

BTS – Business Tools for Schools

How to Use the Employee Time Statement

This report is designed for LAUSD employees to view the time that was reported and approved for them during any pay period from January 1, 2007 to the present. **It is an interim report that will be replaced once the time statement in BTS Employee Self Service is available.**

The report shows:

- the month and date that the work was performed
- the personnel number under which the work was performed
- the Cost Center (location) where the work took place
- the pay code indicating the type of time reported (e.g., VA for vacation time)
- the number of hours reported and the date that time was approved

This report shows the time reported and approved in the system and is not designed to show the amount that an employee will be paid on any specific pay day. Pay is dependent on many factors including whether the time was reported and approved before the cut-off date for the pay period. Totals or subtotals of hours are not provided.

For “positively” reported employees (including substitutes, job cost and part-time employees), all approved time is included in the report.

For “negatively” reported employees (most full time, regular employees), the report shows only exceptions to an employee’s “regular” time. These exceptions would include vacation, illness, personal necessity, etc.

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How to Use the Employee Time Statement

- Go to the BTS log on page at <http://bts.lausd.net> or click on the “BTS System Log in” box on the BTS website.
- Enter your single sign on (email) user id and password.
- Click on “Log on”

Tip: All active LAUSD employees are assigned an email account. To activate your user id go to the Employees page on LAUSD.net and click on the man. →



Welcome

User ID *

Password *

Enter your Single Sign-On (email) username and password to Log In.
 e.g. (msmith@lausd.k12.ca.us, mary.smith@lausd.net)
 Do not add domain name (@lausd.k12.ca.us @lausd.net)

Logon Problems? [Get Support](#)



Business Tools for Schools

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How to Use the Employee Time Statement

Once you are logged in, at the BTS opening screen, click on **“Time Statement”** on the menu to the left.

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Welcome to Business Tools for Schools (BTS)

BTS is a district-wide project which will replace our aging payroll, HR, budget, accounting and procurement systems with a modern business system. It will provide enhanced services for schools and offices in the areas of finance, HR, payroll and procurement data when fully implemented by July 2007.

You have been provided access to BTS based upon your job within LAUSD. Our security policy requires that you be at a LAUSD school or office to access the features of this software.

Please take some time to explore the system and become familiar with the features that you have been trained to use. Remember, if you need to refresh your memory, our training programs are available by clicking on the Help Zone on the navigation bar.

For more information about the project, please check out our project website at <http://www.lausd.net/bts>.

If you are having problems with printing, please download the latest version of Adobe software by clicking on this icon.

Adobe Get Adobe Reader

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How to Use the Employee Time Statement

Your employee time statement will appear.

Use the drop down menu to select a specific month or view all months since January 2007.

The report can be run at any time but keep in mind that the data will be updated on a daily basis with a lag time of one day. The report is dependent upon when the timekeeper does time entry.

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User Name: jdoe1234

This report is designed for LAUSD employees to view the time that was reported and approved for them during any pay period from January 1, 2007 to the present. It will be of particular value to substitutes who work at different locations through the month and have multiple timekeepers reporting their time. It is an interim measure until BTS Employee Self Service is rolled out later this year.

This report shows the time reported and approved in the system and is not designed to show the amount that an employee will be paid on any specific pay day. Pay is dependent on many factors including whether the time was reported and approved before the cut-off date for the pay period.

Note: For "negatively" reported employees (most full time, regular employees), the report shows only exceptions to an employee's "regular" time such as vacation, illness, and other entries that are positively reported by the timekeepers.

* This report shows only time entered and approved as of APR 10, 2007

* To view a specific pay period, please select the month from the drop down list or view all time reported since January 1, 2007.

[All Periods]

Month	Work Date	Personnel Numbers	Cost Center	Hour Type	Approved Hours	Approval Date
APR 2007	04 / 08 / 2007	123456	Home Cost Cntr	Personal Necessity	8	04 / 08 / 2007
FEB 2007	02 / 15 / 2007	123456	Home Cost Cntr	Illness	8	02 / 21 / 2007
JAN 2007	01 / 28 / 2007	123456	Home Cost Cntr	Overtime	2	02 / 01 / 2007

(Above is example for a negatively time reported employee.) 4

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How to Use the Employee Time Statement

Example below is for a substitute teacher who worked for several locations in February.

User Name: ██████████

* This report shows only time entered and approved as of APR 10, 2007

* To view a specific pay period, please select the month from the drop down list or view all time reported since January 1, 2007.

FEB 2007 ▼

Month	Work Date	Personnel Numbers	Cost Center	Hour Type	Approved Hours	Approval Date
FEB 2007	02 / 26 / 2007	723111	1489001 - Lockwood EL	Regular Time	6	02 / 26 / 2007
FEB 2007	02 / 23 / 2007	723111	1217801 - Aragon EL	Regular Time	6	02 / 26 / 2007
FEB 2007	02 / 22 / 2007	723111	1223301 - Atwater EL	Regular Time	6	02 / 26 / 2007
FEB 2007	02 / 21 / 2007	723111	1489001 - Lockwood EL	Regular Time	6	02 / 26 / 2007
FEB 2007	02 / 20 / 2007	723111	1030501 - "Special Education, Division of"	Regular Time	6	02 / 26 / 2007
FEB 2007	02 / 16 / 2007	723111	1435601 - Hammel EL	Regular Time	6	02 / 26 / 2007
FEB 2007	02 / 15 / 2007	723111	1489001 - Lockwood EL	Regular Time	6	02 / 26 / 2007
FEB 2007	02 / 13 / 2007	723111	1435601 - Hammel EL	Regular Time	6	02 / 26 / 2007
FEB 2007	02 / 12 / 2007	723111	1543801 - Murchison EL	Regular Time	6	02 / 26 / 2007
FEB 2007	02 / 09 / 2007	723111	1435601 - Hammel EL	Regular Time	6	02 / 26 / 2007
FEB 2007	02 / 08 / 2007	723111	1489001 - Lockwood EL	Regular Time	6	02 / 26 / 2007
FEB 2007	02 / 07 / 2007	723111	1435601 - Hammel EL	Regular Time	6	02 / 26 / 2007
FEB 2007	02 / 06 / 2007	723111	1435601 - Hammel EL	Regular Time	6	02 / 26 / 2007
FEB 2007	02 / 05 / 2007	723111	1435601 - Hammel EL	Regular Time	6	02 / 26 / 2007
FEB 2007	02 / 02 / 2007	723111	1489001 - Lockwood EL	Regular Time	6	02 / 26 / 2007
FEB 2007	02 / 01 / 2007	723111	1489001 - Lockwood EL	Regular Time	6	02 / 26 / 2007