

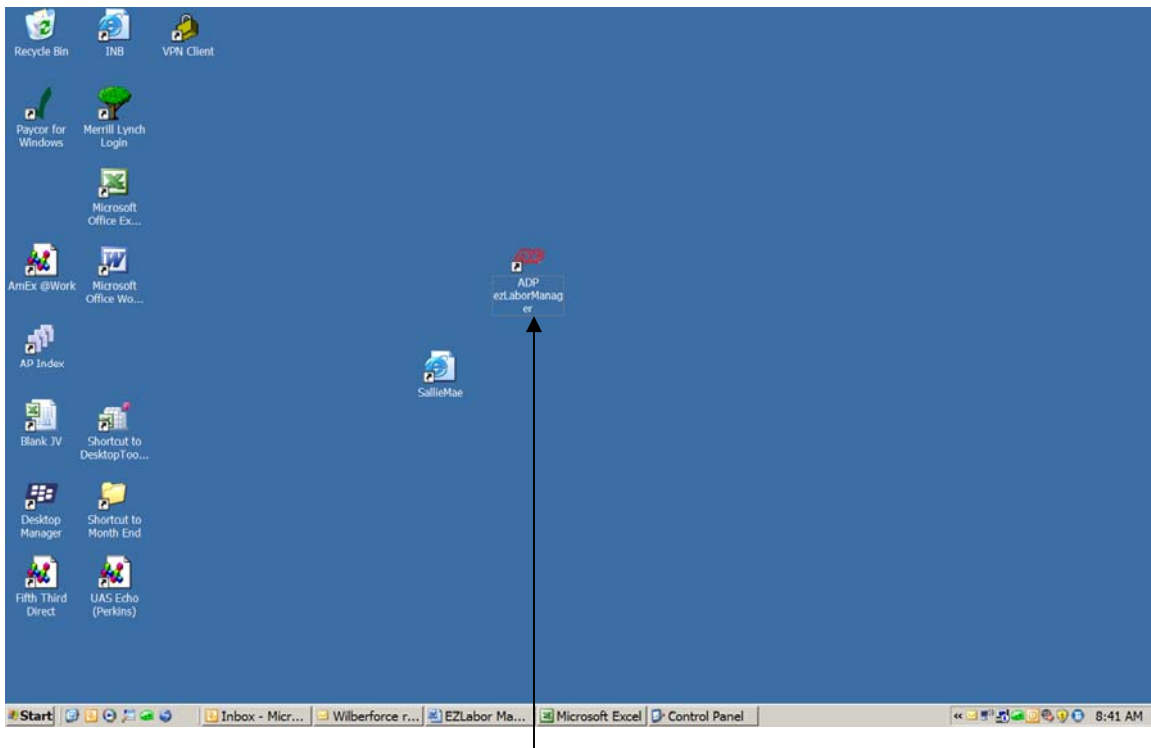


ADP EZLabor Manager

Wilberforce University Time Keeping System

Federal Work Study Employees

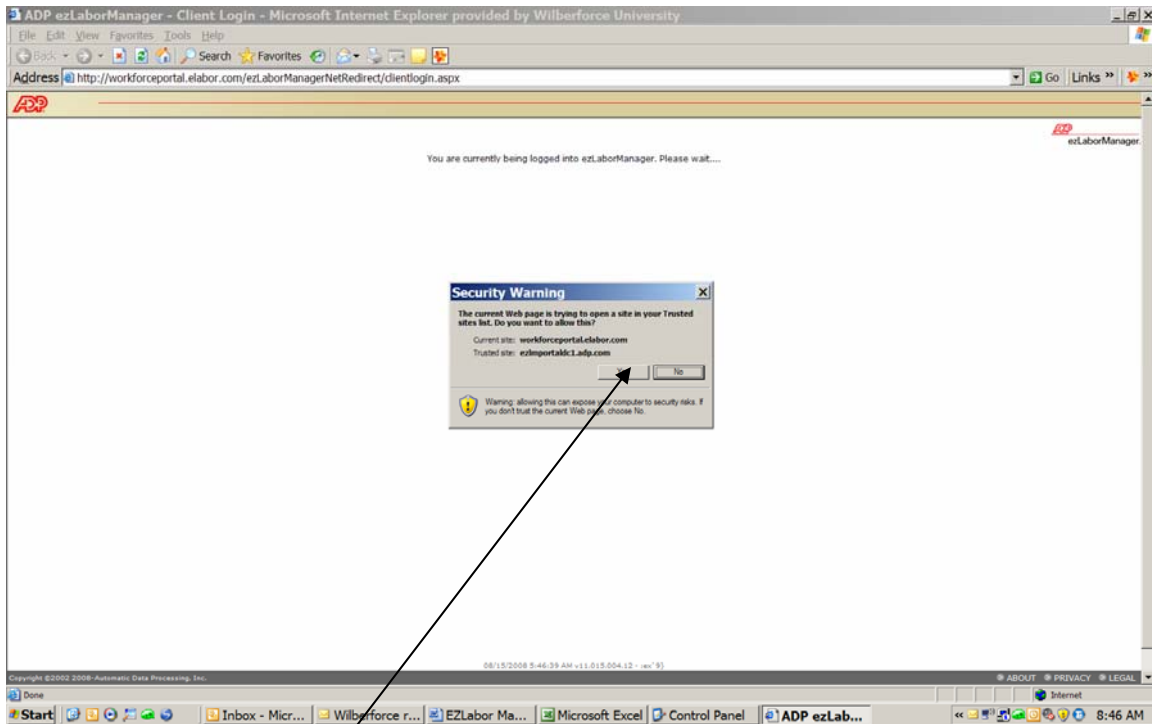
Signing into EZLabor Manager



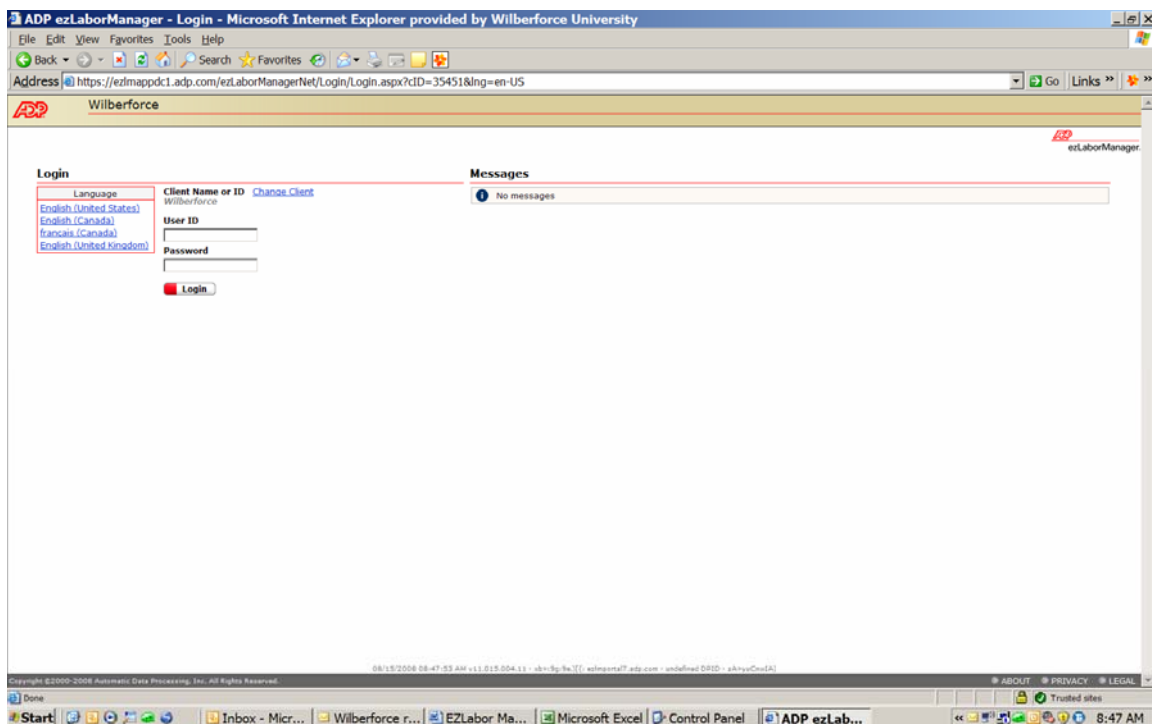
ADP Icon will be located on desktop. Hotlink to the EZLabor Manager system.

- ❖ Check with Supervisor regarding which computer you should clock in on.
- ❖ If no hotlink on system – create one – for easier access.
- ❖ If can not log on – make sure supervisor contacts payroll immediately.
- ❖ Supervisor may also have sign in sheet but system is official.

EZLabor Manager Users Guide



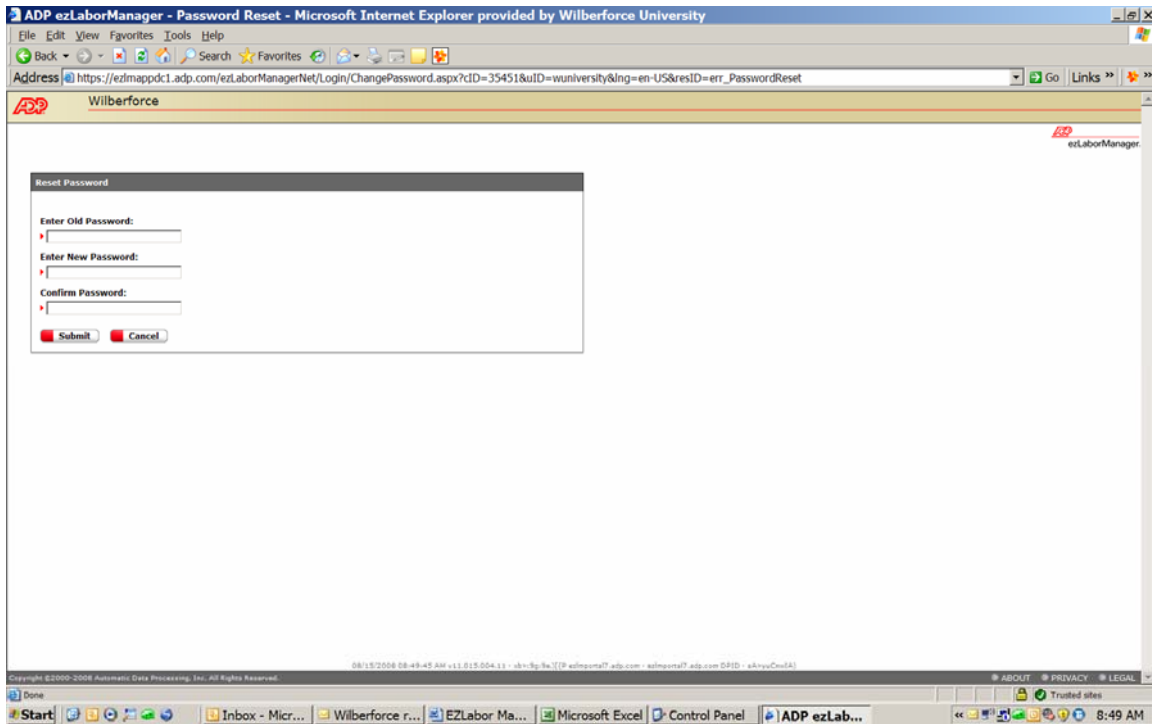
Click 'Yes' for this warning.



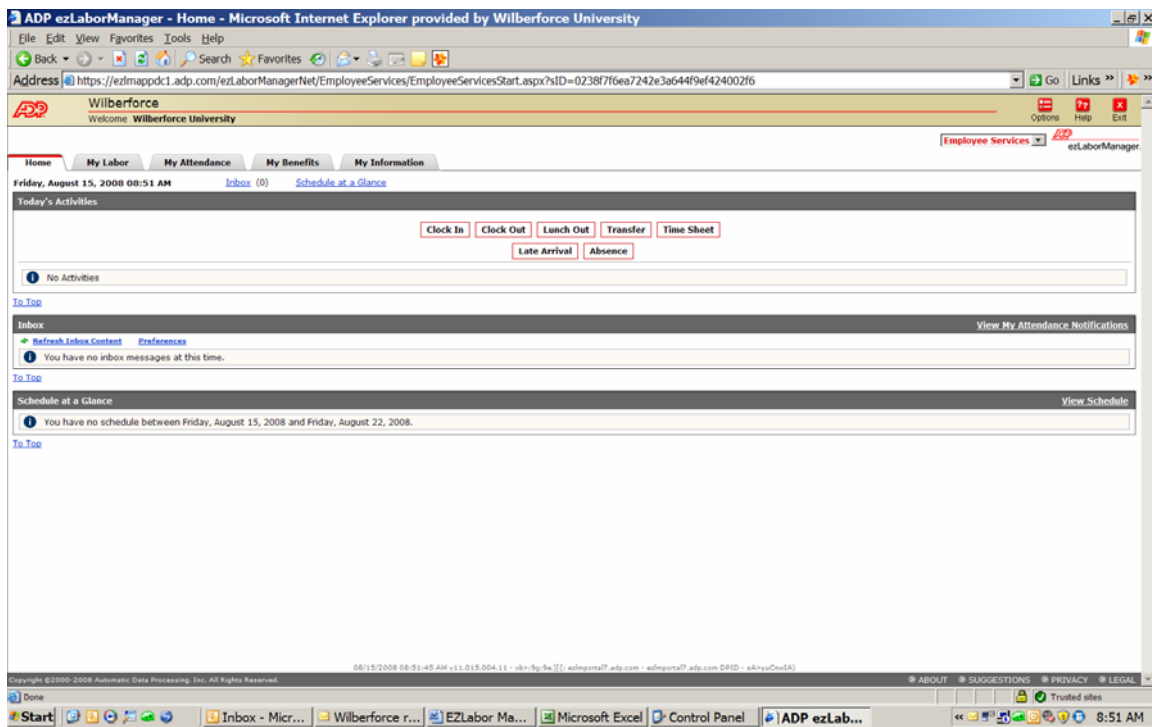
Enter User ID & password.

Once hiring process is complete through Financial Aid & Payroll an email will be sent to your Wilberforce email address with a copy to your supervisor.

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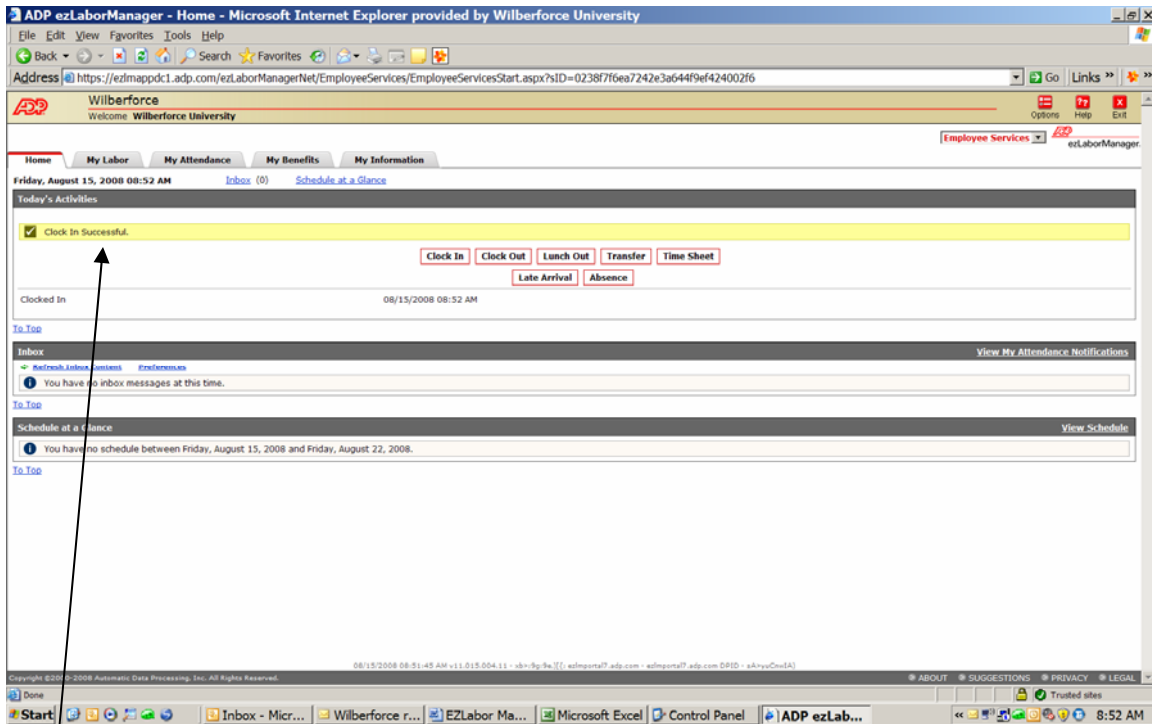


Current password will be the one sent to you in an email to your Wilberforce email address. You will be required to create a new. Then click submit.

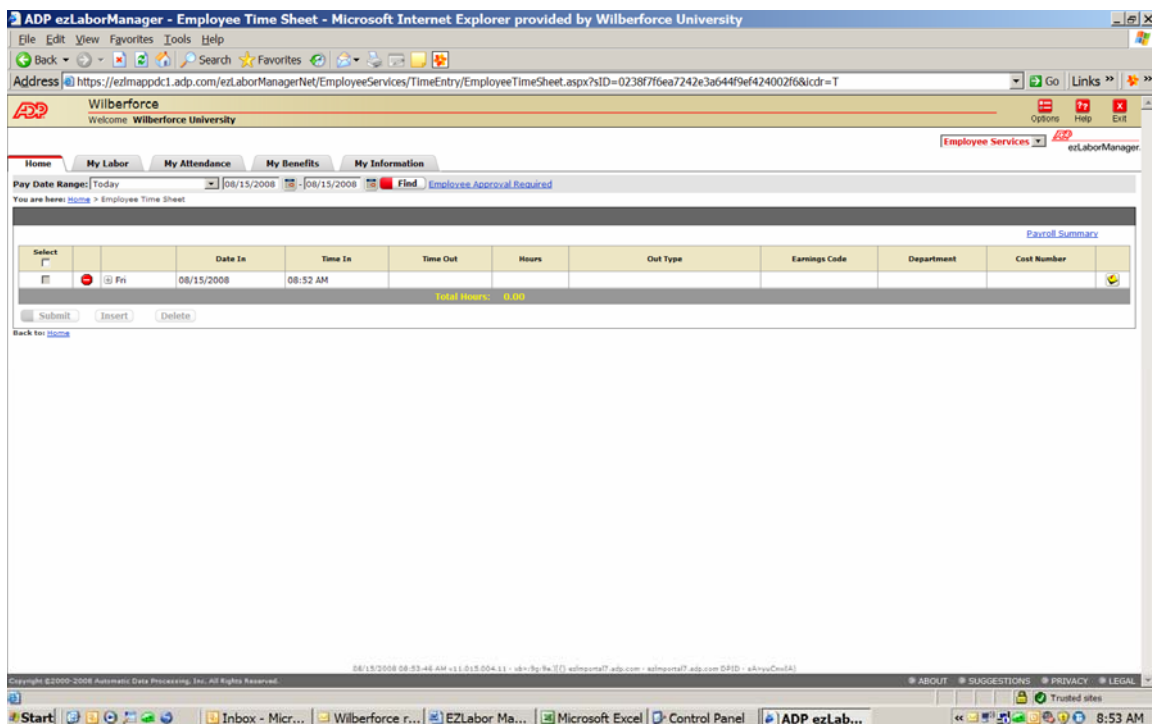


Click "Clock In"

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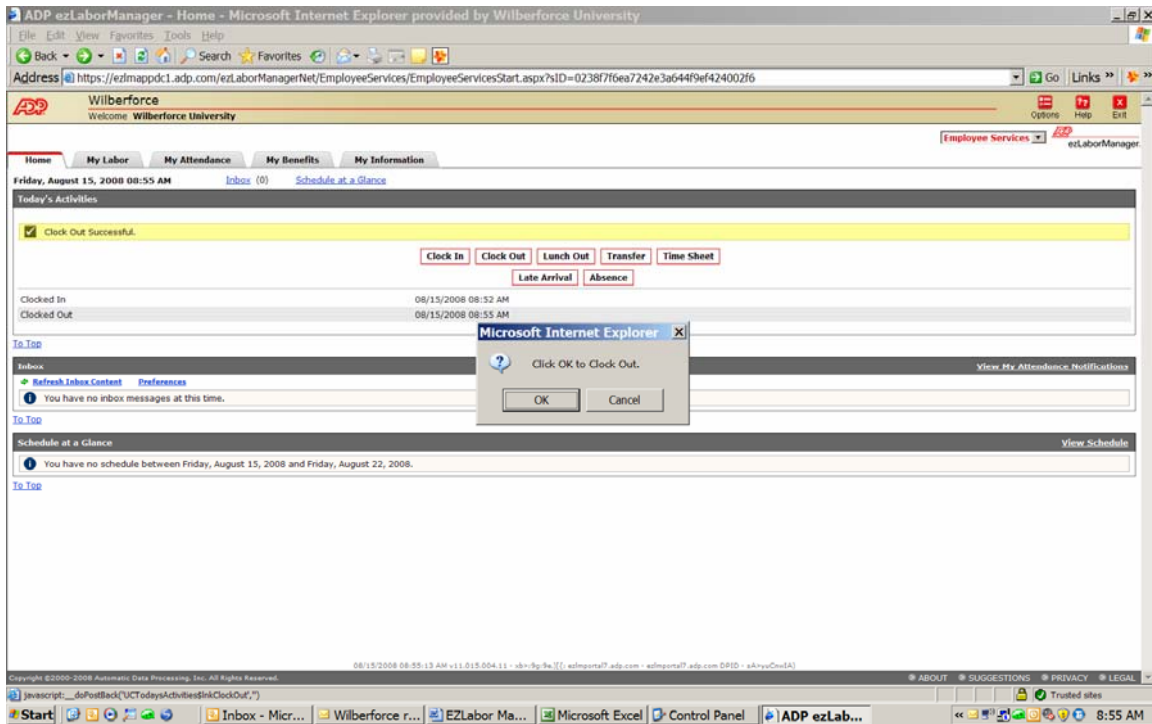


Receive message “Clock In Successful”

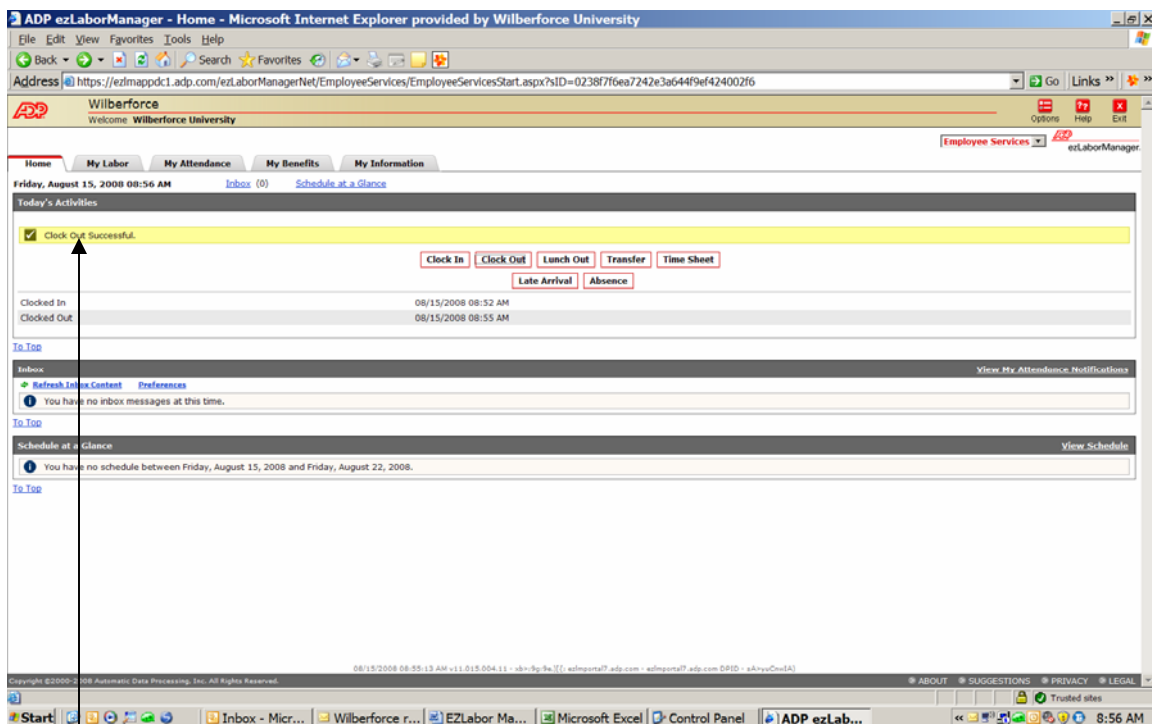


IF you want to check time – Click on Time Sheet button for this screen. Note date and clock in time recorded.

EZLabor Manager Users Guide

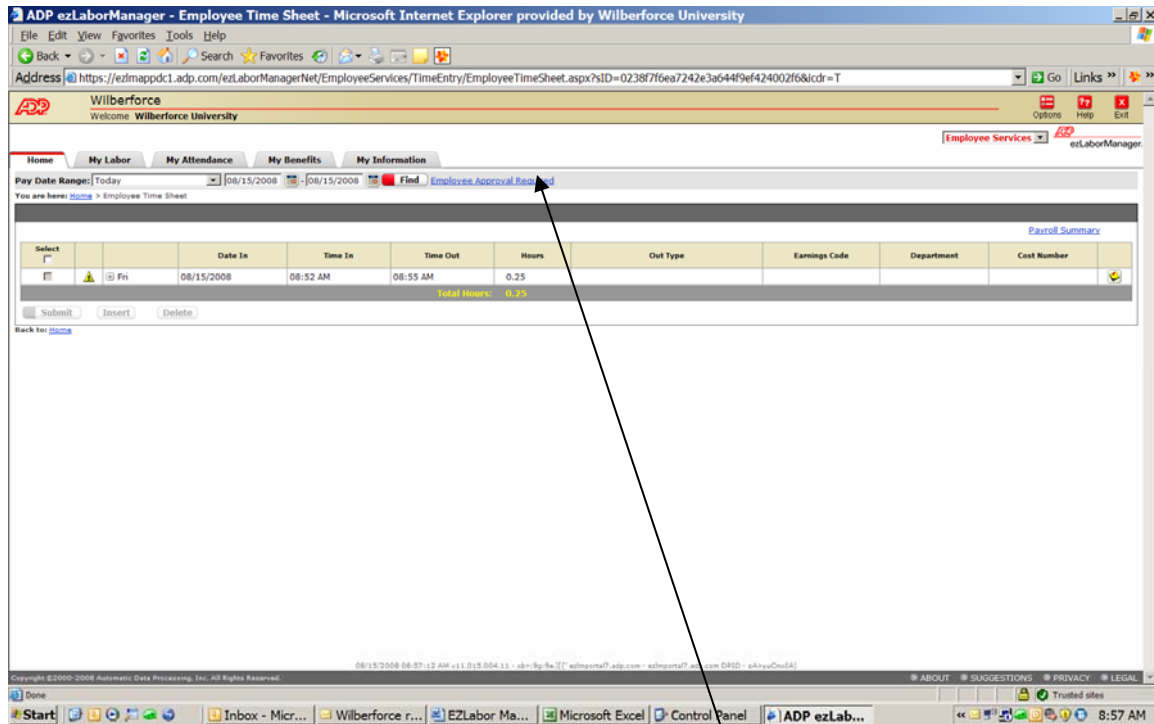


Clock Out before you leave. Click 'ok' on window that appears.



Receive message that clock out was successful.

EZLabor Manager Users Guide



IF you want to check if time recorded. Click on Time Sheet button to get this screen. Note time in and time out recorded. Hours worked calculated.

Yellow triangle indicates ok – needs supervisor approval.

At end of pay period. (end of each week if not sure) click 'Employee Approval Required' when correct to ensure supervisor gets all updates.

Let supervisor know that you have completed your time and that he/she will need to approve.

EZLabor Manager Users Guide

The screenshot displays the ADP ezLaborManager interface for an Employee Time Sheet. The browser title is "ADP ezLaborManager - Employee Time Sheet - Microsoft Internet Explorer provided by Wilberforce University". The address bar shows the URL: <https://ezlmapdc1.adp.com/ezLaborManagerNet/EmployeeServices/TimeEntry/EmployeeTimeSheet.aspx?SID=119d7be5855b414eba0f46828f2f0daa&icdr=T>. The page header includes the Wilberforce University logo and navigation tabs for Home, My Labor, My Attendance, My Benefits, and My Information. The "Pay Date Range" is set to "Today" (08/15/2008 to 08/15/2008). A "Find" button and "Employee Approval Required" message are present. The main table has the following data:

Select	Date In	Time In	Time Out	Hours	Out Type	Earnings Code	Department	Cost Number
<input checked="" type="checkbox"/>	08/15/2008	08:52 AM	09:07 AM	0.25		FWS		

Below the table, there are buttons for "Submit", "Insert", and "Delete". A "Payroll Summary" link is located in the top right corner of the table area. A black arrow points from the text below to the green checkmark in the "Select" column of the table row.

Green box with check mark indicates it has been approved and is ready to be paid.

Done.

Questions can be directed to Payroll Department – 708-5293 or **extension 5293**, or extension 5747.

ADP IPAY

Through ADP, our payroll provider, we are able to offer you access to your earnings statements and W2 forms 24 hours per day, 7 days a week. This is available from any location and any computer.

How to Register on ADP iPayStatements

1. Go to <https://paystatements.adp.com>.
2. Click on "Register Now".
3. Enter the **Self Service Registration Pass Code** which is: **Wilber-pay**
4. Select **iPayStatements** as the self-service product.
5. From your most recent pay statement, enter the following information:
 - Company Code
 - File Number
 - Check/Advice Number
 - Pay Date
 - Social Security Number

You will then be prompted to complete a registration process during which you must answer a few security questions and select a password. Your password must contain between 8 to 20 characters and at least one alpha and one numeric character. You will be assigned a system generated User ID. The security questions will be used to verify your identity if you ever forget your user ID or password. Upon completing the registration process, you may access your pay statements at <https://paystatements.adp.com>. (You may also opt to save the site in your Favorite Places.)