

INFOR/LAWSON HS19.2 TRAINING SCRIPT

Logging into HS19.2

Allows Schools/Departments to enter Time off Requests for employees on a daily basis.

To log into HS19.2

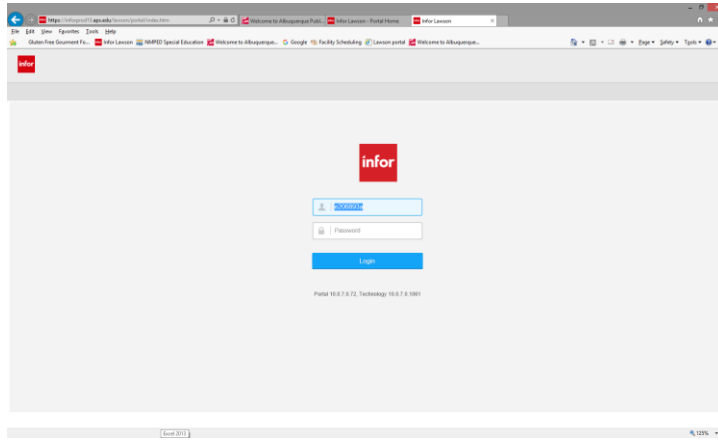
1. Launch an **Internet Explorer** session.
2. In the **address box**, type <http://intranet.aps.edu/>

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.

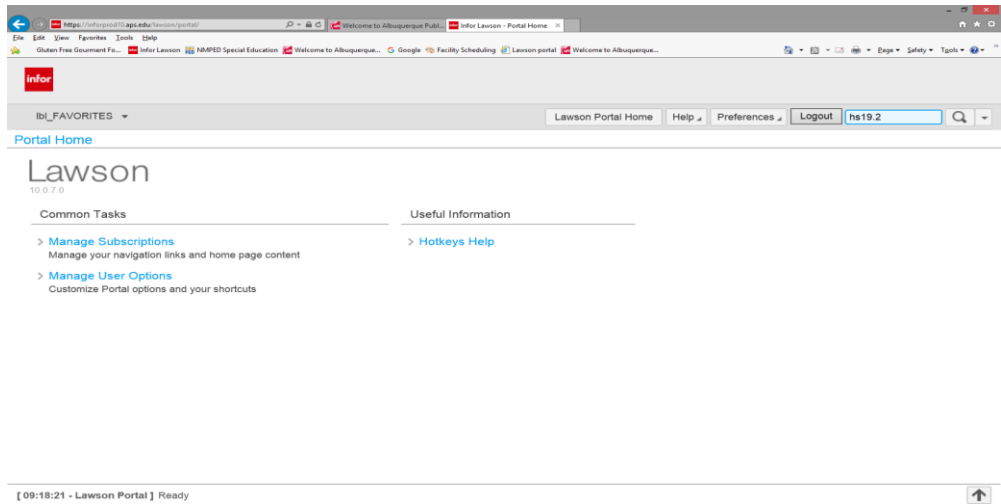


Note: Your User name is the letter “e” + your employee 6 digit employee ID number and an “a” at the end. For example, if your employee ID number is, 123456, your User name to logon is: e123456a. Your password is the same password you use for other systems.

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.






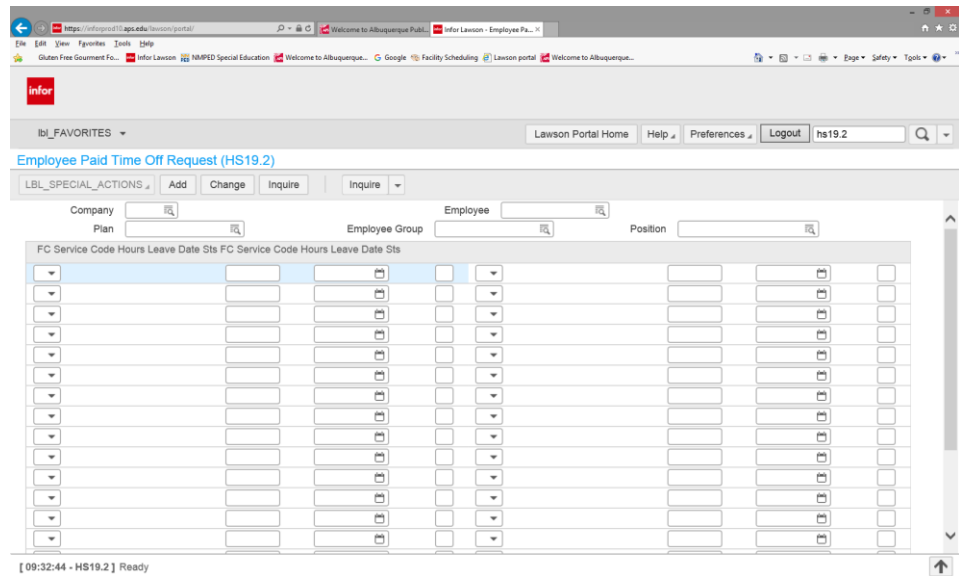
Note: If the following box appears, click the OK button.

Navigating in HS19.2

After accessing Lawson, follow the below steps to access HS19.2.

To view your available HS19.2 options

1. In right hand corner ¼ way from the top of the page enter HS19.2 in the blue highlighted box then hit .
2. The Employee Paid off Time Request (HS19.2) screen will be displayed.



3. To return to Lawson Portal Home screen click on the


Lawson Portal Home

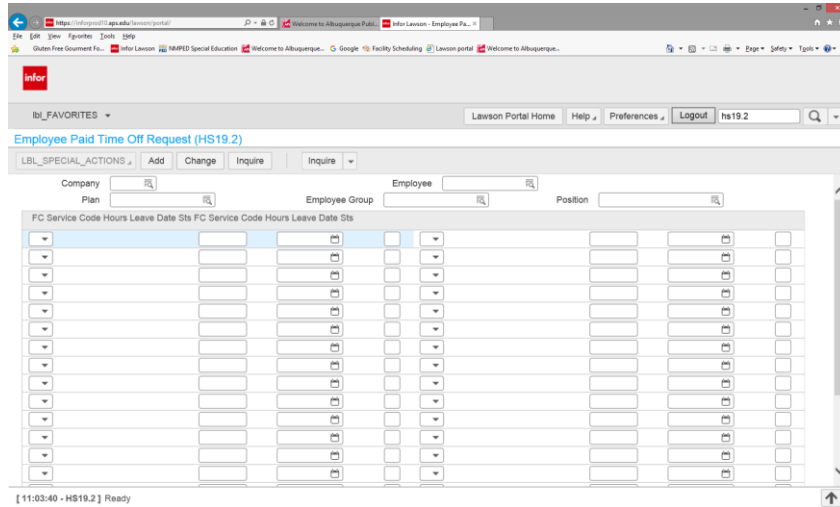
located on the toolbar located ¼ way down from the top of the screen.

Entering Time Off Requests into HS19.2


Allows employee, direct supervisor and indirect supervisor the ability to enter employee's daily request for leave (Sick, Personal, Annual Leave requests.) into Infor/Lawson.

To enter Paid Time Off Requests into HS19.2

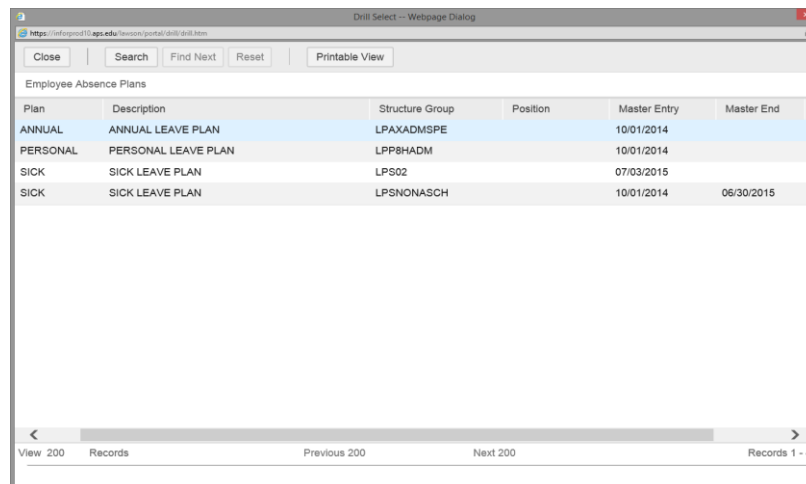
1. In right hand corner ¼ way from the top of the page enter HS19.2 in the blue highlighted box then hit  or enter on your keyboard.
2. The Employee Paid off Time Request (HS19.2) screen will be displayed.



The screenshot shows the 'Employee Paid Time Off Request (HS19.2)' screen. At the top right, there is a search bar containing 'hs19.2'. Below the search bar, there are fields for 'Company', 'Plan', 'Employee Group', 'Employee', and 'Position'. A table is displayed with columns for 'FC Service Code', 'Hours', 'Leave Date', and 'Date'. The table has multiple rows for data entry.

3. Enter company number in the **COMPANY FIELD**, hit Tab or click on next available field.
4. Enter employee number in the **EMPLOYEE FIELD** without the e only numeric sequence (example 000000), hit Tab or click on next available field.
5. Select plan type from the **PLAN FIELD** using the  icon for related choices. ***Please remember to choose the appropriate plan where master end date is blank.***

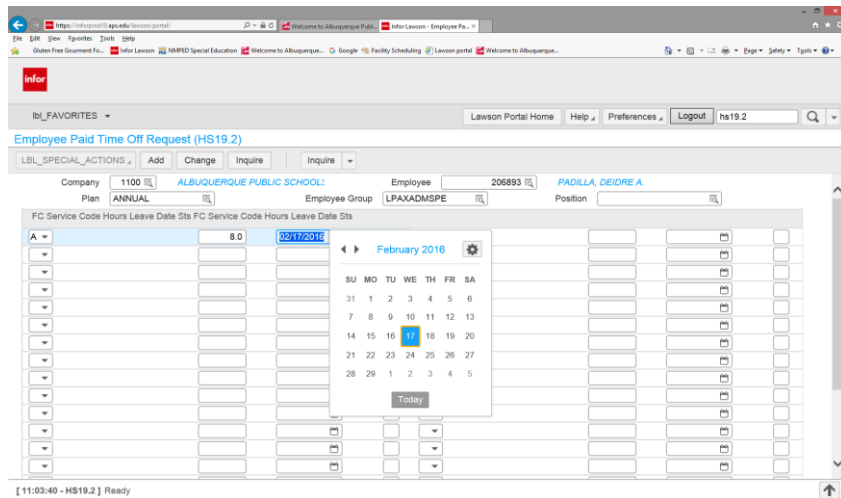
Hit the INQUIRE button after you have selected an available plan.



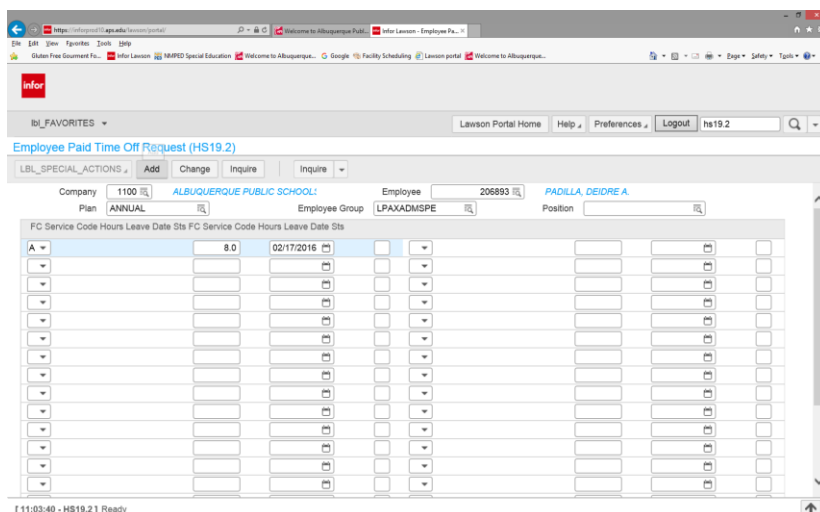
The screenshot shows a 'Drill Select - Webpage Dialog' window. It contains a table titled 'Employee Absence Plans' with the following data:

Plan	Description	Structure Group	Position	Master Entry	Master End
ANNUAL	ANNUAL LEAVE PLAN	LPAXADMSPE		10/01/2014	
PERSONAL	PERSONAL LEAVE PLAN	LPPSHADM		10/01/2014	
SICK	SICK LEAVE PLAN	LPSQ2		07/03/2015	
SICK	SICK LEAVE PLAN	LPSNONASCH		10/01/2014	06/30/2015

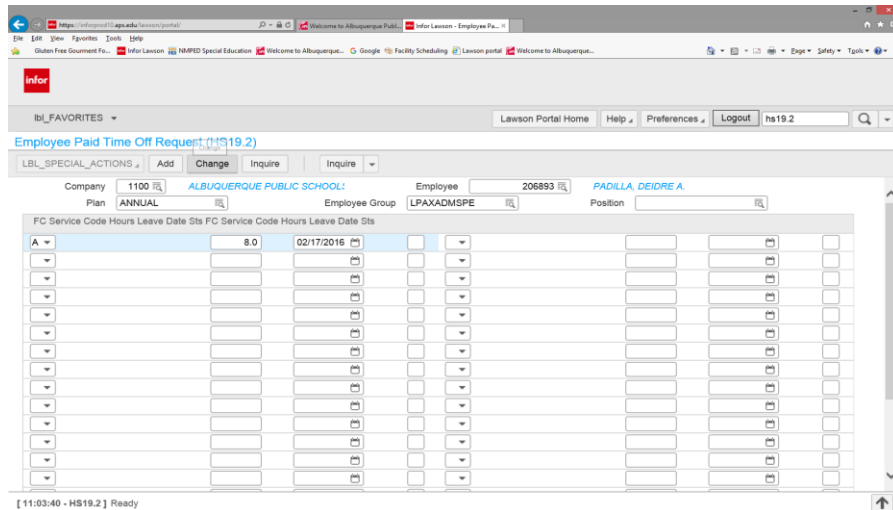
6. **DO NOT ENTER INFORMATION** in the **EMPLOYEE GROUP FIELD** the system will automatically populate this information from the Leave plan selected.
7. **DO NOT ENTER INFORMATION** in the **POSITION FIELD**.
8. In the **FC FIELD** use the drop down arrow and select “Add” or ENTER: “A”.
9. In the **HOURS FIELD** enter the time being taken. You can enter in .25 minute increments.
10. In the **DATE FIELD** you can select from the Calendar Icon or enter date to record leave.



11. Once you have entered all the information click on the **ADD** button located on the Menu Bar. Then click on the **INQUIRE** button.



12. Additional entries may be made by repeating Steps 5 – 11. Once you have added additional entries click on the **CHANGE** button on the Menu Bar. Then click on the **INQUIRE** button.



NOTE: Leaves can be entered by going down a line or simply tabbing over to the right hand side.

NOTE: Once a request for leave has been entered and approved the EMPLOYEE can cancel the request if needed.

AT THIS POINT THE TIME OFF REQUEST IS IN A PENDING STATUS, WAITING FOR APPROVAL BY YOUR DIRECT SUPERVISOR.

13. Next you will need to go into Lawson and run XX135 report. This will generate a current report that will have a complete listing of employees with in your Payroll Batch. The report is broken down into 3 Sections.(See below).

Section B. can be used as a tool for Principals/Supervisors during approval process. You need to re-run report. Section A. must be signed after all approvals are done and Section B is "empty".

The XX135 report Sections.

- a. **Section A** – Absence Time Report for Batch Number 9xxx (Lists active employees assigned to site payroll batch)
- b. **Section B** – Unapproved Leave Requests for Batch Number 9xxx (Lists employees with pending leave absence request)
- c. **Section C** – Approved Leave Requests for Batch 9xxx (Lists employees that have been approved and pending payroll cycle)

14. The supervisor will need to log into their Manager Self Service account and approve the time off requests. (Reference: MSS Training manual Located on line). (<http://www.aps.edu/human-resources/documents/mss-training-manual-october-2016>)

15. Once the time has been approved it will be processed that evening and the time will be pulled through to the XX35. When we are in a payroll week, the approved time off requests will show up on your XX135 report and do not need to be added again.

**Remember not to enter the time on the XX35 which has previously been added to the HS19.2 script.

16. If you're Supervisor, Principal, Manager does not approve the time off requests after a 24 hour period they will receive an email which will direct them to use Manager Self Service to approve all pending time off requests.

Example of XX135 Section B: Unapproved Leave Requests for Batch Number 9xxx.

XX135 Date 02/23/17 Section B
Time 15:22 Unapproved Leave Requests for Batch 9203 Page 9

Company	Comp Code	Location	Batch Number	Employee Name	Emp Stat	Pay Code	Time Rec Date	Hours
1100	9203	0093	9203	349574 WITO, CLAIRE-L	A3	021	11/14/16	6.50

Dear Principal, Director/Site Supervisor:
Please use MSS (manager self service) to approve/cancel/reject the pending ESS/HS19.2 entries below.

6.50 Hour(s) 1 Record(s) 1 Employee(s)