

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:

1. Go to the DPA/SPA Database System by typing in the following link:
<https://dpaspasystem.lausd.net/>
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.
6. You can use the **dropdown and search fields** at the top to sort through the worksheet to find particular work days or payments, etc.

ID	Work Date	Work Hours	Name	Location	Job Title	Time Keeper	Status By	Status Date	Admin Status	Created Date	Submitted To Payroll	System
81759 Status: Approved	6/1/2020	4	Employee#:	FREMONT SH G&G POD Location Code:	SPEC EDUCATION TRAINEE Job ID: 21104575		Approved by	7/16/2020		7/16/2020		Stipend
81760 Status: Approved	6/2/2020	4	Employee#:	FREMONT SH G&G POD Location Code:	SPEC EDUCATION TRAINEE Job ID: 21104575		Approved by	7/16/2020		7/16/2020		Stipend

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.

9. You can differentiate the payment type (differential or stipend) under the **System** column.

ID	Work Date	Work Hours	Name	Location	Job Title	Time Keeper	Status By	Status Date	Admin Status	Created Date	Submitted To Payroll	System
81759 Status: Approved	6/1/2020	4	Employee#:	FREMONT SH G&G POD Location Code:	SPEC EDUCATION TRAINEE Job-ID: 21104575		Approved by	7/16/2020		7/16/2020	6/30/2020	Stipend
81760 Status: Pending	6/2/2020	4	Employee#:	FREMONT SH G&G POD Location Code:	SPEC EDUCATION TRAINEE Job-ID: 21104575		Approved by	7/16/2020		7/16/2020		Stipend
81761 Status: Approved	6/9/2020	4	Employee#:	FREMONT SH G&G POD Location Code:	SPEC EDUCATION TRAINEE Job-ID: 21104575		Approved by	7/16/2020		7/16/2020	6/30/2020	Differential
81762 Status: Approved	6/16/2020	4	Employee#:	FREMONT SH G&G POD Location Code:	SPEC EDUCATION TRAINEE Job-ID: 21104575		Approved by	7/16/2020		7/16/2020		Stipend
81763 Status: Approved	6/17/2020	4	Employee#:	FREMONT SH G&G POD Location Code:	SPEC EDUCATION TRAINEE Job-ID: 21104575		Approved by	7/16/2020		7/16/2020		Stipend

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, **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/SPA Database System and not SAP/BTS.