



ezLaborManager®

Processing Payroll and Calling In Your Payroll Data

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A guide to preparing and exporting ezLaborManager payroll data

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Introduction

This payroll processing guide contains a **Quick Reference** section (beginning on page 3) and a **Detailed Instructions** section (beginning on page 5.)

The Quick Reference section provides just the essential instructions you need to accomplish each task when you process your payroll.

The Detailed Instructions section provides more detailed descriptions of each step in the process.

You may want to start with the Quick Reference section and then consult the Detailed Instructions section only if you need more information.





Quick Reference


Processing payroll involves four basic procedures, which are outlined briefly below. If you need more detailed information on a procedure, see the corresponding chapter later in this guide. (Clicking the section heading below will take you directly to the related chapter.)

Important: If you use projected pay cycles, do not follow the procedures below. Instead, see the appropriate *Using Projected Payroll* guide for instructions on processing payroll for projected pay cycles.

Create Timecard and Payroll Reports (page 5)

- 1 Create a Timecard Exception Report and Payroll Detail Report by clicking the **Reports** () button in the upper right section of any main ezLaborManager page.
- 2 On the **Reports** page, click the **Administrator Reports** link.
- 3 Click the **View Report** () button next to the **Timecard Exception Report** or the **Payroll Detail Report**. The report will be displayed on your screen. You can print or save the report.

Prepare Employee Data for Payroll (page 7)


- 1 In ezLaborManager, go to **Administrator Services**→**Administration**→**Maintenance**→**Payroll**→**Prepare for Payroll**.
- 2 On the **Prepare for Payroll** page, click the **Start Preparation** link for the appropriate pay cycle.
- 3 If the **Prepare for Payroll** process stops, correct any errors that are found.
- 4 On the **Preparation Complete** page, click **Finished** to return to the maintenance tab. The pay cycle is now locked.
- 5 Exit ezLaborManager by clicking the **Exit** button ()

Call or Key In Your Payroll Data (page 11)

Call in your hours to your ADP teledata operator or key in your hours to your payroll product. When you receive your payroll from ADP, verify the accuracy of the data.

Move the Pay Cycle to the Next Pay Period (page 13)




- 1 Log in to ezLaborManager.
- 2 Go to **Administrator Services**→**Administration**→**Maintenance**→**Payroll**→**Move to Next Pay Period**.
- 3 Click the **Start Move** link for the pay cycle you want to move to the next pay period.

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- 4 If the **Move to Next Pay Period** process stops, follow the on-screen instructions to address any errors.
 - 5 When the process reaches the confirmation page, 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.**
 - 6 Click the **Move to Next Period** button.
 - 7 On the **Move to Next Pay Period** page, click the **Refresh** button until the status changes from **Move Pending** to **Open**.

Detailed Instructions

Create Timecard and Payroll Reports

Before you begin processing payroll, you should generate two key reports that you can use to verify your payroll data before exporting it and moving the pay period forward. To create these reports:

- 1 Click the **Reports**  button in the upper right part of the ezLaborManager page.
- 2 On the **Reports** page, click the **Administrator Reports** link.
- 3 On the **Administrator Reports** page, click the **View Report**  button next to the **Timecard Exception Report**.
- 4 When the report opens, go to your browser's **File** menu and select **Print** or **Save As** to print or save the report.
- 5 Close the browser window.
- 6 On the **Administrator Reports** page, click the **View Report**  button next to the **Payroll Detail Report**.
- 7 When the report opens, go to your browser's **File** menu and click **Print** or **Save As** to print or save the report.
- 8 Close the browser window.

Prepare Employee Data for Payroll

When 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, and then it is locked to prevent changes to employee data. The process only stops if errors are found. If any errors are found, on-screen instructions are provided to help you correct the errors.

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 for instructions on processing payroll for projected pay cycles.

Run Prepare for Payroll

- 1 In Administrator Services, click the **Administration** tab.
- 2 Under the **Payroll** heading on the **Maintenance** sub-tab, click the **Prepare for Payroll** link. All pay cycles that you have access to in your company are listed on the page that opens. For each pay cycle, the following information is displayed:
 - **Status** — The pay cycle's current status (**Open** or **Locked**). You can click **Open** or **Locked** 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 the payroll processing, make sure that all employees have recorded their hours for the pay period.

- 3 Click the **Start Preparation** link 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. If errors are found, the process stops. Each of the following steps provides information for resolving the errors that may be found.

- 4 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 and then click the **Start Preparation** link for the pay cycle again. If the events that were pending have been completed, ezLaborManager will go past the pending events check without stopping.
- 5 If payroll-related exceptions are found, click the exception name on the page and then follow the on-screen instructions to resolve the errors.

Notes:

- You are not required to resolve **Employees 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.


- 6** When all payroll exceptions have been corrected, click the **Continue Prepare for Payroll** button.
- 7** 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 supervisors to address their own employees' exceptions	<ol style="list-style-type: none"> 1 In the Notify column, click the check box for each supervisor you want to e-mail. 2 Click the Notify button to send the e-mail. 3 Click End Prepare for Payroll. 4 Wait until the supervisors have resolved the exceptions and then go to step 1 and start the Prepare for Payroll process again.
You need to run the Prepare for Payroll process immediately, so you cannot wait for supervisors to correct exceptions	<ol style="list-style-type: none"> 1 Click the Edit button  in the Edit Time Pair column for an employee. 2 On the employee's timecard, make all needed edits. 3 Click the Submit & Calculate button. 4 Repeat these steps for each additional employee with exceptions.

- 8** When all time pair exceptions have been corrected, click the **Continue Prepare for Payroll** button.

- 9** If attendance exceptions are found, perform the appropriate actions to resolve each exception. (This step is skipped if your company does not use the attendance feature.)

If	Then Do This
You do not need to complete the Prepare for Payroll process immediately and you want supervisors 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 supervisor you want to e-mail. 2 Click the Notify button to send the e-mail. 3 Wait until the supervisors have resolved the exceptions and then go to step 1 and start the Prepare for Payroll process again.
You need to run the Prepare for Payroll process immediately, so you cannot wait for supervisors 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 corrective actions, repeat these steps.

- 10** When all required attendance corrective actions have been completed, click the **Continue Prepare for Payroll** button.
- 11** On the **Preparation Complete** page, click the **Finished** button.
- 12** Exit ezLaborManager by clicking the **Exit** button () in the upper right corner of the page.

You have now completed the **Prepare for Payroll** process and are ready to call in your payroll data to ADP or key in your payroll data in your payroll system. For instructions, see ["Call or Key In Your Payroll Data" on page 11.](#)

Call or Key In Your Payroll Data

Call in your payroll data to your ADP operator or key in your hours to your payroll product.

After you have received and reviewed your paychecks, go to "Move the Pay Cycle to the Next Pay Period," on page 13.

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.

To move a pay cycle to the next pay period:

- 1 Log in to ezLaborManager.
- 2 In **Administrator Services**, click the **Administration** tab.
- 3 Under the **Payroll** heading on the **Maintenance** sub-tab, click the **Move to Next Pay Period** link. On the page that opens, all pay cycles to which you have access are listed. For each pay cycle, the following information is displayed:
 - **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.
- 4 Click the **Start Move** link for the pay cycle you want to move to the next pay period.
- 5 If any errors are found, click the **Prepare for Payroll** link in the error message to return to the **Maintenance** tab. You can then click the **Prepare for Payroll** link to begin checking the pay cycle for errors.
- 6 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.
- 7 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.

- 8 Click the **Move to Next Period** button.
- 9 On the **Move to Next Pay Period** page, click the **Refresh** button every few moments until the status changes from **Move Pending** to **Open**. When the status is **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.
