

New Fair Labor Standards Act (FLSA) Regulations Reminder – Updating Pay Method in ezLaborManager

ADP Resource ®



Overview

In light of the new FLSA regulations many employers will need to convert previously overtime exempt employees to non-exempt status. After you have completed your employee status changes in My ADP Resource, clients using ezLaborManager with ADP Resource will need to update the impacted employees “Paygroup” setting in ezLaborManager. The information below provides the steps you should take in My ADP Resource to update the employee’s Paygroup in ezLaborManager.

Converting an Employee from Salaried Exempt to Hourly Non-Exempt in ezLaborManager - Assign a new Paygroup to your Hourly Non-Exempt Employee

1. Log into My ADP Resource. Go to ->HR TAB->EMPLOYMENT PROFILE
2. Select your Active Employee that changed to HOURLY Non-Exempt
3. Select the ezLaborManager link to the right “Connected to ezLaborManager” if employee is already in ezLaborManager, or click link “Not Connected to ezLaborManager” to add this employee for the first time.
4. Assign the Paygroup used for your “HOURLY” employees (descriptions may vary) and finish the remainder of fields if adding this person for the first time.
5. Click Submit. (If assigning a Time Clock group, continue into ezLaborManager to assign it.)
6. Remind your Employee to begin clocking effective immediately.

If you are changing your **salary exempt employee to salary non-exempt** then you should contact your ADP Resource Payroll Representative to help ensure overtime pay is being calculated correctly.

Bonuses, Commissions and Varying Rates of Pay

If converted employees also currently receive additional earnings (i.e. bonuses, commissions, or varying rates of hourly pay, etc.), please contact your ADP Resource Payroll Representative to discuss the impact of these payments on your overtime pay calculations.

Questions about your ezLaborManager Settings?

If you have questions regarding your ezLaborManager settings, please email ezLMSupport@adp.com or call ezLaborManager Support at 1-866-296-6457, Option 2.