

**NOWCC**  
ADP ezLabor Manager (Electronic Timesheets)  
**Instructions for Supervisors**

1. **Instructions for your first login**
2. **Instructions to approve enrollee timesheet**
3. **Checking enrollee's leave balances**
4. **Printing reports**

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## 1. Instructions to bookmark ADP ezLabor Manager

1. Launch Internet Explorer
2. Go to website <http://workforceportal.elabor.com> or select **ADP ezLaborManager** from your Bookmarks or Favorites
3. If this is your first time using the ezLaborManager the website will ask you for the Client Name or ID. This is not your User ID. The page is asking you to enter: **NOWCC** (all CAPS) (See example below):



Language	Client Name or ID
<a href="#">English (United States)</a>	NOWCC
<a href="#">English (Canada)</a>	<input type="button" value="Submit"/>
<a href="#">français (Canada)</a>	

4. Click "Submit" button. This will take you to the login page.

**ADP** NOWCC

**ADP**  
ezLaborManager.

**Login**

Language	Client Name <a href="#">Change Client</a>	<b>Messages</b>
<a href="#">English (United States)</a>	NOWCC	<b>i</b> No messages
<a href="#">English (Canada)</a>	User ID	
<a href="#">français (Canada)</a>	<input type="text"/>	
<a href="#">English (United Kingdom)</a>	Password	
	<input type="text"/>	
	<input type="button" value="Login"/>	

**User ID** – 1<sup>st</sup> letter of your first name and full last name (all lower case letters) Example: John Smith = jsmith

**Password:** welcome

Then click on the Login button

5. You will be prompted to change your password at this time

**Reset Password**

Enter Old Password:  
▶  **Old Password: same as you entered on the previous page**

Enter New Password:  
▶  **New Password: must be minimum 6 characters**

Confirm Password:  
▶  **Confirm Password: retype your new password**

## 2. Instructions for approving timesheet

1. Login to ADP ezLaborManager
2. “Supervisor Services” should be displayed in the pull-down menu on the right.
3. Click on “Group Labor” tab

The screenshot shows the ADP ezLaborManager interface. At the top, there are navigation tabs: Home, Group Labor, Schedules, and My Employees. The 'Group Labor' tab is highlighted with a red circle. To the right, there is a pull-down menu labeled 'Supervisor Services' with a red circle around it and a red arrow pointing to it. Below the tabs, the date and time are displayed as 'Tuesday, November 20, 2007 10:28 AM'. There is an 'Inbox' section with a 'View Attendance Notificat' link. Below that, there is an 'Exceptions by Employee' section with a 'View By Type' link and a table containing one row: '1 Employees in Current Pay Period'.

4. Under “Group Labor” tab, click on “Timecard manager” link

The screenshot shows the ADP ezLaborManager interface with the 'Group Labor' tab selected. Below the tabs, there is a 'Filter: Default Filter' section with a dropdown arrow. Below that, there are two links: 'Timecard Manager' and 'Quick Charge'. The 'Timecard Manager' link is highlighted with a red circle and a red arrow pointing to it. Below the links, there is a 'Group Labor' section with a 'Date: Today' dropdown and a 'No Data' message.

- To approve the entire pay period, check the box under **“Supervisor Approval”** column header then click **Submit**. You can also approve just one day at a time. To do so, check the box next to the day you want to approve, then click **Submit**.

Supervisor Services **ESP** eLaborManager

Home Group Labor Schedules My Employees

Filter: Default Filter (1 of 1) Brown, Melvin D. (1000000027) Find

Pay Date Range: Current Pay Period 11/10/2007 - 11/23/2007

You are here: Group Labor > Timecard Manager

Preferences

Select	Supervisor Approval	Date In	Hours	Earnings Code	Department
<input type="checkbox"/>	<input type="checkbox"/>	Sat 08/18/2007			000000
<input type="checkbox"/>	<input type="checkbox"/>	Sun 08/19/2007			000000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mon 08/20/2007	7.00		000000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tue 08/21/2007	7.00		000000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Wed 08/22/2007	7.00		000000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Thu 08/23/2007	7.00		000000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fri 08/24/2007	7.00		000000
<input type="checkbox"/>	<input type="checkbox"/>	Sat 08/25/2007			000000
<input type="checkbox"/>	<input type="checkbox"/>	Sun 08/26/2007			000000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mon 08/27/2007	7.00		000000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tue 08/28/2007	7.00		000000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Wed 08/29/2007	7.00		000000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Thu 08/30/2007	7.00		000000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fri 08/31/2007	7.00		000000

Total Hours: 70.00

**Submit** **Submit & Calculate** Insert Copy Paste Clear Delete

Supervisor Services **ESP** eLaborManager

Home Group Labor Schedules My Employees

Filter: Default Filter (1 of 1) Brown, Melvin D. (1000000027) Find

Pay Date Range: Current Pay Period 11/10/2007 - 11/23/2007

You are here: Group Labor > Timecard Manager

Preferences

Payroll Summary

Operation Successful

Select	Supervisor Approval	Date In	Hours	Earnings Code	Department
<input type="checkbox"/>	<input type="checkbox"/>	Sat 02/02/2008			000000
<input type="checkbox"/>	<input type="checkbox"/>	Sun 02/03/2008			000000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mon 02/04/2008	7.00		000000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tue 02/05/2008	7.00		000000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Wed 02/06/2008	7.00		000000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Thu 02/07/2008	7.00	SICK	000000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fri 02/08/2008	7.00	SICK	000000
<input type="checkbox"/>	<input type="checkbox"/>	Sat 02/09/2008			000000
<input type="checkbox"/>	<input type="checkbox"/>	Sun 02/10/2008			000000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mon 02/11/2008	7.00	SICK	000000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tue 02/12/2008	7.00		000000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Wed 02/13/2008	7.00		000000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Thu 02/14/2008	7.00		000000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fri 02/15/2008	7.00		000000

Total Hours: 70.00

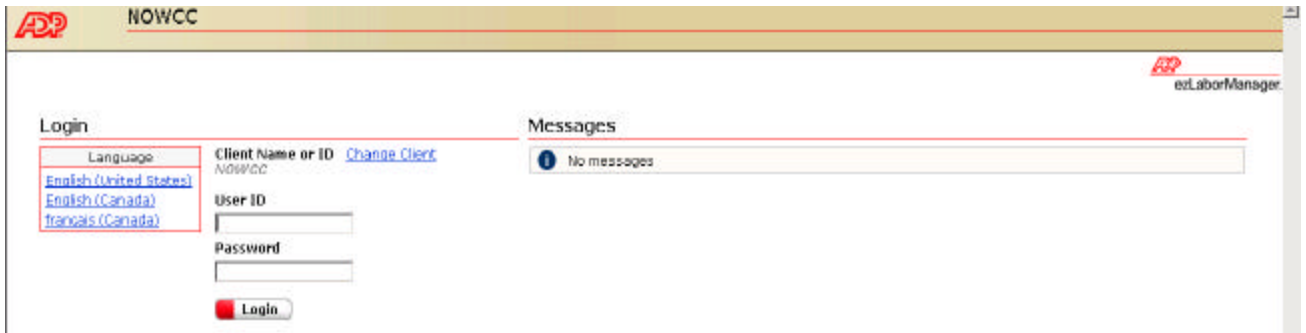
**Submit** Insert Delete

Unprocessed

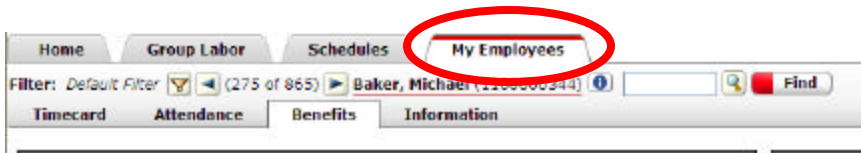
Severity	Description	Noted
	Supervisor Approval Required	

# Checking enrollee's leave balances

1. Log in to ezLaborManager



2. Click on "My Employees" tab.



3. Then click on "Benefits" sub-tab

Description	Accrual Type	Balance	Scheduled
<a href="#">Individual Holiday</a>	Hours	0.00	0.00
<a href="#">Personal</a>	Hours	0.00	0.00
<a href="#">Sick</a>	Hours	148.27	0.00
<a href="#">Vacation</a>	Hours	36.76	0.00

2008 Holidays		
<a href="#">Last Year</a>	<a href="#">Current Year</a>	<a href="#">Next Year</a>
Tuesday, January 01, 2008		New Year's Day
Monday, January 21, 2008		Martin Luther King Day
Monday, February 18, 2008		Presidents Day
Monday, May 26, 2008		Memorial Day
Friday, July 04, 2008		Independence Day
Monday, September 01, 2008		Labor Day
Monday, October 13, 2008		Columbus Day
Tuesday, November 11, 2008		Veteran's Day
Thursday, November 27, 2008		Thanksgiving
Thursday, December 25, 2008		Christmas Day


























































## Printing Reports

Click on the reports button  located in the upper right corner of the page.



Then click on the link “[Supervisor Reports](#)” to get the list of all available reports.

Click on the little printer icon next to one of the highlighted reports to view the timesheets. The reports in purple are not applicable as we do not enter schedules for enrollees in this system.

Supervisor Reports		
Options	Name	Description
  	Accrual Report	Employee accrual balances.
  	Actual vs. Scheduled Hours Report - Employee Detail	Comparison of actual and scheduled hours by employee, pay date and earnings code.
  	Actual vs. Scheduled Hours Report - Employee Summary	Comparison of actual and scheduled hours by employee.
  	Actual vs. Scheduled Hours Report - Worked / Non-Worked Summary	Comparison of actual and scheduled hours by worked/non-worked earnings code.
  	Approaching Weekly Overtime	Employee list with accumulated hours.
  	Daily Schedule Report	Detailed start and stop times by employee.
  	Department Detail Report	Employee hours by worked department.
  	Department Summary Report	Summary of hours by worked department.
  	Employee Badge Report	List of employees by badge number.
  	Employee Daily Totals Report	Daily totals by employee.
  	Employee Dates Report	List of employee dates.
  	Employee List Report	Alphabetical list of employees.
  	Employee Total Hours Report	Summary of employee hours.
  	Punch Source Report	Provides detailed timecard information grouped by the source of the IN punch.
  	Timecard Exception Report	Timecard exceptions by employee.
  	Timecard Report	Detailed timecard report for each employee.
  	Timecard Report with Approval	Detailed timecard report with approval for each employee.
  	Timecard Report with Notes	Detailed timecard report with notes.
  	Weekly Schedule Report	Scheduled employee start and stop times for the week.