# **DPA/SPA Database System**

## **Payroll Administration**

**Employee Time Statement** 

July 29, 2020

### Differential/Stipend Payment Application (DPA/SPA) Database System

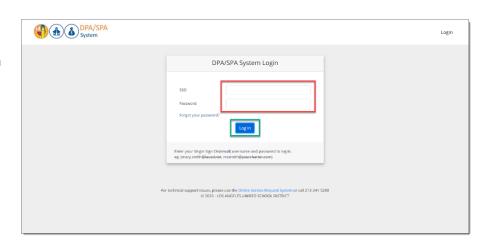
This job aid provides step by step instructions for employees to access reported and approved differentials and stipends through the DPA/SPA Database System.



All active LAUSD employees automatically have access to the DPA/SPA Database System to view their Employee Time Statement. In order to view reported and approved differentials and stipends follow the steps below:

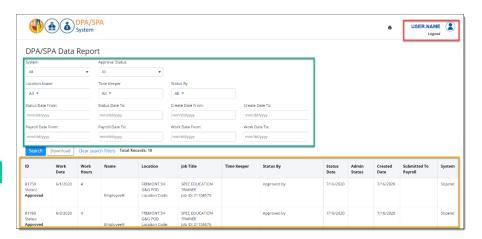
#### Login:

- Go to the DPA/SPA Database System by typing in the following link: <a href="https://dpaspasystem.lausd.net/">https://dpaspasystem.lausd.net/</a>
- 2. Enter your Single Sign-On in the designated boxes.
- 3. Click the Log In Button



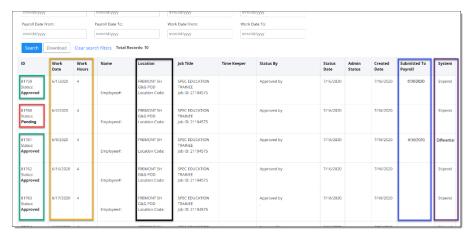
#### **Navigation & Features**

- 4. Once you are logged in, you will see your LAUSD user name in the upper right hand corner of the screen.
- 5. Lower on the page is the Employee Time Statement which displays your reported and approved differentials and stipends in a worksheet format.
- You can use the dropdown and search fields at the top to sort through the worksheet to find particular work days or payments, etc.



#### **Understanding the Worksheet**

- 7. Your days and hours reported are viewable under the Work Date and Work Hours columns.
- 8. You can see which location reported the differential or stipend entries under the Location column.
- You can differentiate the payment type (differential or stipend) under the System column.



- 10. The ID column will let you know if your differential or stipend entries have been entered by Time Keeper, or approved by Time Approver. If the differential or stipend entry shows Pending in the ID column it was entered by the Time Keeper and is pending approval by the Time Approver. If the differential or stipend entry shows Approved in the ID column it has been approved by the Time Approver and is ready to be submitted to payroll.
- 11. The Submitted to Payroll column will let you know if your differential or stipend entries have been submitted to Payroll Administration for payment processing. If there is a date in the Submitted to Payroll column that line item will be paid out on the next published DPA or SPA pay date. If there is no date in the Submitted to Payroll column that line item has not been submitted to Payroll Administration for payment yet. Line items cannot be submitted to Payroll Administration for payment until they have an "Approved" status in the ID column.

#### **DPA/SPA 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), Classified (CL), and Certificated (CE) published payroll calendars. Refer to the 2020 Summer Differential and Stipend Payroll Calendars for SM, CL and CE.
- 2. 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/SPA Database System and not SAP/BTS.