Time and Attendance
PC Manual

Lawson
Time and Attendance

Handbook Version 1 – Time and Attendance

Lawson
https://employeeinfo.dpsk12.org

Training Documentation
http://

Certification Test

http://webdata.dpsk12.org/timeattendance

Denver Public Schools

Department of Technology Services

Acknowledgments

TABLE OF CONTENTS

Time and Attendance Objectives

Participants will be instructed on:

1. Accessing the Time and Attendance module through Lawson Portal
2. Entering employees' time records using a web based application
3. Entering Extra Pay
4. Entering Exceptions for Employees not yet entered into Lawson Payroll/HR system
5. Accessing Time Accrual Balances
6. Payroll Audit Reports
7. Payroll Timelines
8. Payroll Approval Process
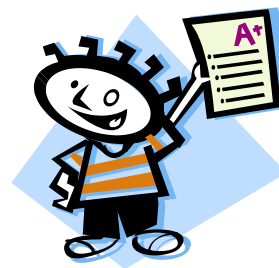9. Payroll Submission Process

Exercises will be completed by participants

1. System Navigation
2. Payroll Time Entry
3. Payroll Time Record Submission

Skills Test on the Above Exercises:

Complete exercises to receive a Certificate of Completion

Time and Attendance Overview

 Time and Attendance is an application that allows you to submit your school and department payroll time records electronically to payroll using Internet Explorer.
At this time, users will be principals/department heads and secretaries.

Accessing Time and Attendance

The Lawson application is accessible through the Internet Explorer icon on your desktop. **OR** Click on **Start** on your desktop. Click on **Programs,** then **Internet Explorer**.
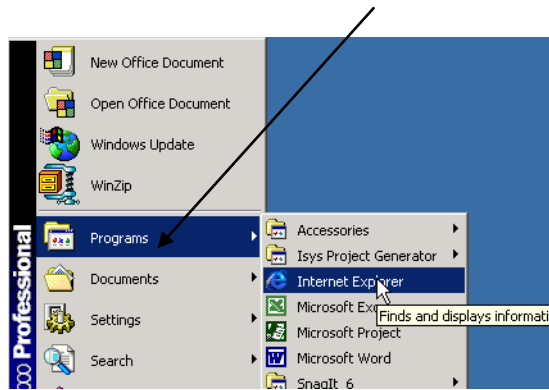
The browser window will open to the Denver Public Schools web site (or any web page that you have set up as a home page).
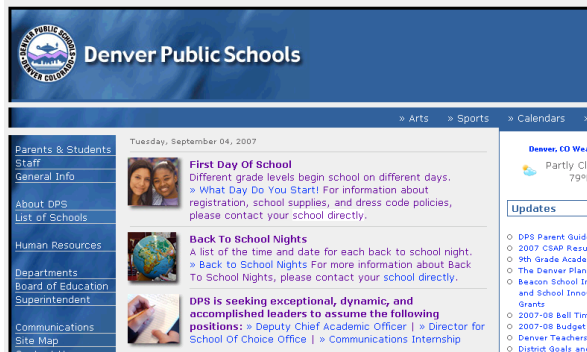
Type the following path in the address field. https://employeeinfo.dpsk12.org
The following login screen will be displayed. Please enter your **Time and Attendance or Manager Self-Service** User Name and Password in lower-cased letters, then click on the **OK** button.

5
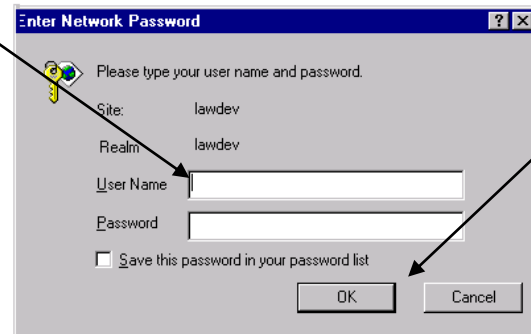
Time and Attendance Role

The screen shown on the following page is an example of the Lawson screen that you will see when logged in.

You will now be at the main **Time and Attendance** screen.

DPS Time and Attendance

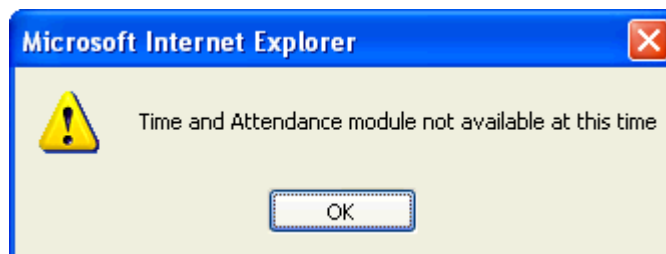| Pay Frequency:	Semi-Monthly
Pay Date:	08/31/2007
Reporting/Pay Period:	08/01/07 TO 8/14/07
Entry Timeline:	8/16/07 TO 8/17/07
Pay Frequency:	Monthly
Pay Date:	08/31/2007
Reporting/Pay Period:	07/15/07 TO 8/14/07
Entry Timeline:	8/16/07 TO 8/17/07

Select a Process Level

452

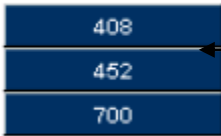Please do not press the back button while using this application.

Version: 3.0.0

Note: If you encounter the following message after entering your User Name and Password, refer to Important Dates, Time & Attendance Payroll Schedule @ http://payroll.dpsk12.org. Time & Attendance is only available for entry during time periods listed on schedule.

Microsoft Internet Explorer

⚠ Time and Attendance module not available at this time

OK

Note the Pay date for which you will be reporting time, the Reporting/pay period for which you will be reporting hours for hourly employees and/or absences and exceptions for all employees, and the Entry Timeline you must begin, complete, and submit your payroll.
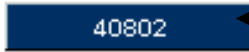
Select a Process Level

| 408 |
| 452 |
| 700 |

Click once on the Process Level you will be reporting payroll time for.

Select a Batch Number:

| 40802 |

Click once on the Batch Number you will be reporting payroll records for.

| LTS |

| PARA |
| EXCPT |
| EXTRA |

Click once on the department or type of pay you want to enter time records for.
Note: LTS = Long Term Subs. If you have a Long Term Sub Teacher assigned to your school, hours will be submitted within the LTS Department

☑ Departments (or groups of employees) are listed separately. ie. Paras
☑ The Exceptions (EXCPT) button is to enter new/ rehired employees or job changes that are not yet in they HR/Payroll system. Also use the Exception screen to enter your sub clerical.
☑ Extra Pay will be submitted under the "EXTRA" button

The program lists all departments at your location. A list of employees assigned to the department will appear. The Time Entry person will enter time records using the screen below. Following payroll transmittal procedures, time will be reported with accordance of payroll policy.

Time Entry

Although payroll procedures remain the same, the school/department payroll secretary will record time records for each employee at their location via a web screen instead of a paper transmittal. Each employee at your location will be grouped alphabetically, by job code, within each department at your location.

By clicking on the "**Time Entry Menu**" button, the system will take you to the screen below.

ˇThe down arrow symbol represents further help for the user. By clicking on the down arrow diamond, the user will be able to view a list of choices for the associated field.

For example, by clicking on the ˇ next to the pay code field, the following table is displayed.

Time Accrual Balances

To view the employee's time accrual balances (vacation, sick, flex, and personal), click once on the "**Time Accrual Balances**" box.

Name Acct Number	SSN Status	Sched Hrs Wk Yr	Jol
	52:		700
452222222000041 111	AB	000	1.0(

Technical Alert   Time Accrual Balance ←

Balances will be displayed as shown below:

Leave Balances for RUI_____KER

Plan Name	As of Date	Available Hours
NEGO LEAVE 35 HRS	07/31/2007	0
PERSONAL LEAVE 35 HRS HOURLY	07/31/2007	0
7 HOURS MONTHLY-HOURLY	07/31/2007	7

Technician Alert

To alert your payroll technician to specific comments for one of your employees, click on "**Technician Alert**"

VALLE , SU	5222548	8.00	7058
408110020001541 111	AB	000	1.000

Technician Alert ←

This box allows for "free form" entry and will be forwarded to your payroll technician in the email notification once your payroll has been approved. The email will display your specific comments but also the job code attached to the time record.

Add a Technician Alert

Employee: EASTERLING, ELWYN

Comments

9

Additional Entry Lines

If more than two entries are needed for one employee, click on "Additional Lines".

With each "click" on "**Additional Lines**" button, an additional line will be added to your screen. Unlimited lines are available.

Upon completion of each department, click on "**Save Changes**" in the bottom right hand corner of your screen.
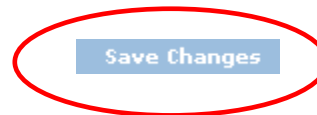
To delete data you have entered on an additional line, click on the delete box to the right of your entry line.

This will delete your data; however, your additional line will remain.

Control Hours

Control Hours: Total of all hours entered
   Control Amount: Total of all hourly rates
   (Hint: Use control hours to balance your payrolls and assure accuracy)
Continue with all departments, exceptions, and extra pay until your payrolls are complete.
Check "**Time Complete**" boxes.

Time Entry, Extra Pay and Exceptions

Company Name: DPS	Process Level: 408		Pay Date: 09/30/2004
		Help	Main Menu	Batch Menu

	Time Complete	Time Approved	Control Hours	Control Amount
PARA	✔	☐	154.50	46.40
EXCPT	✔	☐		
EXTRA	✔	☐		
			Total Hours: 154.50	Total Amount: 46.40

View Reports

Exception Entry

Exception Time Entry

| | | Company Name: DPS | Process Level: 452 | Dept: EXCPT | Pay Date: 08/31/2007 |

SSN	Name	Job Code	Hours	Rate	Pay Code	Account Number	Dates/Comments
001234997	ANN GREATTEACHER	3302	8		3100			SICK 8/17 PM
001234997	ANN GREATTEACHER	3302	120.		3100			STARTED 8/3/07

This screen is to report time worked for those employees that are not listed at your location.

- All employees must have completed fields for social security number, name, job code, and comments

- Hourly employees must have pay codes and hours submitted

If you have submitted a pace form to Human Resources, these employees will be paid on the next available payroll special once employee information has been entered into Lawson. Your Payroll Technician will contact the employee once a pay date as been confirmed.

<u>Extra Pay Entry</u>

Extra Pay Time Entry

Company Name: DPS   **Process Level:** 452   **Dept:** EXTRA   **Pay Date:** 08/31/2007

SSN	Last Name	First Name	Hours	Rate	Job Code	Pay Code	Account Number		Dates/Comments
555121234	HAVENAR	PATTI	2	15.50	0931	4100	845282830000031	150	teaching you how to draw
555121234									
555121234									

This screen is exclusive for submitting **extra pay**. All fields must be populated.

- Enter the total number of extra pay hours in the column labeled "hours'
- Enter the hourly pay rate in the "rate" column. If extra pay reported is for a non-exempt employee and is for hours worked over 40 in one work week, the hourly rate must be at least 1.5 times the employee's hourly rate.
- Exempt employees can be paid a flat dollar amount. However, use the number "1" in the "hours" field as all fields must be populated
- Enter the extra pay account number in the "account number" field.
- Provide a description and date for the extra pay being submitted
- For class coverage extra pay, list the surname of the absent teacher as well as the dates worked in the comment field

DPS Time and Attendance Reports

The reports menu is your tool for assuring the accuracy of your payrolls.

DPS Time and Attendance Reports

Company Name: DPS   **Process Level:** 452   **Pay Date:** 08/31/2007

Select a Report

- Time Report
- Hourly Audit Report
- Salary Audit Report
- Archive Report

| Help | Main Menu | Time Entry Menu | Save Changes |

Time Report — Time Report is an edit report of all time records keyed from all screens.

Hourly Audit Report — Hourly Audit Report is a report listing hourly employees without regular hours being submitted.

Salary Audit Report — Salary Audit Report lists salaried employees who have regular hours being submitted in error.

Archive Report — Review previous pay period Time Reports

- Choose your report by clicking once on the box of your choice
- Click Once on Run Report
- Click once on the message "Click here to view this report"

Printing a Time & Attendance Screen

Any screen display in Payroll T & A can be printed. In order to do this, right click on the desired screen and you should see a selection of options. Click on the **Print** option.
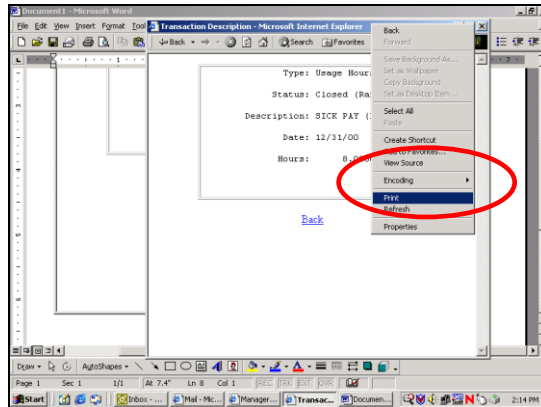
You will see a list of available printers for your workstation.
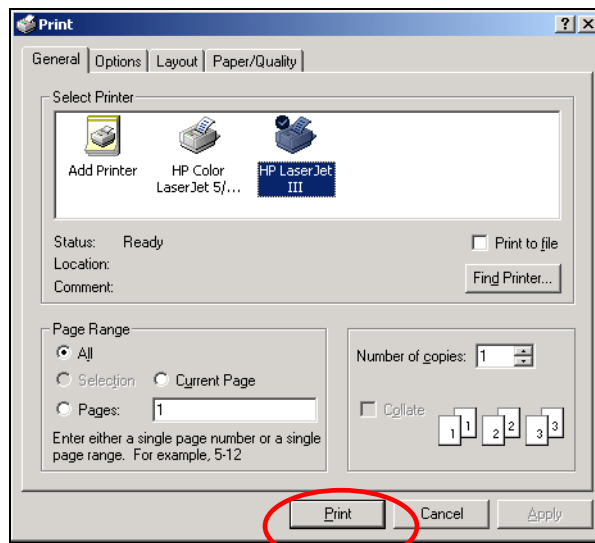
Click on the desired printer and then click on the **Print** button. The print dialog box will disappear when printing has completed. You will be returned to the screen display that was printed.

Time Entry Person Submitting Records for Approval

Once the Time Entry Person has completely entered her payroll and is confident of the accuracy, she will click on all boxes in the Time Complete Column.

After checking boxes, click on "Save Changes"
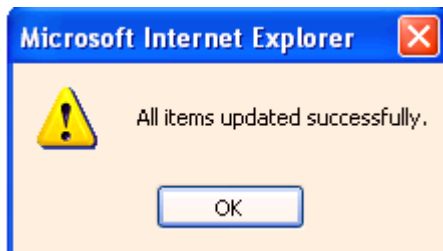
Wait for this message to appear, than Click on "OK"

A new button will appear "Submit for Approval".

Click on "Submit for Approval" so your assigned approver can review and submit finalized payroll to the Payroll Department.

An email notification will automatically be sent to the principal/department head informing them payroll has been entered and ready for approval.

After submitting for approval, you will no longer have access to change data and your screen will be "grayed out". In order to make any further changes to your payroll, either the approver must make the changes herself or "uncheck" the time entry box which will allow the entry person to change/add data.

Approving and Submitting to Payroll Department

Once the principal or department head has reviewed time records, she checks off each "**Time Approved**" box.

Time Entry, Extra Pay and

Company Name: DPS   **Process Level:** 1

	Time Complete	Time Approved	
OFFIC	☑	☑	
PARA	☑	☑	
TCHRS	☑	☑	
EXCPT	☑	☑	
EXTRA	☑	☑	
View Reports		Totals	

Then click on "Save Changes"

Help	Main Menu	Batch Menu	Save Changes

ne Complete	Time Approved	Control Hours	Cor
☑	☑	0.00	
☑	☑	0.00	
☑	☑	0.00	
☑	☑	0.00	

Microsoft Internet Explorer

All items updated successfully.

OK

Click on "OK"

"Submit Payroll" button appears in the bottom right hand corner of the screen.

Help	Main Menu	Batch Menu	Save Changes	Submit Payroll
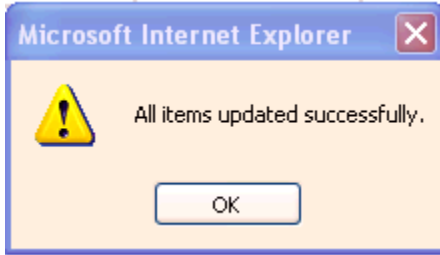
Click on "OK"
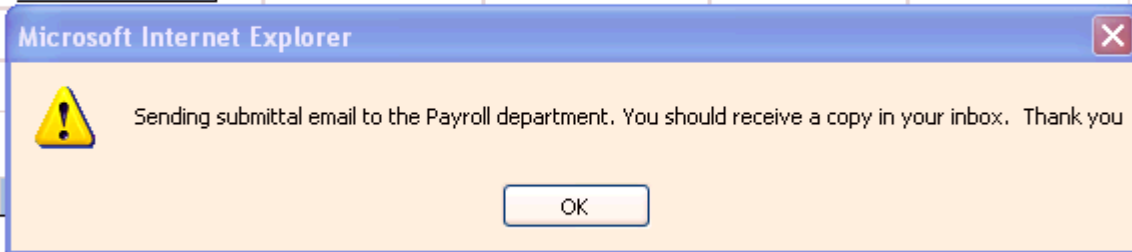
Once you see the above message box, you know that your payroll records have been interfaced for payroll processing. Unless ALL of the above steps are completed, the Payroll Department will not have your approval for paying employees at your location.

Logout

Click on the Logout button

You will receive a message box as follows. **You must select YES.**

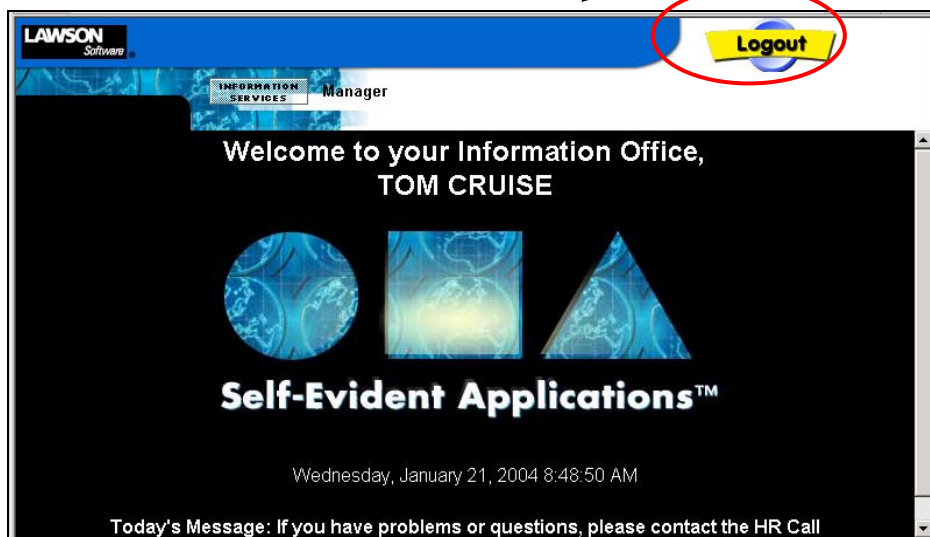**IMPORTANT: Your Internet Explorer window should automatically close. If it does not, click on X in upper right hand corner to close the browser. You must close your browser to end your session.**

You will return to the original desktop.

Glossary

Batch Number: Pre-assigned # that will be used each time you enter a specific group of employees into Payroll Time & Attendance.

Control Amount: Total of rates entered.

Control Hours: Total of hours keyed in one batch. Tool to use for balancing your time records entered.

Entry Timeline: Time & Attendance is open for time entry. Secretaries should be entering time records beginning on the first day of stated timeline. Payrolls must be entered, approved, and submitted by last day stated.

Exceptions: Employees not listed at your process level. Either the name is not listed or the correct job code is not listed. This would be for new hires, re-hires, or job changes not yet entered into Lawson HR/Payroll system.

Extra Pay: Extra hours worked outside of an employee's normal work week and duties. This is not to include normal job duties that extend beyond the 40 hour workweek.

Overtime: Actual hours worked over 40 hours in one workweek, Monday-Sunday for non-exempt employees.

Pay Code: Identifies the type of pay to be submitted and paid.

Pay Frequency: The number of scheduled pay dates an employee has. DPS has two pay frequencies, semi-monthly and monthly.

Process Level: Your location number. Schools process level = school number.

Reporting Period/Pay Period: Semi-monthly hourly employees (work year = 000) are paid from the 1st through the 14th paid on the last working day of the month and the 15th through the end of the month paid on the 15th of the following month.

Time Accrual: Paid time off for sick, personal, and/or vacation.