

Time Management: Managing Geo Location Restrictions

Objectives:

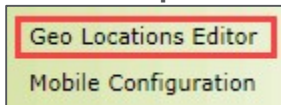
- Adding specific Geographical locations to ezLaborManager
- Assigning Geo locations globally

TotalSource/Resource Practitioners: Log into mytotalsource.com or myadpresource.com, navigate to Payroll, in Quick Links choose Access Time and Attendance.

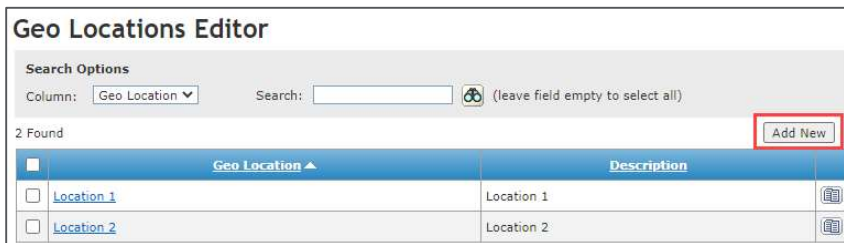
ezLM Practitioners: Log into ezLaborManager through ezlm.adp.com.

Geo Location Setup:

1. Select **Setup > Geo Locations Editor**.



2. Click **Add New**.



3. Enter the **Location ID**. (this is what shows when you look at reports, should be kept short).



Geo Location

Geographical Location ID:

Description:

4. Enter the **Description**. (you can be more verbose here I.E addresses or Austin Office)



Geo Location

Geographical Location ID:

Description:

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5. Enter the **Address**.

Address of Location:

Address:

Calculated Coordinates:

Get Coordinates

Champ de Mars, 5 Av. Anatole France, 75007 Paris, France

6. Once the Address has been entered click **Get Coordinates**.

Address of Location:

Address:

Calculated Coordinates:

Get Coordinates

Champ de Mars, 5 Av. Anatole France, 75007 Paris, France

7. If the search results in multiple locations appearing, please **select the location that matches your address** the closest, hit **Select** to save.

Select a Location

Geo Coordinates

Location Map

Address

Champ de Mars, 5 Av. Anatole France, 75007 Paris, France

Latitude

Longitude

48.858370

2.294481

Select

Quai Branly

Tour Eiffel de Paris France

Tour Eiffel

Bureau de Gustave Eiffel

Gustave Eiffel

Google

Map data ©2021 Google

8. Under the Range entry and select the **"Type"** dropdown, from there select if you want to Geo Fence to be measured in **Meters or Miles**.

Range:

Type:

Distance:

Note: The accuracy of GPS location recording is highly dependent on device settings.

Submit

Delete

Cancel

Miles

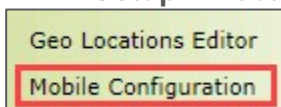
0.00

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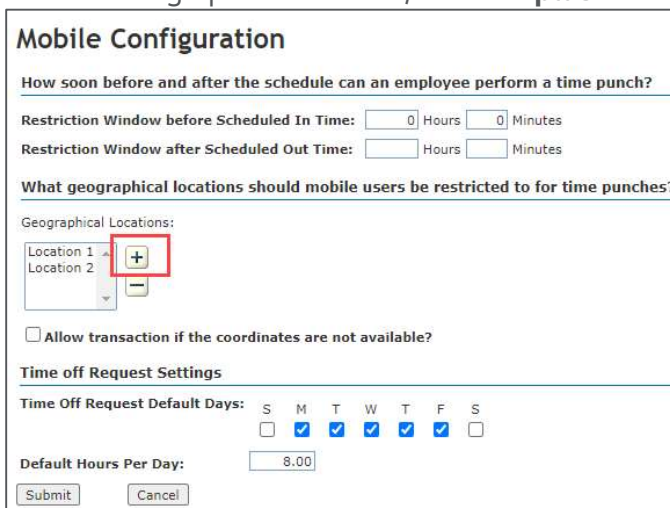
- Then enter how large you want the fence in distance. (This is how far away from the actual location is valid for the mobile application, ADP recommends a minimum of a ½ **mile** due to differences in phone manufacture.)

Global Geo Location Activation:

- Select **Setup > Mobile Configuration**



- To add a Geographical Location, click the **plus** icon.



The screenshot shows the "Mobile Configuration" form. It includes sections for "How soon before and after the schedule can an employee perform a time punch?" with input fields for hours and minutes, and "What geographical locations should mobile users be restricted to for time punches?". Under "Geographical Locations", there is a list with "Location 1" and "Location 2", and a red box highlights a plus icon next to "Location 2". There is also a checkbox for "Allow transaction if the coordinates are not available?". The "Time off Request Settings" section includes "Time Off Request Default Days" with checkboxes for S, M, T, W, T, F, S, and "Default Hours Per Day" set to 8.00. Buttons for "Submit" and "Cancel" are at the bottom.

- In the dialogue box that appears **click the checkbox** next to each location you wish to add.



The screenshot shows the "Geo Locations Lookup" dialog box. It has a search bar with "Search in: All Columns" and a "for:" field. Below the search bar, it says "1 Found". There is a table with two columns: "Geo Location ID" and "Description". The table has one row with "Location 2" in the "Description" column. A red box highlights the checkbox next to "Location 2".

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4. To **remove** a Geographical Location, click the **minus** icon, in the dialogue box that appears click the checkbox next to each location you wish to remove.
5. When you are finished click **Submit** to confirm your selection(s).

Mobile Configuration

How soon before and after the schedule can an employee perform a time punch?

Restriction Window before Scheduled In Time: Hours Minutes

Restriction Window after Scheduled Out Time: Hours Minutes

What geographical locations should mobile users be restricted to for time punches?

Geographical Locations:

Location 1

Location 2

+

-

☐ Allow transaction if the coordinates are not available?

Time off Request Settings

Time Off Request Default Days: S M T W T F S

☐ ☒ ☒ ☒ ☒ ☒ ☐

Default Hours Per Day:

Submit

Cancel

Note: Allow transaction if the coordinates are not available – if this is selected all employees will be able to clock in from any location, even outside of the set radius.

Employee Geo Location Restrictions:

- We do not offer individual geo location assignments for employees.
- Employees will be able to clock in only at the listed locations within your Mobile Configuration screen.