

ADP SUPERVISOR INSTRUCTIONS

TLM is our time keeping system. The link is found on our website www.health-research.org, in the top right hand corner is Employees, click.

Look for TLM log in. If this is your first time logging you will see, you must type HealthResearchAssoc if you don't type it exactly it will say client not found. You have to keep trying until it goes through. Periodically ADP resets this so anytime you see this enter that name. This is also on the website.

Client Name or ID

[Submit](#)

The next screen is your log in; I will give you your ID and password. On the first log in it will ask you to change your password, the only criteria is minimum 4 digits. Your ID won't change.

User ID

Password

Note: If you forget your password I will have to reset it.

[Login](#)

APPROVAL PROCESS

Once you log in you will go to the "Group Labor" tab on the right side in blue is [Timecard Manager](#), click that link and it will bring you to your employees. Make sure the period dates are correct, after reviewing the time sheet and you have no changes you will see Supervisor Approval. Click in the box and it will


Select	Supervisor Approval	Date In	Time In	Time Out	Hours	Out Type	Earnings Code	Department
<input type="checkbox"/>	<input type="checkbox"/>							

put a check mark on all lines with hours. Then scroll down to the bottom and click submit. It will then say operation successful in a yellow bar at the top. After that you can click on the arrow next to the employees name to go the next employee and repeat the approval process. When you are done can you exit, click exit button in top right corner.


IF YOU NEED TO MAKE CHANGES

NOTE: BE VERY CAREFUL NOT TO HIT THE ENTER BUTTON ON YOUR KEYBOARD TO MOVE BETWEEN FIELDS

To make corrections you highlight the time you want to change and change it. You much put A or P next to the time. Or if you need to change a department, click on the magnify glass and choose from the list. Once changes are made scroll down to the bottom and click **Submit & Calculate** button. If you hit the "submit" button the box for the check mark won't appear. Then repeat the approval process above and your done. The submit buttons only saves they information.

ERRORS

There must be no stop signs  on the time sheet, it will not be process. Correct any stop signs before approval. To delete a line click the select button on that line, it will highlight, then click delete at bottom and submit & calculate.

When you approve the time sheet and you get an error message at the top of your screen in a red bar "**this is being edited by another person**" the only thing to do is log out and log back in. The computer is confused and it won't save anything.

VERIFY VACATION & SICK ACCRUAL

All accruals are under the "My Employee" tab then Benefits

If you have any problems or questions please call Amy 323 223-4091.

Revised 4/1/07