

**Los Angeles Unified School District
Local District Central**

**Questions for Payroll Staff
Re: WinGui**

- Q. Display Working Time Reports no longer shows the Receiver Cost Center, Receiver Fund and Functional Area if one had been entered (for example when entering OT, SAXB, TR01, ZT time).
- A. *When using the ZCATS_DA Display Working Times Report, be sure to always select the /Default Layout before hitting execute so the receiver cost center, fund and functional area information populates.*
- Q. How do you convert reports into spreadsheets on excel
- A. *Payroll has created a Job Aid with instructions on how to export spreadsheets to excel. Socorro Baez emailed on March 22, 2017 the Payroll cut-off reminder and the job aid is attached.*
- Q. I have not been able to print reports from WinGui.
- A. *Payroll has created a Job Aid with instructions on how to set up your printer. This may be related to compatibility issues. If you have followed the instructions on the Job Aid, and are still unable to print please contact ITD at 213-241-5200.*
- Q. I have tried printing the time worked report and I have followed the job aid but still no luck.
- A. *This may be related to compatibility issues. If you have followed the instructions on the Job Aid, and are still unable to print please contact ITD at 213-241-5200.*
- Q. I am not able to print reports.
- A. *This may be related to compatibility issues. If you have followed the instructions on the Job Aid, and are still unable to print please contact ITD at 213-241-5200.*
- Q. WinGui for payroll issues that I have encountered are printing from Google Chrome or Firefox. When printing the document is way too small, I'm taking longer steps to print a simple document. Now I have to export then modify it then print.
- A. *We recommend using Google Chrome or Internet Explorer, not Mozilla Firefox. The best way to achieve the desired printer settings is to export the data to excel, modify your document and print. By doing so you can also save the digital copy rather than storing paper copies. Although it may be more steps, it is time and cost efficient.*

- Q. Printing reports (logging into <https://bts.lausd.net> using Mozilla Firefox doesn't always work.) Always get a run-off of numbers and blank sheets. (NEVER THE REPORT)
- A. *This may be related to compatibility issues. We recommend using Google Chrome or Internet Explorer, not Mozilla Firefox. If this continues to occur please contact ITD 213-241-5200*
- Q. Sub Vouchers. Before I used to go to:
Release - Control P - Preference - Layout - landscape - ok – print. Is there an easier way and less time consuming than print screen?
- A. *The sub Vouchers are not a function of SAP. The vouchers can be purchased at the District Warehouse. If you are having printing issues with a program, please contact ITD 213-241-5200.*
- Q. Technical problems when logging into WinGui for payroll; BTS opens to the main menu but not able to access different tabs to access e.g., Display Working time. It takes me to PDF documents.
- A. *This may be related to compatibility issues. We recommend using Google Chrome or Internet Explorer, not Mozilla Firefox. If this continues to occur please contact ITD 213-241-5200*
- Q. Display Working Times because it's not working for me.
- A. *(Unsure of the question or specific issue) When using the ZCATS_DA Display Working Times Report, be sure to always select the /Default Layout.*
- Q. Explain purpose of drop-down box that appears as hours/location/fund/funcArea are entered. (Causes entry mistakes and slows down or freeze up entries)
- A. *The drop-down menu box in CAT2 populates the main cost center information the employee is assigned to as a default. It is not necessary to select the data, just continue to type in the different receiver fund or receiver functional area information.*
- Q. How does my Principal work the "variant" when need to select payroll area for certification?
- A. *Select the Variant >> A box will appear. Clear out the Created By Information>> Hit Execute>> Double Click the Variant Name PA AREA. This process will populate the field so you can enter a specific Payroll Area type.*

Q. What is the best way to select a payroll area for view/certifying or printing?

A. There are multiple ways to select a payroll area for Time Reporters/Approvers. The processes below will populate the field so you can enter a specific Payroll Area type.

Time Approver in ZCATS_APR_LITE using a VARIANT:

Select the Variant >> A box will appear. Clear out the Created By Information>> Hit Execute>> Double Click the Variant Name PA AREA.

Or

Time Approver in ZCATS_APR_LITE using a VARIANT:



Select the icon >>A box will appear. Click on the box Payroll Area (Highlighted) >>Click on the arrow pointing to the right >>Select the green check mark

Time Reporter in ZCATS_DA using a VARIANT:

Select the Variant >> A box will appear. Clear out the Created By Information>> Hit Execute>> Double Click the Variant Name PAYROLL AREA.

Or

Time Reporter in ZCATS_DA using the Selection Criteria: Selection Fields Action Button Icon



Select the icon >>A box will appear. Click on the box Payroll Area (Highlighted) >>Click on the arrow pointing to the right >>Select the green check mark

Q. What features/functions have been deleted with this new system?

A. There aren't any functions or features that have been deleted. The changes are differences in the display, not the function of the program. WinGui has always been in production for Central Offices, the only change is it is now available for School based personnel.

Q. Will there be any training/classes on the new system?

A. Payroll has created Job Aids to assist Time reporters with navigating in WinGui. Please contact Payroll Customer Services at 213-241-2570 who is also available to provide assistance.

Q. How do I make the font bigger on the reports?

A. How to maximize the CAT2 screen is included in the presentation. We are currently working on the Job Aid so we can share with all Time Reporters.