

## Lawson Time Entry Quick Reference Guide

The following pages are designed to be an easy, step-by-step guide to some of the more common timesheet functions in Lawson.

Please refer to the Payroll Manual for more in-depth discussion of these topics.

### Tips:

- In the **Hourly** and **Salaried** screens, you must save before moving to the next employee/position, or your data will be lost.
  - You do not have to save after each entry on the same employee/position— enter all data (hours, leave, addl hours) for that record, then save.
  - Exception: if you need to enter more than one leave type on a given day, you must save before entering the additional hours/leave type.
- Be sure to check the status bar on the bottom left of the Lawson window for messages. You could easily miss errors or other vital information, which may result in your data not being saved.
  - Check after:
    - Saving
    - Inquiring
    - Adding new employees/new positions
    - Clicking the **Back** button
    - Submitting your data
  - If any errors exist, your cursor will be placed in the first field in error, on the first record in error, and the field will be highlighted.
- Reports to be turned in to Payroll must be run AFTER submitting your data.
  - Reports run BEFORE submission will be a review report only.
  - Reports run AFTER submission have a signature line and indicate data is finalized.
  - Any reports received without a signature line will be returned as we cannot be sure data on the report is final.
- Use the **Employee Lookup** report on Lawson Reporting (HR/PR tab, under HR Reports) to find employee numbers for new hires and subs.
  - The **Substitute** screens also give you the ability to find employee numbers.



## The Division of Information Technology

### Staff Guide: How to Use Lawson Time Entry Screens ZE40, ZE41, ZE45, ZE49, ZE47

#### Accessing the Time Entry Splash Screen (ZE40.1)

##### Step 1

##### Log on to Lawson Reporting

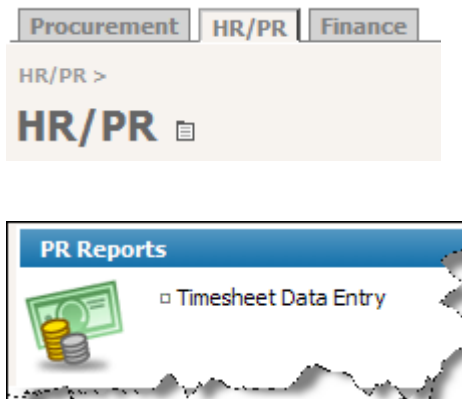
Go to Lawson Reporting ("Lawson Dashboard") at <http://lawsonreporting.bvsd.org>

Enter your **User name** and **Password**.

Click **Login**.

##### Step 2

##### Click on the Time Entry Link



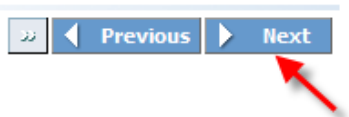
Click on the **HR/PR** tab.

Then click on the **Timesheet Data Entry** link under the **PR Reports** section heading.

The Time Entry Splash screen (ZE40.1) will open.

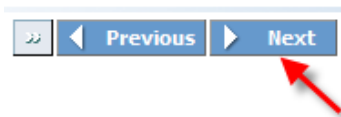
##### Step 3

##### Find the appropriate week for data entry



Click the **Next** button at the top of your screen to find the first open week for your school or department.

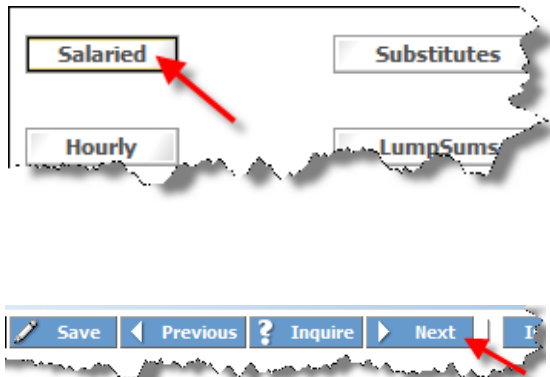
A blank screen will appear when ZE40.1 opens. When you click **Next**, the data for your login ID and location will appear, along with the buttons necessary to continue with time and absence entry.



Click the **Next** (or **Previous**) button as needed to find the appropriate week.

## Entering Salaried Employees' Leave and Additional hours worked (ZE41.1)

### Step 1




### Accessing Salaried Employees' Information

Click on the **Salaried** button.

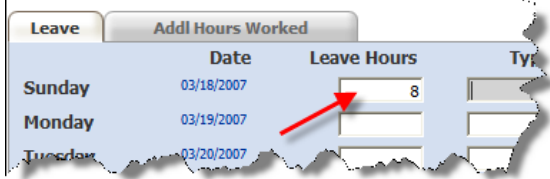
The Salaried Time Entry screen (ZE41.1) will open.

Click the **Next** button.

This will display, in order by name then position, the first salaried employee at your location.

*Clicking the **Next** button will navigate you through your salaried employees in alphabetical order. To quickly go to a specific employee, use the Drill Around button (  ) to the right of the **Employee** field. Then click **Inquire**.*


### Step 2



Pay Code	Description
210	PERSONAL LEAVE
220	SICK
230	VACATION
240	ANNUAL LEAVE
ATHL	ATHLETIC LEAVE
AWOP	ABSENT WITHOUT PAY
BERV	BEREAVEMENT
JURY	JURY DUTY
MIL	MILITARY LEAVE
PROF	PROFESSIONAL LEAVE
REL	RELIGIOUS LEAVE
WKCP	WORKERS COMP

### Enter Salaried Leave Time/Leave Type

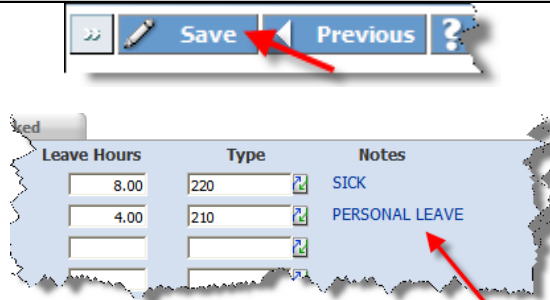
Enter the employee's leave time for each day by typing the appropriate leave hours in the **Leave Hours** fields (for zero leave hours/no leave, leave the field(s) blank).

To choose Leave **Type** (vacation, personal, sick, etc), click on the Drill Around button (  ) next to the field.

Click on the appropriate leave type. This will pop you out of the drop down list and display the leave type you chose.

*If you prefer, you can simply enter the appropriate Pay Code in the **Type** field without using the drop down list.*

### Step 3





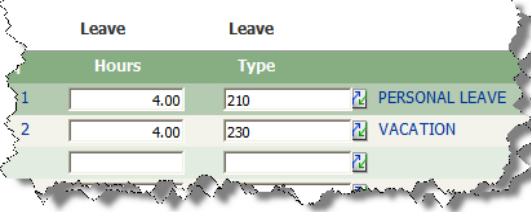


### Saving Entries

Click the **Save** button to save all entries before entering more than one leave type (next step) and/or continuing to the next employee.

After saving, the leave type(s) will be displayed under the **Notes** heading.


## Step 4


## Using More than One Leave Type/Entering Additional Leave



When an employee uses more than one leave type on any one day, enter and save the first leave type. Then click on the corresponding day's button under the **Additional Leave** heading.

The Additional Leave Hours screen (ZE42.1) will open. The employee's current leave usage will be displayed.

To add additional leave types, click on the Drop Down Menu (  ) under the **FC** heading on the first blank line. Then click **Add**.


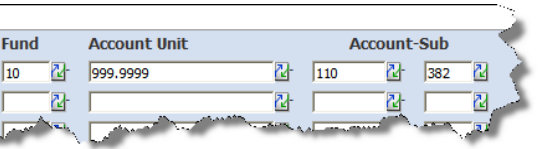
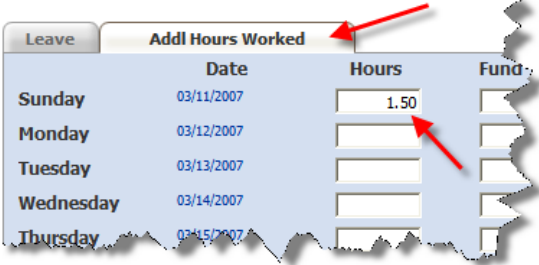
Enter the employee's additional leave time for each leave type (click on the Drill Around button (  ) to view all types).

Click the **Save** button.

Click the **Back** button to return to the Salaried Time Entry screen (ZE41.1). Click **Inquire** to see your changes.

## Step 5

## Entering Additional Hours Worked



To enter additional hours worked for an employee, click on the **Add Hours Worked** tab.

Enter additional hours worked under the **Hours** heading in the field for the corresponding day.

Leave the account code fields (**Fund, Account Unit, Account-Sub**) blank if additional hours are to be paid out of the employee's regular assignment code(s), indicated under the **Account Codes** heading at the top.

To charge the additional hours to a different account code, enter the appropriate account code.

Click the **Save** Button.

## Entering Hourly Employees' Hours Worked, Leave, and Additional Hours (ZE45.1)

### Step 1

### Accessing Hourly Employees' Information




Click on the **Hourly** button.

The Hourly Time Entry screen (ZE45.1) will open.

Click the **Next** button.

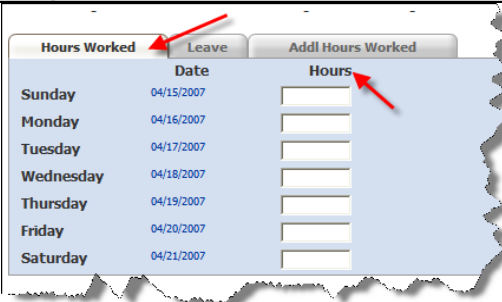
This will display, in alphabetical order, the first employee at your location.



*Clicking the **Next** button will navigate you through your hourly employees in alphabetical order. To quickly go to a specific employee, use the **Drill Around** button (  ) to the right of the **Employee** field. Then click **Inquire**.*

### Step 2

### Enter Hours Worked for Hourly Employees



Under the **Hours Worked** tab, enter the employee's hours worked for the week by typing the appropriate hours in the **Hours** fields (for zero hours, leave the field(s) blank).


### Step 3

Hours Worked	Leave	Addl Hours Worked		
Date	Leave Hours	Type		
Sunday	04/15/2007			
Monday	04/16/2007			
Tuesday	04/17/2007			
Wednesday	04/18/2007			
Thursday	04/19/2007			
Friday	04/20/2007			
Saturday	04/21/2007			

Pay Code	Description
210	PERSONAL LEAVE
220	SICK
230	VACATION
240	ANNUAL LEAVE
ATHL	ATHLETIC LEAVE
AWOP	ABSENT WITHOUT PAY
BERV	BEREAVEMENT
JURY	JURY DUTY
MIL	MILITARY LEAVE
PROF	PROFESSIONAL LEAVE
REL	RELIGIOUS LEAVE
WKCP	WORKERS COMP

### Enter Hourly Leave Time/Leave Type

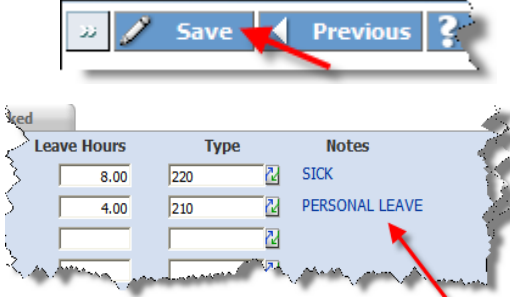
Enter the employee's leave time for each day by typing the appropriate leave hours in the **Leave Hours** fields (for zero leave hours/no leave, leave the field(s) blank).

To choose Leave **Type** (vacation, personal, sick, etc), click on the Drill Around button (  ) next to the field.

Click on the appropriate leave type. This will pop you out of the drop down list and display the leave type you chose.

*If you prefer, you can simply enter the appropriate Pay Code in the **Type** field without using the drop down list.*

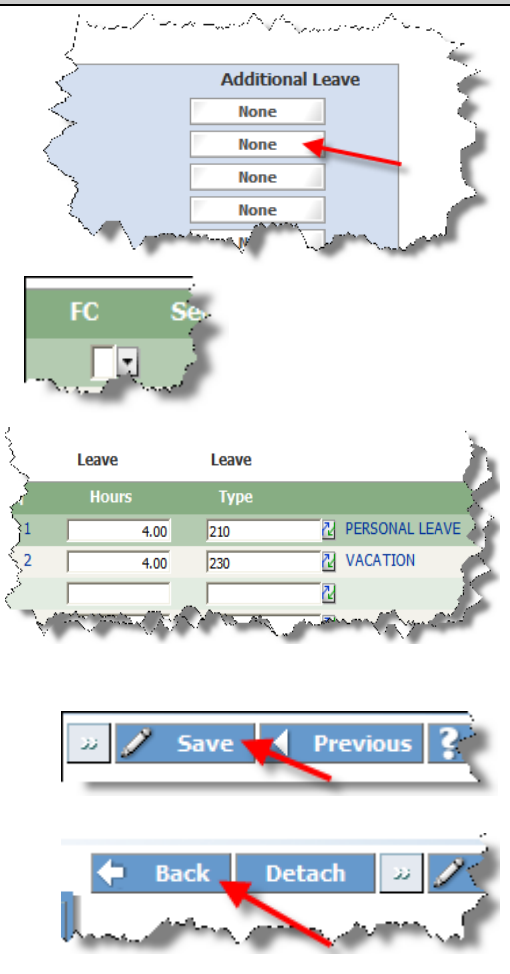
**Step 4** **Saving Entries**



Click the **Save** button to save all entries before entering more than one leave type (next step) and/or continuing to the next employee.


After saving, the leave type(s) will be displayed under the **Notes** heading.


**Step 5** **Using More than One Leave Type/Entering Additional Leave**



When an employee uses more than one leave type on any one day, enter and save the first leave type. Then click on the corresponding day's button under the **Additional Leave** heading.

The Additional Leave Hours screen (ZE42.1) will open. The employee's current leave usage will be displayed.

To add additional leave types, click on the Drop Down Menu (  ) under the **FC** heading on the first blank line. Then click **Add**.

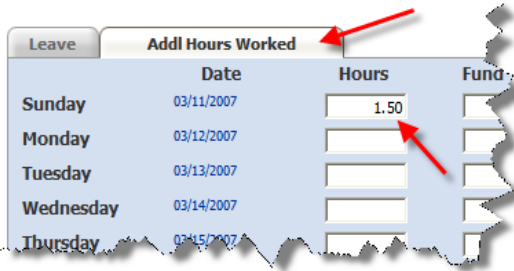
Enter the employee's additional leave time for each leave type (click on the Drill Around button (  ) to view all types).

Click the **Save** button.

Click the **Back** button to return to the Salaried Time Entry screen (ZE41.1). Click **Inquire** to see your changes.

## Step 6

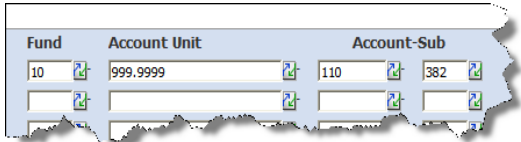
## Entering Additional Hours Worked



	Date	Hours	Fund
Sunday	03/11/2007	1.50	
Monday	03/12/2007		
Tuesday	03/13/2007		
Wednesday	03/14/2007		
Thursday	03/15/2007		

To enter additional hours worked for an employee, click on the **Add Hours Worked** tab.

Enter additional hours worked under the **Hours** heading in the field for the corresponding day.



Fund	Account Unit	Account-Sub
10	999.9999	110 382

Leave the account code fields (**Fund, Account Unit, Account-Sub**) blank if additional hours are to be paid out of the employee's regular assignment code(s), indicated under the **Account Codes** heading at the top.

To charge the additional hours to a different account code, enter the appropriate account code.

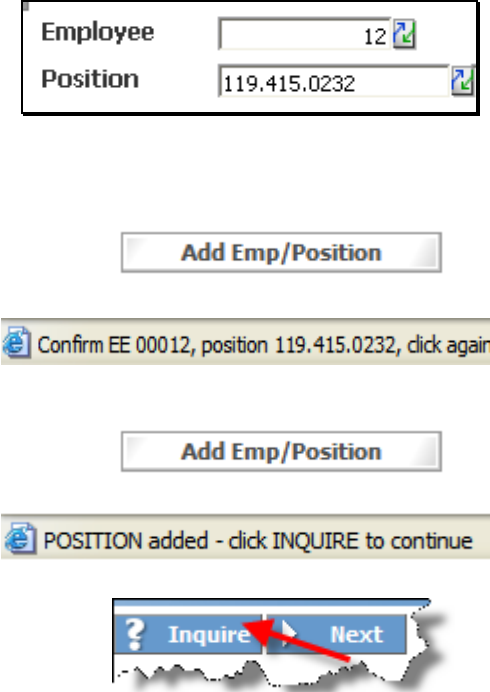

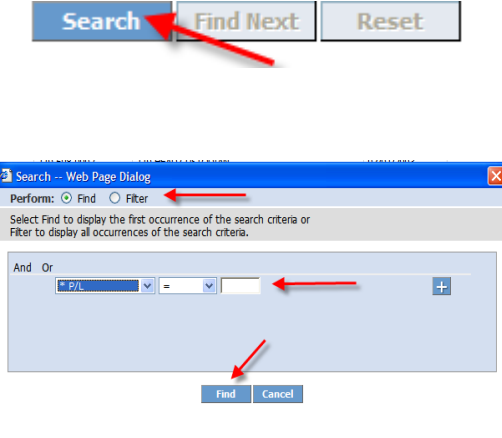



Save Previous ?

Click the **Save** Button.



## Adding a new or additional Position Code to a Current Employee

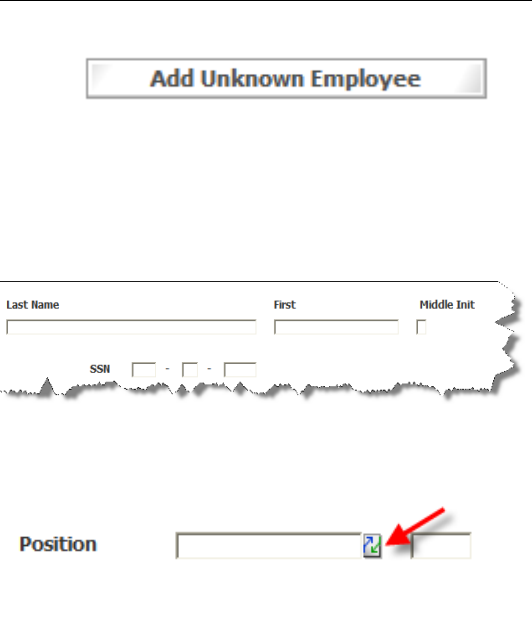
Step 1	Adding a Position Code
	<p>“Current employee” means a person who already has an employee number in our HR system, whether or not currently employed at your location.</p> <p>To add an additional assignment/position code to a current employee, enter his/her employee number in the <b>Employee</b> field.</p> <p>Enter the new/additional employee position code in the <b>Position</b> field or search for the position code by clicking on the Drill Around button (  ) next to the field (see step 2 below).</p> <p>Click on the <b>Add Emp/Position</b> button.</p> <p>The status bar at the bottom of the screen will indicate: “Confirm EE (#), position (#), click again!”</p> <p>Click on the <b>Add Emp/Position</b> button <u>AGAIN</u> to add.</p> <p>The status bar at the bottom of the screen will indicate: “POSITION added - click INQUIRE to continue.”</p> <p>Click <b>Inquire</b> to refresh the screen, then enter time and/or leave for that employee/position code.</p>
Step 2	Position Code Search/Drill Around Function
	<p>After clicking on the Drill Around button (  ), a Drill Around -- Web Page Dialog window will open.</p> <p>To search for a position code, click on the <b>Search</b> button.</p> <p>A Search - Web Page Dialog window will open.</p> <p>Select <b>Find</b> or <b>Filter</b> under <b>Perform:</b> at the top of the window. <i>Select <b>Find</b> to display the <u>first</u> occurrence of the search criteria or <b>Filter</b> to display <u>all</u> occurrences of the search criteria.</i></p>

	<p>Select and enter your search criteria from the drop down and empty fields, then, depending on your <b>Perform:</b> selection, click <b>Find</b> or <b>Filter</b> to begin your search.</p> <p>Click on the appropriate position code.</p> <p>The code will be inserted into the <b>Position</b> field.</p>
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## Adding an Unknown Employee (ZE49.1)

### Step 1

### Adding an New Employee




The screenshot shows a button labeled "Add Unknown Employee" at the top. Below it are input fields for "Last Name", "First", and "Middle Init". Underneath these is an "SSN" field with a format of [ ] - [ ] - [ ]. At the bottom is a "Position" field with a "Drill Around" icon (a magnifying glass over a document) to its right, which is highlighted with a red arrow.

Employees not yet in the system (no employee number) can be added by clicking on the **Add Unknown Employee** button in the appropriate Salaried or Hourly Time Entry screen.

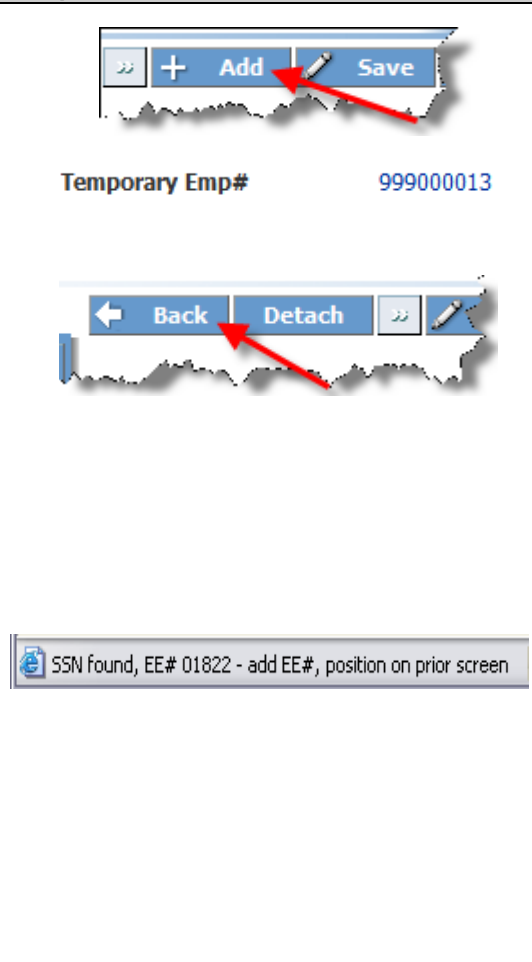
The Unknown Employee (ZE49.1) screen will open.

Type the new employee's last name, first name, middle initial, and social security number in the corresponding fields.

Type the position code in the **Position** field or search for the position code by clicking on the Drill Around button (  ) next to the field (see step 2 under the previous section for instructions).

### Step 2

### Adding a New Employee - Final Step




The screenshot shows a toolbar with "Add" and "Save" buttons, with a red arrow pointing to "Add". Below this is the "Temporary Emp#" field displaying "999000013". Another toolbar shows "Back" and "Detach" buttons, with a red arrow pointing to "Back". At the bottom, a status bar displays the message: "SSN found, EE# 01822 - add EE#, position on prior screen".

After entering the data for all fields on the Unknown Employee screen, click the **Add** button.

A Temporary Emp # will be assigned.

Click the **Back** button to return to the Time Entry screen.

Use the Drill Around button (  ) next to the **Employee** field to quickly find your new employee/position. Click **Inquire**. Enter data as usual.

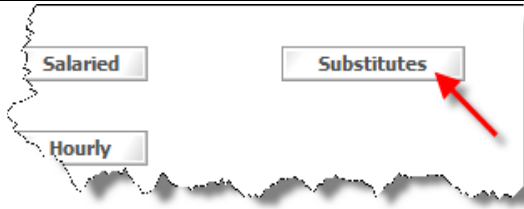
*If the social security number already exists, a message with the correct Employee # will appear in the status bar.*

*Make note of the employee number, and see the previous section, "Adding a new or additional Position Code to a Current Employee".*

## Entering Substitute Time Worked (ZE47.1)

### Step 1

### Accessing the Substitute's Time Entry Screen

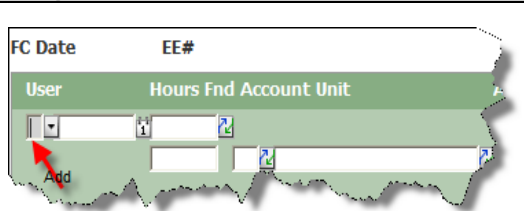



Click on the **Substitutes** button.

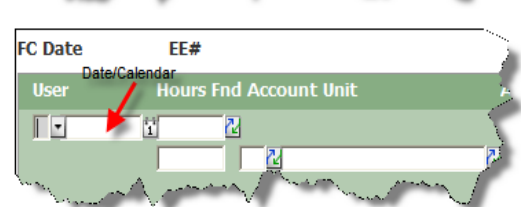
The Substitute Time Entry screen (ZE47.1) will open.


### Step 2

### Entering the Date and Substitute's Employee Number

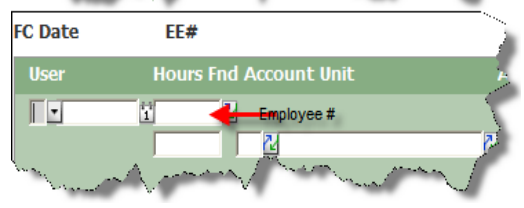



To enter a substitute's time worked, click on the Drop Down Menu (  ) under the **FC** heading. Then click **Add**.



Click on the **Calendar** button (  ) under the **Date** heading to open the calendar, then click on the date the substitute worked.

The date will be inserted into the Date field box.




Enter the substitute's employee number under the **EE#** heading or search for the employee number by clicking on the Drill Around button (  ). (See next step for Drill Around instructions)

### Step 3

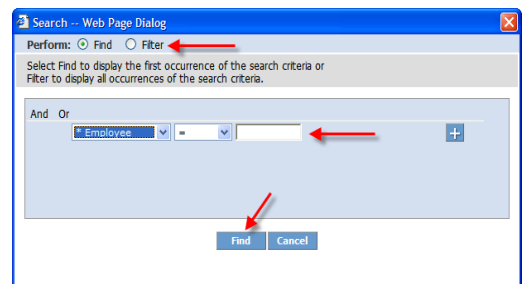
### Using the Drill Around Function



Clicking on the Drill Around button (  ) will open a Drill Around -- Web Page Dialog window.

To search for an employee, click the **Search** button.



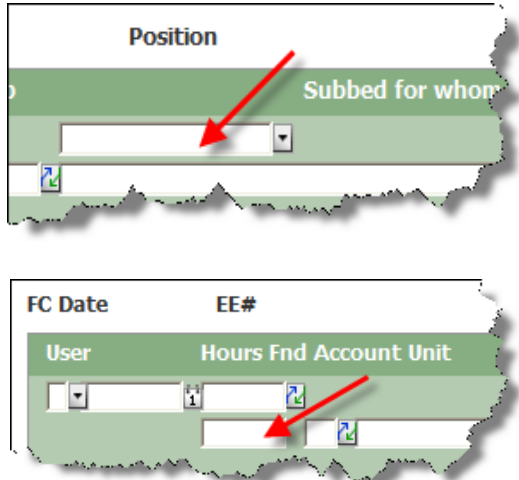

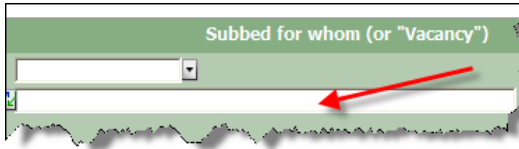

A Search - Web Page Dialog window will open.

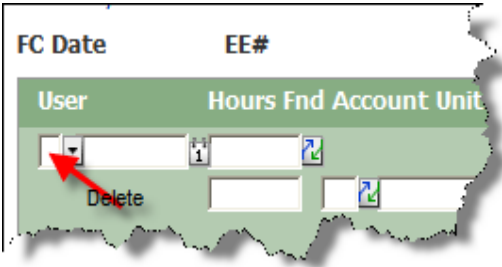
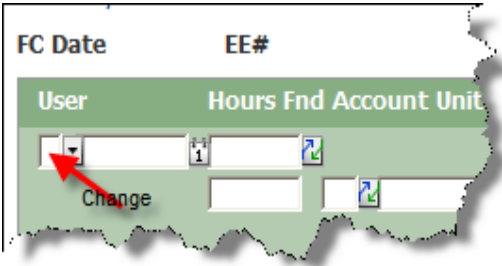




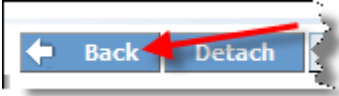

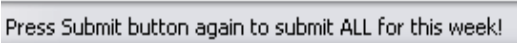


Select **Find** or **Filter** under **Perform:** at the top of the window. *Select **Find** to display the first occurrence of the search criteria or **Filter** to display all occurrences of the search criteria.*

Select and enter your search criteria from the drop down and empty field boxes, then, depending on your **Perform:** selection, click **Find** or **Filter** to begin your search.

Click on the appropriate **Employee #** or **Employee Name**.

	<p>The employee number will be inserted into the EE# field and the substitute's name will appear next to the EE# field on the Substitute Time Entry screen (ZE47.1).</p>
<p><b>Step 4</b></p>	<p><b>Entering the Account Code to Charge a Substitute's Time</b></p>
	<p>Enter the account code in the <b>Fnd</b>, <b>Account Unit</b>, and <b>Acct-Sub</b> fields, or use the Drill Around button (  ) to verify or search for the appropriate code (see prior step on how to use Drill Around).</p>
<p><b>Step 5</b></p>	<p><b>Selecting the Substitute Position/Entering Hours</b></p>
	<p>Click on the Drop Down Menu (  ) under the <b>Position</b> heading and select the appropriate position for the substitute.</p> <p>In the <b>Hours</b> field, enter the time the substitute worked that particular day in the position selected above.</p> <p><i>Teacher subs and KCare subs only: enter .5 for a half-day, or 1.0 for a full day.</i></p> <p><i>All other subs: enter the number of hours worked.</i></p>
<p><b>Step 6</b></p>	<p><b>Entering Subbed for Whom/Vacancy</b></p>
	<p>In the field under the heading <b>Subbed for Whom (or "Vacancy")</b>, type the name of the absent employee (the one needing the sub). Type "Vacancy" if the sub was working in a vacant position. Type a short description if the sub was working as needed for a specific project.</p>
<p><b>Step 7</b></p>	<p><b>Saving Entries</b></p>
	<p>Click the <b>Save</b> button after each row or page, or before exiting the Substitute Time Entry screen.</p> <p>Review the status bar at the bottom of the screen to ensure that all entries are complete and correct and that entries saved successfully.</p>

Step 8	Deleting and/or Changing Entries
 	<p>To <u>Delete</u> an entry made in the Substitute Time Entry screen, click on the Drop Down Menu (  ) under the <b>FC</b> heading. Then click <b>Delete</b>.</p> <p>Click the <b>Save</b> button.</p> <p>-----</p> <p>To <u>Change</u> an entry made in the Substitute Time Entry screen, click on the Drop Down Menu (  ) under the <b>FC</b> heading. Then click <b>Change</b>.</p> <p>Make the appropriate changes to the relevant fields.</p> <p>Click the <b>Save</b> button.</p>

Submitting Hours and Leave - Final Submittal to Payroll	
Step 1	Submitting Hours and Leave to Payroll
    	<p>When you are finished entering all your information and you have reviewed your data, you are ready to submit your final data to Payroll.</p> <p>Return to the Time Entry Splash screen (ZE40.1) by clicking on the <b>Back</b> button.</p> <p>Enter your location code in the <b>Location to</b> field near the bottom of the screen.</p> <p>Click the <b>Submit</b> button.</p> <p>The status bar at the bottom of the screen will display "Press Submit button again to submit ALL for this week!" and the word "YES" will appear to the right of the location code field box.</p> <p>Click the <b>Submit</b> button <u>again</u>.</p> <p>The status bar at the bottom of the screen will display "Time Records for this week and location submitted!"</p> <p>Run the "Timesheet Detail Review" report again. Print, sign, and turn in to the Payroll Office.</p>

