



Manager Self-Service

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Manager Self-Service Overview

Your Lawson system includes a Managers Self-Service module that enables Managers who have direct reports to view employee positions information and also to approve requests for leave (sick, annual, personal etc.)

Currently, the Manager Self-Service module is set up to view the following:

- ◆ Time Off Requests-Approval
- ◆ Direct Reports
- ◆ Employee Dates
- ◆ Pay Rate History

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 Manager Self-Service

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

To log into Manager Self-Service

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

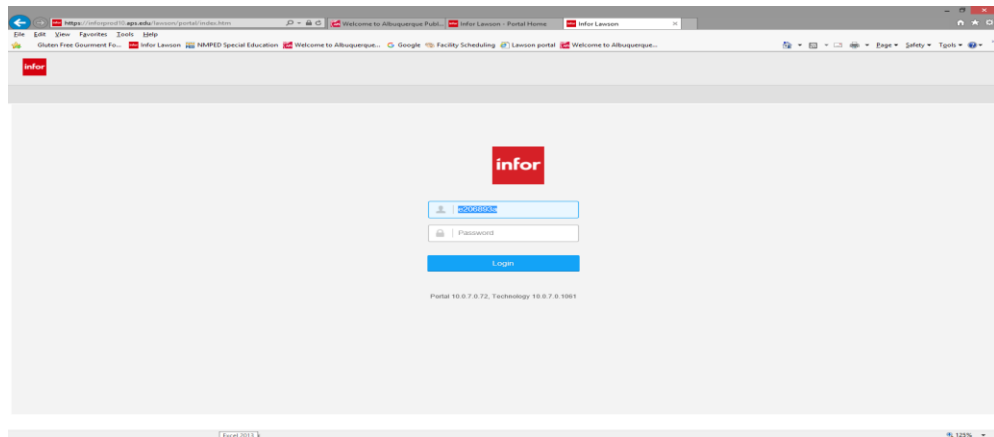
Note: APS includes special notices and announcements when you log into the APS intranet site. You should check this site on a weekly basis so you are well informed.



3. Click **Logons**.
The Our Systems (Formerly Logon Links) appears.

4. Scroll down until you see the **Lawson** link. [Lawson](#)

5. Click the **Lawson** link.
The Lawson login screen appears.

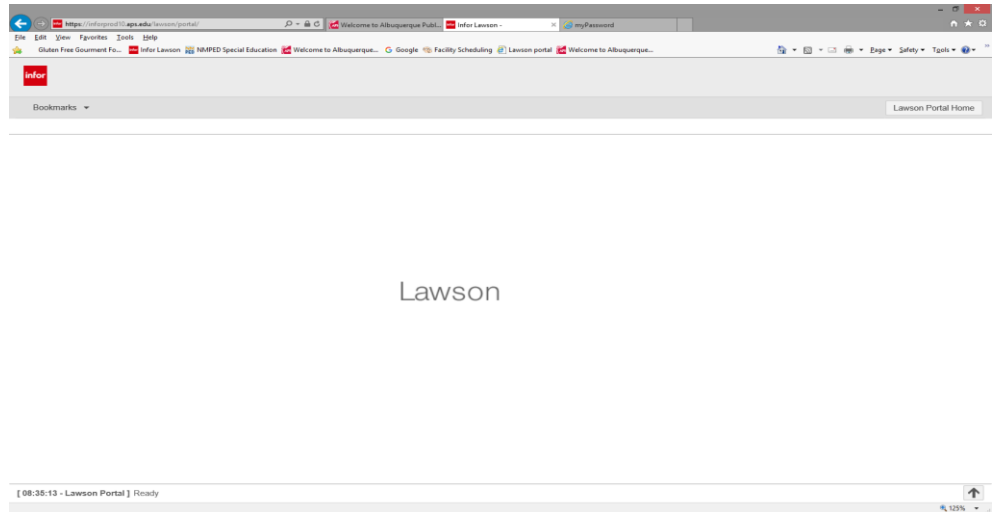


Note: Your User name is the letter “e” + your employee 6 digit employee ID number at the end. For example, if your employee ID number is, 123456, your User name to logon is: e123456 (no a) . Your username and password are the same as your domain account.

6. In the **User name** field, type your **user name (e+employee number) no a**.
7. In the **Password** field, type your **email password (not your Lawson 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. Please repeat this process until the box no longer appears.



Navigating in Manager Self-Service

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

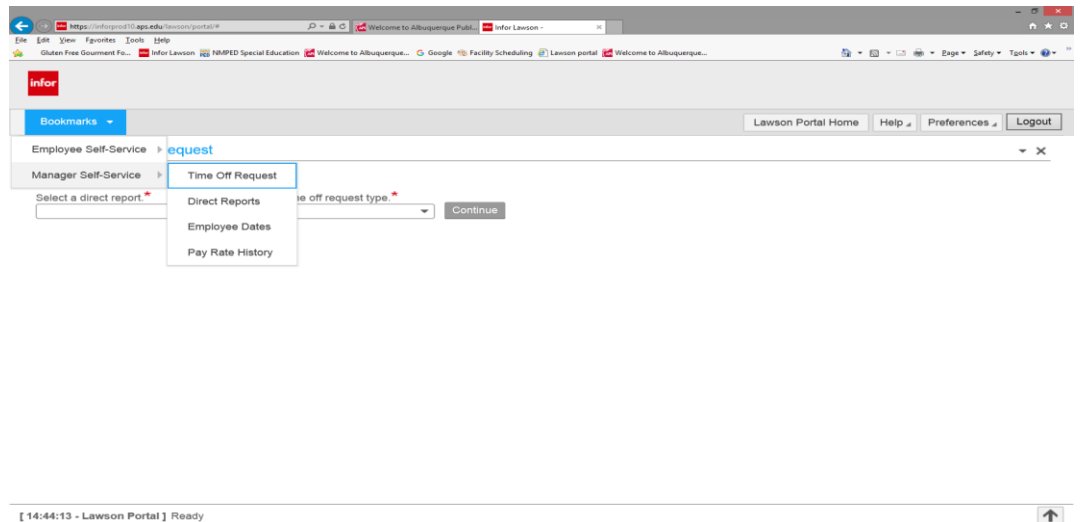
After accessing Lawson, you can then start selecting available options from the drop-down menu under Manager Self-Service.

To view your available Manager Self-Service options

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

The Manager Self-Service menu options appear.

3. The options available for **Manager Self-Service** are displayed.



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.

Time Off Requests

Time Off Requests

This option allows managers to review submitted, pending, cancelled, rejected and leave of absence time off requests.

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

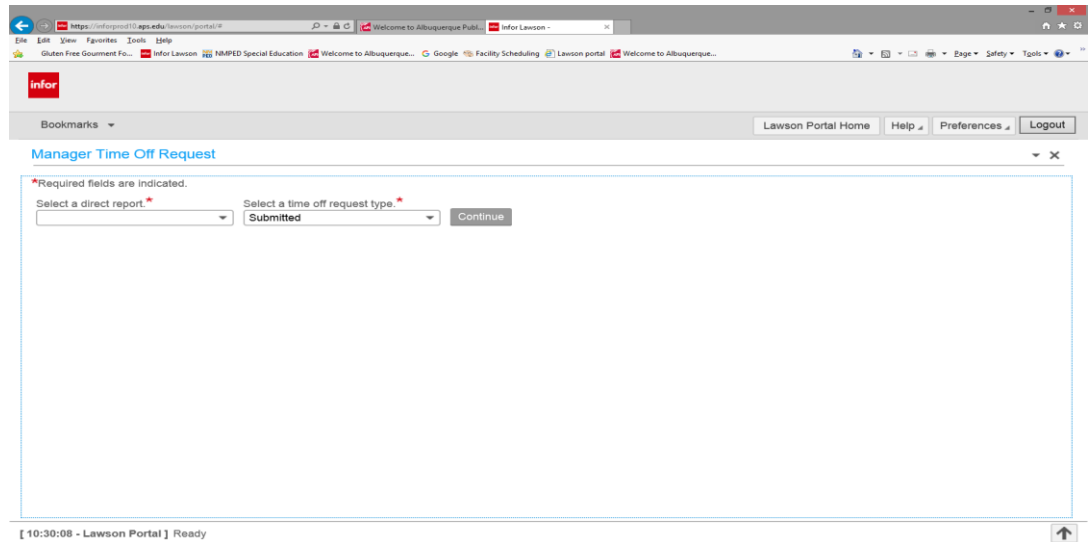
To view your direct report's Time Off Requests

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

The Manager Self-Service menu options appear.

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

The Manager Time Off Request menu options appear.



4. Click on pull down menu under **Select a direct report**.
5. Select a direct report from the pull down menu.
6. Click on pull down menu under **Select a time off request type**.
7. Select the submitted options from the pull down screen.

Absence Time Report

XX135 Date 07/25/16
Time 08:15

Pending ESS/HS19.2 Entries for Batch 9061 Page 1

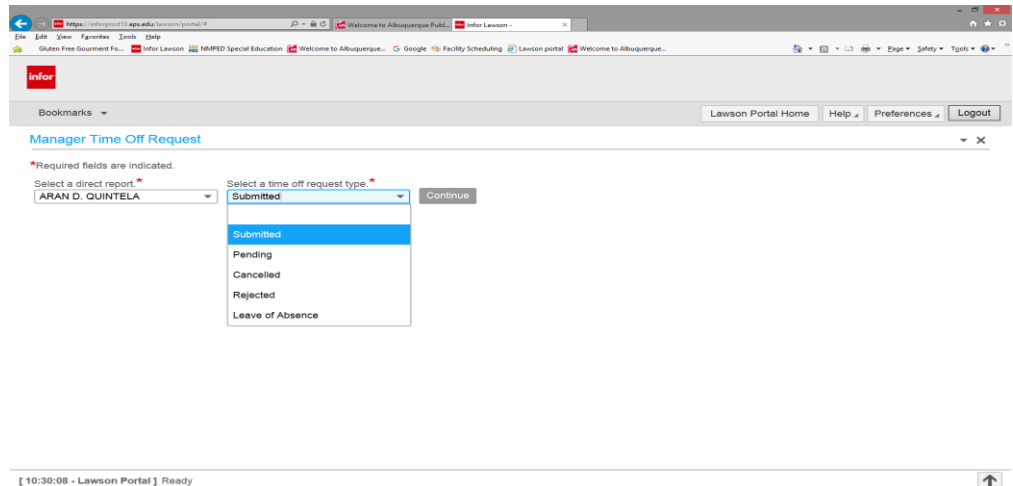
Company	Comp Code	Location	Batch Number	Employee Name	Pay Code	Time Rec Date	Hours
1100	9061	0061	9061	206893 PADILLA, DEIDRE A.	054	07/22/16	1.00

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

1.00 Hour(s) 1 Record(s) Batch Number 9061
1 Employees Comp Code 9061

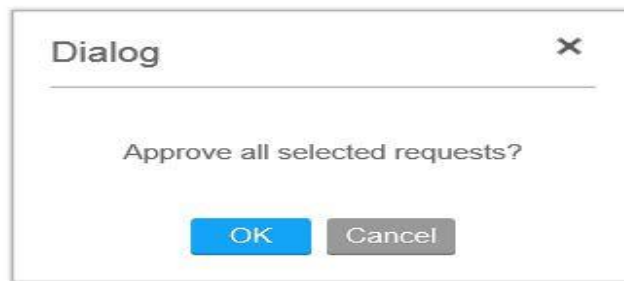
****Remember to have the current copy of your XX135 report showing employees who have submitted time via ESS (Employee Self Service) or time entered on the HS19.2 screen.**

NOTE: If requested time off is not approved or rejected you will receive an email asking you to approve or reject it. This email will be generated 24 hours after the request has been entered by the direct report.



8. Click on **Continue**.
9. Click on the box with your mouse or if there are multiple requests for that employee click on the Select All box .

10. Click on the Approve or Reject grey buttons.
11. Click on OK to approve all selected requests.



12. This process should be repeated for every direct report who has requested time off using ESS (Employee Self Service) and HS19.2

Expected Results:

The manager can view their direct reports leave requests, as set in the Lawson system. If there are questions or issues, they should contact the HR Department.

Direct Reports

This option allows managers to view their Direct Reports.

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

To view your direct reports

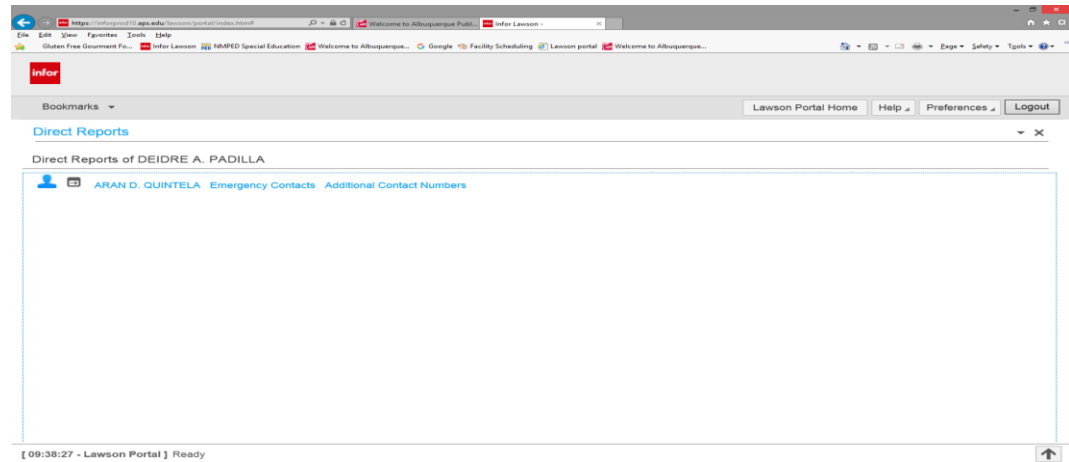
1. Log into Lawson Self-Service. See [Logging into Manager Self-Service](#).

2. In the **Bookmarks** on the left-side menu, hover over the Manager Self-Service menu to expand options.

The Manager Self-Service menu options appear.

3. Click on the **Direct Reports** option.

Your Direct Reports menu options appear.



1. To return to the previous screen click on the X (under Logout) at the far right.

Expected Results:

The manager can view their direct reports, the direct reports emergency contacts and additional contact numbers. If there are questions or issues, they should contact the HR Department.

Employee Dates

This option allows managers to view their Direct Reports birthdays, hire dates, service dates and length of service.

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

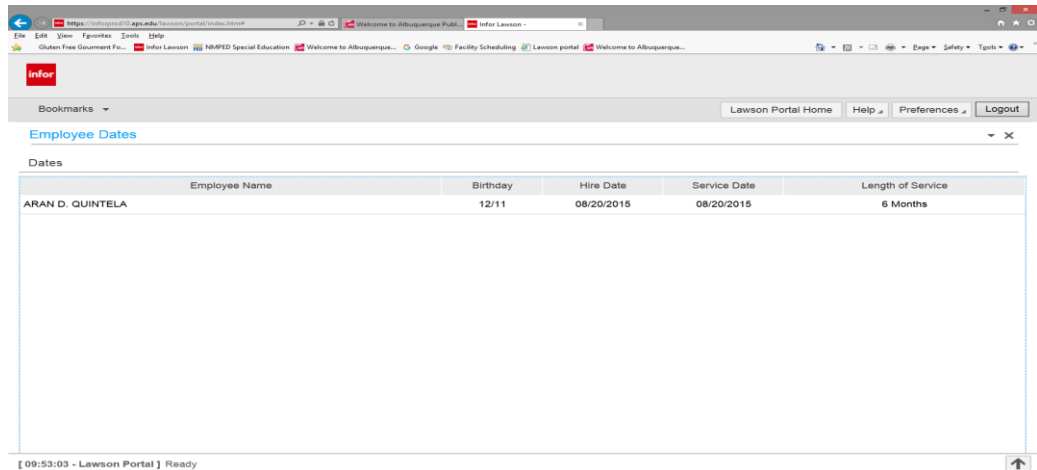
To view Direct Reports' Employee Dates

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

The Employee Self-Service menu options appear.

3. Click on the **Employee Dates** option.

The Employee Dates menu options appear.



4. To return to the previous screen click on the X (under Logout) at the far right.

Expected Results:

The manager can view their direct reports birthday month and day, hire date, service date and length of service. If there are questions or issues, they should contact the HR Department.

Pay Rate History

This function allows Managers to view their Direct Report’s pay rate history. .

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

To view the Pay Rate History

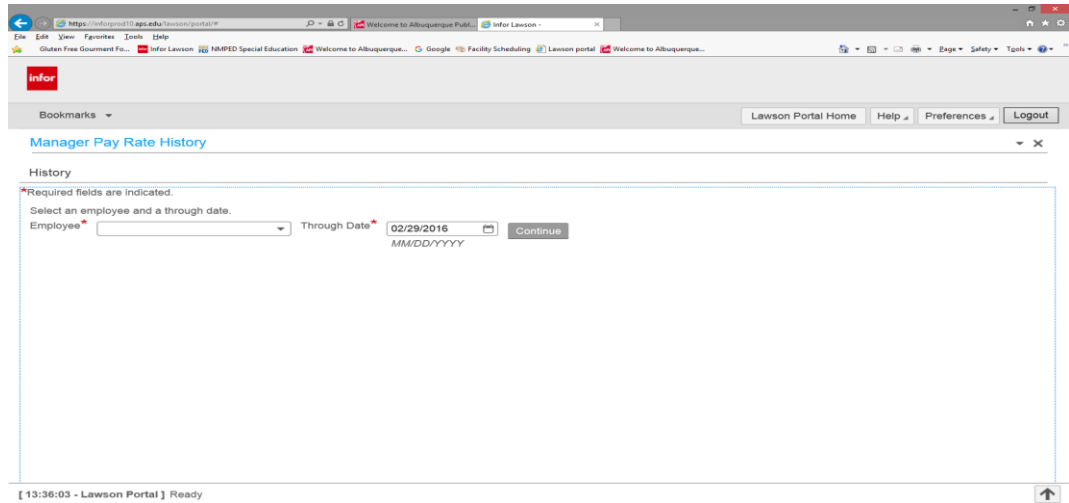
Log into Lawson Self-Service. See [Logging into Manager Self-Service](#).


1. In the **Bookmarks** on the left-side menu, hover over the **Manager Self-Service** menu to expand options.

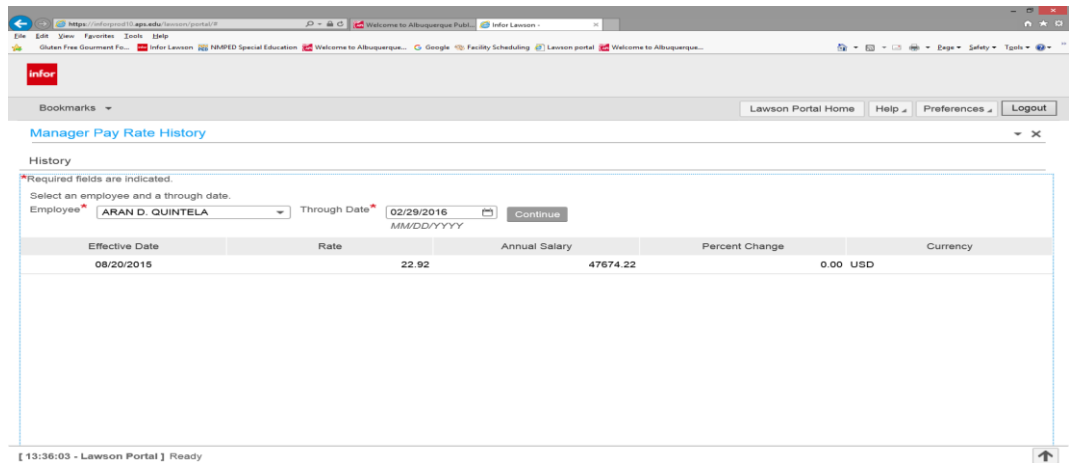
The Employee Self-Service menu options appear.

2. Click on **Pay Rate History**.

The Manager Pay Rate History options appear.



3. Click on pull down menu next to **Employee**.
The authorized Employee selection will be display.
4. Click on calendar icon  option under **Through Date**.
The calendar will appear and you can choose dates needed.
5. Click on continue button.
Employee pay rate will be displayed for date range requested.



6. To return to the previous screen click on the X (under Logout) at the far right.

Expected Results:

The manager can view their direct reports pay rate history. If there are questions or issues, they should contact the HR Department.