

### Differential Payment Application (DPA) Database System – Time Keeper



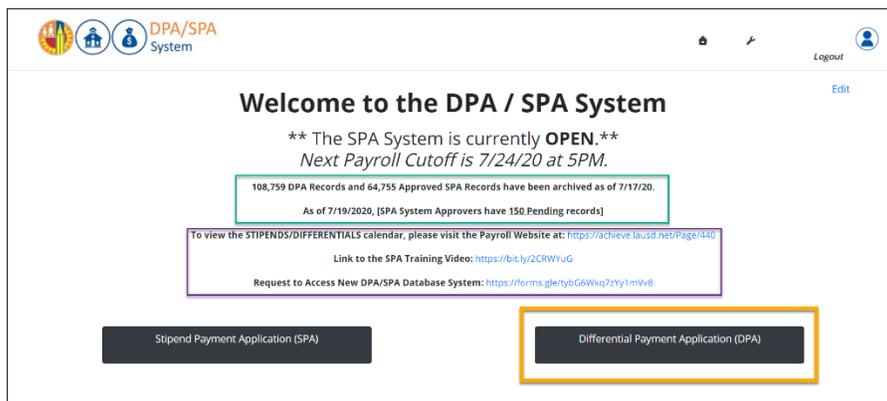
This job aid provides step by step instructions for time keepers to enter differentials and navigate the DPA Database System.

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/>

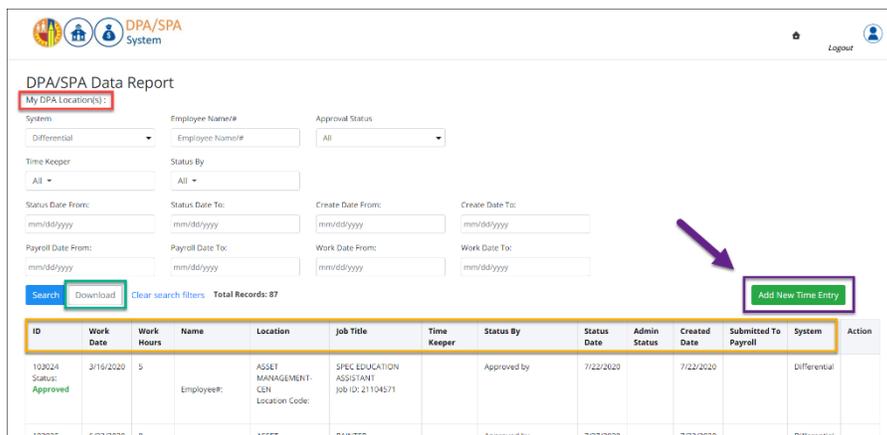
#### Home Page:

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 Keeper **My DPA Location(s)**
6. Click the **Add New Time Entry** button to report \$5 Differentials.
7. Click the **Download** button to export assigned time entries to Excel.
8. You may sort and filter any column click by clicking on the **column heading**.



## Create Time Entry:

- Click the **Add New Time Entry** button to report \$5 Differentials from step 6 above.
- Enter Employee Number or PERNR into box that says **Employee#/Pers#**.
- Click the **Submit Button**.
- Once you click submit you will see all employee attributes and be able to report up to nine work days at a time.
- Key in the work date you are trying to report in the **Work Date box** or click the date in the drop down calendar to auto-populate.
- Key in the number of hours you are trying to report in the **Work Hours box**.
- Click the **Add Button**.

DPA Data Report  
My DPA Location(s):

Go Back Add Differ

Employee#/Pers# Submit

DPA Data Report  
My DPA Location(s):

Go Back Add Differential time entry

Employee#/Pers# Submit LAST NAME, FIRST NAME

Employee# Pers# Job Code: 21104520 Job Title: EARLY ED CENTER AIDE I &

DPA location code: DPA location name:

1. Work Date: 3/21/2020 Work Hours: 8.00 4. Work Date: Work Hours: 7. Work Date: Work Hours:

2. Work Date: 3. Work Date: 5. Work Date: Work Hours: 6. Work Date: Work Hours: 8. Work Date: Work Hours: 9. Work Date: Work Hours:

Add Cancel

## Editing or Deleting Time Entries:

- Make sure time entry status still shows **Pending** as you cannot edit or delete Approved time entries.
- To edit a pending time entry click the **Edit Button** (the icon looks like a pencil and a sheet of paper).
- You are now able to edit the **Work Date** box or the **Work Hours box**.
- Once your edits have been made click on the **Update Button** (the icon looks like a computer disk).
- Your edits have now been saved and are in pending status again, ready for time approval.
- To delete a pending time entry click on the **Delete Button** (the icon is red with a white trash can on it). You will then be asked to confirm if you want to delete the time entry; click **OK**.
- Your time entry has now been deleted.

Payroll Date From: Payroll Date To: Work Date From: Work Date To:

Search Download Clear search filters Total Records: 5 Add New Time Entry

ID	Work Date	Work Hours	Name	Location	Job Title	Time Keeper	Status By	Status Date	Admin Status	Created Date	Submitted To Payroll	System	Action
103134 Status: Pending	3/21/2020	8	Employee:	ASSET MANAGEMENT-CEN Location Code:	EARLY ED CENTER AIDE I & Job ID: 21104520					7/27/2020		Differential	
103135 Status: Pending	6/25/2020	6	Employee:	ASSET MANAGEMENT-CEN Location Code:	EARLY ED CENTER AIDE I & Job ID: 21104520					7/27/2020		Differential	

Payroll Date From: Payroll Date To: Work Date From: Work Date To:

Search Download Clear search filters Total Records: 5 Add New Time Entry

ID	Work Date	Work Hours	Name	Location	Job Title	Time Keeper	Status By	Status Date	Admin Status	Created Date	Submitted To Payroll	System	Action
103134 Status: Pending	3/11/2020	8	Employee:	ASSET MANAGEMENT-CEN Location Code:	EARLY ED CENTER AIDE I & Job ID: 21104520					7/27/2020		Differential	
103135 Status: Pending	6/25/2020	6	Employee:	ASSET MANAGEMENT-CEN Location Code:	EARLY ED CENTER AIDE I & Job ID: 21104520					7/27/2020		Differential	
103136 Status: Pending	7/27/2020		Employee:	ASSET MANAGEMENT-CEN Location Code:	EARLY ED CENTER AIDE I & Job ID: 21104520					7/27/2020		Differential	

Payroll Date From: Payroll Date To: Work Date From: Work Date To:

Search Download Clear search filters Total Records: 5 Are you sure you want to delete this time entry? OK Cancel Add New Time Entry

ID	Work Date	Work Hours	Name	Location	Job Title	Time Keeper	Status By	Status Date	Admin Status	Created Date	Submitted To Payroll	System	Action
103134 Status: Pending	3/21/2020	8	Employee:	ASSET MANAGEMENT-CEN Location Code:	EARLY ED CENTER AIDE I & Job ID: 21104520					7/27/2020		Differential	
103135 Status: Pending	6/25/2020	6	Employee:	ASSET MANAGEMENT-CEN Location Code:	EARLY ED CENTER AIDE I & Job ID: 21104520					7/27/2020		Differential	

### **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/tybG6Wkq7zYy1mVv8>.