

ADP ezLaborManager User Guide for Employees

1. Before you begin... Have you registered with NetSecure? Accessing ezLaborManager through TotalSource requires users complete a onetime registration process. A pass-code is required to register so please see your company's administrator if you do not have it. To register, proceed to the TotalSource login page at www.MyTotalSource.com and select the "Register now" link as shown below. During the registration process, NetSecure will reveal your new username and will help you create a password. Once completed, NetSecure will send a confirmation email.

If you enter your user name or password three times in a row, you will be **LOCKED OUT**. Once you are **LOCKED OUT** you will need to wait up to **10 minutes**, before you can **try again**. User name and Password are **Case Sensitive**. If you are unsure of your user name and password, please click on "**Forgot my password**," or "**Forgot my username**."

For further assistance with logging in, please contact the ADP Employee Service Center Number at **1-800-554-1802**

The image shows two screenshots from the ADP TotalSource system. The top screenshot is the "My TotalSource Login" page. It features a "Netsecure Login" section with links for "Register now", "Employee/Mgr Login", and "Administrator Login". A "Need Assistance?" section includes a "Login Help Wizard" and links for "Forgot my username", "Forgot my password", and "Update my security profile". Red arrows point from the "Register now", "Employee/Mgr Login", and "Forgot my password" links to their respective sections. The bottom screenshot is the "My Resource" dashboard for a user named Becky Antest. It shows a navigation menu with "Home", "Myself", "My Company", and "Setup". A central menu lists various services like "Personal Information", "Pay", "Benefits", "Time & Attendance", and "Talent Development". A blue dashed arrow points to the "Update My Timecard" link in the "I want to..." section on the right. The dashboard also includes sections for "Company News", "Get ADP Mobile", "The Employee Source", and "Save with Discounts".

2. Once you are logged into My Resource, please click on the **Update my Timecard** link on the bottom right side. ADP ezLaborManager will open up in a separate window. You can also access it by clicking **Myself** and **Timecard** under Time and Attendance through the top menu.