



ezLaborManager®

Version 11.16.01

# **Release Guide for Employees**

Rev. October 6, 2008

*A guide to the new features and functionality  
of ADP ezLaborManager®*

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# Introduction

This document provides an overview of the new and/or modified features and functions in v11.16.01 of ADP ezLaborManager, through Service Pack 1.

For more detailed information on how to use the features introduced here, consult the Online Help system within ezLaborManager or the resources on the Online Training Center. The Help and the Online Training Center can be accessed from any main ezLaborManager page. See ["Improved Access to Help and Training"](#) on page 32 for more information.

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**Notes:** Some of the features described in this document are not available unless and until they are enabled by an ADP ezLaborManager representative.

The information provided in this document is based on information available at the time of writing and is subject to change. Some features described in this document may not be included in the final v11.16.01 ezLaborManager release, or they may fall under different application or feature names and/or function differently than described here.

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# Time Sheets and Timecards

# Time Sheet Layout Enhancements

## Overview of New Functionality

The layout of the Time Sheet has been enhanced to allow the maximum number of time pairs to be viewable on the page. The enhancements significantly reduce the amount of scrolling users have to do between the top and bottom of the page. Improvements have also been made so that users can easily see which row they are currently working in and if any changes have been made to a row.

The following summarizes the changes that have been made for this enhancement:

- Each time a user accesses the **Time Sheet**, the page automatically scrolls down to allow the maximum number of records to be immediately viewable. This eliminates the need to manually scroll the page. The distance the page scrolls depends on the number of time pairs that exist on a page. However, the farthest a page scrolls down is to the **Pay Date Range** line.
- The **Preferences** link, **Add Dates** link, and links to other pages (**Payroll Summary**, **Schedule**, etc.) have been consolidated on a single row. The **Preferences** and **Add Dates** links have also been moved to the right side of the page.
- In the **Time Sheet**, a **Submit** button has been added directly above the time sheet table on the left side of the page. This button is also still displayed at the bottom of the page. Both buttons have the same functionality.
- The total hours recorded for each pay date is now displayed in a new **Daily Totals** column. The daily total is displayed on the same row as the last time pair for each pay date. Alternate shading is used between pay dates to help users distinguish between different pay dates.
- The buttons that appear next to fields (such as the  button,  button) are now hidden until a user clicks on a field. When a field is clicked, the button is displayed.
- When a user clicks anywhere in a row, the row is highlighted with a black border. This allows users to easily keep track of which row they are currently working in.
- When a row has been changed, a blue triangle is displayed in the **Select** column. The triangle disappears after the page is successfully submitted.

These enhancements have been made automatically in ezLaborManager for all clients and are available to all users.

## Details of New Functionality

## Automatic Scrolling on the Time Sheet

The **Time Sheet** has been enhanced so that each time the page is accessed the page scrolls down to display the maximum number of time pairs possible. The distance the page scrolls down depends on how many time pairs exist for an employee. The farthest the page scrolls down is to the **Pay Date Range** line. **Figure 1** shows an employee with enough time pairs so that the page scrolls down to the **Pay Date Range** line.

Pay Date Range: Current Pay Period 03/26/2007 - 04/08/2007 Find Employee Approval Not Possible

You are here: Home > Employee Time Sheet

[Printable View](#) [Payroll Summary](#) [Supplemental Earnings](#)

Submit

| Select                   |   | Date In        | Time In  | Time Out | Hours | Daily Totals | Out Type    | Earnings Code | Department |
|--------------------------|---|----------------|----------|----------|-------|--------------|-------------|---------------|------------|
| <input type="checkbox"/> | ⚠ | Mon 03/26/2007 | 12:45 PM | 05:00 PM | 4.25  | 4.25         |             |               | 001000     |
| <input type="checkbox"/> |   |                |          |          | 3.50  |              | Lunch Punch |               | 001000     |
| <input type="checkbox"/> |   |                |          |          | 1.00  |              |             |               | 002000     |
| <input type="checkbox"/> |   |                |          |          | 2.00  |              |             |               | 001000     |
| <input type="checkbox"/> |   |                |          |          | 1.00  |              |             |               | 001000     |
| <input type="checkbox"/> | ⚠ | Tue 03/27/2007 | 04:30 PM | 05:30 PM | 1.00  |              |             |               | 001000     |
| <input type="checkbox"/> | ⚠ | Tue 03/27/2007 | 05:30 PM | 05:52 PM | 0.25  | 8.75         |             |               | 001000     |
| <input type="checkbox"/> |   | Wed 03/28/2007 | 12:00 AM |          |       |              |             |               | 001000     |
| <input type="checkbox"/> | ⚠ | Wed 03/28/2007 | 07:00 AM | 04:00 PM | 9.00  | 9.00         |             | VACTON        | 002000     |
| <input type="checkbox"/> | ⚠ | Thu 03/29/2007 | 07:00 AM | 05:00 PM | 9.50  |              |             |               | 001000     |
| <input type="checkbox"/> | ⚠ | Thu 03/29/2007 | 05:00 PM | 05:47 PM | 0.75  | 10.25        |             |               | 001000     |
| <input type="checkbox"/> | ⚠ | Fri 03/30/2007 | 07:00 AM | 05:00 PM | 9.50  |              |             |               | 001000     |
| <input type="checkbox"/> | ⚠ | Fri 03/30/2007 | 05:00 PM | 08:00 PM | 3.00  | 12.50        |             |               | 001000     |
| <input type="checkbox"/> | ⚠ | Sat 03/31/2007 | 07:00 AM | 12:00 PM | 4.50  | 4.50         |             |               | 001000     |

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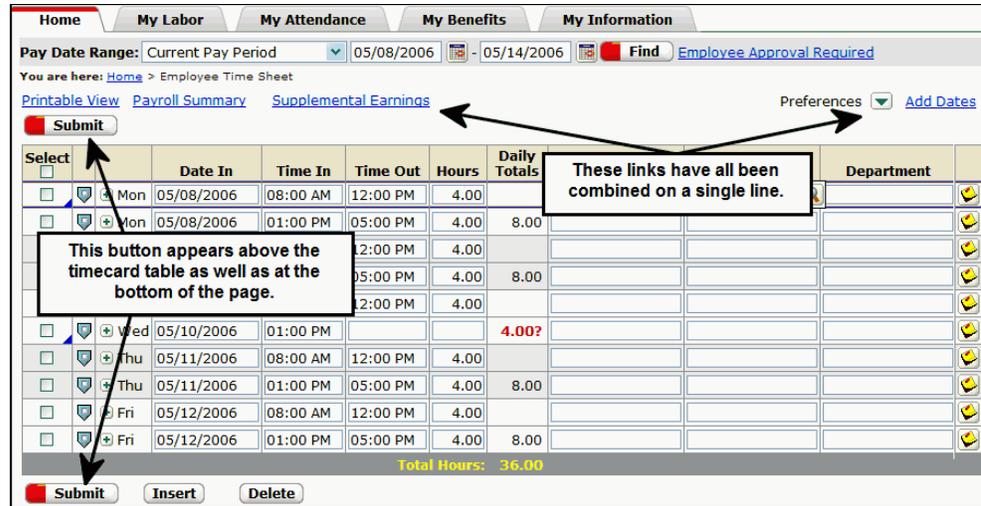
The page now automatically scrolls down to the Pay Date Range line so that the maximum number of time pairs are immediately viewable.

Figure 1: Time Sheet with automatic scrolling

## Placement of Time Sheet Links and Buttons

The links to additional pages (**Printable View**, **Payroll Summary**, **Schedule**, and **Supplemental Earnings**) have been combined on a single line with the **Preferences** and **Add Dates** links. The **Preferences** and **Add Dates** links have also been moved to the right side of the page (**Figure 2**).

An additional **Submit** button has been added directly above the timecard table (**Figure 2**). This button is also still displayed at the bottom of the page. Both buttons have the same functionality.



**Figure 2: Time Sheet with additional Submit button and consolidated links to additional pages**

## Daily Totals Column

A new **Daily Totals** column has been added to the **TimeSheet (Figure 3)**. The following rules apply to this new column:

- For processed time-pairs, the amounts in the column are based on the calculated **Hours** column, which reflects any lunches that have been deducted or paid.
- For unprocessed time pairs, the amounts in the column are based on the actual elapsed time of the time pairs. This results in an un-rounded total.
- Totals are calculated for each pay date. Totals are not based on the date in.
- Totals are displayed on the last time pair of each pay date; rows are alternately shaded for each pay date.
- When an in or out time is edited, the total is updated immediately. The page does not have to be submitted.
- Pay dates with a missing in or out punch are displayed in red with a question mark.

| Select                   |     | Date In    | Time In  | Time Out | Hours | Daily Totals |
|--------------------------|-----|------------|----------|----------|-------|--------------|
| <input type="checkbox"/> | Mon | 05/08/2006 | 08:00 AM | 12:00 PM | 4.00  |              |
| <input type="checkbox"/> | Mon | 05/08/2006 | 01:00 PM | 05:00 PM | 4.00  | 8.00         |
| <input type="checkbox"/> | Tue | 05/09/2006 | 08:00 AM | 12:00 PM | 4.00  |              |
| <input type="checkbox"/> | Tue | 05/09/2006 | 01:00 PM | 05:00 PM | 4.00  | 8.00         |
| <input type="checkbox"/> | Wed | 05/10/2006 | 08:00 AM | 12:00 PM | 4.00  |              |
| <input type="checkbox"/> | Wed | 05/10/2006 | 01:00 PM |          |       | 4.00?        |
| <input type="checkbox"/> | Thu | 05/11/2006 | 08:00 AM | 12:00 PM | 4.00  |              |
| <input type="checkbox"/> | Thu | 05/11/2006 | 01:00 PM | 05:00 PM | 4.00  | 8.00         |
| <input type="checkbox"/> | Fri | 05/12/2006 | 08:00 AM | 12:00 PM | 4.00  |              |
| <input type="checkbox"/> | Fri | 05/12/2006 | 01:00 PM | 05:00 PM | 4.00  | 8.00         |

Total Hours: 36.00

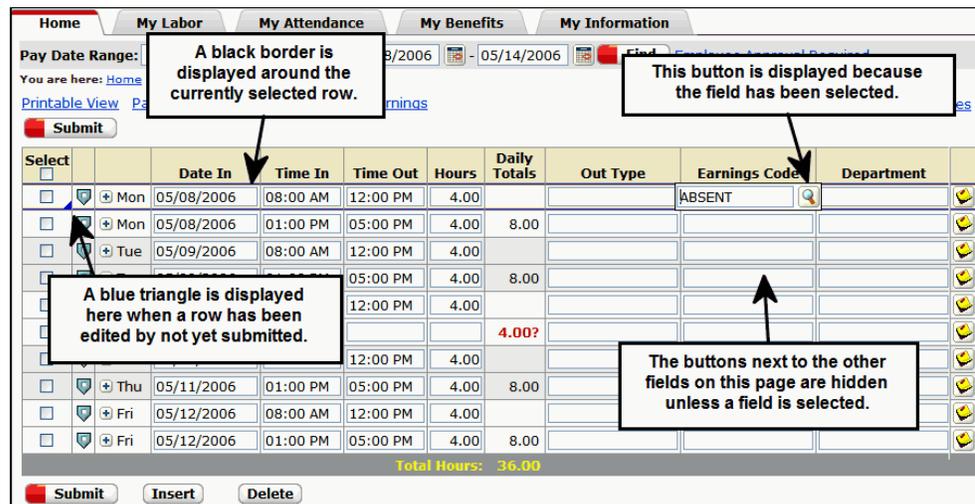
**Figure 3: Daily Totals column in Employee Services**

## Hidden Control Buttons and Edited Row Indicator

In previous releases, the  button,  button, and other controls were always displayed next to fields in the Time Sheet (unless employees chose to hide them at all times). In this release, these buttons are hidden by default until a field is selected. When a field is selected, the button is displayed for the field (**Figure 4**).

**Note:** If employees have set their preferences to hide the buttons at all times, the buttons are not displayed even when a field is clicked.

When a row has been edited a blue triangle is displayed in the lower right corner of the **Select** column. The triangle disappears after the page is successfully submitted or if users navigate away from the page without clicking the **Submit** button.



The screenshot shows a web-based time sheet interface with a table of rows. The table has columns for Select, Date In, Time In, Time Out, Hours, Daily Totals, Out Type, Earnings Code, and Department. The first row is selected, indicated by a blue triangle in the Select column and a black border around the row. Callouts explain that the black border is for the selected row, the blue triangle indicates an edited row, and buttons are hidden unless a field is selected.

| Select                              | Date In        | Time In  | Time Out | Hours | Daily Totals | Out Type | Earnings Code | Department |
|-------------------------------------|----------------|----------|----------|-------|--------------|----------|---------------|------------|
| <input checked="" type="checkbox"/> | Mon 05/08/2006 | 08:00 AM | 12:00 PM | 4.00  |              |          | ABSENT        |            |
| <input type="checkbox"/>            | Mon 05/08/2006 | 01:00 PM | 05:00 PM | 4.00  | 8.00         |          |               |            |
| <input type="checkbox"/>            | Tue 05/09/2006 | 08:00 AM | 12:00 PM | 4.00  |              |          |               |            |
| <input type="checkbox"/>            |                | 05:00 PM | 12:00 PM | 4.00  | 8.00         |          |               |            |
| <input type="checkbox"/>            |                |          |          |       | 4.00?        |          |               |            |
| <input type="checkbox"/>            |                | 12:00 PM | 4.00     |       |              |          |               |            |
| <input type="checkbox"/>            | Thu 05/11/2006 | 01:00 PM | 05:00 PM | 4.00  | 8.00         |          |               |            |
| <input type="checkbox"/>            | Fri 05/12/2006 | 08:00 AM | 12:00 PM | 4.00  |              |          |               |            |
| <input type="checkbox"/>            | Fri 05/12/2006 | 01:00 PM | 05:00 PM | 4.00  | 8.00         |          |               |            |

Total Hours: 36.00

**Figure 4: Time Sheet with hidden buttons and edited row indicator**

# New Printable Version of Employee Timecard

## Overview of New Functionality

A new **Printable View** link has been added to the upper left area of the **Time Sheet** page. The link allows users to access a printable version of a timecard. When the link is clicked, the **Timecard View for (*name of employee*)** window opens. The following information and functionality is available in the window:

- **Timecard Date Range** – Shows the time frame that was selected for the timecard in the Time Sheet.
- **Supervisor** – Lists the name of the employee’s supervisor.
- **Payroll ID** – Lists the payroll ID code assigned to the employee.
- **Company Code** – Lists the company code assigned to the employee.
- **Hours Summary** – Lists all earnings codes and the number of hours associated with each earnings code for the selected date range. Rates are not displayed.
- **Timecard Details** – Lists the basic timecard data, including time in, time out, daily totals, labor charge fields, and other data.
- **Supplemental Earnings Summary** – Lists totals by supplemental earnings codes.
- **Supplemental Earnings Details** – Lists details by supplemental earnings codes.
- **Signatures** – Provides spaces for employees and supervisors to sign the timecard. This is useful for manual approval of a timecard. This section is hidden by default each time the window is opened.
- **Print button** - Prints the timecard information, hours summary, supplemental earnings, and other employee information.
- **Close button** - Closes the window without printing the timecard.
- **Show / Hide buttons** – Allows users to show or hide the sections in the window. All sections are expanded by default (except **Signatures**). Only sections that are expanded are printed. If a user does not want to print a section in the window, he/she can click the  icon next to the section to hide it. To show a hidden section, users can click the  icon next to the section.

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**Note:** If a timecard contains data that has not yet been processed, a message is displayed at the top of the window alerting users that the printed data may change after the timecard has been processed. This message is also included on the printed timecard.

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This enhancement has been made automatically in ezLaborManager for all clients and is available to all users.

# Details of New Functionality

## Printable View Link in the Time Sheet

A new **Printable View** link has been added to the upper left area of the **Time Sheet** page in Employee Services (**Figure 5**). Clicking the link allows employees to access a printable version of their timecard for a selected date range.

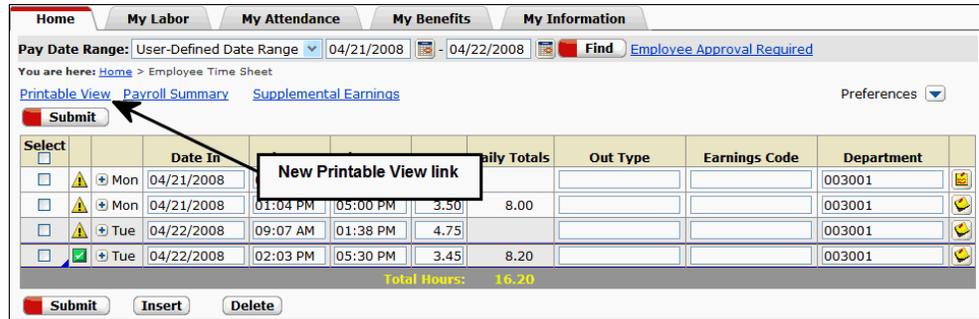


Figure 5: Printable View link in Employee Services

## Timecard View for (*name of employee*) Window

When the **Printable View** link is clicked, the **Timecard View for (*name of employee*)** window opens (**Figure 6**).

**Timecard View for One, Employee (Lin\_0001)** Wednesday, April 23, 2008 01:29 PM

**Report Date Range:** Current Pay Period (04/20/2008 - 04/26/2008)  
**Supervisor:** Smith, Supervisor  
**Payroll ID:** 123  
**Company Code:** ABC

**Hours Summary**

| Earnings Code | Hours        |
|---------------|--------------|
| Regular       | 14.00        |
| <b>Total:</b> | <b>14.00</b> |

**Timecard Details**

| Date          | Time                | Hours        | Daily Totals | Out Type | Earnings Code | Department |
|---------------|---------------------|--------------|--------------|----------|---------------|------------|
| 04/21/2008    | 08:00 AM - 12:30 PM | 4.50         |              |          |               | 003001     |
| 04/21/2008    | 01:04 PM - 05:00 PM | 3.50         | 8.00         |          |               | 003001     |
| 04/22/2008    | 09:07 AM - 01:38 PM | 4.75         |              |          |               | 003001     |
| 04/22/2008    | 02:03 PM - 04:00 PM | 1.25         | 6.00         |          |               | 003001     |
| 04/23/2008    | 09:43 AM -          |              | 0.00?        |          |               | 003001     |
| <b>Total:</b> |                     | <b>14.00</b> |              |          |               |            |

**Supplemental Earnings Summary**

| Supplemental Earnings considered part of Gross Payroll | Dollars       |
|--|---------------|
| Bonus (\$)   | 100.00        |
| <b>Subtotal:</b>                                       | <b>100.00</b> |

**Supplemental Earnings Details**

| Date          | Entered Amount  | Factor | Final Amount    | Earnings Code | Department |
|---------------|-----------------|--------|-----------------|---------------|------------|
| 04/20/2008    | 100.0000        | 0.0000 | 100.0000        | BONUS         | 003001     |
| <b>Total:</b> | <b>100.0000</b> |        | <b>100.0000</b> |               |            |

**Signatures**

Signature \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Figure 6: Timecard View for (*name of employee*) window**

If a timecard is being processed when the **Printable View** button is clicked, a message is displayed indicating that processing is still occurring (**Figure 7**).

**Timecard View for One, Employee (Lin\_0001)** Wednesday, April 23, 2008 05:30 PM

The Timecard is being processed. The displayed information may change after the processing completes.

**Report Date Range:** Current Pay Period (04/20/2008 - 04/26/2008)  
**Supervisor:** Smith, Supervisor  
**Payroll ID:** 123  
**Company Code:** ABC

**Hours Summary**

| Earnings Code |
|---------------|
| Regular       |
| <b>Total:</b> |

**Timecard Details**

| Date          | Time                | Hours        | Daily Totals | Out Type | Earnings Code | Department |
|---------------|---------------------|--------------|--------------|----------|---------------|------------|
| 04/21/2008    | 08:00 AM - 12:30 PM | 4.50         |              |          |               | 003001     |
| 04/21/2008    | 01:04 PM - 05:00 PM | 3.50         | 8.00         |          |               | 003001     |
| 04/22/2008    | 08:00 AM - 01:30 PM | 5.50         |              |          |               | 003001     |
| 04/22/2008    | 02:00 PM - 05:00 PM | 3.00         | 8.50         |          |               | 003001     |
| 04/23/2008    | 09:43 AM - 01:55 PM | 3.75         | 3.75         |          |               | 003001     |
| <b>Total:</b> |                     | <b>20.25</b> |              |          |               |            |

**Supplemental Earnings Summary**

| Supplemental Earnings considered part of Gross Payroll | Dollars       |
|--|---------------|
| Bonus (\$)   | 100.00        |
| <b>Subtotal:</b>                                       | <b>100.00</b> |

**Supplemental Earnings Details**

| Date          | Entered Amount  | Factor | Final Amount    | Earnings Code | Department |
|---------------|-----------------|--------|-----------------|---------------|------------|
| 04/20/2008    | 100.0000        | 0.0000 | 100.0000        | BONUS         | 003001     |
| <b>Total:</b> | <b>100.0000</b> |        | <b>100.0000</b> |               |            |

**Signatures**

Signature \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

This message is displayed if the Timecard View window is accessed while the timecard is still being processed.

**Figure 7: Timecard View window with error message indicating the timecard is being processed**

If the timecard has errors on it, a message is displayed at the top of the Timecard View window (**Figure 8**).

**Timecard View for One, Employee (Lin\_0001)** Wednesday, April 23, 2008 05:47 PM

**?** There are errors on the timecard. When the errors are corrected, the information on the timecard may change. We recommend that you correct all errors before printing the timecard.

**Report Date Range:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Payroll ID:** \_\_\_\_\_

**Company Code:** \_\_\_\_\_

**Hours Summary**

| Earnings Code | Hours        |
|---------------|--------------|
| Regular       | 17.25        |
| <b>Total:</b> | <b>17.25</b> |

**Timecard Details**

| Date          | Time                | Hours        | Daily Totals | Out Type | Earnings Code | Department |
|---------------|---------------------|--------------|--------------|----------|---------------|------------|
| 04/21/2008    | 08:00 AM - 12:30 PM | 4.50         |              |          |               | 003001     |
| 04/21/2008    | 01:04 PM - 05:00 PM | 3.50         | 8.00         |          |               | 003001     |
| 04/22/2008    | 08:00 AM - 01:30 PM | 5.50         |              |          |               | 003001     |
| 04/22/2008    | 02:00 PM -          |              | 5.50?        |          |               | 003001     |
| 04/23/2008    | 09:43 AM - 01:55 PM | 3.75         | 3.75         |          |               | 003001     |
| <b>Total:</b> |                     | <b>17.25</b> |              |          |               |            |

**Supplemental Earnings Summary**

| Supplemental Earnings considered part of Gross Payroll | Dollars       |
|--|---------------|
| Bonus (\$)   | 100.00        |
| <b>Subtotal:</b>                                       | <b>100.00</b> |

**Supplemental Earnings Details**

| Date          | Entered Amount  | Factor | Final Amount    | Earnings Code | Department |
|---------------|-----------------|--------|-----------------|---------------|------------|
| 04/20/2008    | 100.0000        | 0.0000 | 100.0000        | BONUS         | 003001     |
| <b>Total:</b> | <b>100.0000</b> |        | <b>100.0000</b> |               |            |

**Signatures**

Signature \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Figure 8: Timecard View window with error message**



# General Usability Enhancements

# Improvements to Change Password and Change Phone PIN Features

## Overview of New Functionality

Additional information about password and phone PIN (personal identification number) requirements is now provided on the **Change Password** and **Change Phone PIN** pages (formerly the **Change PIN** page). This information has been added to reduce the likelihood that a user will attempt to change his or her ezLaborManager password or ezLaborManager Phone PIN to a value that does not meet the requirements. Users should now be able to change their passwords or PINs more quickly, without receiving error messages and having to try multiple new values.

The user ID of the user accessing the **Change Password** or **Change Phone PIN** page is also now displayed on these pages. This should also help the user select an appropriate password or PIN quickly, since one requirement is that a user's password or PIN cannot be the same as his or her user ID or phone ID, respectively.

This enhancement has been made automatically in ezLaborManager for all clients. The changes regarding passwords affect all users. The changes regarding phone PINs affect only those users configured to use ezLaborManager Phone.

## Details of New Functionality

### Change Password Page

The following additional information is now displayed on the **Change Password** page:

- The logged in user's ezLaborManager user ID.
- A shaded information box that contains a description of the password requirements in effect for the user's company. This box will always include the following three requirements for new passwords, which apply to all ezLaborManager passwords:
  - Must not start or end with a blank space.
  - Must not be the same as the user's id. (The user ID is displayed on the **Change Password** page for easy reference.)
  - Must not match any of the previous 3 passwords used.

If a company has enabled additional password requirements, those requirements will also be described in the information box. The additional requirements that can be set at the company level are:

- Minimum length must be *X* character(s). (*X* is the specific number specified by the company.)
- Must contain one of these Special Characters. (A **Special Characters** link on the page opens a pop-up window listing all of the accepted special characters. See **Figure 10**.)
- Must contain at least one digit (0 to 9).

**Figure 9** shows the new **User ID** field and password requirements information on the **Change Passwords** page.

The screenshot displays the 'Change Password' page within an 'Options' menu. The page title is 'Change Password'. On the left, there is a navigation menu with 'Change Password' selected. The main content area features a prominent information box with a blue 'i' icon and the text: 'Please note the following while setting a new password:'. Below this, a bulleted list of requirements is shown:
 

- Minimum length must be 4 character(s).
- Must not start or end with a blank space.
- Must not be the same as your user id.
- Must not match any of the previous 3 passwords used.
- Must contain one of these [Special Characters](#).
- Must contain at least one digit (0 to 9).

 Below the information box, there is a 'User ID' field containing the value '3003'. Underneath are three password input fields labeled 'Enter Old Password:', 'Enter New Password:', and 'Confirm Password:'. A red 'Submit' button is at the bottom. A callout box on the right side of the page contains the text: 'Some of the password requirements may vary by company.' An arrow points from this callout box to the 'User ID' field.

**Figure 9: Change Password page with new read-only User ID field and password requirements information**

| Special Characters |                      |
|--------------------|----------------------|
| Character          | Description          |
| @                  | At Sign              |
| !                  | Exclamation Mark     |
| -                  | Hyphen               |
| _                  | Underscore           |
| .                  | Period               |
| &                  | Ampersand            |
| /                  | Slash                |
| \                  | Backslash            |
| %                  | Percent Sign         |
| ?                  | Question Mark        |
| \$                 | Dollar Sign          |
| ~                  | Tilde                |
| ^                  | Caret                |
| #                  | Pound Sign           |
| *                  | Asterisk             |
| (                  | Left Parenthesis     |
| )                  | Right Parenthesis    |
| +                  | Plus Sign            |
| =                  | Equal-to             |
| {                  | Left Curly Brace     |
| }                  | Right Curly Brace    |
| [                  | Left Square Bracket  |
| ]                  | Right Square Bracket |
|                    | Vertical Bar         |
| ,                  | Comma                |
| `                  | Grave Accent         |
| "                  | Quotation Mark       |
| '                  | Apostrophe           |
| <                  | Less-than            |
| >                  | Greater-than         |

 Close

**Figure 10: Pop-up window showing valid special characters for use in passwords (if required by company security policies)**

## Change Phone PIN Page

The following additional information is now displayed on the **Change Phone PIN** page:

- The logged in user's ezLaborManager Phone ID.
- A shaded information box that contains a description of the ezLaborManager Phone PIN requirements, which are:
  - Length must be greater than or equal to 4 digits and less than or equal to 6 digits.
  - Must be numeric (digits 0-9 only).
  - Must not be same as the user's phone id. (The user's Phone ID is displayed on the **Change Phone PIN** page for easy reference.)

These requirements are the same for all companies using ezLaborManager Phone.

**Figure 9** shows the new **Phone ID** field and phone PIN requirements information on the **Change Phone PIN** page.

The screenshot shows a web interface titled "Options" with a navigation menu on the left containing "Language Options", "Change Password", and "Change Phone PIN" (highlighted with a red box). The main content area is titled "Change Phone PIN" and features a shaded information box with an information icon and the text: "Change your PIN used for ezLaborManager phone access. Please note the following while setting a new PIN:" followed by a bulleted list of requirements: "Length must be greater than or equal to 4 digits and less than or equal to 6 digits.", "Must be numeric (digits 0-9 only).", and "Must not be the same as your phone id." Below this box is a "Phone ID:" field with the value "3003". Underneath are three input fields labeled "Enter old PIN:", "Enter new PIN:", and "Confirm new PIN:", each with a red arrow icon to its left. At the bottom is a red "Submit" button.

**Figure 11: Change Phone PIN page with new read-only Phone ID field and PIN requirements information**

**Notes:** The navigation menu link and page title for the **Change PIN** page has been changed to **Change Phone PIN** for additional clarity. Similar changes have also been made in other areas of the application that refer to phone PINs.

The **Change Phone PIN** navigation link and page are only available to ezLaborManager users who have been configured for ezLaborManager Phone access.

# Improved Layout and New Printable View of Employee Information

## Overview of New Functionality

A new **Printable View** link has been added to the **My Information** page, which allows employees to easily view and print their basic employee information. When the link is clicked, the **Employee Information** window opens.

The window is organized into sections that users can expand or collapse. By default, all sections are expanded each time the window is opened. Only expanded sections are printed, which allows users to select the data they want to print. In previous releases, the information was organized onto tabs, which did not provide a printable version.

The Employee Information window displays the following sections:

- **Employee Information** – Employee ID, first name, last name, pay group, supervisor, payroll company code, and payroll ID
- **Personal Information** – Employee's address and telephone numbers
- **Home Labor Charge Fields** – Default labor charge fields that have been assigned to an employee
- **Service Dates** – Hire date and accrual date for an employee
- **Rates** - Base rates and job rates assigned to an employee )

This enhancement has been made automatically in ezLaborManager for all clients and is available to all users.

## Details of New Functionality

### My Information Tab in Employee Services

In Employee Services, the menu items on the left side of the **My Information** tab have been reorganized to make it easier for employees to view and print their basic employee data. (**Figure 12**). A **Printable View** link has also been added to the upper right part of the page to allow users to print the data from all of the menu items at one time.



**Figure 12: My Information tab in Employee Services**

When the **Printable View** link is clicked, the **Employee Information** window opens which presents the data from the tabs on a single page (**Figure 13**).

**Employee Information**

Employee ID: Lin\_0001  
 First Name: Employee  
 Last Name: One  
 Pay Group: Lincoln Pay Group(Lincoln Pay Group)  
 Supervisor: Smith,Supervisor

[Collapse all sections](#)

**Personal Information**

**Address**

Street Address: 123 Main Street  
 City: Anytown  
 State: CA  
 Zip Code: 99999  
 Country: United States

**Contact**

Home Phone: 555-555-5555  
 Emergency Contact:  
 Emergency Phone: 11-111-1111

**Rates**

**Rates Schedule**

| Description    | Effective Date | Amount  |
|----------------|----------------|---------|
| Base Wage Rate | 05/05/2008     | 15.0000 |

**Annotations:**

- The Employee Information section is the only section in the window that cannot be collapsed.
- The window can be printed by clicking here.
- Individual sections can be expanded or collapsed by clicking here.

**Figure 13: Employee Information window with data from the My Information tab in Employee Services**

# New Previous Pay Period Option for Selecting Time Frame

## Overview of New Functionality

In many areas of ezLaborManager, users can select a predefined date range for the data that they want to view (for example, **Current Pay Period** or **Next Pay Period**). The date range determines the time frame from which data is drawn.

Beginning in this release, many date range menus have been enhanced so that they now include **Previous Pay Period** as an option. In prior releases, this option was not available. Users had to select **User-Defined Date Range** and manually calculate dates for a previous pay period. The addition of this option enables users to quickly select a previous pay period without having to calculate the dates.

This enhancement has been made to the following pages in this release:

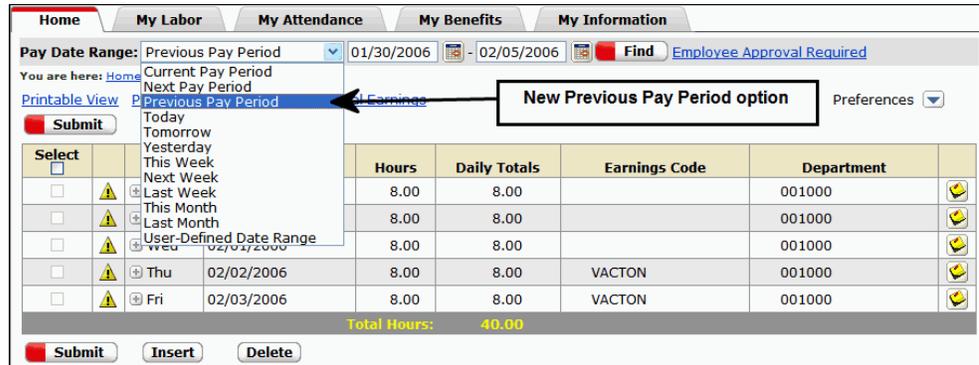
- Time Sheet page
- Supplemental Earnings page
- Attendance Exceptions page
- My Labor page

This enhancement has been made automatically in ezLaborManager for all clients and is available to all users.

# Details of New Functionality

## Previous Pay Period Option on the Time Sheet Page

The Pay Date Range menu on the **Time Sheet** page in Employee Services now includes a **Previous Pay Period** option (**Figure 14**). Selecting this option automatically selects the pay period prior to the current period.



**Figure 14: Time sheet page with Previous Pay Period option selected**

# Enhanced Note Icons and Windows

## Overview of New Functionality

The note feature, which appears in the Time Sheet and several other areas of ezLaborManager, has been enhanced in this release so that users can clearly see the row for which they are adding, editing, or viewing notes. When a note icon is clicked, the **Notes** window opens above or below the row and the row is clearly highlighted on the page. The window will not cover the row. In previous releases, the row was not highlighted, which made it difficult for users to see which row they had selected.

The appearance of the note icons has also been enhanced in this release. The following table summarizes the meaning of the four possible note icons in v11.16:

| Meaning of Icon   |   |
|---|---|
|    | A note exists for a row and the page has been submitted since the note was added or edited.   |
|    | A note exists for a row, but the page has not yet been submitted since the note was added or edited.  |
|  | A note does not exist for a row and the page has been submitted. This is also the default note icon which is displayed before any notes have been added to a row. |
|  | All text has been deleted from a note window, but the page has not been submitted since the text was deleted.   |

The note icons and windows have been enhanced on the following pages in the application:

- Time Sheet page
- Supplemental Earnings page
- Attendance Exception Detail page

This enhancement has been made automatically in ezLaborManager for all clients and is available to all users.

## Details of New Functionality

### Notes Window on the Time Sheet Page

The **Time Sheet** page in Employee Services has been enhanced so that when employees click the **Note** icon, the **Notes** window opens above or below the row and the selected row is highlighted (**Figure 15**).

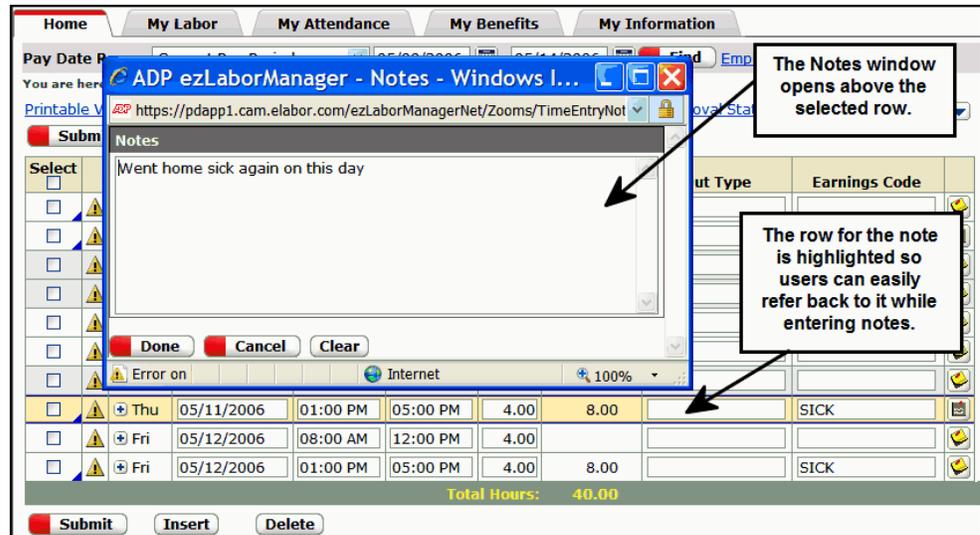


Figure 15: Time Sheet page with Notes window and highlighted row

# Addition of LCF Descriptions to Transfer and Home Page

## Overview of New Functionality

The **Transfer** page has been enhanced so that labor charge field (LCF) descriptions are now displayed next to LCF IDs on the page. LCF descriptions are also now displayed on the **Home** page under the **Today's Activities** section. In previous releases, the descriptions were not displayed in either area of ezLaborManager. This enhancement allows employees to clearly see which LCFs have been selected.

For example, an LCF ID for a department called **Programming** might be **003001**. It would be difficult to know which department was being viewed from only seeing this ID. However, with the LCF description **Programming** displayed next to the ID, the confusion is eliminated.

---

**Note:** The **Transfer** page is used by clocking employees who need to charge their time to an LCF that is different from their default LCF. The page is accessed by clicking the **Transfer** button under the **Today's Activities** section on the Employee Services **Home** page.

---

This enhancement has been made automatically in ezLaborManager for all clients. To access to this enhancement, a user must have access to the **Transfer** page in Employee Services.

# Details of New Functionality

## Transfer Page

The Employee Services **Transfer** page has been enhanced so that when an employee selects an LCF, the LCF description is now displayed next to the LCF ID (**Figure 16**). If the LCF is manually typed in the field, then users must press the **Tab** button in order for the description to be displayed.

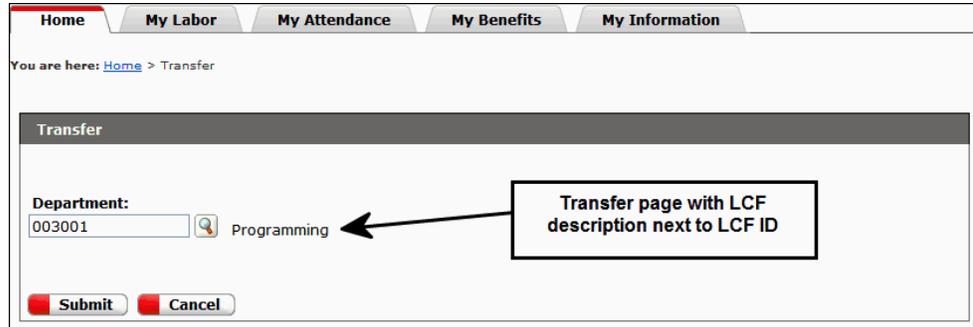


Figure 16: Transfer page with LCF description

## Today's Activities Section

After an employee clicks the **Submit** button on the **Transfer** page, the application returns to the Employee Services **Home** page. The **Today's Activities** section now includes the LCF description next to selected LCF ID (**Figure 17**).

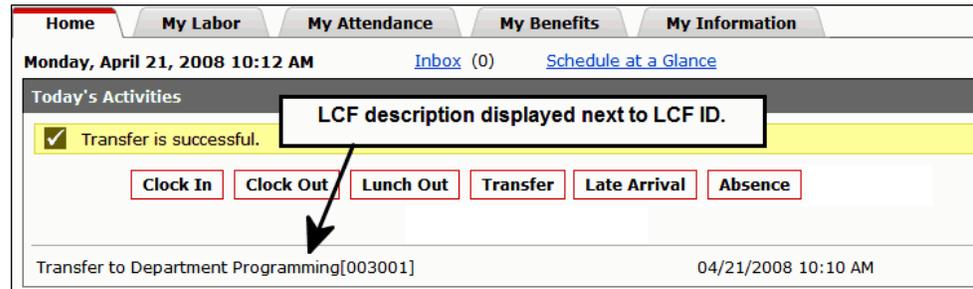


Figure 17: Today's Activities section with LCF Description

# New Running Balance for Accruals

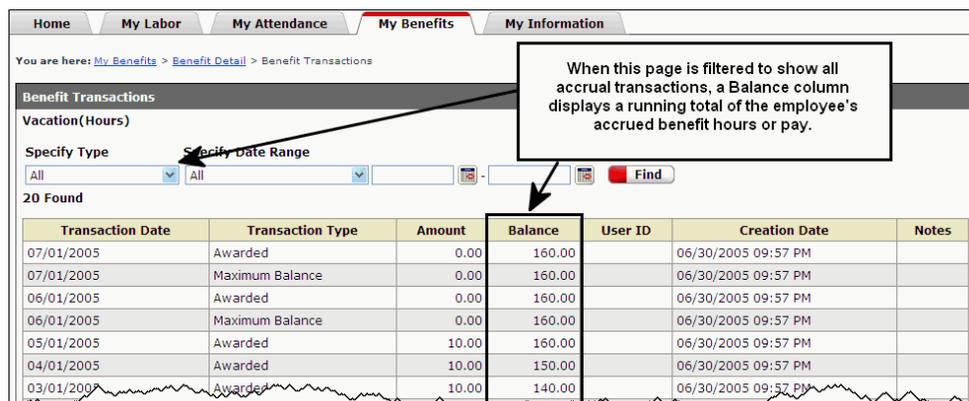
## Overview of New Functionality

The **Benefit Transactions** page has been enhanced to display a running balance for the accrual being viewed. This enhancement eliminates the need for manual calculation of accrual balances and makes it easier for users to see at a glance how the transactions being displayed affect an employee's overall accrual balance.

This enhancement has been made automatically in ezLaborManager for all clients, although not all clients are configured to track accruals in ezLaborManager.

## Details of New Functionality

A new **Balance** column has been added to the **Benefit Transactions** page (**Figure 18**). This column displays a running balance that shows an employee's accrual balance after each transaction has been applied.



The screenshot shows the 'My Benefits' tab selected in the navigation menu. The 'Benefit Transactions' section is active, displaying a table of transactions for 'Vacation(Hours)'. The 'Specify Type' dropdown is set to 'All', and the 'Specify Date Range' is also set to 'All'. A callout box points to the 'Balance' column in the table, stating: 'When this page is filtered to show all accrual transactions, a Balance column displays a running total of the employee's accrued benefit hours or pay.'

| Transaction Date | Transaction Type | Amount | Balance | User ID | Creation Date       | Notes |
|------------------|------------------|--------|---------|---------|---------------------|-------|
| 07/01/2005       | Awarded          | 0.00   | 160.00  |         | 06/30/2005 09:57 PM |       |
| 07/01/2005       | Maximum Balance  | 0.00   | 160.00  |         | 06/30/2005 09:57 PM |       |
| 06/01/2005       | Awarded          | 0.00   | 160.00  |         | 06/30/2005 09:57 PM |       |
| 06/01/2005       | Maximum Balance  | 0.00   | 160.00  |         | 06/30/2005 09:57 PM |       |
| 05/01/2005       | Awarded          | 10.00  | 160.00  |         | 06/30/2005 09:57 PM |       |
| 04/01/2005       | Awarded          | 10.00  | 150.00  |         | 06/30/2005 09:57 PM |       |
| 03/01/2005       | Awarded          | 10.00  | 140.00  |         | 06/30/2005 09:57 PM |       |

**Figure 18: Running accrual Balance column on the Benefit Transactions page**

**Tip:** The navigation path to the **Benefit Transactions** page is **My Benefits tab>Benefits table>Specific Benefit link>Numeric Total link in All column**.

The **Balance** column is only visible when the **Specify Type** field is set to **All**, which causes all accrual transactions for the selected date range to be displayed. If the **Specify Type** field is set to another value (for example, **Awarded** or **Cashed Out**), the **Balance** column is not displayed.

If the **Specify Type** field is set to **All**, the running balance is displayed regardless of the date range selected for the page. Even if the **Specify Date Range** fields are used to limit the time frame for which an employee's accrual transactions are displayed, the running balance always takes into account the employee's entire accrual history up to the end of the specified date range.



# Help, Training, and Feedback

# Improved Access to Help and Training

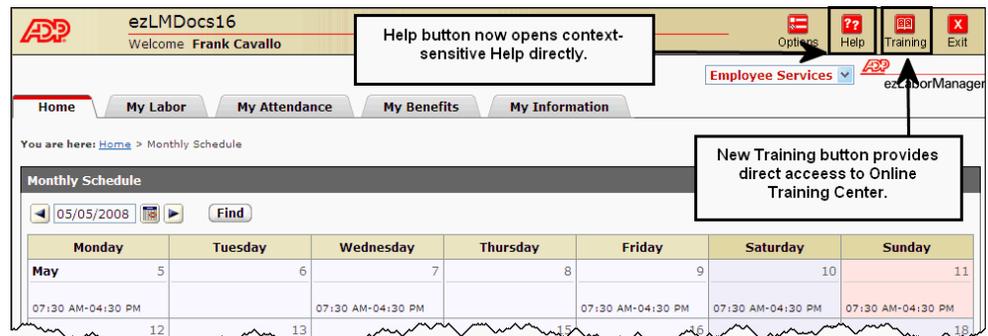
## Overview of New Functionality

A new **Training** button (  ) has been added to the toolbar that appears at the upper right corner of all of the main pages in ezLaborManager. The **Help** button (  ) that was previously used to access both the Online Help system and the Online Training Center now takes users directly to the Help system, while the **Training** button provides direct access to the resources available on the Online Training Center.

This enhancement has been made automatically in ezLaborManager for all clients and is available to all users.

## Details of New Functionality

The toolbar that appears at the top of most ezLaborManager pages now contains two buttons, a **Training** button (  ) and a **Help** button (  ), to provide assistance to users ( **Figure 19** ).



**Figure 19: New Training button next to Help button**

Previously, only the **Help** button () existed, and it provided access to both the Online Training Center and the ezLaborManager Help system. Providing two buttons allows users to navigate more quickly to the type of information or assistance they are seeking. The table below summarizes the resources that can be accessed by clicking each button.

### Action and Resources



Opens a pop-up Online Help window. Initially, the Help window will display a topic that is directly related to the ezLaborManager page that the user was viewing when he or she clicked the Help button.

If the Help topic that is initially displayed does not provide the specific information the user needs, he or she can use the Help system's table of contents, search feature, index, or cross-reference links to find more specific information.

The Online Help system includes comprehensive information about the various pages in the ezLaborManager application and step-by-step instructions for performing tasks. The Help window can be resized and moved, allowing the user to view the ezLaborManager as he or she reads the Help content. Each Help topic can also be printed and used as a job aid or quick reference.



Provides direct access to the Online Training Center, which contains a number of resources to help users learn about new features and learn how to perform common tasks. The Online Training Center includes a variety of resources, including:

- What's New tutorials that demonstrate new features
- Quick Reference Cards that explain how to perform common tasks
- Payroll Processing Guides that provide instructions on preparing ezLaborManager data for use with various payroll systems
- Release Guides, like this one, that describe the enhancements and new features in each release
- Web-Based Tutorials that demonstrate how to perform common tasks

The Quick Reference Cards, Payroll Processing Guides, and Release Guides can be downloaded and/or printed for reference.

**Note:** Both the Online Training Center and the Online Help system are aware of user types and filter their content to display only information that is relevant to a particular user. For example, employees who are not supervisors or administrators do not have to sort through information for supervisors and administrators to find employee information.

# Improved Product Feedback Features

## Overview of New Functionality

Several enhancements have been made to the way in which feedback submitted about ezLaborManager is collected and handled. Most of these changes are intended to improve the efficiency of the internal handling of user feedback and will be transparent to the user. However, some modifications have been made to the link and form provided to users for submitting feedback. These modifications clarify the purpose of the **Product Suggestions** form (formerly called the **Suggestions** form). The redesigned form now also allows users who are submitting feedback to volunteer to participate in future ezLaborManager usability studies or pilot releases.

This enhancement has been made automatically in ezLaborManager for all clients and is available to all users.

## Details of New Functionality

Previously, a **SUGGESTIONS** link appeared in the footer of all main ezLaborManager pages. Clicking this link opened a **Suggestions** form, which allowed users to enter basic identifying information and describe their suggestions. The data collected on this form was sent in an e-mail to ADP.

With this release, the feedback link has been renamed **PRODUCT SUGGESTIONS** (**Figure 20**) and the form has been renamed **Product Suggestions** in order to emphasize that this feature is meant to allow users to submit feedback about ezLaborManager features. The form (**Figure 21**) has also been reworded to make it clear to users that the form should only be used to submit feedback about the ezLaborManager product, rather specific support issues or HR questions that require immediate answers.

The redesigned **Product Suggestions** form also includes a new check box to allow users to indicate if they would like to participate in usability studies or advanced releases.

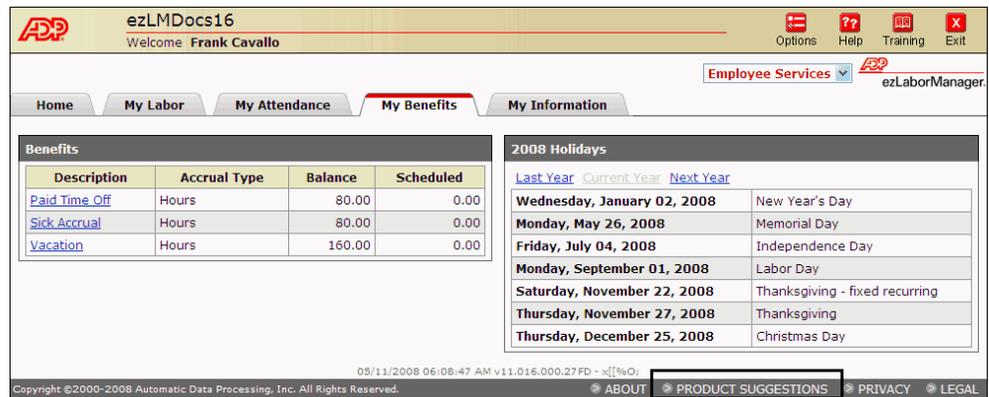


Figure 20: Renamed PRODUCT SUGGESTIONS link

**Product Suggestions**

ADP is constantly working to improve ezLaborManager and welcomes your comments and suggestions. Any feedback you provide using this form will be sent directly to the ADP ezLaborManager Product Management team for consideration as we work on future releases.

Please use this form only to submit suggestions for future versions of ezLaborManager. If you need assistance with ezLaborManager or have a question that needs to be addressed immediately, please contact your company administrator. If your administrator cannot solve your problem or answer your question, he or she can call the appropriate ADP ezLaborManager representative.

**Your Name:**  
Cavallo, Frank

**Name of Your Company:**  
ezLMDocs16

**Your E-mail Address:**

**Suggestions / Comments:**

I would like to be considered to participate in future usability tests and/or advanced product releases.

Figure 21: Redesigned Product Suggestions form with new explanatory text and option to volunteer for future usability tests or pilots

**Notes:** After the user submits feedback, a confirmation message will be displayed. The message acknowledges that the feedback was submitted and, if applicable, that the user has indicated an interest in participating in future usability tests or pilots. The confirmation message also indicates that a confirmation e-mail will also be sent to the e-mail address provided by the user.

A client can be configured to have Product Suggestions submitted by users sent to specific non-ADP addresses as well (for example to the client's internal ADP administrator). The suggestion data e-mailed to non-ADP addresses will contain less detailed information about the client and user than the e-mail sent to ADP Product Management.



# Features in Service Pack 1

# Overview of New Functionality

To enhance security, the link from the **ezLaborManager Web Clocking** page to the **ezLaborManager Login** page has been removed. The link from the **ezLaborManager Login** page to the **Web Clocking** page has also been removed. This change was made to prevent users at ezLaborManager kiosks from being able to log in to the account of previous kiosk users.

## Details of New Functionality

The following changes have been made to the **ezLaborManager Web Clocking** page and the **ezLaborManager Login** page since v11.15. These changes are designed to improve usability and/or security:

- The **Log in to ezLaborManager** link has been removed from the **ezLaborManager Web Clocking** page. If a user needs to access the full ezLaborManager application, he or she must navigate independently to the main login page URL.
- The **ezLaborManager Web Clocking** link has been removed from the main **ezLaborManager Login** page. If a user wants to use Web Clocking, he or she must navigate independently to the **ezLaborManager Web Clocking** page URL.
- If none of the time entry plans used by a client are configured to use the lunch out feature, the **Lunch Out** button will not be displayed on the **ezLaborManager Web Clocking** page.

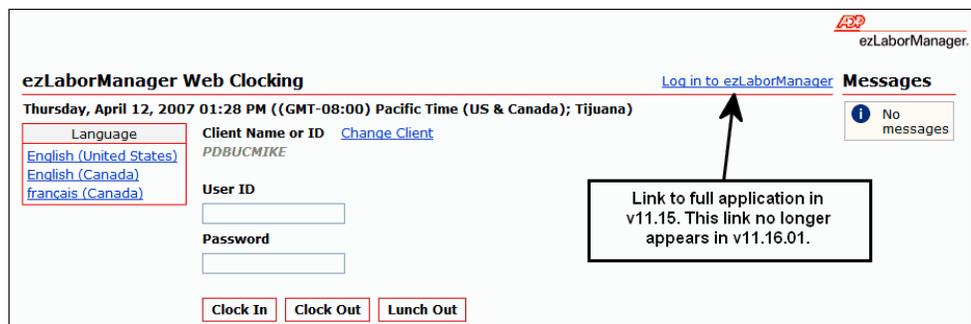


Figure 22: The v11.15 ezLaborManager Web Clocking page

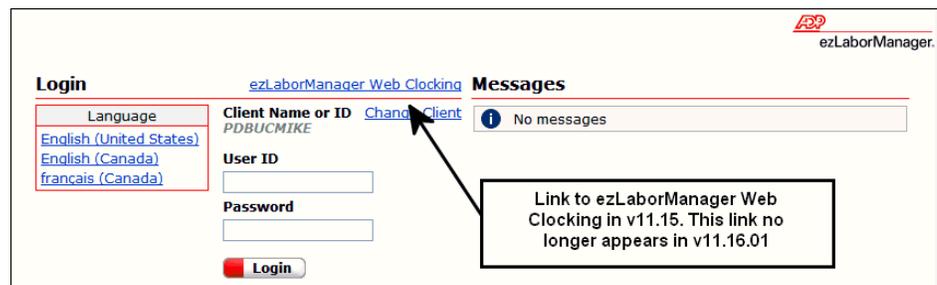


Figure 23: The v11.15 ezLaborManager Login page for clients using Web Clocking

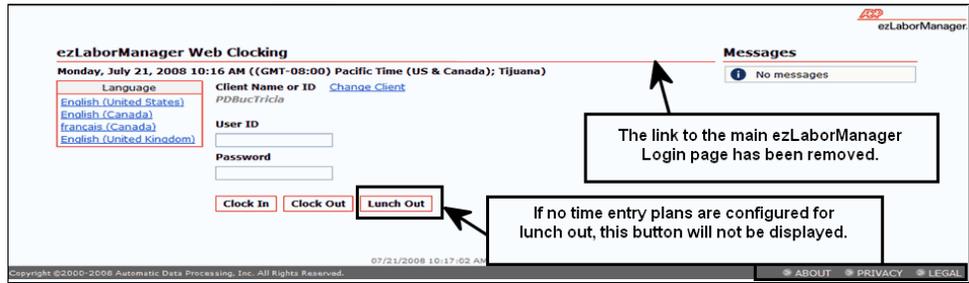


Figure 24: The v11.16 ezLaborManager Web Clocking page