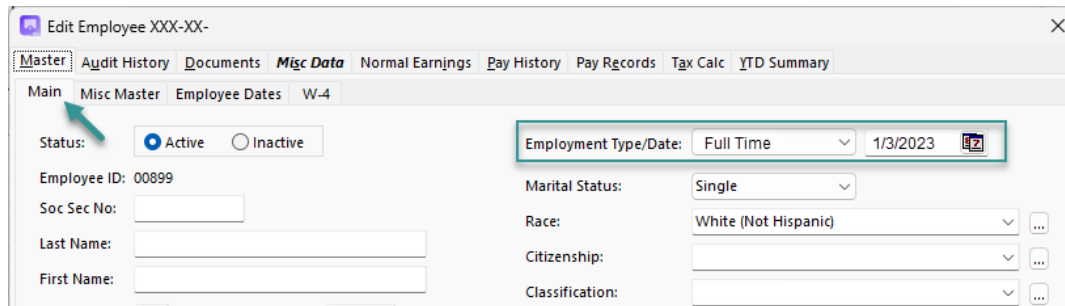


LOW Enhancements for AoD Customers

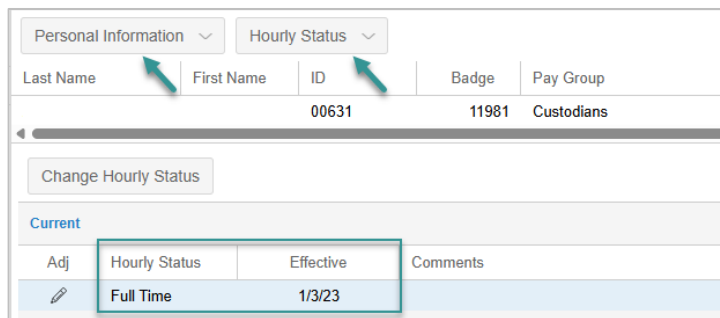
LOW has added four features to enhance the integration to Attendance on Demand (AoD). This document details these enhancements.

Employment Type/Date

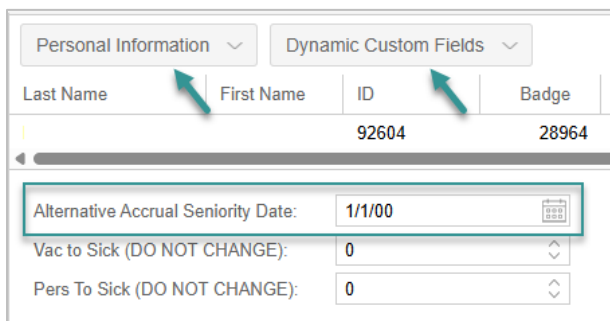
- Go to **Employees** → **Masters** in the LOW Payroll system.
- On the **Main** tab, locate the **Employment Type** field. A new field for the **Calendar Date** has been added next to it.
 - When an active employee changes from Part-Time → Full-Time or Full-Time → Part-Time, update the Employment Type accordingly. Enter the **effective date** of the change in the new calendar field.



This employment type change, along with the date, is automatically integrated into AoD on the **Personal Information – Hourly Status** screen. If no date is specified in LOW, it will default to the date it was imported in AoD.



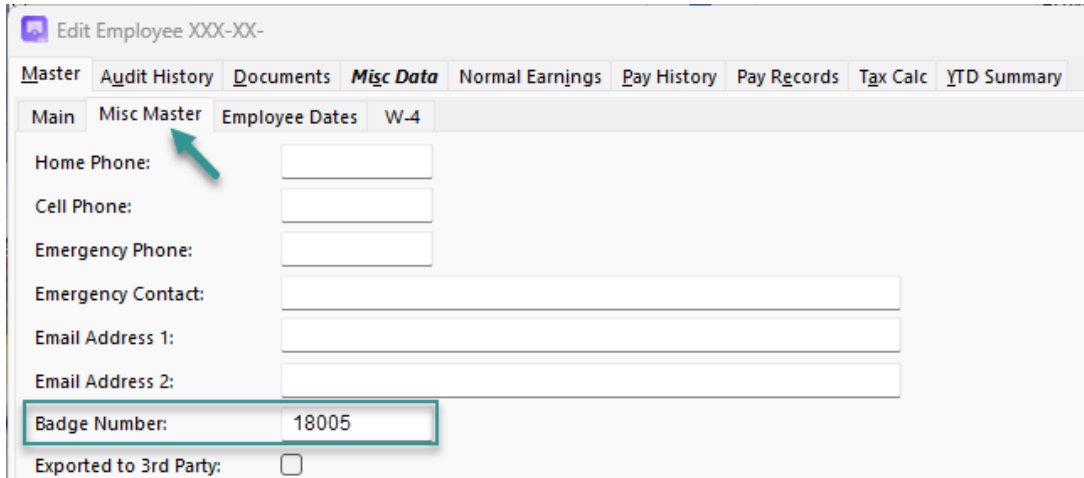
- If the employee is changing from **Part-Time** → **Full-Time**, you must **manually enter the effective date** on the **Alternate Accrual Seniority Date** field.
 - Located in **Personal Information – Dynamic Custom Fields** in AoD. This date is essential for proper benefits programming.



Badge Number

This field is only used for employees who use a physical badge to punch IN and OUT.

- Navigate to **Employees → Masters**.
 - The badge number entered here is sent to **Attendance on Demand (AoD)** and appears on the **Personal Information – Basic** screen.



Edit Employee XXX-XX-

Master | Audit History | Documents | **Misc Data** | Normal Earnings | Pay History | Pay Records | Tax Calc | YTD Summary

Main | **Misc Master** | Employee Dates | W-4

Home Phone:

Cell Phone:

Emergency Phone:

Emergency Contact:

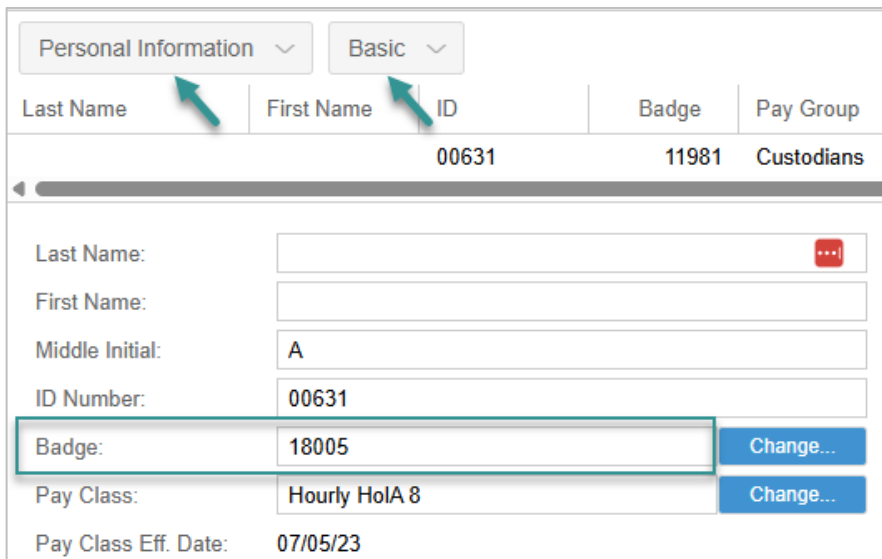
Email Address 1:

Email Address 2:

Badge Number:

Exported to 3rd Party: ☐

AoD



Personal Information | **Basic**

Last Name | First Name | ID | Badge | Pay Group

00631 | 11981 | Custodians

Last Name:

First Name:

Middle Initial:

ID Number:

Badge: [Change...](#)

Pay Class: [Change...](#)

Pay Class Eff. Date: 07/05/23

If the employee does not use a physical badge, leave this field BLANK. LOW will then automatically send the **Employee ID** to AoD to be used as their badge number.

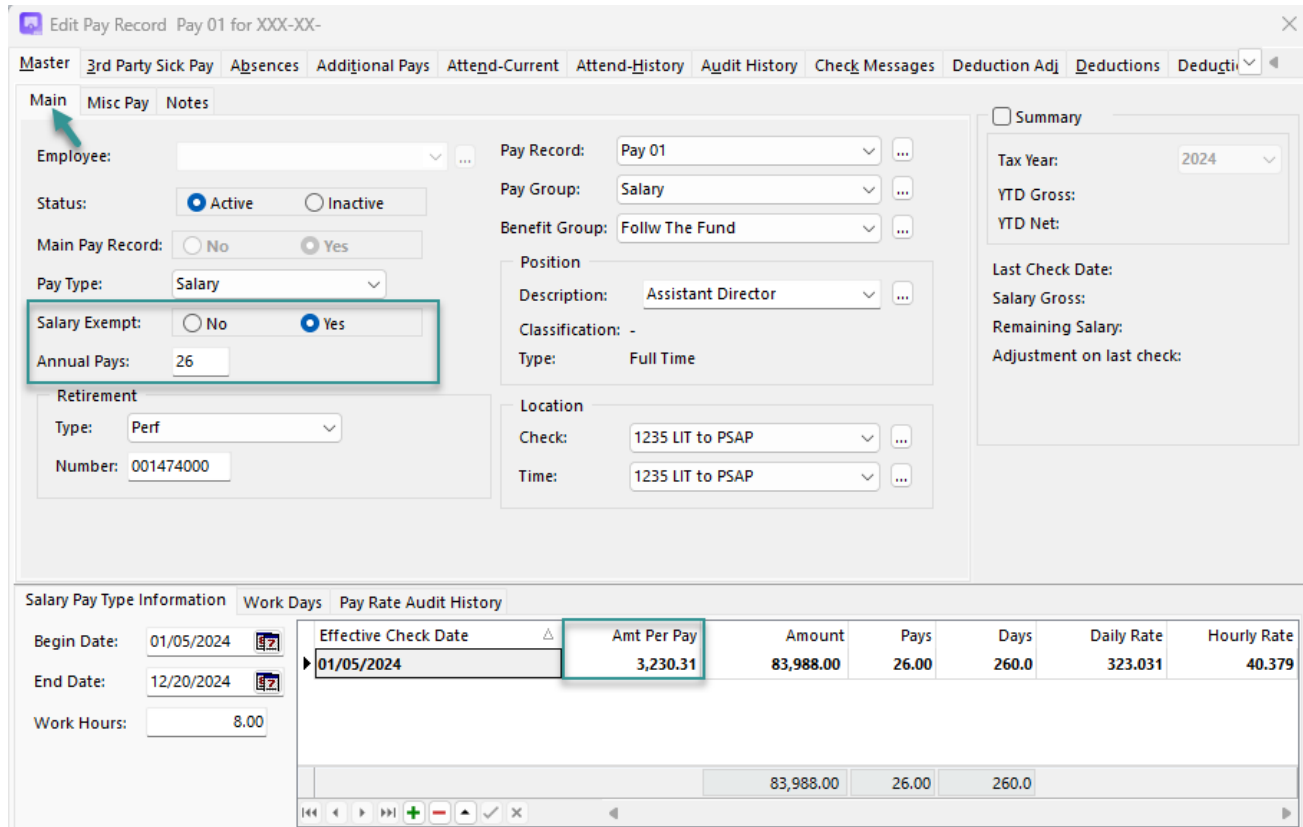
Pay Type Salary -Salary Exempt Field

This field is only enabled when you set the **Pay Type** is set to SALARY (not Daily or Hourly).

- Navigate to **Employees → Pay Records**. Options: YES or NO

If Salary Exempt = Yes

- The employee is **not eligible for overtime (OT)**.



Edit Pay Record Pay 01 for XXX-XX-

Master 3rd Party Sick Pay Absences Additional Pays Attend-Current Attend-History Audit History Check Messages Deduction Adj Deductions Deducti

Main Misc Pay Notes

Employee: Pay Record: Pay 01

Status: Active Inactive

Main Pay Record: No Yes

Pay Type: Salary

Salary Exempt: No Yes

Annual Pays: 26

Retirement Type: Perf Number: 001474000

Pay Group: Salary

Benefit Group: Follow The Fund

Position Description: Assistant Director

Classification: -

Type: Full Time

Location Check: 1235 LIT to PSAP

Time: 1235 LIT to PSAP

Summary

Tax Year: 2024

YTD Gross:

YTD Net:

Last Check Date:

Salary Gross:

Remaining Salary:

Adjustment on last check:

Salary Pay Type Information Work Days Pay Rate Audit History

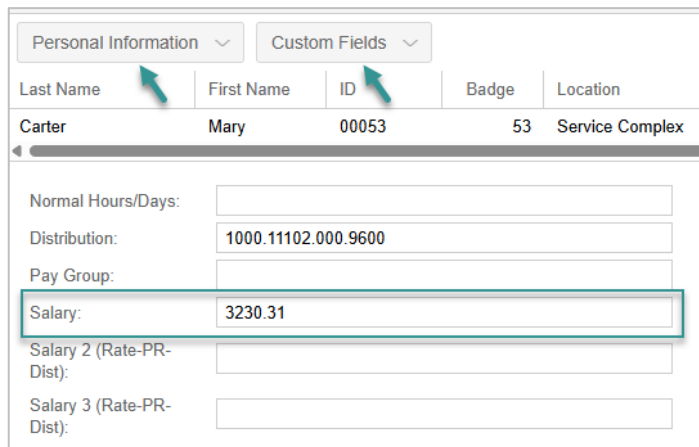
Begin Date: 01/05/2024

End Date: 12/20/2024

Work Hours: 8.00

Effective Check Date	Amt Per Pay	Amount	Pays	Days	Daily Rate	Hourly Rate
01/05/2024	3,230.31	83,988.00	26.00	260.0	323.031	40.379
		83,988.00	26.00	260.0		

AoD



Personal Information Custom Fields

Last Name First Name ID Badge Location

Carter Mary 00053 53 Service Complex

Normal Hours/Days:

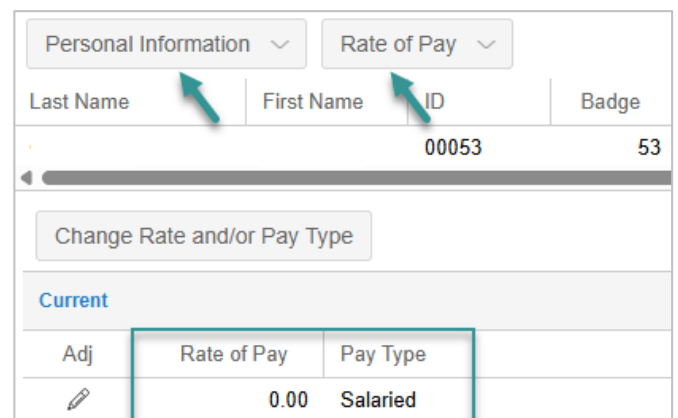
Distribution: 1000.11102.000.9600

Pay Group:

Salary: 3230.31

Salary 2 (Rate-PR-Dist):

Salary 3 (Rate-PR-Dist):



Personal Information Rate of Pay

Last Name First Name ID Badge

00053 53

Change Rate and/or Pay Type

Current

Adj	Rate of Pay	Pay Type
	0.00	Salaried

- Salary amount is sent to AoD and appears on:
 - Period Salary sent to **Personal Information – Custom Fields** screen in the **Salary** field.
 - Pay Type set to SALARY, Rate of Pay = 0 in **Personal Information – Rate of Pay** screen

If Salary Exempt = No

- The employee is **eligible for overtime**.
- Make sure the **Work Hours** field (bottom left of Pay Record screen) is completed to calculate the hourly rate.

Edit Pay Record Pay 01 for XXX-XX-

Master 3rd Party Sick Pay Absences Additional Pays Attend-Current Attend-History Audit History Check Messages Deduction Adj Deductions Deducti

Main Misc Pay Notes

Employee: [Dropdown] Pay Record: Pay 01 [Dropdown]

Status: ☒ Active ☐ Inactive Pay Group: Salary [Dropdown]

Main Pay Record: ☐ No ☒ Yes Benefit Group: Follow The Fund [Dropdown]

Pay Type: Salary [Dropdown] Position Description: Assistant Director [Dropdown]

Salary Exempt: ☒ No ☐ Yes Classification: - Type: Full Time

Annual Pays: 26 Location Check: 1235 LIT to PSAP [Dropdown]

Retirement Type: Perf [Dropdown] Time: 1235 LIT to PSAP [Dropdown]

Number: 001474000

Summary

Tax Year: 2024 [Dropdown]

YTD Gross: YTD Net:

Last Check Date: Salary Gross: Remaining Salary: Adjustment on last check:

Salary Pay Type Information Work Days Pay Rate Audit History

Begin Date: 01/05/2024 [Calendar] Effective Check Date: 01/05/2024 Amt Per Pay: 3,230.31 Amount: 83,988.00 Pays: 26.00 Days: 260.0 Daily Rate: 323.031 Hourly Rate: 40.379

End Date: 12/20/2024 [Calendar]

Work Hours: 8.00

Effective Check Date	Amt Per Pay	Amount	Pays	Days	Daily Rate	Hourly Rate
01/05/2024	3,230.31	83,988.00	26.00	260.0	323.031	40.379
		83,988.00	26.00	260.0		

AoD

Personal Information Custom Fields

Last Name: Carter First Name: Mary ID: 00053 Badge: 53 Location: Service Complex

Normal Hours/Days: Distribution: 1000.11102.000.9600 Pay Group: Salary: 3230.31

Salary 2 (Rate-PR-Dist): Salary 3 (Rate-PR-Dist):

Personal Information Rate of Pay

Last Name: Carter First Name: Mary ID: 00053 Badge: 53

Change Rate and/or Pay Type

Current

Adj	Rate of Pay	Pay Type
	40.3800	Hourly

- Both a **salary amount** and an **hourly rate** are sent to AoD. Hourly Rate used for Overtime hours.
 - Period Salary sent to **Personal Information – Custom Fields** screen in the **Salary** field.
 - Hourly Rate and Pay Type (Hourly)** appear on the **Personal Information – Rate of Pay** screen.

Pay Type Hourly - 3rd party Attendance Date

- Navigate to **Employees → Pay Records → Main tab**, scroll to the bottom under **Hourly Pay Type Information tab**.
- Locate the **3rd Party Attendance Date** field.
 - This date is **automatically populated** with the first day of the pay period based on the **Effective Check Date**.
 - You can **manually adjust this date** if the pay change takes effect on a different day.

Edit Pay Record Pay 01 for XXX-XX-

Master 3rd Party Sick Pay Absences Additional Pays Attend-Current Attend-History Audit History Check Messages Deduction Adj Deductions Deducti

Main Misc Pay Notes

Employee: [Dropdown] Pay Record: Pay 01 [Dropdown]

Status: ☒ Active ☐ Inactive Pay Group: Hourly [Dropdown]

Main Pay Record: ☐ No ☒ Yes Benefit Group: Commissioners [Dropdown]

Pay Type: Hourly [Dropdown] Position [Dropdown]

Annual Pays: 26 Description: Permits Coordinator [Dropdown]

Retirement Classification: - Type: Full Time

Type: Perf [Dropdown] Location [Dropdown]

Number: 001474000 Check: 0079 Plan Commission [Dropdown]

Time: 0079 Plan Commission [Dropdown]

Summary

Tax Year: 2024 [Dropdown]

YTD Gross:

YTD Net:

Last Check Date:

Hourly Pay Type Information Work Days Pay Rate Audit History

Normal Hours: 80.00

Amount Per Pay: 1,709.44

Effective Check Date	3rd Party Attendance Date	Rate	Status
01/22/2021		19.000	Active
01/07/2022		19.760	Active
01/06/2023	01/06/2023	20.590	Active
01/05/2024	12/16/2023	21.368	Active

AoD

Personal Information [Dropdown] Rate of Pay [Dropdown]

Last Name First Name ID Badge Location

Carter Mary 00053 53 Service

Change Rate and/or Pay Type

Current

Adj	Rate of Pay	Pay Type	Effective
	21.3700	Hourly	12/16/23

This Field will automatically come over into AoD in the Rate of Pay Effective Field in **Personal Information – Rate of Pay**.