

1.1 Introduction to the Payroll Attendance Collection System

This chapter identifies the Payroll Attendance Collection System (PACS), states the purpose of the system, briefly summarizes each section of this manual and defines the documentation conventions used to present information throughout this manual.

About the System

The Payroll Attendance Collection System (PACS) allows timekeepers to enter, view and report on attendance for every employee. PACS is a module of the Human Resource Information System (HRIS), an Infor-Lawson application.

About the Manual

Organization and Content of this Manual

This manual presents step-by-step instructions for using the system and is divided into sections, and appendices.

Within each section, information is divided into chapters. The first page in each chapter provides an overview to the material included in that chapter. A typical chapter will completely explain one function or feature of PACS, for example, posting attendance for a specific attendance type. Within each chapter there are as many individual topics, forms and instructions as are necessary to completely explain the information in that chapter.

Typically, the person using this manual has a specific function or task to complete. As much as possible, it is the intent of this manual to provide all of the necessary information and instructions needed in each chapter to complete a task, reducing the need to go to various places in the manual, therefore, within each section; some information is repeated or similar in each chapter.

Documentation Conventions

The following documentation conventions apply throughout this manual:

\$Note: These notes are intended to call attention to important, clarifying, or additional information.

Instructions: Throughout this manual, you will see instructions organized as shown in the following example.

Step 5	Select employee and assignment:
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The column on the left is a label or identifier that draws your attention to a specific type of instruction such as the next step, the icon that needs to be used or the name of the field that needs to be entered.

The column on the right is the explanation or instruction regarding the first column.

Step 5 is the name of the next step in the sequence of instructions and the text on the right explains that the step will be instructions to select an employee and a specific assignment.

Action 	Click on the Inquire icon.
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Action and the icon that is shown indicate an action (icon or button to press or drop down to select from) that needs to be taken. The instruction on the right tells the reader to click on the Inquire icon at this time.

Obtaining Security Access to HRIS/PACS

Before you can use PACS, you need to request access to the HRIS system. Complete and forward the form, MCPS 280-63 titled PAYROLL ATTENDANCE COLLECTION SYSTEM ACCESS REQUEST to the Office of the Chief Technology Officer (OCTO), Room 142. This can be found on the Montgomery County Public Schools website using the following web address: <http://www.montgomeryschoolsmd.org/departments/s/pdf/280-63.pdf>. Once you have completed the form and it has been approved, you will be notified via email.

If you have questions about completing the form, contact the Help Desk at 301-517-5800.

1.2 Payroll Attendance Collection System

This chapter describes the attendance collection process and the general procedures for its use. The timekeeper message conference, steps required to access the system and form features are explained.

Overview

PACS is an application designed to allow users the capability to:

- Select and post current pay period's attendance for all attendance types.
- View, at-a-glance, the posting status for all attendance types.
- Post online prior pay period corrections for the Temporary Part Time, Summer Employment and Extracurricular Activities 1 (EC1) payrolls
- View past attendance.
- Receive pre-printed timesheets for Supporting Services, Professional, Long Term Substitute Teachers and Temporary Part Time Employees.
- Produce various attendance reports such as the approval reports.

Payroll Attendance Collection Process

All time that is reported in hours, with the exception of Training (Tier 1) attendance, is posted in hours per day. ECA 3 pay is reported in dollar amounts and is to be posted for the amount of pay earned for the biweek. Workshops, posted in dollars and Training, posted in hours is by the workshop or course.

In general, for each pay period, the attendance collection process is as follows:

1. At the beginning of the pay period, pre-printed timesheets will be delivered to each location for Supporting Service, Professional, Temporary Part Time (with assigned locations), and Long Term Substitute Teachers.
2. Review notifications in the Payroll-Timekeeper Conference and/or the Timekeeper Information website. These are described later in this section.
3. During the pay period, time is worked and absences tracked through various means; leave slips, authorizations, timesheets and sign-in logs.
4. New hires and other employee changes that are entered in HRIS will be available immediately on the attendance forms.

Employees in each attendance type should be reviewed at the beginning of each pay period. If there are employees or assignments missing or appear to be incorrect, contact the Office of Human Resources and Development (OHRD). Allow time for the assignment/employee to be corrected in the system. **DO NOT POST** time to the wrong assignment as this could lead to incorrect pay for the employee.

5. The daily online attendance reporting system will give you the flexibility of posting time throughout the pay period; therefore you may choose to enter time daily, at the end of each week or at the end of the pay period.
6. At the end of the pay period, the timekeeper verifies that all of the attendance for each attendance type has been posted.

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7. Once all of the employees have been posted and verified for completeness and accuracy, the attendance must be released so the payroll can be processed. The principal/director or his/her designee releases each type of attendance.
8. The Employee and Retiree Service Center will close the current pay period and make the attendance records available for Payroll Processing. Shortly after this, the next pay period will be available for posting.
9. At the end of the pay cycle, timekeepers will receive the “PACS Attendance Approval Report”. The principal/director is responsible for reviewing and signing the approval report for accuracy. These documents will enable you to answer questions employees may have concerning their pay. If any errors are found, voucher corrections can be submitted to the Employee and Retiree Service Center.

Outlook Payroll-Timekeeper Conference Folder

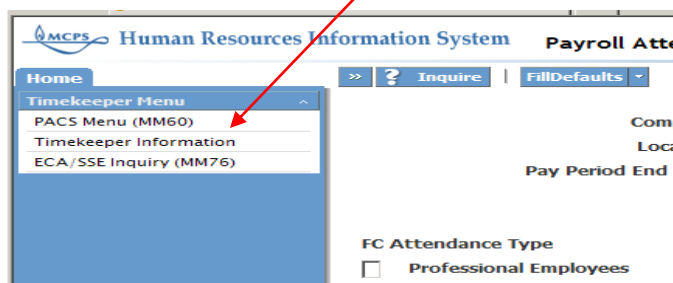
Outlook messages are sent to the staff who posted the prior pay periods attendance with important information on the same day that PACS attendance is opened for posting. In addition, the same message is posted to the following Outlook Conferences:

- Payroll-Timekeeper
- Administrative Secretaries
- Financial Specialist
- Business Administrators

Accessing the Outlook Payroll/Timekeeper Conference

1. Open/logon to Outlook
2. Click on the (+) next to Public Folder located under your Folders list and locate the folder named “All Public Folders”.
3. Click on the (+) next to All Public Folders and locate the Conferences folder.
4. Click on the (+) next to Conferences and locate the Departments folder.
5. Click on the (+) next to Departments and locate the Payroll-Timekeepers folder
6. Double click the Payroll-Timekeeper folder to open and view any messages that have been posted regarding PACS attendance, system availability, etc.

In addition to the conference folder, please review the **Timekeeper Information** web page for special information bulletins, timekeeper manuals and for up-to-date information, such as holidays, special reporting guidelines, pay schedules, etc. The web page can be easily accessed from the navigation bar



or by using the following link

<http://www.montgomeryschoolsmd.org/departments/ersc/employees/timekeepers/>

1.2 Payroll Attendance Collection System

Types of Form Displays

There are several types of forms that you will be using in PACS that are based on the function or task being done.

Time Entry and Release Forms

The posting process is accomplished on these forms. Data entry forms provide fill-in-the-blank templates that you will use to view/ add or update information in the PACS database. Once the attendance entry is complete, the data is released from special summary forms. (ECA-3 and Workshops are released on the time entry forms.) Time entry and release forms are displayed and discussed in the posting sections of this manual.

History/Inquiry Forms

History forms display past attendance. They are similar in appearance to the time entry forms but are view only and require no input. History forms are discussed in the Attendance History section of this manual.

MM60.1, Payroll Attendance Selection Form

MM60 is the PACS Attendance menu. You must go through this form to access the lower level time entry/ release forms. It establishes the pay period and location, and shows the posting status of each attendance type.

The possible statuses that display for each attendance type are:

- Posting The detail time entry form for the attendance type has been accessed and attendance has been posted
- Released The attendance type has been released for the pay period
- Final Attendance posting is closed to timekeepers. Attendance is available for inquiry, with the exception of the pay period has just closed and the payroll is being done.
- Blank No attendance has been posted


FC Attendance Type	Status	FC Attendance Type	Status
<input type="checkbox"/> Professional Employees		<input type="checkbox"/> ECA 1 Activities	
<input type="checkbox"/> Supporting Services	Released	<input type="checkbox"/> Outdoor Education	
<input type="checkbox"/> Temporary Part Time		<input type="checkbox"/> ECA 3 Activities	
<input type="checkbox"/> Long Term Sub Teachers		<input type="checkbox"/> Professional Workshops	
<input type="checkbox"/> Short Term Sub Teachers	Posting	<input type="checkbox"/> Tier 1 Training	
<input type="checkbox"/> Class Coverage		<input type="checkbox"/>	
<input type="checkbox"/> Summer Employment	Posting		

This form is used to select attendance for posting to the current pay period as well as to select attendance for inquiring against prior pay period attendance. PACS will allow posting or inquiry only based on the status of the pay period. Step-by-step instructions are included in the chapters for each attendance type.

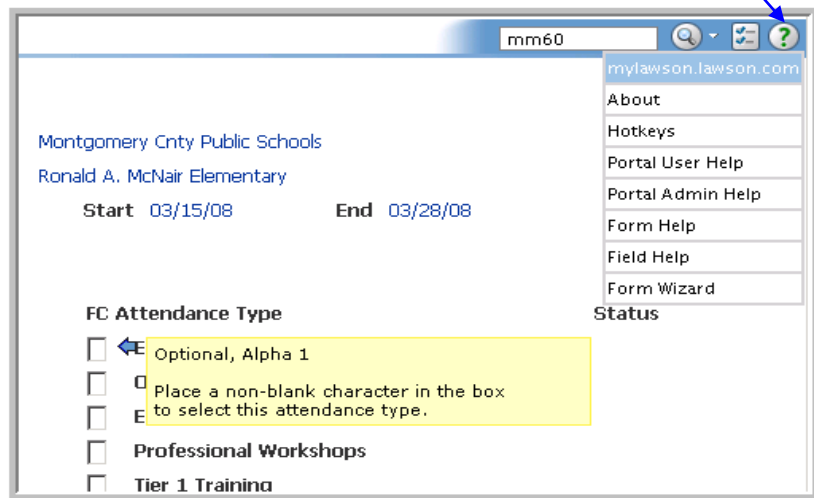
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Online Help


Online help is available for the form and each field on the form.

Field Help: To inquire on help for a specific field, click on the Help icon  and select **Field Help**

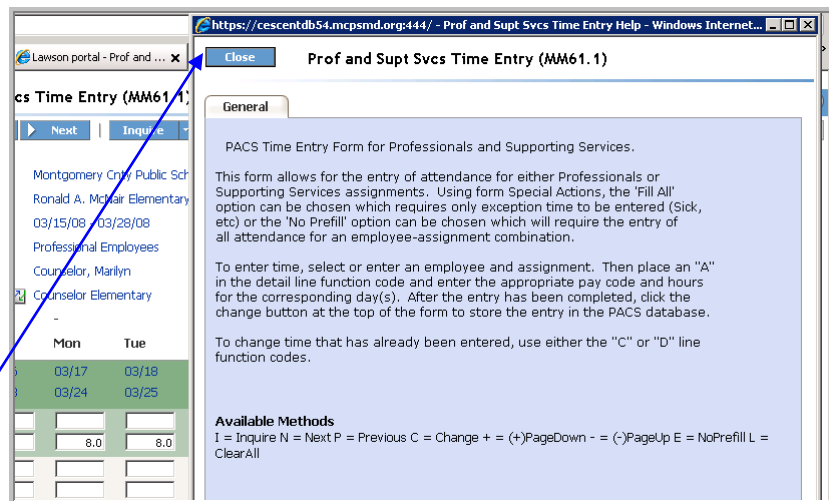
A **Field Help** box will display next to the field that the cursor is on and provide information about that field.



To turn Field Help off, click on the Help icon and select **Field Help** again.

Form Help: To inquire on help for the form that you are on, click on the Help icon  and select **Form Help**

A **Help** window will display which provides information about the form.



Click on the **Close** button to turn off the Form Help.

1.3 Login Procedures

This chapter provides the procedures to follow to gain access to PACS and gives step-by-step instructions to log into PACS.


Step 1	Access the Application”
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You must log into the system via the Lawson Login form to access PACS. You can easily access the login form from the timekeeper web site

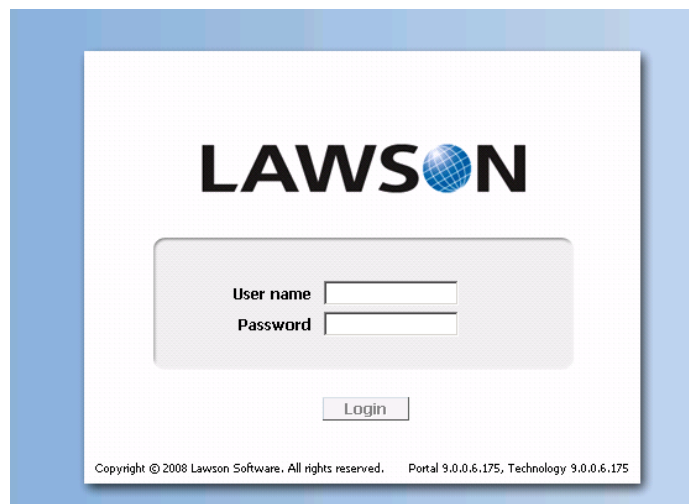
<http://www.montgomeryschoolsmd.org/departments/ersc/employees/timekeepers/>

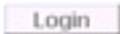
Once you have access the timekeeper website, you should see the following at the top of the page. It provides the link and the instructions to create your own shortcut. Click on the link or shortcut and then proceed to Step 2.

Timekeepers



Create a shortcut to HRIS/PACS on your desktop!
Right click on the above link and select "copy shortcut."
Then navigate to your desktop, right click, and select "paste shortcut."



Step 2	Enter your credentials
User Name	Enter your network user id.
Password	Enter your network password. The password is case sensitive .
Action 	Click Login .

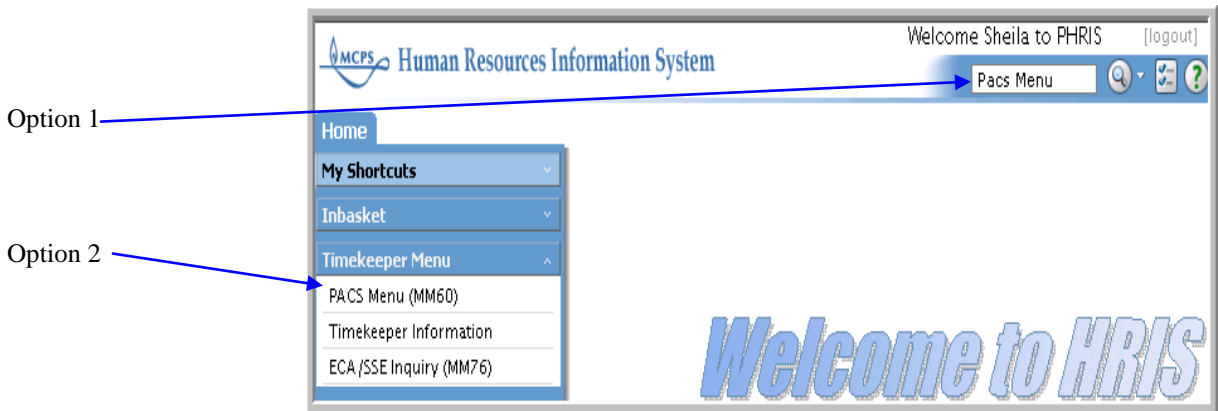
Errors in login If the boxes change to yellow, the user name and/or password has been entered incorrectly or you do not have access to HRIS and need to complete a security access . Refer to “Obtaining Security Access to HRIS/PACS”.

1.3 Login Procedures

User name	testuser
Password	

Successful connection - you are now logged into the system and the Welcome form will display if the credentials are successfully entered.

Step 3	PACS Menu
	There is more than one way to display the PACS Menu: Option 1. Enter “Pacs Menu” (or PACS Menu) or “MM60” in the Search box and press enter. Option 2. Click on PACS Menu on the Navigation Bar.


















\$ Note: If you do not have the Timekeeper Menu displayed on the navigation bar, refer to “Web Preferences Setup”, discussed in this section.

1.4 Web Preferences Setup

Subscribing to the timekeeper bookmark.

If the blue navigation area located on the left hand side of your form is blank or does not show the timekeeper menu, you need to “subscribe” to the timekeeper bookmark.

Step 1 	Click on the preferences icon which is located in the upper right-hand corner of the form.
Step 2	Click on Content


Save	Reload Portal	Refresh	Previous	Next	Home
SUBSCRIPTIONS			LAYOUT		
<input type="checkbox"/>  Distribution History Rpts			Navigation		Main Content
<input type="checkbox"/>  Employee Summary			 Jobs and Reports		
<input checked="" type="checkbox"/>  Employee Work Schedule			 Employee Work Schedule		
<input type="checkbox"/>  Inbasket Administration			 System Links		
<input type="checkbox"/>  Jobs & Report Management					
<input checked="" type="checkbox"/>  Jobs and Reports					
<input type="checkbox"/>  SAOTSTHR					
<input checked="" type="checkbox"/>  Security Admin					
<input type="checkbox"/>  Smr Emp Participation Rps					
<input checked="" type="checkbox"/>  System Links					
<input checked="" type="checkbox"/>  Timekeeper Menu					

You should see the text “**Timekeeper Menu**”, located in the Subscriptions column. Click on the text and drag it to the Navigation column. Click **Save**, then click **Reload Portal** from the toolbar to have the menu appear.

Note: If you do not see the Timekeeper Menu under the Subscriptions, You may have a bookmark named similarly, such as Payroll Attendance or Timekeeper-Trans. If you do not see it or need further assistance, please notify the Help Desk.

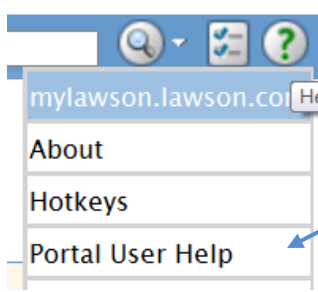
Automatic Advance and 6-Digit Date tip

You may want to set the ability to automatically advance to the next field after completing an entry field and when entering a 6 digit date. To do that:

Step 1 	Click on the preferences icon
Step 2	Click on User Options
Step 3	Check both Use Data Entry Field Advance and Advance on 6-digit date entry
Step 5	Click on Apply and then OK

1.4 Web Preferences Setup

For descriptions of other options on this form, refer to the Lawson User's Manual which can be viewed by clicking on the Help and selecting "Portal User Help".



Refer to the remaining sections for procedures and instructions for each form in the PACS system.

1.5 Glossary

This chapter highlights some of the terms that you will need to know for PACS.

AWOP

Absence Without Pay.

Company

Company is the highest level in the organizational structure. Because the Lawson application is a purchased, commercial off-the-shelf (COTS) product, MCPS is referred to as a company. The company value for all active (permanent and temporary) employees is 100.

Cross-foot

Cross-footing refers to the rule that the number of hours worked, plus leave used, plus AWOP must equal the number of hours scheduled.

Department (Not used in PACS, but you may see it on some screens and reports)

An organizational level defined within a process level. All schools and non-school business offices have associated departments that may further define the organizational structure. This field is always five characters and is either alpha or numeric.

School departments are alpha representations of a function, grade level or subject taught. Examples are:

ADMIN	Office of the Principal	TGRD4	Teachers - Grade 4
BUILD	Building Services staff	TGUID	Guidance
SECUR	Security staff	XAUTM	Spec Ed - Autism
TENGL	Teachers – English	TMATH	Teachers – Math

These school departments are used in the substitute system as well as subject areas.

Non-school business office departments permit a further delineation of the organizational structure for the business office and will typically define a depot, unit, team, or facility. In most instances, the department code will be the same as the process level, but there are cases where the department defines a further breakout of the process level:

Proc Level	Department Number	Department Name
34401	40344	Department of Transportation
34401	34401	DOT Bethesda Depot
34401	34402	DOT Clarksburg Depot
34401	34420	DOT Fleet Maintenance
53390	53390	Ind. w/ Disabilities Ed Grant
53390	27103	Visual Impairments
53390	27114	Infants/Toddlers – Down County

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Exempt/Non-Exempt

When this manual refers to a position (activity/assignment) as being exempt or non-exempt it is referring to overtime eligibility. If overtime can be reported for an assignment, it is non-exempt (from reporting overtime). If the position is not eligible for reporting overtime hours, it is exempt (from reporting overtime).

Form

This term is interchangeable with “Screen”. Within the system, you will often see the term “Form” rather than screen.

Location

Defines the location where the employee works. It is the location where time reporting occurs. For the majority of staff, the process level and the location are the same; however, a head start teacher’s process level could be a central office process level (budgeted location) and the location would be the school where the teacher is working. An employee can have multiple locations – one for each position or activity.

PACS

Payroll Attendance Collection System.

Pay Code

Pay codes designate a type of absence or work. Timekeepers need to enter the pay code and the corresponding hours in the appropriate day(s) of the week. Refer to the “Pay Code Guidelines” or to the “Pay Code List” in the appendix for a listing and definition of the available Pay Codes.

On some reports, you will see a number in front of the pay code. This is the internal pay code number that the ERSC/Payroll uses.

Position Code

Defines an assignment within a company. Positions are defined to exist within a process level. Each position should have an authorized number of full time equivalents (FTEs) associated with it so that there is position control within the system.

The position code is an 11-digit number structured as:

Digits 1-5	Process Level
Digits 6-9	Job Code
Digits 10-11	Sequence number to uniquely identify the funding source of a position:
00-09	Regular salary account
10-99	Grant-funded salary account
CP	Capital Projects

Process Level

This is a user-defined organizational level within a company. Within MCPS, we define process levels as those work locations to which positions are budgeted, e.g., schools, offices, departments, divisions, units, and programs. Every Lawson process level is coded as a five-digit number and has a number and a name associated with it.

1.5 Glossary

Schools:

Digit 1 0 - always
Digit 2 1=special, 2=elementary, 3=middle, 4=high
Digits 3-5 school number

Examples: 04125 = Quince Orchard High School
 03105 = Ridgeview Middle School
 02570 = Diamond Elementary School
 01916 = Rock Terrace School

Non-School business offices:

The process level numbers for non-school business offices were changed in April of 2008 to be synchronized with the Financial Management System (FMS) department numbers assigned to all business units that have budgeted positions. A list of these process levels has been provided to you in your training documents folder.

Standard workweek

Applies to professional, supporting services and long-term substitute assignments. A standard workweek for purposes of this system are considered to be 1/10 of the assignment's biweekly scheduled hours each day, Monday through Friday.

Timekeeper

Any person designated in a location to post, view, and update the attendance records.

Transfer

Employee reassignment from one location to another.