

## PACS Web

Company  Montgomery Cnty Public Sch  
Location  Ritchie Park Elementary Sch  
Pay Period End Date  Start 03/15/08

FC Attendance Type	Status	FC Attendance Type
<input type="checkbox"/> Professional Employees	Posting	<input type="checkbox"/> ECA 1 Activities
<input type="checkbox"/> Supporting Services	Posting	<input type="checkbox"/> Outdoor Educa
<input type="checkbox"/> Temporary Part Time	Posting	<input type="checkbox"/> ECA 3 Activities
<input type="checkbox"/> Long Term Sub Teachers		<input type="checkbox"/> Professional Wor
<input type="checkbox"/> Short Term Sub Teachers	Posting	<input type="checkbox"/> Tier 1 Training
<input type="checkbox"/> Class Coverage		<input type="checkbox"/>
<input type="checkbox"/> Summer Employment		<input type="checkbox"/>

## Introducing PACS Online!

*Same Lawson Product!  
New Lawson Look!*



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850 Hungerford Drive  
Rockville, Maryland 20850

Employee and Retiree Service Center  
7361 Calhoun Place, Suite 190  
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## Payroll Attendance and Collection System

**LAWSON**

User name

Password

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**Summer 2009**

# Introducing PACS Web



To begin, you will need to open Internet Explorer and type in **http://hris** to get started. Otherwise, you can use the icon which will appear on your school menu.

Your login information is your **OUTLOOK** username and your **OUTLOOK** password. You do not need to remember a separate Lawson password anymore!

Once you login, you will see a Welcome screen. To access the **Payroll Attendance Selection** or **PACS** menu screen that you have seen in the past, click on the PACS Menu link in the Navigation Area on the left-hand side of the screen. As before, you will see all of the functions available, but some may have moved. To get started, click on **Fill Defaults** from the toolbar.



**NOTE: The ENTER key will no longer fill in the default values.**

Just as before, you will use the FC column, along with the **Details** and **Attendance Release** buttons to move to the data entry screens.

## POSTING HOURS

Once you enter the posting screens, the process of data entry has not changed. The only difference will be the location and appearance of the toolbar buttons.



As always, you will use the **Inquire** button to load existing information from the database, and the **Change** button to post updates. Just as in the prior version, you will see screens for:

- Professional Employees;
- Supporting Service;
- Temporary Part Time;
- Long Term Sub Teachers;
- Short Term Sub Teachers;
- Class Coverage;
- Summer Employment;
- ECA 1 Activities;
- Outdoor Education;
- ECA 3 Activities;
- Professional Workshops; and
- Tier I Training.



Related Forms

Payroll Attendance Selection (MM60.1)

Attendance Release (MM68.1)

To return to the PACS menu, click on the **Related Forms** button on the far right-

hand side of the screen, and select **Payroll Attendance Selection (MM60.1)**

One additional note: The ClearAll and NoPrefill options are available under the new Special Actions button.



## ATTENDANCE RELEASE

Once the attendance for staff members has been posted, you will need to release the information. This is done from the **Attendance Release** screen as before. The only difference is that **Release/Unrelease** functions are now listed under the **Special Actions** button on the **Attendance Release** screen.



## PRINTING

Since PACS is now web-based, you will use the **Print** command within Internet Explorer to print out anything on screen. Simply go to **File** and **Print**.

NOTE: You may need to change your page layout to **Landscape** to fit all of the text.

