Employee Self-Service

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Employee Self-Service Overview

Your Lawson system includes a self-service module that enables all employees to view and make updates to a variety of Human Resource, Benefits, and Payroll functions.

Currently, the Employee Self-Service module is set up to allow the following:

- Time Off Requests
- Benefits
- Employment
- Pay
- Personal Information

There are special considerations and messages that are specific to Albuquerque Public Schools. Please take time to fully understand what you can and cannot do, any timing issues that might pertain to particular updates, and special messages from your Human Resources, Benefits, and Payroll departments.

It is important to always logout of the Lawson Self-Service system when you are finished reviewing and/or updating your personal information. Keep this in mind when using a computer that can be shared by others. Albuquerque Public Schools is committed to keeping your personal information personal and secure. However, if you keep yourself logged into the system and walk away, someone could view/update your information without your knowledge.

Logging into Employee Self-Service

You access your Employee Self-Service through the Albuquerque Public Schools homepage.

To log into Employee Self-Service

1. Launch an **Internet Explorer** session.
2. In the **address box**, type http://intranet.aps.edu/

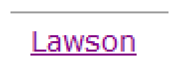
   The APS Intranet site appears.

   Note: APS includes special notices and announcements when you log into the APS intranet site. You should check this site on a weekly basis so you are well informed.

3. Click **Logons**.

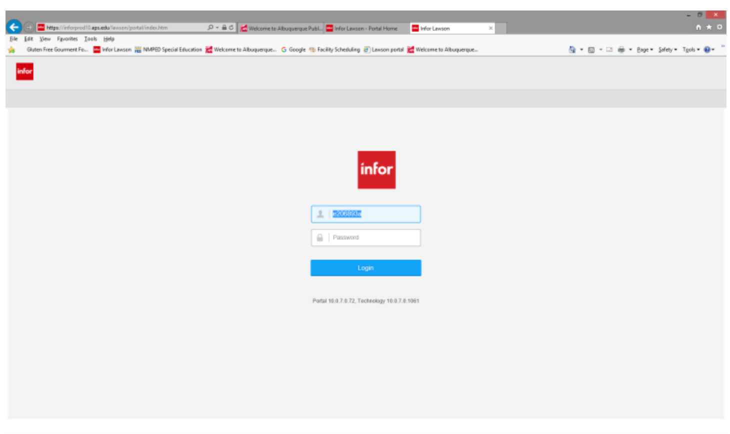
The Our Systems (Formerly Logon Links) appears.

4. Scroll down until you see the **Lawson** link.



5. Click the **Lawson** link.

The Lawson login screen appears.



Note: Your User name is the letter "e" + your employee 6 digit employee ID number at the end. For example, if your employee ID number is, 123456, your User name to logon is: e123456. Your username and password are the same as your domain account.

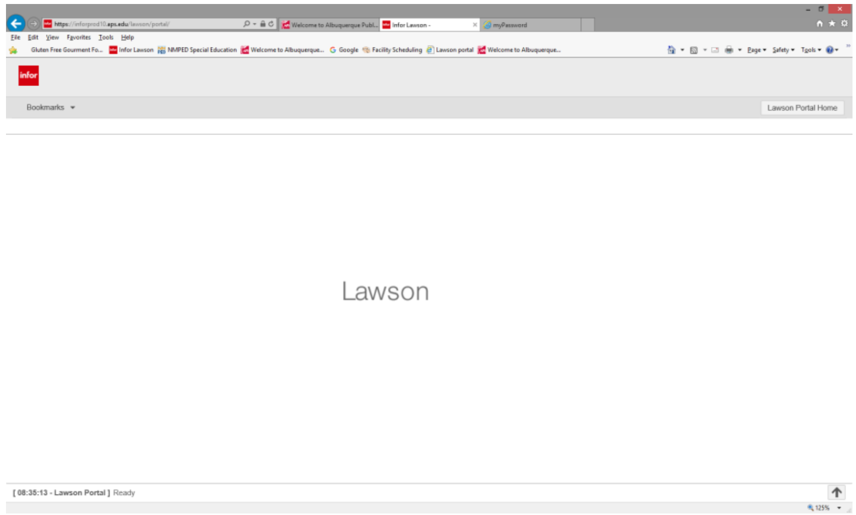
6. In the **User name** field, type your **user name**.

7. In the **Password** field, type your **password**.

8. Click the **Login** button.

The Portal Home Page appears.

Note: For those APS employees who already use Lawson and have set up bookmarks and shortcuts, they will still appear. For those APS employees who only use Lawson for Employee and/or Manager Self-Service, you will see this menu on the left side of the page.



Note: If the following box appears, click the OK button.

Navigating in Employee Self-Service

Note: Remember to enter all data using all capital letters.

After accessing Lawson, you can then start selecting available options from the drop-down menu under Employee Self-Service.

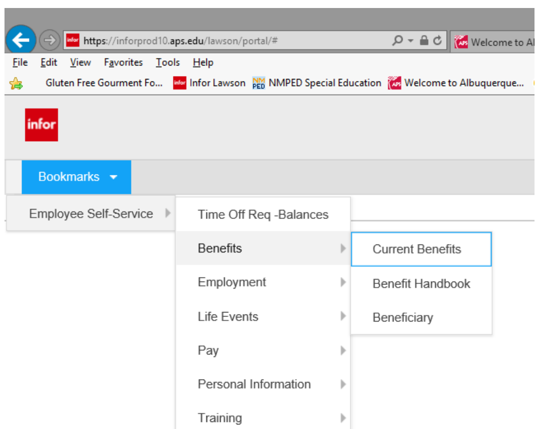
To view your available ESS options

1. Click on **Bookmarks.**
2. Hover over **Employee Self-Service.**

   Your available options appear.

3. As an example, under **Employee Self-Service,** hover over **Benefits.**

   The options available for Benefits appear.



Note: Lawson does **not** recommend clicking on the Internet Explorer back button.

Instead, click on **Lawson Portal Home** (located in the far right hand side, opposite of the **Bookmarks** icon) when you want to “go back” or simply select another item from the Bookmarks menu.

New Hires and Returning Employees

When a person is a newly hired employee (or a returning employee) there is much data that can be entered into the Lawson system through Employee Self-Service. The instructions in this guide for entering data are the same for new hires/returning employees.

New hires and returning employees should access the following options on the Employee Self-Service system:

- Benefits
  - Viewing your Current Benefits
  - Viewing Your Benefits Handbook
  - Adding/Deleting a Beneficiary (if applicable)
- Employment
  - Employee Policy Manual
  - Job Profile
  - Phone Book
- Pay
  - Leave Balances
  - Pay Checks
  - Pay Rate History
  - Year to Date
- Personal Information
  - Personal Profile

In order to sign up for benefits, you must bring the appropriate documentation to the Benefits department.

Time Off Requests – Balances

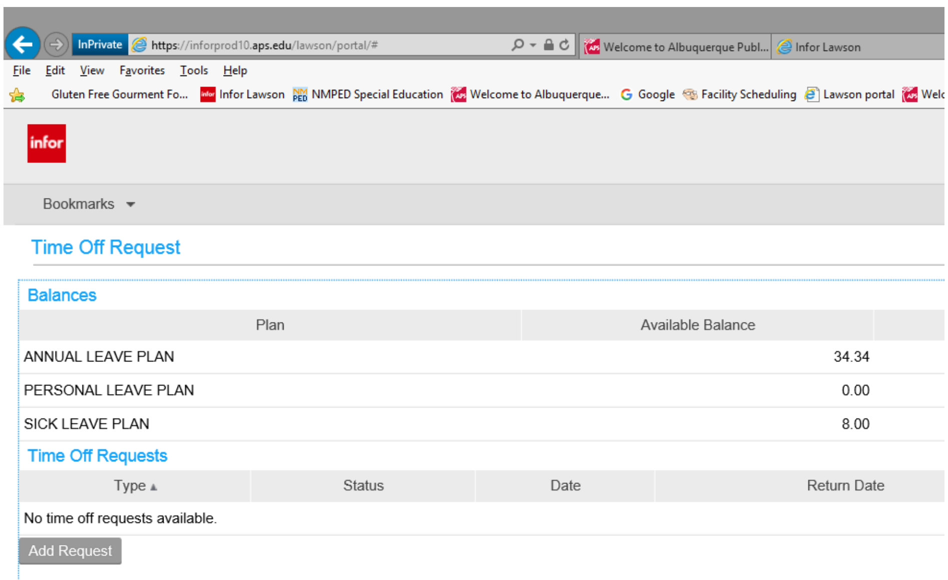
Viewing Your Current Leave Balances

This step allows employees to view current leave balances.

To view your current leave balances

1. Log into Lawson Self-Service. See Logging into Employee Self-Service
2. In the **Bookmarks** on the left-side menu, hover over the **Employee Self-Service** menu to expand options.

   The Employee Self-Service menu options appear.
3. Click the **Time Off Requests - Balances** option.
4. To return to previous screen click on the X in the far right hand.



Expected Results:

The employee can view their current leave balances, as set in the Lawson system. If there are questions or issues Business Systems.

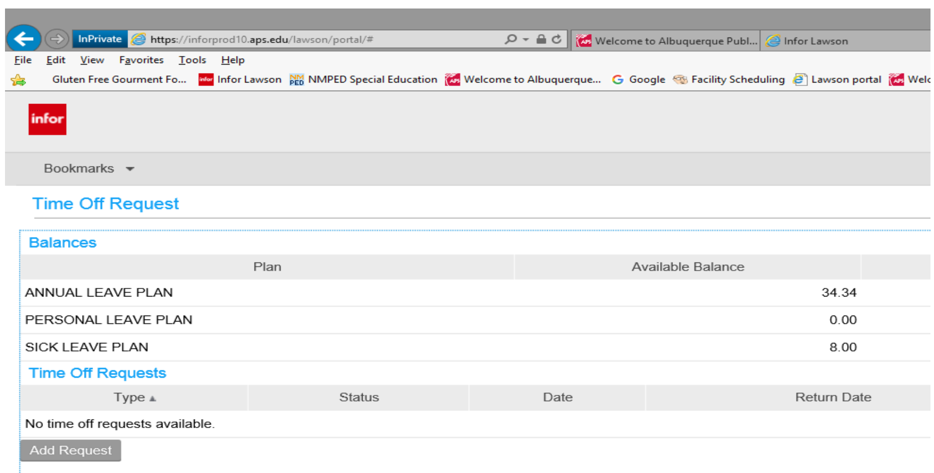
Adding Request for Leave

This function will allow employees to electronically enter their time off requests.

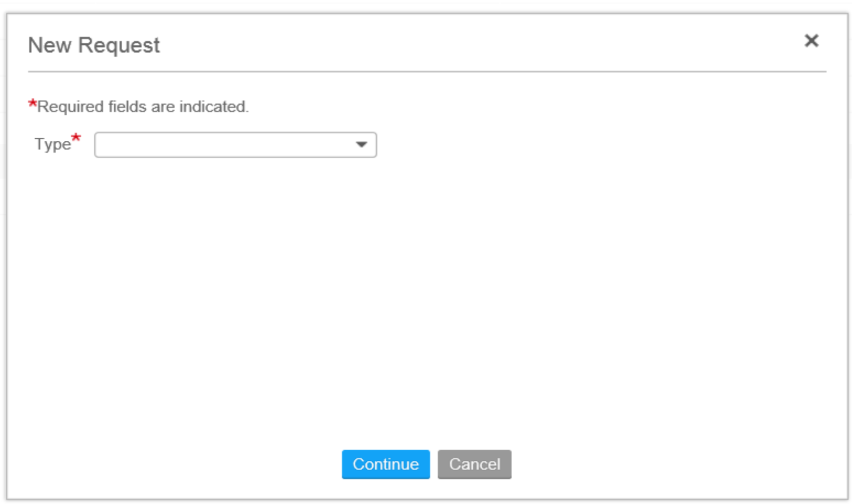
To add a request for leave

1. Log into Lawson Self-Service. See Logging into Employee Self-Service
2. In the **Bookmarks** on the left-side menu, hover over the **Employee Self-Service** menu to expand options.

   The Employee Self-Service menu options appear.
3. Click the **Time Off Requests - Balances** option.
4. To return to previous screen click on the X in the far right hand.
5. Below the **Time Off Requests** option in the middle of the page notice the **Add Request** button showed in a dark grey box. Click on that box.



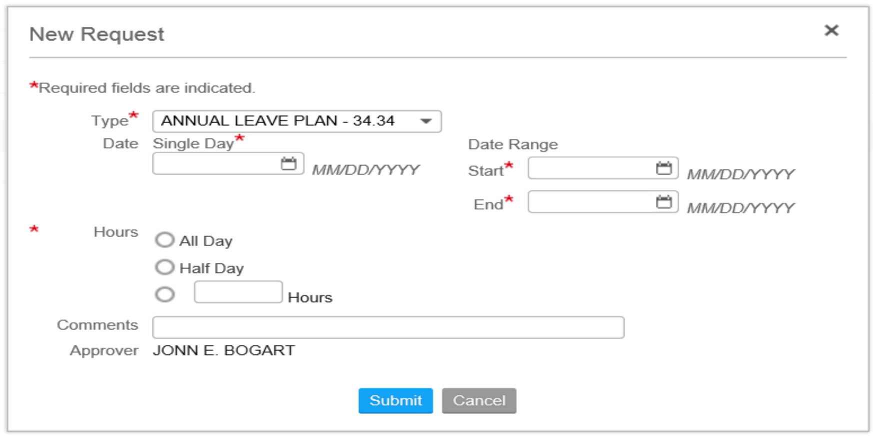
6. The New Request box will appear.



Note: Fields marked with an asterisk * are required.

7. Click on the down arrow in the “Type” section. After you choose type of leave you would like to request, hit continue.

8. The next screen will be where you enter the specifics of your time off request.



9. If taking a <u>Single Day</u> there is no need to enter any dates in the Date Range Start and Stop fields. If you are taking leave on two non-congruent business days such as a Friday and Monday or adding your leave to a holiday make sure you use the Single Day for each of those days.

10. Next select the <u>Hours.</u> Select the ⭘ ▭ Hours.

    Enter you time by the hour/Minute **<u>DO NOT</u>** select All day or Half day.

    Example: 6.5 All day Teacher / 3.25 Half day Teacher Schedule.

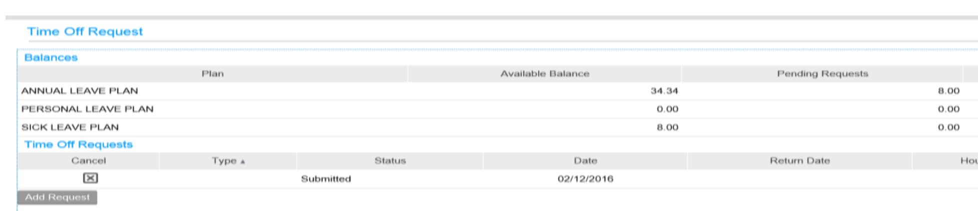
    Example: 8 – Principals - Support staff / 4 Half day.

    (This is to ensure you are being deducted correctly, per you schedule).

11. Use the Comment field to add any additional information.

    For example; “Dr. Appointment”, “Vacation with Family”, etc…

12. Click on the Submit button. It will generate a task completed bar that appears. Your new request will then be listed below your leave balances. Please note that Pending Requests in your leave balances will reflect the current unapproved requests.



Expected Results:

The employee is able to enter leave requests electronically.

NOTE: Your principal/supervisor/manager will receive an email instructing them that you have entered a time off request using ESS and that they should approve it using MSS.

Updating a Request for Leave

This function will allow employees to delete or add comments to their Time Off Requests.

Note: Please check with your HR Department with any questions.

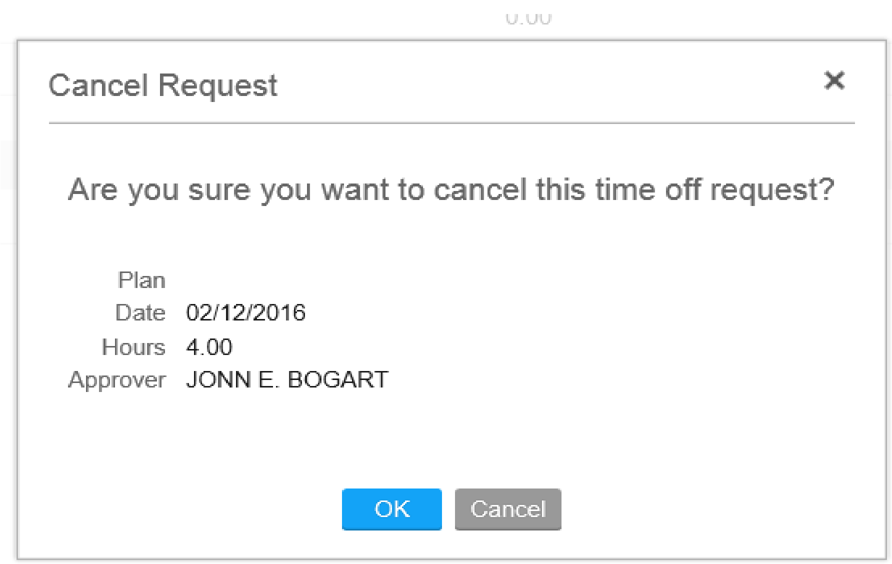
To update your request for leave

1. Log into Lawson Self-Service. See [Logging into Employee Self-Service]
2. In the **Bookmarks** on the left-side menu, hover over the **Employee Self-Service** menu to expand options.

   The Employee Self-Service menu options appear.

3. Click the **Time Off Requests - Balances** option.

   Note: That to change your request you must cancel the entire entry and re-enter the information. To cancel click on the cancel button, it will ask you to confirm. Hit the ok button.



Expected Results:

The employee is able to adjust leave requests.

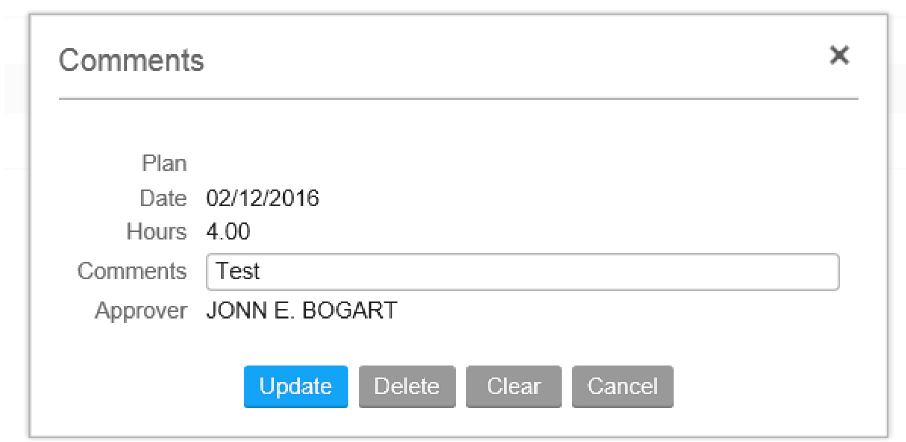
Adding/Updating Comments for Leave

This function will allow employees to add or delete comments to their Time Off Requests.

To add or update comments on your Request for Leave

1. Log into Lawson Self-Service. See Logging into Employee Self-Service
2. In the **Bookmarks** on the left-side menu, hover over the **Employee Self-Service** menu to expand options.

   The Employee Self-Service menu options appear.
3. Click the **Time Off Requests - Balances** option.
4. Move mouse over to Comments section where is located, click on icon. It will bring up a window where you can add, delete or change your comments.
5. Click Update when done entering information.



Expected Results:

The employee can update comments on all their leave requests.

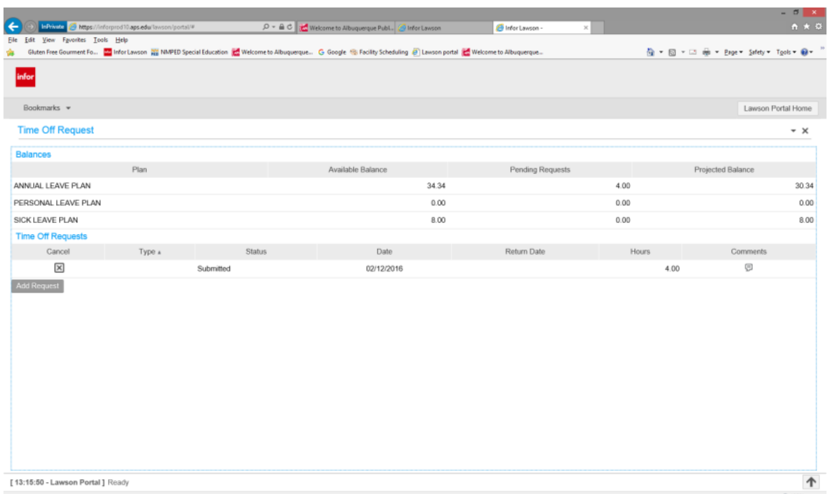
Viewing a Request for Leave

This function will allow the employee to view their Requests for Leave.

To view your request for leave

1. Log into Lawson Self-Service. See Logging into Employee Self-Service.
2. In the **Bookmarks** on the left-side menu, hover over the **Employee Self-Service** menu to expand options.

   The Employee Self-Service menu options appear.
3. Click the **Time Off Requests - Balances** option.
4. Your current Leave Requests will be listed in this window.



Expected Results:

The employee will be able to view all of their pending leave requests.

Cancel a Request for Leave

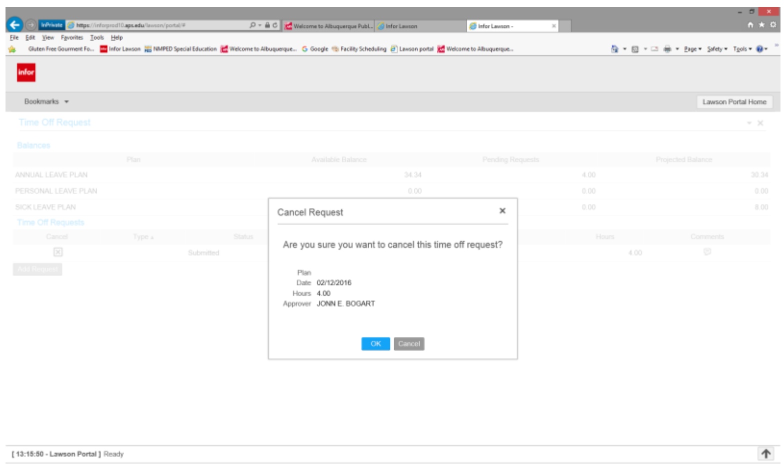
This function allows the employee to cancel a requested leave.

To cancel a Request for Leave

1. Log into Lawson Self-Service. See Logging into Employee Self-Service.
2. In the **Bookmarks** on the left-side menu, hover over the **Employee Self-Service** menu to expand options. Click the **Time Off Requests** option.

   The Employee Self-Service menu options appear.

3. To cancel your requested time off click on the  under the Cancel tab. Click ok to process.



Expected Results:

The employee has the ability to delete a Leave Request.

Benefits

Your Lawson system includes a self-service module that enables all employees to view and make updates to a variety of Human Resources, Benefits and Payroll functions.

Currently, the Employee Self-Service module is set up to allow the following:

- Current Benefits
- Benefit Handbook
- Beneficiary

To view your current benefits

1. Log into Lawson Self-Service. See Logging into Employee Self-Service.
2. In the **Bookmarks** on the left-side menu, hover over the **Employee Self-Service** menu to expand options.

   The Employee Self-Service menu options appear.

   Hover over the **Benefits** option.

   The Benefits menu options appear.
3. Click the **Current Benefits** option.

   The Benefit Plans and Coverage form appears.
4. This screen displays all current active benefits for employee and for all dependents.Enter Effective Date then click on the Continue button.

Expected Results:

The employee can view their current benefits, as set in the Lawson system. If there are questions or issues, they should contact the Benefits Department.

Viewing Your Current Beneficiary

Albuquerque Public Schools employees are able to view, update/change, and even delete beneficiaries using the Self-Service module.

This form is view only and allows the employee to view their beneficiary/beneficiaries.

To view current beneficiary/beneficiaries

1. Log into Lawson Self-Service. See Logging into Employee Self-Service.
2. In the **Bookmarks** on the left-side menu, hover over the **Employee Self-Service** menu to expand options.

   The Employee Self-Service menu options appear.
3. Hover over the **Benefits** option.

   The Benefits menu options appear.
4. Click the **Beneficiary** option.
   The Current Beneficiaries form appears.
5. Review the **Beneficiaries** form.

Expected Results:

The employee can view their current beneficiary/beneficiaries, as set in the Lawson system. If there are questions or issues, they should contact the Benefits Department.

Note: Take special note of the instructions concerning changing beneficiary designation for the Education Retirement Board (ERB) and final pay designation. These messages only appear **after** a beneficiary is added to Employee Life.

Current Beneficiaries

To add a beneficiary for a plan, click on the Add Individual or Add Trust button for the plan.

To change, delete or view additional detail for a current beneficiary, click on the beneficiary's name

Adding a Beneficiary or Trust

This form allows the employee add a beneficiary or Trust. The instructions listed are the same for adding a beneficiary and a trust.

Note: Fields marked with an asterisk * are required.

To add a Beneficiary or Trust

1. Log into Lawson Self-Service. See Logging into Employee Self-Service.
2. In the **Bookmarks** on the left-side menu, hover over the **Employee Self-Service** menu to expand options.

   The Employee Self-Service menu options appear.
3. Hover over the **Benefits** option.

   The Benefits menu options appear.
4. Click the **Beneficiary** option.
   The Current Beneficiaries form appears.
5. For the Plan for which you want to add a beneficiary, click the **Add Individual or Add Trust** button.

   The Detail screen appears.

Note: Remember to enter all data using all capital letters.

6. In the **First Name** field, type the **FIRST NAME** of the beneficiary.

   Note: If you are adding a Trust, enter the TRUST'S NAME in the Trust field and skip to Distribution Type field.
7. In the **Middle Initial** field, type the **MIDDLE INITIAL** of the beneficiary.
8. In the **Last Name** field, type the **LAST NAME** of the beneficiary.
9. In the **Last Name Suffix** field, select the **last name suffix**, if needed.

10. In the **Distribution type** field, select **Percent**. (APS only allows Percent.)

    Note: If there are multiple beneficiaries, all percentages added together must equal 100%.
11. In the **Amount** field, enter the **Percentage** you want to assign to this beneficiary.

    Note: Do **not** type the percent sign (%).
12. In the **Beneficiary Type** field, select **Primary** or **Contingent**.

13. In the **Relationship** field, select **relationship** from the drop-down menu.

    Note: If the appropriate relationship is not listed, leave this field blank.
14. In the **Social Number** field, type the **Social Security Number** (optional) in this format, XXX-XX-XXXX. (You must include the dashes (-) in your Social Security Number.
15. In the **Employee Address** field, select **home address** or **supplemental address** or leave the field blank.
16. If the address is different from the employee's address, follow these steps:

- In the **Address 1 - 4** field, type the **ADDRESS** of the beneficiary if different than the employee (optional).
- In the **City or Address 5** field, type the **CITY** of the beneficiary.
- In the **State or Province** field, select the **State** of the beneficiary.
- In the **Postal Code** field, type the **zip code** of the beneficiary.
- In the **Country** field, select the **country** of the beneficiary.

17. In the **Comment** field, type **comments** as needed.
18. Click the **Update** button.

    The Message from Webpage box appears and displays the message, Add Complete – Continue.

19. Click the **OK** button.

Expected Results:

Beneficiary is added to your list. The processing screen appears, and the detail screen closes.

Deleting a Beneficiary or Trust

This screen allows the employee to delete a beneficiary or Trust.

To delete a Beneficiary or Trust

1. Log into Lawson Self-Service. See Logging into Employee Self-Service.
2. In the **Bookmarks** on the left-side menu, hover over the **Employee Self-Service** menu to expand options.

   The Employee Self-Service menu options appear.

3. Hover over the **Benefits** option.

   The Benefits menu options appear.

4. Click the **Beneficiary** option.

   The Current Beneficiaries form appears

5. Click on the **existing designee's name**.

   The detail form appears.

6. Scroll to the bottom of the **detail** form and click the **Delete** button.

   The Message from Webpage box appears, with the message, Change Complete – Continue.

7. Click the **OK** button.

   The current beneficiaries screen appears, and the deleted designee has been removed.

Expected Results:

The deleted Beneficiary no longer appears in the system.

Viewing Your Benefits Handbook

This form is view only and allows the employee to view the APS Benefits Handbook.

To view the Benefits Handbook

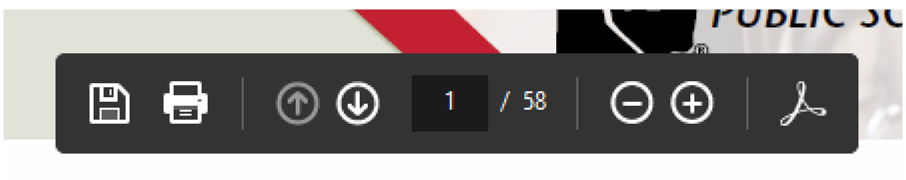
1. Log into Lawson Self-Service. See Logging into Employee Self-Service.
2. In the **Bookmarks** on the left-side menu, hover over the **Employee Self-Service** menu to expand options.

   The Employee Self-Service menu options appear.
3. Hover over the **Benefits** option.

   The Benefits menu options appear.
4. Click the **Benefits Handbook** option.

   The Benefits Handbook appears.

   Note: Please wait while the Handbook loads.
5. Review the Benefits Handbook.
6. You will have the option to print or save the **Benefits Handbook** in PDF format**.**



7. Since the Benefits Handbook appears in a new window, click the **X** in the upper-right corner to close.

   Expected Results:

   The Benefits Handbook appears.

Employment

Your Lawson system includes a self-service module that enables all employees to view and make updates to a variety of Human Resources, Benefits and Payroll functions.

Currently, the Employee Self-Service module is set up to allow the following:

- Employee Policy Manual
- Job Profile
- Phone Book

Viewing Your Job Profile

This form allows the employee to see their work-related information.

To view your job profile

1. Log into Lawson Self-Service. See Logging into Employee Self-Service.
2. In the **Bookmarks** on the left-side menu, hover over the **Employee Self-Service** menu to expand options.

   The Employee Self-Service menu options appear.

1. Hover over the **Employment** option.

   The Employment menu options appear.

3. Click the **Job Profile** option.

   The Profile form appears.

4. Review your current work information.

Expected Results:

The employee can view their current job profile, as set in the Lawson system. If there are questions or issues, they should contact the Employee Data Center.

Viewing the Policy Manual (Employee Handbook)

This form allows the employee to view the APS Employee Handbook. The Lawson system refers to this as the Policy Manual.

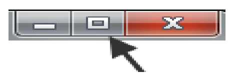
To view the Policy Manual (Employee Handbook)

1. Log into Lawson Self-Service. See Logging into Employee Self-Service.
2. In the **Bookmarks** on the left-side menu, hover over the **Employee Self-Service** menu to expand options.

   The Employee Self-Service menu options appear.
3. Hover over the **Employment** option.

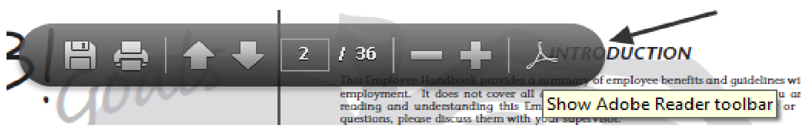
   The Employment menu options appear.
4. Click the **Employee Policy Manual**

   Note: Sometimes the Employee Handbook does not open where to show a one page view and/or opens too small. If that happens, follow these steps:

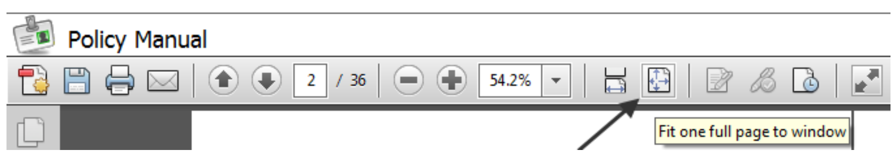


- In the upper-right corner, click the maximize button.
- If the Acrobat reader toolbar does not appear, hover your cursor at the bottom of the handbook and the following image should appear.

  Click on the Adobe Acrobat symbol to show the Adobe Reader toolbar.

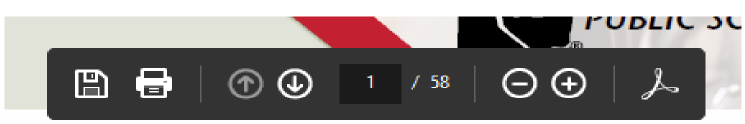


- From the Adobe Reader toolbar, you can click the icon shown below, to cause the handbook to fit one full page into the window.



- You can also increase the size of the handbook, but clicking the  on the toolbar, as listed above.

5. Review the Employee Handbook.You will have the option to print or save the **Benefits Handbook** in PDF format**.**



6. Since the Employee Handbook appears in a new window, click the **X** in the upper-right corner to close.

   Expected Results:

   The APS Employee Handbook appears.

Pay

Your Lawson system includes a self-service module that enables all employees to view and make updates to a variety of Human Resources, Benefits and Payroll functions.

Currently, the Employee Self-Service module is set up to allow the following:

- Leave Balances
- Pay Checks
- Pay Rate History
- Year to Date

View Pay Options

To view pay options

1. Log into Lawson Self-Service. See Logging into Employee Self-Service.
2. In the **Bookmarks arrowhead** on the left side menu, hover over the **Employee Self Service** menu to expand options.

   The Employee Self-Service menu options appear.
3. Hover over the **Pay** option.
   The Pay menu options will appear.
4. Review your **Pay** options.

Expected Results:

The employee can view available pay data and updating options.

Viewing Leave Balances

This form allows the employee to view their leave balances.

To view leave balances

1. Log into Lawson Self-Service. See Logging into Employee Self-Service.
2. In the **Bookmarks arrowhead** on the left side menu, hover on the **Employee Self-Service** menu to expand options.

   The Employee Self-Service menu options appear.
3. Hover over the **Pay** option.

   The Pay menu options appear.
4. Click the **Leave Balances** option.

   The Leave Balances form appears.
5. Click **additional tabs** to view other balances available, if applicable

   Note: If you believe this information is incorrect, please contact the Payroll department.
6. In the **Check Date** fields, type the check date range for the dates for which you want to see the details.
7. Click the **Change** button.

   The status bar displays the message, Job Changed.

Expected Results:

The employee is able to view their leave balances.

Viewing Your Paycheck

This allows the employee to view their current and past pay checks.

To view your pay check

1. Log into Lawson Self-Service. See Logging into Employee Self-Service.
2. In the **Bookmarks arrowhead** on the left side menu, hover over the **Employee Self-Service** menu to expand options.

   The Employee Self-Service menu options appear.
3. Hover over the **Pay** option.

   The Pay menu options appear.
4. Click the **Pay Checks** option.

   The Payments form appears.
5. From the **Date** column, click the date of the **Pay Check** you wish to view.

   Selected pay check appears.
6. Scroll down if necessary.
7. Review the data on the Summary, Wages, Taxes, Pre-Tax Deductions, and After-Tax Deductions sections.
8. To print a pay stub, on the **Summary** form, click the **Printable Pay Stub** link.

   The employee pay stub appears for printing.
9. On the **Internet Explorer toolbar**, click the **File** button.

   A drop-down menu appears.
10. Click the **Print** option.

    The Print box appears.
11. Select the **Printer** from which you wish to print**.**
12. Click the **Print** button.

    The pay stub should print at the selected printer.
13. On the top, right side of the **Internet Explorer** toolbar, click the **X** to close the window.
14. At this point, you can log out of Self-Service.

Expected Results:

The employee is able to view current and past pay checks.

Viewing Year-to-Date Pay

This allows the employee to view their year-to-date pay for past and current years.

To view year-to-date pay

1. Log into Lawson Self-Service. See Logging into Employee Self-Service.
2. In the **Bookmarks arrowhead** on the left side menu, hover over the **Employee Self Service** menu to expand options.
3. Hover over the **Pay** option.

   The Pay menu options appear.
4. Click the **Year to Date** option.

   The Years form appears.
5. Click on the **Select a year** field to select the year you want to view.

   The year-to-date amounts appear.
6. Review the data.

1. If you want to view all of the pay checks for the selected year, click the **Payments Details** link.
2. You can then click on a link in the **Date** column to view the selected pay stub.
3. Click the **Back to Year to Date** link to return to the last form.

Expected Results:

Employee is able to view current and past year-to-date pay.

Personal Information

Your Lawson system includes a self-service module that enables all employees to view and make updates to a variety of Human Resources, Benefits and Payroll functions.

Currently, the Employee Self-Service module is set up to allow the following:

- Personal Profile

View Personal Information Options

To view personal information options

1. Log into Lawson Self-Service. See Logging into Employee Self-Service.
2. In the **Bookmarks arrowhead** on the left side menu, hover over the **Employee Self Service** menu to expand options.

   The Employee Self-Service menu options appear.
3. Hover over the **Personal Information** option.

   The Personal Information menu options will appear.
4. Review your **Personal Information** options.

Expected Results:

Albuquerque Public Schools employees are able to use Self-Service to view, update/add, and delete their emergency contact information.

Viewing Your Personal Profile

This form allows the employee to view their Personal Profile and Emergency Contact information.

To view your personal profile

1. Log into Self-Service. See Logging into Employee Self-Service.
2. In the **Bookmarks arrowhead** on the left side menu, hover over the **Employee Self-Service** menu to expand options.

   The Employee Self-Service menu options appear.
3. Hover over the **Personal Information** option.

   The Personal Information menu options appear.
4. Click the **Personal Profile** option.

   The Personal Information form appears.
5. Review your personal information.

Note: If you believe this information is incorrect, please contact the Employee Data Center.

Expected Results:

The Personal Profile screen appears.