DPA Database System Time Approver

Differential Payment Application (DPA) Database System – Time Approver

This job aid provides step by step instructions for time approvers to approve differentials and navigate the DPA Database System.

In order to approve differentials or stipends, time approvers will need to follow the steps below:

1. View the demo of the walkthrough of the DPA Database System: https://bit.ly/3hoNuWL

2. Login to the DPA Database System with their Single Sign-On to the following link: https://dpaspasystem.lausd.net/

Home Page:

1. Confirm you are in the DPA/SPA Database System.

Payroll Administration

- 2. Review the regularly updated DPA/SPA notifications.
- 3. Use the shortcut links to quickly access published DPA pay dates and cut-off dates, DPA training video, and request for access form.
- 4. Select: Differential Payment Application (DPA) to view your approval list.

Navigation & Features

- 5. Confirm system location for DPA: Time Approver My DPA Location(s)
- 6. New Time Keeper entries are automatically sorted to the top and appear as pending (see red arrow to the right).
- 7. Click the check boxes to the left of each time entry to Approve/Deny entries.
- 8. Click the Download button to export assigned time entries to Excel.
- 9. You may sort and filter any column click by clicking on the column heading.



Welcome to the DPA / SPA System

** The SPA System is currently OPEN.** Next Payroll Cutoff is 7/24/20 at 5PM.

108,759 DPA Records and 64,755 Approved SPA Records have been archived as of 7/17/20

As of 7/19/2020, [SPA System Approvers have 150 Pending records]

To view the STIPENDS/DIFFERENTIALS calendar, please visit the Payroll Website at: http://www.stipe.com/org/action/org/ Link to the SPA Training Video: htt

Request to Access New DPA/SPA Database System:



Logout

Differential Payment Application (DP

July 29, 2020

Approve Single Time Entry:

- 10. Click a single check box to the left of any time entry (first picture).
- 11. Click on the Approve All Selected Button.

Approve Multiple Time Entries:

- 12. Click on the check box in the header row to the left of ID (second picture).
- 13. All check boxes below will automatically be selected.
- 14. Click on the Approve All Selected Button.

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	ID	Work Date	Work Hours	Name				
	103106 Status: Pending	6/7/2020	4	Employee#:				
	103104 Status: Pending	5/11/2020	5	Employee#:				
	103101 Status: Pending	5/6/2020	7	Employee#:				
	103100 Status:	5/5/2020	6					

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	ID	Work Date	Work Hours	Name	Location	Job Title			
•	103106 Status: Pending	6/7/2020	4	Employee#:	ASSET MANAGEMENT-CEM Location Code:	SPEC EDUCATION ASSISTANT Job ID: 21104571			
•	103104 Status: Pending	5/11/2020	5	Employee#:	ASSET MANAGEMENT-CEN Location Code:	GARDENER Job ID: 22104186			
	103101 Status: Pending	5/6/2020	7	Employee#:	ASSET MANAGEMENT-CEM Location Code:	GARDENER Job ID: 22104186			
	103100	5/5/2020	6		ASSET	GARDENER			

Deny Time Entries:

- 19. To deny a single time entry complete step 10 above then proceed to step 20 below. To deny multiple time entries complete step 12 above then proceed to step 20 below.
- 20. After completing step 19 above click on the Deny All Selected Button. Once the Time Approver denies a time entry, it will return to the Time Keepers list where they are able to Edit or Delete that entry. Time Keepers are able to edit or delete. Time Approvers are able to approve or deny.

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S A	iearch Down	Noad Clea Rected Work Date	Work Hours	Iters Total Record	Location	Job Title	Time Keeper	Status By	Status Date	Admin Status	Created Date	Submitted To Payroll	System
	103106 Status: Pending	6/7/2020	4	Employee#:	ASSET MANAGEMENT-CEN Location Code:	SPEC EDUCATION ASSISTANT Job ID: 21104571					7/24/2020		Differential
	103104 Status: Pending	5/11/2020	5	Employee#:	ASSET MANAGEMENT-CEN Location Code:	GARDENER Job ID: 22104186					7/24/2020		Differential
	103101 Status: Pending	5/6/2020	7	Employee#:	ASSET MANAGEMENT-CEN Location Code:	GARDENER Job ID: 22104186					7/24/2020		Differential
	103100 Status: Pending	5/5/2020	6	Employee#:	ASSET MANAGEMENT-CEN Location Code:	GARDENER Job ID: 22104186					7/24/2020		Differential

DPA Database System Payroll Calendars:

- The pay periods and cut-off dates for differentials are different and therefore not aligned to the Semi-Monthly (SM) and Classified (CL) published payroll calendars. Refer to the 2020 Summer Differential Payroll Calendar for SM and CL.
- In order not to interfere with the Major Payroll processes, ANY HOURS REPORTED AND OR APPROVED <u>AFTER</u> THE CUT-OFF DATES FOR DIFFERENTIAL TIME REPORTING WILL BE PAID ON THE EMPLOYEE'S NEXT SCHEDULED PAY DATE. <u>NO EXCEPTIONS</u>.
- 3. The hours are being time reported and approved using the DPA system and not SAP/BTS.

DPA Database System Access:

Access to enter and approve differentials in the DPA Database System was carried over from the DPA SharePoint System. If additional time approver or time reporter access is needed, complete and submit the DPA/SPA Access Request form using the following link: <u>https://forms.gle/tybG6Wkq7zYy1mVv8</u>.