

Employee Space Step-by-Step Guide



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Logging In from an APS computer

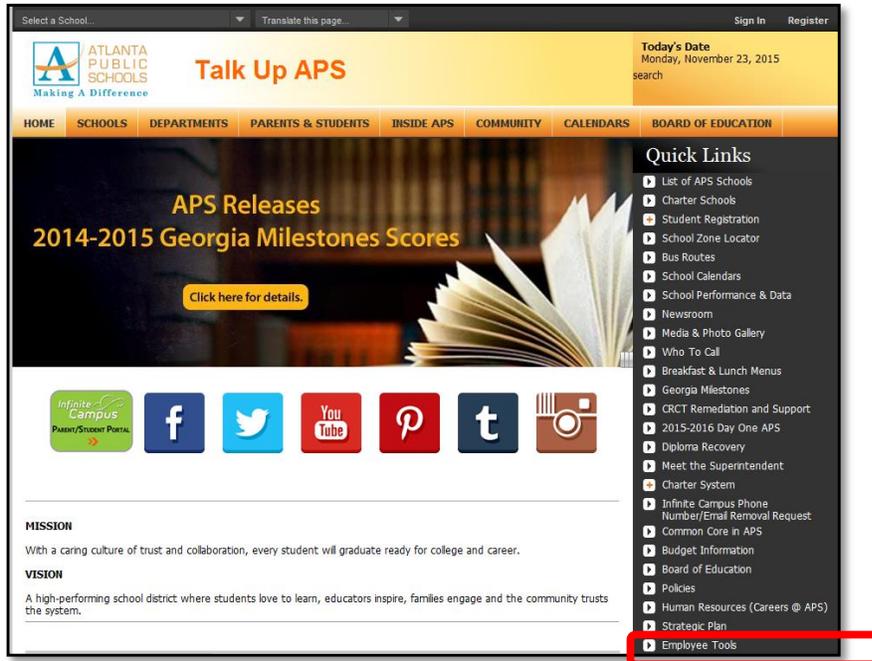
Step 1. Log into the computer with your ID (network ID) and your password.



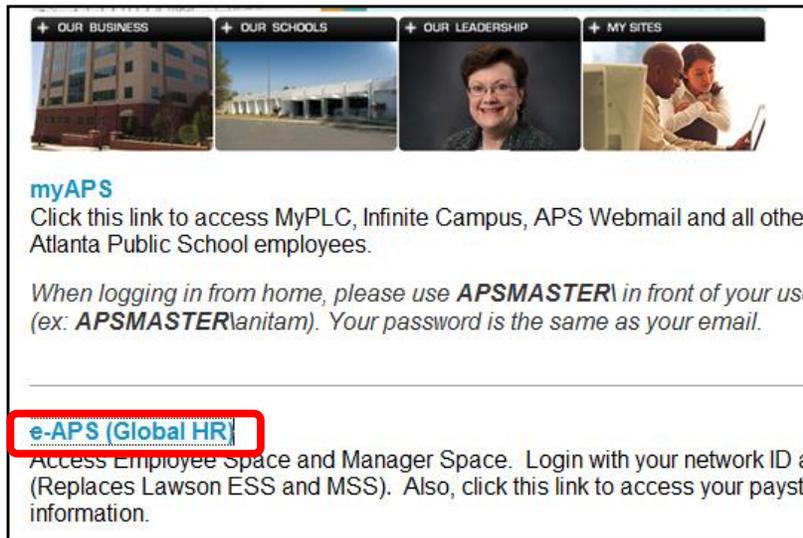
Step 2. Open Internet Explorer and go to www.atlanta.k12.ga.us.



Step 3. Click *Employee Tools* at the right under quick links.



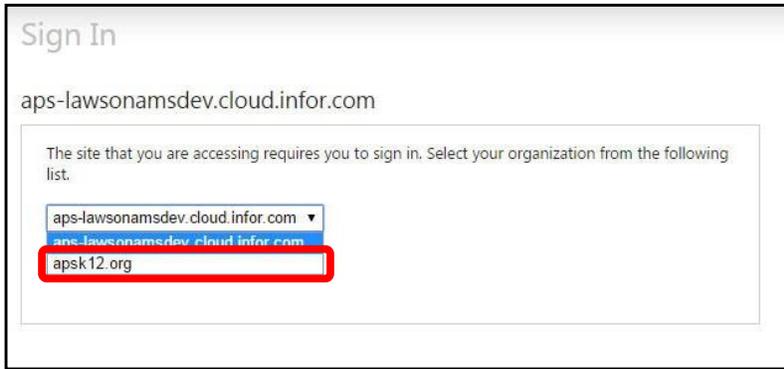
Step 4. Click *e-APS (Global HR)*.



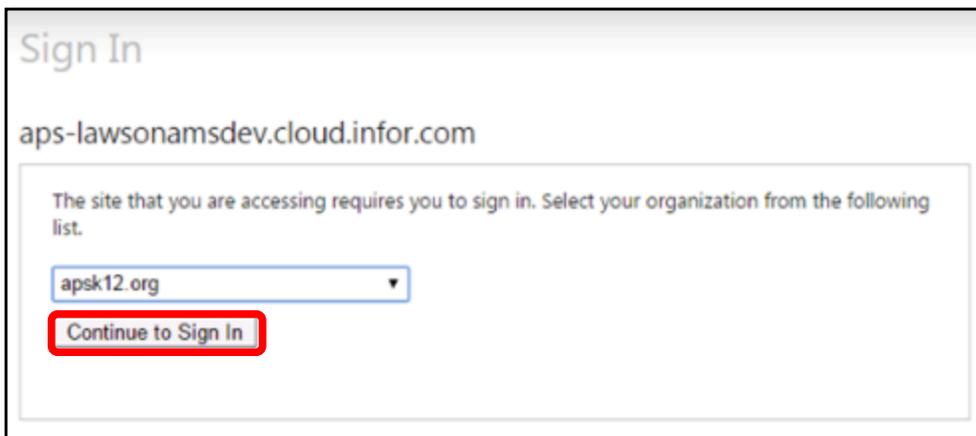
Step 5. Click the Drop down Arrow.



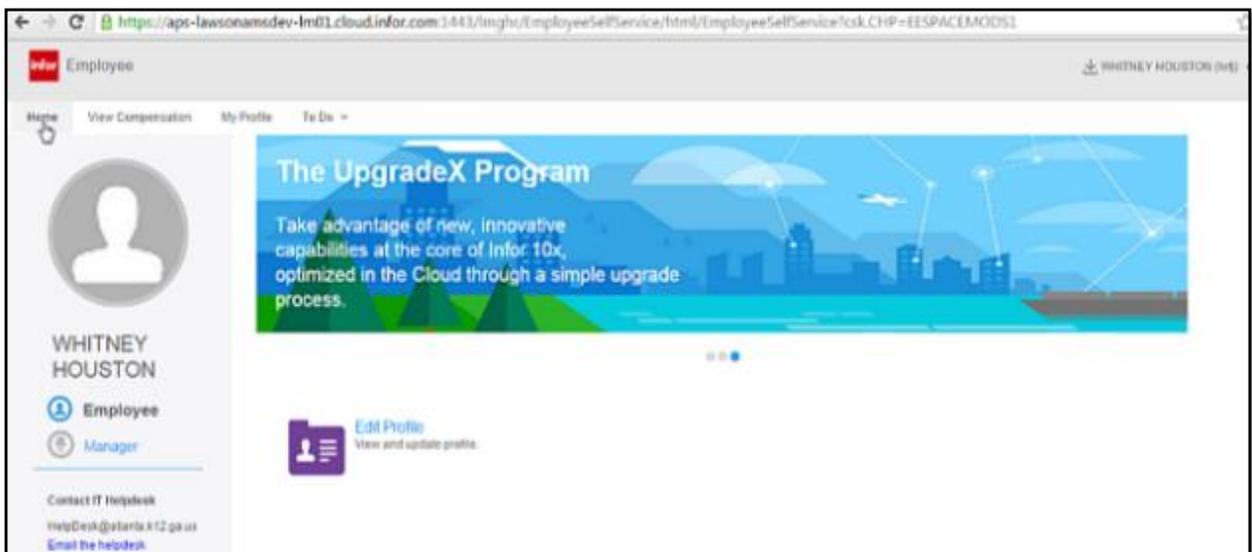
Step 6. Select *'apsk12.org'*.



Step 7. Click *'Continue to Sign In.'*



Step 8. You have successfully logged into Employee Space.



Logging In from Home

Step 1. Open Internet Explorer and go to www.atlanta.k12.ga.us.

Step 2. Click **Employee Tools** at the right under quick links.

Step 3. Click **e-APS (Global HR)**.

Step 4. Click the Drop down Arrow and select '**apsk12.org**'



Sign In

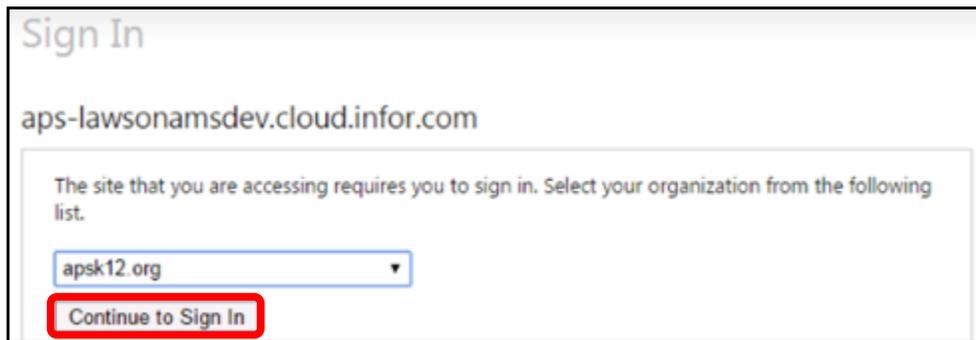
aps-lawsonamsdev.cloud.infor.com

The site that you are accessing requires you to sign in. Select your organization from the following list.

aps-lawsonamsdev.cloud.infor.com

Continue to Sign In

Step 5. Click **Continue to Sign In**.



Sign In

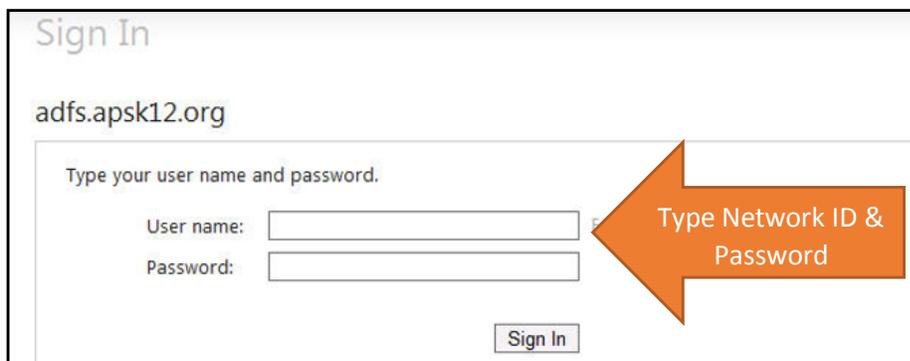
aps-lawsonamsdev.cloud.infor.com

The site that you are accessing requires you to sign in. Select your organization from the following list.

apsk12.org

Continue to Sign In

Step 6. Type in your ID (network ID) and your password and click **Sign In**.



Sign In

adfs.apsk12.org

Type your user name and password.

User name:

Password:

Sign In

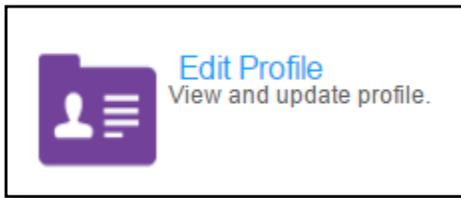
Type Network ID & Password

Step 7. You have successfully logged into Employee Space.

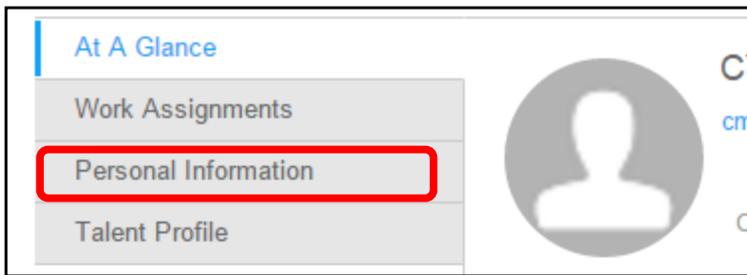


Adding Contact Information

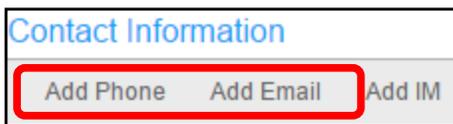
Step 1. Click Edit Profile



Step 2. Click Personal Information



Step 3. Click Add Phone (or Email)



Step 4. Type in information. **Note:** you must enter an effective date and fill in the areas with a red asterisk (★).

A screenshot of a dialog box titled "Add A Telephone Pager Or Fax Number For CYNTHIA NELSON-117868". The dialog contains the following fields and options:

- Effective Date: Select a Date (calendar icon)
- Active
- Description: [text input field]
- Telephone Type:★ [dropdown menu]
- Country: [text input field]
- Phone #: [text input field] [text input field] Ext. [text input field]
- Change This To Be Work Phone
- Preferred Telephone Pager Or Fax Number
- When Available: [text input field]

At the bottom are "OK" and "Cancel" buttons.

Step 5. Click **OK**

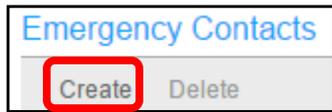
Step 6. You have successfully added a new Contact. The new contact will display once the "Effective Date" you have chosen has been reached. 

Adding Emergency Contact

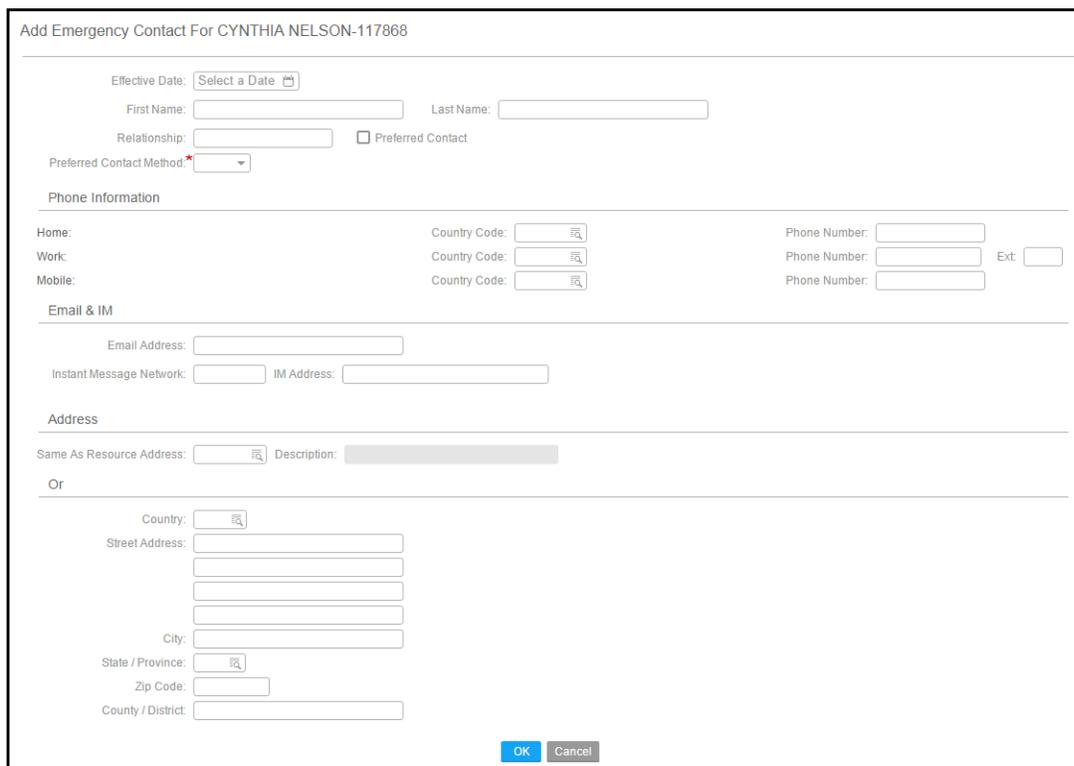
Step 1. Click *Edit Profile*

Step 2. Click *Personal Information*.

Step 3. Click Create



Step 4. Type in information. **Note:** you must enter an effective date and fill in the areas with a red asterisk (*).

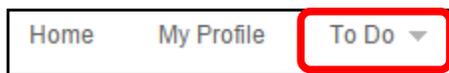
A screenshot of a web form titled "Add Emergency Contact For CYNTHIA NELSON-117868". The form contains several sections: "Effective Date" with a date picker; "First Name" and "Last Name" text boxes; "Relationship" text box and a "Preferred Contact" checkbox; "Preferred Contact Method" dropdown menu; "Phone Information" section with fields for Home, Work, and Mobile phone numbers, each with a "Country Code" dropdown and a "Phone Number" text box, plus an "Ext." text box; "Email & IM" section with "Email Address", "Instant Message Network", and "IM Address" text boxes; "Address" section with "Same As Resource Address" dropdown and "Description" text box; and an "Or" section with fields for "Country", "Street Address", "City", "State / Province", "Zip Code", and "County / District". At the bottom right are "OK" and "Cancel" buttons.

Step 5. Click **OK**.

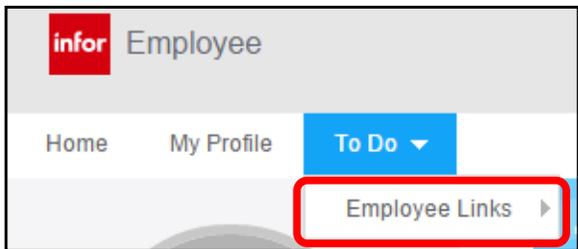
Step 6. You have successfully added a new Emergency Contact. The new Emergency Contact will display once the “Effective Date” you have chosen has been reached. 

Where is my Paystub?

Step 1. Click the To Do Tab.



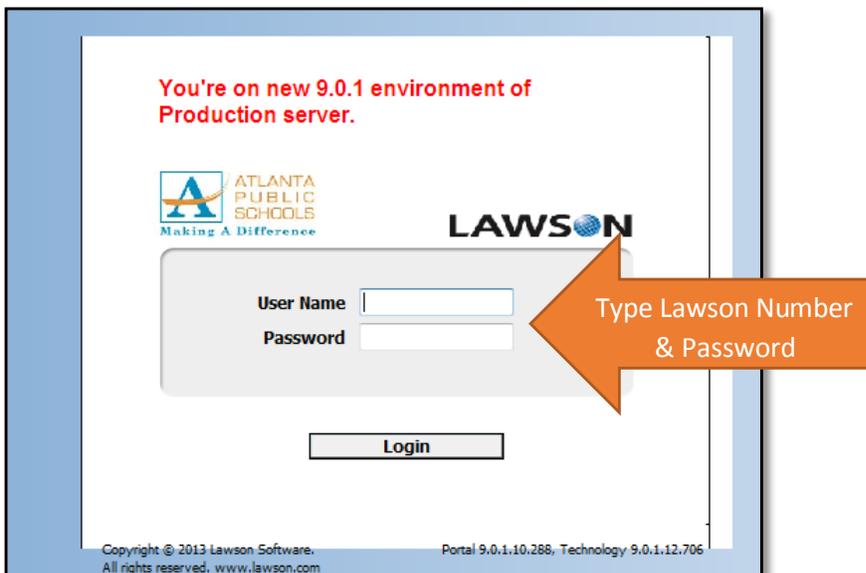
Step 2. Hold your mouse over Employee Links.



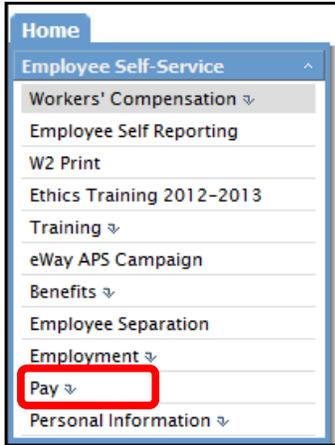
Step 3. Click Lawson Employee Pay Benefits



Step 4. Type your Lawson Number and network password



Step 5. Click Pay.



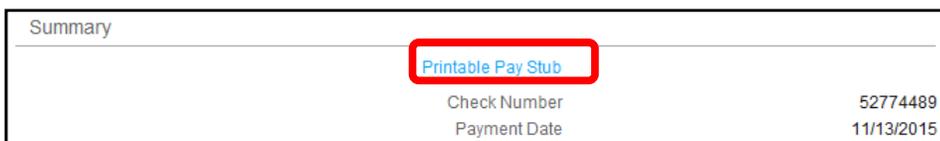
Step 6. Click Paychecks to see the list of Paystub dates.



Step 7. Your list of Paystubs will display. Click the date you wish to view or print.

Date
11/13/2015
10/30/2015
10/15/2015
09/30/2015
09/15/2015

Step 8. Under the Summary section, click Printable Pay Stub to print your Paystub.



Step 9. You have successfully located your Paystub.

