Introducing PACS Online!

Same Lawson Product!
New Lawson Look!
Introducing PACS Web

To begin, you will need to open Internet Explorer and type in http://hris to get started. Otherwise, you can use the icon which will appear on your school menu.

Your login information is your OUTLOOK username and your OUTLOOK password. You do not need to remember a separate Lawson password anymore!

Once you login, you will see a Welcome screen. To access the Payroll Attendance Selection or PACS menu screen that you have seen in the past, click on the PACS Menu link in the Navigation Area on the left-hand side of the screen. As before, you will see all of the functions available, but some may have moved. To get started, click on Fill Defaults from the toolbar.

NOTE: The ENTER key will no longer fill in the default values.

As always, you will use the Inquire button to load existing information from the database, and the Change button to post updates. Just as in the prior version, you will see screens for:

- Professional Employees;
- Supporting Service;
- Temporary Part Time;
- Long Term Sub Teachers;
- Short Term Sub Teachers;
- Class Coverage;
- Summer Employment;
- ECA 1 Activities;
- Outdoor Education;
- ECA 3 Activities;
- Professional Workshops; and
- Tier 1 Training.

To return to the PACS menu, click on the Related Forms button on the far right-hand side of the screen, and select Payroll Attendance Selection (MM60.1)

One additional note: The ClearAll and NoPrefill options are available under the new Special Actions button.

ATTENDANCE RELEASE

Once the attendance for staff members has been posted, you will need to release the information. This is done from the Attendance Release screen as before. The only difference is that Release/Unrelease functions are now listed under the Special Actions button on the Attendance Release screen.

PRINTING

Since PACS is now web-based, you will use the Print command within Internet Explorer to print out anything on screen. Simply go to File and Print.

NOTE: You may need to change your page layout to Landscape to fit all of the text.