

# What's New in ezLaborManager Version 18.10

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ezLaborManager version 18.10 includes the following changes and enhancements:

## Security Enhancements

[Password and Security Enhancements](#) - Employees can now reset their own passwords, set up security questions and create strong passwords to satisfy ADP security standards.

## Employee Maintenance Enhancements

[New and Updated Employee Information Fields](#) - Employee information-related fields have been standardized across the ezLaborManager, Pay eXpert, and HR/Benefits Solution applications.

[Employee Editor Enhancements](#) – You can now access all Employee Editor functionality in one place.

[Additional Employee Positions](#) - ezLaborManager now provides support for employees with additional positions: payroll positions and non-payroll positions.

## Product Enhancements

[Paid Time Off and Accrual Enhancements](#) - These features synchronize Paid Time Off requests between HR/Benefits and ezLaborManager or transfers Accrual Balances between Pay eXpert and ezLaborManager.

[Third Shift Holiday Calculations](#) - ezLaborManager now ensures that a holiday time pair is always paid on the pay date matching the defined holiday date.

[Flextime Enhancements](#) – You can now track flexible hours. Employees are given a set of contracted hours to work with designated start and end times, and the employee can select when they start and stop within those times.

[Shift Differential Override for Schedules](#) - ezLaborManager now allows you to assign shift rules directly to daily and recurring schedules and pay the employee based on the assigned shift rule.

[Support for 1099 Employees](#) - ezLaborManager v18.10 now provides support for independent contractors who receive 1099 statements rather than W-2s.

## Reporting Enhancements

[ADP Reporting Catalog Enhancements](#) – The Time and Labor file in ADP Reporting has been updated to reflect new enhancements and features.

[New Timecard Detail Report with Signature](#) - This report enables Administrators and Supervisors to print timecards featuring Timecard Notes, Supplemental Earnings and Signature Line.

[Best Fit Report Orientation](#) - ezLaborManager can now determine the appropriate report printing orientation (landscape or portrait) for your reports.

## Other Enhancements

[Time Punch Details on Pay Check Enhancement](#) - ezLaborManager v18.10 offers a new export file format, Total Hours By Pay Date.

[Quick Find Enhancements](#) - The Quick Find feature displays a list of possible values as you type in the field.

[Rounding Information on Time Pair Details](#) - This feature enables client administrators and supervisors to view the rounded times and schedule information on the Time Pair Details page.

[Version Number and Support Information Change](#) - When you click the date on the bottom right corner of a page, a window displays the version number and support information.

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### Password and Security Enhancements

ezLaborManager version 18.10 contains several enhancements to help protect your company and your employee data.

**Note:** If you would like to use this feature, please contact your ADP representative.

Enhancement	Description
Users can now reset their own passwords	If users forget their password, they can reset it without calling an administrator by clicking the new <b>Forgot Your Password?</b> link on the Login page. Security questions and answers will be used to verify the user's identity. Once verified, they can reset their password.  <b>Important:</b> Before users can use the Forgot Your Password? link they have to have set up their security questions and answers and a new stronger password.
Stronger passwords	<b>Rules surrounding the format of user passwords have changed.</b> Stronger passwords ensure a higher level of security. Users will be prompted to change their passwords within 60 days of upgrading.
Change password on behalf of a user	You can now change a password on behalf of a user and reactivate a user, if needed.
Force password change	You can now force a user or a group of users to change their password the next time they log on.
Notifications when passwords are due to expire	ezLaborManager will now send users an advance notification when their password is due to expire. As an administrator, you can determine how far in advance this message is sent.
E-mail notifications	Users will now receive an e-mail notification such as when they successfully change their password, fail to retrieve a forgotten password or if their account is locked based on too many login failures.

**Note:** These features only apply if your company does not have a single sign on across all ADP internet-based products.

#### Stronger Passwords

ezLaborManager now requires stronger passwords to ensure a higher level of security. If users don't change their passwords right after the upgrade, they will be prompted to change them within 60 days of upgrading. At that point, they will also need to set up security questions and answers.

The new passwords must follow these rules:

- Have a minimum length of eight characters
- Have at least one character that is numeric and one that is a letter
- Cannot start or end with a blank space
- Cannot contain more than four repeating characters, for example, AAAA or 1111
- Cannot be the same as the user ID
- Cannot match any of the four previously used passwords

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When a user's password has expired, they will automatically see an Enter New Password page and a Set Up Security Questions page. Strong passwords and security questions can be set up at any time before the user's password expires by logging on to ezLaborManager and clicking the **Options** icon in the upper-right corner of the page. They can they select **Change Password** and enter the information on the page.

**Note:** A user cannot change his or her password more than once in a 24-hour period. However, this restriction does not apply when an administrator changes the user's password.

### Select and Answer Security Questions for Password Resets

If users don't set up these security questions and answers right after the upgrade, they will be prompted to do so when their password expires within 60 days after the upgrade. Once these security questions are set up, they can use the **Forgot your password?** link on the Login page to reset their password if they need to.

**Tip: To set up security questions and answers immediately, users can log on to ezLaborManager and click the Options icon in the upper-right corner of the page. Then they select Change Security Questions and Answers and enter the information on the page.**

When a user's password has expired and they haven't already set up their security questions and answers, the user sees the **Setup Security Questions** page after they log on. On this page, they will need to do the following.

1. From the drop-down lists, choose four questions and then type the answers in the **Answer** fields. It is important to make note of the answers entered so you can recall them later.

**i** All users are required to select and answer security questions which are used to validate you when you forget your password.

**Please note the following while answering the questions:**

- To protect your information, your **answers are NOT displayed** below.
- Minimum length of each answer is 4 alphanumeric (A to Z, a, to z , 0 to 9) characters.
- Special characters (!, \$, space, etc.) are allowed, but are not counted toward the minimum or maximum length.
- Maximum length of each answer is 50 alphanumeric (A to Z, a to z , 0 to 9) characters.
- Answers are **NOT case sensitive**.

Security Questions Change Time ():

▶ - What was the name of your first pet?

**Answer 1:** ▶

▶ - In what city was your mother born? (enter full name of city only)

**Answer 2:** ▶

▶ - What was the first and last name of your first manager?

**Answer 3:** ▶

▶ - What is the first and last name of your oldest niece?

**Answer 4:** ▶

2. Click **Next**.
3. On the Enter New Password page, in the **Old Password** field, type the password you used to log on.
4. In the **New Password** field, type a new password following the rules listed on the top portion of the page. The password strength meter changes as the password is typed.

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**i** Please note the following rules apply while setting a new password:  
Passwords are case sensitive

The following rules are checked **as you type** the password -

- ✓ 1. Minimum length must be 8 character(s)
- ✓ 2. Must contain at least 1 numeric character
- ✓ 3. Must have at least 1 letter
- ✓ 4. Must not start with a blank space

The following rules are checked **after** you have moved to 'Confirm Password' -

- ✓ 5. Must not have more than 4 repeating characters (eg:- AAAA,1111)
- ✓ 6. Must not end with a blank space
- ✓ 7. Must not be the same as your user ID

The following rule is checked **after** Submit -

- x 8. Must not match any of the previous 4 passwords used

Last Password Change Time (EST): 09/07/2011 02:08 PM

User ID:

Old Password:

New Password:  Password strength is strong

Confirm Password:

5. In the **Confirm Password** field, type the password again and click **Submit**.

## Forgot Password Link

If users forget their passwords, they now have the ability to create new passwords without contacting their administrator. Please note that security questions and answers and a stronger password need to be set up before a user can use the Forgot your password? link.

Users can reset their password by doing the following.

1. Click **Forgot your password?** on the Login page.

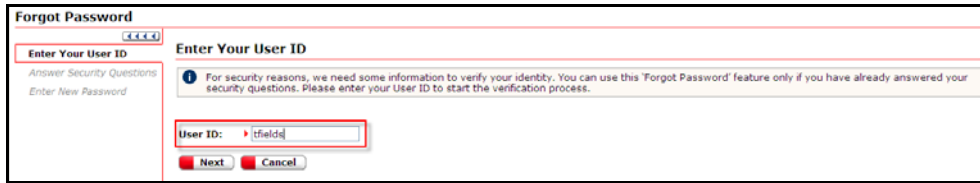
**Login**

Language	Client Name <a href="#">Change Client</a>
<a href="#">English (United States)</a>	Your Company Name
<a href="#">English (Canada)</a>	User ID
<a href="#">français (Canada)</a>	Password
<a href="#">English (United Kingdom)</a>	<input type="text"/> <a href="#">Forgot your password?</a>
<a href="#">English (Australia)</a>	<input type="button" value="Login"/>

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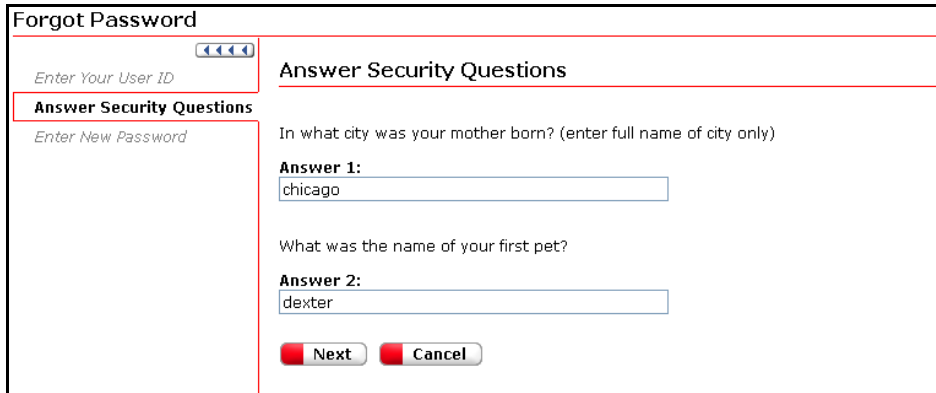
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2. Enter the user ID in the **User ID** field and click **Next**.



The screenshot shows the 'Forgot Password' interface. On the left, there are three tabs: 'Enter Your User ID' (selected), 'Answer Security Questions', and 'Enter New Password'. The main content area is titled 'Enter Your User ID' and contains a message: 'For security reasons, we need some information to verify your identity. You can use this "Forgot Password" feature only if you have already answered your security questions. Please enter your User ID to start the verification process.' Below the message is a text input field labeled 'User ID:' with a red border and a red cursor. At the bottom, there are two buttons: 'Next' and 'Cancel'.

3. Answer two security questions and click **Next**.



The screenshot shows the 'Forgot Password' interface. On the left, there are three tabs: 'Enter Your User ID', 'Answer Security Questions' (selected), and 'Enter New Password'. The main content area is titled 'Answer Security Questions' and contains two questions. The first question is 'In what city was your mother born? (enter full name of city only)' with an 'Answer 1:' label and a text input field containing 'chicago'. The second question is 'What was the name of your first pet?' with an 'Answer 2:' label and a text input field containing 'dexter'. At the bottom, there are two buttons: 'Next' and 'Cancel'.

4. On the Enter New Password page, type a new password in the **New Password** field. Passwords should follow the rules listed on the top portion of the page. The password strength meter changes as you type.
5. In the **Confirm Password** field, type the password again and click **Submit**.

### Change Password on Behalf of a User

Administrators can now change a password on behalf of a user. Additionally, if the user is inactive, you have the ability to reactivate the user.

**Note:** A user cannot change his or her password more than once in a 24 hour period. However, this restriction does not apply when an administrator changes the user's password. Also note that the Change Passwords page can also be accessed by choosing the Change Password option from the Actions menu on the Employee Positions page.

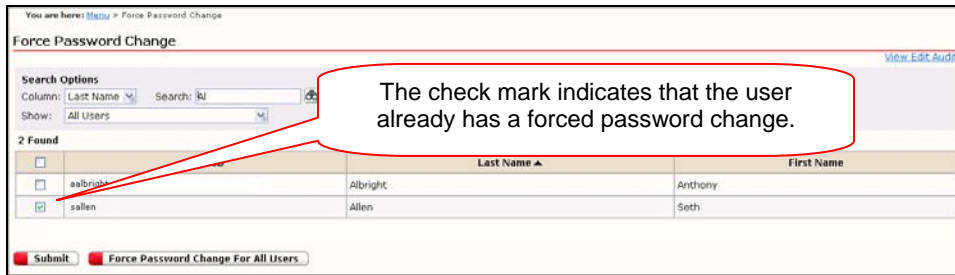
1. On the Administrator Services page, click the **Administration** tab, then click **Setup**.
2. In the Users column, click the **Change Passwords** link.
3. In the User ID column, click the user whose password you want to change.
4. In the **New Password** field, type a new password following the rules listed on the top portion of the page. The password strength meter changes as you type.
5. In the **Confirm Password** field, type the password again.
6. If the user is currently inactive and you want to make them active, select the **Reactivate User** check box.
7. Click **Submit**.

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## Force Password Change

You can now force a user or group of users to change their passwords the next time they log on. This feature can be used if there has been a security breach at your company, and you believe that your employee's login information has been compromised.

1. On the Administrator Services page, click the **Administration** tab, then **Setup**.
2. In the Users column, click the **Force Password Change** link.
3. Select the check boxes next to the users whose passwords you want to change.



4. Click **Submit**.

## Notifications When Passwords Are Due to Expire

Users will receive a notification prior to the date that their password expires, allowing them time to change the password at their convenience.



As an administrator, you can configure the reminder time to be anywhere from 1 to 15 days before the password expiration date. The default number of days is 7. To adjust this setting, select **Administrator Services > Administration > Setup > Client Administration Preferences**. In the Login Security section, change the number of days in the **Provide reminder to change password** field.

## E-mail Notifications

For additional security, the following e-mail notifications have been added:

- Successful password change by user
- Successful password change by administrator
- Successful change of password upon expiry
- Successful password change by using Forgot Password
- Forgot password attempt failure
- User account locked

### Successful Password Change by User:

This is a confirmation that you have changed your ADP ezLaborManager® password. When you log on to ADP ezLaborManager® you will need to use this new password.

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### **Successful Password Change by Administrator:**

This is a confirmation that your administrator had changed your ADP ezLaborManager® password. When you log on to ADP ezLaborManager® you will need to use this new password.

### **Successful Password Change by Using Forgot Password:**

This is a confirmation that you have changed your ADP ezLaborManager® password by using the Forgot Password link. When you log on to ADP ezLaborManager® you will need to use this new password.

### **Successful Change of Password Upon Expiry:**

This is a confirmation that you have changed your ADP ezLaborManager® password prior to expiration. When you log on to ADP ezLaborManager® you will need to use this new password.

### **Forgot Password Attempt Failure:**

This is to inform you that an unsuccessful attempt has been made to change your ADP ezLaborManager® password by using the Forgot Password link.

### **User Account Locked:**

This is to inform you that your ADP ezLaborManager® account is locked due to exceeding the maximum retry attempts as per your company security policy.

## **Reports**

Two User List and User Profile reports have been enhanced to include the following information:

- Last Password Change Time
- Last Security Change Time
- Migration Password Change Time

These fields are also available as report filters for these reports.

## New and Updated Employee Information Fields

Employee information-related fields have been standardized across the ezLaborManager, Pay eXpert, and HR/Benefits Solution applications. These fields are now available for all employees, across all three applications.

Field values will be maintained in only one application (known as the “system of record”), but can be viewed across all three applications. In most cases, ezLaborManager will **not** be the system of record. However, ezLaborManager would be the system of record if you added an employee to solely keep track of the employee’s hours (such as a contractor), and that employee is not entered in payroll.

If ezLaborManager is not the system of record, you will not be able to edit these fields either in the application or through application imports. You must maintain these fields using the system of record, for example, Pay eXpert or HR/Benefits Solution.

Category	New/updated field name
Name	Salutation
	First Name
	Middle Name
	Last Name
	Preferred Name
	Payroll Name (if applicable)
	Qualification Suffix
Addresses	Address Line 1
	Address Line 2
	Address Line 3
	City
	County
	State/Province/Territory
	Zip/Postal Code
Payroll Address (if applicable)	Address Line 1
	Address Line 2
	City
	State
	Zip/Postal Code
Phone	Personal Home, Cell, Fax, and Pager
	Work Home, Cell, Fax, and Pager
Dates	Hire Date
	Rehire Date
Rate	Base Rate



## Employee Editor Enhancements

The Employee Editor has been enhanced so that you can now access all employee and user information on one page.

### Actions Menu

A new Actions menu provides access to functions that were controlled by buttons or links at the top of the Employee page in the previous version of ezLaborManager. These functions are:

- Add New Employee
- Copy Employee
- Delete Employee
- Change Password
- View Edit Audit

### Field Changes

Two fields at the top of the Employee page have changed:

New Item	Replaces
<b>Login Status</b> field – valid values are:  Access Granted Access Denied	<b>Active checkbox</b>
<b>Access Role</b> field - field name change only	<b>User Role</b> field

### Submit Button

An additional Submit button was added to the top of the page, directly below the navigation line.

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## Access Details

The Access Details section contains four pages.

Delete	Row	Security Group ID	Start Date	End Date
<input type="checkbox"/>	1	EL_ALL	04/28/2010	

The table below lists each page and indicates where it appeared in the previous version of ezLaborManager.

New Page	Replaces	Notes
User Security	User page	
Emulation	User page	This page is available only if the Administrator checkbox is selected
Pay Cycle Access	User page	This page is available only if the Administrator checkbox is selected
Personal	Employee page	

## Employees (Employee Positions)




The Employees section contains six pages:

- General
- Employee Security
- Service Dates
- Base Rates
- Timeclocks (if Timeclocks are configured)
- Notification

These pages comprise the remainder of the fields that were entered in the Employee page in the previous version of ezLaborManager. Additionally, three functions have been converted to buttons on the Employee bar. The table below lists the function and indicates how it was displayed previously:

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New Button	New Button Name	Replaces
	Change Phone PIN	The Phone Access tab
	View Edit Audit	The View Edit Audit link
	Active Changes	The Active Changes tab

### Field Changes

One field on the Employee details page has changed:

New Item	Replaces
Pay Class field – field name change only	Pay Group field

### Additional Employee Positions

ezLaborManager now provides support for employees with additional positions. You can create two types of positions:

- Payroll Positions
- Non-Payroll Positions

#### Payroll Positions

In this situation, the employee has more than one position, and those positions require separate W-2s. As a result, the positions must be created in Pay eXpert. To configure an employee for additional positions of this type, you can do the following:

Go to Pay eXpert, add the new position, and complete the fields.

Click on the Time & Attendance tab and select the **Employee uses ezLaborManager** check box.

The position will automatically be associated to the employee in Pay eXpert and ezLaborManager. Please note that, in this situation, Pay eXpert is the “system of record.” As a result, all changes should be made within Pay eXpert.

#### Non-Payroll Positions

In this situation, the employee also has more than one position. However, the positions are used for time tracking only, and have no affect on payroll processing. For example, you may have a contracted employee that performs multiple functions, but is not paid through your payroll system. You can assign additional positions to this employee in ezLaborManager only.

Please note that when you create an additional position for an employee, each position is treated as a separate employee in that there is a separate timecard and schedule associated with each position. As a result, employees that have additional positions will need to allocate their time to the appropriate position, and supervisors may need to manage and approve several timecards and schedules for one person.

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## Setup Page Changes

The Setup Page (accessed from the Administration tab) has been changed to include a new Position Codes link in the Users section. Clicking this link opens the Position Codes page. This page enables you to create new position codes. However, these codes can only be used within ezLaborManager, and cannot be used for payroll positions.

## Maintenance Page Changes

The Maintenance Page (accessed from the Administration tab) has been changed to include a new Employee Positions link. Clicking this link opens the Employee Editor page (see above).

## Employee Editor

In addition to the changes described earlier, the Employee Editor now provides support for employees with additional positions. These changes are:

### Add New Position

A new selection, Add New Position, has been added to the Employee section. When you click this selection, an Employee Position section will display, where you can create a new position for this employee.



**Important:** Please note that positions created in this way will only be available in ezLaborManager, and should only be used for non-payroll positions.

## Employee Position Section

A separate Employee Position section will appear for each position. This section contains six pages (identical to the subsections in the Employee Page):

- General
- Employee Security
- Service Dates
- Base Rates
- Timeclocks (if configured)
- Notification

Additionally, five functions now display as buttons on the Employee Position bar. The table below lists the function and indicates how it was displayed in the previous version of ezLaborManager (if applicable):

New Button	New Button Name	Replaces
	Copy	The Copy button
	Delete	The Delete button

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## Employee Services

A new Position drop down menu has been added to the following Employee pages.

- My Timecard
- My Schedule
- My Attendance
- My Accruals
- My Information

When employees select one of these pages, they will need to first select the appropriate position before performing any functions on the page. Please note that this menu only appears if the employee has more than one active position.

## Web Clocking

A new checkbox selection, **I have more than one badge number**, has been added to the Web Clocking page. If an employee has more than one active position, he or she must first select this check box, and then enter the appropriate badge number.

## Paid Time Off and Accrual Enhancements

These features synchronize Paid Time Off requests between HR/Benefits and ezLaborManager or transfers Accrual Balances between Pay eXpert and ezLaborManager. The synchronization varies based on the set of applications that you use, as well as the application that is the "system of record" for the information.

The following are three scenarios in which accrual calculations and/or paid time off requests are passed from one application to another. Please note that these scenarios are mutually exclusive. For example, if Pay eXpert is the system of record, accrual balances can only be sent from Pay eXpert to ezLaborManager. Accrual balances cannot be sent from ezLaborManager to Pay eXpert.

**Note:** If you would like to use this feature, please contact your ADP representative.

### Pay eXpert (System of Record) and ezLaborManager

In this case, Pay eXpert version 18.5 is the system of record for accrual calculations. As a result, accrual balances are automatically transferred from Pay eXpert to ezLaborManager after you have transmitted the payroll batch to payroll. You no longer need to import balances manually via ADP Reporting or a Time Bank Accruals interface. Please note that the transfer occurs at the beginning of each pay period.

**Note:** You must be running Pay eXpert version 18.5 to use this feature. See the lower left corner of the Home page to check your current version.

### ezLaborManager (System of Record for Accrual Calculations) and Pay eXpert

In this case, ezLaborManager is the system of record for accrual calculations. As a result, accrual balances are automatically transferred from ezLaborManager to Pay eXpert as part of the payroll export process. You no longer need to import balances manually via ADP Reporting or a Time Bank Accruals interface. Please note that transfer occurs when your payroll export file is uploaded to Pay eXpert.

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### HR/Benefits (System of Record), Pay eXpert, and ezLaborManager

In this case, HR/Benefits is the system of record for accrual calculations and time off requests. As a result, approved time off requests will automatically update the ezLaborManager schedule and timecard. The time taken will be included in the Pay eXpert paydata information. Please note that any changes made to employee time off records in ezLaborManager will also update the HR/Benefits time off balances, and all HR/Benefits policy rules will be enforced even when entering time off records in ezLaborManager. Also note that these updates are performed immediately

### Third Shift Holiday Calculations

ezLaborManager now ensures that a holiday time pair is always paid on the pay date matching the defined holiday date. This enhancement uses the appropriate start time to ensure the correct pay date. Additionally, this enhancement includes the ability to utilize a new Holiday creation start time for situations where an employee has no schedule and no default shift.

When setting up a Holiday Program, you should set the holiday date to be defined as the date that the holiday should be paid. The start time for the holiday time pair will be system-generated. The way in which the start time is generated is based on the following hierarchy:

**Schedule:** The holiday time pair start time will be the employee's scheduled start time where the scheduled pay date matches the defined holiday date.

**Default Employee Shift:** If no schedule is found, the holiday time pair start time used will be the start time from the employee's default shift.

**Default Start Time:** If there is no schedule or default employee shift, the holiday time pair start time used will be the new Default Start Time in the Time Entry Plan (as defined for a Pay Group.)

### Flextime Enhancements

The Flextime feature gives clients the ability to track flexible hours. Employees are given a set of contracted hours to work with designated start and end times, and the employee can select when they start and stop within those times. Core periods, or periods in which the employee is required to work, can also be assigned.

**Note:** If you would like to use the Flextime feature, please contact your ADP representative.

The following values are used to configure Flextime rules:

- Daily Contracted Hours - number of hours an employee is contracted to work in a day
- Core Periods - times during a day when the employee is required to work
- Earliest Start Time - earliest time that an employee can start their Flextime day
- Latest End Time - latest time that an employee can end their Flextime day

If an employee works more than their Daily Contracted Hours, the system can automatically track the extra work hours. When a shorter day is worked, the system can automatically track the difference in work hours.

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Additionally, there are three exceptions for the Flextime Core Periods. These exceptions have been added to the Company Exceptions and Pay Group Exceptions, and will generate a warning (you can change Severity of these exceptions, if necessary.) The exceptions are:

- Clocked in late for core period
- Clocked out early for core period
- Did not work a core period

## Flextime Rules

The new Flextime Rule page enables you to set up rules for your employees.

The screenshot shows the 'Flextime Rules' administration interface. At the top, there are tabs for 'Home' and 'Administration', with 'Administration' selected. Below that are 'Maintenance' and 'Setup' tabs. A breadcrumb trail indicates 'You are here: Menu > Flextime Rules'. The main heading is 'Flextime Rules' with links for 'View', 'Delete', and 'Audit'. A search section includes a 'Column' dropdown set to 'Flextime Rule', a search input field, and a 'Go' button. Below the search, it says '2 Found' and has an 'Add New' button. A table lists the rules:

<input type="checkbox"/>	Flextime Rule ▲	Description	
<input type="checkbox"/>	<a href="#">Flextime 4hr day M-F</a>	Flextime 4 hour day for weekdays	
<input type="checkbox"/>	<a href="#">Flextime 8hr day M-F</a>	Flextime for 8 hour day weekdays	

At the bottom left is a 'Delete' button.

To add a new Flextime rule, click the **Add New** button, complete the required fields, including those in the Flextime Details and Earnings Codes tabs, and then click **Submit**.

The screenshot shows the 'Flextime Rule' configuration form. At the top right are 'Add New' and 'Copy' buttons. The form has several sections:

- Flextime Rule:** FLEXBHR
- Description:** Flextime 8hr day M-F
- Earnings Code for Hours Earned:** FLEXEARNED (used when employee works more than DCH)
- Earnings Code for Hours Reduced:** FLEXREDUCED (used when employee works less than DCH)

Below these are tabs for 'Flextime Detail' and 'Earnings Codes'. The 'Flextime Detail' tab contains a table with columns for days of the week (Sunday through Saturday) and rows for various settings:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Enable Payroll Detail Generation and Define Daily Contracted Hours (DCH)	<input checked="" type="checkbox"/> 0.00	<input checked="" type="checkbox"/> 8.00	<input checked="" type="checkbox"/> 8.00	<input checked="" type="checkbox"/> 8.00	<input checked="" type="checkbox"/> 8.00	<input checked="" type="checkbox"/> 8.00	<input checked="" type="checkbox"/> 0.00
Contracted Earliest Start Time	08:00 AM	08:00 AM	08:00 AM	08:00 AM	08:00 AM	08:00 AM	08:00 AM
Contracted Latest End Time	12:00 PM	06:00 PM	06:00 PM	06:00 PM	06:00 PM	06:00 PM	06:00 PM
<b>Contracted Core Period 1</b> <span style="float: right;">Delete Core Period 1</span>							
Start Time		10:00 AM	10:00 AM	10:00 AM	10:00 AM	10:00 AM	
End Time		12:00 PM				12:00 PM	
<b>Contracted Core Period 2</b> <span style="float: right;">Delete Core Period 2</span>							
Start Time		02:00 PM				02:00 PM	
End Time		04:00 PM	04:00 PM	04:00 PM	04:00 PM	04:00 PM	

At the bottom are 'Submit', 'Delete', and 'Cancel' buttons. Red callout boxes highlight: 'Flextime Rule ID and Description are required.', 'Must enter an earnings code in one of the fields.', 'Check box to enable payroll generation. Daily Contracted Hours are required.', and 'Contracted Earliest Start Time and Contracted Latest End Time are required.'

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The following illustration depicts the Earnings Codes tab:

Flextime Detail		Earnings Codes		
Earnings Code Information				
Delete	Earnings Code	Description	Maximum Counted	Factor
<input type="checkbox"/>	BASHRS	Basic Hours	<input type="text" value=""/>	<input type="text" value="1.00"/>
<input type="checkbox"/>	BEREAV	Bereavement	<input type="text" value="2.00"/>	<input type="text" value="1.00"/>
<input type="checkbox"/>	FLEX	Flextime Used by Emp	<input type="text" value=""/>	<input type="text" value="1.00"/>
<input type="checkbox"/>	HOLWRK	Holiday Worked	<input type="text" value=""/>	<input type="text" value="2.00"/>
<input type="checkbox"/>	JURY	Jury Duty	<input type="text" value=""/>	<input type="text" value="1.00"/>
<input type="checkbox"/>	PHOLWRK	Public Holiday Worked	<input type="text" value=""/>	<input type="text" value="1.00"/>
<input type="checkbox"/>	PUBLICHOL	Public Holiday	<input type="text" value=""/>	<input type="text" value="1.00"/>
<input type="checkbox"/>	REGSAL	Salary Basic Hours	<input type="text" value=""/>	<input type="text" value="1.00"/>
<input type="checkbox"/>	VACATION	Vacation	<input type="text" value=""/>	<input type="text" value="1.00"/>

[Assign additional Earnings Codes to this Flextime Rule](#)

**Maximum Counted** hours are the maximum number of hours that will be counted towards an employee's actual worked hours for flextime calculations. For example, entering 2.00 in the Maximum Counted field for a Bereavement earnings code will designate two hours of that day towards actual worked hours, even if 4.00 hours of Bereavement was recorded.

**Factor** determines the factor at which hours are calculated. For example, setting the Factor to 2.00 for a Holiday Worked earnings code would count double the hours towards employee's actual worked hours for flextime calculations.

Once a Flextime Rule has been created, it can be assigned to a daily schedule or a recurring schedule.

## Daily schedule

Home Administration

Maintenance Setup

You are here: [Menu](#) > [Timecard Manager](#) > [Monthly Schedule](#) > Edit Schedule

Edit Schedule

Filter: Client (1 of 75) Ackerman, Pamela (packerman) Find

Edit Schedule for 02/08/2006

08:00 AM - 05:00 PM

Date In: 02/08/2006 Time In: 08:00 AM Earnings Code: Shift Rule: Flextime Rule: Flextime 8hr day M-F Preview

Date Out: 02/08/2006 Time Out: 05:00 PM Lunch Plan: 60AUTO

Total Hours: 8.00

Labor Charge Fields

Department: Job:

Submit Delete

Click the Preview link to view the details of the selected Flextime Rule.



# What's New in ezLaborManager Version 18.10

## Recurring schedule

Recurring Schedule

Recurring Schedule: ALT96P

Description:
 

- Alternate 9a-6p Mon/Wed/Fri then Sat/Tue/Thur English (United States)
- English (Australia)
- English (Canada)
- English (United Kingdom)
- français (Canada)

Start Date:

Row	Delete	Week	Day of Week	Time In	Time Out	Total Hours	Earnings Code	Lunch Plan	Department	Job	Shift Rule	Flextime Rule
1	<input type="checkbox"/>	1	S M T W T F S <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	09:00 AM	06:00 PM	9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Flextime 8hr day
2	<input type="checkbox"/>	2	S M T W T F S <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	09:00 AM	06:00 PM	9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Flextime 8hr day

[Add more empty rows](#)

Back to: [Recurring Schedules](#)

Click the Preview link to view the details of the selected Flextime Rule.

Clicking **Preview** from the Recurring Schedule page opens the Preview Recurring Schedule window.

### Preview Recurring Schedule

Preview Recurring Schedule: ALT96P

Click a week number to display detail. An icon () appears on days that have multiple recurring schedules.

Recurring Schedule Start Date: 01/05/2004

Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat
<u>1</u>		09:00 AM - 06:00 PM		09:00 AM - 06:00 PM		09:00 AM - 06:00 PM	
<u>2</u>	09:00 AM - 06:00 PM		09:00 AM - 06:00 PM		09:00 AM - 06:00 PM		09:00 AM - 06:00 PM

Detail for week number 1:

Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Earnings Code	Department	Job	Lunch	Shift Rule	Flextime Rule
1		09:00 AM - 06:00 PM		09:00 AM - 06:00 PM		09:00 AM - 06:00 PM							<a href="#">Flextime 8hr day M-F</a>
<b>Hours</b>		9.00		9.00		9.00							

Flextime rules are designed to be used on their own, or in conjunction with accruals, when ezLaborManager is the system of record for accruals. When ezLaborManager is the system of record for accruals, the following applies:

- An accrual period can be defined for your company. The accrual period can be defined as calendar month, number of days, current pay period, or annual.
- Flextime can be tied to an accrual period so that the time earned can be “banked” and used for time off. Conversely, “flex reduced” can be configured to reduce the flextime accrual balance.
- Carry Over Thresholds can be set to limit how much banked time can be accumulated from one accrual period to the next.

# What's New in ezLaborManager Version 18.10

- Exception Thresholds can be defined for the maximum earned hours and maximum used hours in the defined accrual period.
- Three new transaction types, **Earned**, **Reduced**, and **Banked**, will appear in the Accrual Balance Detail page and report.

**Note:** If you currently track banked time, the existing term **Used** will be replaced by the term **Banked**.

## Report Changes

The following reports have been modified to support Flextime Rules.

### Company Profile Report

The Company Report lists all of the defined Flextime Rules along with their detail attributes.

Company Profile - Administrator						
All Dates						
Flextime Rules						
Flextime Rule	Description	Earnings code for Hours Earned	Earnings code for Hours Reduced			
Day of Week	Enable Payroll Detail Generation	Daily Contracted Hours	Contracted Start Time	Contracted End Time	Core Period Start Time	Core Period End Time
<b>Flextime 4hr day M-F</b>	<b>Flextime 4 hour day for weekdays</b>	<b>REGLAR</b>	<b>REGLAR</b>			
Monday	Yes	4.00	08:00 AM	12:00 AM		
Tuesday	Yes	4.00	08:00 AM	04:00 PM		
Wednesday	Yes	4.00	08:00 AM	04:00 PM		
Thursday	Yes	4.00	08:00 AM	04:00 PM		
Friday	Yes	4.00	08:00 AM	04:00 PM		
<b>Flextime 8hr day M-F</b>	<b>Flextime for 8 hour day weekdays</b>	<b>REGLAR</b>	<b>REGLAR</b>			
Monday	Yes	8.00	08:00 AM	06:00 PM	10:00 AM	12:00 PM
					02:00 PM	04:00 PM
Tuesday	Yes	8.00	08:00 AM	06:00 PM	10:00 AM	12:00 PM
					02:00 PM	04:00 PM
Wednesday	Yes	8.00	08:00 AM	06:00 PM	10:00 AM	12:00 PM
					02:00 PM	04:00 PM
Thursday	Yes	8.00	08:00 AM	06:00 PM	10:00 AM	12:00 PM
					02:00 PM	04:00 PM
Friday	Yes	8.00	08:00 AM	06:00 PM	10:00 AM	12:00 PM
					02:00 PM	04:00 PM

# What's New in ezLaborManager Version 18.10

Company Profile - Administrator			
All Dates			
Flexitime Rules with Earnings Codes			
Flexitime Rule	Description	Earnings code for Hours Earned	Earnings code for Hours Reduced
Earnings Codes	Descriptions	Maximum Counted	Factor
<i>Copy1</i>	<i>Copy1</i>		
ABSENT	Unpaid Absence	8.00	8.00
T12'	T12'	ABSENT	FLEXUSED
ABSENT a'	Unpaid Absence	0.00	12.00
Test6	Test6		ABSENT
COMPEARNED	Comp Eamed	0.00	2.00
COMPTAKEN	Comp Taken	0.00	12.00
DBLTME	Doubletime	0.00	11.00
Test7	Test7		ABSENT
COMPEARNED	Comp Eamed	0.00	2.00
COMPTAKEN	Comp Taken	0.00	12.00
DBLTME	Doubletime	0.00	11.00
flaskrule1	flaskrule1	FLEXEARNED	FLEXREDUCED
OVERTIME	Overtime	0.00	1.00
REGULAR	Regular	0.00	1.00
ftflex2	ftflex2	FLEXEARNED	FLEXREDUCED
OVERTIME	Overtime	0.00	1.00
REGULAR	Regular	0.00	1.00
t3	t3		COMPTAKEN
DBLTME	Doubletime	0.00	1.00
vamshitest	vamshitest		
ABSENT	Unpaid Absence	15.00	12.00
vamshitest22	vamshitest22		FLEXREDUCED
ABSENT a'	Unpaid Absence	0.00	8.00

## Recurring Schedule Report

The Recurring Schedule report has been modified to include the Flexitime Rule.

Company Profile - Administrator							
All Dates							
Recurring Schedules							
Recurring Schedule	Description	Start Date					
Week Number	Day of Week	Time In/Time Out	Hour	Earnings Code	Lunch Plan	Cost Center	Shift Rule
3DAYWEEK-OVR	3 Days per week with Shift2 Override			01/01/2010			
1	MTW	08:00 / 17:00	9				SHIFT2
2	tFs	15:00 / 23:00	8.00				SHIFT2
3	SMT	23:00 / 07:00	8.00				SHIFT2
DAYSHIFT	Day Shift			01/01/2010			
1	SMTWtFs	08:00 / 17:00	9.00				
DAYSHIFTFLEX	Day Shift with 8hr Flex			01/01/2010			
1	SMTWtFs	08:00 / 17:00	9.00				FLEX8HR
DAYSHIFTFLEX4	Day Shift with 8hr Flex			01/01/2010			
1	SMTWtFs	08:00 / 17:00	9.00				FLEX4HR

Recurring Schedules - Total Records: 4

## Daily Schedule Report

The Daily Schedule report has been modified to include the Flexitime Rule. Additionally, you can now filter on the Scheduled Flexitime Rule.

# What's New in ezLaborManager Version 18.10

### Daily Schedule Report

Date Range: 07/27/2010 - 07/27/2010

Last Name	First Name	Employee ID	TimeZone	Cost Center
<b>In time</b>	<b>Out time</b>	<b>Hours</b>	<b>Flextime Rule</b>	
Barbato AltRecSchdOvr 07/27/2010 08:00	Samuel 07/27/2010 5:00	1002 8.50	FLEX8HR	
Davis Rnd 07/27/2010 08:00	John 07/27/2010 5:00	1004 8.50	FLEX8HR	
Harper Flex8UKOT 07/27/2010 08:00	Sean 07/27/2010 5:00	1008 9.00	FLEX8HR	

## Accrual Report

The Accrual Report has been modified to include three new transaction types as report filters: Banked, Earned, and Reduced.

### Accrual Report

Date Range: ALL  
Company Code: ABC

Employee	Last Name	First Name	Transaction Type	Last Transaction Date	Amount
<b>1005</b>	<b>Falcon Flex8</b>	<b>Mike</b>			
Flexitime Balance -	(FlexitimeBal)		Earned	07/28/2010	12.00
			Reduced	07/23/2010	-14.00
				<b>Total</b>	<b>-2.00 Hours</b>
<b>1008</b>	<b>Harper Flex8OT</b>	<b>Sean</b>			
Flexitime Balance -	(FlexitimeBal)		Earned	07/19/2010	9.00
			Banked	07/11/2010	12.00
			Reduced	07/21/2010	-7.00
				<b>Total</b>	<b>14.00 Hours</b>
<b>1009</b>	<b>Collins Flex8UKCurPP</b>	<b>Tony</b>			
Flexitime Balance -	Current PP(FlexitimeBal CurPP)		Earned	07/17/2010	24.00
			Maximum Carry Over	07/19/2010	-2.50
			Used	07/18/2010	-9.00
			Reduced	07/07/2010	-2.50
				<b>Total</b>	<b>10.00 Hours</b>

# What's New in ezLaborManager Version 18.10

## Shift Differential Override for Schedules

ezLaborManager now allows you to assign shift rules directly to daily and recurring schedules and pay the employee based on the assigned shift rule, regardless of the shift the employee worked. These rules override the employee's pay group configuration for shift differential pay.

**Note:** If you would like to use this feature, please contact your ADP representative.

### Daily Schedules

The Edit Schedule page (accessed from the Timecard Manager) now includes an optional field to select a Shift Rule. Select the rule from the Shift Rule quick find list and then click **Submit**.

**Edit Schedule**

Filter: *Default Filter* (1 of 74) **Jones, John (jjones)** Find

**Edit Schedule for 06/19/2007**

08:00 AM - 05:00 PM  
New Schedule

Date In: 06/19/2007 Time In: 08:00 AM Earnings Code: Shift Rule: SHIFT1 Flextime Rule: Preview

Date Out: 06/19/2007 Time Out: 05:00 PM Lunch Plan: 60AUTO

Total Hours: 8.00

**Labor Charge Fields**

Department: Job:

Submit Delete

### Recurring Schedules

The Recurring Schedules page (Administrator Services > Administration > Maintenance > Recurring Schedules) now includes a **Preview** link.

**Recurring Schedules**

Search Options  
Column: Recurring Schedule Search: (leave field blank to select all)

1 Found Add New

Recurring Schedule ▲	Description
MtoF8to16	Monday to Friday 8 to 1600

Delete Preview

Click to Preview the recurring schedule.

When you click the link, a preview of the selected recurring schedule displays. This preview includes the applicable shift rule.

# What's New in ezLaborManager Version 18.10

### Preview Recurring Schedule

---

**Preview Recurring Schedule: MtoF8to4**

*i* Click a week number to display detail. An icon (📄) appears on days that have multiple recurring schedules.

**Recurring Schedule Start Date: 07/01/2010**

Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat
<u>1</u>		08:00 AM - 04:00 PM	08:00 AM - 04:00 PM	08:00 AM - 04:00 PM	08:00 AM - 04:00 PM	08:00 AM - 04:00 PM	

**Detail for week number 1:**

Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Earnings Code	Department	Job	Lunch	Shift Rule	Flextime Rule
1		08:00 AM - 04:00 PM	08:00 AM - 04:00 PM	08:00 AM - 04:00 PM	08:00 AM - 04:00 PM	08:00 AM - 04:00 PM						SHIFT1	
<b>Hours</b>		8.00	8.00	8.00	8.00	8.00							

**Close**

To view change the Shift Rule, open the Recurring Schedule page, and select the shift rule from the quick find list.

### Recurring Schedule

**Recurring Schedule:** MtoF8to4

**Description:** Monday to Friday 8:00 AM to 4:00 PM

**Start Date:** 07/01/2010

**Add New** **Copy**

Select a Shift Rule and click Submit.

Row	Delete	Week	Day of Week	Time In	Time Out	Total Hours	Earnings Code	Lunch Plan	Shift Rule	Flextime Rule
1	<input type="checkbox"/>	1	S M T W T F S <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	08:00 AM	04:00 PM	8			SHIFT1	

[Add more empty rows](#)

**Submit** **Delete** **Cancel**

**Preview**

[Back to: Recurring Schedules](#)

OVLPSHIFT1 Shift 1 7AM-3:30PM  
 OVLPSHIFT2 Shift 2 3PM-11:30PM  
 OVLPSHIFT3 Shift 3 11PM-7:30AM  
 SHIFT1 7A-3P  
 SHIFT2 3P-11P  
 SHIFT3 11P-7A

# What's New in ezLaborManager Version 18.10

## Reports

The following reports have been modified to support shift rules:

### Company Profile Report

The Company Profile report now displays the Shift Rule that applies to the recurring schedule.

Company Profile - Administrator							
All Dates							
Recurring Schedules							
Recurring Schedule	Description	Start Date					
Week Number	Day of Week	Time In/Time Out	Hour Earnings Code	Lunch Plan	Department	Job	Shift Rule
MtoF8to16	Monday to Friday 8 to 1600	07/01/2010					
1	MTWTF	08:00 AM / 04:00 PM	8.00				SHIFT2
MtoF8to4	Monday to Friday 8:00 AM to 4:00 PM	07/01/2010					
1	MTWTF	08:00 AM / 04:00 PM	8.00				SHIFT1

### Daily Schedule Report

The Daily Schedule report now displays the shift rule that applies to the daily schedule.

Daily Schedule Report						
Date Range: 09/16/2010 - 09/16/2010						
Last Name	First Name	Employee ID	TimeZone	JOB	Department	
In time	Out time	Hours	Shift Rule			
Robinson	Katherine	1002	PST			
09/16/2010 08:00 AM	09/17/2010 05:00 AM	20.50	SHIFT2			
Smith	Mary	1001	PST			
09/16/2010 08:00 AM	09/17/2010 05:00 AM	20.50	SHIFT2			

The Schedule Shift Rule is also a filter option on the Daily Schedule report. To use this filter, select Scheduled Shift Rule from the Create a New Filter drop down list.

# What's New in ezLaborManager Version 18.10

### Edit Report

**Name**  
▶ Daily Schedule Report

**Report Title**  
▶ Daily Schedule Report

**Description**  
▶ Detailed start and stop times by employee.

**Print Options:**  
 Include Cover Sheet     Print in Landscape  
 Print using Best Fit [?](#)

---

**Time Frame**  
▶ This Month ▼

**Employee Status**  
only Active, Inactive, and Scheduled for Termination)  
Company Code    (Inactive, Scheduled for Termination, and Terminated)  
Cost Center    :  
Employee Transfer to Payroll    :  
Employee  
First Name  
Last Name  
Non-Worked  
Override Pay Group Wage Rate  
Pay Group  
Payroll ID  
**Scheduled Shift Rule**  
Shift Rule  
Supervisor Flag  
Supervisor  
Termination Code  
Termination Date  
TimeZone  
Wage Rate Program  
Worked

Back to: [Administrator Reports](#)



## Support for 1099 Employees

ezLaborManager v18.10 now provides support for independent contractors who receive 1099 statements rather than W-2s. If you have 1099 employees that exist in payroll, they can now be integrated with ezLaborManager using Employer Identification Number (EIN) as the Unique National Identifier. This selection is available from the Employee Editor.



## ADP Reporting Catalog Enhancements

For clients using ADP Reporting in conjunction with ezLaborManager, the Time and Labor file in ADP Reporting has been updated to reflect new enhancements and features. Additionally, the Hours (as Numeric) field has been modified so that you can perform mathematical calculations using this field and other numeric fields, such as rates.

### Time and Labor Field changes:

New Field	Added to
User ID - TLM	All files
Employee Position - TLM Employee Position Description - TLM	All files, except the TLM Employee file
Modified User ID – TLM	TLM Accruals, TLM Edit Audit, and TLM Time Off Requests files
Hours (as Time) Hours (as Numeric)	TLM Attendance, TLM Payroll Detail, TLM Schedule, TLM Time Off Requests, and TLM Timecard files
Total Hours (Time) Total Hours (Numeric)	TLM Time Punch Audit file
Override Pay CIs Wage Rte Pay Class Pay Class Pay Premium Description Pay Class Pay Premium Plan ID Termination Code	TLM Employee Position file
Pay Cycle End Date Pay Cycle Start Date	TLM Timecard file

# What's New in ezLaborManager Version 18.10

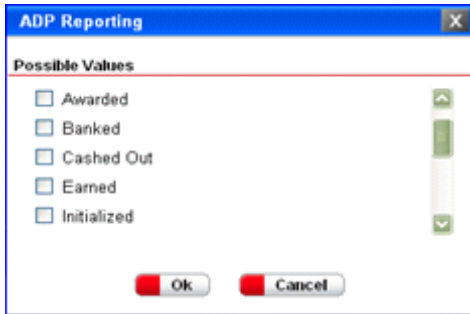
---

## Time and Labor File changes:

New File	Replaces
TLM Employee Position	TLM Employee
TLM Employee Position Dates	TLM Employee Dates
TLM Employee	TLM User

## Transaction Type additions:

With ADP Reporting, you can filter report content by Transaction Type. Three new values (**Earned**, **Banked**, and **Reduced**) have been added to the list of Possible Values for Transaction Types.



## New Timecard Detail Report with Signature

ezLaborManager contains a new **Timecard Detail Report with Signature**. This report enables Administrators and Supervisors to print timecards for all of your employees, with or without the following items:

- Timecard Notes
- Supplemental Earnings
- Signature Line

You can distribute these timecards to your employees that do not have access to the ezLaborManager application, so that they can verify and sign their time entries.

**Note:** This report closely resembles the **Printable View** version of the Timecard Manager.

The following is a sample of this new report.

# What's New in ezLaborManager Version 18.10

## Timecard Detail Report with Signature: Jensen, Robert (r00000001)

Company Code: ABC  
 Current Pay Period: 07/05/2010 - 07/18/2010

### General Information

Payroll ID: \_\_\_\_\_ Supervisor: \_\_\_\_\_

### Hours Summary

Earnings Code	Hours
Overtime	1.00
Regular	40.00
Vacation	4.00
<b>Total</b>	<b>45.00</b>

### Timecard Details

Date In	Time In - Out	Hours	Daily Totals	Earnings Code	Out Type	Worked Department
Mon 07/05/2010	08:00 AM - 12:00 PM	4.00			No Lunch	
Notes: Skipped lunch.						
Mon 07/05/2010	01:00 PM - 08:00 PM	5.00	9.00			
Tue 07/06/2010	08:00 AM - 12:00 PM	4.00		VACATION		
Tue 07/06/2010	01:00 PM - 08:00 PM	5.00	9.00			
Wed 07/07/2010	08:00 AM - 12:00 PM	4.00				02
Wed 07/07/2010	01:00 PM - 08:00 PM	5.00	9.00			
Thu 07/08/2010	08:00 AM - 12:00 PM	4.00				003000
Thu 07/08/2010	01:00 PM - 08:00 PM	5.00	9.00			
Fri 07/09/2010	08:00 AM - 12:00 PM	4.00				003000
Fri 07/09/2010	01:00 PM - 08:00 PM	5.00	9.00			
<b>Total</b>		<b>45.00</b>				

### Supplemental Earnings Summary

Supplemental Earnings considered part of Gross Payroll	Dollars
Tips (\$)	\$90.00
<b>Total</b>	<b>\$90.00</b>

### Supplemental Earnings Details

Pay Date	Entered Amount	Factor	Final Amount	Earnings Code	Work Depa
Thu 07/08/2010	52.0000	0	52.0000	Tips (\$)	003000
Fri 07/09/2010	38.0000	0	38.0000	Tips (\$)	003000
<b>Total</b>	<b>90.0000</b>		<b>90.0000</b>		

The signature line enables your employees to verify and sign off on their timecards.

### Signatures

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

## Best Fit Report Orientation

ezLaborManager can now determine the appropriate report printing orientation (landscape or portrait) for your reports. This determination is based on the number of fields displayed on the report. This feature will not only make your reports easier to read, but will also use less paper when printed.

You can choose to use this feature for all of your reports by selecting **Print Using Best Fit** from the Client Administration Preferences page.

The screenshot shows the 'Client Administration Preferences' page in the 'Administration' tab. Under the 'Report Configuration' section, the 'Company Name (used in reports):' field contains 'ABC Company'. The 'Report Scheduling' section has 'Allow Report Scheduling' checked, with a sub-option 'Allow selection of multiple recipients on a report schedule.' also checked. The 'Default Print Option:' section has 'Print using Best Fit' selected with a radio button, and a help icon is visible next to it.

If you want to use this option for a specific report, select **Print using Best Fit** from the Print Options section of the Edit Report page.

The screenshot shows the 'Edit Report' page in the 'Report Scheduling' tab. The 'Print Options:' section at the bottom has 'Print using Best Fit' selected with a radio button, and a help icon is visible next to it. Other options include 'Include Cover Sheet' (unchecked) and 'Print in Landscape' (unchecked).

## Time Punch Details on Pay Check Enhancement

The Time Punch Detail file is generated in order to print the in/out times and totals on the employee's pay check. ezLaborManager v18.10 offers a new export file format, **Total Hours By Pay Date**. This format ensures that all appropriate time pairs belonging to the pay date are grouped together and all daily totals match the employee's timecard. It also reduces the number of lines printed on the check. This reduces the possibility of being charged for an additional pay check because the number of lines exceeded the number that can be printed on a single check. You can select this format when creating a new export template.

The following table compares the Total Hours By Date In format to the new Total Hours By Pay Date format:

Punch Detail Options	New Format - Total Hours By Pay Date	Current Format - Total Hours By Date In
Printed Date	The <b>Date In</b> of the first punch on the line.	The <b>Date In</b> of the first punch on the line.
Printing Logic	Time pairs that belong to the same <b>Pay Date</b> use all of the time slots on the same line or subsequent lines, until the <b>Pay Date</b> changes. As a result, the second time slot could have a different <b>Date In</b> .	Time pairs that belong to the same <b>Date In</b> use all of the time slots on the same line or subsequent lines, until the <b>Date In</b> changes.
Total Calculation	The total is the sum of hours for all time pairs that belong to the same <b>Pay Date</b> .	The total is the sum of hours for all time pairs that belong to the same <b>Date In</b> .

You can select the Total Hours By Pay Date format from the **Export Time Punch Detail** section of the New Export Template page (**Administration > Maintenance > Exports > New Export Template**):


**Export Time Punch Detail**

**Total Hours by Date In**

**Total Hours by Pay Date**

**Note:** The Total Hours By Pay Date format is required for all third shift employees. However, ADP recommends that it be used for all employees.

## Quick Find Enhancements

ezLaborManager version 18.10 provide two new enhancements to the way you search for valid values in fields that contain lookup lists. If a field contains a lookup list, an hourglass icon () displays to the right of the field.

The Quick Find feature displays a list of possible values, based on the letters or numbers that you type in the field. As you type, the quick find window automatically revises the search and narrows the list of possible values. Please note the following:


Quick Find will automatically suggest values for the ID, First Name, and Last Name for Employee and User fields

For all other fields, Quick Find will automatically suggest values for the ID and Description.

If you type a value that does not match the list of valid values, **No Data Found** displays.

## What's New in ezLaborManager Version 18.10

The window displays up to 10 matches. To select a value from the list, simply click on the item from the list. If more than 10 matches exist, the **More...** link displays at the bottom of the window. To see additional matches, click the **More...** link.

Department:  

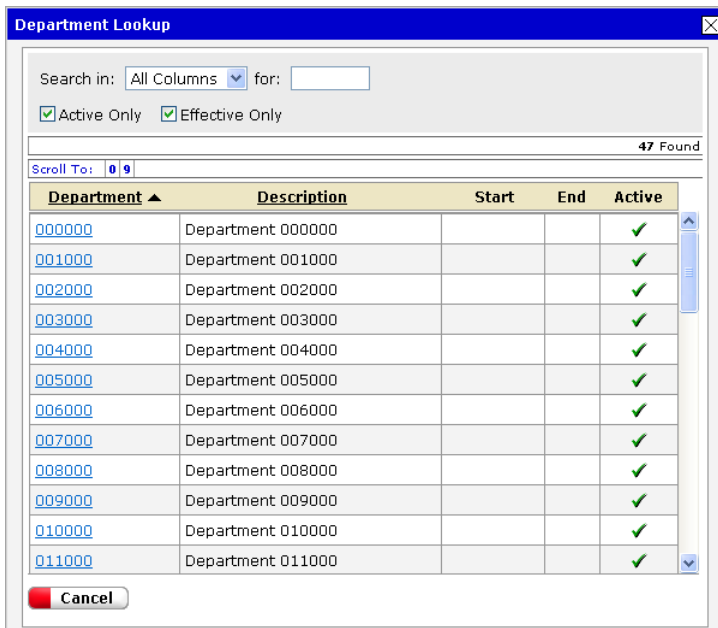
000000	Department 000000
001000	Department 001000
002000	Department 002000
003000	Department 003000
004000	Department 004000
005000	Department 005000
006000	Department 006000
007000	Department 007000
008000	Department 008000
009000	Department 009000

[More...](#)

Additionally, lookup windows have been improved to enable you to:

- Search on all columns (for example, the field's ID and Description), or for a specific column
- Sort by the ID or Description
- Limit the search to Active and/or Effective values
- Jump to a specific page of values
- Scroll to a specific set of values (IDs that begin with a certain number; Descriptions that begin with a certain letter)

**Note:** The sort order and Active/Effective selections in this window are also used when searching for a value in the field.



Department	Description	Start	End	Active
000000	Department 000000			✓
001000	Department 001000			✓
002000	Department 002000			✓
003000	Department 003000			✓
004000	Department 004000			✓
005000	Department 005000			✓
006000	Department 006000			✓
007000	Department 007000			✓
008000	Department 008000			✓
009000	Department 009000			✓
010000	Department 010000			✓
011000	Department 011000			✓

The list of valid values automatically changes as you type the value in the search field. To select a value, click on the value in the list.

## Rounding Information on Time Pair Details

This feature enables client administrators and supervisors to view the rounded times (based on your company's rounding policies) and schedule information on the Time Pair Details page. From the Timecard Manager page, locate the row for the time pair and then click the icon to display the Time Pair Details page.

Time Pair Details									
Davis, John (1004) ⓘ									
Time Pair Detail (Edit Audit History)									
Status	Approval		Pay Date	Date In	Time In	Time Out	Hours	Out Type	Earnings C
	Supervisor	Loan							
⚠			03/26/2007	03/26/2007	08:03 AM	04:18 PM	7.75		
Schedule (Deviation):				03/26/2007	08:00 AM	04:30 PM			
Rounded Times:				03/26/2007	08:00 AM	04:15 PM			

To enable this feature, do the following:

1. In Administrator Services, click the **Administration** tab, and then click the **Setup** subtab.
2. Under the **General** heading, click the **Client Administration Preferences** link. The Client Administration Preferences page opens.
3. In the **Rounded Values** section, select the **Display rounded in/out time pair values in Time Pair Details Window within Timecard Manager** check box.

Rounded Values
<input type="checkbox"/> Display rounded in/out time pair values in Time Pair Details Window within Timecard Manager

## Version Number and Support Information Change

In previous versions of ezLaborManager, each page displayed the date and time from the ezLaborManager server, ezLaborManager version number, and other server-related information. This information is used for troubleshooting purposes.

In version 18.10, this information has been removed from the bottom of each page. However, you can view this information by clicking on the date in the bottom right corner of the page. When you click the date, a window displays the information.

