

Managing User Access to ezLaborManager

Quick Reference

Notes: For more detailed information about the tasks described below, see the ezLaborManager online help. To access the online help, click  in the upper right corner of any main ezLaborManager page.

If you are using an ADP payroll product that has an Integrated Employee Editor (a version of the ezLaborManager **Employees** and **User** pages that exists inside the payroll application) you should add users and make changes to user records in that ADP payroll product. Do not make user changes in ezLaborManager. If you are not using an integrated ADP payroll product, use the following instructions to add and change user records.

To Assign ezLaborManager Access to Employees

- 1 Click the **Setup** tab.
- 2 From the **Actions** pull-down menu on the Employees page, select **Add New Employee**.
- 3 On the **Employees** page, enter the appropriate information in the following fields and check boxes. Fields that are required are marked in the application with a small red triangle ().

- User ID
- Employee ID
- Report Group
- User Role
- Enter New Password
- Confirm Password
- Culture
- Administrator

Note: Where available, click  to select a value for a field.

- 4 Click **Submit**.

To Assign Access to Security Groups

Note: If the user you created is a supervisor or administrator, you must assign the user access to the security groups that contain the employees whose records you want him or her to have access to.

- 1 Click the **Setup** tab.
- 2 On the **Employees** page, click  (next to the **Find** button) and select an employee.
- 3 Click the **Security Group** menu item on the left side of the page.
- 4 In the **Employee Security Group** section, click **Add additional Security Groups**.
- 5 In the **Security Group Lookup** window, select the check box for each security group you want to assign the user access to, and then click **Done**.
- 6 If you want to change the **Start Date** for access to a security group, click  and select a different date.
- 7 If you want to set an **End Date** for access to a security group, click  and select a date. (If you want the user to have access to a security group indefinitely, do not enter an end date.)
- 8 Click **Submit**.

To Change a User's Password

- 1 Click the **Setup** tab.
- 2 On the **Change Passwords** page, select a user.
- 3 Enter the new password in the following two fields:
 - **Enter New Password**
 - **Confirm Password**
- 4 If you want the user to set a new password of his or her own choosing the next time he or she logs in, select the **Force Password Change at Next Login** check box.
- 5 Click **Submit**.

To Inactivate a User

- 1 Click the **Setup** tab.
- 2 On the **Employees** page, select a user.
- 3 In the **General** section, select **Employee is Inactive**.
- 4 Click **Submit**.

To Reactivate a User

- 1 Click the **Setup** tab.
- 2 On the **Employees** page, select a user.
- 3 In the **General** section, select **Employee is Active**.
- 4 Click **Submit**.

To Delete a User's Access to ezLaborManager

- 1 Click the **Setup** tab.
- 2 On the **Employees** page, select a user.
- 3 From the **Actions** pull-down menu, select **Delete Employee**.
- 4 Click **OK**.

Note: When you delete a user, only the user's access to ezLaborManager is removed. The user's employee record is not changed or deleted.
