

Time Reporting Instructions

Step 1: Accessing ADP's ezLabor Manager for the First Time

- Launch Microsoft Internet Explorer.
- Type in <http://elabor.com>.
- In the upper right hand corner of the page, click on the **Bookmark the Workforce Portal (Customers Only)** link.
- Click **OK**.
- Click on **Favorites** and choose **ADP ezLabor Manager**.
- If the company name field appears, enter the company name assigned to your company (TechProse) and press **Enter**.
- When you reach the **Login** page, type in your **username** and **password**. **Use your first initial and last name using lower case letters for both the username and password. Don't use spaces for both the username and password.**
- Click the **Login** button. At this point, you will be instructed to change your password.

Step 2: Entering your Hours

- Once you are in the *Workforce Portal*, go to the upper right-hand tab called **Employee Services**.
- Then click on the **Time Sheet** button.
- Enter a **Pay Date Range** (for example: 2/1/2005 to 2/15/05).
- Click **Go** button.
- A table will appear for you to complete the fields below:
 - Select:** **Do nothing with this field.**
 - Day of the week:** To add additional line items click the lowest plus sign.
 - Date in calendar:** Date is automatically entered for you.
 - Hours:** Enter your hours for the corresponding day. **On non-work days do not enter "0" in the Hours column.**
 - Earning code:** **Do nothing with this field.**
 - Project:** Your TechProse project number is automatically entered for you or you can select a different number if you are working on multiple TechProse projects by clicking on the **Look Up** button (the box with the 3 dots to the right).
 - Task:** Your TechProse task is automatically entered or you can change the task by clicking on the **Look Up** button (the box with the 3 dots to the right).
 - Post-it Note:** Click here to add additional details as needed.
- If you work on more the one project for that day, click on the **+ sign** in front of that particular day. You have just added a new line for the day to enter hours for a different project/task.
- Once you have completed entering your hours, please click the **Submit** button at the bottom of the page. It may be a good idea to click **Submit** after you have entered your hours for each day.
- After all hours are submitted for the period, go to the upper right-hand corner and click on the **Employee Timecard Approval Required** button.

The screenshot displays the ADP ezLaborManager Workforce Portal interface. At the top, it shows the ADP logo and the text "ezLaborManager. Workforce Portal". On the right, there is a "Employee Services" tab and a "Powered by ADP" logo. Below the header, the breadcrumb "You are here: Home > Employee Timesheet" is visible, along with "Help" and "Logout" buttons. The main content area is titled "View: Time Sheet Employee" and features a "Pay Date Range" section with a dropdown menu set to "Current Pay Cycle", input fields for "02/01/2005" and "02/15/2005", and a "Go" button. A red arrow points to a button labeled "Employee Timecard Approval Required". Below this, there is a "Preferences" dropdown and a "Payroll Summary" link. A message "Operation Successful" is displayed. The bottom section contains a table with columns: "Select", "Date In", "Hours", "Earnings Code", "Project", and "Task". The table has one row with a plus sign in the "Select" column, "Tue" in "Date In", "02/01/2005" in "Date In", "1.00" in "Hours", and empty fields with ellipsis buttons in "Earnings Code", "Project", and "Task".

Select	Date In	Hours	Earnings Code	Project	Task
<input type="checkbox"/>	Tue	02/01/2005	1.00		

Now you have completed the final step in submitting your timecard for the period. By clicking on the **Employee Timecard Approval Required** button, you have notified TechProse that you have given your approval of your hours as submitted and are finished with the process.

Step 3: Viewing Past Timesheets

- a) Once you are in the *Workforce Portal*, go to the upper right-hand tab called **Employee Services**.
- b) Then click on the **Time Sheet** button.
- c) Under **Pay Date Range** select a predetermined view or select specific dates.
- h) Click the **Logout** button to exit the application **before closing the ADP window**.

Do you have questions?

- See the attached Quick Reference Card from ADP.
- Contact Carla Galinat at 925-299-3900 x106 or carla@techprose.com

Do you have feedback?










We appreciate your input regarding our processes. Please email kathy@techprose.com with any feedback you have on the new system or the instructions above. In appreciation of your comments we'll mail you a \$5 Starbuck's Gift Certificate.

Kathy Krumpe, Resource Manager



Employee Quick Reference Card

Filling out your Timesheet – Daily Totals

	<p>1. Access the ezLaborManager Web Site: <i>From your desktop:</i></p> <ul style="list-style-type: none"> • Launch your web browser and connect to the Internet. • Click on Favorites and choose ADP ezLaborManager. ➤ You will be brought to the Log In page.
<p>Company Name: <small>Your Company Name</small> change company</p> <p>User Name: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Login"/></p>	<p>2. Log in to ezLaborManager: <i>From the ezLaborManager login screen:</i></p> <ul style="list-style-type: none"> • Type in your username and password. • Click on the Login button. ➤ You will be brought to the Employee Services Home page.
	<p>3. Enter Daily Hours: <i>From the Home tab:</i></p> <ul style="list-style-type: none"> • Click on the Time Sheet button. • Set the Date Range by clicking on the drop-down box and making a selection. ➤ If you change the Date Range, the system will remember your settings the next time you log in. For a pay period view, Current Pay Cycle is recommended. For a weekly view, This Week is recommended. <p><u>To enter you worked time:</u></p> <ul style="list-style-type: none"> • In the Hours field,  enter your total hours for that day. <p><u>To enter sick/vacation time:</u></p> <ul style="list-style-type: none"> • In the Earnings Code field,  click on the look-up button  for a list of earnings codes. • Select the appropriate earnings code (i.e. SICK or VACTON) <p><u>To insert an additional line for a day:</u></p> <ul style="list-style-type: none"> • Click on the  icon. <p><u>To enter time from your Schedule:</u></p> <ul style="list-style-type: none"> ➤ Only available for employees with a defined schedule. • On scheduled days, your schedule is shown as grayed-out • Place a check mark in the Select box of the scheduled day(s) you wish to submit. ➤ The entire line will be shaded gray. <p><u>When you are finished:</u></p> <ul style="list-style-type: none"> • Click on the Submit button. ➤ You will receive an Operation Successful message. • Click on the Home link to return to the Home page.
	<p>4. Logout of ezLaborManager</p> <ul style="list-style-type: none"> • Click on the door icon  to logout. ➤ You will be returned to Log in page. • Close your Web browser by clicking on the  in the upper right-hand corner.



Employee Quick Reference Card

Self-service to Additional Features



To View Your Schedule: (If applicable)

- Click on the **Home** tab.
 - Your schedule for the current week is displayed in the **Schedule at a Glance** box.

To view your monthly schedule:

- Click on the [View Schedule](#) link.
 - A monthly calendar with your schedule will be displayed.
- Use the single arrows to scroll back or forward one week at a time.
- Use the double arrows to scroll back or forward one month at a time.

To return Home:

- Click on the [Home](#) link.



To View your Timecard History:

- Click on the **my Labor** tab.
- Click on the [Timecard History](#) link.
 - The previous pay period will be displayed.

To view a different pay period:

- Use the icon to choose the start date for the period you wish to view.

To return to the My Labor page:

- Click on the [My Labor](#) link.



To View your Attendance Exceptions: (If applicable)

- Click on the **my Attendance** tab.
 - You will be able to view your attendance exceptions for the past year.

To view a detailed breakdown of the exception:

- Click on the link under the heading of **Tracking Code**.

To return to the My Attendance page:

- Click on the [My Attendance](#) link.



To View Sick / Vacation Balances and Company Holidays: (If applicable)

- Click on the **my Benefits** tab.
 - You will be able to view your Sick/Vacation balances and Company Holidays.

To view a summary of your balance activity:

- Click on the link under the heading of **Description** (ex, [Sick](#)).
 - A summary of your Sick or Vacation activity will be displayed.

To view a detailed history of your balances:

- Click on the **Year to Date** or **All** totals (ex, [80.00](#)).
 - A detailed transaction breakdown of your Sick or Vacation balance will be displayed..

To return to the My Benefits page:

- Click on the [My Benefits](#) link.

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 ezLaborManager is a registered trademark of Automatic Data Processing, Inc.