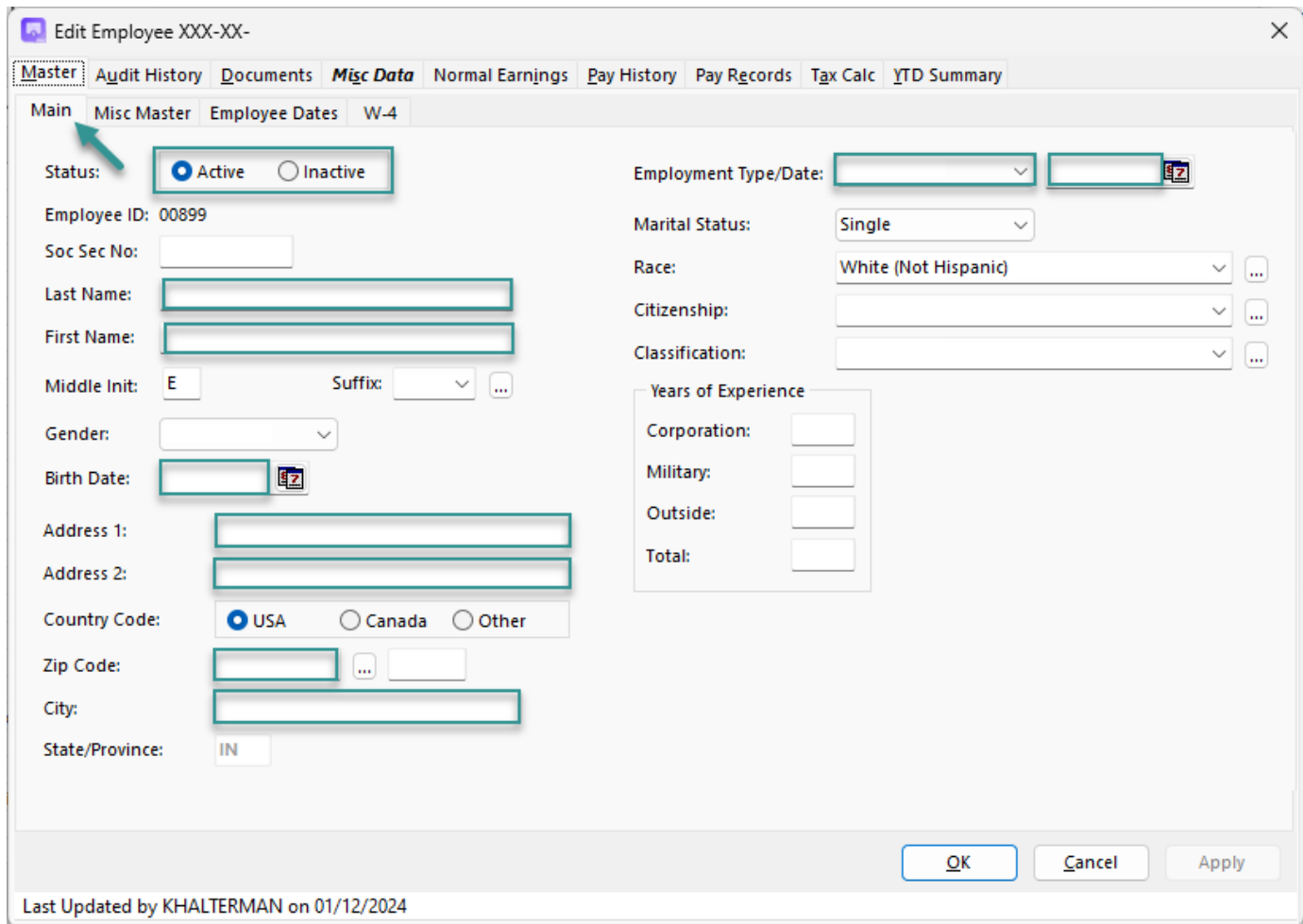![LOW ASSOCIATES logo]

Preparing LOW for AoD Integration

As part of the early implementation process, employee data will be imported into Attendance on Demand (AoD) from LOW. To ensure a smooth transfer, it's important to review and verify key employee fields in LOW.

Master – Main Tab

In the LOW Payroll System, from the Employee drop-down menu, choose **Master**.

Main Tab Fields

Fields	Description
Status	Make sure the employee is correctly assigned **Active / Inactive**
First/Last Name	It is important to make sure you have employees full legal name
Birth Date	Confirm employee has birth date
Employee Type*	**Full Time** or **Part Time**.
Employee Date*	Date when an employee starts their full or part time job

NOTE: See the following page for more details concerning the Employment Type and Date

Going forward, when an active employee goes from **Part Time** to **Full Time** or from **Full Time** to **Part Time**, select the new employment type and enter the effective date of the change.
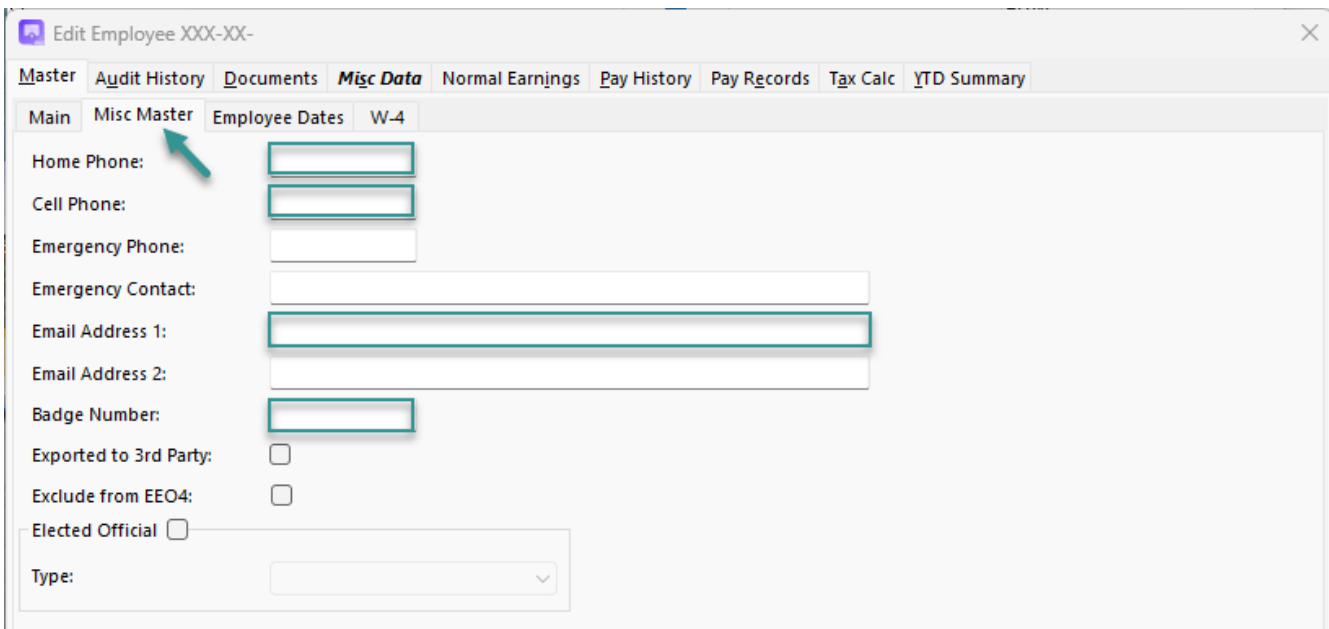
This information is automatically integrated into Attendance on Demand (AoD) under the employee's **Personal Information – Hourly Status** screen.

If the employee is going from Part-Time to Full-Time, you may need to manually enter the effective date in the **Alternate Accrual Seniority Date** field in AoD. This can be found in AoD under **Personal Information – Dynamic Custom Fields**.

NOTE: We will discuss this in more detail when your system is set up.

Master – Misc Master Tab

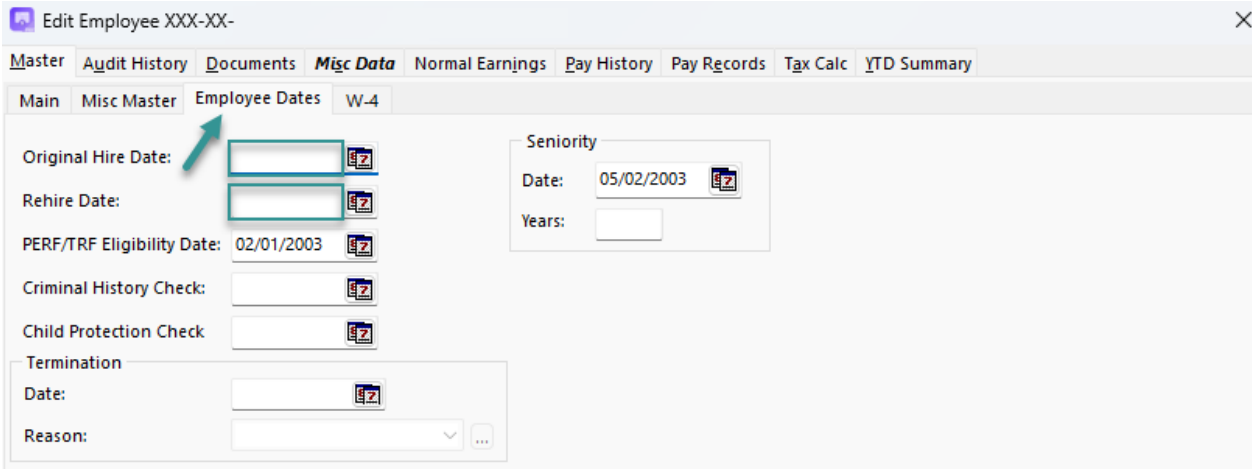In the LOW Payroll System, from the Employee drop-down menu, choose Master.

Misc Master Tab Fields

Fields	Description
Home Phone	This will go into AoD Primary or Work Phone number
Cell Phone	This will go into AoD Secondary or Cell Phone number
Email Address 1	Sent to AoD Email Address
Badge Number	If the employee has a physical badge that they will use to punch on a time clock, enter that badge number in LOW. The badge number is integrated into AoD in **Personal Information - Basic** screen.

Master – Employee Dates Tab

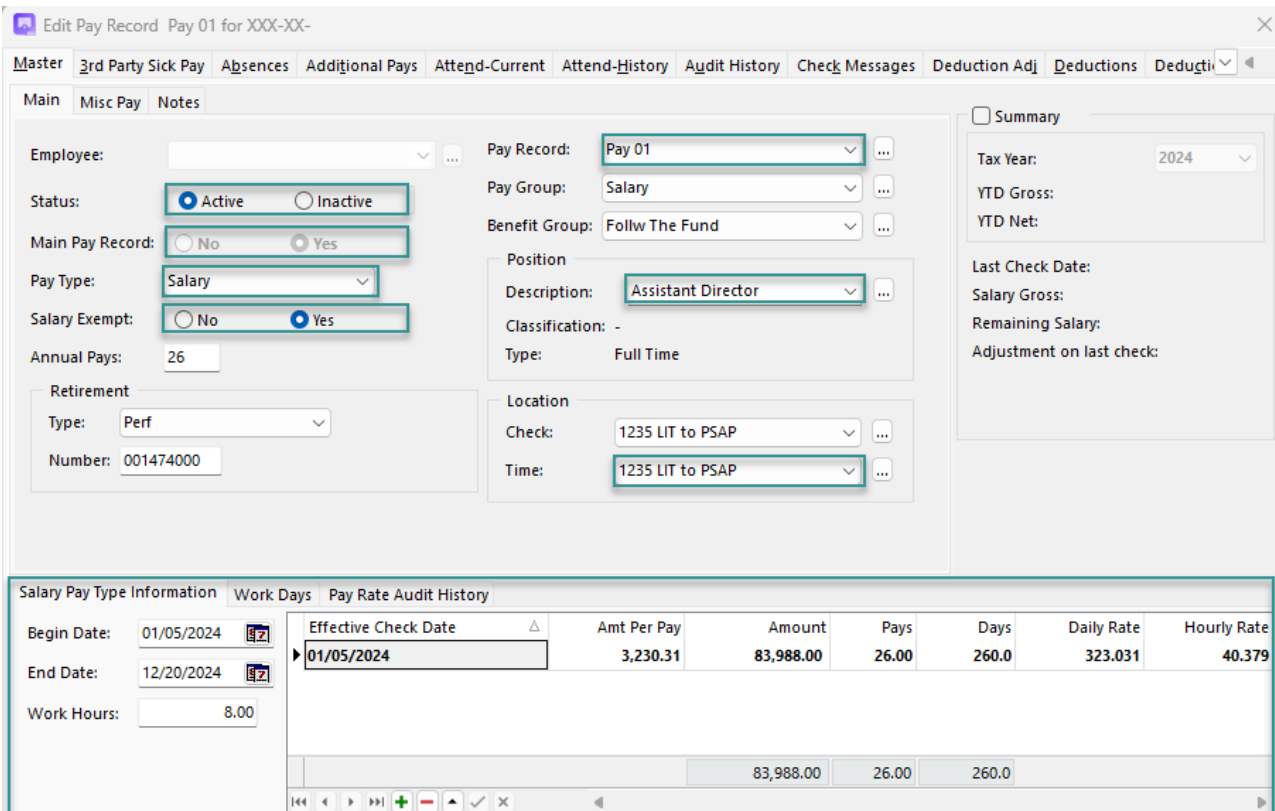In the LOW Payroll System, from the Employee drop-down menu, choose **Master**.

Employee Dates Tab Fields

Fields	Description
Original Hire Date	This date will be sent as the Hire Date in AoD
Rehire Date	If you rehire the employee, use this field.

Pay Record – Main Tab

In the LOW Payroll System, from the Employee drop-down menu, choose **Pay Records**.

Main Tab Fields

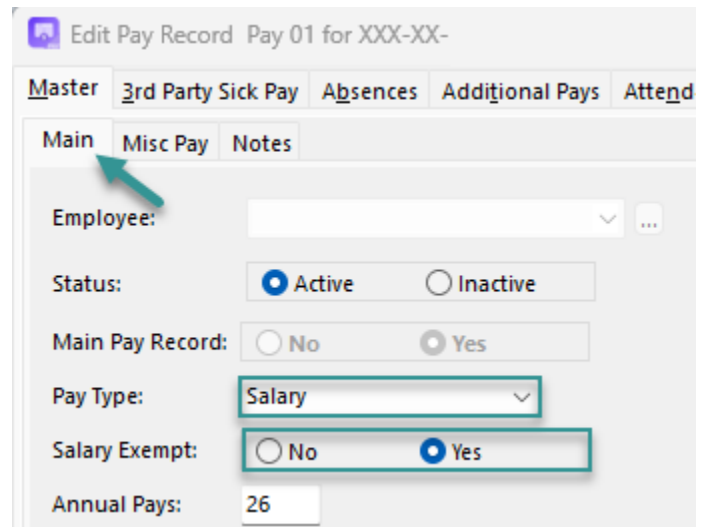| Fields	Description
Status	Status of Pay Record
Main Pay Record	Is this a Main Pay Record. If so, it will be assigned to the employee's home Workgroup in AoD.
Pay Type	Confirm correct Pay Type. See following sections for more details
Salary Exempt	Only used when Pay Type is set to Salary. See following section for more details
Pay Record	How many pay records does the employee have? If any employees have more than 3 pay records, please contact LOW at TEAM-ATM@lllow.com.
Position Description	
Time Location	
Rate of Pay	See the following sections for more information for salaried and hourly employees

Pay Record – Main Tab (Salary Exempt Toggle)

Salary Exempt is only available when the Pay Type is set to Salary. You have a choice of **Yes** or **No**.

If the Salary Exempt = **NO**:
- The employee is entitled to receive **Overtime**. A salary amount and an hourly rate are sent to AoD.
- Please make sure the **Work Hours** field, located at the bottom left, is completed so an Hourly Rate is calculated.

If the Salary Exempt = **YES**
- The employee is not eligible to receive Overtime. Just their salary amount is sent to AoD.

AoD uses the **Hourly Rate** to calculate the overtime rate. The **Salary Amount** is used for the AoD Voucher report.

NOTE: *We will discuss this in more detail when your system is set up.*

Pay Record – Main Tab (Salary Employee)

At the bottom of the employees' Pay Record 'Main' tab screen is the Rate of Pay information for each employee.

Salary Rate of Pay Information is a key field that needs to be entered, updated, or verified as this information will be imported into AoD for a salaried employee.

Pay Type: Salary

	Salary Pay Type Information	Work Days	Pay Rate Audit History						

	Effective Check Date △	Amt Per Pay	Amount	Pays	Days	Daily Rate	Hourly Rate
Begin Date: 01/05/2024	▶ 01/05/2024	3,230.31	83,988.00	26.00	260.0	323.031	40.379
End Date: 12/20/2024							
Work Hours: 8.00			83,988.00	26.00	260.0		

Pay Record - Main Tab Fields

- Begin Date
- Effective Check Date
- Hourly Rate
- End Date
- Amt Per Pay
- Work Hours
- Daily Rate

Pay Record – Main Tab (Hourly Employee)

Hourly Rate of Pay Information that needs to be entered, updated, or verified as this information will be imported into AoD for an hourly employee.

Pay Type: Hourly

	Hourly Pay Type Information	Work Days	Pay Rate Audit History	

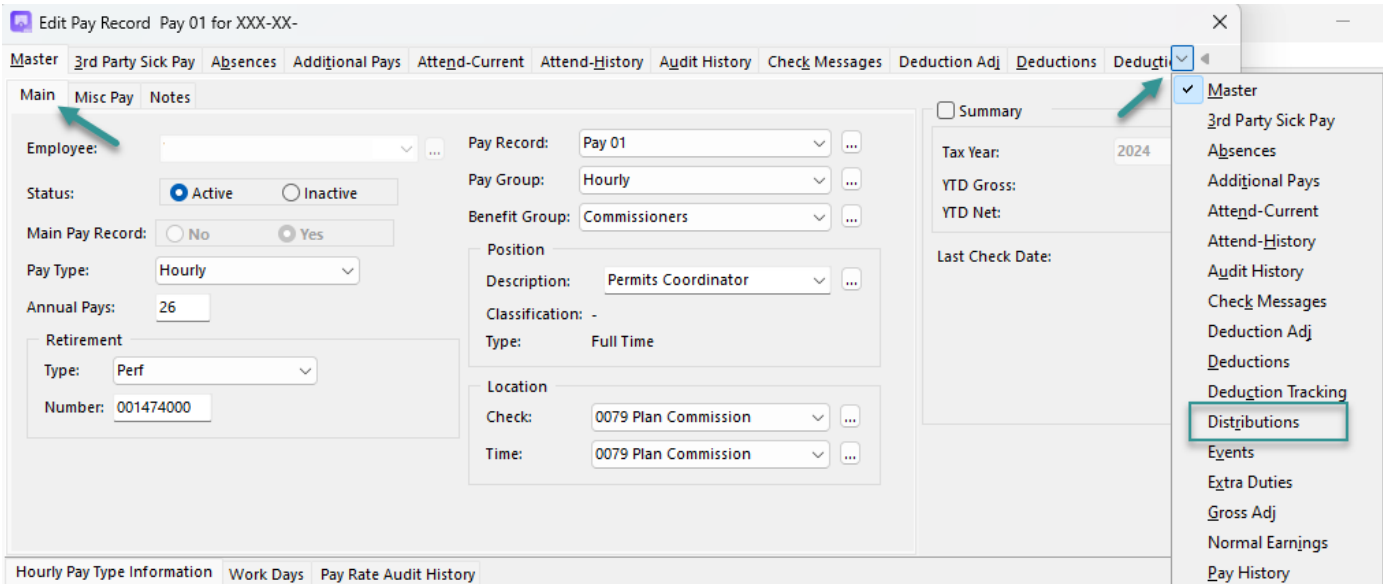|	Effective Check Date △	3rd Party Attendance Date	Rate	Status
Normal Hours: 80.00	01/22/2021		19.000	Active
Amount Per Pay: 1,709.44	01/07/2022		19.760	Active
	01/06/2023	01/06/2023	20.590	Active
	▶ 01/05/2024	12/16/2023	21.368	Active

Pay Record - Main Tab Fields

- Normal Hours
- Rate
- Effective Check Date
- 3rd Party Attendance Date

The **3rd Party Attendance Date** is auto populated with the first day of the pay period for the Effective Check Date that was entered. However, you can change this date if the pay rate change is effective on a different date.

Pay Record – Main Tab Distribution

On the Pay Record **Main** tab screen, click on the drop-down arrow and choose '**Distribution**'.

In the **Distribution** pop-up window, verify that the budget account code is correct.