

## Entering time in Lawson for a salaried employee

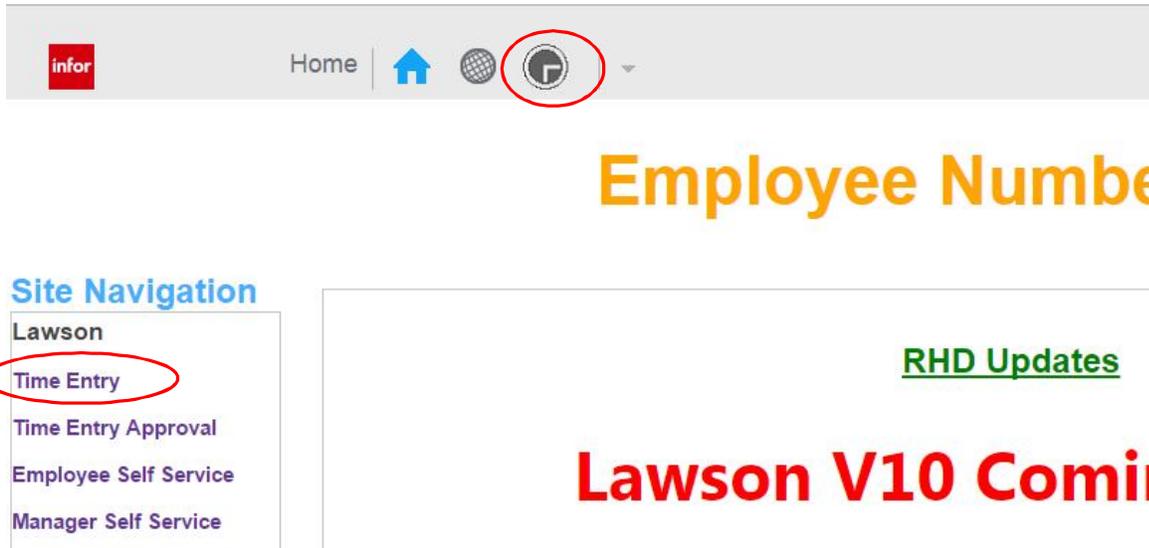
Once you are logged into Okta, click on the Lawson chiclet.

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

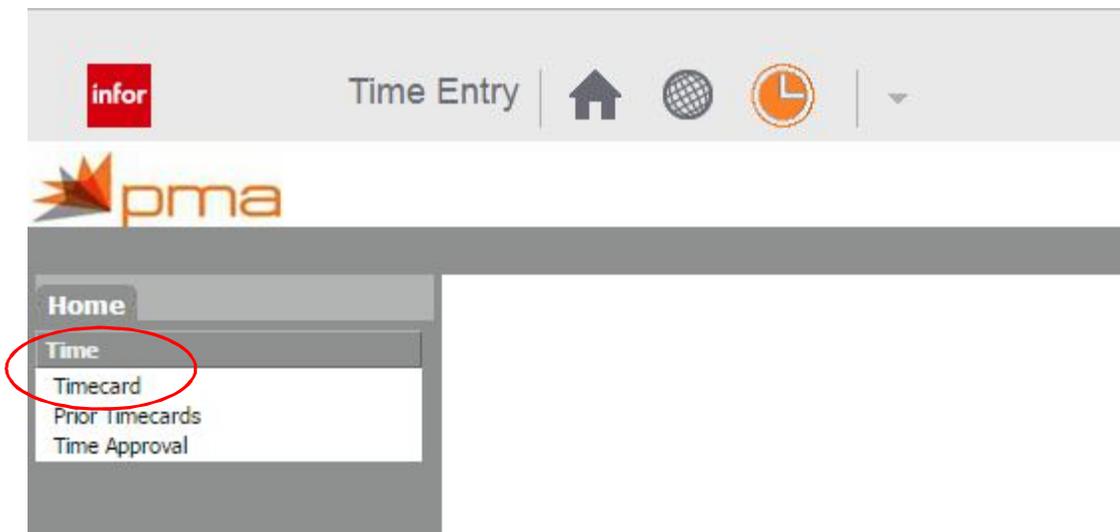
User name = Network ID (usually firstname.lastname)

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

- 1) Click on Time Entry Link on Left OR the clock on top of the screen



- 2) Click on time and then timecard:



3) Review dates before entering information – be sure you are on the correct timecard:

Time Entry | Home | Clock | [Dropdown]

Timecard for:  Welcome Bonar

Print View | Submit | Delete | Validate | Spreadsheet View | Reset | Prev | Next | Save

View: Pay Period [Dropdown] 09-Oct-2016 to 22-Oct-2016 [Left Arrow] [Right Arrow] [Print] [Comment]

Date	Hours	Daily Total	Code*	Unit	Comment	Delete
Sun 9 Oct 2016		0.00				
Mon 10 Oct 2016	7.50	7.50	Holiday			
Tue 11 Oct 2016	7.50	7.50	Salary			
Wed 12 Oct 2016	7.50	7.50	Salary			
Thu 13 Oct 2016	7.50	7.50	Salary			
Fri 14 Oct 2016	7.50	7.50	Salary			
Sat 15 Oct 2016		0.00				
Sun 16 Oct 2016		0.00				
Mon 17 Oct 2016	7.50	7.50	Salary			
Tue 18 Oct 2016	7.50	7.50	Salary			
Wed 19 Oct 2016	7.50	7.50	Salary			
Thu 20 Oct 2016	7.50	7.50	Salary			
Fri 21 Oct 2016	7.50	7.50	Salary			
Sat 22 Oct 2016		0.00				

4) Record your time off by opening the drop down and select the type of PTO used

Time Entry | Home | Clock | [Dropdown]

Timecard for:  Welcome Bonar

Print View | Submit | Delete | Validate | Spreadsheet View | Reset | Prev | Next | Save

View: Pay Period [Dropdown] 09-Oct-2016 to 22-Oct-2016 [Left Arrow] [Right Arrow] [Print] [Comment]

Date	Hours	Daily Total	Code*	Unit	Comment	Delete
Sun 9 Oct 2016		0.00				
Mon 10 Oct 2016	7.50	7.50	<ul style="list-style-type: none"><li>Extra Compensation</li><li><b>Holiday</b></li><li>Missed PTO Time</li><li>Other Time Off</li><li>Salary</li><li>Sick</li><li>Unpaid Time</li><li>Vacation</li></ul>			
Tue 11 Oct 2016	7.50	7.50				
Wed 12 Oct 2016	7.50	7.50				
Thu 13 Oct 2016	7.50	7.50				
Fri 14 Oct 2016	7.50	7.50	Salary			
Sat 15 Oct 2016		0.00				
Sun 16 Oct 2016		0.00				

If entering half worked day and half PTO day, click on the + symbol and record your day  
 Enter the amount of hours to represent Salary  
 Enter the amount of hours to represent PTO hours and the type of PTO on the additional line.

Time Entry | |

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### Timecard for Michael A. Bonanno

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

	Date	Hours	Daily Total	Code*	Unit	Comment	Delete
	Sun 9 Oct 2016	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>
	Mon 10 Oct 2016	7.50	7.50	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>
	Tue 11 Oct 2016	3.75	7.50	Salary	<input type="text"/>		<input type="checkbox"/>
		3.75			<input type="text"/>		<input type="checkbox"/>
	Wed 12 Oct 2016	7.50	7.50	Extra Compensation	<input type="text"/>		<input type="checkbox"/>
	Thu 13 Oct 2016	7.50	7.50	Holiday	<input type="text"/>		<input type="checkbox"/>
	Fri 14 Oct 2016	7.50	7.50	Missed PTO Time	<input type="text"/>		<input type="checkbox"/>
	Sat 15 Oct 2016	<input type="text"/>	0.00	Other Time Off	<input type="text"/>		<input type="checkbox"/>
	Sun 16 Oct 2016	<input type="text"/>	0.00	Salary	<input type="text"/>		<input type="checkbox"/>
				Sick	<input type="text"/>		<input type="checkbox"/>
				Unpaid Time	<input type="text"/>		<input type="checkbox"/>
				Vacation	<input type="text"/>		<input type="checkbox"/>

- 5) Once you have recorded your PTO on the timecard, please complete the following steps :
  - a. Save, it will save your timecard without submitting it.
  - b. Validate, will check for errors or missing data
  - c. Submit, will initiate your pay to the person designated to approve your timecard.
  - d. Confirm, double check total hours being sent for payroll.
  - e. Pay Status Column; look for all your time lines to say Submitted.
  
- 6) If you have no PTO time to record for the given pay period, please complete the following steps :
  - a. Save, it will save your timecard without submitting it.
  - b. Validate, will check for errors or missing data
  - c. Submit, will initiate your pay to the person designated to approve your timecard.
  - d. Confirm, double check total hours being sent for payroll.
  - e. Pay Status Column; look for all your time lines to say Submitted.

- 7) If for any reason, out of PTO time, back from leave or start date is in the middle of a pay period, you would need to complete the following steps:
  - a. Select the date
  - b. Change number of hours to 0.00
  - c. Click drop down for code and select reason.

The screenshot shows the Infor Timecard web application. The main interface includes a navigation bar with 'Time Entry', a home icon, a globe icon, and a clock icon. Below this is the 'pma Timecard for' header with a placeholder for the user's name. The main content area features a table with columns for 'Date', 'Hours', 'Daily Total', and 'Code\*'. The table displays data for a pay period from 09-Oct-2016 to 22-Oct-2016. A dialog box titled 'Additional Information' is open over the table, showing a 'Select Reason' dropdown menu and a text area for 'Comments \*\*'. The dialog also includes 'Save' and 'Cancel' buttons.

Date	Hours	Daily Total	Code*
Sun 9 Oct 2016		0.00	
Mon 10 Oct 2016	7.50	7.50	Holiday
Tue 11 Oct 2016	0.00	0.00	Unpaid Time
Wed 12 Oct 2016	3.75	7.50	Salary
Thu 13 Oct 2016	7.50	7.50	Salary
Fri 14 Oct 2016	7.50	7.50	Salary
Sat 15 Oct 2016		0.00	
Sun 16 Oct 2016		0.00	
Mon 17 Oct 2016	7.50	7.50	Salary
Tue 18 Oct 2016	7.50	7.50	Salary
Wed 19 Oct 2016	7.50	7.50	Salary
Thu 20 Oct 2016	7.50	7.50	Salary
Fri 21 Oct 2016	7.50	7.50	Salary
Sat 22 Oct 2016		0.00	

### Adjustment of Missed PTO record from a previous pay period.

- 1) Go to the current Pay period
- 2) Select the first Sunday
- 3) Enter total amount of hours that were not reported
- 4) Click on the pay code drop down window
- 5) Select Missed PTO Time

Date	Hours	Daily Total	Code*	Unit	Con
Sun 9 Oct 2016	7.5	7.50	Missed PTO Time		
+ Mon 10 Oct 2016	7.50	7.50	Holiday		
+ Tue 11 Oct 2016	7.50	7.50	Salary		
+ Wed 12 Oct 2016	3.75	7.50	Salary		
	3.75		Sick		
+ Thu 13 Oct 2016	7.50	7.50	Salary		
+ Fri 14 Oct 2016	7.50	7.50	Salary		
+ Sat 15 Oct 2016		0.00			
+ Sun 16 Oct 2016		0.00			
+ Mon 17 Oct 2016	7.50	7.50	Salary		

- 6) Once you select Missed PTO Time, a new window will pop up.
- 7) Enter the date that needs to be corrected
- 8) Select the type of PTO used
- 9) Click Save

- 10) After you have completed the rest of the actual current pay period, please complete the following steps:
- a. Save, it will save your timecard without submitting it.
  - b. Validate, will check for errors or missing data.
  - c. Submit, will initiate your pay to the person designated to approve your timecard.
  - d. Confirm, double check total hours being sent for payroll.
  - e. Pay Status Column; look for all your time lines to say Submitted.