

# 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

---

**Author:** Denver Public Schools  
Technology Training Academy

**Copyright:** ©2000 Lawson Software  
Denver Public Schools

**Edition:** Lawson Software  
First Edition (January 2003)

**Trademarks:** LAWSON INSIGHT® and LEON® are registered trademarks of © 2000 Lawson Software  
Drill around™, Lawson Applications™, and UNIVERSE™ are trademarks of Lawson Software

Macintosh® is a trademark of Apple Computer, Inc.

Microsoft® and Windows® are registered trademarks of Microsoft Corporation

All other brand or product names mentioned herein are trademarks or registered trademarks of their respective companies

# TABLE OF CONTENTS

---

<b>TIME AND ATTENDANCE OBJECTIVES.....</b>	<b>4</b>
<b>TIME AND ATTENDANCE OVERVIEW .....</b>	<b>5</b>
<b>ACCESSING LAWSON TIME &amp; ATTENDANCE .....</b>	<b>5</b>
<b>TIME AND ATTENDANCE ROLE .....</b>	<b>6</b>
<b>TIME ENTRY .....</b>	<b>8</b>
<b>OVERTIME ENTRY.....</b>	<b>10</b>
<b>TIME ACCRUAL BALANCES.....</b>	<b>10</b>
<b>TECHNICIAN ALERT.....</b>	<b>11</b>
<b>ADDITIONAL ENTRY LINES.....</b>	<b>11</b>
<b>CONTROL HOURS.....</b>	<b>12</b>
<b>EXCEPTION ENTRY.....</b>	<b>13</b>
<b>EXTRA PAY ENTRY.....</b>	<b>14</b>
<b>DPS TIME AND ATTENDANCE REPORTS.....</b>	<b>15</b>
o Time Report	
o Hourly Audit Report	
o Salary Audit Report	
o Achive Report	
<b>PRINTING A TIME &amp; ATTENDANCE SCREEN.....</b>	<b>16</b>
<b>SUBMITTING FOR APPROVAL .....</b>	<b>17</b>
<b>APPROVING AND SUBMITTING TO PAYROLL DEPARTMENT .....</b>	<b>20</b>
<b>LOGOUT.....</b>	<b>21</b>
<b>GLOSSARY.....</b>	<b>22</b>

# 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

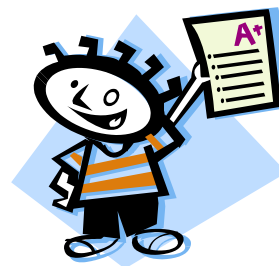


## Exercises will be completed by participants

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





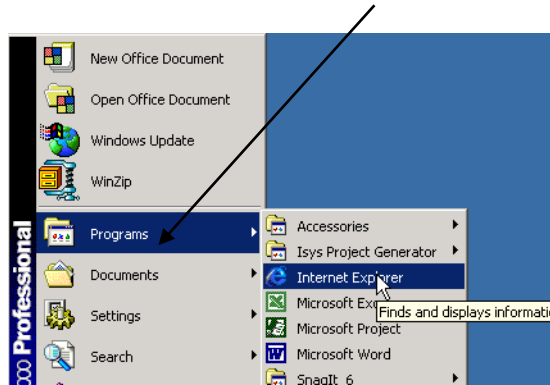
# Time and Attendance Overview

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 Lawson User Name and Password in lower-cased letters; then click on the **Login** button.



# Time and Attendance Role

The screen shown below 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

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

Select a Process Level

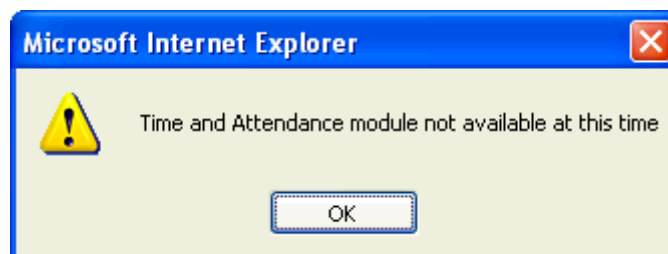
452

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

Version: 3.0.0

Note: The above table indicates the Reporting/pay period for which you will be reporting hours for hourly employees and/or absences and exceptions for all employees. **The Entry Timeline is the time frame in which you are to enter your payroll and have it approved by your Principal/Department Head.**

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.



**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
-----

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 (You will find LTS in the Batch Number ending with 02)

Click once on the department or type of pay you want to enter time records for.

PARA
EXCPT
EXTRA

- 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 the 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

The school/department payroll secretary will record time records for each employee at their location via a web screen. 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.

Name Position	DPSID Position Description	Sched Hrs Job Code	FTE	Exempt OT Status	Hours	Pay Code	Date	Account Override	D
ARMIJO, LORRAINE 11074	100003268 EARLY CHILDOOD EDUCATION 226	000 NaN hrs 7389		N	135.00	1000	04/14/2011		
11075	EARLY CHILDOOD EDUCATION 226	7389		AB	3.00	3050	04/05/2011		

 The 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  next to the pay code field, the following table is displayed.

Select a Pay Code
1000-REGULAR PAY
1001-REGULAR PAY - NO PENSION
<u>1630-FLEX WORK YEAR TRACKING</u>
1640-FLEX DAYS ABSENCE
1700-Parking stipend
2000-OVERTIME PAY (1.5)
3000-VACATION PAY
3050-SICK LEAVE (EE)
3100-SICK LEAVE (FAMILY)
3150-PERSONAL LEAVE WITH PAY
3200-NEGOTIATED PAID LEAVE

The school/department payroll secretary will record absence records daily for each employee. Each absence entry must be = or < 8 hours.

Please enter the last day of the reporting period in the date field for regular hours and use the correct date of the absence for absence hours. You can use the drop down calendar to choose a date; but, when manually keying the date, you have to use a forward slash (no dashes) and key full year.




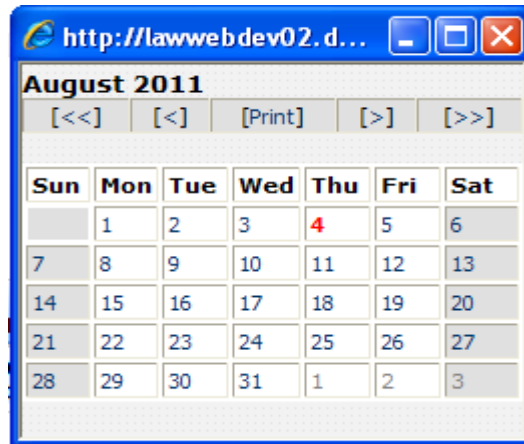
Company Name: DPS Process Level: 230 Dept: ADMIN Pay Date: 04/29/2011

Name Position	DPSID Position Description	Sched Hrs Job Code	FTE	Exempt OT Status	Time Records					
RITCHOTTE, NADINE 13383	100021969 PRINCIPAL, ASST ELEM SCH 230	207 7318		Y AB	Hours	Pay Code	Date	Account Override		Delete
					4.00	3050	03/31/2011	23024241001101:	110	<input type="checkbox"/>
					8.00	3600	04/01/2011	23024241001101:	110	<input type="checkbox"/>
					8.00	3050	04/05/2011	23024241001101:	110	<input type="checkbox"/>
					8.00	3150	04/06/2011	23024241001101:	110	<input type="checkbox"/>

Technician Alert Time Accrual Balance Additional Lines

The down arrow symbol represents further help for the user. By clicking on the down arrow diamond, the user will be able to view a calendar and choose the date of the absence.

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



## Account Distribution

ROCHE, MONICA	100253748	000 6.00 hrs	0.00	
35267	EXTENDED DAY KINDER ASST	7409	0.375	N
35268	EXTENDED DAY KINDER ASST	7409	0.375	AB

Technician Alert Time Accrual Balance Account Distribution Additional Lines

Position	Acct Unit	Account	Percent
35267	1002360010	9111	50.000
35267	1002360010	9111	50.000
35268	1002360010	9111	50.000
35268	1002360010	9111	50.000

Close

Clicking on this box will show the account distribution for the employee's positions in the same job code.

## Additional Time Entry

Hourly “000” work year employees:

- **Magic Number.** This is the max number of hours an hourly employee can be submitted for during the scheduled pay period. The system creates a “Hard Edit” that will not allow extra hours to be keyed.

Magic Number: 22 days x 4 hours = 88 hours.  
System totals as hours are keyed.

Name Position	DPSID Position Description	Sched Hrs Job Code	Total Hrs FTE	Exempt OT Status	Time Records			
<b>BOURGEOIS, BERTHA</b> 34459	<b>100249414</b> STUDENT, FAM, COMMUNITY LIA	000 4.00 hrs 7593	88.00 0.500	N AB	Hours	Pay Code	Date	Activity
					80.00	1000	05/14/2013	
					4.00	3050	05/13/2013	
					4.00	3200	05/11/2013	
					4			

**Message from webpage**

Your total hours for this period can not exceed 88

OK

Hard Edit will prevent hours from being keyed above max Total Hours. Error Message created.

- Employees with Ended Positions or Termed Employees will now show in Time and Attendance. The term date of the position will show underneath the employees’ name by the position ended. **Please enter time worked being careful that the hours do no exceed the max hours based on the term date of the position. This will be a manual audit.** The entry date for all hours must not be after the term date.

<b>CLINE, DEBORAH</b> 30183	<b>100001955</b> EXTENDED DAY KINDER ASST	000 3.00 hrs 7409	66.00 0.375	N AB	Hours	Pay Code	Date	Account Override	Delete	
					66.00	1000	05/14/2013	80000000000000000000	999	
<b>CLINE, DEBORAH</b> 30184 05/01/2013	<b>100001955</b> GENERAL ASSIGNMENT	000 3.00 hrs 7417	33.00 0.375	N AB	Hours	Pay Code	Date	Account Override	Delete	
					30.00	1000	04/28/2013	80000000000000000000	999	
					3	1000	05/04/2013			
<b>COLEMAN, YVONNE</b> 32011 32012	<b>100028</b> ELEMENT ELEMENT				Hours	Pay Code	Date	Account Override	Delete	
					140.00	1000	05/14/2013	80000000000000000000	999	

**Message from webpage**

The time record date can not be greater than 05/01/2013

OK

Term Date

Max hours to key would be: 4/16-5/1 = 11 days x 3 hours per day. Always pay accurately what the employee worked based on their timesheet.

## Overtime Entry

Overtime has to be entered daily/ by day. You cannot enter a date greater than the last day of the pay period.

Company Name: DPS      Process Level: 226      Dept: PARA      Pay Date: 04/29/2011

Name Position	DPSID Position Description	Sched Hrs Job Code	FTE	Exempt OT Status	Time Records				
ARMIJO, LORRAINE 11074 11075	100003268 EARLY CHILDOOD EDUCATION 226 EARLY CHILDOOD EDUCATION 226	000 NaN hrs 7389 7389		N AB	Hours	Pay Code	Date	Account Override	
					126.00	1000	04/14/2011		
					3.00	2000	04/02/2011		
					2.00	2000	04/03/2011		
					1.5	2000	04/04/2011		
					3.00	2000	04/05/2011		

## 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
<input type="text"/>	<input type="text"/>	7.00	700
45222222000041 111	AB	000	1.00



Balances will be displayed as shown below:

Leave Balances for RUBEN

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



To delete data you have entered on an additional line, click on the delete box to the right of your entry line.

DPS      Process Level: 194      Dept: OFFIC      Pay Date: 02/29/2008

Job Code FTE	Pay Freq. Salary Class	Time Records				
		Hours	Pay Code	Dates/Comments	Account Override	Delete
1706 1.000000	4 H	8.00	3000		194242410000051	110 <input type="checkbox"/>
<b>Additional Lines</b>		10.00	3150		194242410000051	110 <input type="checkbox"/>
		12	3050			<input type="checkbox"/> <input checked="" type="checkbox"/>
1624 1.000000	4 H					

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

<b>Additional Lines</b>		Hours	Pay Code	Dates/Comments	Account	Delete
	10.00	3150			194242410000051	110 <input type="checkbox"/>
						<input type="checkbox"/>

## 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
<b>PARA</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	154.50	46.40
<b>EXCPT</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<b>EXTRA</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
			<b>Total Hours:</b> 154.50	<b>Total Amount:</b> 46.40
<b>View Reports</b>				

## 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

This screen is to report time worked for those employees that are not listed at your location. These employees will be paid on the next available payroll special once employee information has been entered in GHR and interfaced into Lawson. Your Payroll Technician will contact the employee once a pay date has been confirmed.

## Extra Pay Entry

### Extra Pay Time Entry

Company Name: DPS      Process Level: 236      Dept: EXTRA      Pay Date: 05/31/2013

Employee	Last Name	First Name	Hours	Rate	Job Code	Pay Code	Date	Fund	Account Number	Job Class	Dates/Comments	Delete
												<input type="checkbox"/>

Fund	Account Number	Job Class
22	4006480090	9150

**Additional Info**

Activity: 3701001064800

Acct Category: 92111

Enter account numbers

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 and the “activity account” if applies.

- Include the date the extra pay is being submitted for
- Provide a description for the extra pay being submitted in the comments field (You do NOT need to enter in the date again)
- For class coverage extra pay, list the surname of the absent teacher in the comment field and reason (examples of reason are: FC for Full Class, SPLT for Split Class, L for Lunch & PL for Planning. GT teachers are eligible for class coverage when they work through lunch (L) or planning (PL) or who extend their day upon approval of Principal, use EXT for the reason)

## **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:** 236

**Pay Date:** 05/31/2013

**Select a Report**

Time Report
Hourly Audit Report
Salary Audit Report
Time Transmittal Report
Archive Report

Help

Main Menu

Time Entry Menu

Save Changes

**Version: 4.5.15**

Powered by **Intellias**

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.

Time Transmittal Report

Time Transmittal Report is a list of all employees at your location to be used as a tool to prepare for Time Entry.

Archive Report

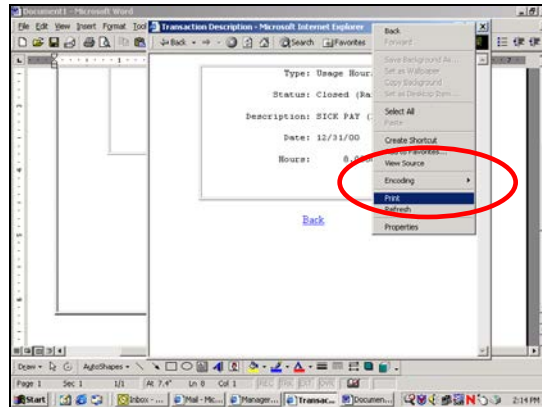
Review previous pay period Time Reports

- 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”

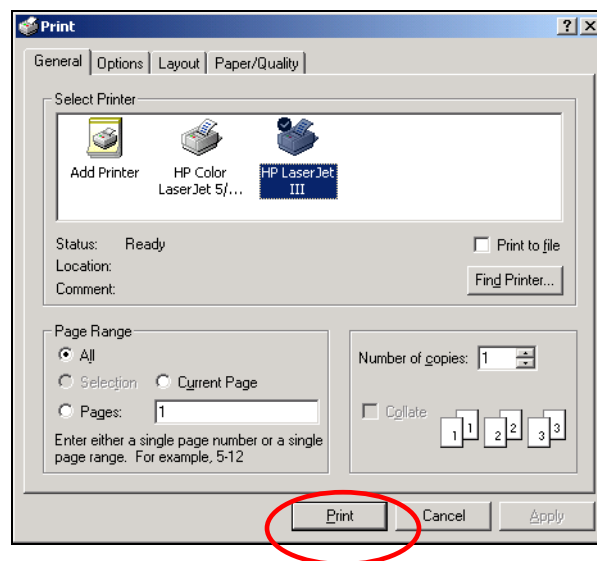


## Printing a Time & Attendance Screen

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.

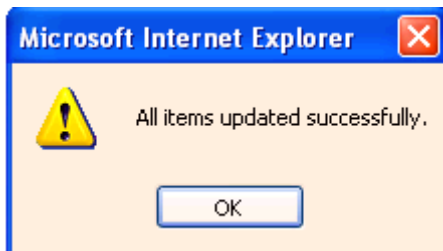
Time Entry, Extra Pay and Exceptions

Company Name: DPS      Process Level: 194      Pay Date: 02/29/2008

	Time Complete	Time Approved	Control Hours	Control Amount
OFFIC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	18.00	33.92
PARA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	143.00	46.28
TBMS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	40.00	29.86
EXCPT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00
EXTRA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8.00	557.22
<b>View Reports</b>			<b>Totals</b>	217.00      707.11

Buttons: Help, Main Menu, Batch Menu, **Save Changes**

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”.

Company Name: DPS      Process Level: 194      Pay Date: 02/29/2008

	Time Complete	Time Approved	Control Hours	Control Amount
<a href="#">DFFID</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	18.00	33.92
<a href="#">PARS</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	143.00	46.28
<a href="#">TERN</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	40.00	29.86
<a href="#">EXPT</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00
<a href="#">EXTRA</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8.00	557.22
<a href="#">View Reports</a>		<b>Totals</b>	217.00	707.11

[Help](#)   [Main Menu](#)   [Batch Menu](#)   [Save Changes](#)   [Submit for Approval](#)

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

## Payroll Time & Attendance Manual

The screenshot shows a Microsoft Internet Explorer browser window displaying a web application titled "Time Entry, Extra Pay and Exceptions". The page header includes "Company Name: DPS", "Process Level: 194", and "Pay Date: 02/29/2008". Below this is a table with the following data:

	Time Complete	Time Approved	Control Hours	Control Amount
DFFID	<input checked="" type="checkbox"/>	<input type="checkbox"/>	18.00	33.92
PARA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	143.00	46.28
TDIRS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	40.00	29.86
EXDPT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00
EXTRA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8.00	557.22
<b>Totals</b>			217.00	707.11

Below the table is a "View Reports" button. A "Microsoft Internet Explorer" dialog box is overlaid on the screen, displaying a warning icon and the message: "Sending approval email to your approver. You should receive a copy in your inbox. Thank you". An "OK" button is visible in the dialog box, with an arrow pointing to it from a text box below.

It is important to click on "OK" to assure your payroll goes to next process for approval.

The screenshot shows an email client window displaying an email notification. The email details are as follows:

From: autoemail@dpsk12.org  
To: Havenar, Patti  
Cc: Srch-Martinez, Jennifer  
Subject: Payroll entered and ready for approval for check date 02/29/2008 Process Level:194 Batch:194

Your payroll has been entered. Please verify all payroll transactions, approve, and submit your payroll for processing.

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

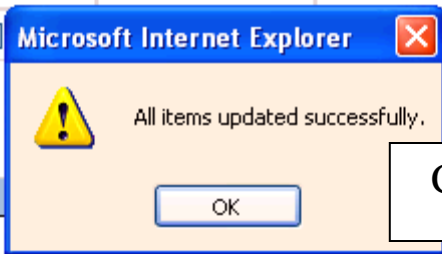
Process Level: 19

	Time Complete	Time Approved
OFFIC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PARA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TCHRS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
EXDPT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
EXTRA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View Reports		
		<b>Totals</b>

Then click on “Save Changes”



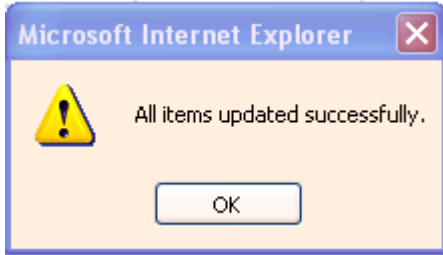
Time Complete	Time Approved	Control Hours	Cor
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	



Click on “OK”

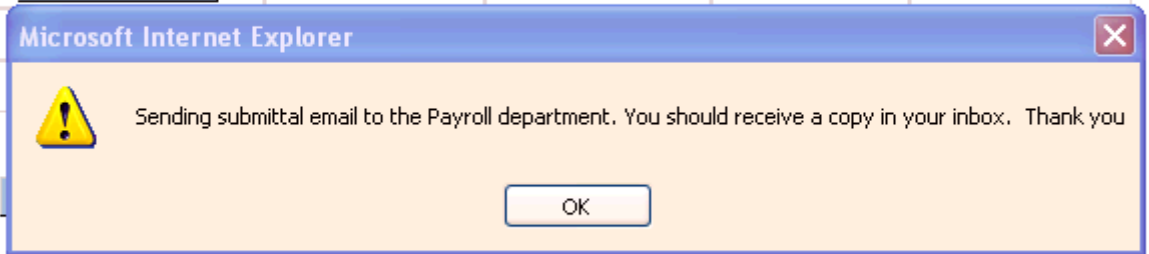
“Submit Payroll” button appears in the bottom right hand corner of the screen.





Several "Ok" buttons will populate; It is important to click on each one to ensure all the appropriate emails

TCHRS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	0.00
EXCPT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	0.00



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.

Exit to the main menu and use the **red X** to completely logout of Lawson.



## 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 1<sup>st</sup> through the 14<sup>th</sup> paid on the last working day of the month and the 15<sup>th</sup> through the end of the month paid on the 15<sup>th</sup> of the following month.

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