

TEMPORARY SCHOOL STAFF, INC.

EZ LABOR ONLINE

TIME CARD MANAGER

INSTRUCTIONS

LOGIN

- ONLINE: Go to www.elabor.com
In the upper right hand corner click on -Workforce Portal Login.
Sign in screen for EZLM (yellow tab)
- CLIENT ID: Client Name or ID-Must be typed exactly - **TempSchoolStaff**
To change click on -Change Client link- and enter - **TempSchoolStaff**
- USER ID: Your User ID will be your **first initial, last name**, all lower case.
- PASSWORD: Your password is **password**, all lower case.
You will be prompted to change your password upon first login.

TIME SHEET

- HOME PAGE: From the Home Page click on the **Time Sheet** button.
The **Pay Date Range** should be the current pay period.
You can also change to next period or look at specific dates.

HOURS

- SUBSTITUTE
TEACHER: To enter hours worked for Substitute Teacher
Enter: **1 for 1 day .5 for ½ day**
Enter: **1 for 1 extra hour worked**
- SUBSTITUTE
EMPLOYEE: Enter: **hours worked per day**
This is for custodian, health care aide, parapro, secretary, etc.

EXTRA HOURS

- Click on the + (plus sign) next to the day you had extra hours. Another line will drop down for that day. For **hours** enter the actual extra hours worked. Enter **EXTRA** as your **Earnings Code**. Enter the **Dept. /District**. Enter the **School**. Enter **EX CERT** or **EX NONCERT** as your **Task** for Certified or Non Certified Teacher. Under **Subbed for** enter the Teacher you subbed the Extra hour for.

EARNINGS CODE

- Click to display and select the appropriate Earnings Code for
- | | |
|--------------------|---------|
| Substitute Teacher | SUBST |
| Custodian | CUST |
| Health Care Aide | HCA |
| Parapro | PARAPRO |
| Secretary | SECTARY |
| Extra hours | EXTRA |

DEPARTMENT

DISTRICT: Click drop down to display Departments.
Your Department is your School District worked in.

SCHOOL

SCHOOL: Click drop down to display Schools.
You must select your Department/District first.

TASK

TASK:	Click drop down to display Tasks.		
	Substitute Teacher		Extra Hours
	Certified	CERT	EX CERT
	Non Certified	NON CERT	EX NONCERT
	Custodian	CUST	
	Heath Care Aide	HCA	
	Parapro	PARAPRO	
	Secretary	SECTARY	

SUBBED FOR

SUBBED FOR: Substitute Teacher type in **Teacher** subbed for.
All Employees use this field for notes.

SUPPLEMENTAL EARNINGS

BONUS If you are due a bonus, please notify me and I will enter for you.
Do not use this for extra hours.

SUBMIT

SUBMIT Click this button when you are finished entering your time.
Once you submit your time you should receive an **OPERATION SUCCESSFUL** message.
If you do not have all information completed you may receive an Operation unsuccessful message. Please check your entries and resubmit.

This online time card manager should eliminate the need for faxing timesheets. It also allows you to view current and YTD information. Please find additional information on our website: www.temporaryschoolstaff.com. **TIMESHEETS** are also available on the website. Click on the “School Staff” icon, than click on the “Individual Forms” icon, than go to “Timesheets” and download either a Substitute Teacher or Employee Timesheet.
Please have your time submitted within 3 days after the pay period ends. If you have changes after the 3 days or did not submit your time, please send an email, leave a phone message or fax a timesheet with your information. I will input your time for you. If you submit your time too late you may have to wait until the following Pay Period to be PAID.

PAYROLL QUESTIONS contact PAMELA KLINK:
Email: www.pakdjk@sbcglobal.net Phone: 248-360-9544 Fax: 248-360-9662.