



Tami J. Coleman
CHIEF FINANCIAL OFFICER

July 25, 2017

MEMORANDUM

TO: All APS Employees

FROM: Tami Coleman, Chief Financial Officer
Todd Torgerson, Chief of Human Resources and Legal Support Services

RE: Infor/Lawson Employee Self Service System (ESS); Manager Self Service (MSS)

In order for the District to comply with the Federal FMLA (Family Medical Leave Act) laws, all absence reporting must be completed daily. The only way to effectively accomplish this is to fully automate all leave tracking, reporting, approval and entry into the Lawson system.

The Finance and Human Resource Departments have been working over the past year to implement a new ESS/MSS system in order to automate more of the District's payroll related functions. The first function to come on line is the leave and absence request and approval process, as there is an urgent need to fully comply with federal laws as described above. Schools and departments are required to begin using this new process as soon as they have been trained by the Business Systems Department but no later than August 7, 2017.

As we move forward in using only Employee Self-Serve (ESS) and Manager Self-Serve (MSS) to report and approve/deny all employee absences, please be reminded that all sick leave absences must be reported and approved before or on the day of the absence. If the employee is unable to report through ESS, the supervisor/designee must enter the absence in the HS19.2 screen. Per FMLA regulations, this is a daily requirement.

For school administrators/designees reporting teacher/EA absences in Smart Find Express (SFE), please be reminded that all absences filled by substitutes must be verified daily for payroll purposes. Do not wait until the end of the reporting period to verify. This can cause missed paychecks that can only be recovered by manual timesheets submitted by school personnel.

The next function to be implemented is timesheet pay entry and approval. This will focus on all hourly pay, whether by temporary employees, permanent employees, regular or overtime; and will include an automated approval process. Please stay tuned as we upgrade and automate our processes.

If you should have any Infor/Lawson related questions or require any new or additional training, please contact Mr. Matthew Gurule at 880-3792 or via email at business.erp@aps.edu. If you have any discrepancies regarding the listing of your direct reports within the ESS/MSS system, please email Ms. Rebecca Rendon with the employee's name and employee ID at rendon_r@aps.edu.