

How to Request Paid Time Off

1. In order to log into the ADP ezLabor Manager go to:

<https://ezmappdc2.adp.com/ezLaborManagerNet/Login/Login.aspx?clD=60763&lng=en-US>

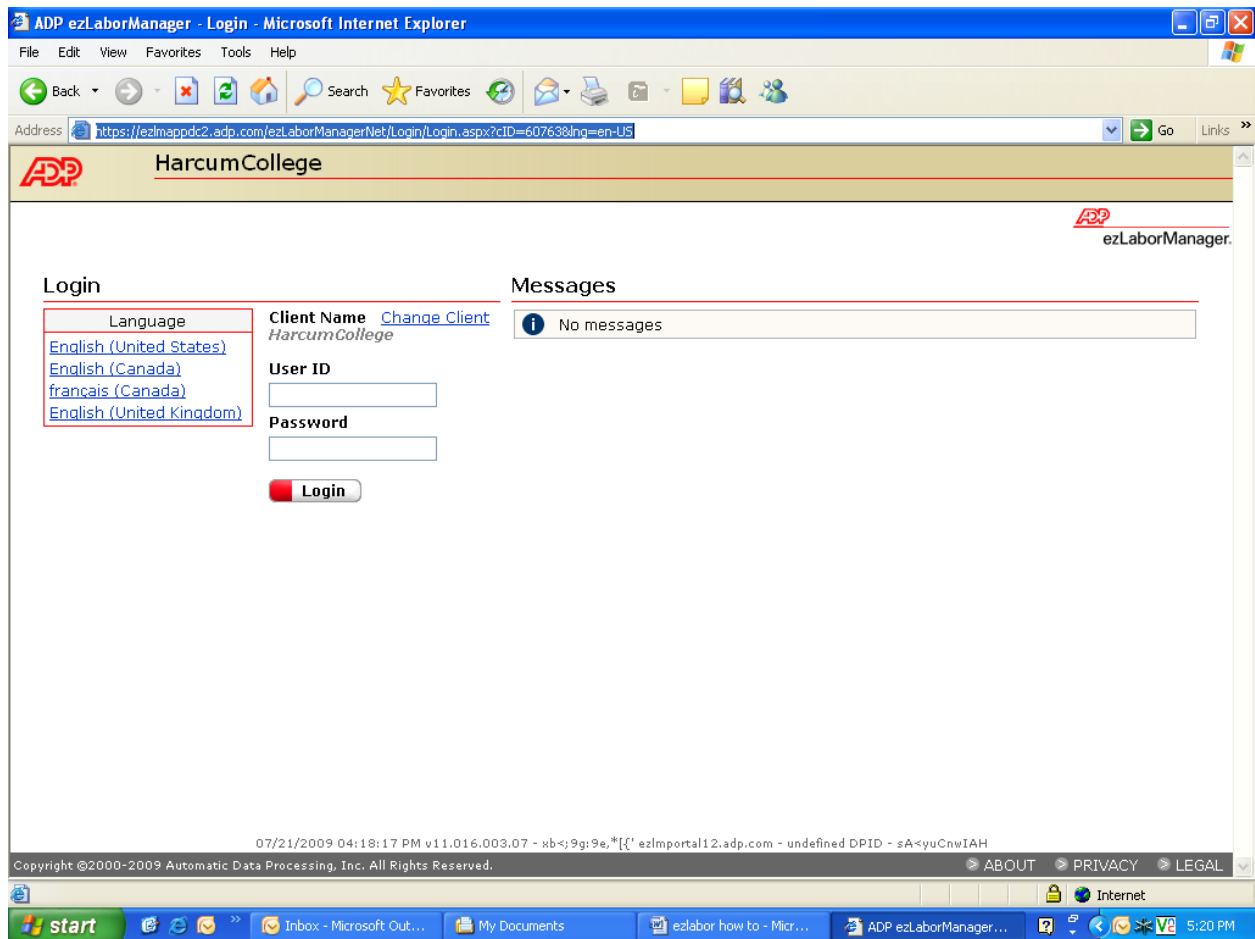
2. Save this url to your computer's favorites

3. The first time you visit the ezLabor Manager site you will be asked "Client Name" please type "HarcumCollege" (no space).

4. The screen shot below shows the ezLabor login screen.

Your username and password is your first initial of your first name and last name. (*example* John Doe: username/password= jdoe)

***You will be asked to change your password at your first log in**



EMPLOYEE REQUESTING TIME OFF

1. Once you log in this is the home screen you will see (shown below).
2. Click on the "Request Time Off" (highlighted in red)

ADP ezLaborManager - Home - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://ezlmapdc2.adp.com/ezLaborManagerNet/EmployeeServices/EmployeeServicesStart.aspx?SID=9eb3bf66a33f4adabc954fed54f580a4> Go Links

ADP HarcumCollege
Welcome **Melanie Alverio**

Reports Options Help Training Exit

Employee Services **ADP** ezLaborManager

Home My Labor My Attendance My Benefits My Information

Tuesday, June 23, 2009 02:27 PM [Inbox](#) [Schedule at a Glance](#)

Today's Activities

[Clock In](#) [Clock Out](#) [Time Sheet](#) [Supplemental Earnings](#)
[Request Time Off](#)

No Activities

[To Top](#)

Inbox [View My Attendance Notifications](#)

[Refresh Inbox Content](#) [Preferences](#)

Time Off Requests
All Categories

Select a Message Type on the left to view list.

[To Top](#)

Schedule at a Glance [View Schedule](#)

You have no schedule between Tuesday, June 23, 2009 and Tuesday, June 30, 2009.

[To Top](#)

06/23/2009 01:17:07 PM v11.016.003.07 - xb<9g:9e,*[! ezlmporal12.adp.com - ezlmporal12.adp.com DPID - sA<yuCnwIA(
Copyright ©2000-2009 Automatic Data Processing, Inc. All Rights Reserved. [ABOUT](#) [PRODUCT SUGGESTIONS](#) [PRIVACY](#) [LEGAL](#)

<https://ezlmapdc2.adp.com/ezLaborManagerNet/EmployeeServices/Attendance/MyTimeOffRequest.aspx?SID=9eb3bf66a33f4adabc954fed54f5> Internet

start 3 Microsoft Office O... 4 Internet Explorer 2:24 PM

3. This is where the employee can put in their request for time off (screen shown below).

4. Make sure to fill out:

Description-Sick, Vacation, Personal...

Select a date(s) from the calendar on the left hand side of the screen.

Hours- 8 hours (full day) or 4 hours (half day)

Earnings Code- Sick, Vacation, Personal...

5. Then click on "submit"

The screenshot shows the ADP ezLaborManager Time Off Request web application. The browser window title is "ADP ezLaborManager - Time Off Request - Microsoft Internet Explorer". The address bar shows the URL: <https://ezlmapdc2.adp.com/ezLaborManagerNet/EmployeeServices/Attendance/MyTimeOffRequest.aspx?sID=9eb3bf66a33f4adabc954fed54f580a4>. The application has a navigation menu with tabs: Home, My Labor, My Attendance (selected), My Benefits, and My Information. The breadcrumb trail is "You are here: Home > Time Off Request".

The main content area is titled "Time Off Request". It includes a "Description:" field with the value "Vacation" and a "Comments:" field with the value "Going to the beach". The "Total Hours Requested:" is 0.00.

Below the form is an "Accruals" table:

Accrual Description	Earnings Codes	Balance	Scheduled	Request
Personal	PERSONAL (Personal Hours *)	0.00	0.00	0.00
Vacation Accrual Definition	VACATION (Vacation *)	0.00	0.00	0.00

On the left, there are three calendar views for June 2009, July 2009, and August 2009. The June 2009 calendar shows the 25th as selected. A "Show Weekends" checkbox is checked.

The main request table has the following columns: Remove Row, Row, Date, Start Time, Hours, and Earnings Code. It contains one row for Thursday, June 25, 2009, with a start time of 08:00 AM and 0.00 hours. A dropdown menu for the Earnings Code is open, showing options: Bereavement *, Jury Duty *, Personal Hours *, and Vacation *.

Below the table is a "Review By:" field with a question mark icon and a "Submit" button.

DONE!!!