Important: If you are using ADP WorkForce Now 2.01, you must use the New Hire Wizard to add employees, regardless of whether the employee is paid through the Payroll module. If the employee is paid through the Payroll module, you must maintain the employee’s information using the Payroll Module, so that the changes appear in both the Payroll and the Time & Attendance modules. However, if the employee is not included in your payroll (for example, a contractor), you can use the instructions below to maintain the employee’s information once the new hire process is completed.

If you are using an ADP product that has an Integrated Employee Editor (a version of the ezLaborManager employee pages that exist inside the application) you must add employees and make employee changes in that ADP product. Do not make employee changes in ezLaborManager. If you are not using an integrated ADP product, or if you have a contractor employee that is not paid through the payroll product, you can use the following instructions to add and change employee records.

In order to access the necessary menu options, select Practitioner from the Role Selector before starting any of the procedures described below.

Depending upon how your system is configured, an employee may have more than one Employee ID. If you cannot find a particular employee, you may need to edit which employees are included in your active employee filter.

Note: For more detailed information about the tasks described below, see the online help. To access the online help, click the Help link in the upper right corner of any main ezLaborManager page.

To Add Employees

Important: If you are using ADP WorkForce Now 2.01, you must use the New Hire Wizard to add employees.

To Add Employees

1. In Administrator Services, select Administration → Maintenance.
2. From the Time & Attendance menu, select Maintenance.
3. Under the Employee heading, click the Employee Positions (or Employees) link.
4. On the right side of the page, select Add an Employee from the Actions drop down list.
5. On the Employees page, enter the appropriate information for the following fields and check boxes. Fields that are required are marked with a small red triangle (✓). Where available, click to select a value for a field.

- Salutation
- Qualification Suffix
- First Name
- Middle Name
- Preferred Name
- Last Name
- Unique National Identifier
- User ID
- Login Status
- Administrator
- Report Group
- Access Role
- Culture
- Enter New Password
- Confirm New Password

Note: Depending upon how your system is configured, you may not have access to all of the fields listed above.
5 Expand the **Employee Positions (or Employees)** section, then click the **General** link. Enter the appropriate information for the following fields and check boxes. Fields that are required are marked with a small red triangle (▲). Where available, click ![Material] to select a value for a field.

- Employee ID
- Is Supervisor?
- Pay Class
- Supervisor
- Badge
- Shift Rule
- Status
- Payroll Company Code
- File Number
- Labor Charge Fields (Department, Time Zone, and/or other labor categories)
- Wage Rate Program

6 **Click Submit. To Assign Employees to Security Groups**

1 In Administrator Services, select **Administration** → **Maintenance**.

2 From the **Time & Attendance** menu, select **Maintenance**.

3 Under the **Employee** heading, click the **Employee Positions (or Employees)** link.

4 On the **Employees** page, click ![Material] (next to the **Find** button) and select an employee.

5 Expand the **Employee Positions** section, then click the **Employee Security** link.

6 **Click Add additional Security Groups.**

7 In the **Security Group Lookup** window, select the check box for each security group to which you want to assign the employee, and then click **Done**.

8 If you want to change the **Start Date** for a security group, click ![Material] and select a different date.

9 If you want to set an **End Date** for a security group, click ![Material] and select a date. (If you want the employee to be a member of a security group indefinitely, do not enter an end date.)

9 **Click Submit.**

### To Configure Additional Information for New Employees

After you create an employee, you can add and edit other employee-related data. After an employee has been created in the Payroll or Human Resources module, you can add or edit time and attendance related employee information using the menu items on the left side of the Access Details and/or Employee Positions sections (**Time & Attendance** → **Administration** → **Maintenance** → **Employees** → **Employee Positions [specific employee]**).

<table>
<thead>
<tr>
<th>Use This Section</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Access Details</strong></td>
<td>Add or edit</td>
</tr>
<tr>
<td>![Material]</td>
<td>User Security</td>
</tr>
<tr>
<td>![Material]</td>
<td>Emulation</td>
</tr>
<tr>
<td>![Material]</td>
<td>Pay Cycle Access</td>
</tr>
<tr>
<td>![Material]</td>
<td>Personal Information</td>
</tr>
<tr>
<td><strong>Employee Positions</strong></td>
<td>Add or edit</td>
</tr>
<tr>
<td>![Material]</td>
<td>Employee Security</td>
</tr>
<tr>
<td>![Material]</td>
<td>Service Dates</td>
</tr>
<tr>
<td>![Material]</td>
<td>Base Rates</td>
</tr>
<tr>
<td>![Material]</td>
<td>Job Rates</td>
</tr>
<tr>
<td>![Material]</td>
<td>Timeclocks</td>
</tr>
<tr>
<td>![Material]</td>
<td>Attendance Notifications</td>
</tr>
</tbody>
</table>

**Note:** For more detailed information about the tasks described above, see the online help.
To Terminate Employees

1. In Administrator Services, select Administration → Maintenance.
2. From the Time & Attendance menu, select Maintenance.
3. Under the Employee heading, click the Employee Positions (or Employees) link.
4. On the Employees page, click (next to the Find button) and select an employee.
5. Expand the Employee Positions section, then click the General link. Under Status, select Employee Scheduled for Termination.
6. Click (next to the Termination Code field) and select a termination reason code.
7. Click and select the appropriate Termination Date field.
8. Click Submit.

Note: The employee continues to appear with your active employees until payroll has been run for the pay period containing the employee's termination date and the pay period has been moved forward.

To Reactivate Terminated Employees

1. In Administrator Services, select Administration → Maintenance.
2. From the Time & Attendance menu, select Maintenance.
3. Under the Employee heading, click the Terminated Employee Positions link.
4. On the Terminated Employees page, click (next to the Find button) and select a terminated employee.
5. Click Reactivate and edit any fields that need to be updated for the reactivated employee.
6. Click Submit.

To Perform Additional Employee Actions

You can perform additional employee actions by clicking the Actions drop down box on the right side of the Employees page (Administration → Maintenance → Employees → Employee Positions [specific employee] → Actions). Depending upon how your system is configured, the following actions will display:

<table>
<thead>
<tr>
<th>Use This Action</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy Employee</td>
<td>When you click the Copy button, the new record that is created is pre-populated with data from the copied employee's record. If the same values apply to the new employee, you do not have to edit the data in these fields. At a minimum, however, you must edit the Employee ID, First Name, and Last Name fields and, if your company uses badge numbers, the Badge Number field, since these fields contain data that is specific to a single employee.</td>
</tr>
<tr>
<td>Delete Employee</td>
<td>You can only delete employees who belong to security groups to which you have access and who do not have records associated with a pay period that has already been closed.</td>
</tr>
<tr>
<td>Change Password</td>
<td>You can change user passwords at any time. You may elect to do this periodically for security reasons, or you may be asked to do this if a password is lost or forgotten.</td>
</tr>
<tr>
<td>View Edit Audit</td>
<td>You can view changes made by an administrator or an ADP ezLaborManager Representative in one centralized area by clicking the View Edit Audit link.</td>
</tr>
</tbody>
</table>