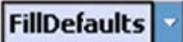


3.1 Quick Guide – Professional Attendance

This chapter is divided into two sections. The first section provides a quick guide for posting Professional (PRF) to the Payroll Attendance Collection System. The second section provides instructions for viewing and releasing attendance.

Post Professional Attendance

MM60.1, Payroll Attendance Selection form.

Step 1	Set the pay period and location.
	Click on FillDefaults in the Form Action Box to set the default location.
-OR-	To post to a different location, change the form as follows:
Location	Enter the location number or select from the drop down menu.
	Click on the Inquire icon.

Step 2	Transfer to the Professional & Supporting Services Time Entry form.
FC	Enter 'X' next to the Professional Employees attendance type and click on the Detail button.

MM61.1, Professional & Supporting Services Time Entry form.

Step 3	Select employee and assignment.
Employee	Enter the employee's number or click on the drop down and select Search to find the employee. Refer to "Locate an Employee Using Search" in the Appendix.
Position	Enter the assignment in the position field or select from the drop down menu.
	Click on the Inquire icon.

\$ Note: The **Next** and **Previous** icons scroll through the employees and their assignments in order. Use this approach when you want to access employees and employee's positions sequentially.

Step 4	Change the Fill Option, if necessary.
	To remove the system's prefilled hours, click on the Special Actions icon and select NoPrefill .

Step 5	Post absence hours for the attendance. For NoPrefill option, post hours worked (REG) as well as absences.
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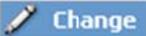
Add hours to a new pay code. Enter the following:	
FC	A
Pay Code	Enter the appropriate pay code or select one from the drop down menu.
Wk1 and Wk2 hours input fields	Enter hours for the pay code.

3.1 Quick Guide – Professional Attendance

Add or change hours on an <i>existing</i> pay code.	
FC	C
Pay Code	Important: Do not change the data in this field.
Wk1 and Wk2 hours input fields	<ul style="list-style-type: none"> • Enter hours on blank days. • Write over hours on days that need to be changed. • Enter a zero when the hours should be removed for that day. • If the day is correct, leave as is.

Delete an existing pay code and the hours associated with it.	
FC	D
Pay Code	Important: Do not change the data in this field.
Wk1 and Wk2 hours input fields	Do not change the data in this field.

Step 6	Repeat Step 5 for each pay code to be reported or corrected.
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Step 7	Save the posted attendance.
	Click on the Change icon.

Step 8	Review message at bottom of form. Correct errors before moving on to the next step.
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Step 9	Repeat Steps 3 through 8 for each employee that you need to post.
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Step 10	Exit posting form. Perform one of the following:
Transfer to Release Form	Select Attendance Release (MM68.1) from the Related Forms drop down. Continue to the instructions for “View or Release Professional Attendance.”
Return to Selection Menu	Select Payroll Attendance Selection (MM60.1) from the Related Forms drop down or from the navigation bar.
Exit Lawson	Click on the [logout] on the top right hand corner of the form

3.1 Quick Guide – Professional Attendance

View or Release Professional Attendance

Step 1	Transfer to the Release Form. Perform one of the following based on the form that you currently are on.
From Payroll Attendance Selection (MM60.1)	Enter 'X' next to the Professional Employees attendance and click on the Attendance Release button.
From Prof & Supt Services Time Entry (MM61.1)	Select Attendance Release (MM68.1) from the Related Forms drop down.

MM68.1, Attendance Release form.

Step 2	Review the Professional Attendance.
Page Up/ Page Down	Use these keyboard keys to view additional pages of employee attendance.

Step 3	Correct attendance. If changes are necessary, correct as follows:
FC	Enter 'X' next to the employee/position that you want to correct.
	Click on the Inquire icon.
MM61.1	Make the correction as instructed in Step 5 of the "Post Professional Attendance" section. After the correction is made, click the ← Back icon on the top left hand corner of the detail form to return to the release form.
	Click on the Inquire icon to refresh the display and see your changes.

Step 4	Release the Attendance.
	Click on the Special Actions icon and select Release . If there are no errors, the message "Release job submitted (MM615)" will display on the message bar. If there are errors, return to step 3 to correct the attendance.

§Note: Attendance cannot be released until all records with an "*" in the ERR field have been resolved.

Step 5	Display status (optional).
	Click on the Inquire icon to see that the status has changed to "Released."

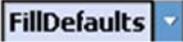
Step 6	Exit Release form. Perform one of the following:
Return to Selection Menu	Select Payroll Attendance Selection (MM60.1) from the Related Forms drop down or from the navigation bar.
Exit Lawson	Click on the [logout] on the top right hand corner of the form.

3.2 Quick Guide – Supporting Services Attendance

This chapter is divided into two sections. The first section provides a quick guide for posting Supporting Services (SSS) to the Payroll Attendance Collection System. The second section provides instructions for viewing and releasing attendance.

Post Supporting Services Attendance

MM60.1, Payroll Attendance Selection form.

Step 1	Set the pay period and location.
	Click on FillDefaults in the Form Action Box to set the default location.
-OR-	To post to a different location, change the form as follows:
Location	Enter the location number or select from the drop down menu.
	Click on the Inquire icon.

Step 2	Transfer to the Professional & Supporting Services Time Entry form.
FC	Enter 'X' next to the Supporting Services attendance type and click on the Detail button.

MM61.1, Professional & Supporting Services Time Entry form.

Step 3	Select employee and assignment.
Employee	Enter the employee's number or click on the drop down and select Search to find the employee. Refer to "Locate an Employee Using Search" in the Appendix.
Position	Enter the assignment in the position field or select from the drop down menu.
	Click on the Inquire icon.

\$Note: The **Next** and **Previous** icons scrolls through the employees and their assignments in order. Use this approach when you want to access employees sequentially.

Step 4	Change the Fill Option, if necessary.
	To remove the system's prefilled hours, click on the Special Actions icon and select NoPrefill .

Step 5	Post absence and/or overtime hours for the attendance. For NoPrefill option post hours worked (REG) as well as absences.
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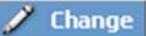
Add hours to a new pay code. Enter the following:	
FC	A
Pay Code	Enter the appropriate pay code or select one from the drop down menu.
Wk1 and Wk2 hours input fields	Enter hours for the pay code.

3.2 Quick Guide – Supporting Services Attendance

Add or change hours on an <i>existing</i> pay code.	
FC	C
Pay Code	Important: Do not change the data in this field.
Wk1 and Wk2 hours input fields	<ul style="list-style-type: none"> • Enter hours on blank days. • Write over hours on days that need to be changed. • Enter a zero when the hours should be removed for that day. • If the day is correct, leave as is.

Delete an existing pay code and the hours associated with it.	
FC	D
Pay Code	Important: Do not change the data in this field.
Wk1 and Wk2 hours input fields	Do not change the data in this field.

Step 6	Repeat Step 5 for each Pay Code to be reported or corrected.
---------------	---

Step 7	Save the posted attendance.
	Click on the Change icon.

Step 8	Review message at bottom of form. Correct errors before moving on to the next step.
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Step 9	Repeat Steps 3 through 8 for each employee that you need to post.
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Step 10	Exit posting form. Perform one of the following:
Transfer to Release Form	Select Attendance Release (MM68.1) from the Related Forms drop down. Continue to the instructions for “View or Release Supporting Services Attendance.”
Return to Selection Menu	Select Payroll Attendance Selection.(MM60.1) from the Related Forms drop down or from the navigation bar.
Exit Lawson	Click on the [logout] on the top right hand corner of the form.

3.2 Quick Guide – Supporting Services Attendance

View or Release Supporting Services Attendance

Step 1	Transfer to the Release Form. Perform one of the following based on the form that you currently are on.
From Payroll Attendance Selection (MM60.1)	Enter 'X' in the box next to the Supporting Services attendance type and click on the Attendance Release button.
From Prof & Supt Services Time Entry (MM61.1)	Select Attendance Release (MM68.1) from the Related Forms drop down.

MM68.1, Attendance Release form.

Step 2	Review the Supporting Services Attendance.
Page Up/ Page Down	Use these keyboard keys to view additional pages of employee attendance, if necessary.

Step 3	Correct attendance. If changes are necessary, correct as follows:
FC	Enter 'X' next to the employee/position that you want to correct.
	Click on the Inquire icon.
MM61.1	Make the correction as instructed in Step 5 of the "Post Supporting Services Attendance" section. After the correction is made, click the ← Back icon on the top left hand corner of the detail form to return to the release form.
	Click on the Inquire icon to refresh the display and see your changes.

Step 4	Release the Attendance.
	Click on the Special Actions icon and select Release . If there are no errors, the message "Release job submitted (MM615)" will display on the message bar. If there are errors, return to step 3 to correct the attendance.

§Note: Attendance cannot be released until all records with an "*" in the ERR field have been resolved.

Step 5	Display status (optional).
	Click on the Inquire icon if you want to see that the status has changed to "Released."

Step 6	Exit Release form. Perform one of the following:
Return to Selection Menu	Select Payroll Attendance Selection (MM60.1) from the Related Forms drop down or from the navigation bar.
Exit Lawson	Click on the [logout] on the top right hand corner of the form.

3.3 Quick Guide – Temporary Part Time Attendance

This chapter is divided into two sections. The first section provides a quick guide for posting Temporary Part Time (TPT) to the Payroll Attendance Collection System. The second section provides instructions for viewing and releasing attendance.

Post Temporary Part Time Attendance

MM60.1, Payroll Attendance Selection form.

Step 1	Set the pay period and location.
	Click on FillDefaults in the Form Action Box to set the default location.
-OR-	To post to a different location, change the form as follows:
Location	Enter the location number or select from the drop down menu.
	Click on the Inquire icon.

Step 2	Transfer to the TPT, SSE, and ECA 1 Time Entry form.
FC	Enter 'X' next to the Temporary Part Time attendance type and click on the Detail button.

MM62.1 TPT, SSE, ECA 1 Time Entry form.

Step 3	Select employee and assignment.
Employee	Enter the employee's number or click on the drop down and select Search to find the employee. Refer to "Locate an Employee Using Search" in the Appendix.
Position	Enter the assignment in the position field or select from the drop down menu.
	Click on the Inquire icon.

§Note: The **Next** and **Previous** icons scrolls through the employees and their assignments in order. Use this approach when you want to access employees sequentially.

Step 4	Prior Pay Period posting. Skip to Step 5 if you are not posting to a prior pay period.
Prior Pay Pd	Enter the end date of the prior pay period that you need to post.
	Click on the Inquire icon.

Step 5	Post hours as follows:
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Add hours to a new pay code. Enter the following:	
FC	A
Pay Code	Enter the appropriate pay code or select one from the drop down menu.
Wk1 and Wk2 hours fields	Enter hours for the pay code.

3.3 Quick Guide – Temporary Part Time Attendance

Add or change hours on an <i>existing</i> pay code.	
FC	C
Pay Code	Important: Do not change the data in this field.
Wk1 and Wk2 hours fields	<ul style="list-style-type: none"> • Enter hours on blank days. • Write over hours on days that need to be changed. • Enter a zero when the hours should be removed for that day. • If the day is correct, leave as is.

Delete an existing pay code and the hours associated with it.	
FC	D
Pay Code	Important: Do not change the data in this field.
Wk1 and Wk2 hours fields	Do not change the data in this field.

Step 6	Repeat Step 5 for each pay code to be reported or corrected.
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Step 7	Save the posted attendance.
	Click on the Change icon.

Step 8	Review message at bottom of form. Correct errors before moving on to the next step.
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Step 9	Repeat Steps 3 through 8 for each employee that you need to post.
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Step 10	Exit posting form. Perform one of the following:
Transfer to Release Form	Select Attendance Release (MM68.1) from the Related Form drop down. Continue to the instructions for “View or Release Temporary Part Time Attendance.”
Return to Selection Menu	Select Payroll Attendance Selection (MM60.1) from the Related Form drop down or from the navigation bar.
Exit Lawson	Click on the [logout] on the top right hand corner of the form.

3.3 Quick Guide – Temporary Part Time Attendance

View or Release Temporary Part Time Attendance

Step 1	Transfer to the Release Form. Perform one of the following based on the form that you currently are on.
From Payroll Attendance Selection (MM60.1)	Enter 'X' in the box next to the Temporary Part Time attendance type and click on the Attendance Release button.
From Temporary Part Time, ECA-1 and Summer Employment Time Entry (MM62.1)	Select Attendance Release (MM68.1) from the Related Forms drop down.

MM68.1, Attendance Release form.

Step 2	Review the Temporary Part Time Attendance:
Page Up/ Page Down	Use these keyboard keys to view additional pages of employee attendance, if necessary.

Step 3	Correct attendance. If changes are necessary, correct as follows:
FC	Enter 'X' next to the employee/assignment that you want to correct.
	Click on the Inquire icon.
MM62.1	Make the correction as instructed in Step 4 and 5 of the "Post Temporary Part Time Attendance" section. After the correction is made, click the ← Back icon on the top left hand corner of the detail form to return to the release form.
	Click on the Inquire icon to refresh the display and see your changes.

Step 4	Release the Attendance.
	Click on the Special Actions icon and select Release . If there are no errors, the message below will be displayed in the message box.

Attendance Released Successfully

§Note: Attendance cannot be released until all records with an '*' in the ERR field have been resolved.

Step 5	Display status (optional).
	Click on the Inquire icon if you want to see that the status has changed to "Released."

Step 6	Exit Release form. Perform one of the following:
Return to Selection Menu	Select Payroll Attendance Selection (MM60.1) from the Related Forms drop down or from the navigation bar.
Exit Lawson	Click on the [logout] on the top right hand corner of the form.

3.4 Quick Guide – Long Term Substitute Teacher Attendance

This chapter is divided into two sections. The first section provides a quick guide for posting Long Term Substitute Teachers to the Payroll Attendance Collection System. The second section provides instructions for viewing and releasing attendance.

Post Long Term Substitute Teacher Attendance

MM60.1, Payroll Attendance Selection form.

Step 1	Set the pay period and location.
	Click on FillDefaults in the Form Action Box to set the default location.
-OR-	To post to a different location, change the form as follows:
Location	Enter the location number or select from the drop down menu.
	Click on the Inquire icon.

Step 2	Transfer to the Long Term Substitute Teachers Time Entry form.
FC	Enter 'X' next to the Long Term Sub Teachers attendance type and click on the Detail button.

MM67.1, Substitute Teachers Time Entry form.

Step 3	Select employee and assignment.
Employee	Enter the employee's number or click on the drop down and select Search to find the employee. Refer to "Locate an Employee Using Search" in the Appendix.
Position	Enter the assignment in the position field or select from the drop down menu.
	Click on the Inquire icon.

§Note: Since the number of Long Term Substitutes is usually short, the best method to find the correct employee and assignment is to use the **Next** and **Previous** icons to scroll through the employees and their assignments in order.

Step 4	Post hours.
---------------	-------------

Add hours to a new pay code. Enter the following:	
FC	A
Pay Code	Enter the appropriate pay code or select one from the drop down menu.
Wk1 and Wk2 hours fields	Enter hours for the pay code.

Add or change hours on an <i>existing</i> pay code.	
FC	C
Pay Code	Important: Do not change the data in this field.
Wk1 and Wk2 hours fields	<ul style="list-style-type: none"> • Enter hours on blank days. • Write over hours on days that need to be changed. • Enter a zero when the hours should be removed for that day. • If the day is correct, leave as is.

3.4 Quick Guide – Long Term Substitute Teacher Attendance

Delete an existing pay code and the hours associated with it.	
FC	D
Pay Code	Important: Do not change the data in this field.
Wk1 and Wk2 hours fields	Do not change the data in this field.
Step 5	Repeat Step 4 for each pay code to be reported or corrected.
Step 6	Save the posted attendance.
	Click on the Change icon.
Step 7	Review message at bottom of form. Correct errors before moving on to the next step.
Step 8	Repeat Steps 3 through 7 for each employee that you need to post.
Step 9	Exit posting form. Perform one of the following:
Transfer to Release Form	Select Attendance Release (MM68.1) from the Related Form drop down. Continue to the instructions for “View or Release Long Term Substitute Teacher Attendance.”
Return to Selection Menu	Select Payroll Attendance Selection.(MM60.1) from the Related Form drop down or from the navigation bar.
Exit Lawson	Click on the [logout] on the top right hand corner of the form.

3.4 Quick Guide – Long Term Substitute Teacher Attendance

View or Release Long Term Substitute Teacher Attendance

Step 1	Transfer to the Release Form. Perform one of the following based on the form that you currently are on.
From Payroll Attendance Selection (MM60.1)	Enter 'X' in the box next to the Long Term Sub Teachers attendance type and click on the Attendance Release button.
From Long Term Sub Teachers Time Entry (MM67.1)	Select Attendance Release (MM68.1) from the Related Forms drop down.

MM68.1, Attendance Release form.

Step 2	Review the Long Term Substitute Teacher Attendance.
Page Up/ Page Down	Use these keyboard keys to view additional pages of employee attendance, if necessary.

Step 3	Correct attendance. If changes are necessary, correct as follows:
FC	Enter 'X' next to the employee/assignment that you want to correct.
	Click on the Inquire icon.
MM67.1	Make the correction as instructed in Step 4 of the "Post Long Term Substitute Teacher Attendance" section. After the correction is made, click the ← Back icon on the top left hand corner of the detail form to return to the release form.

Step 4	Release the Attendance.
	Click on the Special Actions icon and select Release . If there are no errors, the message "Release job submitted (MM615)" will display on the message bar. If there are errors, return to step 3 to correct the attendance.

\$Note: Attendance cannot be released until all records with an '*' in the ERR field have been resolved.

Step 5	Display status (optional).
	Click on the Inquire icon if you want to see that the status has changed to "Released."

Step 6	Exit Release form. Perform one of the following:
Return to Selection Menu	Select Payroll Attendance Selection (MM60.1) from the Related Forms drop down or from the navigation bar.
Exit Lawson	Click on the [logout] on the top right hand corner of the form.

3.5 Quick Guide – Short Term Substitute Attendance

This chapter is divided into two sections. The first section provides a quick guide for posting Short Term Substitute Teacher Attendance to the Payroll Attendance Collection System. The second section provides instructions for viewing and releasing attendance.

Post Short Term Substitute Teacher Attendance

MM60.1, Payroll Attendance Selection form.

Step 1	Set the pay period and location.
	Click on FillDefaults in the Form Action Box to set the default location.
-OR-	To post to a different location, change the form as follows:
Location	Enter the location number or select from the drop down menu.
	Click on the Inquire icon.

Step 2	Transfer to the Substitute Teachers Time Entry form.
FC	Enter 'X' next to the Short Term Sub Teacher attendance type and click on the Detail button.

MM63.1, Substitute Teachers Time Entry form.

Step 3 Load Thru Date	Check the Load Thru Date . This indicates when the last update of substitute attendance from the calling system took place. The date should be up to the current day. If it is not, you may want to wait until the attendance is loaded (usually after 1:00 pm).
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Step 4	Select employee and assignment.
Employee	Enter the employee's number or click on the drop down and select Search to find the employee. Refer to "Locate an Employee Using Search" in the Appendix.
Position	Enter the assignment in the position field or select from the drop down menu.
	Click on the Inquire icon.

§ Note: To find a Short Term Substitute Teacher attendance that has already been posted, use the **Next** and **Previous** icons to scroll through posted attendance.

§ Note: If the substitute went through the calling system and the hours are correct, you do not need to do anything to the attendance.

3.5 Quick Guide – Short Term Substitute Attendance

Step 5	Post hours as follows:
To post hours for a new day, enter the following on a blank line:	
FC	A
Pay Code	Enter appropriate Pay Code or select from the drop down.
Date 	Enter the date of the day for which the hours are being reported (or click on the calendar and select the date).
Hours	Enter the hours that the substitute worked for the teacher.
Sed/HSt	If the school is a special education school or the teacher being subbed for is a special education teacher, enter ‘S.’ If the teacher is a Head Start Teacher, enter ‘H.’
Teacher Employee ID	Enter the employee id of the teacher for whom the substitute teacher is substituting.
Sub Sys Job Id	Enter the Job Id from the Sub Calling System if you have one.

Change information on an <i>existing</i> detail line.	
FC	C
Pay Code	Important: Do not change the data in this field.
Date	May be changed, but cannot be blank.
Hours	Can be corrected.
Sed/Hst	S, H or blank
Teacher Employee ID	Can be changed.
Sub Sys Job ID	Can be corrected or left blank.

Remove a detail line.	
FC	D
Pay Code	Important: Do not change the data in this field.
Remaining fields	Do not change the data in these fields.

Step 6	Repeat Step 5 for each day to be reported or corrected.
---------------	--

Step 7	Save the posted attendance.
	Click on the Change icon.

Step 8	Review message at bottom of form. Correct errors before moving on to the next step.
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Step 9	Repeat Steps 4 through 7 for each employee that you need to post.
---------------	--

Step 10	Exit posting form. Perform one of the following:
Transfer to Release Form	Select Attendance Release (MM68.1) from the Related Form drop down. Continue to the instructions for “View or Release Short Term Substitute Teacher Attendance.”
Return to Selection Menu	Select Payroll Attendance Selection.(MM60.1) from the Related Form drop down or from the navigation bar.
Exit Lawson	Click on the [logout] on the top right hand corner of the form.

3.5 Quick Guide – Short Term Substitute Attendance

View or Release Short Term Substitute Teacher Attendance

Step 1	Transfer to the Release Form. Perform one of the following based on the form that you currently are on.
From Payroll Attendance Selection (MM60.1)	Enter 'X' in the box next to the Short Term Sub Teachers attendance type and click on the Attendance Release button.
From Substitute Teachers Time Entry (MM63.1)	Select Attendance Release (MM68.1) from the Related Forms drop down.

MM68.1, Attendance Release form.

Step 2	Review the Short Term Substitute Teacher Attendance.
Page Up/ Page Down	Use these keyboard keys to view additional pages of employee attendance, if necessary.

Step 3	Correct attendance. If changes are necessary, correct as follows:
FC	Enter 'X' next to the employee that you want to correct.
	Click on the Inquire icon.
MM63.1	Make the correction as instructed in Step 5 of the "Post Short Term Substitute Teacher Attendance" section. After the correction is made, click the ← Back icon on the top left hand corner of the detail form to return to the release form.
	Click on the Inquire icon to refresh the display and see your changes.

Step 4	Release the Attendance.
	Click on the Special Actions icon and select Release . If there are no errors, the message below will be displayed in the message box.

Attendance Released Successfully

\$Note: Attendance cannot be released until all records with an '*' in the ERR field have been resolved.

Step 5	Display status (optional).
	Click on the Inquire icon if you want to see that the status has changed to "Released."

Step 6	Exit Release form. Perform one of the following:
Return to Selection Menu	Select Payroll Attendance Selection (MM60.1) from the Related Forms drop down or from the navigation bar.
Exit Lawson	Click on the [logout] on the top right hand corner of the form.

3.6 Quick Guide – Class Coverage Attendance

This chapter is divided into two sections. The first section provides a quick guide for posting Class Coverage Attendance to the Payroll Attendance Collection System. The second section provides instructions for viewing and releasing attendance.

Post Class Coverage Attendance

MM60.1, Payroll Attendance Selection form.

Step 1	Set the pay period and location.
	Click on FillDefaults in the Form Action Box to set the default location.
-OR-	To post to a different location, change the form as follows:
Location	Enter the location number or select from the drop down menu.
	Click on the Inquire icon.

Step 2	Transfer to the Substitute Teachers Time Entry form.
FC	Enter 'X' next to the Class Coverage Attendance type and click on the Detail button.

MM63.1, Substitute Teachers Time Entry form.

Step 3	Select employee and assignment.
Employee	Enter the employee's number or click on the drop down and select Search to find the employee. Refer to "Locate an Employee Using Search" in the Appendix.
Position	Enter the assignment in the position field or select from the drop down menu.
	Click on the Inquire icon.

§ Note: To find a class coverage attendance that has already been posted, use the **Next** and **Previous** icons to scroll through posted attendance.

Step 4	Post hours.
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To post hours for a new day, enter the following on a blank line:	
FC	A
Pay Code	CLC (for Teachers & Substitutes) – IAC (for Instructional Assistants)
Date 	Enter the date of the day for which the hours are being reported. You can also click on the calendar icon to select the date.
Hours	Enter a maximum of 1 hour for Teacher/Subs – a maximum of 6.5 hours for Instr Assistants
Sed/HSt	If the school is a special education school or the teacher being subbed for is a special education teacher, enter 'S.' If the teacher is Head Start Teacher, enter 'H.'
Teacher Employee ID	Enter the employee id of the teacher being subbed for. (Not required). (Optional for Teachers/Subs – Mandatory for Instr Assistants)
Sub Sys Job Id	Enter the Substitute System Calling system's job id if known.

3.6 Quick Guide – Class Coverage Attendance

Change information on an <i>existing</i> detail line.	
FC	C
Pay Code	Important: Do not change the data in this field.
Date	May be corrected, but cannot be blank.
Hours	Can only be 1. Max 1 hour for Teachers/Subs – Max 6.5 hours for Instr Assistants
Sed/Hst	S, H or blank.
Teacher Employee ID	Can be changed.
Sub Sys Job ID	Can be corrected or left blank.

Delete a detail line.	
FC	D
Pay Code	Important: Do not change the data in this field.
Remaining fields	Do not change the data in these fields.

Step 5	Repeat Step 4 for each day to be reported or corrected.
---------------	--

Step 6	Save the posted attendance.
	Click on the Change icon.

Step 7	Review message at bottom of form. Correct errors before moving on to the next step.
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Step 8	Repeat Steps 3 through 7 for each employee that you need to post.
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Step 9	Exit posting form. Perform one of the following:
Transfer to Release Form	Select Attendance Release (MM68.1) from the Related Form drop down. Continue to the instructions for “View or Release Class Coverage Attendance.”
Return to Selection Menu	Select Payroll Attendance Selection.(MM60.1) from the Related Form drop down or from the navigation bar.
Exit Lawson	Click on the [logout] on the top right hand corner of the form.

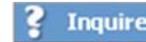
3.6 Quick Guide – Class Coverage Attendance

View or Release Class Coverage Attendance

Step 1	Transfer to the Release Form. Perform one of the following based on the form that you currently are on.
From Payroll Attendance Selection (MM60.1)	Enter 'X' in the box next to the Class Coverage attendance type and click on the Attendance Release button.
From Substitute Teachers Time Entry (MM63.1)	Select Attendance Release (MM68.1) from the Related Forms drop down.

MM68.1, Attendance Release form.

Step 2	Review the Class Coverage Attendance.
Page Up/ Page Down	Use these keyboard keys to view additional pages of employee attendance, if necessary.

Step 3	Correct attendance. If changes are necessary, correct as follows:
FC	Enter 'X' next to the employee that you want to correct.
	Click on the Inquire icon.
MM63.1	Make the correction as instructed in Step 4 of the "Post Class Coverage Attendance" section. After the correction is made, click the ← Back icon on the top left hand corner of the detail form to return to the release form.
	Click on the Inquire icon to refresh the display.

Step 4	Release the Attendance.
	Click on the Special Actions icon and select Release . If there are no errors, the message below will be displayed in the message box.

Attendance Released Successfully

\$Note: Attendance cannot be released until all records with an '*' in the ERR field have been resolved.

Step 5	Display status (optional).
	Click on the Inquire icon if you want to see that the status has changed to "Released."

Step 6	Exit Release form. Perform one of the following:
Return to Selection Menu	Select Payroll Attendance Selection (MM60.1) from the Related Forms drop down or from the navigation bar.
Exit Lawson	Click on the [logout] on the top right hand corner of the form.

3.7 Quick Guide – Summer Employment Attendance

This chapter is divided into two sections. The first section provides a quick guide for posting Summer Employment (SSE) to the Payroll Attendance Collection System. The second section provides instructions for viewing and releasing attendance.

Post Summer Employment Attendance

MM60.1, Payroll Attendance Selection form.

Step 1	Set the pay period and location.
	Click on FillDefaults in the Form Action Box to set the default location.
-OR-	To post to a different location, change the form as follows:
Location	Enter the location number or select from the drop down menu.
	Click on the Inquire icon.

Step 2	Transfer to the Temporary Part Time, ECA-1 and Summer Employment Time Entry form:
FC	Enter 'X' next to the Summer Employment attendance type and click on the Detail button.

MM62.1, Temporary Part Time, ECA-1 and Summer Employment Time Entry form.

Step 3	Select employee and assignment.
Employee	Enter the employee's number or click on the drop down and select Search to find the employee. Refer to "Locate an Employee Using Search" in the Appendix.
Position	Enter the assignment in the position field or select from the drop down menu.
	Click on the Inquire icon.

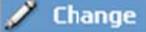
§ Note: The **Next** and **Previous** icons scrolls through the employees and their assignments in order. Use this approach when you want to access employees sequentially.

Step 4	Prior Pay Period posting. Skip to Step 5 if you are not posting to a prior pay period.
Prior Pay Pd	Enter the end date of the prior pay period that you want to post.
	Click on the Inquire icon.

Step 5	Post hours as follows:
---------------	-------------------------------

Add hours to a new pay code. Enter the following:	
FC	A
Pay Code	Enter the appropriate pay code or select one from the drop down menu.
Wk1 and Wk2 hours input fields	Enter hours for the pay code.

3.7 Quick Guide – Summer Employment Attendance

Add or change hours on an <i>existing</i> pay code.	
FC	C
Pay Code	Important: Do not change the data in this field.
Wk1 and Wk2 hours input fields	<ul style="list-style-type: none"> • Enter hours on blank days. • Write over hours on days that need to be changed. • Enter a zero when the hours should be removed for that day. • If the day is correct, leave as is.
Delete an existing pay code and the hours associated with it.	
FC	D
Pay Code	Important: Do not change the data in this field.
Wk1 and Wk2 hours input fields	Do not change the data in this field.
Step 6	Repeat Step 5 for each day to be reported or corrected.
Step 7	Save the posted attendance.
	Click on the Change icon.
Step 8	Review message at bottom of form. Correct errors before moving on to the next step.
Step 9	Repeat Steps 3 through 8 for each employee that you need to post.
Step 10	Exit posting form. Perform one of the following:
Transfer to Release Form	Select Attendance Release (MM68.1) from the Related Form drop down. Continue to the instructions for “View or Release Summer Employment Attendance.”
Return to Selection Menu	Select Payroll Attendance Selection.(MM60.1) from the Related Form drop down or from the navigation bar.
Exit Lawson	Click on the [logout] on the top right hand corner of the form.

3.7 Quick Guide – Summer Employment Attendance

View or Release Summer Employment Attendance

Step 1	Transfer to the Release Form. Perform one of the following based on the form that you currently are on.
From Payroll Attendance Selection (MM60.1)	Enter 'X' in the box next to the Summer Employment attendance type and click on the Attendance Release button.
From Temporary Part Time, ECA-1 and Summer Employment Time Entry (MM62.1)	Select Attendance Release (MM68.1) from the Related Forms drop down.

MM68.1, Attendance Release form.

Step 2	Review the Summer Employment Attendance.
Page Up/ Page Down	Use these keyboard keys to view additional pages of employee attendance, if necessary.

Step 3	Correct attendance. If changes are necessary, correct as follows:
FC	Enter 'X' next to the employee/assignment that you want to correct.
	Click on the Inquire icon.
MM62.1	Make the correction as instructed in Step 4 and 5 of the "Post Summer Employment Attendance" section. After the correction is made, click the ← Back icon on the top left hand corner of the detail form to return to the release form.
	Click on the Inquire icon to refresh the display.

Step 4	Release the Attendance.
	Click on the Special Actions icon and select Release . If there are no errors, the message below will be displayed in the message box.

Attendance Released Successfully

\$Note: Attendance cannot be released until all records with an '*' in the ERR field have been resolved.

Step 5	Display status (optional).
	Click on the Inquire icon if you want to see that the status has changed to "Released."

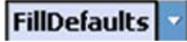
Step 6	Exit Release form. Perform one of the following:
Return to Selection Menu	Select Payroll Attendance Selection (MM60.1) from the Related Forms drop down or from the navigation bar.
Exit Lawson	Click on the [logout] on the top right hand corner of the form.

3.8 Quick Guide – Extracurricular Activity 1 Attendance

This chapter is divided into two sections. The first section provides a quick guide for posting Extracurricular Activity 1 (ECA 1) to the Payroll Attendance Collection System. The second section provides instructions for viewing and releasing attendance.

Post Extracurricular Activity 1 Attendance

MM60.1, Payroll Attendance Selection form.

Step 1	Set the pay period and location.
	Click on FillDefaults in the Form Action Box to set the default location.
-OR-	To post to a different location, change the form as follows:
Location	Enter the location number or select from the drop down menu.
	Click on the Inquire icon.

Step 2	Transfer to the TPT, SSE, and ECA 1 Time Entry form.
FC	Enter 'X' next to the ECA 1 Activities Attendance type and click on the Detail button.

MM62.1, TPT, SSE, ECA 1 Time Entry form.

Step 3	Select employee and assignment.
Employee	Enter the employee's number or click on the drop down and select Search to find an employee. Refer to "Locate an Employee Using Search" in the Appendix.
Position	Enter the assignment in the position field or select from the drop down menu.
	Click on the Inquire icon.

§ **Note:** The **Next** and **Previous** icons scrolls through the employees and their assignments in order. Use this approach when you want to access employees sequentially.

Step 4	Prior Pay Period posting. Skip to Step 5 if you are not posting to a prior pay period.
Prior Pay Pd	Enter the end date of the prior pay period that you need to post.
	Click on the Inquire icon.

Step 5	Post hours as follows:
---------------	-------------------------------

Add attendance. Enter the following:	
FC	A
Pay Code	EC1
Wk1 and Wk2 hours input fields	Enter hours for the pay code.

3.8 Quick Guide – Extracurricular Activity 1 Attendance

Add or change the <i>existing</i> attendance.	
FC	C
Pay Code	Important: Do not change the data in this field.
Wk1 and Wk2 hours input fields	<ul style="list-style-type: none"> • Enter hours on blank days. • Write over hours on days that need to be changed. • Enter a zero when the hours should be removed for that day. • If the day is correct, leave as is.

Delete attendance.	
FC	D
Pay Code	Important: Do not change the data in this field.
Wk1 and Wk2 hours input fields	Do not change the data in this field.

Step 6	Save the posted attendance.
	Click on the Change icon.

Step 7	Review message at bottom of form. Correct errors before moving on to the next step.
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Step 8	Repeat Steps 3 through 8 for each employee that you need to post.
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Step 9	Exit posting form. Perform one of the following:
Transfer to Release Form	Select Attendance Release (MM68.1) from the Related Form drop down. Continue to the instructions for “View or Release Extracurricular Activity 1 Attendance.”
Return to Selection Menu	Select Payroll Attendance Selection.(MM60.1) from the Related Form drop down or from the navigation bar.
Exit Lawson	Click on the [logout] on the top right hand corner of the form.

3.8 Quick Guide – Extracurricular Activity 1 Attendance

View or Release Extracurricular Activity 1 Attendance

Step 1	Transfer to the Release Form. Perform one of the following based on the form that you currently are on.
From Payroll Attendance Selection (MM60.1)	Enter 'X' in the box next to the ECA 1 Activities attendance type and click on the Attendance Release button.
From Temporary Part Time, ECA-1 and Summer Employment Time Entry (MM62.1)	Select Attendance Release (MM68.1) from the Related Forms drop down.

MM68.1, Attendance Release form.

Step 2	Review the Extracurricular Activity 1 Attendance.
Page Up/ Page Down	Use these keyboard keys to view additional pages of employee attendance, if necessary.

Step 3	Correct attendance. If changes are necessary, correct as follows:
FC	Enter 'X' next to the employee/activity that you want to correct.
	Click on the Inquire icon.
MM62.1	Make the correction as instructed in Step 4 and 5 of the "Post Extracurricular Active 1 Attendance" section. After the correction is made, click the ← Back icon on the top left hand corner of the detail form to return to the release form.
	Click on the Inquire icon to refresh the display.

Step 4	Release the Attendance.
	Click on the Special Actions icon and select Release . If there are no errors, the message below will be displayed in the message box.

Attendance Released Successfully

\$Note: Attendance cannot be released until all records with an '*' in the ERR field have been resolved.

Step 5	Display status (optional).
	Click on the Inquire icon if you want to see that the status has changed to "Released."

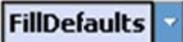
Step 6	Exit Release form. Perform one of the following:
Return to Selection Menu	Select Payroll Attendance Selection (MM60.1) from the Related Forms drop down or from the navigation bar.
Exit Lawson	Click on the [logout] on the top right hand corner of the form.

3.9 Quick Guide – Outdoor Education Attendance

This chapter is divided into two sections. The first section provides a quick guide for posting the daily overnight units for outdoor education to the Payroll Attendance Collection System. The second section provides instructions for viewing and releasing attendance.

Post Outdoor Education Attendance

MM60.1, Payroll Attendance Selection form.

Step 1	Set the pay period and location.
	Click on FillDefaults in the Form Action Box to set the default location.
-OR-	To post to a different location, change the form as follows:
Location	Enter the location number or select from the drop down menu.
	Click on the Inquire icon.

Step 2	Transfer to the Outdoor Education Time Entry form.
FC	Enter 'X' next to the Outdoor Education attendance type and click on the Detail button.

MM66.1, Outdoor Education Time Entry form.

Step 3	Select the employee.
Employee	Enter the employee's number or click on the drop down and select Search to find the employee. Refer to "Locate an Employee Using Search" in the Appendix.
	Click on the Inquire icon.

Step 4	Post units (days) as follows:
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Add attendance. Enter the following:	
FC	A
Pay Code	EC2
Wk1 and Wk2 hours input fields	Enter 1 in each day field that the employee worked an Outdoor Education Activity.

Add or change the <i>existing</i> attendance.	
FC	C
Pay Code	Important: Do not change the data in this field.
Wk1 and Wk2 hours input fields	<ul style="list-style-type: none"> • Enter 1 on a blank day. • Enter a zero when the unit should be removed for that day. • If the day is correct, leave as is.

3.9 Quick Guide – Outdoor Education Attendance

Delete attendance.	
FC	D
Pay Code	Important: Do not change the data in this field.
Wk1 and Wk2 hours input fields	Do not change the data in this field.
Step 5	
Save the posted attendance.	
	Click on the Change icon.
Step 6	
Review message at bottom of form. Correct errors before moving on to the next step.	
Step 7	
Repeat Steps 3 through 6 for each employee that you need to post.	
Step 8	
Exit posting form. Perform one of the following:	
Transfer to Release Form	Select Attendance Release (MM68.1) from the Related Form drop down. Continue to the instructions for “View or Release Outdoor Education Attendance.”
Return to Selection Menu	Select Payroll Attendance Selection.(MM60.1) from the Related Form drop down or from the navigation bar.
Exit Lawson	Click on the [logout] on the top right hand corner of the form.

3.9 Quick Guide – Outdoor Education Attendance

View or Release Outdoor Education Attendance

Step 1	Transfer to the Release Form. Perform one of the following based on the form that you currently are on.
From Payroll Attendance Selection (MM60.1)	Enter 'X' in the box next to the Outdoor Education attendance type and click on the Attendance Release button.
From Outdoor Education Time Entry (MM66.1)	Select Attendance Release (MM68.1) from the Related Forms drop down.

MM68.1, Attendance Release form.

Step 2	Review the Outdoor Education Attendance:
Page Up/ Page Down	Use these keyboard keys to view additional pages of employee attendance, if necessary.

Step 3	Correct attendance. If changes are necessary, correct as follows:
FC	Enter 'X' next to the employee that you want to correct.
	Click on the Inquire icon.
MM62.1	Make the correction as instructed in Step 4 of the "Post Outdoor Education Attendance" section. After the correction is made, click the ← Back icon on the top left hand corner of the detail form to return to the release form.
	Click on the Inquire icon to refresh the display.

Step 4	Release the Attendance.
	Click on the Special Actions icon and select Release . If there are no errors, the message below will be displayed in the message box.

Attendance Released Successfully

\$Note: Attendance cannot be released until all records with an '*' in the ERR field have been resolved.

Step 5	Display status (optional).
	Click on the Inquire icon if you want to see that the status has changed to "Released."

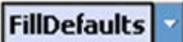
Step 6	Exit Release form. Perform one of the following:
Return to Selection Menu	Select Payroll Attendance Selection (MM60.1) from the Related Forms drop down or from the navigation bar.
Exit Lawson	Click on the [logout] on the top right hand corner of the form.

3.10 Quick Guide – Extracurricular Activity 3 Attendance

This chapter is divided into two sections. The first section provides a quick guide for posting Extracurricular Activity 3 (ECA 3) to the Payroll Attendance Collection System. The second section provides instructions for viewing and releasing attendance.

Post Extracurricular Activity 3 Attendance

MM60.1, Payroll Attendance Selection form.

Step 1	Set the pay period and location.
	Click on FillDefaults in the Form Action Box to set the default location.
-OR-	To post to a different location, change the form as follows:
Location	Enter the location number or select from the drop down menu.
	Click on the Inquire icon.

Step 2	Transfer to the ECA 3 Time Entry form.
FC	Enter 'X' next to the ECA 3 Activities attendance type and click on the Detail button.

MM64.1, ECA 3 Time Entry form.

Step 3	Position to an Employee. If the employee to post is on another page, use the Position To fields as follows (You may also use the Page Up and Page Down Keys on the keyboard.):
Position To:	Enter the following:
Emp	Enter the employee number.
Activity (optional)	Enter the activity code if the employee has more than one activity per location.
	Click on the Inquire icon.

Step 4	Post "Paid To" amounts.
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Add amount to an employee. Next to the employee to be paid:	
FC	Enter "A" next to the employee name and activity you are posting.
Amount	Enter the dollar amount.

Change a dollar amount.	
FC	Enter "C" next to the employee name and activity you are posting.
Amount	Change the dollar amount.

Remove an amount for an employee.	
FC	Enter "D" next to the employee name and activity you are posting.
Amount	Important: Do not change the data in this field.

Step 5	Repeat Step 4 for each employee to be posted on this page.
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Step 6	Save the page of posted attendance.
	Click on the Change icon.

3.10 Quick Guide – Extracurricular Activity 3 Attendance

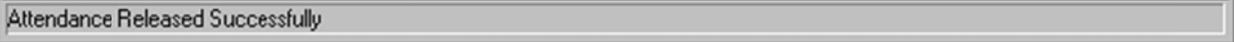
Step 7	Review message at bottom of form. Correct errors before moving on to the next step.
Step 8	Repeat Steps 4 through 7 for each page of employees that you need to post.
Step 9	Release or exit form. If you are ready to release the attendance, continue to “View or Release Extracurricular Activity 3 Attendance”. Otherwise to exit this form, perform one of the following:
Return to Selection Menu	Select Payroll Attendance Selection.(MM60.1) from the Related Form drop down or from the navigation bar.
Exit Lawson	Click on the [logout] on the top right hand corner of the form.

3.10 Quick Guide – Extracurricular Activity 3 Attendance

View or Release Extracurricular Activity 3 Attendance

If you are already on the ECA 3 Time Entry form, skip to step 3.

MM60.1, Payroll Attendance Selection form.

Step 1	Set the pay period and location.
	Click on FillDefaults in the Form Action Box to set the default location.
-OR-	To post to a different location, change the form as follows:
Location	Enter the location number or select from the drop down menu.
	Click on the Inquire icon.
Step 2	Transfer to the ECA 3 Time Entry form.
FC	Enter 'X' next to the ECA 3 Activities attendance type and click on the Detail or the Attendance Release button. (Both buttons will operate the same for the ECA-3 form).
Step 3	Review and correct the Extracurricular Activity 3 Attendance. If changes are necessary, change as instructed in Steps 3 and 4 of the Post Extracurricular 3 Attendance” section.
Page Up/ Page Down	Use these keyboard keys to view additional pages of employee attendance, if necessary.
Step 4	Release the Attendance.
	Click on the Special Actions icon and select Release. If there are no errors, the status will change to “Released” and the message below will be displayed in the status bar.
	
Step 5	Exit Release form. Perform one of the following:
Return to Selection Menu	Select Payroll Attendance Selection (MM60.1) from the Related Forms drop down or from the navigation bar.
Exit Lawson	Click on the [logout] on the top right hand corner of the form.

3.11 Quick Guide – Professional Workshop Attendance

This chapter provides a quick guide for posting Professional Workshops to the Payroll Attendance Collection System. Sections include posting a new workshop, updating an existing workshop, and releasing workshops. Instructions for deleting an entire workshop and adding workshop codes can be found in the Detail Section of this manual.

Post a New Professional Workshop

MM60.1, Payroll Attendance Selection form.

Step 1	Set the pay period and location.
	Click on FillDefaults in the Form Action Box to set the default location.
-OR-	To post to a different location, change the form as follows:
Location	Enter the location number or select from the drop down menu.
	Click on the Inquire icon.

Step 2	Transfer to the Professional Workshops Time Entry form.
FC	Enter 'X' next to the Professional Workshops attendance type and click on the Detail button.

The next steps are to set up and post to a workshop that has not been created for the pay period. To continue to post to a workshop that has already been started, skip to “View or Continue Posting to an Existing Workshop”.

MM65.1, Professional Courses Time Entry form.

Step 3	Clear the input fields, if the screen is not blank.
	Click on the Special Actions icon and select ClearScreen .

Step 4	Define the workshop.
WKS Code	Enter the course code or click on the drop down menu and select the code for the Course List.
WKS Dates 	Enter the dates of the course session in MMDDYY format. Example: 020701, or use the Calendar icon next to the date fields.
Acct no	Enter the account numbers. Enter the following four fields:
Company (1st field)	100
Accounting Unit (2nd field)	Enter the accounting unit or click on the drop down and select Search to find the accounting unit that you want.
Account (3rd field)	Enter the account or click on the drop down and select from the list to get the account and sub account within the selected accounting unit.
Sub Account (4th field)	If you did not use the drop down when selecting the Account (3 rd field), enter the sub account now or click on the drop down and select from the list.

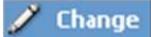
3.11 Quick Guide – Professional Workshop Attendance

Step 5	Post the first employee and the dollar amount.
FC	A
Empl ID	Enter the employee’s number or click on the drop down and select Search to find an employee. Refer to “Locate an Employee Using Search” in the Appendix.
Amount	Enter a dollar amount.
Instr ID	‘Y’, if the employee was an instructor of the course.

Step 6	Save the workshop.
	Click on the Change icon and review the message on the status bar. If the message displays “Change Complete – Continue”, continue to the next steps to post the remaining employees, otherwise, correct the workshop definition using Steps 3 through 6 before continuing.

Step 7	Post employees. Repeat this step for each employee until you are finished with the page you are on.
FC	A
Empl ID	Enter the employee’s number or click on the drop down and select Search to find an employee. Refer to “Locate an Employee Using Search” in the Appendix.
Amount	Enter a dollar amount.
Instr ID	‘Y’, if the employee was an instructor of the course.

\$ Note: Click on **Shift -F2** to copy from the field above. You may also use the copy and paste (Ctrl-C and Ctrl-V) to copy data from one field to another.

Step 8	Save the posted records.
	After you have completed the page, click the Change icon. Important! Do not page down or up before saving a page of data.

Step 9	Repeat steps 7 thru 8 until you are finished posting. If you cannot get a blank form, you can do one of two options:
Ctrl-Shift-K	Place your cursor in the first FC field for the first employee line and click on Ctrl-Shift-K. This will clear the form from the cursor position to the end of the page.
- Or -	
Position to	Enter the highest employee number that you have posted in the Position To field and click on the Inquire icon. It will display that employee on the first row with the rest of the rows blank.

\$ Note: As you are posting additional pages, an employee may “disappear” from your form. This occurs as the employees will be ordered by employee id once you click on change which may cause an employee to appear on a previous or later page.

3.11 Quick Guide – Professional Workshop Attendance

Step 10	If you are ready to release the course, skip to Step 5 of “Release a Professional Workshop.” Otherwise, to exit this form perform one of the following:
View List of Posted Workshop	Select “Professional Workshops List (MM65.2)” from Related Forms drop down.
Return to Selection Menu	Select “Payroll Attendance Selection.(MM60.1)” from Related Forms drop down.
Exit Lawson	Click on the [logout] on the top right hand corner of the form.

View or Continue Posting to an Existing Workshop

If you are not already on the Professional Workshop Time Entry form, follow Steps 1 thru 3 in “Post a Professional Workshop”.

§ **Note:** The next three steps show you how to select an existing workshop from the Workshops List form. If you would prefer to find the workshop directly from the detail time entry form, use the **Next** and **Previous** icons to find the workshop and skip to Step 4.

MM65.1, Professional Workshops Time Entry form.

Step 1	Select the workshop.
View List of Posted Workshop	Select “Professional Workshops List (MM65.2)” from Related Forms drop down.

MM65.2, Professional Workshops List form.

Step 2	Select the workshop from the list. If the list is not displayed, click on the Inquire icon.
FC	Enter ‘X’ or click on Select for Transfer on the drop down next to the workshop that you want to use.
	Click on the Special Actions Icon and select Transfer or click on Transfer in the Form Action box.

MM65.1, Professional Workshop Time Entry form.

Step 3	Retrieve the posted data.
	Click on the Inquire icon.

Step 4 (Optional)	Position to another page or obtain a blank page.
Position To	<ol style="list-style-type: none"> To begin the display at an employee other than the first employee on the form, enter the employee id in the Position To field. To get a blank form, enter the highest employee id for this workshop or enter 99999. Click on the Inquire icon again.

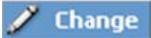
3.11 Quick Guide – Professional Workshop Attendance

Step 5	Post employees and their dollar amount as follows:
Add a new employee.	Enter the following on a blank line:
FC	A
Empl ID	Enter the employee’s number or search and select from the drop down menu. Refer to “Locate an Employee Using Find” in the Appendix.
Amount	Enter the amount.
Instr ID	‘Y’, if the employee was an instructor of the workshop.

Change amount for an employee already posted.	
FC	C
Empl ID	Important: Do not change the data in this field.
Amount	Change the amount
Instr ID	Change if necessary.

Remove an employee from the list.	
FC	D
Empl ID	Important: Do not change the data in this field.
Amount	Do not change the data in this field.
Instr ID	Do not change the data in this field.

Step 6	<p>Repeat step 4 for each employee until you are finished with the page that you are on.</p> <p>§ Note: Remember, copy (Ctrl – C) and paste (Ctrl – V) and Shift-F2 can be used to copy or repeat data from other fields.</p>
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Step 7	Save the posted records.
	<p>After you have completed the page, click the Change icon.</p> <p>Important! Do not Page Down or Up before saving (clicking on the Change icon) the data.</p>

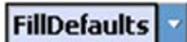
Step 8	Repeat steps 4 through 6 until you are finished posting your changes and additions.
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Step 9	If you are ready to release the workshop, skip to Step 5 of “Release a Professional Workshop.” Otherwise, to exit this form perform one of the following:
Return to Selection Menu	Select “Payroll Attendance Selection.” from Related Forms drop down menu
View List of Posted Workshop	Select “Professional Workshops List (MM65.2)” from Related Forms drop down.
Exit Lawson	Click on the [logout] on the top right hand corner of the form

3.11 Quick Guide – Professional Workshop Attendance

Release a Professional Workshop

MM60.1, Payroll Attendance Selection form.

Step 1	Set the pay period and location.
	Click on FillDefaults in the Form Action Box to set the default location.
-OR-	To post to a different location, change the form as follows:
Location	Enter the location number or select from the drop down menu.
	Click on the Inquire icon.

Step 2	Transfer to the Professional Workshops Time Entry form.
FC	Enter 'X' next to the Professional Workshops attendance type and click on the Detail or Release Attendance button. (Both button perform the same function for workshops).

§ **Note:** The next two steps show you how to select an existing workshop from the Workshops List form. If you would prefer to find the workshop directly from the detail time entry form, use the **Next** and **Previous** icons to find the workshop and skip to Step 5.

MM65.2, Professional Workshops List form.

Step 3	Select the workshop from the list. If the list is not displayed, click on the Inquire icon.
FC	Enter 'X' or click on Select for Transfer on the drop down next to the workshop that you want to use.
	Click on the Special Actions Icon and select Transfer or click on Transfer in the Form Action box.

MM65.1, Professional Workshop Time Entry form.

Step 4	Retrieve the posted data.
	Click on the Inquire icon.

MM65.1, Professional Workshops Time Entry form.

Step 5	Review the selected workshop.
Page Up/Down	Use these keyboard keys to view additional pages, if necessary.

Step 6	Release the Attendance.
	Click on the Special Actions icon and select Release . You will see the Status field change to “Released” and the message below displayed in the status box.

Attendance Released Successfully

Step 9	To exit this form perform one of the following:
Return to Selection Menu	Select “Payroll Attendance Selection.” from Related Forms drop down menu
View List of Posted Workshop	Select “Professional Workshops List (MM65.2)” from Related Forms drop down.
Exit Lawson	Click on the [logout] on the top right hand corner of the form

3.12 Quick Guide – Tier 1 Course Attendance

This chapter provides a quick guide for posting Tier 1 level courses to the Payroll Attendance Collection System. This Quick Guide assumes that the course and attendee information has been loaded from the PDO system and therefore already exists in HRIS. The instructions below address correcting, adding and deleting time records to existing courses and for releasing the attendance. Instructions for adding or deleting a training can be found in the Detail Section of this manual.

MM60.1, Payroll Attendance Selection form.

Step 1	Set the pay period and location.
	Click on FillDefaults in the Form Action Box to set the default location.
-OR-	To post to a different location, change the form as follows:
Location	Enter the location number or select from the drop down menu.
	Click on the Inquire icon.

Step 2	Transfer to the Training Attendance Time Entry form.
FC	Enter 'X' next to the Tier 1 Training attendance type and click on the Detail button.

§ Note: The next three steps show you how to select an existing workshop from the Workshops List form. If you would prefer to find the workshop directly from the detail time entry form, use the **Next** and **Previous** icons to find the workshop and skip to Step 6.

MM72.1, Professional Workshops Time Entry form.

Step 3	Select the course.
View List of Posted Training	Select Training Courses List (MM72.2) from Related Forms drop down.

MM72.2, Professional Workshops List form.

Step 4	Select the course from the list. If the list is not displayed, click on the Inquire icon.
FC	Enter 'X' or click on Select for Transfer on the drop down next to the course that you want to use.
	Click on the Special Actions Icon and select Transfer or click on Transfer in the Form Action box.

MM72.1, Professional Workshop Time Entry form.

Step 5	Retrieve the posted data.
	Click on the Inquire icon.

Step 6 (Optional)	Position to another page or obtain a blank page.
Position To	<ol style="list-style-type: none"> To begin the display at an employee other than the first employee on the form, enter the employee id in the Position To field. To get a blank form, enter the highest employee id for this workshop or enter 99999.

3.12 Quick Guide – Tier 1 Course Attendance

	Click on the Inquire icon.
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Step 7	Post employee and hours as follows:
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Add a new employee. Enter the following on a blank line:	
FC	A
Empl ID	Enter the employee’s number or search and select from the drop down menu. Refer to “Locate an Employee Using Find” in the Appendix.
Hr/Amount	Enter the hours that the attendee is to be paid for attending the course.
Instr ID	‘Y’, if the employee was an instructor of the course.
Attend Date	Enter the attendance date of the course session in MMDDCCYY format. Example: 04222009 or select from the drop down menu

Change amount/hours for an employee already posted.	
FC	C
Empl ID	Important: Do not change the data in this field.
Amount/Hours	Change the hours if necessary.
Instr ID	Change if necessary.
Attend Date	Change if necessary

Remove an employee from the list.	
FC	D
Empl ID	Important: Do not change the data in this field.
Amount/hours	Do not change the data in this field.
Instr ID	Do not change the data in this field.
Attend Date	Do not change the data in this field.

Step 8	<p>Repeat step 7 for each employee until you are finished with the page that you are on.</p> <p>§ Note: Copy (Ctrl – C) and paste (Ctrl – V) and Shift-F2 can be used to copy or repeat data from other fields.</p>
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Step 9	Save the posted records.
	<p>After you have completed the page, click the Change icon.</p> <p>Important! Click Change before paging up or down.</p>

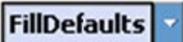
Step 10	Repeat steps 4 through 6 until you are finished posting your changes and additions.
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Step 11	If you are ready to release the workshop, skip to Step 5 of “Release a Tier 1 Training.” Otherwise, to exit this form perform one of the following:
Return to Selection Menu	Select “Payroll Attendance Selection.” from Related Forms drop down menu
View List of Posted Training	Select “Training CoursesList (MM65.2)” from Related Forms drop down.
Exit Lawson	Click on the [logout] on the top right hand corner of the form

3.12 Quick Guide – Tier 1 Course Attendance

Release a Training Course

MM60.1, Payroll Attendance Selection form.

Step 1	Set the pay period and location.
	Click on FillDefaults in the Form Action Box to set the default location.
-OR-	To post to a different location, change the form as follows:
Location	Enter the location number or select from the drop down menu.
	Click on the Inquire icon.

Step 2	Transfer to the Training Attendance Time Entry form.
FC	Enter 'X' next to the Tier 1 Training attendance type and click on the Detail button.

§ Note: The next three steps show you how to select an existing workshop from the Workshops List form. If you would prefer to find the workshop directly from the detail time entry form, use the **Next** and **Previous** icons to find the workshop and skip to Step 6.

MM72.1, Professional Workshops Time Entry form.

Step 3	Select the course.
View List of Posted Training	Select Training Courses List (MM72.2) from Related Forms drop down.

MM72.2, Professional Workshops List form.

Step 4	Select the course from the list. If the list is not displayed, click on the Inquire icon.
FC	Enter 'X' or click on Select for Transfer on the drop down next to the course that you want to use.
	Click on the Special Actions Icon and select Transfer or click on Transfer in the Form Action box.

MM72.1, Professional Workshop Time Entry form.

Step 5	Retrieve the posted data.
	Click on the Inquire icon.

Step 6	Review and the selected course. Correct as necessary using the instructions in the “Posting Tier 1 Training” section.
Page Up/Down	Use these keyboard keys to view additional pages, if necessary.

Step 7	Release the Attendance:
	Click on the Special Actions icon and select Release . You will see the Status field change to “Released” and the message below displayed in the message box.

Attendance Released Successfully