

Wilberforce University

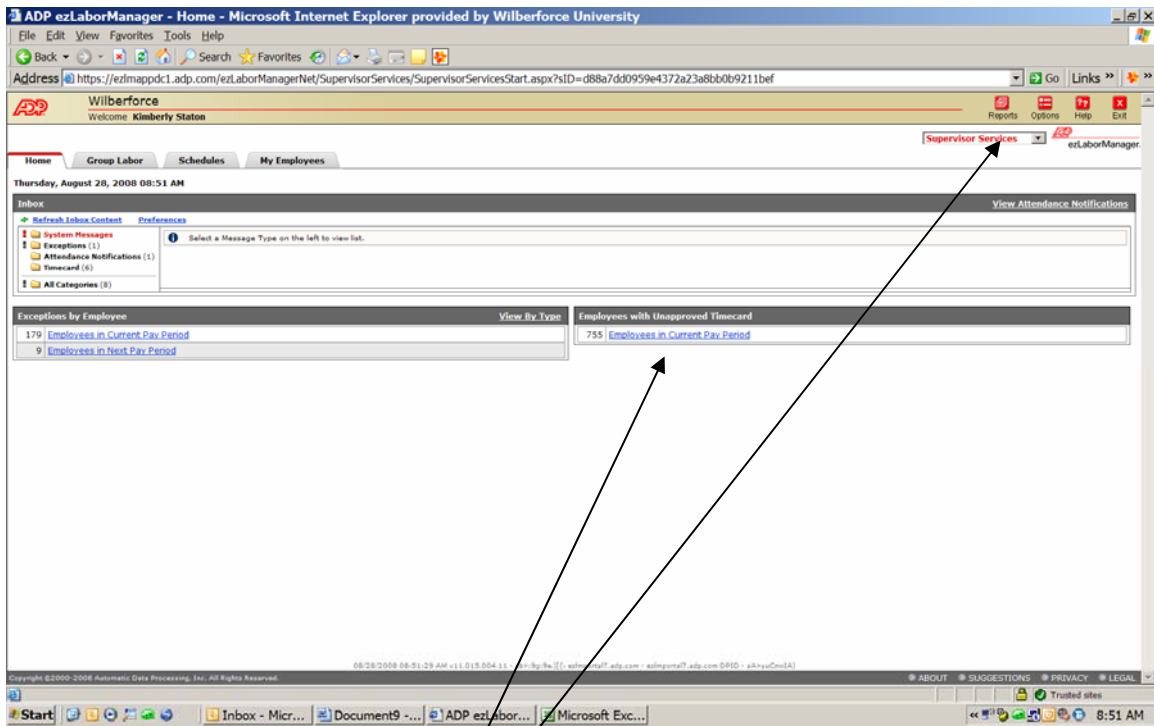


FWS Supervisor Approval Manual ADP EZLabor Manager

FWS Supervisors:

- Receive an email with students UserID & Password from Payroll Department
- Log into EZLabor Manager and confirm all student workers listed. Contact Payroll if they are not.
- Designate computer for students clocking in and out
 - Contact payroll for instructions on setting up EZLabor on designated computer.
- Establish schedule for each student
- Obtain copy of students class schedule to ensure student is not working during class times – EVEN IF CLASS IS CANCELLED
- Approve time weekly to ensure student is clocking in properly
- FWS payroll schedule is online – students paid every two weeks
- Suggest students enrolled for debit card as soon as possible – assistance in Payroll Department X5293
- Supervisors are responsible to clear all exceptions for their employees or time will be deleted.
- Time can be submitted for one pay period prior to current pay period. Any other time will not be paid. See Supervisor FWS Manual for further details.
- **DEADLINE for payroll submission is Monday 10am**

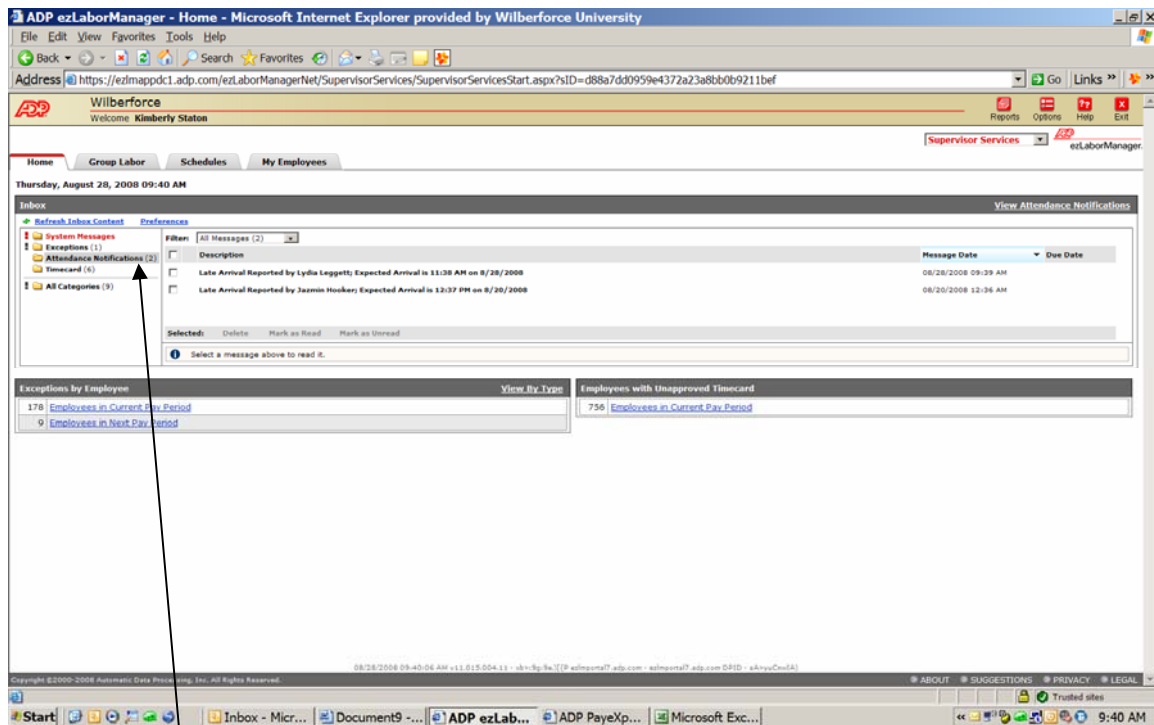
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Log into EZLabor Manager

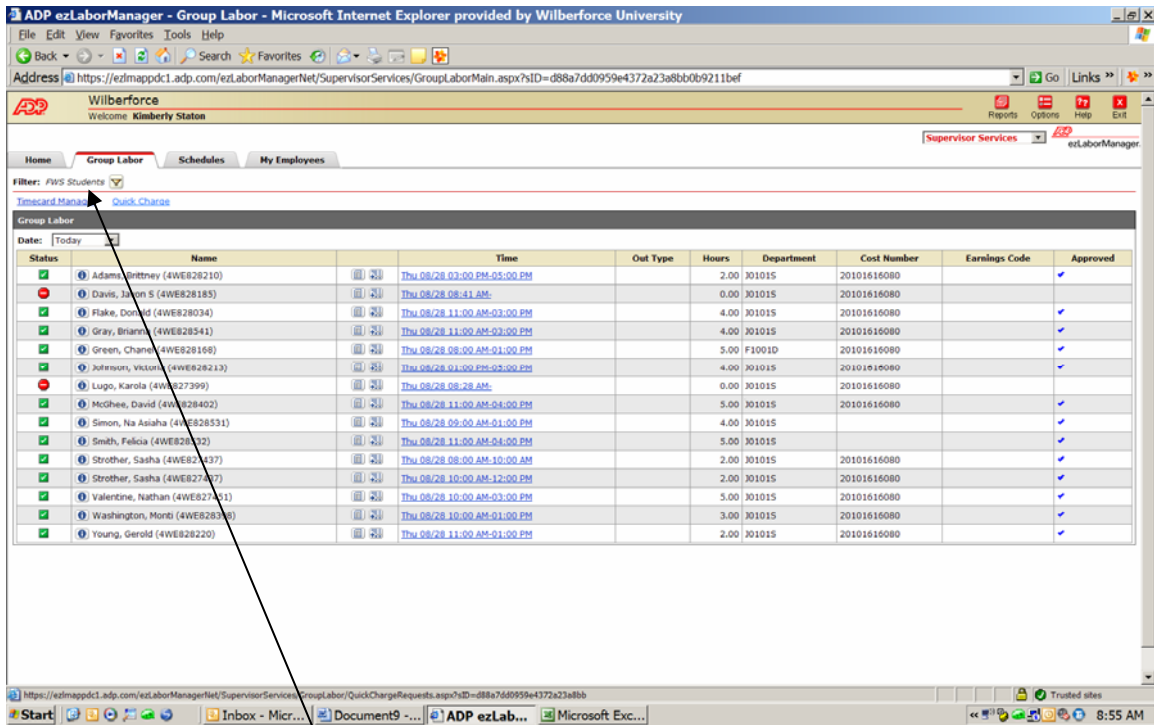
- ❖ Default to Supervisor screen
- ❖ Will see your employees

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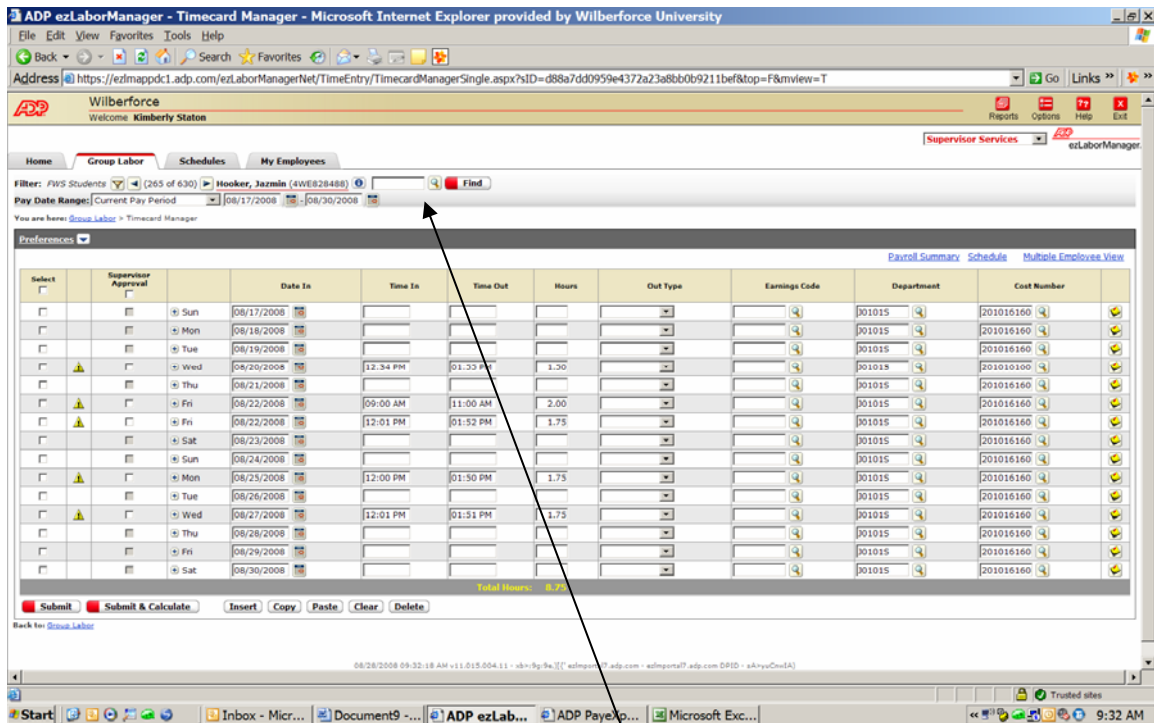


Check messages from students regarding times or corrections needed click “Attendance Notifications”

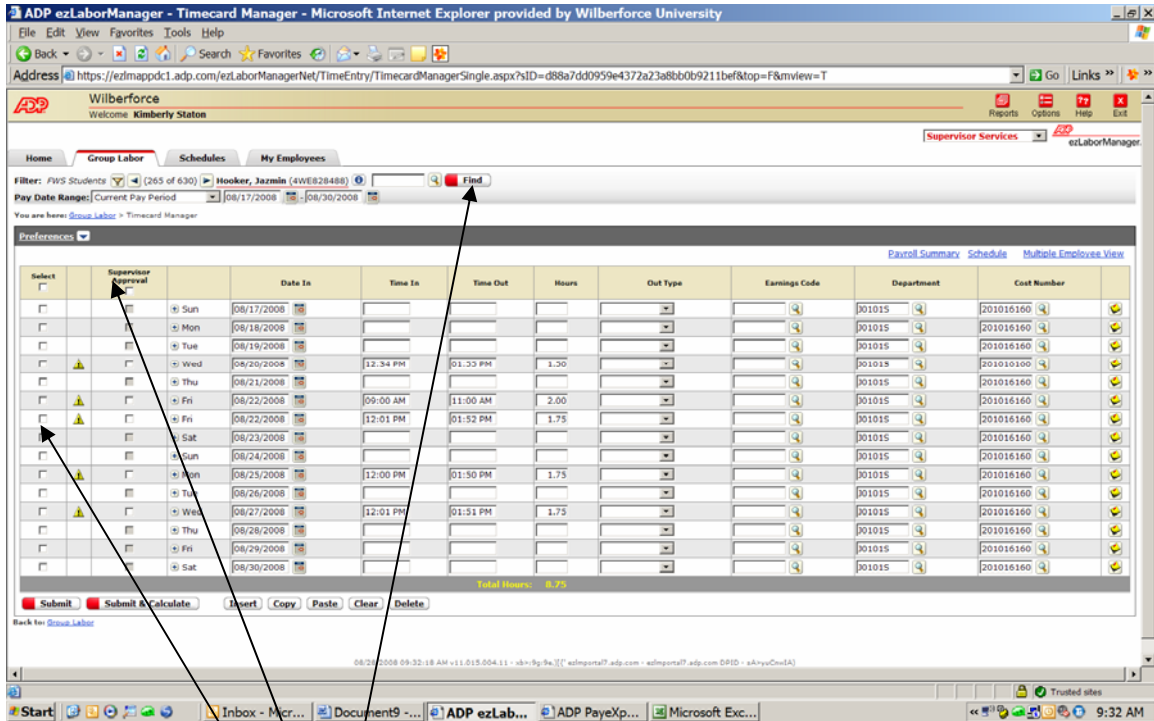
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GOTO Group Labor Tab then TimeCard Manager



Enter students last name in search box click find



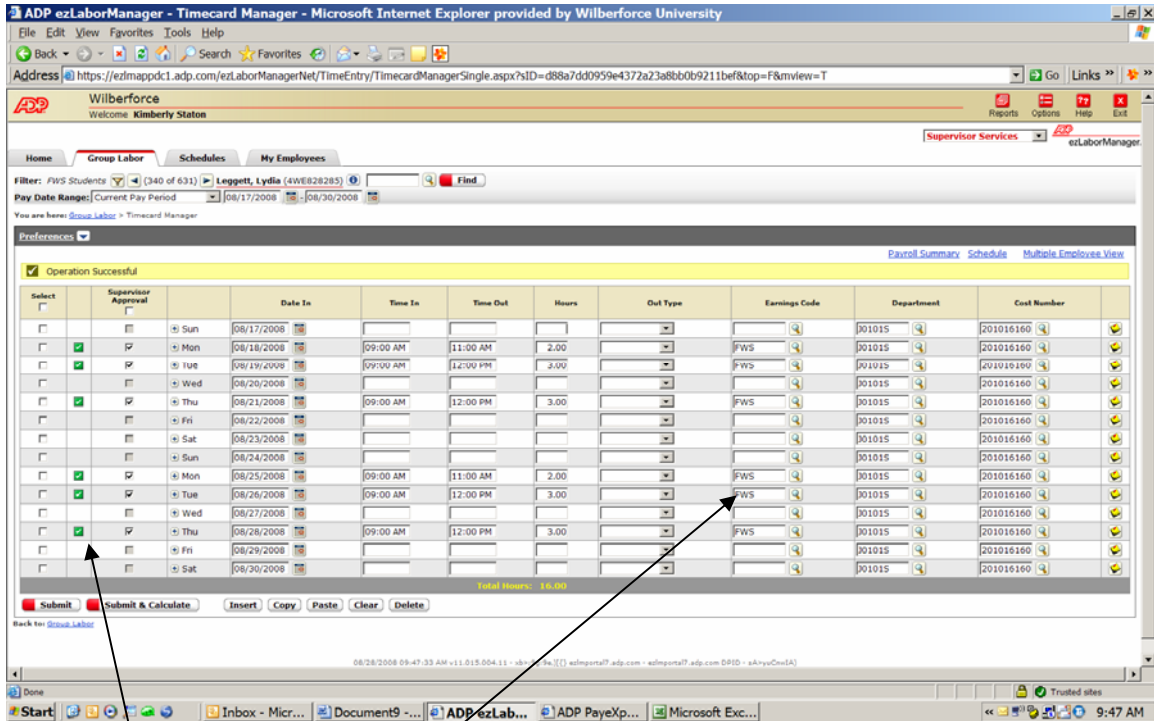
To complete record:

- ❖ Check schedule for times worked
- ❖ Enter or correct time records
 - Earnings Code for Federal Work Study is in drop down menu FWS
 - Students do not clock in and out for lunch
 - Make sure you know they worked and that the record reflects that
 - DO NOT assume that time entered is accurate

Make Changes –

- Click “Submit”
- Check box for lines changed
- Click “Submit & Calculate”
- Click “Supervisor Approval”
- Click “find”

Completed Record :



ALL Green boxes with check marks next to times entered.
 Time entered is complete and accurate and ≥ 20 hours per week.
 Earnings Code = FWS

Done.