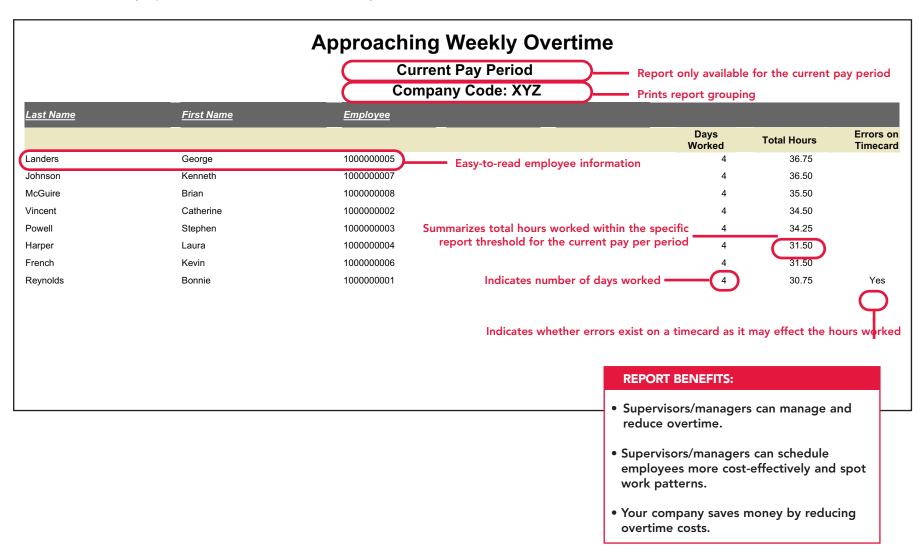


# Labor Management Reports



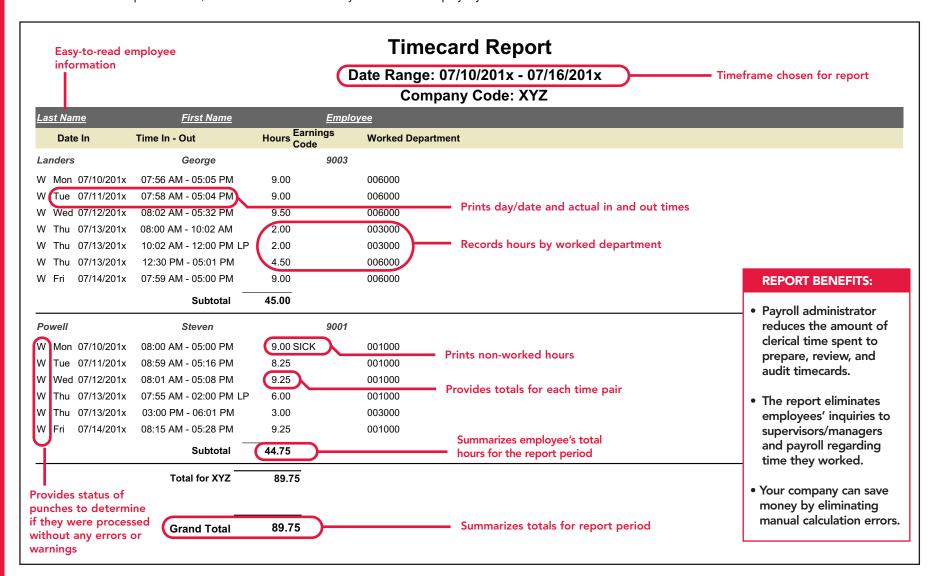
### Approaching Weekly Overtime Report

- Used to aid management in scheduling resources to reduce or eliminate weekly overtime.
- Includes all employees that have reached a user-specified threshold of worked hours.



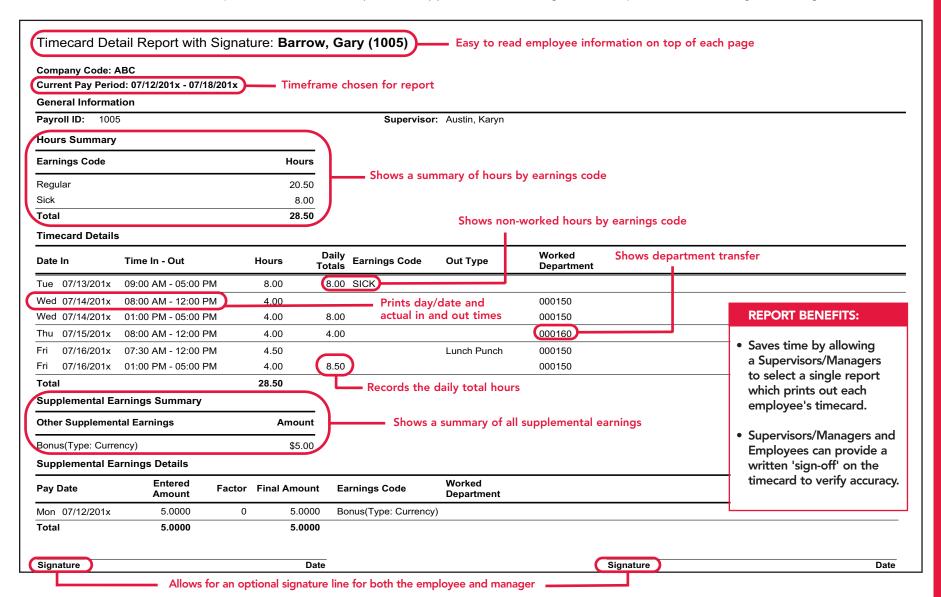
### Timecard Report

- Used to show a complete record of each employee's timecard.
- Includes time pair totals, as well as a summary total for the pay cycle.



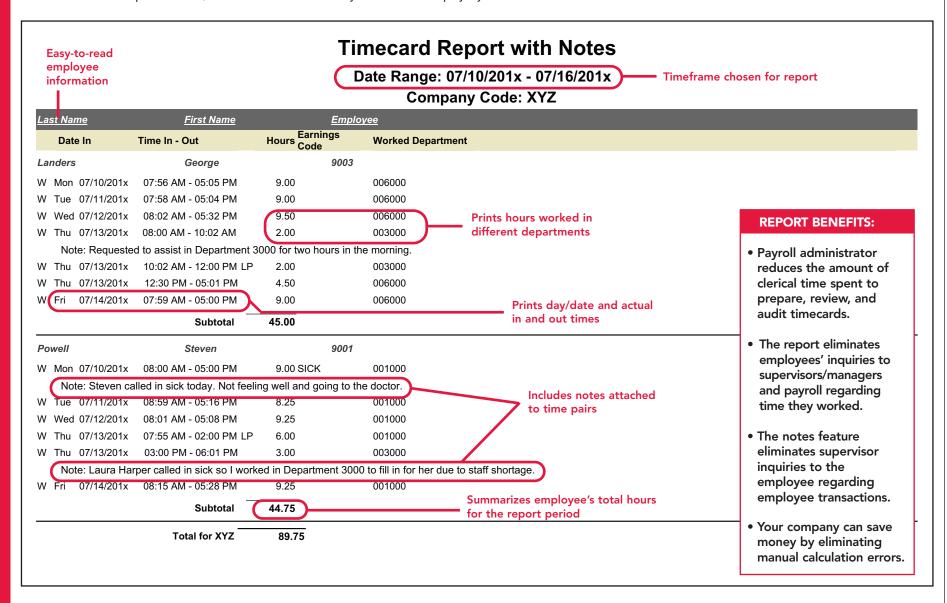
### Timecard Detail Report with Signature

- Used to obtain an employee's signature to attest to an accurate timecard.
- Includes the hours summary, timecard details, optional supplemental earnings summary and details along with a signature line.



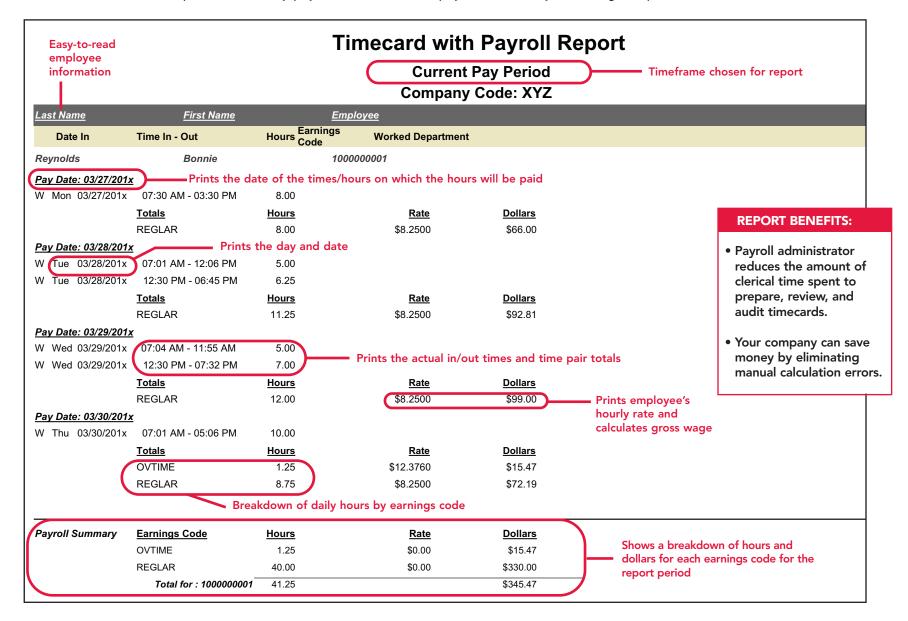
### Timecard Report with Notes

- Used to show a complete record of each employee's timecard, including employee notes.
- Includes time pair totals, as well as a summary total for the pay cycle.



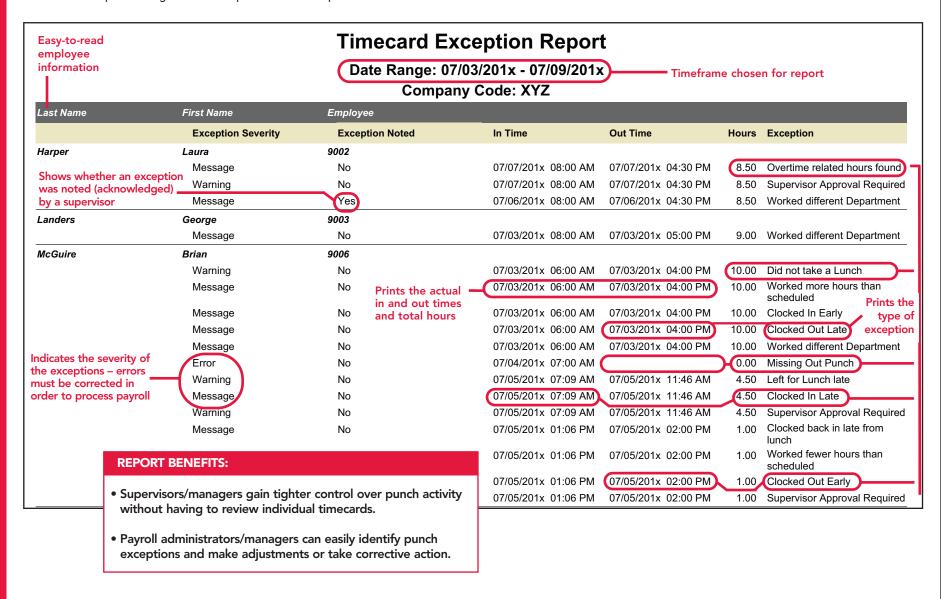
### Timecard with Payroll Report

- Used to show a complete record of each employee's timecard including the daily payroll totals.
- Includes actual time pair totals, daily payroll totals and the payroll summary on a single report.



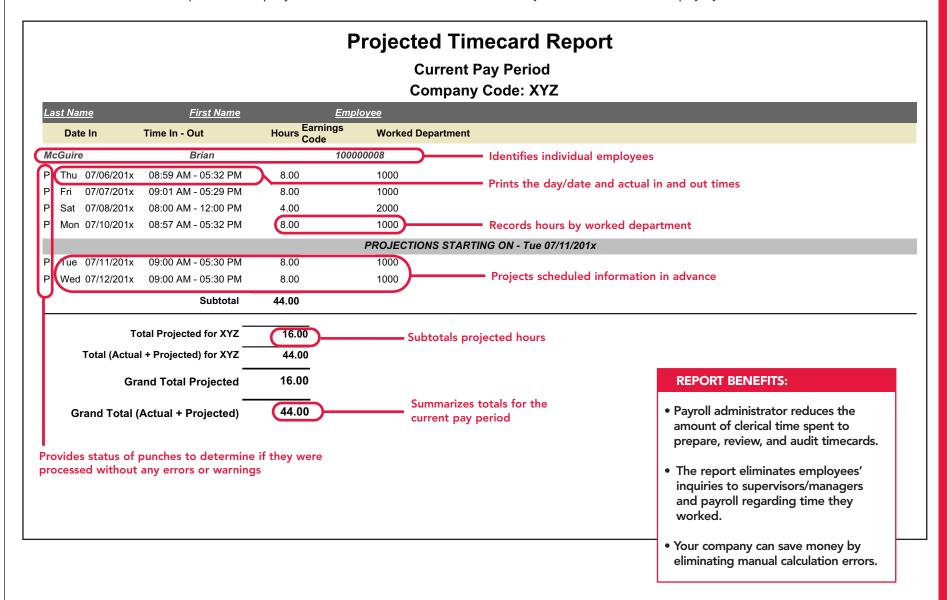
### Timecard Exception Report

- Used to highlight employees with exceptions to the schedules.
- Provides plain English descriptions of exceptions.



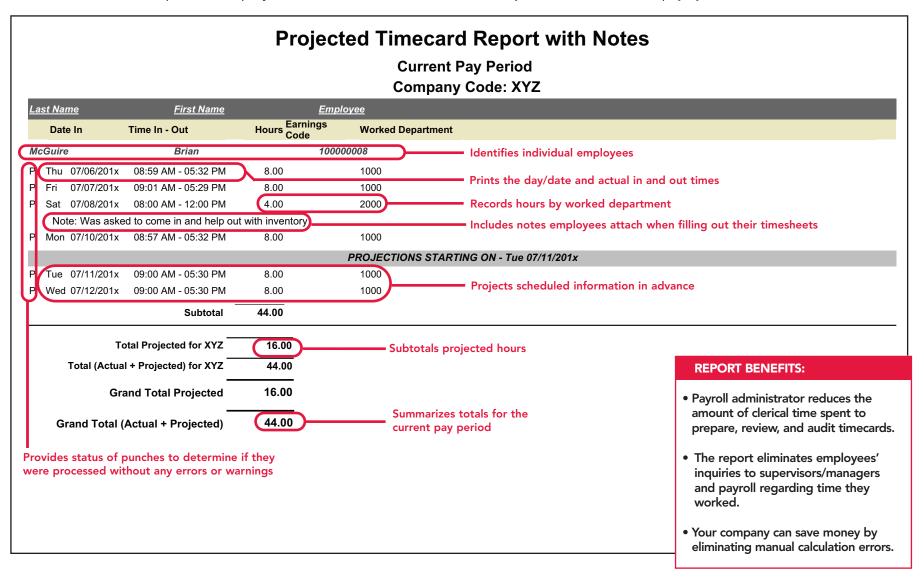
### Projected Timecard Report

- Used to show a complete record of each employee's timecard.
- Includes actual time pair totals, projected schedule totals, and a summary total for the current pay cycle.



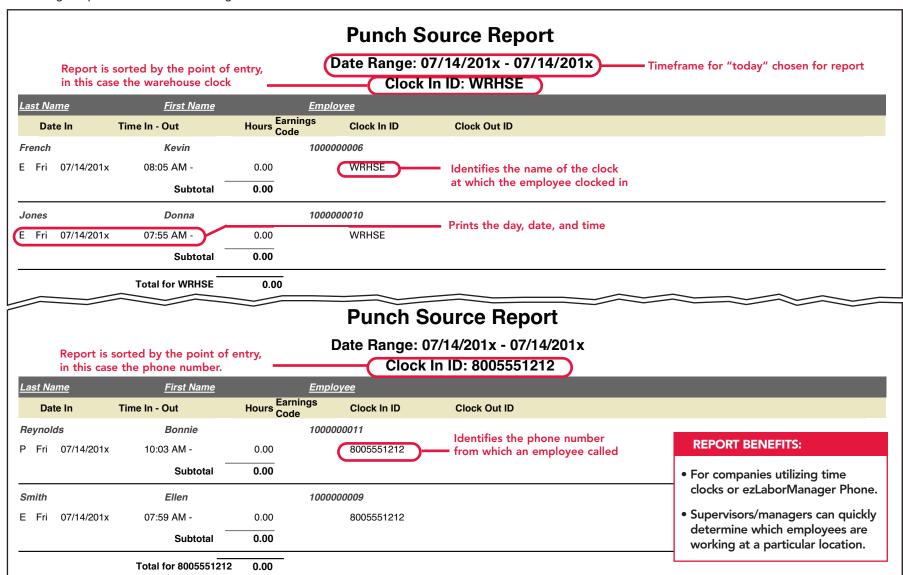
### Projected Timecard Report with Notes

- Used to show a complete record of each employee's timecard, including notes.
- Includes actual time pair totals, projected schedule totals, and a summary total for the current pay cycle.



### Punch Source Report

- Used to identify the point of entry, including specific clock locations at which the employees clocked into work.
- Includes all employees who have clocked in at a particular timeclock, entered time via the Web timesheet, or recorded punches using a specific ezLaborManager Phone call-in number.



## Employee Daily Totals Report

- Provides a complete breakdown of employees' hours and dollars by earnings code on a daily basis.
- Shows subtotals for each employee for the chosen timeframe.

### **REPORT BENEFITS:**

 Supervisors/managers can easily review employees' hours by earnings code on a day-to-day basis.

### day-to-day basis. **Employee Daily Totals Report** Easy-to-read employee Date Range: 07/10/201x - 07/16/201x Timeframe chosen for report information Company Code: XYZ Last Name First Name Employee Pay Date **Earnings Code** Hours **Dollars** Kevin 9004 French PTO-Paid Time Off \$50.60 Mon 07/10/201x 4.00 Tue 07/11/201x JURY-Jury Duty 4.00 \$50.60 Wed 07/12/201x **REGLAR-Regular** 4.00 \$50.60 Thu 07/13/201x **REGLAR-Regular** 4.00 \$50.60 Fri 07/14/201x REGLAR-Regular 4.00 \$50.60 Subtotal Shows employee subtotals = 20.00 \$253.00 Landers George 9003 Mon 07/10/201x **REGLAR-Regular** 9.00 \$167.04 Tue 07/11/201x REGLAR-Regular 9.00 \$167.04 Wed 07/12/201x REGLAR-Regular 9.50 \$176.32 Shows daily totals by Thu 07/13/201x **REGLAR-Regular** 8.50 \$157.76 earnings code broken Fri 07/14/201x OTWEEK-Weekly Overtime 5.00 \$139.20 out by hours and dollars Fri 07/14/201x **REGLAR-Regular** 4.00 \$74.24 45.00 \$881.60 Subtotal Total for: XYZ 65.00 \$1,134.60 JURY-Jury Duty 4.00 \$50.60 **Provides report totals** OTWEEK-Weekly Overtime 5.00 \$139.20 of hours and dollars PTO-Paid Time Off 4.00 \$50.60 by earnings code for REGLAR-Regular 52.00 \$894.20 the chosen timeframe Shows report totals Total for Company Code: XYZ 65.00 \$1,134.60 by company code 65.00 \$1,134.60 **Grand Total**

## Employee Total Hours Report

- Used to view employees' totals for the pay cycle.
- Provides a complete breakdown of employees' hours and estimated wages by department and earnings code.

### **REPORT BENEFITS:**

 Supervisors/managers can easily review employees' hours and approximate gross payroll by earnings code and worked department.

Easy-to-read		Employee Total Hours Report		worked depa	worked department.	
employee information				-	neframe chosen for report	
				ny Code: ABC	ierranie chosen for report	
				ly Code: ABC		
Last Name	First Name	Employ	ree			
			Worked Department	Earnings Code	Hours	Dollars
Brown	Roberta	2002				
			002000	PTO-Paid Time Off	7.50	\$75.00
	Separates hours by		002000	REGLAR-Regular	15.00	\$150.00
	worked department		003000	SH2-Shift 2 Premium	15.00	\$3.75
	and earnings codes			Subtotal	37.50	\$228.75
Butler	lamaa	7005				
Butier	James	7005	007000	REGLAR-Regular	44.00	\$440.00
			007000	Subtotal	44.00	\$440.00 \$440.00
				Subtotal	44.00	<b>Φ440.00</b>
Conti	Patricia	1003				
	Shows a breakdown	n of	001000	OVTIME-Overtime	2.50	\$37.50
	employee's hours a	nd	001000	REGLAR-Regular	40.00	\$400.00
	dollars by earnings	code		Subtotal	42.50	\$437.50
Crane	Sandy	5003				
			005000	REGLAR-Regular	8.00	\$80.00
			005000	VACATION-Vacation	32.00	\$320.00
	Provides employ	ee's subtota	als of hours and estimated v	vages Subtotal	40.00	\$400.00
				Total for: ABC	164.00	\$1,506.25
			(UDV I D :		100	<b>A</b> 553 533
			JURY-Jury Duty		4.00	\$50.60
Provides report	totals by earnings code		OTWEEK-Weekly Overtim	ie	5.00	\$139.20
r rovides report	totals by earnings code		PTO-Paid Time Off		4.00	\$50.60 \$894.20
			REGLAR-Regular  Total for Company Code	· YV7	52.00 <b>65.00</b>	\$894.20 <b>\$1,134.60</b>
Dunid-laa	والروا والمعملية والمعملة		Total for Company Code	. AIL	00.00	<b>Φ1,134.60</b>
rrovides	totals by company code •					

## Department Detail Report

- Used to analyze labor costs within each specific department.
- Provides a department breakdown of employees' hours and estimated gross wages by earnings code.

### **REPORT BENEFITS:**

• Supervisors/managers can quickly review department labor costs at the employee level.

Easy-to-read			Departmen	t Detail Repor	t		
employee			Curren	Pay Period	Timefran	ne chosen for report	
information				partment: 006000)		•	
				bartifierit. 000000	Provides	information by worked	department
Last Name	First Name	Emplo	/ee				
			Worked Department	Earnings Code		Hours	Dollars
Harper	Laura	9002					
			006000	PERSONAL-Personal	Time	8.50	\$154.79
			006000	REGLAR-Regular		25.50	\$464.36
			006000	SICK-Sick		8.50	\$154.79
	Sumr	narizes empl	oyee total hours and estin	nated gross wage —	Subtotal	42.50	\$773.94
	_						
Landers	George	9003					*
			006000	REGLAR-Regular		36.00	\$668.16
			006000	VACATION-Vacation	<u> </u>	9.00	\$167.04
					Subtotal	45.00	\$835.20
Powell	Steven	9001	Totals employee hours	by earnings code and ca	alculates estimated	gross wages	
			006000	OTWEEK-Weekly Ove	rtime	1.50	\$28.69
			006000	REGLAR-Regular		40.00	\$510.00
					Subtotal	41.50	\$538.69
				Total for:	: 006000	129.00	\$2,147.83
	kdown of department	$\overline{}$	OTWEEK-Weekly Overtime			1.50	\$28.69
overtime labor costs			PERSONAL-Personal Time			8.50	\$154.79
			REGLAR-Regular			101.50	\$1,642.52
			SICK-Sick			8.50	\$154.79
			VACATION-Vacation			9.00	\$167.04
Provides a s	summary of total costs		<b>Total for Worked Departm</b>	ent: 006000		129.00	\$2,147.83

## Department Summary Report

- Used to analyze labor costs by department.
- Provides totals and estimated gross wages by earnings code for each department.

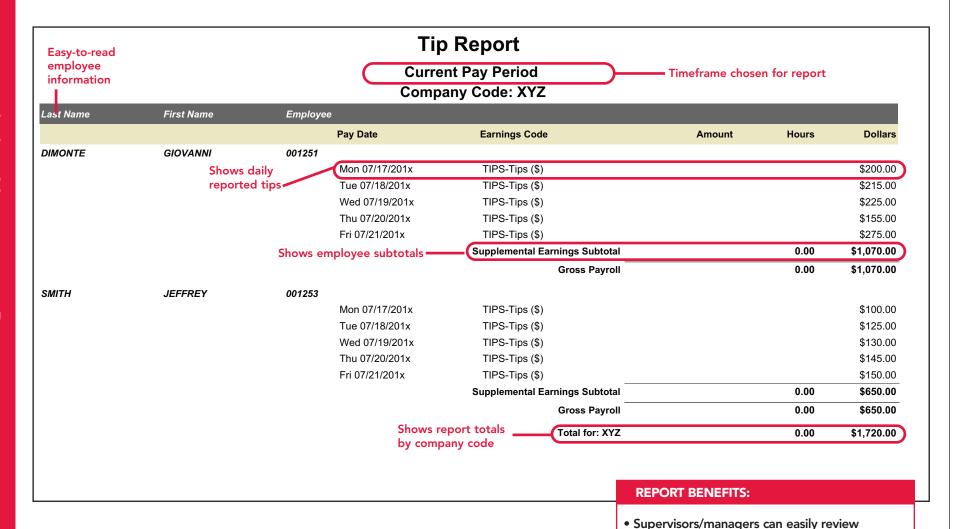
### **REPORT BENEFITS:**

- Supervisors/managers can quickly review labor costs by department.
- Payroll administrator no longer has to manually compute gross payroll by department for reporting.

[	Department	Summary Repo	ort	by department for rep
	From 07/10/	201x - 07/16/201x	Timeframe chosen for	report
	Compa	any Code: XYZ		
	Worked Department	Earnings Code	Hours	Dollars
	001000	OVTIME	4.75	\$55.50
Provides totals and	001000	PERSNL	8.00	\$0.00
estimated gross wages =	001000	REGLAR	120.00	\$924.00
by earnings code for	001000	SICK	8.00	\$60.00
each department	001000	VACTON	8.00	\$64.00
	Total for: 001000		148.75	\$1,103.50
	002000	OVTIME	4.25	\$49.97
	002000	REGLAR	214.00	\$1,727.50
	002000	VACTON	16.00	\$100.00
	Total for: 002000		234.25	\$1,877.47
	003000	OVTIME	18.50	\$228.24
	003000	REGLAR	123.50	\$951.00
	Total for: 003000		142.00	\$1,179.24
Provides subtotals of	004000	OVTIME	1.00	\$12.00
hours and associated	004000	REGLAR	16.00	\$128.00
labor costs for each	Total for: 004000		17.00	\$140.00
department	005000	REGLAR	8.00	\$64.00
	Total for: 005000		8.00	\$64.00
	006000	OVTIME	1.00	\$15.00
	006000	REGLAR	28.50	\$285.00
	Total for: 006000	-	29.50	\$300.00
	007000	OVTIME	3.25	\$31.69
	007000	REGLAR	80.00	\$520.00
	Total for: 007000		83.25	\$551.69
	008000	OVTIME	2.50	\$28.13
	008000	REGLAR	90.00	\$692.50
	Total for: 008000	-	92.50	\$720.63
Provid€	es totals for selected co	mpany code Total for: XY	755.25	\$5,936.53
1101140		Grand Tota	l 755.25	\$5,936.53

### Tip Report

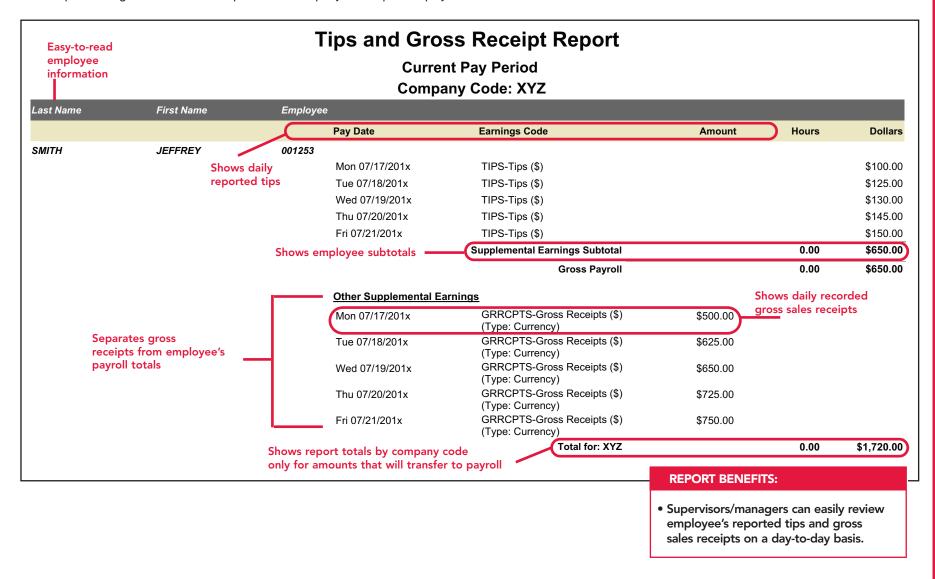
- Provides a daily breakdown of each employee's reported tips.
- Shows subtotals for each employee for the chosen timeframe.



employee's reported tips on a day-to-day basis.

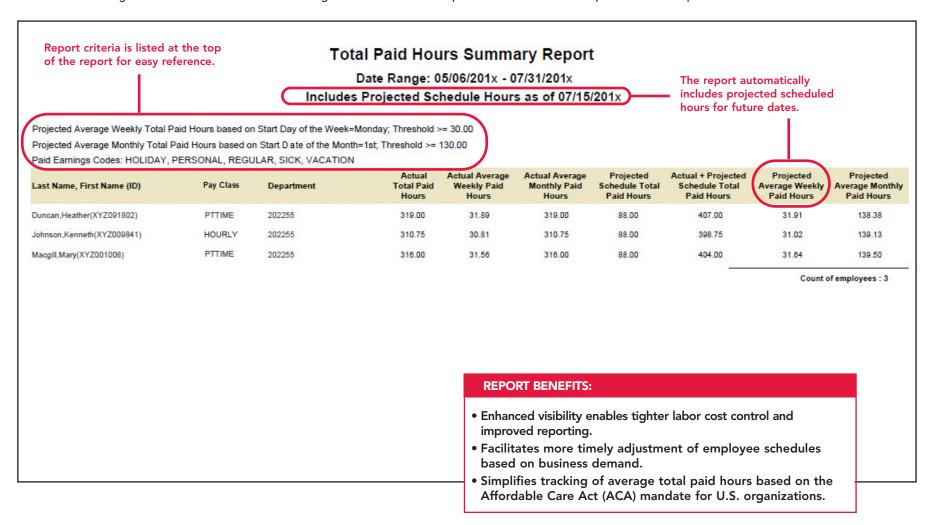
### Tips and Gross Receipt Report

- Provides a daily breakdown of each employee's reported tips and recorded gross sales receipts.
- Shows subtotals for each employee for the chosen timeframe.
- Separates gross sales receipts from employee's tips for payroll.



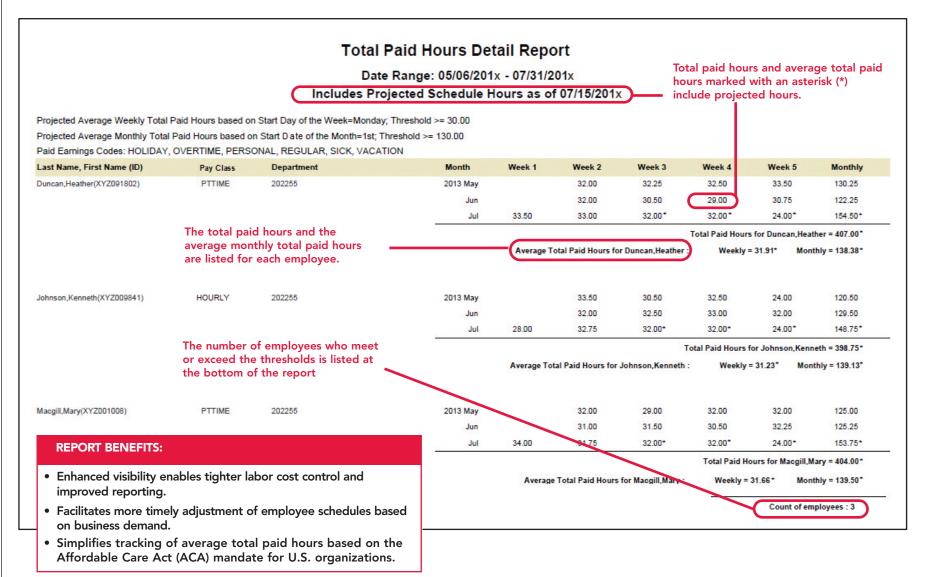
### Total Paid Hours Summary Report

- Provides a concise summary of average weekly and monthly total paid hours for each employee.
- Includes projected schedule hours for future reported dates within the selected timeframe.
- User-configurable thresholds and earnings codes allow companies to tailor the report to their specific needs.



### Total Paid Hours Detail Report

- Provides a detailed summary of average weekly and monthly total paid hours as well as projected scheduled hours for each employee.
- Includes projected schedule hours for future reported dates within the selected timeframe.
- User-configurable thresholds and earnings codes allow companies to tailor the report to their specific needs.

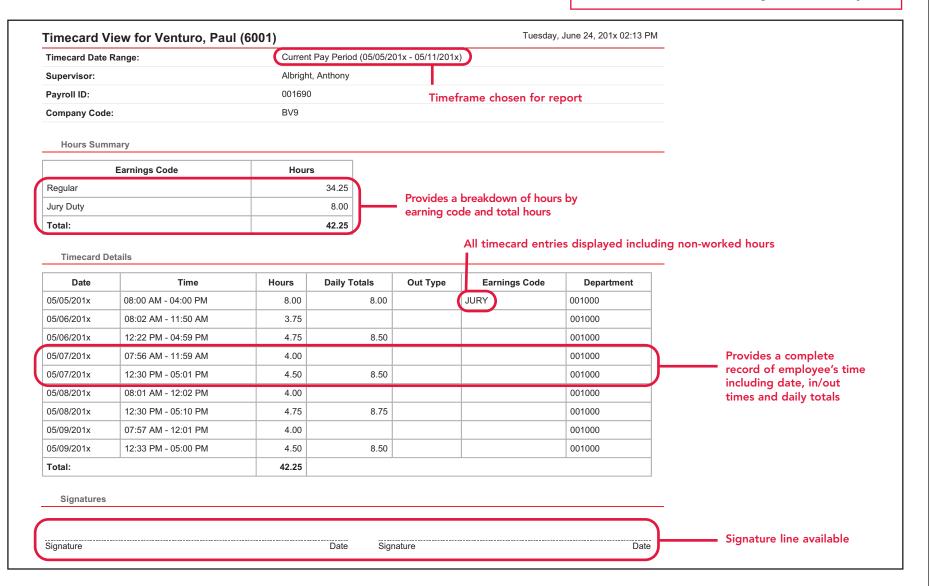


### Employee's Timecard - Printable View

- Used by employees to print a complete record of their timecard.
- A signature line is available for those companies that require it.

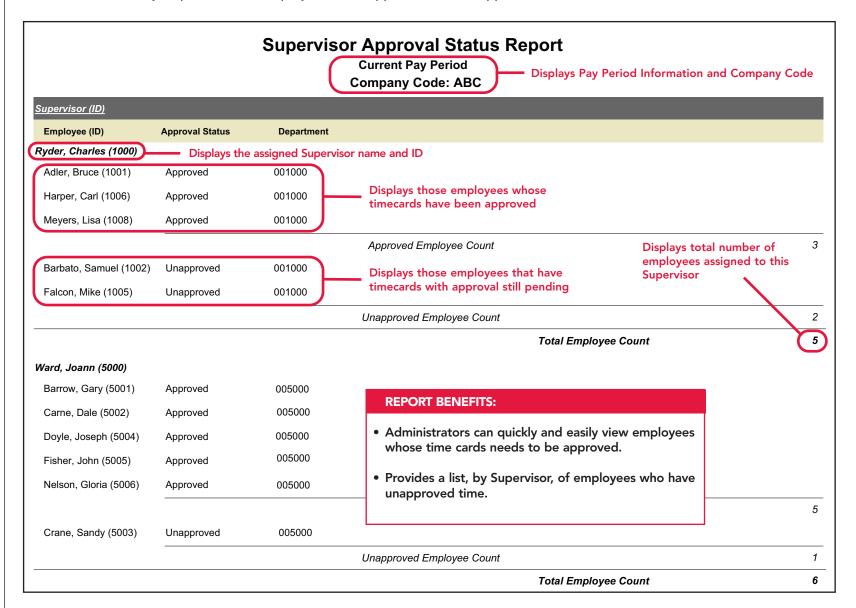
### **REPORT BENEFITS:**

- Employees can quickly and easily verify and print their timecard information for their own records.
- Supervisors / Managers will no longer have to run "one-off" reports for a specific employee's request for timecard information saving time and money.



### Supervisor Approval Status Report

- Used to show Administrators which Supervisors need to approve time cards.
- Provides a list, by Supervisor, of employees with approved and unapproved time cards.

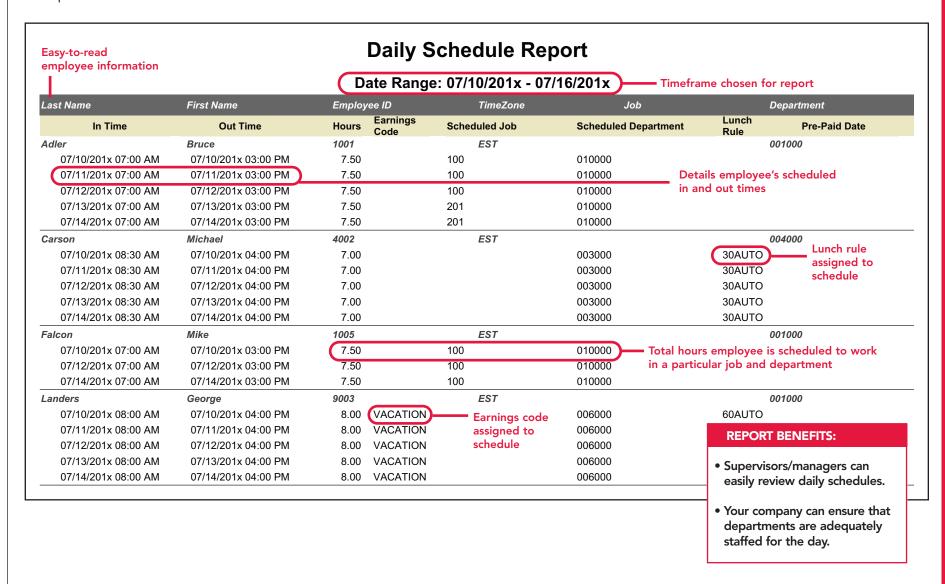


# Schedule Reports



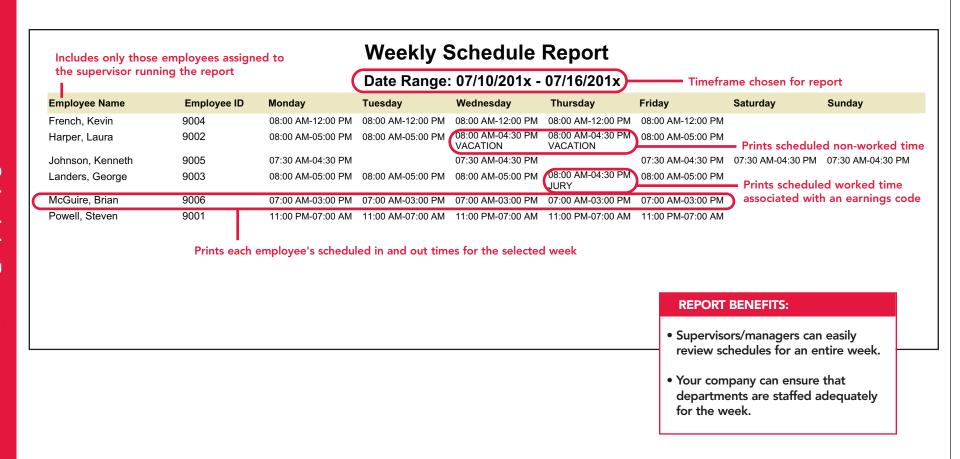
### Daily Schedule Report

- Used to show each employee's daily schedule.
- Provides employee-level schedule detail, including in and out times by date, scheduled hours, and scheduled job and department detail.



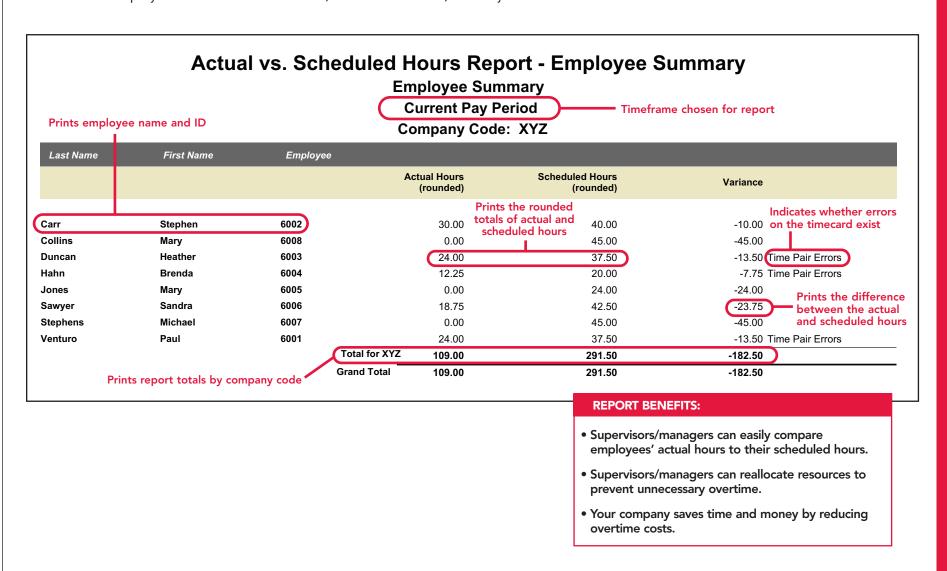
### Weekly Schedule Report

- Shows weekly scheduled in and out times for each employee.
- Can be posted on a wall so employees can see when they are scheduled to work.



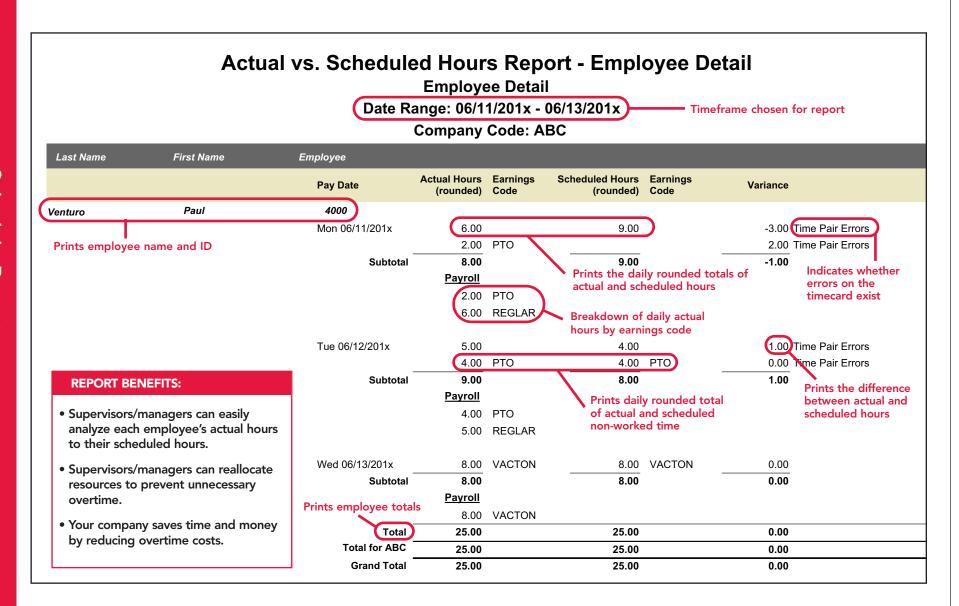
## Actual vs. Scheduled Hours Report – Employee Summary

- Used to quickly spot variations between actual hours and scheduled hours.
- Provides employee totals for actual hours, scheduled hours, and any variance for the selected time frame.



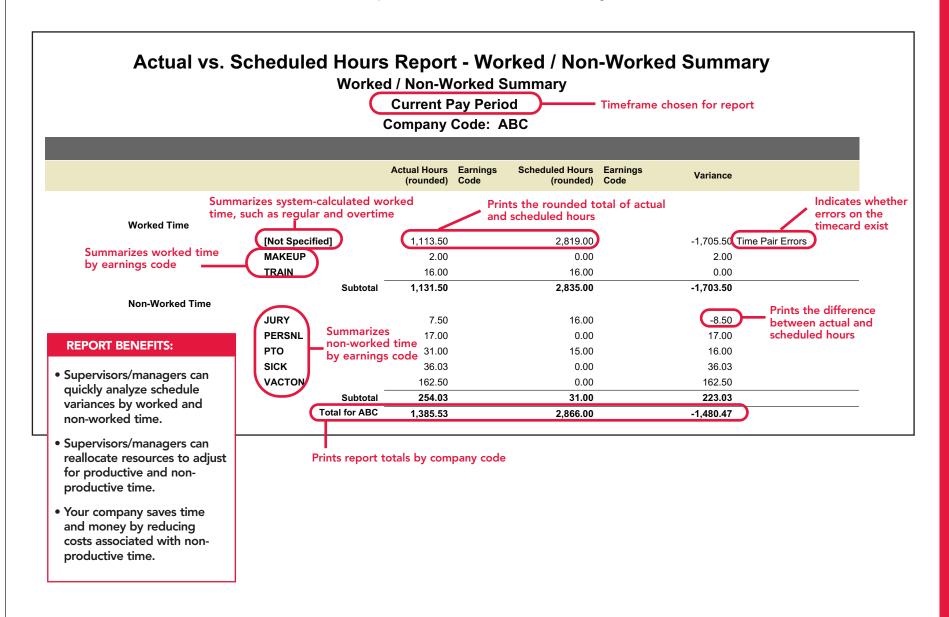
### Actual vs. Scheduled Hours Report – Employee Detail

- Used to spot daily variations between actual time and scheduled time for individual employees.
- Provides daily details of the variance between the actual hours and scheduled hours for each employee by earnings code.



# Actual vs. Scheduled Hours Report – Worked/Non-Worked Summary

- Used to quickly spot variations between worked and non-worked actual time and scheduled time.
- Provides actual, scheduled, and variance totals by worked and non-worked earnings code.

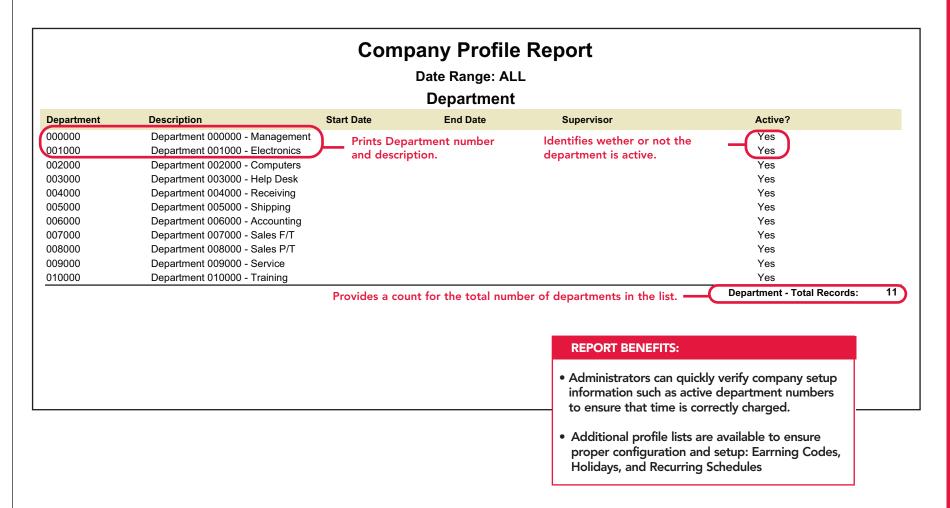


# List Reports



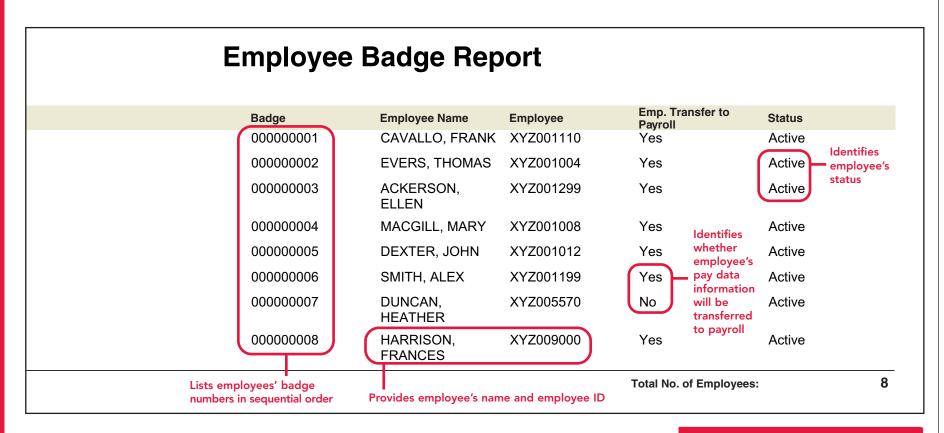
### Company Profile Report

- Used to quickly verify the list of department IDs and descriptions.
- Indicates the active status of each department.



### Employee Badge Report

- Used to show assigned employee badge numbers and status.
- Provides a listing of the assigned employee badges in badge order sequence, including employee name and employee ID.

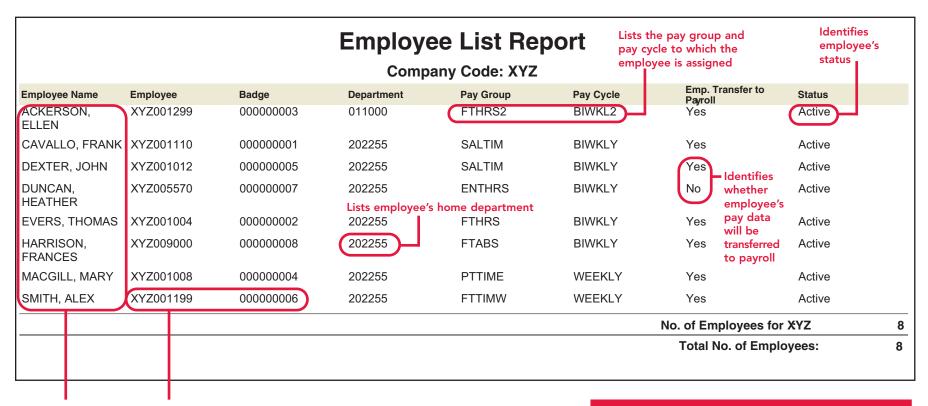


#### **REPORT BENEFITS:**

 Payroll administrators and supervisors/ managers can easily identify badge numbers already in use.

### Employee List Report

- Used to show a list of employees in alphabetical sequence.
- Provides employees' master file information.



Lists employees Lists employee's ID and alphabetically badge number

#### **REPORT BENEFITS:**

 Payroll administrators and supervisors/managers can review detailed information on each employee in an easy-to-view format.

# Employee Rates Report

- Used to show employees' effective base wage rates.
- Provides a record of employees' base wage rate progression by effective date.

#### **Employee Rates Report**

**Company Code: XYZ** 

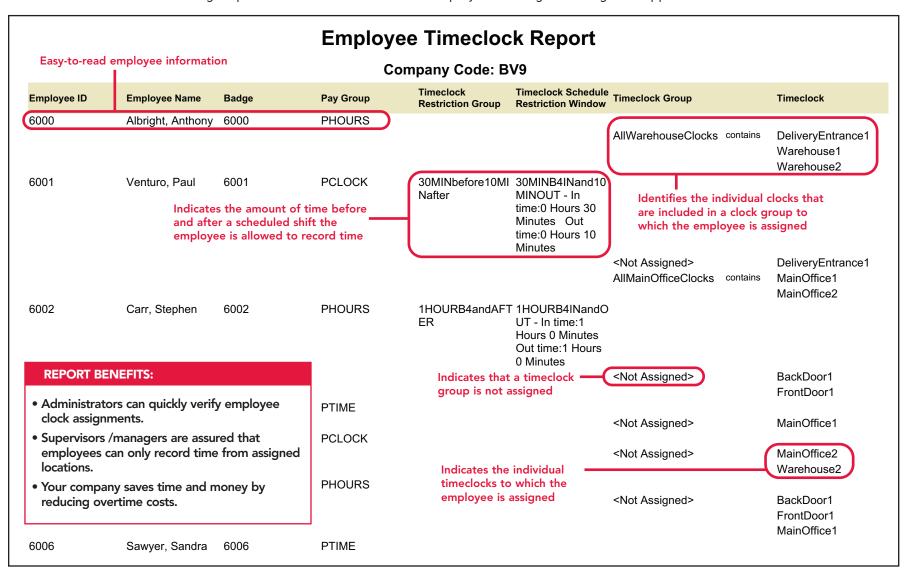
Last Name		First Name	Employee		
Da	ate	Description		Rate	
French		Kevin	9004		
01/01	/201x	Base Wage Rate		\$12.6500	
01/01	/201x	Base Wage Rate		\$14.5025	
Harper		Laura	9002		
01/01	/201x	Base Wage Rate		\$18.2100	Provides employee's effective base wage rate
Johnson		Kenneth	9005		
01/01	/201x	Base Wage Rate		\$16.9900	
Landers		George	9003		
01/01	/201x	Base Wage Rate		\$18.5600	
06/01	/201x	Base Wage Rate		\$19.2500	
Powell		Steven	9001		
01/01	/201x	Base Wage Rate		\$10.0000	
01/01	/201x	Base Wage Rate		\$11.5000	Provides employee's base wage rate progression by effective date
01/01	/201x	Base Wage Rate		\$12.7500	progression by effective date

#### **REPORT BENEFITS:**

 Payroll administrators and supervisors/managers can easily review a snapshot of employees' effective base wage rates.

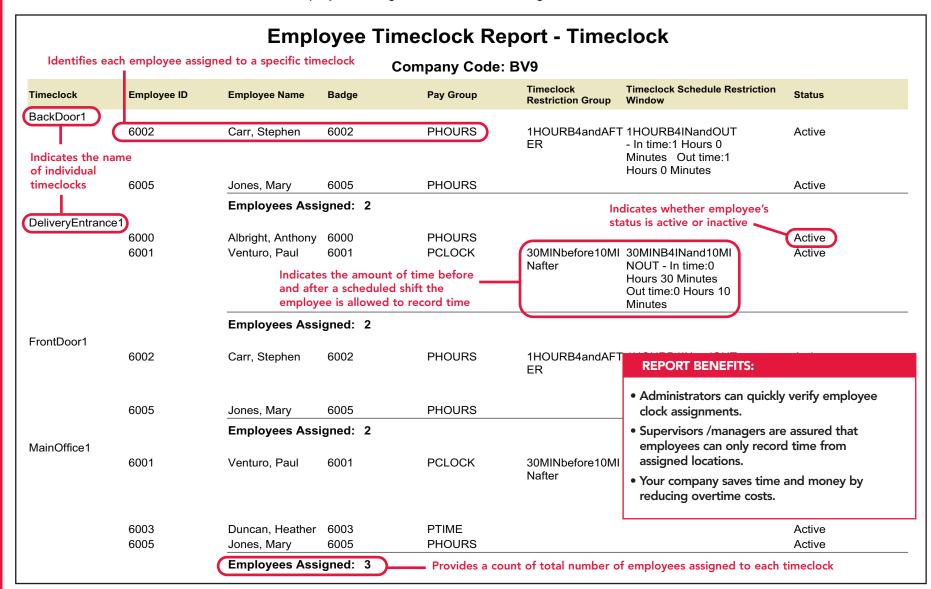
# Employee Timeclock Report

- Used to quickly verify at which clocks each employee is assigned.
- Provides the individual and group clock names to which each employee is assigned along with applicable schedule restriction windows.



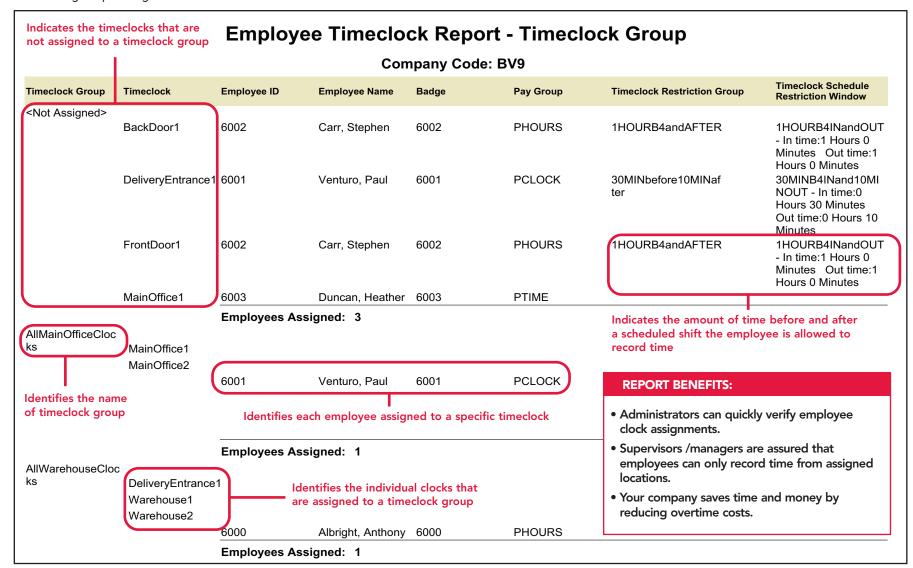
### Employee Timeclock Report - Timeclock

- Used to quickly identify which specific clocks employees are allowed to record time.
- Provides the name of the clock and all employees assigned to that clock along with the schedule restriction windows.



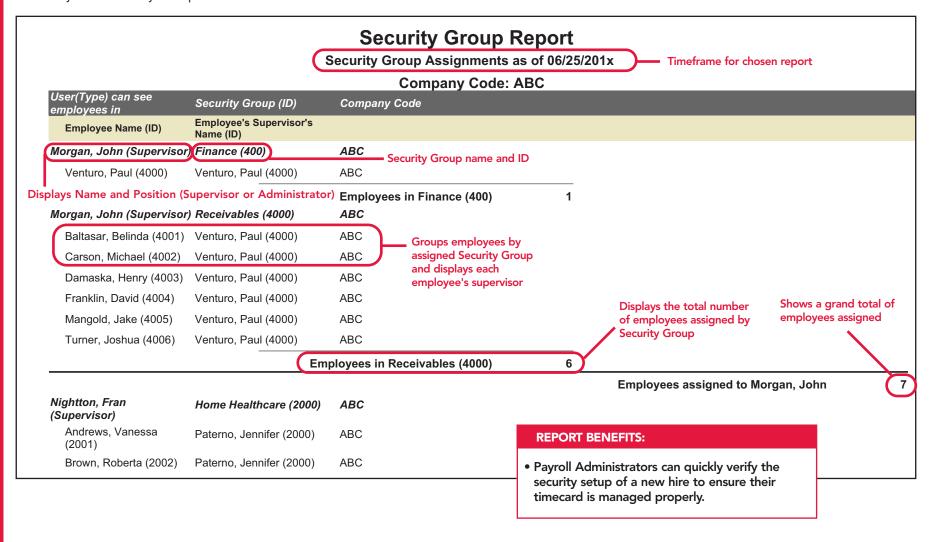
# Employee Timeclock Report - Timeclock Group

- Used to quickly identify which group of clocks employees are allowed to record time.
- Provides the name of the clock group, the names of all clocks included within each clock group, and all employees assigned to that clock group along with the schedule restriction windows.



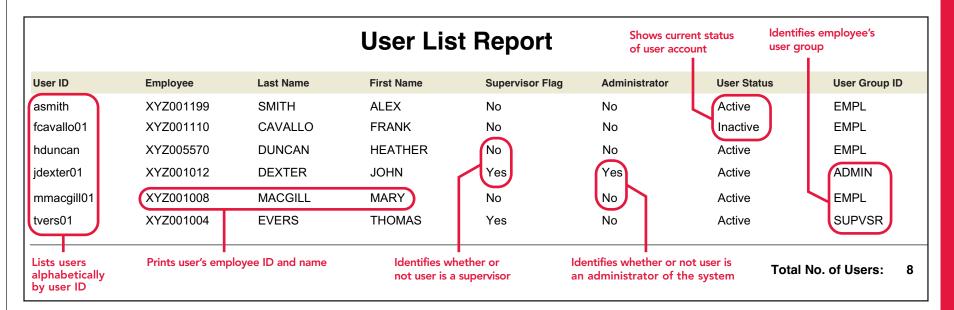
### Security Group Report

- Used to verify employee assignments to Supervisors to ensure that Supervisors can view, edit and approve timecards for the employees for which they have responsibility.
- Verify the security setup of a new hire.



### User List Report

- Used to show a list of users who have access to log onto ezLaborManager.
- Provides a detailed record of system users and the level of access provided.



#### **REPORT BENEFITS:**

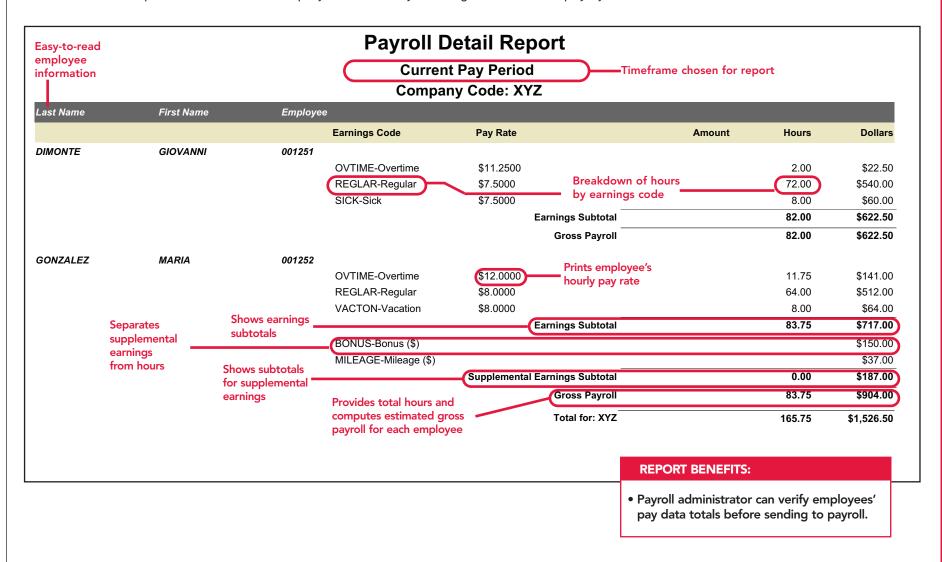
 Payroll administrator can quickly verify the status and level of access of each user.

# Payroll Reports



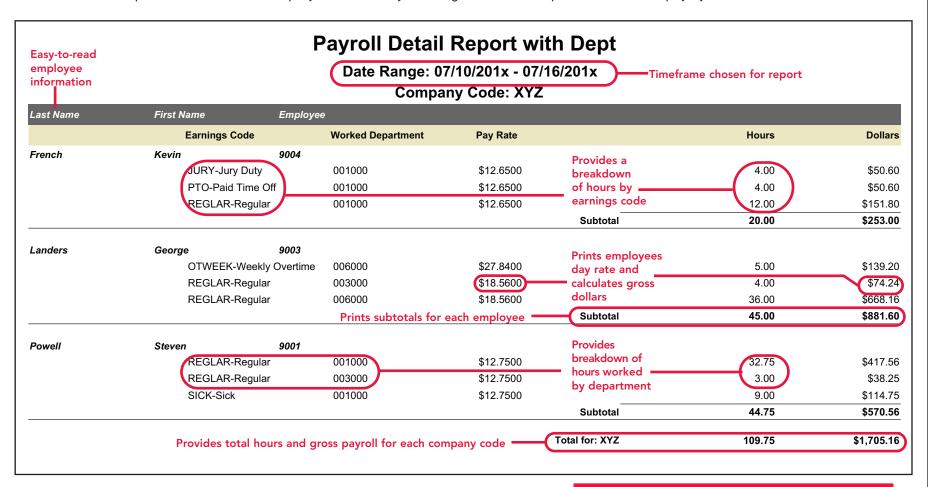
#### Payroll Detail Report

- Used to verify employees' hours and supplemental earnings before sending to payroll.
- Used to call in payroll.
- Provides a complete breakdown of employees' hours by earnings code for the pay cycle.



# Payroll Detail Report with Department

- Used to verify employees' hours by department before sending to payroll.
- Used to call in payroll.
- Provides a complete breakdown of employees' hours by earnings code and department for the pay cycle.

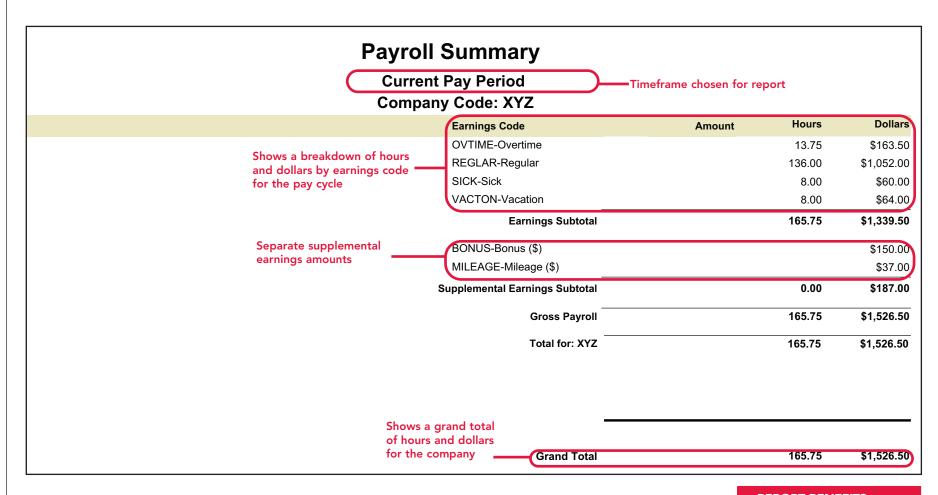


#### **REPORT BENEFITS:**

 Payroll administrator can verify employees' pay data totals by department before sending to payroll.

# Payroll Summary Report

• Used to verify totals when sending data to ADP payroll.

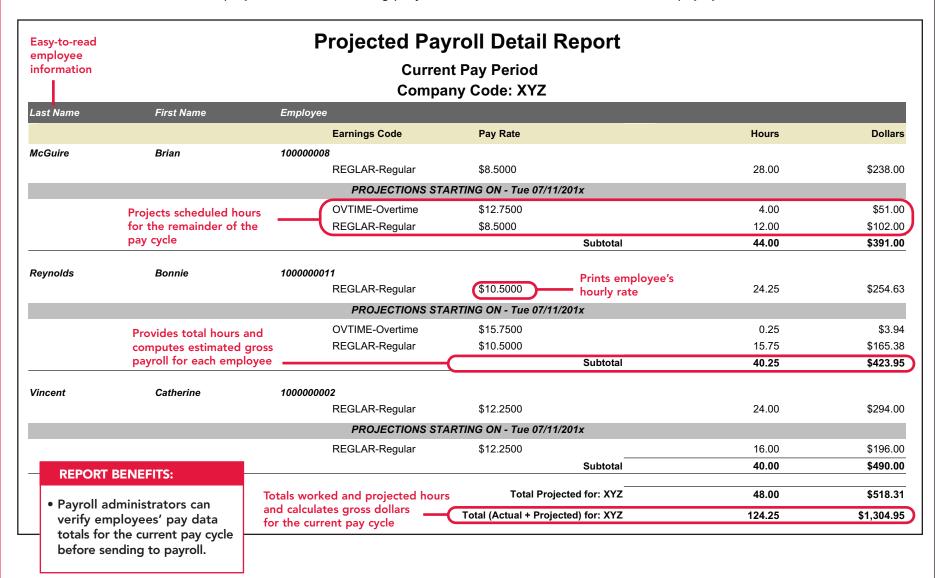


#### **REPORT BENEFITS:**

 Payroll administrator can quickly verify batch totals imported into ADP payroll.

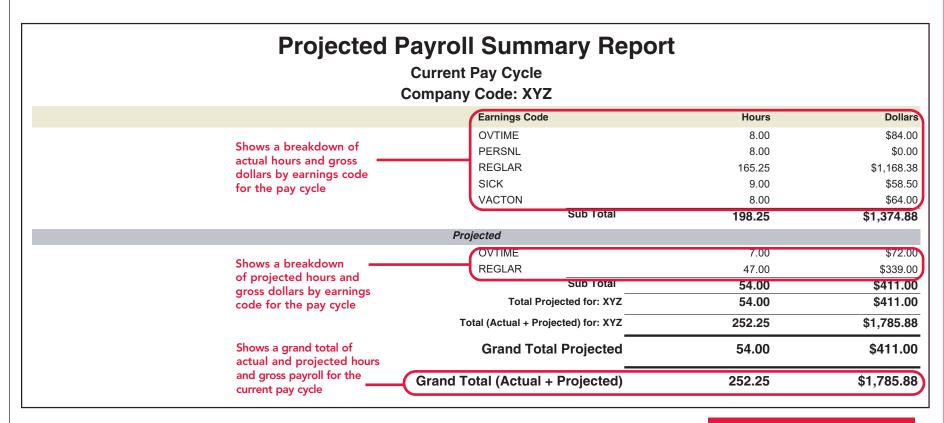
# Projected Payroll Detail Report

- Used to verify employees' hours before sending to payroll.
- Provides a breakdown of employees' hours, including projected scheduled hours for the current pay cycle.



# Projected Payroll Summary Report

• Used to verify totals for the current pay cycle when sending data to ADP payroll.

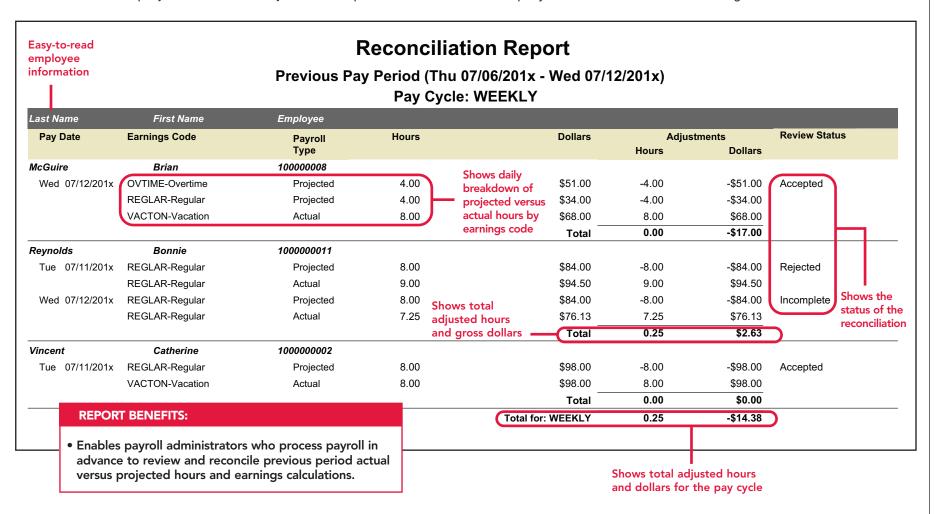


#### **REPORT BENEFITS:**

- Payroll administrators can quickly verify current pay cycle batch totals imported into ADP payroll.
- Payroll administrator can easily review projected payroll expenses.

### Reconciliation Report

- Used to show the differences between each employee's projected schedule hours and what he or she actually worked for the previous pay cycle.
- Provides an employee- and summary-level comparison of actual versus projected hours based on earnings code.



Notes			



For more information, contact your ADP Sales Representative by calling **1-800-CALL-ADP** (800.225.5237) or visit our Web site at www.adp.com.

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