## Introduction to Payroll Entry

- This manual provides information needed to enter payroll for each location.
- This manual replaces any other Payroll Manual you may have at your location.
- As you review this manual, please make note of any questions you may have and feel free to contact your payroll specialist. A list of specialists is provided at the end of the manual and on the payroll website.


## Lawson Payroll Training Manual

1. Introduction to Payroll Entry
2. PS33 (Payroll Entry)
3. Employee Reference Screens

HR11 (Employee)
ZE11 (Employee Contract)
LP65 (Employee Plan Balance Inquiry)
LP60.2 (Employee Event Inquiry)
LP64.3 (Employee Transaction Detail Balance Inquiry)
PS11 (Employee Annual Salary Summary)
4. Dashboard Reports
5. Glossary \& Contacts
6. Additional Resources

## LAWSON Payroll

- When using the SmartFind system, daily absences will not be entered by the Timekeeper.
- SmartFind will upload time records to PS33.
- For instructions on SmartFind, please refer to the Payroll BOPM.
- Effective August 1, 2011, TRS implemented a new work day eligibility policy that impacts our time keeping procedure.
- Each employee that contributes to TRS will receive TRS credit for each day they work, over and above their normal contract days which includes:
- Extended Year and hours worked on NonWorking Days and Holidays.
- This reporting change will result in payroll entry procedure changes.


## For Active Full Time Employees

All time cards (non-exempt) and time records (exempt) must show the actual day and hours worked

## For Lawson Entry

* Additional hours and Overtime hours worked Monday - Friday, will be entered as a weekly total on the Friday of that week.
* An entry must be made if hours are worked on a non-working day.
* All one time pays must be entered for the day they are worked; cannot enter lump sum for the week.
* Upload spreadsheets are available for use when entering the daily hours worked.


## For Temporary Employees

$>$ The actual hours and days worked must be entered daily; cannot enter lump sum for the week.
>Upload spreadsheets are available for use when entering the daily hours worked.

## Logging onto PS33

- Open Lawson by typing pisdlawson into the internet explorer address bar.
- The payroll $\log$ in is: XXXPRTIME (enter your location code for the X's).
- Look at the upper right hand corner of the screen, it should read: Welcome, Payroll SpeedEntry.
- If you cannot log on or you do not have Welcome, Payroll SpeedEntry on your screen, please email Sabrina Howe (showe@pasadenaisd.org).


## PS33 PISD TIMERECORDSPEED ENTRY

This is the only screen you will have access to using the PRTIME $\log$ in credentials.


## Enter 863 in the company box. You will always use this company number for Payroll entry.

## LAWVON" PISD TIMERECORD Speed Entry (PS33.1)

Home PISD T...
Data Directory

1) Company: 863
2) Batch Nbr:

o You will manually enter your batch number. Each payroll cycle will have a different batch number that is provided on the Payroll Check-off Sheet.
o Click the INQUIRE button at the top of the page.
o Select F/C Add for all entries during the pay period.
o Enter the employee number located on the time card.
o Verify the name in Lawson is the name on the time card.

- At the pay code drop down box, you will see a list of Board approved pay codes and they must be used as intended.
- It is important that you select the correct pay code for the work the employee has performed.
- Please Note: Pay codes have a corresponding rate assigned. Do not enter a rate/amount unless instructed by your payroll specialist.
- If you do not find an appropriate pay code, please contact your payroll specialist.
- Reminder: Paraprofessionals working any hours unrelated to their normal duties should be paid using a board approved one-time pay code. If the job is related to their normal daily duties you will pay them at the additional or overtime rate.
o Enter an employee's absence, overtime, one-time pays and additional pay.
- Enter the time record date. For overtime or additional time pay, use Friday to enter those hours earned for the week.
- Any hours worked on a Non-Working day, must be entered on the date worked.
- Per policy the PISD work week is Monday through Sunday.
- All entries, excluding absences, will require an expense account and an activity number located under the Expenses tab at the bottom of the page. After all entries have been completed for this screen, click Enable at the top of the page. If more than one page of entries is necessary, highlight the first F/C box, use Shift/Control/K to clear the page. (Do not type over previous entries.)
- Watch the lower left of the screen for error messages. If you have an error, please review the PS33 Validation Rules (located on the Payroll BOPM). If the expense account or activity code have not been activated, you will need to contact one of the accountants.


## LAWSON ${ }^{\text {² }}$ PISD TIMERECORD Speed Entry (PS33.1)

Welcome, Connie Wheeler - Your current Productline is TRAIN

| ps33 |
| :--- |
| Home PISD T... |
| Data Directory |
| 1) Company: 863 |
| 2) Batch Nbr: |



## Comp Time

## Board Policy states that Comp time must be used before Local or State leave. Please refer to policy DEC (local).

- Earned hours for comp time are entered as a negative number using pay code 210.
- Hours used for absences are entered as a positive number also using pay code 210.
- The maximum of 60 hours of compensatory time can be accrued.
- Compensatory time shall be used within the duty year in which it is earned.
- If a non-exempt employee achieves the maximum accrual, resigns, retires, or is discharged at a time when he or she has a balance of unused compensatory time off, the employee will be paid for the unused compensatory.


## Paying Comp Time

- If an employee chooses to be paid for accrued comp time, two entries are required on PS33.
- The first entry will be a positive number using pay code 210 to deduct the hours requested to be paid.
- The second entry will be the positive number displayed in the overtime box on the employee's time card using pay code 213.


## Non-Exempt Trade Time

- Trade days may not be earned after an employee's scheduled start date.
- Employees who are scheduled to work 240 days are not eligible for trade time.
- Earned hours for trade time are entered as a negative number using pay code 204.
- Hours used for absences are entered as a positive number also using pay code 204.


## Exempt Trade Time

- Prior written approval from the appropriate Associate Superintendent for specific dates must be obtained for any trade time that may be requested for any employee.
- Trade time for teachers should only be requested for special training or staff development.
- Professional Employees should work their scheduled number of duty days during the school year.


## PS33 Corrections

- Open the PS33 screen, enter your company number, batch number, and click the Inquire button.
You may have multiple entries on your screen; select the entry you need to correct.

At the F/C box, select Change or Delete.
Tab to the area that needs correction. ex: date, pay code, hours, expense account, and/or activity account. Make the correction.

- Click Enable. Verify the correction has been made.
- Sometimes, the Change function does not correct the area you need to correct. In that case, you will need to delete the entry and re-enter the correct information.

|  | Week-1 | Week-2 | Week-3 |
| :---: | :---: | :---: | :---: |
| Comp Time Opening Balance | 6.00 | 6.00 | 2.00 |
| Comp Time Earned | 6.00 | 4.50 |  |
| Additional Straight Hours |  |  |  |
| Comp Time Used |  | 4.00 |  |
| Hours to Pay | 6.00 | 4.50 |  |
| Comp Time Ending Bal. | 6.00 | 2.00 | 2.00 |
| Additional Hours to Pay |  | 4.00 |  |
| Hours to Dock |  |  |  |
| Overtime Hours Paid @ 1.5 | 4.00 | 3.00 |  |
| Comp Time |  | (4.00) |  |

As the timekeeper, you will enter the yellow box. The employee earned 4 hours of additional time. The employee entered 4.5 hours to pay in the gray box which the time card formula converted to 3.0 hours of overtime. The 4.00 hours in Comp Time are Red to remind you to enter the 4 hours of used comp time.

|  | - |
| :--- | ---: |
|  | 0.00 |
| Trade Day Opening Balance TimerOvertime Esrned for week |  |
| Trade Dayz Esrned | 8.00 |
| Trade Dayz Used | 0.00 |
| Trade Dayz Ending Balance | s.00 |

Enter any earned Trade Days Earned If the Trade Day Used absence is not in SmartFind, you will also enter the used hours.

## Upload Spreadsheet Example

| PAYROLL | FOR | \#\#\|\#\# - \#\#/\#\#|\#\# |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Wompany <br> f22 | Batch <br> f24 | Employee \# f29 | $\begin{aligned} & \text { FC } \\ & \mathrm{f} 32 \end{aligned}$ | Hours <br> f33 | $\begin{gathered} \text { Pay Code } \\ \mathrm{f} 34 \end{gathered}$ | DATE f36 | Amount f37 | Company f56 | Accounting Unit f57 | Exp Account f58 | Activity Code f60 | Sub Activity f61 |
| 863 | 14XXX | 123456 | A | 3.5 | 328 | 8/26/2011 |  | 199 | 11.XXX.099.XXX | 6118 | 199.000.999.PAYR | 6118 |
| 863 |  |  | A |  |  |  |  |  |  |  |  |  |
| 863 |  |  | A |  |  |  |  |  |  |  |  |  |
| 863 |  |  | A |  |  |  |  |  |  |  |  |  |
| 863 |  |  | A |  |  |  |  |  |  |  |  |  |
| 863 |  |  | A |  |  |  |  |  |  |  |  |  |
| 863 |  |  | A |  |  |  |  |  |  |  |  |  |
| 863 |  |  | A |  |  |  |  |  |  |  |  |  |
| 863 |  |  | A |  |  |  |  |  |  |  |  |  |

You will use 863, as the company for payroll entry. Complete all other fields, except the amount column. Be sure you enter the accounting unit separately as shown. You must include the decimal point for both the accounting unit and the activity code. Please use the upload spreadsheet that is on the Payroll BOPM.

## Previous Pay Period Corrections

For example: Employee John Doe was entered on August 26, 2011 for 8 hours of Staff Development. He came to you on September 6, 2011 and told you that he didn't attend the workshop because of personal illness.

1. Once you have corrected the SEMS/Smartfind system and completed your verification process, you will need to make the correction on PS33.
2. Open the PS33 screen enter your company number, the batch number and click the Inquire button:
a) In the F/C box, select Add.
b) Enter John Doe's employee number.
c) Enter the date of the original entry absence.
d) Enter the code of the original entry absence.
e) Enter -8.00 (negative 8).
f) Next Line: F/C box, select Add.
g) Enter John Doe's employee number.
h) Enter the date of the absence.
i) Enter the correct pay code (personal illness).
j) Enter 8.00
k) Click Enable and verify the correction has been made.

## IMPORTANT

XXXPRTIME log is only for $\mathrm{PS}_{33}$
To go to another screen in Lawson (HRı1, ZE11, LP6o, RQ1o, PSı1, etc.)
You must open another Lawson window using your normal log in.

## Lawson Reference Screens

- HRir INQUIRY ONLY
- ZE11 EMPLOYEE CONTRACT
- LP65 EMPLOYEE PLAN BALANCE
- LP6o.2 EMPLOYEE EVENT INQUIRY
- LP64.3 EMPLOYEE TRANSACTION DETAIL INQUIRY
- PSi1 EMPLOYEE ANNUAL SALARY SUMMARY


## HR11 Inquiry Only

Use this screen to access the following employee information: home address, pay, hire date, assignment, and much more useful data.


## ZE11 Employee Contract

- The contract year equals the last year of the school year calendar.
- The Amount Tab shows the annual contract salary; the Account Tab will show the account and activity code for the employee; the Pay Tab will show the daily rate and the gross amount per check.
- Use the Next button to see additional contracts for the employee. Stipends: Bilingual; Special Education, Coaching, Team Leader , etc.



## PS11 Employee Annual Salary Summary

This screen displays all of an employee's contracts for the year specified. Some employees may have numerous contracts, use the PAGE DOWN feature to see all contracts for an employee.


## LP65 Employee Plan Balance Inquiry

- This screen shows the total leave balances for the employee since the last payroll cycle.
- After your payroll cut-off, leave balances will not be updated until you receive your new Payroll Check-Off Sheet.



## LP60.2 Employee Event Inquiry

This screen allows searches by the type of absence, a particular date of absence, a day of the week, etc.


## LP64.3 Employee Transaction Detail Balance

- This screen lists the individual transactions of absence history with a running balance.
- Enter the employee number and then click the NEXT button at the top of the page. This will pull up the first absence plan for the employee.
- Click INQUIRE button on the far right and select PAGE DOWN / PAGE UP to see more absences in the same plan.
- Clicking NEXT will advance the screen to the additional absences plans.

LAWS N
Employee Transaction Detail Balance Inquiry (LP64.3)

| Home |
| :--- |
| My Shortcuts |
| Requisitions |
| Receiving |
| Receiving adjustments |
| Commitment adjustments-GL |
| Non Standard Purchase |
| Petty Cash Checking |
| Check Reconciliation |
| Deposits |
| Employee Self-Service |
| PISD Bookmarks |



## Dashboard

The DASHBOARD offers many different reports for your review. A few are listed below.

Mandatory Reports<br>Payroll Time Records Report (after PS33 payroll entry) Non-Rolling Leave Report

Other Reports

Labels for your Employees
Leave Summary w/ Running Balance
Account Distribution by Employee
Account Distribution by Account

- To create a shortcut for your dashboard, click on the small calendar at the right of Schools/Departments, select "set as front page", confirm.
- The Schools/Departments page will now be your "home" page for Lawson Reporting.
- This is an example of what your Schools/Departments screen should look like:



## Payroll Time Records Report



This report is mandatory. The timekeeper is required to verify all payroll entries for the current pay period before the cut-off date. The report captures all SmartFind entries, PS33 entries, and upload spreadsheets.
$>$ Run Type: Accounting Organization (Org. or Resp.)
>Location/Batch Number: XXX

## Leave Summary With Running Balance



This report will show the balance and itemized transactions of each leave plan for an employee. You will enter the employee id number and the fiscal year. The fiscal year is the last year of the school year.

## Non-Rolling Leave Plan Balances



Initial mandatory review after Spring Break. Enter location or employee id number and set balance parameter. Yes is the default and will show leave plans with a zero balance.

## Pav Code Totals



This report will assist you with your budget reports. Enter location number, pay code(s) you need to review, set your date parameter, and click OK.

## REMEMBER: BOPM

The Business Office Procedure Manual is a valuable tool for account code research and business office procedures.
The PAYROLL BOPM includes payroll specific reference materials that can answer many of your questions.


From the PISD Home Page, click Departments.

Select Accounting to get to the BOPM

| District |  | Our District | Superint | /Administration | School Board | Board Policy | Departments |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Welcome Pasadena Independent School... > Microsites > Departments List |  |  |  |  |  |  |  |
| Departments List |  |  |  |  |  |  |  |
| Contact Us | Accounting |  |  | 713.740 .0012 |  |  |  |
| Search | Administrative Services |  |  | 713.740 .0027 |  |  |  |
| District Calendar | Advanced Academics |  |  | 713.740 .0104 |  |  |  |
| District News - Spanish | Alternative Teacher Certification Program |  |  | 713.740 .0029 |  |  |  |
| Departments List | Athletic Office |  |  | 713.740 .0837 |  |  |  |
| 2009-2010 District Calendar PDF | Athletic Ticket Office |  |  | 713.740 .0841 |  |  |  |
|  | Attorney |  |  | 713.920 .4640 |  |  |  |
| Pasadena ISD Regulations | Bilingual/ESL |  |  | 713.740 .0065 |  |  |  |
|  | Business and Finance |  |  | 713.740 .0023 |  |  |  |
| Flash District Album | Child Nutrition Services |  |  | 713.740 .0146 |  |  |  |
| What's New | Communications/Printing |  |  | 713.740 .0186 |  |  |  |
| School Phone Numbers | Curriculum and Instruction |  |  | 713.740 .0055 |  |  |  |
| School Phone Numbers | Career and Technical Education |  |  | 713.740 .0802 |  |  |  |
|  | Credit Union |  |  | 281.487.9333 |  |  |  |
|  |  | en | IC\| | the | OK |  |  |



## You can search any of the sections of the book for help with business office procedures.

## Business Office Procedure Manual

```
Account Codes
Fund
Function
Object
Sub-Object
Organization/Campus
Fiscal Year
Program
Responsibility
Textbook Codes
Student Parking Lot Codes
Athletics
Laundry Fees-P/E Codes
Fine Arts
Other Department Vending Codes
Budget Code Mapping Rules - Lawson
Function-Object Accounting Matrix
Donations for Hurricane Katrina
Inventory/Fixed Assets
Asset Categories
New Acquisitions
Asset Templates
Procedures
Inventory Contacts
Inventory Reports
Inventory Transfers
Donations & Gifts
IAT Form
Catalog# List
Reimbursements
```

Accounts Payable
Department Contact List
Check Writing Schedule
Support Documentation
Sales Tax
Additional Signatures Required
Receiving Reports
Form to Add New Lawson Vendor

Activity Funds
Fund Raising-Sales Tax
Susan Komen T-shirt Sales

Cashier's Office
Check Policy
Money Handling Procedures
Employment Verification

Contract Services
Professional Services
Consulting Services
Employee or Contractor?
Sample Consultant Contract (Personal Services)

Purchasing
Department Contact List
Purchasing Services
Purchasing Guidelines Approval to Sign Contracts
Sole Source/Copyright Items Filling Out a Purchase Requisition
Receiving Reports

Accounting
Sam's \& Walmart
Grants
MAC-Medicaid
Donations
Employee \& Student Gifts-Awards Raffles

## Budget

Monitoring Budget Balances Accessing the New Year Budget Coordination of Various Funds

Excel Accounting Program
Instructions
Sample Excel Accounting Sheets

## Payroll

Department Contact List
Direct Deposit us, Live Checks
Payroll Cycle Schedule
Paycheck Sample
Payroll Deductions
Early Payoff: Resign or Retire
Time and Absence Procedures PowerPoint
Absence Increments
One-Time Pay Codes
PS33 Validation Rules
Pay Codes for Absenteeism
Overtime/Compensatory Time
Trade Days
Work Day Hours

## Payroll BOPM Select Payroll from the Department List

```
S
Sabrina Howe, Payroll Supervisor
Training for Non-Exempt (PDF)
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```



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Payroll BOPM
Click here for payroll related procedures

Employee Self-Service Video for Substitutes-New


