Creating an ezLaborManager Shortcut

1. Right-click on your desktop.
2. Go to New → Shortcut and click on Shortcut.
3. In the ... type in http://workforceportal.elabor.com and click on Next. 
4. In the Select a name for the short cut field, type in ezLaborManager and click on the Finish button.
5. End Result:

![Image of ezLaborManager window]

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7. Type in "UniversityClinicalEduc" as the Client Name or ID.
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ezLaborManager Checklist for Time Clock Employees

✓ Clock in when arriving at the beginning of the shift
✓ If taking a break for lunch, clock out then clock in afterwards
✓ Clock out when leaving at the end of the shift

Clocking in or out
To start or end your shift, start ezLaborManager from the shortcut. You may need to re-enter the client ID as UniversityClinicalEduc. Otherwise, login using your assigned user ID.

To start your shift, at the Employee Services home page and the Home tab, click on the Clock In button.

Minutes are rounded off to the nearest quarter of an hour. For example, a swipe at 8:05 am will be rounded to 8 am, while a swipe at 4:08 pm will be rounded to 4:15 pm.

If you take a lunch break, click on the Clock Out button. Click on the Clock In button when you return from lunch.

To end your shift, click on the Clock Out button.

Notify/email your supervisor as soon as possible if you forget to clock in or out; if you are unable to clock in or out due to technical difficulties; or if you started or ended your shift at a location where you were unable to clock in or out.

Viewing your hours clocked
To glance at the hours the system has recorded, go to the My Labor tab. You can view your hours clocked during the day, current pay period or another date by selecting your preference from the drop down menu at Date Selection:

Approval of your timesheet is not required by you, but approval is required by your supervisor.

Benefits
You must continue to submit/email leave requests to your supervisor to request authorization for paid or unpaid leaves of absence.
You may now email your requests to your supervisor. In your request, specify the type of leave, the start and end dates of the leave, and whether the leave is paid or unpaid. Your supervisor will record your leave time(s) in the system prior to the end of the payroll period.

Payment of your entitled holiday benefits will be automatic if your Supervisor uses the Scheduling feature in ezlabor. If the scheduling feature is not used, then your supervisor must manually enter the holiday pay. Following are some policy reminders:

To receive holiday pay, employees must work the scheduled workday before and the workday after the holiday. {Employees will receive holiday pay if the employee works or takes paid leave the scheduled workday before, and takes paid leave or works the workday after the holiday.}

Employees requesting leave without pay will be required to use all accumulated annual leave (and sick leave, if applicable) before taking unpaid leave.

If an employee works during a holiday, clock in and clock out as usual to be paid for working and to be paid for the holiday if the holiday falls on a normally scheduled work day.

**Overtime**

Overtime is automatically calculated by the system, and is considered worked hours over 40 hours per week. Sick or holiday hours are not considered worked hours when calculating overtime. Overtime must usually be pre-approved by your supervisor. Use the My Labor tab in ezLaborManager to keep track of your clocked hours for the week. Notify your supervisor or adjust your hours accordingly.

**Policy reminder**

Falsification or dishonesty in any form, including clocking in or out for another employee will result in termination, regardless of when discovered.

Please contact the Payroll Department at 567-4871 or payroll@ucera.org with any questions or comments.
Ezlabo Training Topics

1. Creating ADP Ezlabo Shortcut on Desktop

2. Logging in – Changing Passwords

3. Familiarize with working environment

4. Clocking in and out
   a. Rounding rule
      i. Minutes are rounded to the nearest quarter of an hour
      ii. Swipe at 8:07 will be rounded to 8 am
      iii. Swipe at 8:08 will be rounded to 8:15 am,
   b. Overtime rule
      i. Working week is from 12:01 Monday to Midnight Sunday
      ii. Overtime Hours are hours worked over 40 hours in a workweek
      iii. Hours worked over 8 hours in a day or weekend do not necessarily become overtime
      iv. Holiday, vacation, sick, jury duty, bereavement, etc. are not counted towards computing overtime hours
      v. Overtime hours need to be approved by manager in advance
   c. Lunch breaks
      i. Must clock out for lunch and clock back in from lunch
      ii. Lunch is not paid

5. Taking a Leave
   a. Leave request form must be completed, signed by supervisor, and forward to Payroll

6. Generating Reports

7. Accessing Online training