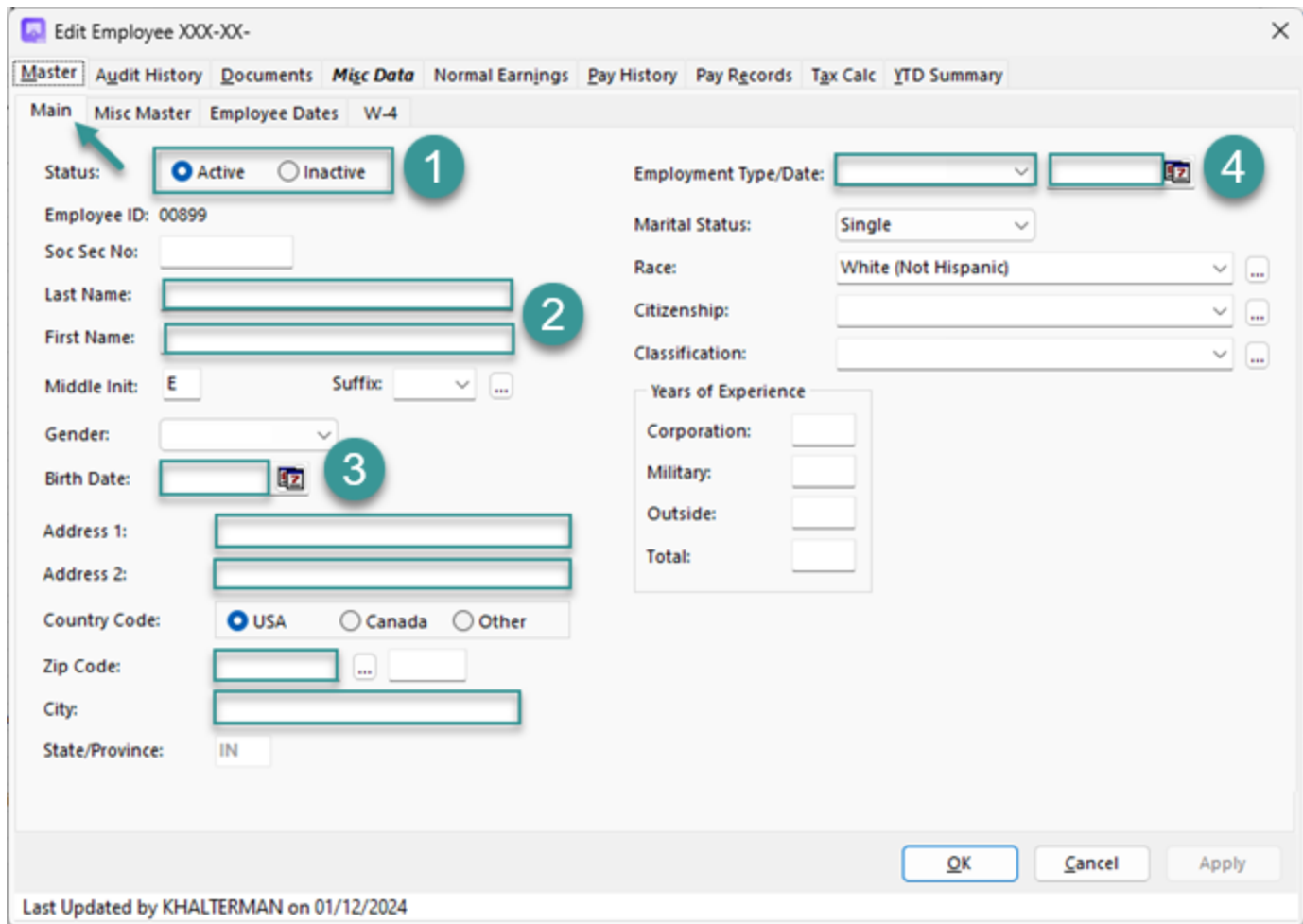


Preparing LOW for AoD Integration

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

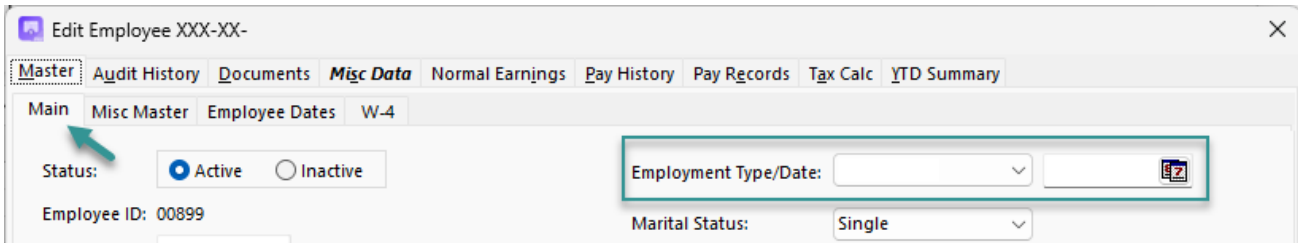
In the LOW Payroll System, from the Employee drop-down menu, choose **Master**.



Main Tab Fields

#	Fields	Description
1	Status	Make sure the employee is correctly assigned Active / Inactive
2	First/Last Name	It is important to make sure you have employees full legal name
3	Birth Date	Confirm employee has birth date
4	Employee Type*	Full Time or Part Time.
4	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



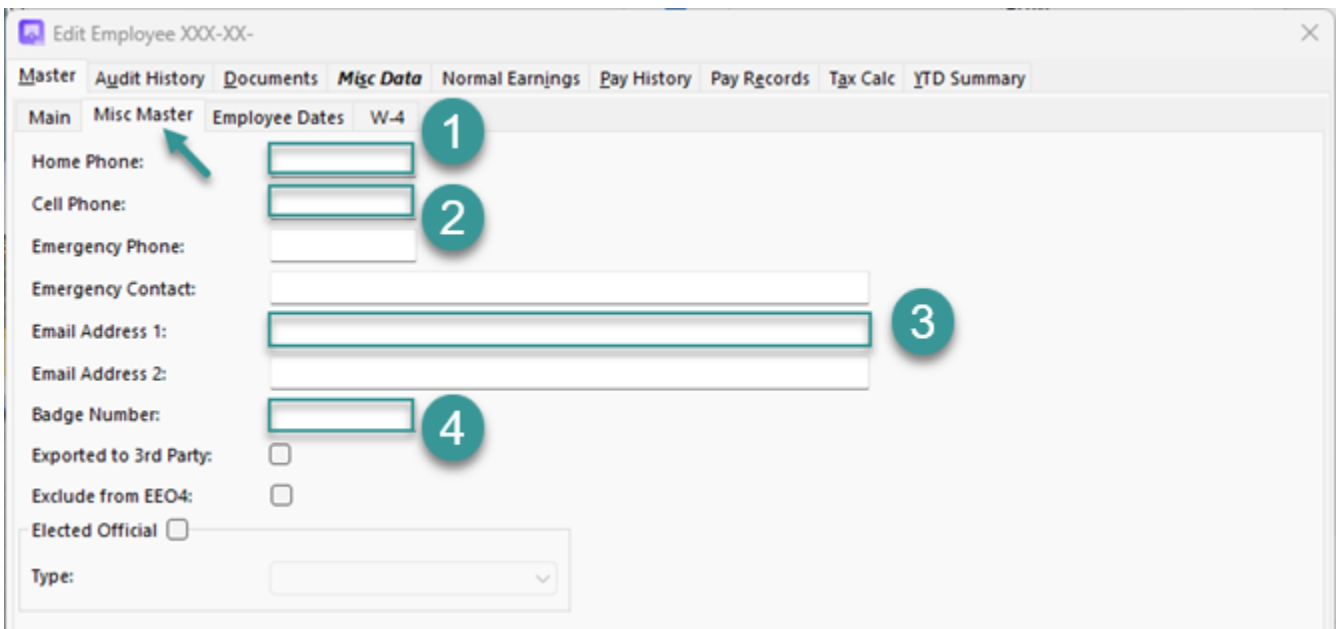
Going forward, when an active employee goes from **Part Time** → **Full Time** or **Full Time** → **Part Time**, select the new employment type and enter the effective date of the change.

Employment Type and Date is automatically integrated into Attendance on Demand (AoD) under the employee's **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 going from Part-Time → 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**.

Master – Misc Master Tab

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

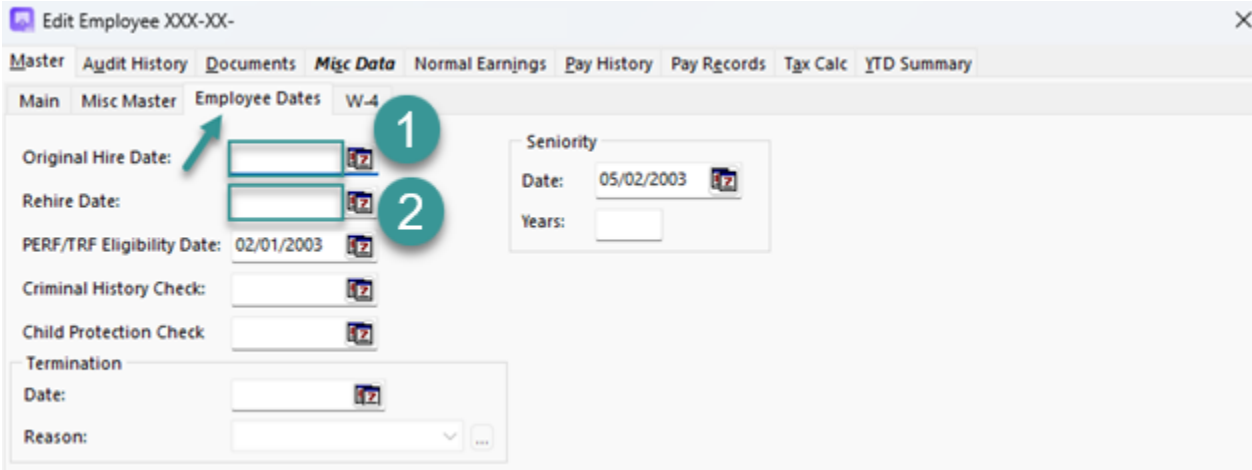


Misc Master Tab Fields

#	Fields	Description
1	Home Phone	This will go into AoD Primary or Work Phone number
2	Cell Phone	This will go into AoD Secondary or Cell Phone number
3	Email Address 1	Sent to AoD Email Address
4	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**.

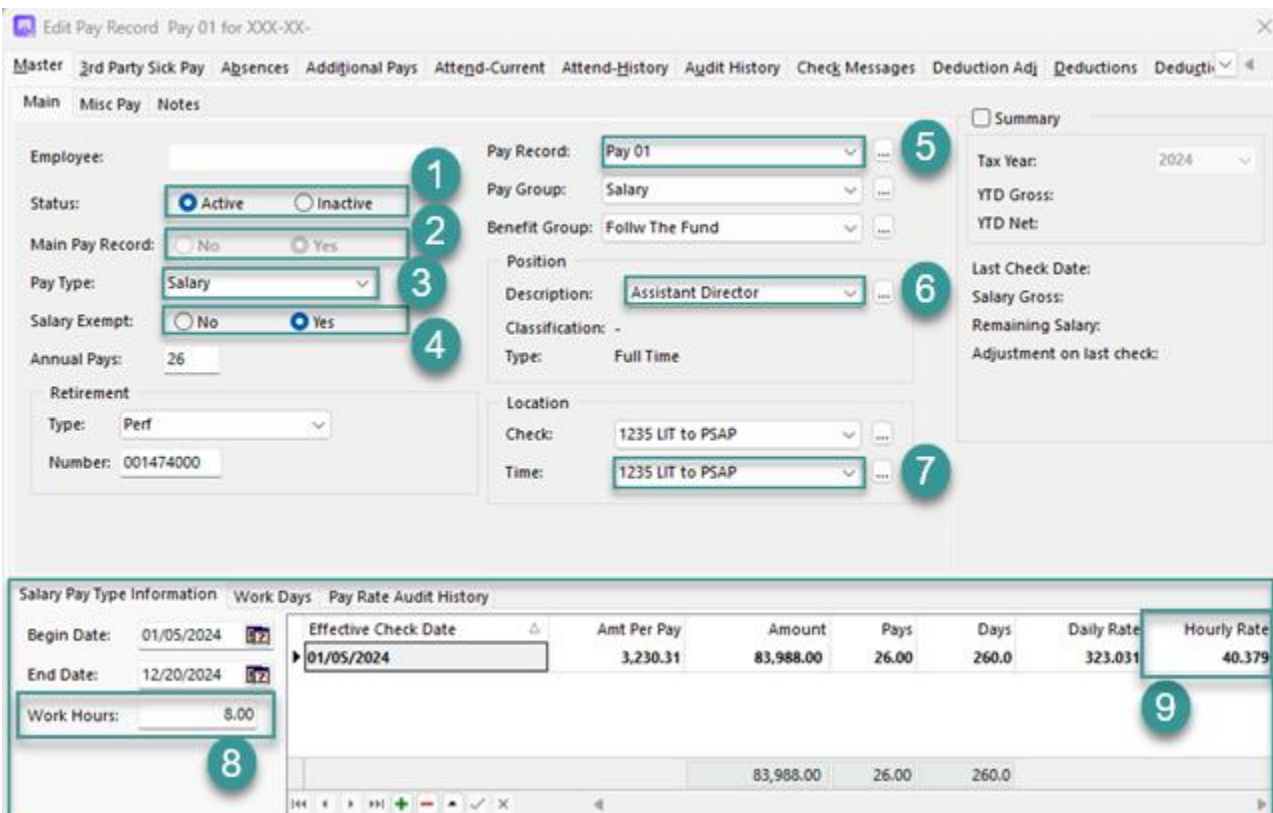


Employee Dates Tab Fields

#	Fields	Description
1	Original Hire Date	This date will be sent as the Hire Date in AoD
2	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
1	Status	Status of Pay Record
2	Main Pay Record	Is this a Main Pay Record. If so, it will be assigned to the employee's home Workgroup in AoD. In not, it will go to the employees Transfer list.
3	Pay Type	Confirm correct Pay Type. See following sections for more details
4	Salary Exempt	Only used when Pay Type is set to Salary . See following section for more details
5	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@llow.com.
6	Position Description	
7	Time Location	
8	Work Hours	Enter the normal daily worked hours to accurately calculate employees Hourly Rate
9	Hourly Rate	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**.

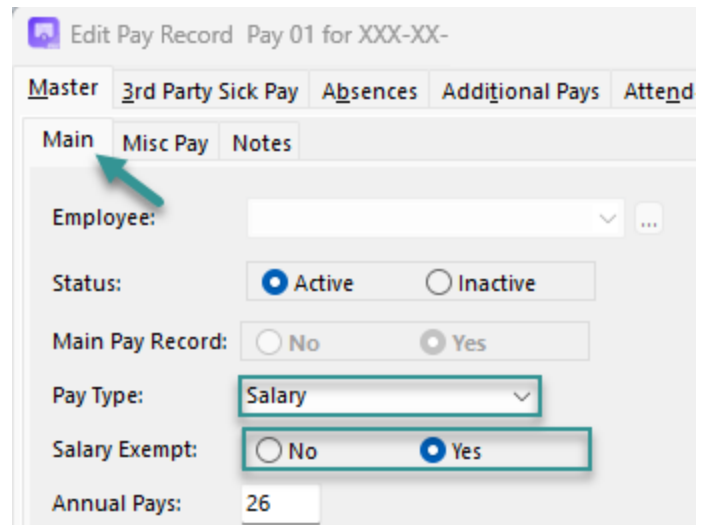
If the Salary Exempt = **NO**:

- The employee is entitled to receive Overtime. A salary amount and an hourly rate are sent to AoD.

NOTE: 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.



Edit Pay Record Pay 01 for XXX-XX-

Master 3rd Party Sick Pay Absences Additional Pays Attend

Main Misc Pay Notes

Employee: [Dropdown]

Status: ☒ Active ☐ Inactive

Main Pay Record: ☐ No ☒ Yes

Pay Type: Salary [Dropdown]

Salary Exempt: ☐ No ☒ Yes

Annual Pays: 26

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

Pay Record - Main Tab Fields

- Begin Date
- End Date
- Work Hours
- Effective Check Date
- Amt Per Pay
- Daily Rate
- Hourly 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	
Normal Hours:	80.00		Effective Check Date	3rd Party Attendance Date
Amount Per Pay:	1,709.44		01/22/2021	
			01/07/2022	
			01/06/2023	01/06/2023
			01/05/2024	12/16/2023
				21.368 Active

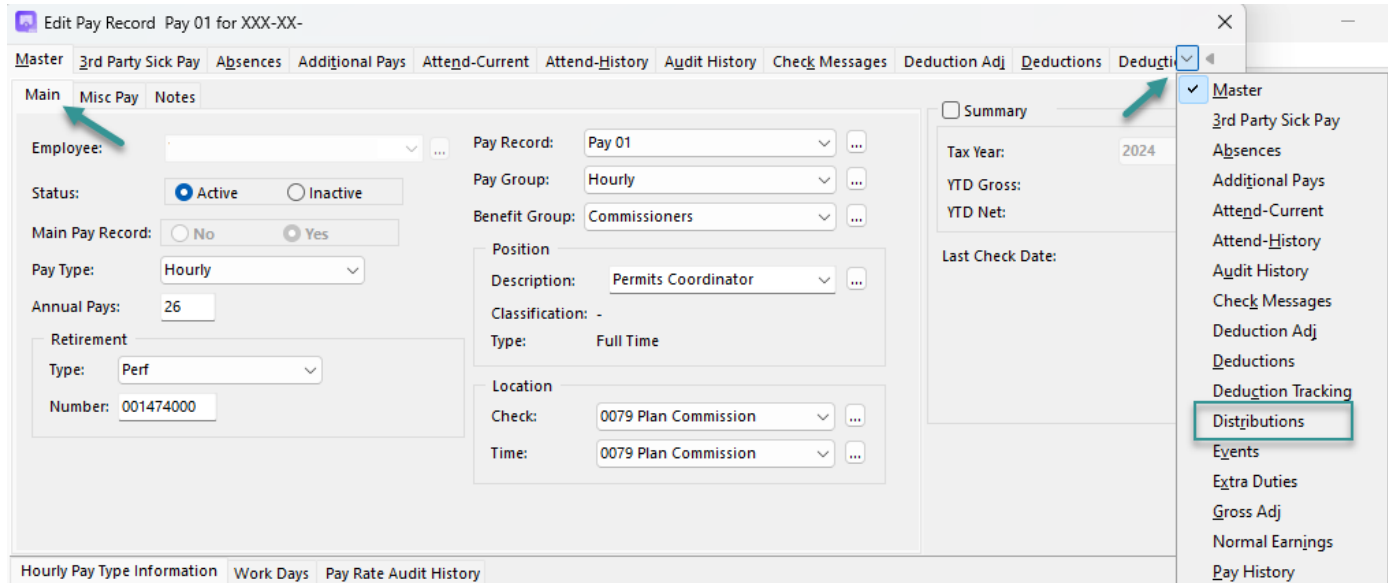
Pay Record - Main Tab Fields

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

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'.



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 Deduction Tracking Distributions

Main Misc Pay Notes

Employee: [Dropdown] Pay Record: Pay 01

Status: ☒ Active ☐ Inactive Pay Group: Hourly

Main Pay Record: ☐ No ☒ Yes Benefit Group: Commissioners

Pay Type: Hourly Position Description: Permits Coordinator

Annual Pays: 26 Classification: - Type: Full Time

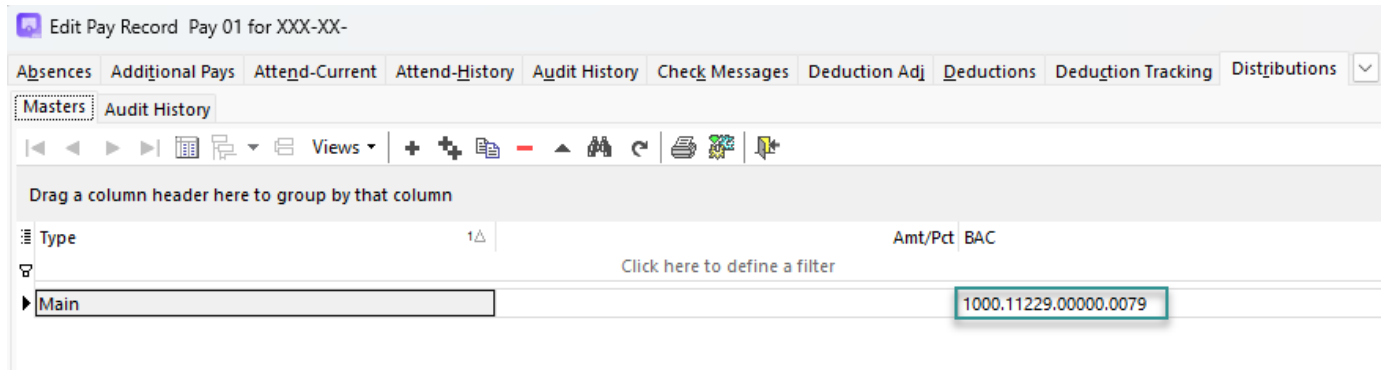
Retirement Type: Perf Location Check: 0079 Plan Commission Time: 0079 Plan Commission

Number: 001474000

Summary Tax Year: 2024 YTD Gross: YTD Net: Last Check Date:

Hourly Pay Type Information Work Days Pay Rate Audit History

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



Edit Pay Record Pay 01 for XXX-XX-

Absences Additional Pays Attend-Current Attend-History Audit History Check Messages Deduction Adj Deductions Deduction Tracking Distributions

Masters Audit History

Drag a column header here to group by that column

Type	Amt/Pct	BAC
Main		1000.11229.00000.0079

Click here to define a filter