



Human Resources

Time and Attendance

The courses in this section of the catalog are offered by the Department of Human Resources. There is no tuition cost for these courses. Registration remains open throughout the semester.

Questions?

IT Service Desk: 703-503-1600 or ITServiceDesk@fcps.edu

To Register

Register online at My PLT: <http://fcps.edu/plt/MyPLT/index.html> An automatic e-mail confirmation will be sent after you have successfully registered.

See page 23 for step-by-step directions.

Registration **cannot** be accepted by telephone.

Time and Attendance (T&A) reporting is designed to simplify collection and accounting of employees' actual time on the job and time taken for leave. Lawson software is the name of the Human Resources Information System used by Fairfax County Public Schools to pay its employees and is used by T&A processors at schools, centers, and administrative offices to maintain employee time and leave records.

Time & Attendance Reporting

HR-TA-100

1 day, 7.25 hours

This course is designed for persons responsible for reporting employee time and attendance (T&A). Class participants become familiar with appropriate computer programs for T&A data entry and printing reports. Lecture time is included in this session.

Prerequisite: Knowledge and use of Windows. Form HR354, Time and Attendance Account Access Form and Confidentiality Statement must be completed by the employee and Principal/Program Manager and sent to the Office of Salary Services.

Course Location: Gatehouse, Room 4111

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|-------------------|-----------------|
| Wed, Nov 11 | 8:00 am-3:15 pm |
| Wed, Dec 9..... | 8:00 am-3:15 pm |
| Wed, Jan 13..... | 8:00 am-3:15 pm |
| Wed, Feb 24..... | 8:00 am-3:15 pm |
| Wed, Mar 24..... | 8:00 am-3:15 pm |
| Wed, Apr 21 | 8:00 am-3:15 pm |
| Wed, May 26..... | 8:00 am-3:15 pm |

Time & Attendance Reporting Review

HR-TA-200

1 day, 4 hours

This course is designed for persons who have already taken the Time and Attendance Reporting course, but who report time and attendance (T&A) on an irregular basis (during the winter break, spring break and/or summer months). Class participants review the appropriate computer programs for T&A data entry and how to print T&A reports.

Prerequisite: Time and Attendance Reporting and Form HR-354, Time and Attendance Account Access Form and Confidentiality Statement must be completed by the employee and Principal/Program Manager and sent to the Office of Salary Services.

Course Location: Gatehouse, Room 4111

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| Wed, Mar 10..... | 8:30 am-12:30 pm |
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