

ezLaborManager – Time and Attendance Instructions Guide

Welcome to ezLaborManager!

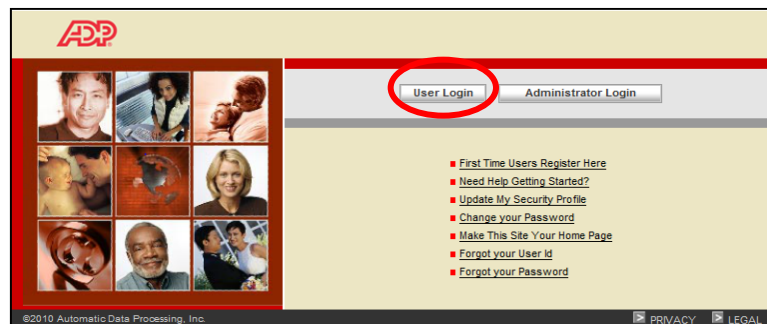
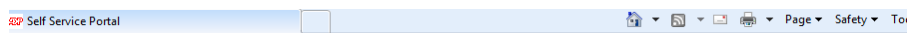
ezLaborManager is a web-based tool used to track hours worked and request and approve time off for both exempt and non-exempt staff. ezLabor automatically tracks all time off requests and maintains vacation, sick, and personal day balances (personal days are not applicable to Colleges of Law employees). Please read through the entire set of instructions carefully before attempting to log in.

In order for ezLabor to launch successfully you must use Internet Explorer or Mozilla Firefox. ezLabor is not compatible with Safari (web browser).

Please note: ADP Services registration must be completed prior to logging into ezLabor. Failure to do so will result in a delay in payment.

Signing In

1. Open internet explorer. In the address field enter <https://portal.adp.com>.
2. This will bring you to Self Service Portal page. Click on User Login.



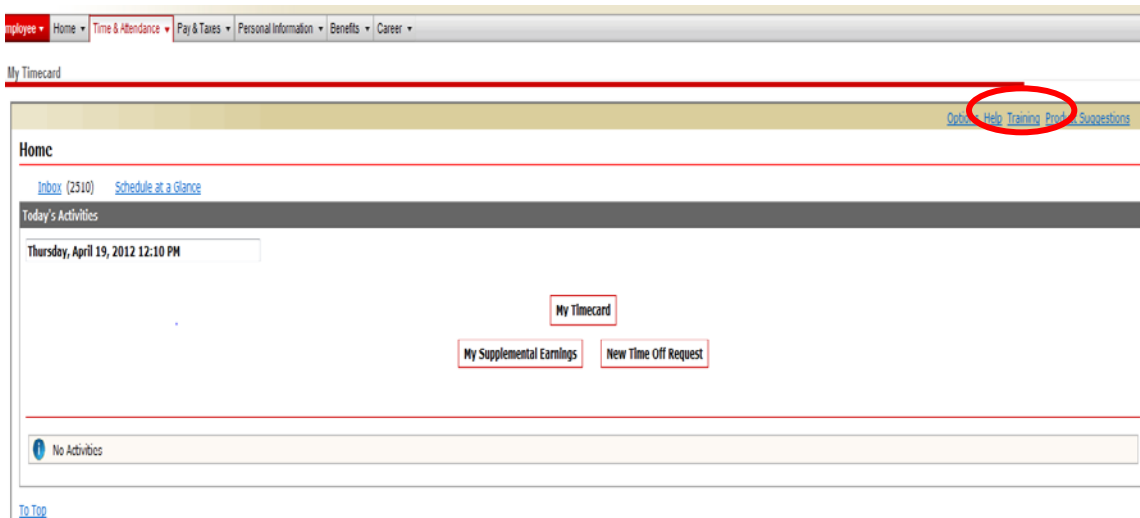
3. You will now be prompted to enter your user id and password. Your username is the first initial of your first name followed by your last name @CSOPP. For example, EMartinez@CSOPP. Your password is the password you created when you completed the First Time Registration.



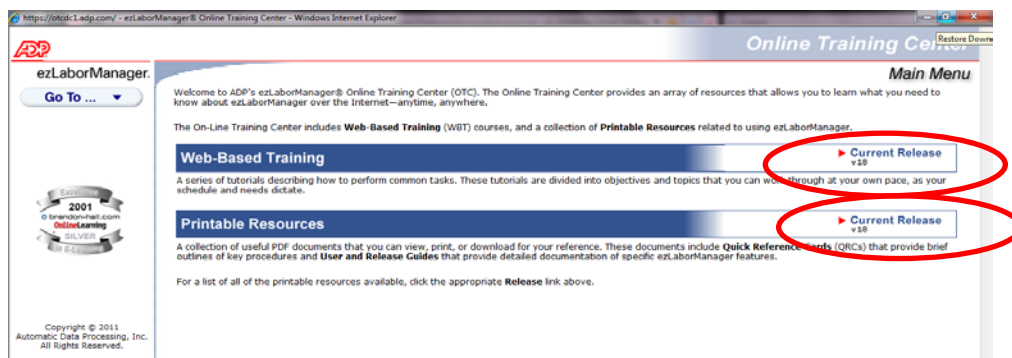
ezLaborManager.

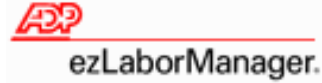
Training Guides

ADP ezLabor – Time and Attendance offers a variety of helpful online trainings. This training should be completed prior to attempting to enter time, request time off, approve time worked, etc. Once you log into the Self Service Portal, click on My Timecard under the Time & Attendance tab. Click the “Training” option at the top right hand corner of the page.

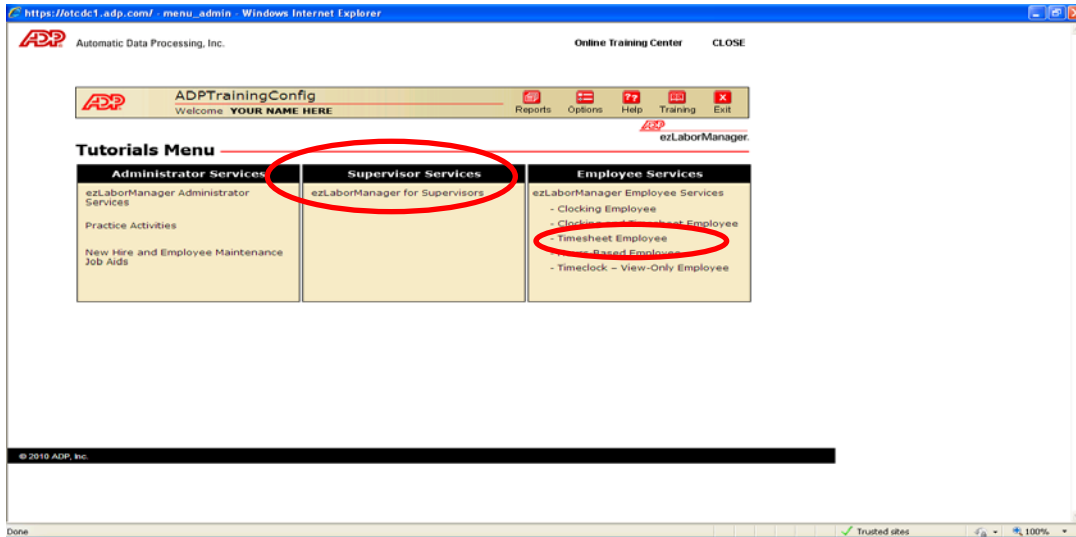


After selecting the “Training” option, you will be able to complete either a web-based training or print training materials to review at your own pace. Click on “Current Release” next to your preferred choice.



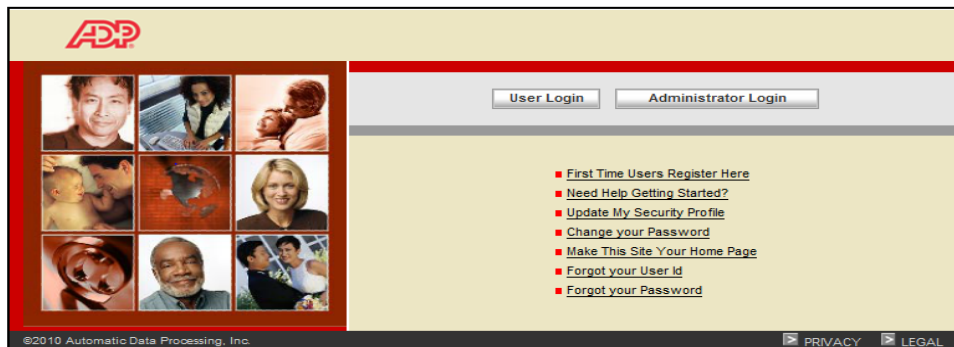


If you select Web-Based Training, you will be prompted to select ezLaborManager for Supervisors, if you are a supervisor or Timesheet Employee, if you are an employee who is required to complete a timesheet.



Help/Support

If you are locked out of the system, you have the ability to reset your password. If you forget your User Id, you have the option to retrieve it.



- To reset your password, click on **“Forgot your Password”** and follow the prompts.
- To retrieve your User Id, click on **“Forgot your User Id”** and follow the prompts.

If you experience problems using the system, please send an email to the payroll inbox – payroll@tcsedsystem.edu or call (312) 379-1680. We look forward to working with you and answering any questions you may have. You will receive a response within 24-48 hours.