Time Entry in Lawson

Step 1

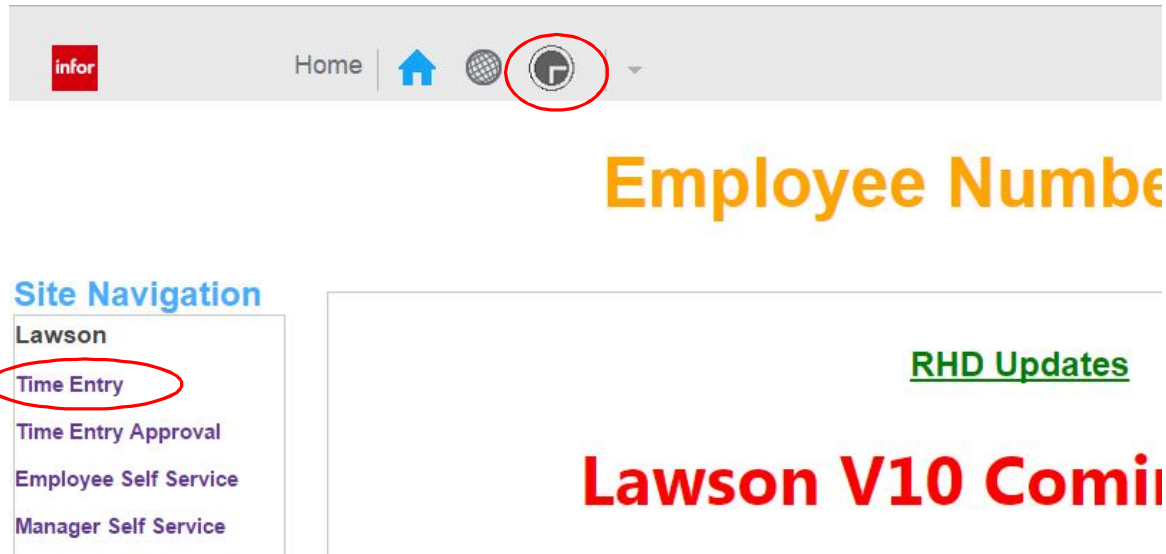Once you are logged into Okta, click on the Lawson chiclet.
The first time you use the Lawson chiclet, you will have to enter:

    User name = Network ID (usually firstname.lastname)
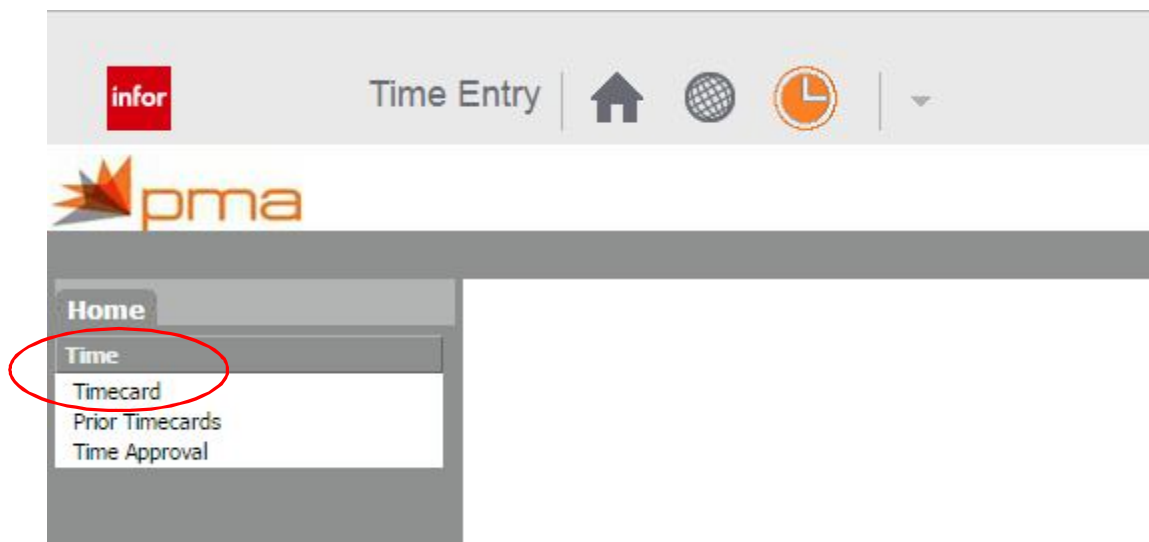   Password = will be the same as your Network/Email password

Step 2

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

Step 3

Time > **Timecard**

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.

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**