

# DPA Database System

## Payroll Administration

## Time Approver

July 29, 2020

### 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.

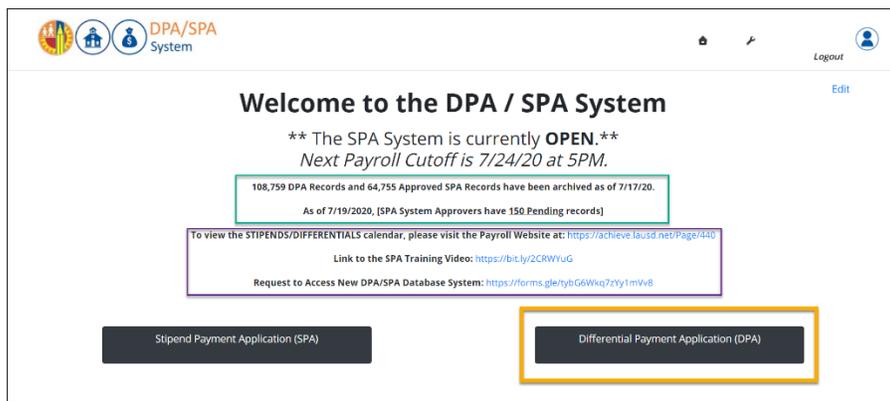


In order to approve differentials or stipends, time approvers will need to follow the steps below:

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:

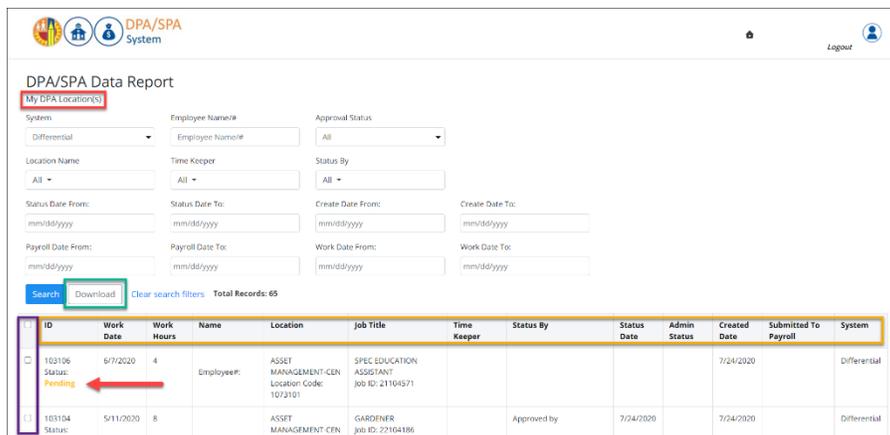
1. Confirm you are in the DPA/SPA Database System.
2. Review the regularly updated **DPA/SPA notifications**.
3. Use the **shortcut links** to quickly access published DPA pay dates and cut-off dates, DPA training video, and request for access form.



4. Select: **Differential Payment Application (DPA)** to view your approval list.

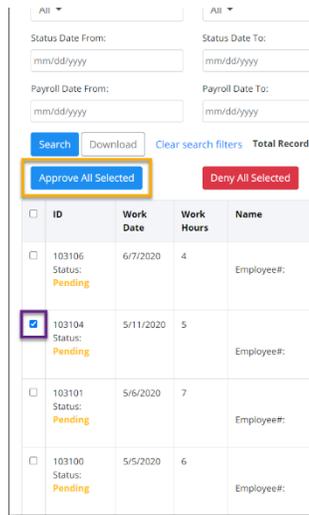
#### Navigation & Features

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**.



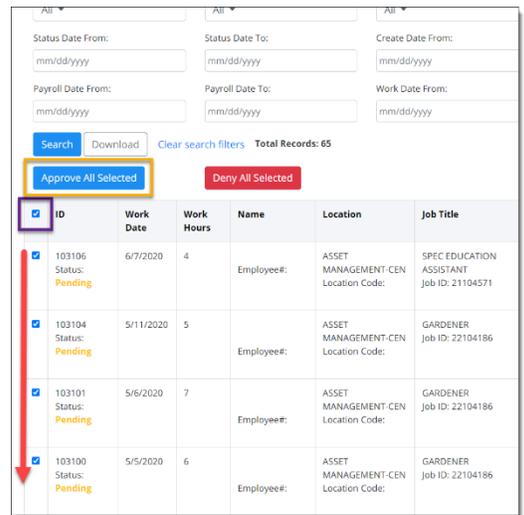
**Approve Single Time Entry:**

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



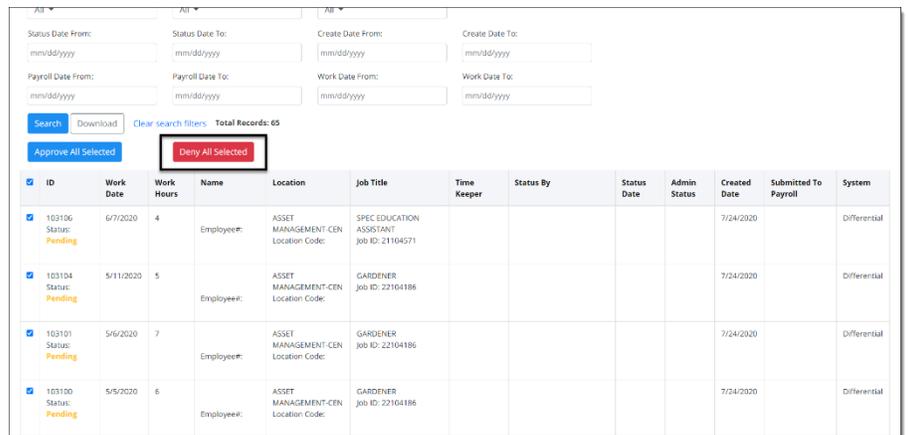
**Approve Multiple Time Entries:**

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.



**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.



**DPA Database System Payroll Calendars:**

1. 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.
2. In order not to interfere with the Major Payroll processes, ANY HOURS REPORTED AND OR APPROVED, **AFTER** THE CUT-OFF DATES FOR DIFFERENTIAL TIME REPORTING WILL BE PAID ON THE EMPLOYEE'S NEXT SCHEDULED PAY DATE. **NO EXCEPTIONS.**
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: <https://forms.gle/tybG6WkqzYy1mVv8>.