

# Time Entry in Lawson

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## Step 1

Once you are logged into Okta, click on the Lawson chiclet.

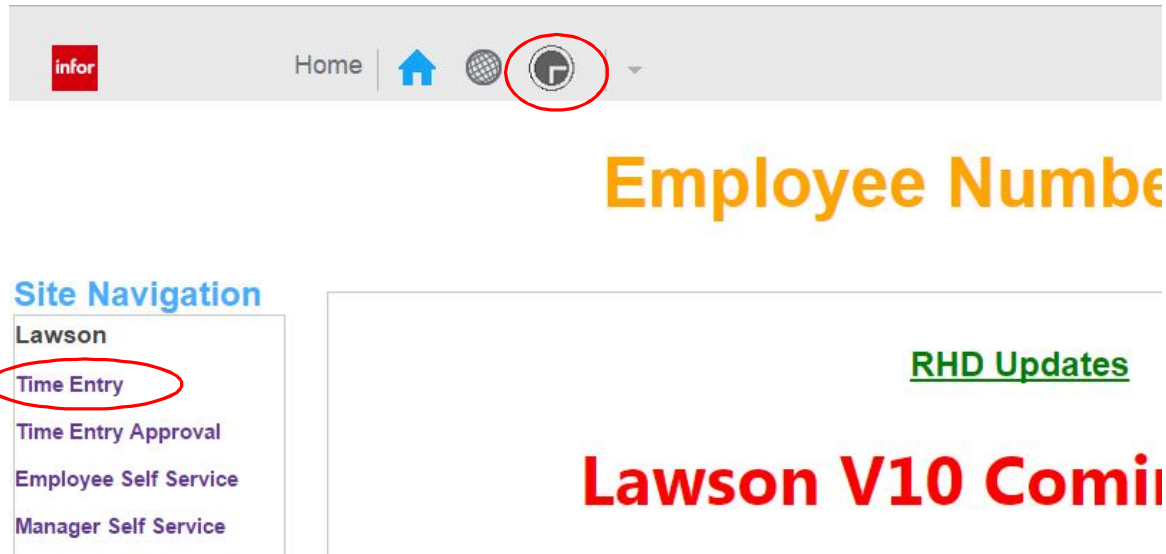
The first time you use the Lawson chiclet, you will have to enter:

User name = Network ID (usually firstname.lastname)

Password = will be the same as your Network/Email password

## Step 2

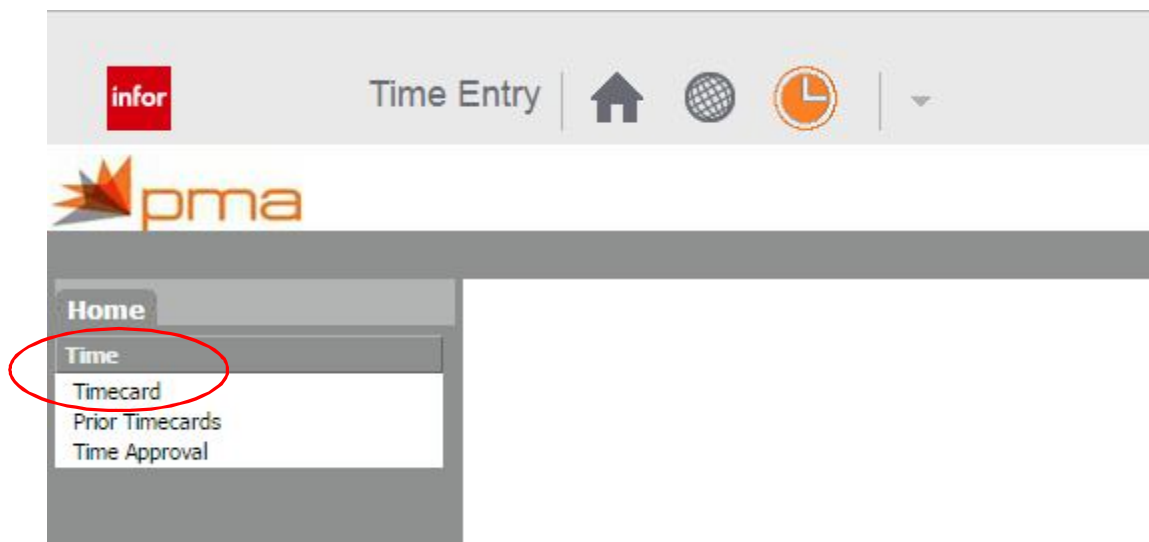
Click on Time Entry Link on left OR the clock on top of the screen



The screenshot shows the Lawson V10 home page. At the top left is the 'infor' logo. To its right is a navigation bar with 'Home', a home icon, a globe icon, and a circular icon with a clock face (circled in red). Below the navigation bar, the text 'Employee Number' is displayed in large orange font. On the left side, there is a 'Site Navigation' menu with the following items: 'Lawson', 'Time Entry' (circled in red), 'Time Entry Approval', 'Employee Self Service', and 'Manager Self Service'. On the right side, there is a 'RHD Updates' link in green text. Below that, the text 'Lawson V10 Comi' is displayed in large red font.

## Step 3

Time > Timecard



The screenshot shows the Lawson V10 Time Entry menu. At the top left is the 'infor' logo. To its right is a navigation bar with 'Time Entry', a home icon, a globe icon, and a clock icon. Below the navigation bar, the 'pma' logo is visible. On the left side, there is a 'Home' menu with the following items: 'Home', 'Time' (circled in red), 'Timecard', 'Prior Timecards', and 'Time Approval'.

## Step 4

Enter the **hour and minutes** you came in and left.

Choose a **pay code** from the drop-down menu by clicking the down arrow.

Choose a **Unit Code** from the Unit/Program menu.

Timecard for [Your name will show here]

View: Pay Period 09-Oct-2016 to 22-Oct-2016

Date	In Hr	In Min	Out Hr	Out Min	Daily Total	Pay Code*	Unit*	Comment	Select	Delete
Sun 9 Oct 2016	12 AM	00	12 AM	00	0 hr 0 min					
Mon 10 Oct 2016	7 AM	30	12 PM	00	8 hr 0 min	Regular	6550--Woodstock Shelter--			
Tue 11 Oct 2016	12 AM	00	12 AM	00	0 hr 0 min					
Wed 12 Oct 2016	12 AM	00	12 AM	00	0 hr 0 min					
Thu 13 Oct 2016	12 AM	00	12 AM	00	0 hr 0 min					
Fri 14 Oct 2016	12 AM	00	12 AM	00	0 hr 0 min					
Sat 15 Oct 2016	12 AM	00	12 AM	00	0 hr 0 min					
Sun 16 Oct 2016	12 AM	00	12 AM	00	0 hr 0 min					
Mon 17 Oct 2016	12 AM	00	12 AM	00	0 hr 0 min					
Tue 18 Oct 2016	12 AM	00	12 AM	00	0 hr 0 min					
Wed 19 Oct 2016	12 AM	00	12 AM	00	0 hr 0 min					
Thu 20 Oct 2016	12 AM	00	12 AM	00	0 hr 0 min					
Fri 21 Oct 2016	12 AM	00	12 AM	00	0 hr 0 min					
Sat 22 Oct 2016	12 AM	00	12 AM	00	0 hr 0 min					

## Step 5

Hit **Validate**, to correct any errors.

Hit **Save**.

## Step 6

When ready to Submit, click Save, Validate, then Submit.

### If you sign out for lunch

1. Follow the above steps to step 4. Enter the time you came in (Hours and Minutes) then the time you went to lunch in the Hours and Minutes columns.
2. Click on the “+” sign next to that days’ time to add another line.
3. Enter the time you came back from lunch in Hours and Minutes and the time you leave for the day in Hours and Minutes.

### To enter PTO

1. Enter time in and out to equal a regular work day (i.e. In at 8:30 AM, Out at 4:30 equals 8.0 hours).
2. Select your PTO you want to use from the pay code menu.
3. Select your Unit Code from the unit code menu.
4. Hit **Validate** then **Save**