# Employee Space Step-by-Step Guide

Ready.

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Grow.

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# Logging In from an APS computer

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

User name
Password Log on to: AD How do I log on to another domain?
Cancel

**Step 2**. Open Internet Explorer and go to <u>www.atlanta.k12.ga.us</u>.



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'.

s-lawsonamsdev.clo	ud.infor.com
The site that you are accessin list.	g requires you to sign in. Select your organization from the following
aps-lawsonamsdev.cloud.inf	or.com 🔻
ans-lawsonamsdev cloud in	for com
apsk12.org	

Step 7. Click Continue to Sign In.

Sign	In
aps-la	wsonamsdev.cloud.infor.com
The s list. apsk Con	ite that you are accessing requires you to sign in. Select your organization from the following (12.org • ntinue to Sign In

Step 8. You have successfully logged into Employee Space.



STOP

# Logging In from Home

**Step 1**. Open Internet Explorer and go to <u>www.atlanta.k12.ga.us</u>.

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'



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:	Type Network ID 8 Password
	Sign In

STOP

**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. <u>Note</u>: you must enter an effective date and fill in the areas with a red asterisk (\*).

Add A Telephone Pager Or Fax Number For CYNTHIA NELSON-117868	×
Effective Date: Select a Date	
Zetive Description:	
Telephone Type:*	
Country:	
Phone #:	
Change This To Be Work Phone	
Preferred Telephone Pager Or Fax Number	
When Available:	
OK Cancel	

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

Emergency Contacts		
	Create	Delete

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

Effective Date: Select a Date 📋		
First Name:	Last Name:	
Relationship:	Preferred Contact	
Preferred Contact Method:*		
Phone Information		
łome:	Country Code: 📰	Phone Number:
Work:	Country Code: 🛛 📆	Phone Number: Ext:
Nobile:	Country Code: 📰	Phone Number:
Email & IM		
Email Address:		
Instant Message Network: IM Address		
Address	P	
Same As Resource Address: 🔤 🗟 Description		
Same As Resource Address: Reso		
ame As Resource Address: R Description Or Country: R		
ame As Resource Address: التي Description Or Street Address: المعالية		
ame As Resource Address: 종, Description Or Country: 종, Street Address:		
ame As Resource Address: 토집 Description Or Country: 토집 Street Address:		
Street Address: E Description		
Street Address:   Country:   Country:		
ame As Resource Address: (교) Description Or Country: (교) Street Address: City: State / Province: (교) Zip Code: (도)		

#### 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

Home My Profile	To Do 🔻	
CYNTHIA NELSON	Employee Links	Lawson Employee Separation Notice
Save		Lawson Employee Pay Benefits
		Lawson Functional Users
At A Glance	Co	Lawson Requisition Center
Work Assignments	4	d United Way Campaign

Step 4. Type your Lawson Number and network password

You're on new 9.0.1 environment of Production server.	
ATLANTA PUBLIC SCHOOLS Naking A Difference	
User Name Type Lawson N Password & Passwo	Number ord
Login	
Copyright © 2013 Lawson Software. Portal 9.0.1.10.288, Technology 9.0.1.12.706 All rights reserved. www.lawson.com	

### Step 5. Click Pay.

Home
Employee Self-Service ^
Workers' Compensation 💀
Employee Self Reporting
W2 Print
Ethics Training 2012-2013
Training 💀
eWay APS Campaign
Benefits 👽
Employee Separation
Employment 👽
Pay 👽
Personal Information V

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

Home Pay
Pay ~
Parent Menu 🗠
Direct Deposit
Payment Modeling
Pay Checks
Tax Withholding
Year to Date

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

Pay Checks		
Payments		
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.

Summary		
	Printable Pay Stub	
	Check Number	52774489
	Payment Date	11/13/2015
	· · · · · · · · · · · · · · · · · · ·	

Step 9. You have successfully located your Paystub.