

How to Reset an Employee's Password

The "Time Entry Employee Maintenance" link allows managers the ability to re-set an employee's password. You can re-set a password by following the steps below.

1. Log into TimeSaver as a Manager
2. Click on the "Time Entry Employee Maintenance" link under the Employee Management tools box.

The screenshot displays the ADP TimeSaver portal interface. At the top, the browser address bar shows "ADP TimeSaver". The portal header includes the ADP logo, the text "TimeSaver", and a "Logout" button. Below the header, a "Portal" section shows a message: "Last successful login for TestSuper1 was 05/11/2010 01:20:41 PM".

The main content area is divided into several sections:

- Change My Password**: A link to change the user's password.
- Employee Management Tools**: A section with the heading "Select one of the following Employee Management tools:". It contains four links: "Benefit Approval (Open Requests!)", "Scheduling", "Employee Maintenance", and "Time Entry Employee Maintenance". A red arrow points to the "Time Entry Employee Maintenance" link.
- System Tools**: A section with the heading "Select one of the following TimeSaver System tools:". It contains two links: "Manager Sign Off" and "Merge Transactions".
- Configuration Tools**: A section with the heading "Select one of the following TimeSaver Configuration tools:". It contains one link: "Blackout Dates".
- Import/Export**: A section with the heading "Select one of the following import and export functions:".
- Reporting**: A section with the heading "Select one of the following reporting categories:". It contains five links: "Administrative", "Benefit Tracking", "Payroll", "Time Entry", "Attendance", "Employee", and "Scheduling".
- Request List**: A section with the heading "Choose a folder below to view a request status:". It contains two links: "Merge Status" and "Report Status".

At the bottom of the page, there is a footer with the text "©2010 Automatic Data Processing, Inc. All Rights Reserved." and links for "Privacy", "Legal", "Contact Us", and "User's Guide".

3. Next, enter the employee's last name. Then click the "Search" button.

ADP TimeSaver

TimeSaver Home Logout

Time Entry Employee Maintenance - Employee Search

Basic Search

Last Name: Time Entry User ID:

First Name: Badge Number:

Advanced Search

Validation Status:

Time Entry Modes

Timestamp Pay Code Group Pay Code Group:

Start/Stop Project Project Group:

Sort By: Sort Order:

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4. A list of employees will appear on the screen. Check only the box beside the employee that you are re-setting. Next, click on the “Go to Employee” button.

ADP TimeSaver

Time Entry Employee Maintenance - Employee Search

Basic Search
Advanced Search

Sort By: Employee Name Sort Order: Ascending Search

Employees that meet search criteria

Back Go To Employee(s)

Time Entry User ID	Last Name	First Name	Middle Initial	Badge Number	Validation Status
<input type="checkbox"/> L03630885	Cox	Christie	J	03630885	Validated
<input checked="" type="checkbox"/> L00226240	Cox	Courtney	H	00226240	Validated
<input type="checkbox"/> L00149174	Cox	Kathryn	A	00149174	Validated
<input type="checkbox"/> L00130239	Cox	Laura	L	00130239	Validated
<input type="checkbox"/> L00222477	Cox	Lee	T	00222477	Validated
<input type="checkbox"/> L22325010	Cox	Melanie	H	22325010	Validated
<input type="checkbox"/> L00216549	Cox	Rebekah	D	00216549	Validated
<input type="checkbox"/> L00070996	Cox	William	H	00070996	Validated

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- The employee's record will appear. Highlight the dots that are located in the "Password" box. Enter a temporary generic password. Enter the same password in the "Confirm Password" box. Click on the "Save" button, located at the bottom of the page.

ADP TimeSaver

Time Entry Employee Maintenance - Update Time Entry Employee

Time Entry User ID: L00226240 - Cox, Courtney H Validation Status: Validated

Refresh Back

Time Entry Employee Information

Badge Number: 00226240

Last Name: Cox Home Site: 1 - Liberty University (BadgeNumber-8)

First Name: Courtney Home IDX: 1J1000-Human Resources

Password: Home Job: 1-Staff

Confirm Password: Time Format: Standard(AM/PM)

Pay Group: 1-DW9 BiWeekly Pay Code Group:

Time Entry Modes

Enable Timestamp Enable Project Project Group:

Enable Start/Stop Project Pay Code Group:

Secondary Sites/IndexCodes Timestamp Schedule Restriction