

You will have access to three Home Pages in LaMPSS: User Home Page, Organization Home Page and Agreement Home Page.

### User Home Page

Once you log into LaMPSS, it will bring you to the User Home Page. As illustrated below you will note the following: top navigation bar including access to online help documentation, language selection, side navigation bar, agreement/case search and any tasks or notifications due.



### Organization Home Page

The second Home Page that you have access to is the Organization Home Page, which you can access from the User Home Page under My Organization. This Home Page provides a 'real time' overview of your organization's agreements and is used at the entry point to apply for new programs and or services and to work on current agreements. Below the active agreements section, you can view the current notifications for the Organization.

On initial view, only active agreements are listed. All agreements can be viewed by clicking on the following button [Show History](#)

The screenshot shows the LaMPSS Agreement Home Page. The left sidebar contains a navigation menu with the following items: My Organization, Notification Actions, Apply for Funding, Programs and Services (circled in red), My Account, Reports, and Recent Agreements/Cases. The main content area displays the user's login information, the LaMPSS Organization #, and a table of Active Agreements. The table has columns for Agreement ID, Start Date, End Date, Status, Program, and Agreement Manager. Below the table is a 'Show History' button (circled in red). At the bottom, there is a 'Notifications' section with a table of notifications.

Agreement ID	Start Date	End Date	Status	Program	Agreement Manager
	Feb 10, 2020	May 22, 2020	Active		
	May 31, 2020	Aug 29, 2020	Active		
	Oct 01, 2017	Mar 31, 2020	Active		
	Feb 17, 2020	Jun 26, 2020	Active		
	Sep 28, 2020	Nov 30, 2020	Application		
	Jan 01, 2020	Dec 31, 2022	Active		
	Nov 03, 2014	May 13, 2017	Amendment		
	Feb 25, 2019	Feb 28, 2020	Active		
	Mar 11, 2019	Mar 13, 2020	Active		
	Jul 08, 2019	Aug 07, 2020	Amendment		

  

P	Type	Agmnt/ Case ID	Program	Assigned To	Created By	Due Date
	Action Required		(LAE-WI)			Mar 10, 2017
	Activity Report covering Oct 01, 2015 to Feb 28, 2017 - download form after Feb 28, 2017 and submit before Mar 10, 2017.					
	Action Required		(LAE-WI)			Mar 10, 2017
	Financial Report covering Oct 01, 2015 to Feb 28, 2017 - download form after Feb 28, 2017 and submit before Mar 10, 2017.					

## Agreement Home Page

The third Home Page that you have access to is the agreement Home Page. When you have current agreements in LaMPSS, these agreements can be in various stages of status. When you click on an Agreement ID, you will be taken to the agreement Home Page.

This is where you can see all your agreement documents and the cheque history of the agreement. This Home Page has three sections, the agreement header which displays the agreement tombstone information which includes who is assigned to the agreement, the program area essentials which displays the program related details like when reporting is due for the agreement and the notifications which will display any notification that are directly related to the agreement.



## Searching for Agreements

There are two ways to search for an Agreement in LaMPSS. From the User Home Page, on the left-side navigation menu under Agmmt/Case Navigation or click on Agmmt/Case Management in the main navigation menu at the top of the page.

## Viewing and Searching Agreement Documents

The agreements documents page can be accessed from the Agreement Home Page, on the left-side navigation menu under Agreement Tools.

All documents will be listed in order of the most recent document to the oldest document that was uploaded. This will be where you can find a copy of your contract.

The documents icon appears in several places throughout LaMPSS where users can add agreement document wherever the icon  appears.

On the agreement's documents page, you also have the option to search for a specific document. This section includes several fields to narrow down the list of documents displayed. If you enter a partial document name under the name field, it will return all documents with names starting with that specific text.

To open a document, click on the .PDF hyperlink for a document to open. A pop up will appear questioning if you want to open the document or save the document. Once a selection is made the Adobe viewer launches and the document is displayed.

## Notifications and Tasks

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Notifications will appear on all home pages that you have access to. LaMPSS will generate notifications for key actions required of you during your agreement, such as the submission of financial and activity reports.

On the Organization Home Page, LaMPSS generates notifications for the organization, such as information notifications, which are displayed in the notifications section. Notifications that are assigned to specific self-service users are displayed on the User and Agreement Home Pages.

Notifications are listed in order of priority (under the column 'P'):

- Red is High Priority
- Yellow is Medium Priority
- Green is Low Priority

Within a priority, the notifications are listed by date – oldest first. A checkbox will appear against those notifications that may be deleted by you. If the notification is auto complete (a type that is to be completed by the system, as a result of the execution of some system process) no checkbox appears. Through clicking on the type field hyperlink (Info, Reminder, Action Required) directs you to the screen that is used to complete the action. The notification will be cleared automatically once you complete the action.

We recommend that you monitor your home pages regularly, so you do not miss a notification. You will not receive any notifications by email, so you are required to keep an eye out for your reminders in LaMPSS. Please note that notifications/tasks do not eliminate the need for program staff to be in contact with agreement holders, they are simply a feature of LaMPSS to enable more efficient communication about agreements.

## Cheque History

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The Cheque History page can be accessed from the Agreement Home Page, on the left-side navigation menu under Financial Actions.

All cheques and electronic funds transfer (EFT) are produced by the Department of Finance Government Accounting, whether it is for an organization or an individual. LaMPSS processes and sends payments requests daily, Monday to Friday after 6 pm. All successful transactions are reflected in Payment History within LaMPSS. Electronic Funds Transfers are produced each day, allowing Organizations and Individuals a timelier receipt of payment. The EFT file is sent to the bank at 11 am each day and funds are usually available in the organization's bank account by the end of that day. **Reminder** - Each bank has a different schedule for depositing funds.

Cheques for Organizations are produced once a week on Wednesday. Cheques for Individuals are produced each day (Monday to Friday).

It should be noted that the Department of Finance's SAP system consolidates payments. If the nightly direct deposit processing or the weekly cheque run contains multiple payment for one organization, they will be consolidated into a single direct deposit or cheque for the sum of the payments.

You can look at the cheque history for your agreement. Though this screen you can see the payments that have been processed as well as search for a specific payment based on certain key fields. If you want to view all history, leave the search criteria empty and click search.

### LaMPSS Timeout

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LaMPSS, like other web applications, will time out after a period of 20 minutes of inactivity. If you are updating data and are interrupted, after 20 minutes LaMPSS will time out and return you to the external login Page without saving your data.

### Agreement Contract and Schedules

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An agreement contract is generated by the system using information from the program definition, the application and details confirmed during the assessment. All LaMPSS contracts will have the same look and feel but each application type, will have a different contract template with different information. The differences are in the details specific to your agreement, which will be reflected in the various schedules of the contract.

Note: Some schedules may have a different letter associated in their Agreement Contract due to requiring different sections.

Breakdown of the schedules:

Schedule A – Agreement Holder Details

Provides the names and contact information for the parties

Schedule B – Program/Position (Wage Subsidy)/Training (Training Subsidy) Details

States the approved program that provided the funding and outlines what the parties must adhere to in the guidelines.

Schedule C – Agreement Details

Summary of the agreement.

Schedule D – Agreement Activities

A description of all activities to be delivered by the Service Provider under the Agreement and the expected results required.

Schedule E – Budget

Approved budget for the Project

Schedule F – Planned Reporting Periods and Payments

The breakdown of when the service provider is required to submit Activity and/or Financial Reports to the province on the scheduled dates.

Schedule G – Locations

List all Activity Locations for the Agreement Activities.

Schedule H – Participants

The expected number of participants in each group

Schedule I – General Terms and Conditions

Schedule J – Additional Conditions (will be listed if required)

Funding Application Types	Schedules								
	A	B	C	D	E	F	G	H	I
Wage Subsidy									
Training Subsidy									
Work Experience – START									
Standard									