

NOWCC
ADP ezLabor Manager (Electronic Timesheets)
Instructions for Enrollees

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1. Login Instructions

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):

Client Name or ID

NOWCC

Submit

4. Click “**Submit**” button.
5. This will take you to the login page.

Login	Messages
<div style="border: 1px solid red; padding: 5px;"><p>Language</p><p>English (United States)</p><p>English (Canada)</p><p>français (Canada)</p><p>English (United Kingdom)</p></div>	<div style="border: 1px solid gray; padding: 5px;"><p>Client Name Change Client</p><p>NOWCC</p><p>User ID</p><div style="border: 1px solid gray; height: 20px; width: 150px;"></div><p>Password</p><div style="border: 1px solid gray; height: 20px; width: 150px;"></div><p style="text-align: center;">Login</p></div> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"><p>Messages</p><p>No messages</p></div>

User ID – 1st 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

6. 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

Submit

Cancel

Instructions to complete your timesheet

7. Click on **Time Sheet** under the Today's Activities screen.

ADP NOWCC
Welcome Barbara B. Canada

Reports Options Help Training Exit

Employee Services ADP ezLaborManager.

Home My Labor My Attendance My Benefits My Information

Monday, October 27, 2008 02:46 PM [Inbox \(2\)](#) [Schedule at a Glance](#)

Today's Activities

Time Sheet
Absence

No Activities

[To Top](#)

8. Choose **Current Pay Period** from the Pay Date Range pull down menu.
If after selecting the Current Pay Period the system displays dates of the previous pay period, which means that our Payroll department has not finished updating the last pay period yet. In that case, you should select **Next Pay Period** from the menu.

Home My Labor My Attendance My Benefits My Information

Pay Date Range: Today 08/20/2007 - 08/20/2007 Find

You are here: [Home](#)

Preferences

Select

Current Pay Period
Next Pay Period
Today
Tomorrow
Yesterday
This Week
Next Week
Last Week
This Month
Last Month
User-Defined Date Range

Hours Earnings Code Depa

7.00 000000

Total Hours: 7.00

9. Enter the hours worked for each day of the pay period in the “Hours” column. Then click on **Submit**. **The submit button acts as a Save button.** It does not send any messages to your monitor; it simply saves the information in the system. Do not enter “0” on the days that you don’t work – the system does not accept zeros.
10. You can enter your time each day as you work or wait till the end of the pay period and fill out your hours for the entire pay period. Each time you enter your hours you have to click on “Submit”. Otherwise the system will not save the information that you have entered.

Select		Date In	Hours	Daily Totals	Earnings Code	Department	
<input type="checkbox"/>	<input type="checkbox"/>	⊕ Sat	10/11/2008	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	⊕ Sun	10/12/2008	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	⊕ Mon	10/13/2008	8.00	8.00	HOLIDAY	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	⊕ Tue	10/14/2008	8.00	8.00	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	⊕ Wed	10/15/2008	8.00	8.00	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	⊕ Thu	10/16/2008	8.00	8.00	<input type="text"/>	<input type="text"/>

Select		Date In	Hours	Daily Totals
<input type="checkbox"/>	<input type="checkbox"/>	⊕ Sat	10/11/2008	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	⊕ Sun	10/12/2008	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	⊕ Mon	10/13/2008	8.00
<input type="checkbox"/>	<input type="checkbox"/>	⊕ Tue	10/14/2008	5.00
<input type="checkbox"/>	<input type="checkbox"/>	⊕ Wed	10/15/2008	8.00
<input type="checkbox"/>	<input type="checkbox"/>	⊕ Thu	10/16/2008	8.00
<input type="checkbox"/>	<input type="checkbox"/>	⊕ Fri	10/17/2008	8.00
<input type="checkbox"/>	<input type="checkbox"/>	⊕ Sat	10/18/2008	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	⊕ Sun	10/19/2008	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	⊕ Mon	10/20/2008	8.00
<input type="checkbox"/>	<input type="checkbox"/>	⊕ Tue	10/21/2008	8.00
<input type="checkbox"/>	<input type="checkbox"/>	⊕ Wed	10/22/2008	8.00
<input type="checkbox"/>	<input type="checkbox"/>	⊕ Thu	10/23/2008	9.00
<input type="checkbox"/>	<input type="checkbox"/>	⊕ Fri	10/24/2008	8.00
Total Hours:			81.00	

This little blue corner means that the data on this line has been changed and you must click “Submit” button if you want to save the changes.

Severity	Description	Noted
<input type="checkbox"/>	Supervisor Approval Required	<input type="text"/>

<input type="checkbox"/>	⊕ Fri
Unprocessed	

11. Once your monitor approves the timesheet, these warnings will disappear and green checkmarks ☒ will take their place.

12. If you need to split the hours you worked during any day, click on the “+” sign next to the day of the week and another line for that day will appear. For example: if you went to the doctor and need to enter 2 hours sick and 6 hours regular.

13. If you have any type of leave (sick, vacation, individual holiday, holiday, bereavement, etc.) then click inside the box under the **earnings code** and a little magnifying glass will appear on the right side of the box.

Select		Date In	Hours	Daily Totals	Earnings Code	Department	
<input type="checkbox"/>	+ Sat	10/11/2008				000000	
<input type="checkbox"/>	+ Sun	10/12/2008				000000	
<input type="checkbox"/>	+ Mon	10/13/2008	8.00	8.00	HOLIDAY	000000	
<input type="checkbox"/>	+ Tue	10/14/2008	5.00		SICK	000000	
<input type="checkbox"/>	+ Wed	10/15/2008	8.00	8.00		000000	
<input type="checkbox"/>	+ Thu	10/16/2008	8.00	8.00		000000	
<input type="checkbox"/>	+ Fri	10/17/2008	8.00	8.00		000000	
<input type="checkbox"/>	+ Sat	10/18/2008				000000	
<input type="checkbox"/>	+ Sun	10/19/2008				000000	
<input type="checkbox"/>	+ Mon	10/20/2008	8.00	8.00		000000	
<input type="checkbox"/>	+ Tue	10/21/2008	8.00	8.00		000000	

14. Click on the magnifying glass and you'll get a list of all the available earnings codes.

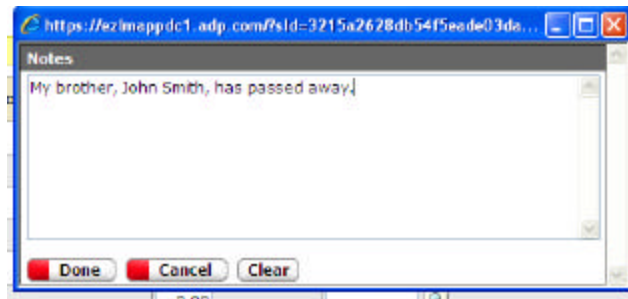
Earnings Code Lookup	
Search Options	
Column: Earnings Code	Search: <input type="text"/>
6 Found	
Earnings Code	Description
BEREAV	Bereavement
HOLIDAY	Holiday
INHOLIDAY	Individual Holiday
JURY	Jury Duty
SICK	Sick
VACATION	Vacation

	Date In	Hours	Earnings Code
+ Sat	08/30/2008		
+ Sun	08/31/2008		
+ Mon	09/01/2008	8.00	HOLIDAY
+ Tue	09/02/2008	8.00	
+ Wed	09/03/2008	8.00	
+ Thu	09/04/2008	8.00	
+ Fri	09/05/2008	8.00	SICK
+ Sat	09/06/2008		

15. After clicking on the appropriate leave category the earnings code box will be filled out.

16. If you your selection for the Earnings Code is Bereavement, click on the Note icon to the right of the corresponding day and enter the information regarding your relationship to the deceased person, then click “Done”.

<input type="checkbox"/>		+ Thu	10/23/2008	7.00	7.00		000000	
<input type="checkbox"/>		+ Fri	10/24/2008	7.00	7.00	BEREAV	000000	



17. Once you finish entering your timesheet scroll to the bottom of the page and click on the **Submit** button. Then you can log out of the system.

<input type="checkbox"/>		+ Mon	09/08/2008	8.00
<input type="checkbox"/>		+ Tue	09/09/2008	8.00
<input type="checkbox"/>		+ Wed	09/10/2008	8.00
<input type="checkbox"/>		+ Thu	09/11/2008	8.00
<input type="checkbox"/>		+ Fri	09/12/2008	8.00
				Total Hours: 80.00

18. At the end of the pay period once your timesheet is fully completed and submitted, contact your supervisor to let them know that your timesheet is ready for approval. The system does not generate any automatic notifications .

You can enter your time each day and submit it or wait till the end of the pay period and fill out your entire timesheet then.

The “Submit” button acts as a “Save” button. Clicking the “Submit” button does not generate any emails to your monitors. It only saves the information in the system.

What to do when you get an “Operation Unsuccessful” message and a red dot on your timesheet:

When you enter information in your timesheet that the system does not “like” you will get a red dot and an error message: “Operation Unsuccessful”

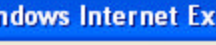
The screenshot shows a timesheet interface with a yellow error banner at the top that reads "Operation Unsuccessful." Below the banner is a table with columns: Select, Date In, Hours, Earnings Code, and Department. The table lists dates from 04/12/2008 to 04/25/2008. A red dot is visible in the "Select" column for the row dated 04/22/2008. At the bottom of the table, it says "Total Hours: 42.00". Below the table are buttons for "Submit", "Insert", and "Delete".

Check the box under “Select” column. The row will highlight in blue. Then click on the “Delete” button that is located below the timesheet.

This screenshot shows the same timesheet interface, but the row for 04/22/2008 is now highlighted in blue. A checkmark is visible in the "Select" column for this row. The "Delete" button at the bottom is circled in red. The "Total Hours: 42.00" is still displayed.

The text in the row that you are trying to delete will change to red and you will also have a red X next to the red dot. Click on **Submit** button.

This screenshot shows the timesheet after clicking "Delete". The row for 04/22/2008 is now red, and a red X is next to the red dot in the "Select" column. The "Submit" button at the bottom is circled in red. The "Total Hours: 42.00" remains the same.



MY BENEFITS tab

Home	My Labor	My Attendance	My Benefits	My Information
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Benefits			
Description	Accrual Type	Balance	Scheduled
Individual Holiday	Hours	0.00	0.00
Sick	Hours	14.37	0.00
Vacation	Hours	20.11	0.00

2008 Holidays	
Last Year	Current Year Next Year
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
Wednesday, November 12, 2008	Veterans' Day
Thursday, November 27, 2008	Thanksgiving
Thursday, December 25, 2008	Christmas Day